

COVID 19

Standard Operating Procedures

(These must be read in conjunction with SPBT Standard Operating Procedures)

7 July 2020

Sail & Power Boat Training Ltd

Standard Operations Procedures during Covid 19

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Sail & Power Boat Training Ltd – Standard Operations Procedures during Covid 19

Risk Assessment and Mitigating Measures

This assessment concerns only risks to the company, its staff, clients and 3rd parties arising from the Coronavirus epidemic.

The assessment is to be reviewed at fortnightly intervals.

RISKS OF INFECTION

The company core team and its sites at Royal Norfolk & Suffolk Yacht Club Lowestoft and Fox's Marina Ipswich are at risk of infection arriving in various possible ways:

1. By a staff member becoming infected during contact in their household or by random contact outside.

Mitigating Measures:

Every team member must exercise extreme care in their conduct outside work to minimise risk of contact AND COMPLY WITH GOVERNMENT GUIDANCE AT ALL TIMES

If a staff member develops symptoms, they must self-isolate immediately, carry out actions required by government test and trace procedures and report the fact to the school Principal and to the Chief Instructor

If a staff member or client is contacted by the NHS Test and Trace organisation and asked to self-isolate they must comply and report the fact to the School Principal and to the Chief Instructor.

If a staff member or client during a course becomes aware for any reason that they may have been in contact with an infected person they must report this fact to the NHS Test and Trace organisation and to Ian Patience

Staff members are to take their temperature daily and record.

2. By a customer attending a course.

Mitigating Measures:

Prior to arrival during the booking process clients will be asked to declare that to the best of their knowledge (complete the client questionnaire) they and all known recent contacts do not have symptoms of Coronavirus, are not under an order to self-isolate and that, if at any time prior to arrival for the course or during the course they develop symptoms of the virus or become aware of a recent contact that creates a requirement to isolate they will immediately inform Sail & Power Boat Training and withdraw from the course.

On arrival on site each client will be asked to repeat this declaration verbally after reading a card.

On arrival on site each a client will be asked to allow their temperature to be taken by pyrometric thermometer.

Sail & Power Boat Training staff will maintain strict social distancing during all contact with clients. See 'Risk of Internal Transmission'.

3. By a 3rd party visitor.

Mitigating Measures:

Visitors arriving on site should be asked to wait at the door and complete any transaction without entering our training rooms or boats.

If a visitor has an appointment for a meeting the meeting shall, if at all possible, be conducted in the open air outside. If the meeting must be conducted under shelter maximum social distancing must be maintained.

4. Risk of Internal Transmission between Sail & Power Boat Training Staff by direct airborne transmission.

Mitigating Measures:

All staff and in particular if any admin work is required to be completed, should be done at home whenever possible.

Strict Social Distancing is to be maintained between staff as far as possible. This means avoiding passing in narrow areas on board any boats only having one person at a time inside any small space such as the office / storeroom, galley and if meeting in the classroom, sitting with at least 2 metres space between any 2 people.

5. Transmission via Surfaces Touched.

Mitigating Measures:

Training room and boats: Doorknobs, key pad, handrails and galley surfaces to be disinfected twice per day: first thing in the morning and in the evening at the end of work. This task to be supervised by the chief instructor and may be delegated to an instructor.

6. Risk of Internal Transmission between Staff and Clients on Boats.

Mitigating Measures:

Wash hands with soap and water plus use hand sanitizer on a regular bases. Crew numbers to be restricted to max 4 plus skipper for yachts or max 2 students plus skipper for power boats. Client and staff to maintain 2 metres distance from people in other household groups or 1 meter plus whenever possible.

7. Instructor and client on optimum spacing around the yacht and rib organising deckwork so as to minimise proximity and risk of transmission.

8. Transmission via Surfaces Touched on Boats.

Mitigating Measures:

Staff and clients wash hands on arrival at the marina pontoon
Full surface clean at the end of every day of following surfaces:

Action Instructors

External handholds used to access the boat including shrouds, guard rail, pushpit, Steering wheel, winch handles, clutches, coachroof grab handles, companionway surfaces. Internal handholds and fiddles around the galley and chart table Heads door handle Heads toilet bowl, toilet seat, toilet pump, locker knobs.

This schedule and a record of cleans to be held in the boat's documents and initialled by the skipper each day. Cleaning process and products to be specified and supplies to boats arranged by the Ian Patience.

Lifejackets to be washed at the end of each course by Ian Patience and hung up to dry. Lifejackets to be issued to individuals at the beginning of each

course and kept by those individuals separate from other lifejackets until the end of the course.

9. Risk of Internal Transmission between Staff and Clients in the Classroom.

Mitigating Measures:

Student numbers in the training room to be limited to 4 or 6 maximum with desk seating to be re-arranged to achieve 2 metres separation

Students to be asked/briefed to enter or leave the training room one at a time.

Students to be briefed in arrival to maximise social distancing (minimum 2 metres).

10. Transmission via Surfaces Touched in the Classroom.

Mitigating Measures:

Daily cleaning of the training room, entrance and internal surfaces.

Clients to clean their hands with hand sanitizer before entering the training room at the cleaning station and also when re-entering after leaving for any reason

All teaching equipment to be cleaned at the end of each day

COVID-19 Client Questionnaire

The health and safety of our staff, clients, families and visitors remains the top priority of Sail & Power Boat Training Ltd. As the Coronavirus situation continues to evolve globally, we're asking you to complete this questionnaire to help prevent the spread of or exposure to COVID-19. If you answer "yes" to any questions, we respectfully request you reschedule your course. If you answer "no" to these questions and plan to proceed with your course, please email this completed document back to us using the following e-mail ian@sailpowerboattraining.com

While in our training centre, marinas and Yacht Club, we ask you to exercise safe social distancing guidelines, avoid handshakes and abide by current health guidelines to frequently and thoroughly wash your hands-on arrival and departure and where possible carry and use hand sanitiser. Please arrive at your designated time and use the hand sanitisers on entry to the building. If you use any PPE please take it back home with you. Do not dispose of on our site. Do not touch anything whilst on site.

COVID-19 Visitor Questionnaire

Client Name: Click or tap here to enter text.	Client Mobile/Home Phone Number: Click or tap here to enter text.
Course Click or tap here to enter text.	Instructors Name Click or tap here to enter text.
Planned Dates Click or tap to enter a date.	Click or tap here to enter text.

SELF DECLARATION BY VISITOR	
1.	Have you been diagnosed with COVID-19 within the last 14 days <input type="checkbox"/> Yes <input type="checkbox"/> No
2.	Have you been in contact with someone who has been diagnosed with COVID-19 within the last 14 days <input type="checkbox"/> Yes <input type="checkbox"/> No
3.	Have you been in contact with someone who may have been exposed to COVID-19 within the last 14 days <input type="checkbox"/> Yes <input type="checkbox"/> No
4.	Have you experienced any of the following symptoms; within the last 14 days <ul style="list-style-type: none"> • High temperature • Dry, persistent cough • Anosmia – loss of taste and smell • Sore throat • Headache and body aches • Chills • Diarrhoea • Difficulty breathing • Feeling weak • Blocked nose <input type="checkbox"/> Yes <input type="checkbox"/> No
5.	Have you visited any facility or location with confirmed Covid-19 Cases <input type="checkbox"/> Yes <input type="checkbox"/> No
6.	Have you travelled abroad in the last 14 days. https://www.gov.uk/foreign-travel-advice <input type="checkbox"/> Yes <input type="checkbox"/> No

If the answer to any of the above questions is "yes," access to the site will be denied and please defer your visit. If you answer "no," please proceed. Thank you.

If you feel unwell and are displaying the majority of the symptoms listed in section 4, particularly the first three, you should stay at home and follow the current Government guidelines.

COVID 19 Information for Staff & Clients

What is COVID 19

COVID-19 is a highly contagious virus that may result in you displaying the following symptoms;

- High temperature
- Dry, persistent cough
- anosmia – loss of taste and smell
- Difficulty breathing
- Sore throat
- Headache and body aches
- Feeling weak
- Chills
- Blocked nose
- Diarrhoea

If you feel unwell and are displaying the majority of these symptoms, particularly the first three, you should stay at home and follow the current Government guidelines.

General rules to protect yourself and others:

- Pay attention to symptoms
- Stay at home for 7 days if experiencing symptoms
- Cough or sneeze in a disposable tissue. If you don't have a tissue, use your sleeve.
- Throw away disposable handkerchief immediately after use
- Avoid touching your eyes nose and mouth with unwashed hands
- Wash your hands with soap and water or a sanitiser gel several times a day for at least 20 seconds.
- Keep at least 2m away from others where possible (1 metre PLUS if not)

Workplace Control Measures

In order to keep you safe we have introduced the following site rules whilst at work;

- Always keep 2m distance from others (**1 metre PLUS if not**) if queueing to access the workplace
- Use the hand sanitisers placed at the entrance to the site, on the Yacht & Power Boat
- Follow the one-way flow system in operation when moving around the site
- Observe the maximum occupancies of training room for that course
- Use the hand sanitiser stations when moving from one area to another
- Observe the distancing rules when at your workstation and surrounding area
- Follow local rules as indicated by floor and wall signage.
- Clean common touch parts of equipment such as VHF radio, steering wheel, throttle control after use using the wipes provided
- If the activity requires two persons, ensure you always pair up with the same colleague and minimise the time spent together
- Maintain distancing rules when using common areas such as toilet facilities and access routes
- When leaving site maintain social distancing in any queues. Do not congregate in groups.

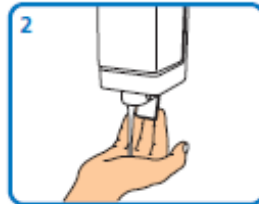
In an emergency, for example, an accident, fire, or break-in, people do not have to stay 1m apart if it would be unsafe.



Hand-washing technique with soap and water



1 Wet hands with water



2 Apply enough soap to cover all hand surfaces



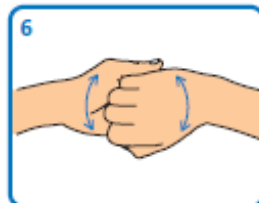
3 Rub hands palm to palm



4 Rub back of each hand with palm of other hand with fingers interlaced



5 Rub palm to palm with fingers interlaced



6 Rub with back of fingers to opposing palms with fingers interlocked



7 Rub each thumb clasped in opposite hand using a rotational movement



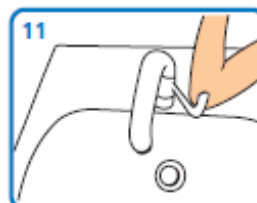
8 Rub tips of fingers in opposite palm in a circular motion



9 Rub each wrist with opposite hand



10 Rinse hands with water



11 Use elbow to turn off tap



12 Dry thoroughly with a single-use towel



13 Hand washing should take 15-30 seconds

