

<p>Name of Club:</p> <p>Cambridge Canoe Club</p>	<p>Name of Risk Assessor:</p> <p>Canoe Club Committee. Compiled by Alan Weeks, CCC Coaching Officer Email: coaching@cambridgecanoecub.org.uk</p>	<p>Date of Risk Assessment:</p> <p>8/7/2020</p>
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The Covid-19 Pandemic restrictions introduced by the UK Government on 28th March 2020 has meant that no club paddling is allowed and that paddlesport itself is restricted. From the 12th May 2020 and updated on 30th June and 4th July these restrictions have started to be lifted and paddlesport is allowed but club activities are restricted. This Risk Assessment reviews the hazards at Cambridge Canoe Club and details to controls required to allow paddlesport within the regulations set by UK government and the guidance of British Canoeing. It also follows the permissions of the clubhouse landlord Cambridge City Council who have responsibility for a number of Health and Safety aspects of the clubhouse facilities.

UK Gov guidance- <https://www.gov.uk/government/publications/coronavirus-covid-19-guidance-on-phased-return-of-sport-and-recreation/guidance-for-the-public-on-the-phased-return-of-outdoor-sport-and-recreation>

British Canoeing Guidance- See Appendix 1 below. Also at <https://www.britishcanoeing.org.uk/news/2020/covid-19-update-guidance-for-british-canoeing-affiliated-clubs> but this link may be updated in time.

This Risk Assessment will need to be updated with each applicable revision of the regulations and guidance. It is anticipated that as more activities are permissible then additional controls will need to be put in place. This Risk Assessment supersedes Revision 2 dated 6/6/2020.

Full practical details of controls are not detailed in this Risk Assessment. These will be communicated by email to members either to the whole club when they are introduced or to participants of a specific activity or arrangement. Contact the organiser of the activity if more details are required.

What are the hazards?	Who might be harmed?	Controls Required	Additional Controls	Action by who?	Action by when?	Complete
Contracting Legionnaires disease from water in the mains water supply at the clubhouse	Club Officers, club members, volunteers, paddlers and visitors and cleaners	Testing of the water supply has now been completed and the result shows no contamination (See email in Appendix 2). The immediate hazard has been eliminated so access to the clubhouse due to this risk has been lifted. Note that clubhouse access remains restricted due to COVID=19 hazards- see below.	Movement of equipment such as boats and paddles between the containers and the clubhouse was restricted whilst the water remained untested. These restrictions have now been lifted. Signage on the doors to remind any people allowed to enter the building that the water, toilets and showers are out of use have been removed.	None	None	17/6/20

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		The normal control of periodic testing by Cambridge City Council is now in place	Regular cleaning is no allowed restricted by water safety and has been resumed.			
Spread of Covid-19 Coronavirus (Contract the virus or giving the virus to others)	<p>Club Officers, club members, volunteers, paddlers and visitors.</p> <p>General public who physically encounter club paddlers in relation to paddling activities</p>	<p><u>Restricted access to the clubhouse</u></p> <p>Anyone accessing the clubhouse is at risk of contracting or spreading the Covid-19 virus by touching surfaces such as door handles and equipment or coming in close contact with other users of the clubhouse or members of the public in the vicinity of the clubhouse. Access is limited to equipment storage areas, the disabled toilet and connecting corridors. Kitchen, changing rooms and the 2 other toilets remain closed.</p> <p>The pedestrian door is for keyholders and duty people only. Club members access the club during opening times are to use the roll up door which will remain open during clubhouse opening times. The door between the boat storage and the changing rooms will be wedged open.</p> <p>Hand gel is available at both entrances and closed areas will be labelled with signs. Members should clean hands with gel when entering and leaving the clubhouse.</p>	<p><u>Clubhouse sessions and Booking system</u></p> <p>The clubhouse is now open at specific times for Open sessions for all members. See website for opening times. There is now a booking system in place to control the number of people attending each session and the times that they arrive. This will enable the duty member to limit access to the equipment areas to a maximum of 2 people at a time to select equipment and return it at the end of their allotted session time. Details of the booking system are on the club website. The system will be monitored and adjusted as required to ensure boat selection, cleaning and return manageable and as many members as possible have an opportunity to paddle. Duty members have volunteered specifically for this task and are aware of the risks. Members have been specifically told to follow the instructions of the duty member whist at the clubhouse.</p> <p><u>Access to the clubhouse by keyholders</u></p> <p>Members who are also keyholders can access the clubhouse at any time (except Thursdays- see Cleaning arrangements below). Under normal circumstances the number of people accessing the clubhouse at any one time is usually less than 3 so additional controls such as a booking system are not required. Keyholders are told to make themselves known when entering the clubhouse to warn others and enable everyone to maintain social distancing.</p> <p><u>Booking of boats for private use</u></p> <p>The policy of booking boats for longer term use by members away from the clubhouse has now been stopped and boats will be returned.</p>	Committee	27/6/20	27/6/20

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			Only essential maintenance of the clubhouse will take place. All non-essential works involving work by club members or contract tradespeople is suspended until full access to the clubhouse is permitted.			
		<p><u>Use of club equipment in the Clubhouse</u></p> <p>All club boats and club paddles in the clubhouse are available for use without restriction. Boats to be cleaned with water from the hosepipe after use and before returning to the racks.</p>	<p><u>Buoyancy Aids and spray-decks</u></p> <p>Buoyancy aids are important safety equipment so continued use is important. There is a small risk of contamination from contact with zips and fastenings. Members are requested to clean hands before entering and leaving the clubhouse to mitigate this risk. Spray decks are not a safety item but the same mitigation procedures are required.</p> <p><u>Cagoules</u></p> <p>Club cagoules will not be available for use and have been removed. They have been withdrawn as members must pull them over their head when putting on and taking off. This increases the possibility of contamination and the clubhouse does not have the facilities to clean and dry these item between use.</p>			
		<p><u>Access to private boats in the shipping containers</u></p> <p>Access to the containers requires a key. Individual members who have a boat in the containers can obtain a key from the committee. By its nature this is limited to a small number of people (approx. 20). The key to the container held in the clubhouse must not be used.</p>	<p>Members accessing the containers are responsible for their own hygiene and must take sanitising gel to the container and clean the touched parts of the lock and door before and after use.</p> <p>Members must maintain social distancing of 2m with other members and members of the public on nearby paths</p>	Committee	1/6/20	1/6/20
		<p><u>Track and Trace regulations</u></p> <p>The Gov requires that all attendees of indoor facilities provide contact details that can be used in the event of a known COVID-19 infection. The clubhouse booking system</p>	<p>Keyholders accessing the club outside Open session times are told to fill out the club 'Booking out book' kept in the boat storage area. This records who has attended the clubhouse.</p> <p>Members using boats from the containers are not required to complete a 'Booking out book'. Access to the containers is</p>	Committee	27/6/20	27/6/20

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		requires all attendees to provide a phone number when booking. This data will be held for a minimum of 21 days as required by the regulations.	limited to less than 20 people who are all contactable by email if required.			
		<p><u>Cleaning</u></p> <p>Cleaning is an important part of preventing the spread of COVID-19. Cleaning now takes place on Thursday mornings.</p> <p>Particular attention will be paid to cleaning door handles and other touch points.</p> <p>Whilst the changing rooms are not being used they are not being cleaned.</p>	<p>Keyholders are requested not to visit the clubhouse between 9am & 12pm on Thursdays to allow uninterrupted access to the clubhouse by the cleaner</p> <p>Members returning loaned club equipment are instructed to clean the boat and paddle before return in line with British Canoeing Guidelines</p>	Committee	2/7/20	2/7/20
		<p><u>Information</u></p> <p>Members will be kept up to date on the club's response to COVID-19, UK GOV and British Canoeing advice on paddling activities by email using the contact information held by the club. Any new arrangements and changes to these arrangements will also be sent by email. Additional information will be sent out in the Club newsletter.</p>	<p>Members receive information by email in advance of attending the premises to enable them to prepare properly to follow the new systems and protocols.</p> <p>The club website currently has a message of the current club opening times and a link to the booking page which contains detailed information and advice to members.</p> <p>The club calendar of additional activities is viewable on the website and the upcoming 6 events are displayed on the front page. All future events have been cancelled and removed from the calendar. It is clear from this that no events are taking place.</p>	Committee	1/6/20	1/6/20
		<p><u>Social Distancing</u></p> <p>Due to the limited space in the clubhouse, and containers detailed above members are requested to observe social distancing advice from Public Health England. Currently</p>	<p>Club Committee meetings will take place using Zoom Video Conferencing to enable officers to attend the meeting remotely. No meetings will be held in the clubhouse.</p>	Committee	1/6/20	1/6/20

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		2 metres. Signage advising members of this is in place at the clubhouse.				
		<p><u>Use of Club Toilets (including the disabled toilet), Club Changing rooms and Club Kitchen</u></p> <p>Only the disabled toilet will be available for use. This reduces the amount of cleaning required. Limited activity at the club means that only one toilet is sufficient for demand. The toilet is not gender specific.</p>	<p>Use of changing rooms, social spaces and indoor gyms remains prohibited by Gov COVID-19 restrictions,</p> <p>Signage on the door to remind any people who are allowed to enter the building that the toilets and changing rooms are out of use</p>	Committee	7/7/20	7/7/20
		<p><u>Club activities and coach led sessions for groups of up to 6 and club organised training activities. Induction sessions and for new members</u></p> <p>These activities are allowed under the 1/6/20 UK Gov regulations and British Canoeing guidance taking into account social distancing and safeguarding. https://www.britishcanoeing.org.uk/news/2020/covid-19-update-guidance-for-paddlesport-coaches-and-leaders-1</p> <p>A small number of social and training activities as well as trips will take place at the discretion of individual leaders and coaches.</p>	<p>Inductions sessions for new or returning members who have paddling experience will be held at the discretion of the Membership Secretary. Complete novices enquiring by email to join the club will be politely told the club is not accepting new members until further notice and to check the website where any change in this arrangement to be published. The membership Secretary reports on new members at monthly Committee meetings so this amended policy can be monitored to ensure it is equitable.</p>	Committee	7/7/20	7/7/20
		<p><u>Club coach led activities for groups of more than 6 including Courses & Kid's Club, Races, Swimming pool sessions. Use of the clubhouse as a gym</u></p> <p>These activities are currently not allowed under government restrictions and/or third-party facilities that are not open. Controls that</p>		Committee	1/6/20	1/6/20

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		meet government and BC guidelines will be considered on an individual basis and put in place as and when these activities are restarted.				
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Appendix 1

COVID-19 Update: Guidance for British Canoeing affiliated clubs

1 June 2020, updated 30 June 2020

Introduction

Further to the advice issued by British Canoeing on the 12 May 2020 about a return to paddling and new guidance released by the Government on 1 June and 30 June, we are pleased to provide additional guidance to British Canoeing affiliated clubs in England.

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In addition to facilities associated with outdoor sports being permitted to re-open from 13 May, (subject to them being ready to do so safely) from 1 June groups of six are now permitted to meet, subject to social distancing restrictions being met.

This means that club activities can now take place, where any paddling activity within the club has had due diligence and a risk assessment carried out by the relevant and accountable club representative(s), is organised and delivered in groups of no more than 6 club members.

From 4 July, up to two households are permitted to gather in groups of more than 6 people indoors or outdoors, provided members of different households can follow social distancing guidelines. Otherwise, gatherings of more than 6 people indoors or outdoors from different households continue not to be permitted.

Social distancing guidelines should be followed wherever possible. From 4 July, this means a distance of 2m between people from different households, or 1m plus mitigations (such as face coverings or avoiding face-to-face contact) where 2m is not possible.

Bars and restaurants, including any food or drink facilities inside a clubhouse can open from 4 July, in accordance with the latest [guidance](#)

Toilets and through-ways may be kept open, but [guidance on hygiene](#) should be followed.

British Canoeing welcomes that restrictions continue to be lifted and would like to thank all paddlers and clubs for responding so responsibly during this lockdown period.

This guidance should be read in conjunction with [documents issued by the Department for Digital, Culture, Media and Sport published on the 1 June 2020](#) and updated on 30 June.

Sport England have also produced online guidance called [Return to Play](#), which includes a Clubs Toolkit available on the [Club Matters website](#).

Our priority remains to protect the health of our members, volunteers and staff and help to suppress the spread of the COVID-19 virus.

We recommend that members continue to follow the government and public health guidelines and to stay at home as much as possible. Anyone who is symptomatic or suspects they have been exposed to the virus must not take part and remain at home.

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#stayalert #controlthevirus #savelives

This guidance relates only to affiliated clubs in England, as policy and guidance in [Scotland, Wales](#) and [Northern Ireland](#) is subject to the devolved governments and their respective national governing bodies.

Considerations for clubs

It is important to remember that this is not a return to normal operations – only the absolute essential areas of clubs should be opened and only to facilitate access to boats and equipment. At this stage, communal areas, gyms, changing rooms and other similar facilities should remain closed and there should be no organised club activities or gatherings involving more than 6 people or group of up to two households are permitted.

Before reopening any of its facilities, clubs will need to put in place plans and COVID-19 risk assessments to reduce the risk of transmission of coronavirus through the use of any areas of the club or shared equipment. Every club will have slightly different considerations. However, we have listed below some suggested areas to think about.

There are a number of other important considerations for clubs when they are developing their plans for allowing access to their facilities. These are presented within the [UK Government published guidance](#) for providers of outdoor facilities.

Some clubs may also need to coordinate with other clubs operating from the same premises and/or facility owners to agree their protocols.

Clubs should only re-open when they have completed the necessary planning and feel able to do so safely.

Managing access to the club

Whilst access to the club must be limited, it is very important to put in place plans to help people to follow social distancing guidance. Clubs should consider:

- limiting the number of people allowed into particular areas at one time;
- limiting the number of people accessing the boathouse by implementing a timetable or online booking system;

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- managing access to shared equipment by implementing a online booking system;
- putting a one-way system in place; and,
- checking members have the appropriate keys and locks to access the required facilities
- clubs keep a 21 day record of who has used club facilities, including paddlers and volunteers, to assist with the track and trace process.

All members when using the facility must follow the Government's social distancing rules.

Social distancing

Clubs should have plans in place to ensure the management of social distancing including;

- carrying out a COVID-19 risk assessment
- maintaining 2 metres social distancing, wherever possible, such as by re-designing spaces to maintain 2 metre distances between people or by opening more entrances and exits
- From 4 July, social distancing remains 2 metres between people from different households, or 1 metre plus mitigations (such as face coverings or avoiding face-to-face contact) but only where 2 metres is not possible.
- reinforcing cleaning processes, cleaning more frequently and paying close attention to high-contact objects like door handles and keyboards.

Club Activity

Club Associate members can now take part in any club activity (and are covered for third party liability insurance) for any paddling activity within their club that has had due diligence/risk assessment carried out by the relevant and accountable club representative(s).

Organised club activity will be delivered in groups of no more than 6 club members and is promoted on the official club calendar, website, social media or noticeboard.

Large Gatherings

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From 4 July, social interactions should be limited to two households (a support bubble counts as one household) in any location; or, if outdoors, potentially up to six people from different households. It will be against the law for gatherings of more than 30 people to take place.

Premises or locations which are COVID-19 Secure will be able to hold more than 30 people, subject to their own capacity limits, although any individual groups should not interact with anyone outside of the group they are attending the venue with - so in a group no larger than two households or six people if outdoors.

Those operating venues following COVID-19 Secure guidelines should take additional steps to ensure the safety of the public and prevent large gatherings or mass events from taking place.

Led, coached or guided activity at clubs

Led, coached, or guided activity may now take place on a 1:5 basis so long as social distancing is maintained. Anyone leading a 1:5 activity should ensure appropriate safety frameworks are in place, that delivery is in safe and familiar environments and that the paddler is self-sufficient and no equipment is shared.

Clubs and coaches are reminded that any coaching of under 18s and adults at risk on a 1:1 basis should be avoided. The relaxation of the government guidance on social gatherings now means that group coaching (up to 1:5) or individual coaching with parent/carer supervision can now take place. Clubs and coaches are reminded of the principles of British Canoeing's safeguarding policy.

More information is available in our guidance for [**paddlesport coaches and leaders.**](#)

Awards and qualifications

British Canoeing qualifications and awards are delivered across the globe and we recognise that lockdown measures and easing of restrictions are different in every country. Some learners and providers are starting to consider their development by attending/offering British Canoeing courses.

More information is available in our [**Guidance on British Canoeing Qualifications and Awards**](#)

Communication

It is really important that clubs make communication with members very clear including;

- how members are able to access equipment/facilities and their responsibilities when on site
- what they are doing to reduce risk and what they expect from users to do the same
- opening times and how to use booking systems
- what users need to know and do to secure the club when leaving.

Which areas of the club to open

Clubs are advised only to open the minimum facilities required to allow access to boats and equipment in a safe manner. Gyms, changing rooms and social spaces should remain closed.

Bars and restaurants, including any food or drink facilities inside a clubhouse can open from 4 July, in accordance with the latest [guidance](#)

Clubs may open toilets but only when handwash is provided and water has been switched on and checked to be safe. Clubs should also consider limiting the number of people entering and toilet facilities to allow for social distancing.

You may re-open car parks if you need to.

Cleaning and hygiene

Clubs are required to manage hygiene and should consider:

- encouraging members to follow good hand hygiene practices at all times;

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- placing hand sanitiser at entrances/exits and common contact touch points (e.g. padlocks, door handles);
- appropriate protocols and products for cleaning any shared equipment before and after usage; and,
- putting in place a regular cleaning plan, particularly for any common touch points (door handles, locks etc.).

This is detailed within the [government guidance here](#).

Access to water

Clubs are responsible for checking to ensure that if their members are planning to paddle on a licensed waterway, that there are no paddling restrictions in place. Further information on Navigation Authorities can be found at the [British Canoeing website](#).

Boats and equipment

Clubs are urged to ensure that the use of shared equipment is kept to a minimum to reduce the risk of spreading coronavirus. Ideally, place any unnecessary equipment in storage.

Club boats can be used subject to a booking system being in place and a rigorous cleaning and hygiene procedure being followed to clean the boat after use.

Safety

It is the responsibility of the club to plan for and ensure that paddling activity takes place within the government guidelines and existing safety frameworks. Clubs must be mindful that members who are not individual British Canoeing members are only covered by the insurance and waterway licence when participating in club activity.

In this first phase of return to activity, we are recommending that paddlers restrict their paddlesport activities to environments which are well within their capabilities.

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All activity at the club needs to fall within the club's safety plan and British Canoeing Paddlesafe guidance. Paddlers should ensure that they have a means to call for help at all times.

Further information

British Canoeing will continue to develop more guidance and advice for clubs as more information becomes available.

[British Canoeing - A return to paddling in England](#)

[DCMS - Coronavirus \(COVID-19\): guidance on the phased return of sport and recreation](#)

Appendix 2

From: Mac McDonald <email addresses removed >

Sent: 17 June 2020 09:25

To: Mac McDonald < >

Cc: Ian Ross < >; Julie Durrant < >

Subject: [EXTERNAL] Re-opening of Pavilions for toilet and Hand Washing Purposes.

Importance: High

Good Morning Secretaries,

Firstly can I thank you for your patience and understanding in that we needed to undertake the inspection and testing of the water systems and the mechanical & electrical areas so that we could ensure the safe return to your facility.

I am pleased to advise that all of the results we have received are green so I am able announce that we are confirming that return to your sport and use of the pavilions for the purposes laid out in your Risk Assessments and Safety Procedures for play is authorised as from now with immediate effect.

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I hope that you have a safe and enjoyable return to your sport, Please follow the guidance from your Sporting bodies and the Government advice if you have any issues that you need our input to please do not hesitate to ask.

Regards

Mac

Mac McDonald

Recreation - Technical officer

GMB - Convenor