



## St George Sailing Club - COVID-19 Safety Plan & Risk Assessment

### Purpose

This COVID-19 Safety Plan addresses these matters in various ways

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

This plan was prepared on 12 August 2020 to meet the NSW Government Public Health Order number 4 2020

#### 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 20 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

St George Sailing Club (StGSC) is located at Sans Souci. StGSC is a division of Manly 16ft Skiff Sailing Club Ltd (M16ftSSC) located at Manly NSW. All sailing activities conducted at StGSC are at the direction of the M16ftSSC Board of Directors and the M16ftSSC Commodore.

During the period from August 2019 to August 2021, the clubhouse is being demolished and a new clubhouse is being constructed. During this period, sailing activities are being administered remotely. For rigging of boats, members are utilising grassed areas and beaches located adjacent to Georges River 16ft Sailing Club and StGSC Clubhouse construction site. Members boats are stored on road trailers and towed to the area.

Rescue craft are either moored on club moorings or stored remotely (Merial St, Sans Souci) and launched at St George Motor Boat Club. The club has four support boats which are as follows:

- The Old Bill Riley
- Len Riley
- Blue Boat
- Billo

## Risks and Controls

The club's operations 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 members and guests in the rigging areas (grassed areas and beach)</li> <li>Gathering of volunteers at rescue boat storage location.</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>There is a limit to gathering of 20 people in the park which must maintain social distancing</li> <li>Parents or guardians of competing children to be limited in attendance to one adult per child.</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 Old Bill Riley is the RC start and finish boat. The number of crew is limited to four to maintain social distancing. Alcohol based wipes and hand sanitiser will be provided on the boat.</li> <li>Len Riley, Billo and Blue Boat are support boats. The number of crew is limited to two to maintain social distancing. Alcohol based wipes and hand sanitiser will be provided on the boat.</li> <li>Keys and other boat equipment must be wiped before and after use with alcohol based sanitiser.</li> </ul> |
| <ul style="list-style-type: none"> <li>Gathering of people on water (sailing craft)</li> </ul>   | <ul style="list-style-type: none"> <li>Members may come to the club informally with other members or for a race or training event organised by the club.</li> <li>All sailors and race management must sign on (including full name and contact number) using the form linked on the club's website</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 must not exceed 20 people</li> <li>Safety briefings and coaching instructions should be kept short with groups of no more than 20.</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 on site. Tables, chairs, shared objects must be wiped before and after use. Physical distancing of 1.5m and no more than 20 people in the common room. All visitors to the club must sign on.</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 surfaces you use often such as benchtops, desks and doorknobs
- clean and disinfect objects you use often such as mobile phones, keys, wallets and work passes

### **Contact Tracing and Sign On**

Australian Sailing return to sailing guidelines require clubs to maintain contact tracing records. StGSC asks sailors, race management, visitors or members coming here for working bees to sign on whether you are at the club alone or with a group.

The sign on is available from a link on the front page of the StGSC sailing website.

[stgeorgesailing.com.au](http://stgeorgesailing.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;
- travelled from Victoria in the previous 14 days
- 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 StGSC members**

These policies will be communicated to members by email and via the club sailing website.

The club website has links to:

- Contact tracing sign on form
- StGSC COVID19 Safety Plan & Risk assessment
- NSW COVID19 Health Advice
- 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
- clean and disinfect objects you use often such as mobile phones, keys, wallets and work passes

### **Sailors who feel ill**

- Members who feel unwell or have any COVID19 symptoms should not come to the club.
- 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.

### **Advice from Australian Sailing**

- Get in, Sail and get out;
- Outdoor activities only;
- Limit activities to small individual groups with a maximum of 10 participants (inclusive of coaches and support staff);
- Practice good hand hygiene before and after sailing;
- Avoid physical contact;
- Canteens and kitchens remain closed – 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 1.5 metres where reasonably practicable; and
- Follow the one person per 4 square metres rule ashore to ensure sufficient physical distancing between people;
- Sign on to make sure the club has Contact Tracing records
- use of COVIDSafe App whilst at your club.

### **Physical and fitness preparations before a restart.**

StGSC suspended the sailing season in March 2020. On the return to sailing members need to be aware of their physical fitness, health status and capacity to stay out on the water and accept that sailing is a strenuous activity and understand the risks involved in outdoor and on water activities.

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

- This safety plan is revised in July 2020 and will be reviewed and revised regularly.
- 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 Sailing Club Ltd board 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).

August 2020  
Version 1

# > HELPING BUSINESS GET BACK TO WORK



13 June 2020

## COVID-19 Safety Plan

Effective 1 July

### Community sporting competitions and full training activities

We've developed this COVID-19 Safety Plan to help you create and maintain a safe environment for you, your workers, volunteers and your visitors.

Complete this plan in consultation with your workers and volunteers, then share it with them. This will help slow the spread of COVID-19 and reassure your visitors that they can safely participate in activities. You may need to update the plan in the future, as restrictions and advice changes – you can make changes to the plan if you've printed or saved it, or you can choose to download and create a new version of the plan.

Organisations must follow the current COVID-19 Public Health Orders, and also manage risks to staff and other people in accordance with Work Health and Safety laws. For more information and specific advice for your industry go to [nsw.gov.au](http://nsw.gov.au)

| ORGANISATION DETAILS |  |
|----------------------|--|
| Organisation name:   | St George Sailing Club (a division of Manly 16ft Skiff Sailing Club Ltd) |
| Plan completed by:   | COVID19 Safety Committee   |
| Approved by:         | Commodore  |

### > REQUIREMENTS FOR ORGANISATIONS

Requirements for your organisation and the actions you will put in place to keep your participants, volunteers and workers safe

| REQUIREMENTS  | ACTIONS  |
|---|--|
| <b>Wellbeing of staff and visitors</b>  |  |
| Exclude staff, volunteers, parents/carers and participants who are unwell.  | Request all visitors, volunteers and members to remain at home if they are unwell, show any COVID symptoms, or have visited a hotspot. |
| Provide staff and volunteers with information and training on COVID-19, including when to get tested, physical distancing and cleaning, and how to manage a sick visitor. | Sailing website provides links to NSW Health Advice, COVID safety plan and risk assessment.  |
| Make staff aware of their leave entitlements if they are sick or required to self-isolate.  | N/A - No staff   |

| <b>Wellbeing of staff and visitors</b>  |                |
|---|----------------|
| Display conditions of entry (website, social media, venue entry).   | N/A - No venue |
| If hiring the facility, consult with the owners/operators to address these requirements to understand what measures may already be in place.                                  | N/A - No venue |
| Ensure COVID-19 Safety Plans are in place, where relevant, for: <ul style="list-style-type: none"> <li>Swimming pools</li> <li>Gyms</li> <li>Restaurants and cafes</li> </ul> | N/A - No venue |

| <b>REQUIREMENTS</b>   | <b>ACTIONS</b>  |
|---|---|
| <b>Physical distancing</b>  |   |
| Ensure the number of people in a facility does not exceed one person per 4 square metres (including staff and spectators).  | Request physical distancing and adherence to the COVID safety plan and risk assessment documents                |
| Minimise co-mingling of participants from different games and timeslots where possible.   | N/A - Only 1 racing session per week  |
| Ensure any spectators comply with 1.5 metres physical distance where practical, such as through staggered seating. People who live in the same household are not required to distance. Have strategies in place to prevent spectators from different games and timeslots co-mingling. | N/A   |
| Have strategies in place to manage gatherings that may occur immediately outside the premises, such as with drop off and pick up zones or staggered start/finish times.   | N/A - No premises. Multiple rigging areas   |
| Reduce crowding wherever possible and promote physical distancing with markers on the floor.  | N/A - No premises   |
| Assess the safe capacity of communal facilities such as showers, change rooms and lockers. Communicate this at their entrance and have strategies in place to reduce crowding and promote physical distancing.  | N/A - No facilities   |
| Where practical, stagger the use of communal facilities. Strongly encourage participants to shower/change at home where possible.   | N/A - No facilities   |
| Use telephone or video platforms for essential staff meetings where practical.  | All meetings to be conducted via video conference, or if required in person, physical distancing is maintained. |

| Physical distancing  |     |
|--|-----|
| Review regular business deliveries and request contactless delivery and invoicing where practical. | N/A |

| REQUIREMENTS  | ACTIONS  |
|---|--|
| <b>Hygiene and cleaning</b>   |  |
| Adopt good hand hygiene practices.  | Request adherence to COVID safety plan and risk assessment   |
| Ensure hand sanitiser is accessible at the venue entry and throughout the facility or ground.   | All support craft to have hand sanitiser and alcohol based wipes                                       |
| Ensure bathrooms are well stocked with hand soap and paper towels.  | N/A  |
| Provide visual aids above hand wash basins to support effective hand washing.   | N/A  |
| Encourage participants to bring their own water bottle, snacks/orange slices and sweat towels. Avoid shared food and drinks.  | Request adherence to COVID safety plan and risk assessment   |
| Ensure processes are in place to launder shared uniform items after use, such as bibs or jerseys.   | N/A - No shared uniforms   |
| Clean frequently used indoor hard surface areas, including children's play areas, at least daily; first with detergent and water, and then disinfect. Clean frequently touched areas and surfaces, including in communal facilities, several times per day. | N/A  |
| Clean areas used for high intensity sports with detergent and disinfectant after each use.  | N/A  |
| Reduce sharing of equipment where practical and ensure these are cleaned with detergent and disinfectant between use.   | All shared equipment (ie boats) to be thoroughly washed with detergent after each use                  |
| Ensure there is accessible detergent/disinfectant and gloves for visitors to use, should they wish.   | Competitors to provide own washing equipment and supplies as per COVID safety plan and risk assessment |

| Hygiene and cleaning   |                                   |
|--|-----------------------------------|
| Disinfectant solutions need to be maintained at an appropriate strength and used in accordance with the manufacturers' instructions. | Follow manufacturers instructions |
| Staff are to wear gloves when cleaning and wash hands thoroughly before and after with soap and water.                               | N/A                               |
| Encourage contactless payment options.   | N/A                               |

| REQUIREMENTS  | ACTIONS  |
|---|--|
| <b>Record keeping</b>   |  |
| Keep a record of name and a mobile number or email address for all staff, volunteers, participants, spectators and contractors attending community sports activities for a period of at least 28 days. Ensure records are used only for the purposes of tracing COVID-19 infections and are stored confidentially and securely. | All competitors, visitors and volunteers to sign on each race day via the sailing website <a href="http://stgeorgesailing.com.au/signon">stgeorgesailing.com.au/signon</a> |
| Make your staff and volunteers aware of the COVIDSafe app and its benefits to support contact tracing if required.  | Provide link to COVIDSafe app on website   |
| Cooperate with NSW Health if contacted in relation to a positive case of COVID-19 at your workplace, and notify SafeWork NSW on 13 10 50.   | Make available tracing details upon request  |