



COMPLIANCE OFFICER (CO) DUTY CHECKLIST 3 July 2020

	COMPLETE
Wash your hands, using soap & water, on arrival at the club and at regular intervals thereafter	
Check notice board for any changes/updates to policies	
Move flip chart out into car park, check wind direction and then write on flip chart one of the following statements: 1. No restriction on sailing area today 2. Avoid sailing near the dam as risk of getting blown on 3. Avoid sailing near marks 6 & 7 as risk of getting stuck in the mud	
Unlock and wedge open front door (next to garage). Door to stay open whilst clubhouse operational for the day	
Wedge open both doors to male changing room and single door to female changing room. Doors to stay open whilst clubhouse operational for the day	
Sanitise safety boat before use, after any use and at the end of the sailing session. All touch points and specifically, fuel container, ladder, engine, steering console & keys should be sprayed with sanitiser provided (to be left in boat) and/or wiped over with paper towel sprayed with sanitiser and allowed to dry.	
Check and replenish as necessary (stock in cupboard in disabled toilet): Toilet rolls, liquid hand soap and blue paper towel in male, female & disabled toilet. Hand sanitiser: On table outside front door On table by outside tap	
Safety boat: To remain moored on pontoon until further notice unless in use Open fuel store (key in key safe, location tba) Install fuel Run engine to check working Check boat hook, throw line, bailer, at least one paddle, boarding ladder, tow rope & fire extinguisher on board Get first aid kit, PPE kit, hand sanitiser, & paper towels from cupboard in desk in clubhouse & put in safety boat Return fuel to store & safety/PPE equipment to the clubhouse at the end of the day	
No more than 20 boats to be on the water at any one time	
Send a brief report of the day (including whether there were any issues or not) to sailing@chelmarshsailing.org.uk within 24 hrs of the session.	