

# Dart Sailability Group Sailing for all Disabilities



## Handbook and Operating Procedures (HOPs) COVID 19 ADDENDUM

July 2020 issue 1



# Handbook and Operating Procedures (HOPs)

## COVID 19 Addendum

*It is an RYA and DSG requirement that ALL Trustees, Volunteers and Sailors skippering boats sign to say they are aware of the contents of HOPS and this addendum before skippering or crewing boats or providing shore side support.*

The COVID 19 Pandemic has resulted on restrictions on activities including sailing. This addendum details additions to and modifications to the DSG's normal operating procedures as detailed in HOPS to ensure that activities can be undertaken in a way that is compliant with Government Restrictions and Guidance and whilst maintaining safety of operations.

### General

All operations will be undertaken within Government Restrictions and Guidance and in accordance with RYA guidance and best practice recognising the particular circumstances of Dart Sailability operations. It is recognised that this does not provide any guarantee of safety from COVID 19.

All members participating in activities must certify that they understand and will comply with HoPs and this Addendum. They will further certify that they understand that compliance with these procedures does not provide a guarantee of not catching COVID 19 and they accept the associated risk.

Members shall not participate in DSG activities if:

- o Have any symptoms of COVID 19
- o Have been in contact with anybody with COVID 19 or exhibiting symptoms in the past 7 days
- o Have been in contact with anybody who has subsequently been diagnosed with COVID 19 in the past 7 days
- o Have been advised or instructed to Self-Isolate due to contact with somebody who has been identified as having COVID 19

**Commented [T1]:** Add: Have visited a medical facility for any reason during the past 7 days

### Access to pontoon and boats

Sailors requiring assistance to access the pontoon and/or embark into boats must arrange for the assistance of a member of their household or "bubble" to provide assistance. Social distancing requirements do not allow volunteers to provide close support and assistance. This includes use of the hoist

**Commented [Iw2]:** Not one of the usual criteria. Understand sentiment but GP surgeries etc precautions to avoid transmission to other visitors should provide enough safety assurance that a visit does not make somebody any higher risk than if they have been to supermarket. Supermarket visits and many other activities are probably higher risk

If sailors wish to use the hoist their helper will be supervised by a qualified DSG Volunteer.

**Commented [A3]:** Sailors arriving without appropriate help will be declined access to our Operations

**Commented [Iw4R3]:** Volunteers "not allowed" agreed as strong enough

Operations will be restricted to times when use of the ramp to the pontoon by wheel chair users can be undertaken without the use of the safety line. This is to avoid congestion on the ramp and associated failure to comply with social distancing.

All wheel chair users must be accompanied by a helper on the ramp and pontoon.

Commented [TT5]: And for their transit of the ramp

Commented [Iw6]: yes

Commented [Iw7]:

## Buoyancy aids & lifejackets

It is a requirement to wear a buoyancy aid or lifejacket prior to accessing the pontoon. These must also be worn at all times whilst sailing.

Members must collect buoyancy aid or lifejacket from the rack and return it to the box provided at the end of the session. Life Jackets and Buoyancy Aids will be quarantined for 72 hours before being available for use.

Sailors requiring assistance with donning and doffing buoyancy aids or lifejackets must arrange for the assistance of a member of their household or "bubble" to provide assistance. Social distancing requirements do not allow volunteers to provide close support and assistance. A volunteer will supervise/advise.

## Hut and Container Access

Only one person at a time may enter the hut or container. People waiting to enter shall stand clear of the door while waiting to enter to provide clear room for the other person to exit.

Persons entering the hut or container shall use the hand sanitiser provided before entering. In particular hand sanitiser is to be used before operating the key box or padlock.

## Officer of the Day - Decision to Proceed Afloat

There will not be a nominated Officer of the Day. Instead there will be a nominated Session Leader for each individual activity. The Session Leader will fulfil the responsibilities of the OOD as if that activity were a day of operations in normal times. It is therefore possible that there will be more than one person on site each managing their own activity. They will each be expected to make their own decisions and liaise with each other and the Shore Coordinator as necessary to ensure safety of all operations.

Commented [TT8]: Do you mean "each individual activity" or do you mean "for the overall activity" I ask because the wording confused me

Commented [Iw9]: individual

Commented [A10]: And Shore coordinator

The Principal and Chief Instructors will seek volunteers to act as Session Leaders from amongst suitably experienced volunteers who have indicated a willingness to participate in activities. Volunteers will be free to decline to take the responsibility. Session Leaders will generally be ARC Skipper, Drascombe Skipper or Safety Skipper for Hansa sailing.

The decision to proceed or not with afloat activities will rest with the session leader, who may be advised by the Principal or a Chief Instructor.

Commented [TT11]: The decision to cancel water based activities once afloat is also with the Safety Skipper, as in normal times. Once any party has made a decision to cancel this may not be altered by any person until all vessel are berthed safely

In making decisions Session Leaders shall take account of the need to minimise the risk of any incident. Limits on wind and tide conditions for activities are lower than for normal operations.

**Commented [Iw12]:** I propose just Session Leader as Safety only part of Hansa and Drascombe sessions. This is part of group size control. Safety is Hansa session leader

Each Session Leader shall complete an Activity Sailing Decision Sheet and any other forms that are appropriate. If required they shall complete Accident Log. The Principal and Safety Officer shall be advised of any accidents.

### ***Tidal conditions***

To minimise risks associated with tidal stream activities will be restricted to periods within 1.5 hours either side of high tide. This also avoids a need for use of the Safety Line for wheel chairs on the ramp.

**Commented [A13]:** 1.5 hours, much easier to manage

### ***Guidance for sailing conditions***

To minimise risks associated with wind all activity will be limited to Wind Strength Force 0 to Force 3

## **Shore Coordinator**

There will not be a nominated Pontoon Master. Instead there will be a nominated Shore Coordinator whenever water borne activity is taking place. The Shore Coordinator will undertake the responsibilities of a Pontoon Master as far as they are required. In particular this will include advising and overseeing use of the hoist.

The Shore Coordinator shall act as a focal point for liaison with Marina staff and provide a shore contact in the event of an emergency, fulfilling the responsibilities of an OOD for coordinating a response including contacting emergency services.

The Shore Coordinator will support on water activities by handling mooring lines and maintain a Pontoon Masters Log Sheet.

## **Activity Procedures**

Activities shall consist of no more than 6 participants including Skipper/Session Leader and one other Volunteer. Shore Coordinator may be separate from the Group.

**Commented [TT14]:** I THINK this means we need a new skipper (and crew) per bubble?

**Commented [Iw15]:** No. Guidance for groups of 6 is now any group so you can move from group to group over a number of days. ARC, Drascombe and Hansa sessions will have different Volunteers

All participants shall maintain 2m Social Distancing or wear face masks and maintain at least 1m Social Distancing.

Masks shall be worn on all boats unless sailing single handed or with somebody from within your own household. If there is a reason preventing somebody from wearing a mask a visor can be worn.

**Commented [A16]:** Very uneasy about having to wear a face covering at all times. Where does this leave clear radio contact and clear, audible instructions to the crew?  
And there are certain conditions that preclude individuals from wearing them, they are allowed to not wear them as stated in Gov rules.  
Yes to wearing them when unloading/loading/moving through the boat but in open air on open river at 2m apart it should not be necessary. They need to be totally accessible at all times, ie around the neck

Participants must provide their own face coverings.

**Commented [A17]:** Masks, visors or buffs. Some of us have tricky allergies to manage.

Participants shall use Hand Sanitiser before touching any equipment or boats.

Boats shall be wiped down with disinfectant before and after use.

**Commented [A18]:** Discussed gloves with Denise, no reason why they should be any cleaner than hands. They are not nearly so easily washed, would far prefer visible sanitising

### **Preparing Boats**

The Session Leader shall collect the Safety Box and any other equipment and take it to the boat and return it after use. Upon return the box shall be wiped down with disinfectant.

### **ARC Trips**

Group shall consist of Skipper, Crew and 4 passengers which may include 2 wheel chairs

Skipper shall act as Session Leader.

Crew shall be competent to handle Support Boat and ARC in an emergency.

Skipper and crew shall use Support Boat to reach ARC. **Passenger seated on sponson on aft quarter.**

**Commented [TT19]:** New information from DHNA Harbourmaster.

On return to shore Support Boat driver shall be ready to assist Shore Coordinator with mooring of ARC.

He and his river officers have determined that a RIB is better manned with two crew members SIDE BY SIDE. He considers, as do they, that blow back of particles is all but eliminated because no-one is downwind.

When ready to depart Skipper and Crew will board first.

Crew will position themselves on one of the forward most seats positioned to handle bow line.

Skipper will position themselves at helm position and arrange stern line so as to be able to recover it from the position.

While standing to drive is not the RYA recommendation this needs discussion

Passengers will board in turn and sit:

1. Forward seat opposite crew
2. Aft seat away from dock side
3. Port Quarter seat.
4. Aft Seat on dock side

**Commented [lw20]:** Side by side is less than 1m unless standing to one side to steer. May well be better for air flow but will not be seen as complying with 1m+. Loitering in cross wind as boats tend to lie while acting as support removes benefit of side by side

If wheel chairs are carried they shall board in positions 3 and 4. Assistants shall then move to seating near the wheel chair.

There shall be no movement around the boat.

Disembarkation will follow the opposite order.

Operations should be planned to ensure as far as practicable that the boat is moored starboard side too so that skipper can readily handle mooring line whilst remaining by the helm position and not getting too close to passenger seated on Port Quarter Seat.

## ***Drascombe Trips***

Group shall consist of Skipper, Crew and 1 or 2 passengers (household group can increase numbers) plus skipper and crew for Safety.

Drascombe Skipper shall act as Session Leader.

Crew shall be capable of handling Drascombe in an emergency

Safety Skipper shall be authorised by Chief Power Boat Instructor or Principal  
Safety may be used to tow Drascombe in and out of marina as an alternative to using Drascombe outboard.

Skipper will use helm seat.

Crew may sit on stern deck to handle engine, ensuring 1m spacing from skipper and facing away from skipper and then move forward past skipper and passenger, facing outboard, to a position by mast to handle sails.

Alternatively crew may sit forward.

Passenger(s) shall be seated 1m+ from skipper and crew and each other unless part of same household.

## ***Hansa Sessions***

Group shall consist of Safety Skipper/Session Lead, Safety Crew, Support Boat Skipper, and maximum 3 sailors.

Sessions will be limited to experienced sailors as approved by the Chief Sailing Instructor or Principal. All boats will be manned by single sailors or double manned if accompanied by a household member approved by the Chief Sailing Instructor or Principal.

Only 3 Hansas will be used in a session.

Sessions shall be supported by Safety and a Support Boat

Safety shall be manned by 2 volunteers wearing face masks seated at least 1 m apart unless from the same household or "bubble". They will carry an emergency kit including Visors and Gloves for use in the event that they need to get closer than 1m from a sailor in order to conduct a rescue.

Support may be single manned or double manned by 2 volunteers wearing face masks seated at least 1 m apart unless from the same household or "bubble". They will carry an emergency kit including Visors and Gloves for use in the event that they need to get closer than 1m from a sailor in order to conduct a rescue.

**Commented [A21]:** Or with a household member approved by CSI or Principal(eg Jo with husband or son)

**Commented [A22]:** Hansas

Safety and Support crew shall collect and return safety box and emergency kit. All equipment shall be disinfected after use ready for future use.

One volunteer shall prepare each Hansa and disinfect on completion

One volunteer shall operate hoist to handle keels using gloves. Hoist shall be disinfected after use.

Sailors must board Hansa without assistance unless assistance including hoist operation is provided by member of their household or "bubble".

If hoist is operated by member of their household or "bubble" they shall be advised and supervised by a qualified volunteer.

Safety and/or Support will tow Hansas. Hansas will be towed astern not alongside. To take Hansa in tow Safety/Support shall approach from the bow and pass tow line round mast and hold end on board ready for immediate release if needed.

Towing shall be at slow speed. Hansa helm shall be advised to ensure that they follow directly in line with tow point and avoid veering off course. Tow boat shall monitor Hansa and stop if Hansa veers off course to avoid any risk of sideways pull on mast. Tow line shall be released if it is seen to be causing Hansa to heel.