

## Regents Canoe Club Risk Assessment – COVID-19

Assessment to follow the 5 step process as recommended by the HSE and set out below.  
Further information can be found online: <http://www.hse.gov.uk/risk/controlling-risks.htm>

- 1) Identify any hazards
- 2) Decide who might be harmed and how
- 3) Evaluate the risk and decide on precautions
- 4) Record your findings
- 5) Review and update as necessary

**Assessment undertaken:** July 2020

**Signed:** Steve Betts

**Post:** Safety Officer

**Next review due:** July 2021

Significant Hazards	People at risk from identified hazards	Precautions taken to minimise the risk
<p><b>Spread of Covid-19 in and around the club premises</b></p>	<p>All users</p>	<p>Limit number of members to 30 people at any one session.</p> <p>Maximum group size of 6 on the water</p> <p>No more than 12 members on IBC premises at one time.</p> <p>All members to adhere to social distancing when on and off water.</p> <p>Paddlers must self rescue.</p> <p>Members who are shielding are prohibited.</p> <p>Members who are isolating are prohibited.</p> <p>Members who are ill or have symptoms are prohibited.</p> <p>Club to provide hand sanitiser, disinfectant and wipes.</p> <p>All members to wash hands when entering and leaving.</p> <p>Social distancing to be adhered to on pontoon.</p>
<p><b>Spread of Covid-19 from contact with the duty officer</b></p>	<p>All users</p>	<p>Duty book to be on separate table by entrance.</p> <p>Duty officer to ensure compliance with maximum permitted numbers.</p> <p>Duty officer to remind members of all rules.</p> <p>Duty officer to collect names and contact phone numbers of all members attending a club night and forward to the nominated RCC committee member.</p> <p>Duty officer to ensure all members wash their hands with hand sanitiser when entering and leaving.</p> <p>Committee members to oversee for first session.</p>

<b>Spread of Covid-19 from use of shared facilities</b>	All users	Changing rooms not for use and will be locked shut. Members to attend in paddling gear. Toilet is available for use one member at a time.
<b>Spread of Covid-19 from use of the boat cage</b>	All users	One member at a time. If assistance needed then second member to assist complying with social distancing.
<b>Spread of Covid-19 from use of the equipment room</b>	All users	One member at a time. Equipment should not be passed between members, members should collect all of their own kit.
<b>Spread of Covid-19 from contact with paddles</b>	All users	Paddles to be used only by one member per night. To be left for 72 hours after use to ensure 72 hour equipment quarantine.
<b>Spread of Covid-19 from contact with boats</b>	All users	Boats to be used only by one member per night. To be left for 72 hours after use to ensure 72 hour equipment quarantine.
<b>Spread of Covid-19 from contact with helmets</b>	All users	Helmets to be used only by one member per night. To be left for 72 hours after use to ensure 72 hour equipment quarantine.
<b>Spread of Covid-19 from contact with Spraydecks and BAs</b>	All users	Spray decks and buoyancy aids to be used only by one member per night. To be left for 72 hours after use to ensure 72 hour equipment quarantine.
<b>Record keeping of infected persons</b>	All users	Track and trace will be affected by duty officer collecting names and contact phone numbers of members attending a particular club night. Records will be held by a nominated RCC committee member for 21 days.