



## NCSC – On-site Policy

### **Subject: Access to and participating in activity at NCSC during Covid-19 contagion**

Date and Revision (latest updates indicated in RH margin): 6 January 2021 Rev.016

### **Purpose and Scope**

Following the announcement made by the Government on Sunday 10th May and associated guidance published by the Government and the RYA we are moving into the phased of the opening of NCSC as outlined in the document 'NCSC – A Restart'.

This policy outlines the controls and measures being applied to people accessing and participating in activity at NCSC during the period of the Covid-19 contagion. It covers the requirements in place supplementing those in the NCSC Club Rules to ensure the risk of Covid-19 transmission is minimised and that other risks associated with any unusual ways of carrying out activity are minimised.

### **Responsibilities**

#### The NCSC Executive Committee

- Determine how NCSC is to comply with Government guidance
- Provide clear and concise information relevant to NCSC actions and plans to the Membership and relevant 3<sup>rd</sup> parties in a timely manner
- Provide suitable and sufficient resource to ensure activities on site can be undertaken safely
- Be accountable for ensuring all activities undertaken for NCSC are suitably assessed and recorded
- Ensure suitable and sufficient provision for consultation, engagement and participation with the Membership

#### A Covid-19 Sub-group

- Will monitor and assess the guidance updates from the Government and the RYA
- Will provide clear and concise recommendations to the NCSC Executive Committee
- Be accountable to produce and ensure all assessments and procedures relevant to COVID-19 are kept up to date
- Plan activities, building access and parking to comply with Social Distancing where possible
- Ensure tasks or activities that cannot comply with social distancing are kept to an absolute minimum

#### Membership

- Should adhere to UK Gov instructions pertaining to the Covid-19 virus; primarily, to stay at home
- Should not travel to NCSC if demonstrating any symptoms relevant to Covid-19
- Should not come to NCSC if currently quarantined or in an isolation group (Ref UK Gov guidelines)
- Ensure their own safety and the safety of others
- Provide their own sanitising and cleaning liquids and equipment
- Comply with this policy and the NCSC Club Rules
- Wash hands regularly in line with Government guidance
- Comply with the social distancing requirements whilst on site
- Report all accident, incidents and near misses of possible COVID-19 symptoms having been on site by email to [info@ncsc.org.uk](mailto:info@ncsc.org.uk)

## Accessing and General Procedures when on site

- Unlock/open, pass and close gates, cleaning and disinfecting all touched surfaces before and after use
- Register presence for 'track and trace' legal requirements: Three Options - (1) Use QR code (as posted at various locations on site) and NHS App (2) Complete details on paper form at Covid noticeboard under the clubhouse (3) Pre-register visit via Google forms on the website or direct to the club email (info@..) with all necessary details. Groups (max 6 persons) can be block registered by a lead person
- Maintain at least a 2m distance from non-family/household persons at all times - observe the UK Government 'Rule-of Six' instructions
- Park vehicles to allow the above safe distance, boats in the boat park may need to be accessed
- Visits to the club are primarily to take exercise and/or carry out essential works. No extended or overnight visits are permitted without the express permission of the NCSC Executive
- If motorhomes or campervans are used there must be no sharing of space within them with non-household persons. Tents, motorhomes, campervans etc not to be left on site overnight without the express permission of the NCSC Executive
- Toilet and shower facilities are not available
- Members visiting the site will need to be completely self-sufficient in kit, food/drink etc, and take away all litter
- All buildings or storage units are out-of-bounds except for essential maintenance or when responding to an emergency situation
- If accessing any areas or buildings for permitted activity face coverings must be used

## Sailing and Use of Club Boats and Equipment

***The club is closed, don't go out!***

- Sailing or use of any club boats except for sanctioned maintenance activity is not permitted

### Duties

- This policy will be updated from time to time to reflect the changing situation regarding activities permitted. The club retains the right to close down all access should the Government advice or prevailing situation demand it
- There are no scheduled duties