

# OCRDA –COVID-19 Event Risk Assessment / Hazard Mitigation Plan



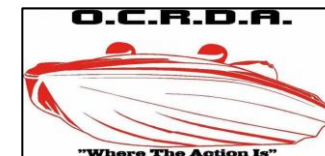
To be used in conjunction with the current Government COVID-19 Guidelines

<b>Considerations</b>	COVID-19 is a new illness that can affect the lungs and airways. It is caused by a virus called Coronavirus. Symptoms can be mild, moderate, severe or fatal. This Risk Assessment has the objective of mitigating the risk of infection.
<b>Event Location in scope of Risk Assessment</b>	Haldon Pier Torquay; Beacon Quay Car park; Race control; Competitors on the water
<b>Personnel in scope</b>	Officials and volunteers, competitors and spectators

<b>What are the Hazards: Spread of COVID-19 Coronavirus</b>	<b>Who might be harmed: All attendees of the event</b>
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<b>Controls Required</b>	<b>Additional Controls</b>	<b>Action by whom?</b>	<b>Action by when?</b>
<p><b><u>Prior to attending the event</u></b></p> <p>All competitors, officials, volunteers and supporters who are coming to the event with the individual teams are required to fill in a simple health questionnaire to confirm they are free from symptoms of COVID-19</p> <p>Individuals need to make the organisers aware that they are exempt from wearing a mask, so necessary precautions can be put in place if attending briefings or other official parts of the event</p>	<p>Email questionnaire to be filled in by all attendees and returned to <a href="mailto:admin@ocrda.com">admin@ocrda.com</a></p>	<p>All attendees</p> <p>All attendees</p>	<p>Prior to attending the event</p> <p>Prior to attending the event</p>

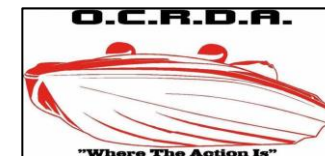
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<p><b><u>Signing on/off procedure</u></b></p> <p>Where possible this is to be done electronically via a WhatsApp group instead of a paper signing in/out form</p>	<p>The organiser to set up a dedicated WhatsApp group of all competitors, volunteers and officials prior to the event. Where WhatsApp is not possible e-mails are to be used</p>	<p>All competitors and officials</p> <p>Details to be sent out by <b>race secretary</b> to all concerned</p>	<p>At the start and end of the event</p>
<p><b><u>ON arrival to the Event:</u></b></p> <p><b>Fever monitoring – if appropriate</b></p> <p>All competitors, officials and volunteers entering the race are checked with a forehead temperature checker – must be below 35°C.</p> <p>Individual Boat crews must supply own hand sanitiser.</p>	<p>If required, a responsible official is required to do a temperature scan of all competitors, officials, volunteers and supporters of teams that are in attendance. Names and temperatures are to be recorded.</p> <p>Evidence of hand sanitiser to be shown at arrival of the event</p>	<p>Responsible official</p> <p>All competitors</p>	<p>On arrival to the event</p> <p>At the start of the event</p>
<p><b><u>Competitor and Safety Briefings</u></b></p> <p>If the briefing needs to be inside, all attendees are to be encouraged to wear a face covering for the duration and follow the social distancing rules.</p>	<p>This will be covered in the email to be sent out to all competitors to ensure everyone is aware of any necessary compliance procedures that are to be followed when attending the event</p>	<p><b>Race Secretary</b> to advise all concerned</p>	<p>Prior to the event</p>
<p><b><u>Race Control</u></b></p> <p><b>Sanitisation of the furniture and equipment</b></p> <p>Initial thorough cleaning of the hard surfaces in the race control area is to be done using antibacterial wipes. Pay particular attention to high usage areas such as door handles, switches, computers and telephones.</p>	<p>The race organisers to provide adequate wet wipes and/or cleaner and disposable paper towels. A volunteer to be required to clean the area.</p>	<p>Race Organisers</p>	<p>Prior to using race control at the start of and during the event</p>

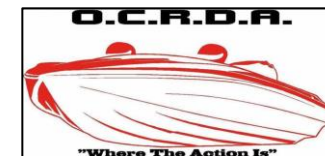
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<p><b>Office equipment</b> Individual laptops and keyboards issued to stop cross-contamination, individual pens to be used and not shared. One chair may be shared – this must be sprayed with disinfectant between users, where practical.</p> <p><b>Ventilation</b> Weather permitting, the race control window(s) should be kept open to encourage frequent air changes for the room to mitigate airborne virus particle persistence.</p> <p><b>Toilets</b> If the race control has a multiple toilet facility, then a 'single person use at a time' operation should be put in place.</p>	<p>The officials that will be using race control will be responsible for cleaning to ensure they are happy with the standard.</p> <p>Before racing starts and closing afterwards to secure the building.</p> <p>Sign to be placed on toilet door</p>	<p>Race Organiser and those working in the area</p> <p>Race Organiser if applicable</p>	<p>Prior to the use of the equipment and Whilst the room is in use by the</p> <p>At the start of the event</p>
<p><b>Boat Pit Area</b> Hazard tape will be placed on the ground to separate boats with gaps of 2 metres</p> <p>Where possible crews and support personnel needs to stay in their allocated pit areas</p> <p>Wherever practically possible, tools and equipment are not to be shared</p>	<p>A volunteer/official will be responsible, in conjunction with the organiser to carry out the installation of the tape and approve.</p> <p>Copy of this document to be given to all attending</p> <p>Copy of this document to be given to all attending</p>	<p>Race organiser to assign a responsible person/s.</p> <p>Race Secretary</p> <p>Race Secretary</p>	<p>At the start of the event</p> <p>At the start of the event</p> <p>At the start of the event</p>

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<p><b><u>Launching and Recovery of Competitor Boats</u></b>                  The launching and recovering of boats are to be done by official launch crews only – competitors are only permitted to assist with their own boats.</p> <p>Launch Crews who are using shared vehicles can only be from their own social bubbles/family group.</p>	<p>Copy of this document to be given to all attending</p> <p>This will need to be considered when allocating crews for the event.</p>	<p>Race Secretary</p> <p>Race Organiser</p>	<p>At the start of the event</p> <p>At the start and as required during the event</p>
<p><b><u>Rescue and Safety Boat Crews</u></b>                  All rescue and safety boat crews will need to be from their own family group/social bubbles if in the same boat.</p>	<p>This will need to be considered when allocating boats and crews for the event.</p>	<p>Race Organiser /                  Race secretary</p>	<p>At the start of the event</p>
<p><b><u>Use of Pontoon in Marina</u></b>                  All competitors, crews and officials who are using the pontoons within the marina will need to be aware of the social distancing rules when walking, paying attention to the edges and risk of falling into the water.</p> <p>No children (under the age of 18) are allowed to be on the pontoon during the event times.</p>	<p>Copy of this document to be given to all attending</p> <p>Copy of this document to be given to all attending</p>	<p>Race Secretary</p> <p>Race Secretary</p>	<p>At the start of the event</p> <p>At the start of the event</p>
<p><b><u>Medical and Paramedic Requirements</u></b>                  A track and trace system should be in place for all competitors, officials and signed in helpers so that anyone developing symptoms within 14 days of the event must report it to the race secretary along with everybody they may have been in contact with so they be notified that they need to get tested</p>	<p>Detailed in the Signed Race Declaration</p>	<p>Race Secretary</p>	<p>At the start of the event</p>

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<p><b>Motorhome area</b></p> <p><b>Spacing between vehicles</b> Adequate space between vehicles in the car park wherever possible.</p> <p><b>Parked motorhomes</b> Wherever practically possible, the entrance doors of a motorhome are not to be opposite from the neighbouring vehicle</p> <p><b>Occupants/visitors of motorhomes</b> Only people who are in a social bubble are permitted to be in a motorhome (e.g. no-one else from other vehicles are allowed in other motorhomes).</p>	<p>A dedicated volunteer/official will act as parking co-ordinator to ensure that the vehicles are parked in appropriate spaces.</p> <p>To ensure adequate space is made available, all attendees will need to inform the organisers, prior to the event, details of their vehicle/s they will be bringing.</p> <p><b>Copy of this document to be given to all attending</b></p>	<p>Race Organiser and responsible person.</p> <p><b>Race Secretary</b></p>	<p>At the start of the event</p> <p>At the start of the Event</p> <p>At the start of the event</p>
<p><b>Boats and Crews While Racing</b></p> <p>All competitors are required to remain in their own social bubble when competing.</p> <p>Competitors wishing to swap out with other teams for whatever reason will not be allowed</p>	<p>This will be covered during in the competitor briefing .</p> <p>This will be covered in race instructions.</p>	<p>Race Manager</p> <p>Race Manager</p>	<p>At the start of the event</p> <p>At the start of the event</p>
<p><b>To minimise spectators outside of OCRDA</b></p> <p>To minimise the volume of people coming to watch the event and congregating around the marina, the racing will be filmed live online social media platforms.</p> <p>The event will not be publicised to the public prior to the event on any medium by the officials.</p>	<p>Only the teams who will be competing will get access to the race times prior to the event.</p> <p>A social media blackout may be necessary to ensure no promotion prior to the event.</p>	<p>Race organiser</p> <p>Race organiser</p>	<p>Prior to and during the event</p> <p>Prior to and during the event</p>
<p><b>Social Distancing</b></p> <p><b>Signage around the Marina and surrounding area</b> Adequate signage will be required to inform the public that the area is subject to social distancing rules.</p> <p><b>Pinch points</b></p>	<p>Download the signs and weatherproof with laminating plastic to put up around the pit and marina surrounding area that will be used by the event.</p>	<p>Race organiser</p>	<p>Prior to the event</p>

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<p>Reduce the number of persons in any pinch point area to comply with the metre/1-metre Plus gap recommended by the Public Health Agency. Suggest one-way systems if practical to do so in an area of concern.</p>	<p>Use the hazard tape to corner off areas or concern and place on the floor to remind the attendees and public of social distancing and possible one-way systems that have been put in place.</p>	<p>Race organiser</p>	<p>At the start of the event</p>
<p><b>General Public Toilets</b> Any procedure put in place on the use of the public toilets or marina shower block will need to be adhered to at all times.</p>	<p>Copy of this document to be given to all attending</p>	<p>Race secretary</p>	<p>At the start of the event</p>

<p><b>Risk Assessment/Hazard Mitigation Plan prepared by: Race organising team</b></p>	<p><b>Date of preparation: 25th August 2020</b></p>
<p><b>Signed off by the Race Organiser:</b></p>	<p><b>Signed off by the Race Manager</b></p>
<p><b>Signed off by the Harbour Authority:</b></p>	<p><b>Signed off by the Medical Lead:</b></p>

**Version number: 2 – 25<sup>th</sup> August 2020**