

Sail Boat Project CIC Operational Hygiene, Health and Safety Procedures for Instructors during Covid 19 Latest Version 1.3 30.09.2020

This document aims to protect anyone joining us onboard any Sailboat Project CIC vessel contracting Covid 19. (Current) Covid 19 symptoms: temperature, ongoing cough, loss of taste and or smell (NHS.UK). It will be updated with the latest advice and guidance from gov.uk and RYA as it continues to change. Please check you have the latest version.

Area of Operations – Chichester Harbour and the Solent –to date 03/07/20

Emergency – Mayday or Pan Pan call Chichester Harbour Master Ch14, or Coast Guard Ch16 and SBP Shore Contact

Onboard and on the Water Activities *Currently from 03.07.20*

- ***Allowed onboard by signing a disclaimer on your Consent Form that you have been Covid 19 asymptomatic for 14 days prior to signing. Continuous cough, temperature, loss of taste and smell***
- Instructors need to take responsibility for their own Covid prevention measures before boarding any SBP vessel ie PPE and personal hygiene measures. Extra PPE will be available on boarding which will include masks, gloves, 70% alcohol hand sanitisers and wipes.
- Only one volunteer person to prepare food, wearing PPE: gloves and masks. Everyone to handle, keep wash and dry their own cups, cutlery, plates with kitchen towel provided, which **MUST** be disposed of immediately. In addition, everyone onboard **MUST** bring their own towels and maintain responsibility of these items to reduce chances of cross-contamination. We encourage everyone to bring their own water bottles, cups, cutlery , plates if possible.
- There must be a First Aider onboard (Skipper/Instructor or if a Bareboat Charter – Customer/Skipper)
- ‘ Same household’ and plus one members onboard only
- 1:1 Instructing/Taster as above
- All participants must provide their own waterproof clothing

HM pontoon Itchenor /other Pontoon

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- The customer will have their temperature taken by the skipper/instructor before getting onboard the boat. This will be repeated each day throughout a course and again before departure.
- The customer has access to an NHS QR Code for Test and Trace of Covid 19
- Practise Social Distancing of at least 1 metre + at all times where possible
- Toilet facilities at Itchenor are open, all participants must be encouraged to use these before boarding
- When bunkering the skipper/Instructor **MUST** be in charge. Wipe handle before and after. Use card/no cash in any transaction (Put one Aqua tab in water tank before filling)
- Ferry - Social Distancing and PPE: face masks to be worn (there are face masks available on the ferry)
- Use of Dinghy –) check tides and weather, wear PFD. Skipper/instructor, or designated person with RYA PB I/II only unless in an emergency. Wipe down with anti-bacterial spray or soapy water before and after use (high risk activity)
- All guests to carry their own bags/belongings and be responsible for them, so that nobody else comes into contact with them. Including torches, navigation equipment, gloves, hats and all other personal items

Onboard Training Vessels (Karic and Jalapeno)

- Protocol document stored on vessels and **MUST** be read and adhered to by all participants onboard
- Use 'signposting' within the vessel to assist in social distancing
- Each individual needs to adjust their own lifejackets, with demonstration from Skipper/Instructor
- Change in separate cabins, with skipper using the aft cabin, on Karic
- Safety equipment to be supplied by SBP: PPE – masks, gloves, hand washing soap and paper towels, 70% bleach/disinfectant solution/wipes for surfaces

- First Aid Kit for any First Aid situation to contain- PPE face masks, gloves and used accordingly.
- Wipe any hard surfaces touched, with soapy water, then spray bleach/antibac solution, before and after use, switches, handles, rails, any hard surfaces
- Wash hands for minimum of 20 seconds, regularly, after touching your face, or a (hard) surface.
- Wear PPE, when in the vicinity of others onboard where 1m + is not possible and work back to back, or side by side, rather than face to face,
- Use of Heads: 70% alcohol hand sanitiser/wipes use before and after. Wipe door handles, tap and toilet seat and pump handle..Wash and dry hands 20 sec min, on kitchen towel.
- Only one volunteer person to prepare food, wearing PPE: gloves and masks. Everyone to handle, keep wash and dry their own cups, cutlery, plates with kitchen towel provided, which MUST be dispose of immediately. In addition, everyone onboard MUST bring their own towels and maintain responsibility of these items to reduce chances of cross-contamination.
- We encourage everyone to bring their own water bottles, cups, cutlery, plates if possible.
- Skipper/Instructor and participants MUST provide their own waterproof clothing
- Wipe down lifejackets with warm soapy water, **removing gas canister first** (extra contamination info <http://www.lifejacketassociation.org/life-jackets/covid-19-virus-cleaning-storing-your-pfd/>): (See bottom of doc) Then hung up to dry (in the heads)
- Skipper/Instructor in aft cabin (Karic/Pilot berth to starboard on Jalapeno) All sailing vessels to be deep cleaned with a bleach solution after 72 hours of 'trip' ending.
- If a contamination is suspected: double bag all PPE for collection and bin 72 hours after use.
- Cleaning of the vessel to be undertaken after 72 hours of previous use.
<https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings>

On deck

- Wipe hard surfaces daily – winches, guardwire, wheel (limit people at the wheel. If unable to keep Social Distancing, then Skipper only. For winch, or other hardware demonstration, wipe the surface and wash hands afterwards
- To hoist sails: endeavour to maintain Social Distancing, except when members of the same household share the task
- Handling lines : keep Social Distancing where possible. Skipper to demonstrate, then wash hands.
- Always maintain spacial awareness – skipper to remind guests around personal hygiene practises and Social Distancing where required

Other Considerations for Instructors/Skippers

- Consider what can be done off the vessel, even on a pontoon (if off the boat take some markers to mark off safe areas to sit/stand).
- Navigational aids to be accessible from on deck eg charts and pilot book
- Video engine checks so participants can watch it, then replicate it
- Identify areas on board such as foredeck where explanations can take place.
- Review your teaching techniques that rely upon visual aids:
- Can the aids be seen adequately from a social distance position?
- Is there any pre-learning the students could undertake either using RYA Books, eBooks or other distance learning technique such as video?
- Consider changing your teaching so each student gets more time on the helm in one go (less changeovers and need for cleaning / wiping down).
- Two-way radios may be useful to coach people, many don't need a mic close to the face to work. Consider if you need one per person to be viable
- Handling lines and fenders - consider hand sanitiser at bow and stern, or leave fenders rigged and enough lines for one per student (different colours).

Instructor qualifications which expired after 01 January 2020 will be accepted as

valid, up to and including, 30 June 2020. This validity is conditional upon meeting the usual requirements for validity, as adjusted by this document.

The MCA has agreed to extend:

ENG1 and ML5 medical fitness certificates up to a maximum of 6 months

RYA certificates with commercial endorsements which expire after 01 March 2020 extend up to 30 September 2020

Details of the specific extension that may apply to your certificate can be found in the following Letter of Extension document:

https://www.rya.org.uk/SiteCollectionDocuments/training/Web Documents/RYA Training/Professional qualifications/Letter_of_Extension.pdf

RYA First Aid certificates which expire after 01 March 2020 are deemed to be valid until 30 September 2020 as detailed in the Letter of Extension above. RYA First Aid certificates may be extended by one year from their expiry date following a short up- date delivered by an RYA recognised First Aid training centre. This update may be delivered by video conference.

RYA Instructors require an in-date First Aid certificate

Where an RYA Instructor certificate requires an in-date First Aid certificate in order to remain valid, the RYA will accept a one-year extension on any suitable First Aid certificate, provided a short update is delivered by an RYA First Aid Centre, or the original issuing centre. This update may be delivered via video conferencing. Instructors should make every effort to fully update their First Aid qualification at the earliest opportunity to maintain a sufficient level of duty of care to students and to alleviate pressure on those who are being relied upon as full first aiders, bathrooms, grab-rails in corridors and stairwells and door handles

Updated by Jacquie Dowding (Principal) 30.09.2020 Review:

