

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: June 2021

Signed: Andrew Hughes-Onslow

Post: Communications Officer

Next review due: Dec 2021 (or until significant changes to government covid guidance)

Significant Hazards	People at risk from identified hazards	Precautions taken to minimise the risk
<p>Spread of Covid-19 in and around the club premises</p>	<p>All users</p>	<p>Limit number of members to 30 people at any one session.</p> <p>Minimise group sizes where possible and avoid mixing of groups.</p> <p>All members to adhere to social distancing when on and off water.</p> <p>Paddlers should self-rescue where possible.</p> <p>Members who are shielding or self-isolating are prohibited.</p> <p>Members who are ill or have symptoms are prohibited. Symptoms can include but are not limited to:</p> <ul style="list-style-type: none"> • A high temperature • A new, continuous cough • A loss of, or change to, their sense of smell or taste <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>Spread of Covid-19 from new members not familiar with the rules</p>	<p>New Members</p>	<p>All persons who have signed up to a New Members Evening to be directed to view club Covid-19 procedures prior to attending.</p> <p>Rules to be explained to all participants at the start of the New Members Evening session.</p> <p>Masks to be worn by everyone during introductions including the coach.</p> <p>Hands to be washed with hand sanitiser before and after assisting members with footrest position.</p>

		No ball games or `bulldog` permitted.
Spread of Covid-19 from contact with the duty officer	All users	<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>
Spread of Covid-19 from use of shared facilities	All users	<p>Changing facilities may be used, but time spent in them should be minimised.</p> <p>No more than 3 members in each changing room at a time.</p> <p>Members should shower and change at home and arrive in paddling gear where possible.</p> <p>Toilet is available for use one member at a time.</p>
Spread of Covid-19 from use of the boat cage	All users	<p>One member at a time.</p> <p>If assistance is needed then second member to assist complying with social distancing.</p>
Spread of Covid-19 from use of the equipment room	All users	One member at a time in the equipment room.
Spread of Covid-19 from contact with paddles	All users	<p>Paddles to be used only by one member per night.</p> <p>To be left for 72 hours after use to ensure enough time to quarantine equipment.</p>
Spread of Covid-19 from contact with boats	All users	<p>Boats to be used only by one member per night.</p> <p>To be left for 72 hours after use to ensure enough time to quarantine equipment.</p>
Spread of Covid-19 from contact with helmets	All users	<p>Helmets to be used only by one member per night.</p> <p>To be left for 72 hours after use to ensure enough time to quarantine equipment.</p>

Spread of Covid-19 from contact with spraydecks and BAs	All users	<p>Spray decks and buoyancy aids to be used only by one member per night.</p> <p>To be left for 72 hours after use to ensure enough time to quarantine equipment.</p>
Record keeping of infected persons	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.
Spread of Covid-19 from rescues	Members in need to rescue	<p>Paddlers safety is paramount, if someone needs rescuing help should be given in the most appropriate manner.</p> <p>If you must help or assist another paddler with a rescue make it as prompt as possible and then get out of their personal space. Spend no more than 15 minutes in close proximity with another paddler unless the situation demands it.</p> <p>Paddlers should self-rescue where possible.</p>
Spread of Covid-19 from car sharing	Members sharing cars	<p>Only travel in groups of no more than 4 people where possible.</p> <p>Share the car with the same people each time where possible, and include car shuttles.</p> <p>Keep windows cracked open for ventilation where possible.</p> <p>Vehicles with air conditioning systems should be set to draw in fresh air and not to recirculate it.</p> <p>Ensure the driver and passengers are wearing a face covering during the journey where possible.</p>
Spread of Covid-19 from kit hire	Members hiring kit for trips	<p>Ensure kit is only handled by the kit officer and the member who will be using it.</p> <p>Hands should be sanitised before handling any hired kit.</p> <p>Boats and paddles should be wiped down and disinfected when collecting and returning kit.</p> <p>All kit should be rinsed before returning and left to dry for 72 hours.</p>
Spread of Covid-19 in large groups	All members participating in activities or events of more than 15 people	<p>No more than 30 people should be involved in any event or activity outdoors.</p> <p>Large groups should not meet indoors, no more than 6 people or two households as per government guidelines, should engage in any activity indoors. This includes all meals.</p> <p>Ensure that everyone provides a negative lateral flow test before commencing and large group activities or events.</p> <p>Minimise group sizes where possible by breaking participants into smaller groups where possible and avoid mixing of groups throughout the activity or event.</p> <p>Plan and keep a record of these groups in advance of the trip to minimise mixing. Consider travel to and from the venue, car shuttles, on the river groups, room/accommodation, and any</p>

		<p>other occasions when members might be in confined indoor spaces.</p> <p>Consider those who may be living with someone who is shielding or not favourable towards large groups and make appropriate steps are taken to minimise their contact with large groups.</p>
Spread of Covid-19 in accommodation	Members on overnight trips	<p>No more than 6 people may share the same accommodation.</p> <p>Minimise the number of people sharing a room where possible, including meals and communal areas.</p> <p>Group meetings should be done outside or in groups of 6 if done indoors.</p> <p>Ensure that members share rooms and accommodation are with members in their group consistent with those that they are sharing car journeys with.</p>
Spread of Covid-19 abroad	Members travelling to another country (including Wales or Scotland)	<p>Ensure the government rules & guidelines for the location of departure and trip target location are met by organiser and participants. Consideration given to the different rules for Wales, Scotland, England, and Ireland.</p> <p>Consideration should be given to limits on gatherings and social distancing which may differ from the limits set out in this Risk Assessment which are based on those given for England.</p>