

Bradford and Bingley Canoe Club

Covid- 19 response

This document has been created using a precised version of the British Canoeing guidance document.

Covid-19 team

The club committee will form the Covid-19 response team (due to the number of available volunteers this is the Board of Trustees which includes people who have medical backgrounds and long experience of slalom and of the club) and will review and approve any policies and procedures adopted by the club. Our advice will work in parallel to Government policies and at no time will override them.

We will review each change to the lockdown rules and adapt our club environment and activities to be compliant.

Risk assessment

We have used the risk assessment added below. The risk will alter as we progress through the levels of colour coded National risk. This process will be adaptable as we learn where new risk may arise or ways to mitigate risk occur. The club will decide what controls we feel are possible at our club site and use our established means of communication to disseminate them.

This Risk Assessment is designed to meet the requirements of Tier 2 (Oct 2020)

Areas	Controls and considerations
General	<ul style="list-style-type: none"> ● Encourage and facilitate social distancing at all times ● Encourage members to be aware of their actions around the club ● Where possible encourage members to use their own equipment and store it away from the club ● Keep members informed of the symptoms of Covid-19 and the steps they can take to stay safe ● Club buoyancy aids and helmets are to be washed in the soapy water barrel before being hung to dry on the racks. Paddles and cockpits are to be wiped down with a soapy cloth after use. All paddlers need to be independent in collecting and handling their equipment while observing social distancing at all times.
Reducing the risk of transmission	<ul style="list-style-type: none"> ● We will comply with government advice for those who have the symptoms or have been in contact with someone with symptoms. ● Good hygiene practices are enabled and encouraged at all times. ● Gym equipment decommissioned. ● Adequate facilities for members to wash or sanitise their hands are provided, but club members are requested to bring their own hand sanitiser.
Facilities - including club grounds, buildings, indoor facilities and changing rooms / toilets	<ul style="list-style-type: none"> ● There is very limited scope to provide a 2m distance between people moving within the club building. We therefore recommend that paddlers get changed at home and do not use the changing rooms unless they are alone. We also ask paddlers not to linger in the club house. One person only at a time in the changing rooms, there are signs to remind people. ● Only one paddler is allowed to use the water access steps at a time to allow social distancing
Activity	<ul style="list-style-type: none"> ● We will review the range clubs of activity at the club in line with the most recent British Canoeing and Government guidelines to decide which can proceed, and which need to remain on hold. ● We have adopted a system using TimeTree so members can book time at the club or on the water. This ensures numbers are controlled to allow social distancing.
Responding to a potential Covid-19 exposure at your club	<ul style="list-style-type: none"> ● Follow public health advice – new phases may include advice about contact tracing. ● Make sure everyone's contact numbers and emergency contact details are up to date. ● Anyone who displays or develops symptoms of Covid-19 should be sent home. ● TimeTree and Coaches record attendance at any given time or organised session.

Step 2 - Template Risk Assessment for Club Facilities – Covid-19

Bradford and Bingley Canoe Club	Name of Risk Assessor: Mark Fairbrass	Date of Risk Assessment. 26/5/20
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We recommend that all clubs complete a Covid-19 specific risk assessment. We have initially populated this template risk assessment for you by including a sample entry related to the spread of Covid-19 and to illustrate what is expected. Look at how this might apply to the current guidelines for limited access to club facilities. You should identify the hazards that are the real priorities at your club and complete the template to suit your venue. This template is to be used as a guide to completing a full risk assessment at your club in order to safely open up your facilities.

What are the hazards?	Who might be harmed?	Controls Required	Additional Controls	Action by who?	Action by when?	Complete
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<p>Spread of Covid-19 Coronavirus</p>	<p>Staff, club members, volunteers, paddlers and visitors to your club.</p> <p>Vulnerable groups – Elderly, Pregnant workers, those with existing underlying health conditions.</p> <p>Anyone else who physically comes in contact with other people in relation to your business</p>	<p>Hand Washing</p> <p>Hand washing facilities with soap and water in place.</p> <p>Stringent hand washing taking place.</p> <p>See hand washing guidance.</p> <p>https://www.gov.uk/government/news/public-information-campaign-focuses-on-hand-washing</p> <p>Gel sanitisers in any area where washing facilities are not readily available/accessible.</p> <p>Information</p> <p>An efficient system of notifying members of the systems and protocols in place and what is expected of them, must be in place prior to reopening the club facilities.</p> <p>Social Distancing</p> <p>Reduce the amount of people accessing the boat house/premises for boats and equipment, comply with the 2-metre (6.5 foot) gap recommended by the HSE.</p> <p>Members who display symptoms.</p> <p>Members who display symptoms, or have a positive test must inform the club secretary. The club can then consider what needs to be deep cleaned.</p> <p>River trips</p>	<p>Members are reminded on a regular basis to wash their hands for 20 seconds with water and soap and the importance of proper drying with disposable towels. Also reminded to catch coughs and sneezes in tissues – Follow Catch it, Bin it, Kill it and to avoid touching your face, eyes, nose or mouth with unclean hands.</p> <p>To help reduce the spread of coronavirus (COVID-19) reminding everyone of the public health advice - https://www.publichealth.hscni.net/news/covid-19-coronavirus</p> <p>Posters, leaflets and other materials are available for display.</p> <p>Shared Equipment</p> <p>All shared equipment will be washed with soapy water immediately after use and left to air dry</p> <p>Signage and information regarding precautions for managing COVID-19 are present</p> <p>Members must receive information in advance of attending the premises to enable them to prepare properly to follow the new systems and protocols. This has been emailed.</p> <p>Signage informs paddlers to vacate the building as soon as they have got their boat and not to use the changing room unless they are alone.</p> <p>Adhere to social distancing at all times. Non paddlers to wear face coverings while in the clubhouse. Both roller door and side door to be kept open when the clubhouse is in use to promote air flow.</p> <p>River trips should apply all the same principles of paddling at the home site.</p> <p>Car sharing. Should be avoided if at all possible, but if absolutely necessary for shuttles should follow Government advice. This includes keeping car windows open, ventilation on</p>			
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			max and wearing masks.			
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Step 3 - Planning for the future

Government Guidance	Stay at Home, Save Lives - only leave home if its essential	Stay alert, control the virus, save lives – unlimited exercise outside (England)	Phased return for Primary schools, Non-essential retail	Places of worship, Leisure facilities, Hospitality	Restrictions lifted
Club Buildings	All Closed	Boat stores open, other areas closed			All facilities open
Club Site	All Closed	Managed access for members according to social distancing rules			All normal access permitted
Club Outdoor Sessions	No Sessions	Members able to paddle following BC guidance and club rules	Possible club sessions for existing club members dependant upon Government rulings and BC advice	Possible New member sessions able to take place on flat water, dependant on BC advice on rescue	
Club Indoor Sessions	No indoor sessions				All sessions
Coaching	No Sessions	Club Activity following BC guidelines and club rules			
Equipment	No Use	Use of club equipment allowed but with full washing protocols used			Check, Clean, Dry
Trips	No Club Activity	Only following Government advice on car sharing if shuttles are necessary			Able to organise trip and events

Events and Competitions	No Events or competitions	No Events or competitions			Able to organise and attend events
Responding to a potential Covid 19 exposure within the club	No Contact	Require members to inform the club if they have visited the club and then club will inform the membership.			Limited risk of transmission
Use of gym equipment	No use	No use		Use with clean down beforehand	Full normal use
Urgent repairs		Urgent repairs			
		These should be completed using social distancing. If a job needs two or more people face masks may be needed. The risk of leaving the repair should be balanced against the risk of exposure to Covid-19			

Further advice

One person only in changing room, unless within a family group

Please Do not linger in the clubhouse

Use soap and water if your hands are wet

Use gel after you have locked the outer gate

V5 updates include

1. Non paddlers to wear face coverings while in the building
2. Both roller shutter door and side door should be kept open when people are in the clubhouse
3. Re- emphasise the need for social distancing and hand washing.

V6 update

Car sharing, this should be avoided if at all possible, but if absolutely necessary for shuttles, should follow Government advice. This includes keeping car windows open, ventilation on max and wearing masks.