



## Manly 16ft Skiff Sailing Club - COVID-19 Safety Plan & Risk Assessment

### Purpose

This COVID-19 Safety Plan addresses the following matters in various ways:

- Points of COVID-19 transmission risk;
- Transmission controls;
- Hygiene and behaviour requirements;
- Physical and fitness preparations before the season restart;
- Education and communication;
- Review the effectiveness of the COVID-19 Safety Plan for the organisation and amend, update or improve as necessary; and
- Advice to the Board of Directors on the effectiveness of COVID-19 Safety Plan arrangements and seeking assistance where required.

This plan was prepared on 14 September 2020 to meet the NSW Government Public Health Order number 4 2020 and the subsequent updates (latest prior this one being 9 January 2021).

### 16. Direction of Minister requiring COVID-19 Safety Plans

The Minister directs that the organiser of a community sporting activity that involves a gathering of more than 100 participants must—

- (a) develop and comply with a COVID-19 Safety Plan that addresses the matters required by the COVID-19 safety checklist approved by the Chief Health Officer for community sporting competitions and published on the New South Wales Government website ([www.nsw.gov.au](http://www.nsw.gov.au)), and
- (b) keep a copy of the COVID-19 Safety Plan and make it available for inspection by an authorised officer as requested.

### Background - Club Facilities

Manly 16ft Skiff Sailing Club (M16ftSSC) is located at Manly NSW. All sailing activities conducted at M16ftSSC are under the direction of the M16ftSSC Board of Directors and the M16ftSSC Commodore.

For rigging of boats, members utilise the grassed areas and beach located on the East Esplanade between Ashburner Street and Victoria Parade, Manly and also at the rigging area adjacent to Manly 16ft Skiff Sailing Club located at the corner of East Esplanade and Stuart Street, Manly. The majority of members' boats (16ft skiffs) are stored on road trailers at member's homes or other available locations and are towed to the area each week. About six 16ft skiffs are stored at the M16ftSSC boatshed along with all 13ft skiffs, Flying 11's and Manly Juniors.

The Club's sailing and racing activities take place in the area bounded by Manly, North Harbour, Dobroyd Point, Grotto Point, Balmoral, Middle Head, Georges Head, Sow & Pigs Reef, Camp Cove, South Head, Quarantine Point, Cannae Point and Manly Point.

Support (rescue) craft are either moored on club moorings in Manly Cove or stored in the boatshed at M16ftSSC. The Club has six support boats which are as follows:

- "Matana"
- "Hugh Cooke"

- “George Johnston”
- “George Fitzgerald”
- 5 metre Highfield RiB
- 3.1 metre Aquapro RiB

## Risks and Controls

The Club’s sailing activities described above give rise to the following potential risks for virus transmission. Controls have been designed to mitigate these risks as far as practicable.

<b>Risk factors for virus transmission</b>	<b>Controls</b>
<ul style="list-style-type: none"> <li>• Gathering of sailing boat crews and their supporters in the rigging areas (grassed areas and beach)</li> <li>• Gathering of sailing boat crews, supporters and volunteers at the main Club building</li> <li>• Gathering of sailing boat crews, volunteers and supporters around the Club’s boat storage area</li> <li>• Race sign on and sign off procedure</li> </ul>	<ul style="list-style-type: none"> <li>• Physical distancing of 1.5m to apply where possible.</li> <li>• Alcohol based sanitiser is provided at the rescue boat storage.</li> <li>• Gathering of people as a group in the rigging areas (grassed areas or on the beach) is permitted before or after the day’s racing, however, appropriate social distancing of at least 1.5m is recommended (not mandated).</li> <li>• The showers and changing rooms inside the main Club building will be closed. Physical distancing recommendation of at least 2 square metres per person will apply around the outdoor shower area (near the boatshed).</li> <li>• Sailors or their supporters gathering in the main Club building before, during or after the day’s racing must observe the guidelines in the Club’s main COVID-19 Safety Plan in particular with regard to physical distancing and the limitation of the number of people allowed in the Club at any one time.</li> <li>• In particular, in-doors: <ul style="list-style-type: none"> <li>○ Patrons must be seated while eating and/or drinking.</li> <li>○ Bookings must still be made for table reservations.</li> <li>○ Social distancing of one person per two (2) square metres is mandated.</li> </ul> </li> <li>• In particular, the open deck area: <ul style="list-style-type: none"> <li>○ Patrons may stand, but only near their own seating while eating and/or drinking.</li> <li>○ Bookings must still be made for table reservations.</li> <li>○ Social distancing of one person per two (2) square metres is mandated.</li> </ul> </li> <li>• Parents or guardians of competing children are not limited to attend providing appropriate</li> </ul>

	<p>social distancing recommendations can be observed.</p> <ul style="list-style-type: none"> <li>• All Senior sailors and race management must sign on (including full name and contact number) prior to the day's racing and then sign off after returning to shore after the day's racing using the form linked on the Club's website.</li> <li>• All Junior sailors must sign on and off verbally with the Deck Manager on the race day. The Deck Manager will maintain the sign on sheet.</li> </ul>
<ul style="list-style-type: none"> <li>• Gathering of people on water (powerboats)</li> <li>• Maintenance of powerboats</li> </ul>	<ul style="list-style-type: none"> <li>• The "Matana" is the RC start and finish boat. The number of crew is limited to six, where possible, to maintain social distancing. Disposable gloves, alcohol based wipes and hand sanitiser will be provided on the boat.</li> <li>• The "Hugh Cooke" is a support boat. The number of crew is limited to four, where possible, to maintain social distancing. Disposable gloves, alcohol based wipes and hand sanitiser will be provided on the boat.</li> <li>• The two catamaran boats ("George Johnston" and "George Fitzgerald") are also support boats and the number of crew is limited to three, where possible, to maintain social distancing. Disposable gloves, alcohol based wipes and hand sanitiser will be provided on the boats.</li> <li>• The remaining two boats ("rubber ducks") are also support boats, but the number of crew is limited to two, where possible, to maintain social distancing.</li> <li>• Keys and other boat equipment must be wiped before and after use with alcohol based sanitiser (the keys are stored in the Club's main office).</li> </ul>

<b>Risk factors for virus transmission</b>	<b>Controls / Procedures</b>
<ul style="list-style-type: none"> <li>• Handling of equipment</li> </ul>	<ul style="list-style-type: none"> <li>• The sharing of equipment between competing crews will not be allowed. Each competing boat and crew shall ensure they have all necessary equipment.</li> </ul>
<ul style="list-style-type: none"> <li>• Briefings of sailors and volunteers</li> </ul>	<ul style="list-style-type: none"> <li>• Groups including coaches or race officials who need to meet inside the Club or the boatshed must be seated and observe the one person per two (2) square metre physical distancing requirement. Any tables, chairs or shared objects must be wiped clean before and after use. All members and visitors to the Club must sign in and ultimately sign out at the Reception desk, using the NSW</li> </ul>

	<p>Government QR code and their mobile phone.</p> <ul style="list-style-type: none"> <li>• Safety briefings and coaching instructions should be kept short and ideally be held outside the boatshed allowing for the recommended one person per two (2) square metre physical distancing requirement.</li> </ul>
<ul style="list-style-type: none"> <li>• Meetings of board and committees</li> </ul>	<ul style="list-style-type: none"> <li>• Board, committee and class meetings may be held at the Club or in the boatshed. Tables, chairs, shared objects must be wiped before and after use. Physical distancing of one person per two (2) square metre requirement must be observed in the meeting room and attendees must be seated. All members and visitors to the Club must sign in and ultimately sign out at the Reception desk, using the NSW Government QR code and their mobile phone.</li> </ul>

## General Guidance and Information

### Hygiene advice

- Wash your hands often with soap and water. This includes before and after eating and after going to the toilet.
- Use alcohol-based hand sanitisers when you can't use soap and water.
- Avoid touching your eyes, nose and mouth.
- Clean and disinfect any surfaces you use often such as benchtops, desks and doorknobs.
- Clean and disinfect objects you use often such as mobile phones, keys and wallets.

### Contact Tracing and Sign On

Australian Sailing guidelines require clubs to maintain contact tracing records. M16ftSSC asks sailors, race management, visitors or members coming to the Club building for sailing or working bees to sign in and ultimately sign out at the Club's Reception desk using the NSW Government QR code and your mobile phone.

In addition, if you are attending as a sailor or volunteer for either 13ft or 16ft skiff sailing activities being run by the Club, you must also ensure that you are included in the sailing sign on (and sign off) form that is available on the Club's sailing website, whether you go to the Club and sign in / out using the QR Code or not.

The sign on (and sign off) form for 16ft and 13ft skiffs is available from a link on the landing page of the M16ftSSC sailing website - <https://manly16s.com.au/>

The form makes it clear members should not attend if they have:

- any cold or flu symptoms;
- been in direct contact with a known case of COVID-19 in the previous 14 days;
- attended any of the reported case locations ("hot spots") listed on the NSW Health website in the previous 14 days and a recommendation or direction has been issued

to get tested and self-isolate (<https://www.nsw.gov.au/covid-19/latest-news-and-updates> )

- travelled internationally in the previous 14 days; or
- a high risk from a health perspective, including the elderly and those with pre-existing medical health conditions.

### **Information and communication to M16ftSSC members**

These policies will be communicated to members by email and via the Club sailing website - <https://manly16s.com.au/>

The Club website has links to:

- Contact tracing sign on and sign off form;
- M16ftSSC COVID19 Safety Plan & Risk assessment;
- NSW COVID19 Health Advice; and
- Links to COVIDSafe App for both iPhone and Android.

### **Advice to sailors, volunteers and families on personal hygiene**

The Club recommends and encourages:

- regular and thorough hand washing;
- carrying and use of hand sanitiser;
- covering a sneeze or cough with an elbow or a tissue rather than hands;
- avoiding close contact with people who are unwell;
- no touching of eyes, nose or mouth;
- no spitting or clearing nasal/respiratory secretions in any sport settings;
- limiting contact with other participants – avoid handshakes, high fives, huddles and celebrations; and
- clean and disinfect objects you use often such as mobile phones, keys or wallets.

### **Sailors who feel ill**

- Members who feel unwell or have any COVID19 symptoms should **not** come to the Club or the rigging areas.
- If a member becomes unwell they should stay under shade in the park while resting or waiting for medical attention or emergency contact support. Masks will be provided.
- Members are required to provide an emergency contact with their membership details held by the Club or through their Australian Sailing membership record.

### **Advice from Australian Sailing**

- Get in, sail and get out;
- Outdoor activities only, where possible;
- Practice good hand hygiene before and after sailing;
- Avoid physical contact;
- Arrive dressed and ready to sail;
- Stay home if you are unwell;
- Don't share drinks or towels;
- Sharing of equipment should be avoided and if necessary, should be kept to a minimum;
- Keep a distance of at least 1.5 metres where reasonably practicable;
- Sign on to make sure the Club has Contact Tracing records; and
- use of COVIDSafe App whilst at the Club, as well as sign in / out using QR Code.

## **Review the effectiveness of the COVID-19 Safety Plan updating or improving as necessary.**

- This safety plan was initially compiled in September 2020 and will be reviewed and revised regularly (last update 22<sup>nd</sup> February 2021).
- The Board has appointed M16ftSSC Commodore Grant Windsham as the COVID-19 SAFETY COORDINATOR.
- The COVID-19 Safety Coordinator is the key resource and central point of contact for all matters COVID-19 for the Club.
- The COVID Safety Coordinator will advise the Board on the effectiveness of COVID-19 Safety Plan arrangements. The Manly 16ft Skiff Sailing Club Ltd Board of Directors will seek assistance where required.

## **Useful Resources**

- [Return to Sailing Covid Advice on Hygiene in the Sailing Environment](#)
- Providing education material for club members to promote required behaviours (e.g. regular and thorough handwashing, covering mouth and nose with a tissue or sleeve during coughing/ sneezing). Suggested Australian Government and WHO resources:
  - [Good hygiene for coronavirus \(COVID-19\)](#)
  - [Hand washing guidance](#)
  - [Keep that cough under cover](#)
  - [Self-isolation \(self-quarantine\) for coronavirus \(COVID-19\)](#)
  - [Advice for people at risk of coronavirus \(COVID-19\)](#)
  - [Coronavirus \(COVID-19\) resources](#)
- Displaying appropriate education material within sporting environments and facilities. Suggested Australian Government and WHO resources:
  - [Good hygiene practices poster for businesses](#)
  - [Good hygiene is in your hands](#)
  - [Hand washing guidance](#)
  - [Keep that cough under cover](#)
- [Safework NSW](#) have released a detailed resource library which might be useful to your club.
- Education of community sailing members on hygiene practices and promote required behaviours relevant to their environment.
  - No sharing of drink bottles, clothing, food and towels etc.
  - No sharing of equipment without an appropriate cleaning protocol, in between sessions – Lifejackets, winch handles, beach trolleys, etc
  - Recommend community sport members download the Australian Government COVID-19 contact tracing app (COVIDSafe).

22 February 2021  
Update 7