

# Durham University Canoe Club Covid-19 Risk Assessment & Plan

## Weekly Timetable

Normality	<b>Weak social distancing restrictions</b> <i>Sessions limited by some social distancing restrictions eg. groups of 6, use of hand san etc.</i> - Pools open & transport by car is possible. - Barrage is open. - Competitions are running. - Trips are achievable (paddlers can be rescued and transport by car is possible).	<b>Partial social distancing restrictions</b> - Pools are shut and/or we cannot get to them. - Barrage shut and/or we cannot get there. - Competitions not possible. - Trips unachievable.	<b>Full lockdown</b> - All events virtual. - Potentially some paddling by experienced members within their own household.
<u>Recreational pool session</u> (mon evening)	<u>Recreational pool session within social distancing guidelines</u> (mon eve if pool can have us)	<u>Early morning (fitness?) river session (mon &amp; thurs morning)</u>  Get new members to experience rolling at the end of river sessions rather than in pools.	<u>See above</u>
<u>Socials</u>	<u>Socials within social distancing guidelines.</u>	<u>Socials within stricter social distancing guidelines.</u>	<u>See above</u>
<u>Recreational river session</u> (weds aft)	<u>Recreational river session within social distancing guidelines</u> (weds aft)	<u>Recreational river sessions within stricter social distancing guidelines eg. small groups</u> (weds aft)	<u>See above</u>
<u>Strength and conditioning</u> (weds aft)	<u>S&amp;C run by TD within social distancing guidelines.</u>	<u>Our own off-the-water fitness sessions within stricter social distancing guidelines.</u>	<u>See above</u>
<u>Barrage session</u> (weds eve)	<u>Barrage within social distancing guidelines</u> (weds eve)	<u>Individual, experienced members (with minimal need to be rescued) can paddle rivers but not in large groups.</u>	<u>See above</u>
<u>Polo pool session</u> (thurs eve)	<u>Thurs pool within social distancing guidelines</u> (thurs eve if pool can have us)	<u>Early morning (fitness?) river session (mon &amp; thurs morning)</u>  <u>River polo session</u> (NOT SURE WHEN- whenever Mark is free?)	<u>See above</u>
<u>Trips</u> (weekends)	<u>Trips within social distancing guidelines</u> (weekends & holidays)	<u>Individual, experienced members (with minimal need to be rescued) can paddle rivers but not in large groups (weekends &amp; holidays)</u>	<u>See above</u>
<u>Competitions</u> (weekends)	<u>Competitions within social distancing guidelines</u> (weekends & holidays)	<u>Run small competitions with other clubs or internally eg. friendly polo with Newcastle (weekend)</u>  <u>One-off trips to Stockton</u> (weekend)	<u>See above</u>
<u>Spontaneous paddles</u> organised within exec (whenever)	<u>Spontaneous paddles</u> allowed subject to club protocols and <i>within social distancing guidelines</i> (whenever)	<u>Spontaneous paddles</u> allowed subject to club protocols eg. always ask covid officer in advance and maintain <i>stricter social distancing guidelines</i> (whenever)	<u>See above</u>
<u>Freshers taster sessions</u> (first two weeks of term)	<u>Taster sessions within social distancing guidelines</u> (first two weeks of term)	<u>Taster sessions within stricter social distancing guidelines</u> (first two weeks of term)	<u>See above</u>
<u>Current situation is somewhere between these two scenarios</u>			

## Risk Assessments and Plans (as per current guidelines 19/09/2020):

OVERALL RISK ASSESSMENT AND USE OF THE BOATHOUSE ** applicable to every session					
Hazards	Who might be harmed?	Controls Required	Additional Controls & actions	Action by who?	Action by when?
Covid-19 infection	Staff, club members, volunteers, paddlers and visitors to your cub.	<p><b>Anybody displaying covid symptoms should follow government guidance and neither paddle or visit the boathouse</b></p> <p><b>Paddlers should strictly limit the time spent congregating at a venue before activity begins and after activity has commenced</b></p> <p><b>Implement a covid officer</b> Duties are listed at the end of this document</p>	Bins provided in the boathouse and hands sanitised before and after emptying.	Covid team	When bins full
			Treasurers to ensure that they use hand sanitiser or gloves when handling cash and also encourage use of online payment where possible (particularly when freshers week is over)	Treasurers	During term
			A bottle of hand san should be located near the entrance to the boathouse, light switch & lock (as these are 'pinch points').	Covid team	Before term then topped up during term
			Members are verbally reminded on a regular basis to wash their hands. At a minimum, this must be done on entry to and exit from the boathouse.	Exec committee Session leaders	During sessions
			Signs in the boathouse and other communication (eg. covid acceptance form, website page, Facebook page, weekly emails etc.) to remind members to sanitise when entering and leaving the boathouse and when coming on/off the water.	Covid team	Before term then topped up during term
	Vulnerable groups eg. elderly, pregnant workers, those with existing underlying health conditions.	<ul style="list-style-type: none"> <li>Gel sanitisers to be available in any area where washing facilities are not readily available/accessible.</li> </ul> <p><b>Hand Washing</b></p>	Members should bring their own hand san to sessions to avoid use of limited club resources and ensure regular application.	All members & paddlers	During sessions
			Encourage club members to use their own equipment & clothing where possible	Covid team Session leader	Before & during sessions
			Individuals collecting their own equipment to minimise the number of people touching individual items	Individuals Session leader	During sessions
			Buy paper towels and cleaning product 'milton' and fill black bin with cleaning solution	Covid team	Before term then topped up during term
			Clean boat and paddles with Milton cleaning product before paddling. Also clean ALL equipment including wetsuit, BA, spray deck, helmets, boots etc. after paddling.	Individuals Session leaders to check this has been done	After sessions
	Anyone else who physically comes in contact with other people in relation the club.	<p><b>Cleaning &amp; Collecting equipment</b></p> <ul style="list-style-type: none"> <li>Facilities and kit (boats, clothing etc.) should be cleaned regularly.</li> <li>Facilities, particularly locks and light switches should be cleaned regularly.</li> <li>The number of people touching each item should be minimised</li> </ul>	Wipe padlock and light switches at the end of each session	Session leaders Covid team	At the end of sessions

		Where possible, equipment should be rotated so that equipment which has been used recently is avoided	Session leaders Individual paddlers	During sessions	
	<u>Track and trace</u>	<p>Sign-ups for weekly sessions must be created on the website in advance of term commencing.</p> <p>All sessions required sign up on website in advance, allowing the Covid team to track who has been in contact with who. Covid team can pass this information onto University trackers and tracers.</p> <p>On positive test</p> <ul style="list-style-type: none"> <li>○ Individual to get appropriate medical advice</li> <li>○ Inform appropriate University authorities</li> <li>○ Other users and coaches who may have been in contact to be identified</li> <li>○ Individual to self-isolate and seek appropriate medical assistance</li> </ul>	Volunteer from exec committee  Covid team	If/when a member shows symptoms.  If/when a member shows symptoms.	
	<u>Information</u>	<p>Briefing will be provided online to all exec members before term. Briefings will also be held at the beginning of each session for all other members.</p> <p>Covid form must be signed by all members when they first sign up to the website</p> <p>Posters/signs to be created &amp; displayed in boathouse</p> <p>Weekly emails sent out</p> <p>Social media posts</p> <p>An information page on our website</p> <p>An explanatory video</p>	Covid team Club captain Session leader  Covid team Website designers  Covid team  Covid team Captain  Covid team Media sec  Covid team Website designers	Before term starts and before sessions  Before term  Before term then updated during term  Weekly during term  During term  Updated during term	
	<u>Social Distancing</u>	Clear communication of rules to paddlers via website, distribution of RA, signs in boathouse, social media, weekly emails, verbal communications etc. as outlined above	Covid team Individuals Session leaders	During sessions	
	<u>Mask wearing</u>	<ul style="list-style-type: none"> <li>• Masks must be worn inside of the boathouse and inside any vehicle</li> </ul>	Session leaders Everyone in the boathouse		
	<u>Changing in the Boathouse</u>		Session leaders	During sessions	

	<ul style="list-style-type: none"> <li>• Where possible, arrive at session ready to paddle and leave in your kit</li> <li>• If this is not possible, then these rules apply when changing in the boathouse...           <ol style="list-style-type: none"> <li>1)Place your belongings on the floor, not on chairs</li> <li>2)Change as quickly as possible</li> <li>3)Hand sanitise before and after</li> <li>4)Max x3 people in the boathouse at once</li> </ol> </li> </ul> <p>Masks must be worn</p>	Anyone changing in the boathouse	
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**Plan**

- Create boathouse signage
- Buy cleaning solution and equipment ready for freshers week

RECREATIONAL RIVER SESSIONS & EARLY MORNING ON-THE-WATER FITNESS SESSION							
Hazards	Who might be harmed?	Controls Required	Additional Controls & actions	Action by who?	Action by when?		
Covid-19 infection	Staff, club members, volunteers, paddlers and visitors to your cub.  Vulnerable groups eg. elderly, pregnant workers, those with existing underlying health conditions.  Anyone else who physically comes in contact with other people in relation the club.	<b><u>Reducing the risk of capsize and requirement to rescue</u></b>	Assess river levels before session. If high enough that the risk of capsise is significant, session should not go ahead.  Verbally explain to paddlers how to self-rescue, including swimming to the side of the river  Avoid games or activities which increase the likelihood of capsise	Session leader	Before session		
			<b>Group size</b> - Based on NGB guidance, at least one FSRT trained (or equivalent) coach per session. Preferably with another experienced co-leader (who may not necessarily be FSRT trained but can still assist in rescues). - Max x6 inexperienced paddlers. - This means there should be max x8 paddlers per group. - This ensures easy control of social distancing and tailors session to abilities of participants to minimise the likelihood of capsise.	"You can continue to take part in <b>organised</b> sporting or licensed physical activity in groups of more than 6. This can be in any public place – indoors or outdoors – or a private outdoor space like a garden. These activities either need to be organised by a national governing body, club, registered instructor/coach, business or charity; and/or involve someone who has received an official licence to use equipment relevant to the activity. In all cases, the organiser must conduct a risk assessment and ensure compliance with COVID-19 Secure guidance." "From Monday 14 September, informal recreational paddles are limited to a group of 6. Up to two households in groups of more than 6 people will no longer be permitted. Formal club, centre or provider activity are part of the exceptions and can continue to be delivered if organised by a qualified coach or instructor, club, company or charity... Club 'activity' is defined as any activity that has been assessed as part of the club's safety framework and promoted on the club calendar, website or noticeboard."	Session leader	During session	
			<b>Hand sanitiser</b> Bring bottles out onto the water with you: there is a supply of clip-on hand san bottles in the boathouse but should only be used by session leaders (we don't want them all getting lost).	Session leader	During session		
		<b>Plan</b>					

TASTER SESSIONS						
Hazards	Who might be harmed?	Controls Required	Additional Controls & actions	Action by who?	Action by when?	
Covid-19 infection	Staff, club members, volunteers, paddlers and visitors to your cub. Vulnerable groups eg. elderly, pregnant workers, those with existing underlying health conditions.	<u>Rescues</u>	Activities should be designed in order to reduce the likelihood of capsize.	Session leader	During session	
			Paddlers should be given verbal instructions as to what to do should they capsize: <ul style="list-style-type: none"> <li>- If possible, swim to the bank unaided. Ensure to avoid trees. If this is not possible, hold onto the back fellow paddler's boat (preferable to the back as individuals are therefore not facing one another).</li> <li>- Session leaders will collect paddle and boat and bring these to the bank.</li> <li>- Hand sanitiser should be applied after any rescue.</li> </ul>	Session leader Swimmer	During session	
	Anyone else who physically comes in contact with other people in relation the club.	<u>Group size</u>	<ul style="list-style-type: none"> <li>- Based on NGB guidance, at least one FSRT trained (or equivalent) coach per session. Preferably with another experienced co-leader (who may not necessarily be FSRT trained but can still assist in rescues).</li> <li>- Max x6 inexperienced paddlers.</li> <li>- This means there should be max x8 paddlers per group (x1 coach x1 co-leader, x6 other paddlers).</li> </ul> <p>This ensures easy control of social distancing and tailors session to abilities of participants to minimise the likelihood of capsize.</p>	Session leader	During session	
		<u>Leaders to collect equipment in boathouse and pass out for new paddlers</u>	<ul style="list-style-type: none"> <li>- Reduces time spent in boathouse</li> <li>- Ensure to hand sanitise regularly including upon entry and exit of boathouse</li> </ul>			
		<u>Minimal equipment usage</u>	<ul style="list-style-type: none"> <li>- Where previously we would run ball games and paddle games in advance of sessions, these should be avoid to reduce the risk of transmission</li> </ul>	Session leader	During session	
		<u>Hand sanitiser</u>	Bring bottles out onto the water with you: there is a supply of clip-on hand san bottles in the boathouse but should only be used by session leaders (we don't want them all getting lost).			





SOCIALS						
Hazards	Who might be harmed?	Controls Required	Additional Controls & actions	Action by who?	Action by when?	
Covid-19 infection	<p>Staff, club members, volunteers, paddlers and visitors to your cub.</p> <p>Vulnerable groups eg. elderly, pregnant workers, those with existing underlying health conditions.</p> <p>Anyone else who physically comes in contact with other people in relation the club.</p>	<p><b><u>Government rules &amp; restrictions apply</u></b></p> <p>Current rules state that households cannot mix</p>		<p>Social sec Session leader Individuals</p>	<p>Before &amp; during social</p>	

BARRAGE TRIPS						
Hazards	Who might be harmed?	Controls Required	Additional Controls & actions	Action by who?	Action by when?	
Covid-19 infection	Staff, club members, volunteers, paddlers and visitors to your club.  Vulnerable groups eg. elderly, pregnant workers, those with existing underlying health conditions.  Anyone else who physically comes in contact with other people in relation the club.	<u>Abide by barrage RA</u>			All visitors	During session
		<u>Transport if by public transport</u>	Abide by rules of transport company & government	Passengers	During transport	
			Wear face mask	Passengers	During transport	
			Pay by contactless or online where possible	Passengers	During transport	
			Hand sanitise before, during and after travel	Passengers	During transport	
		<u>Transport if by car</u>	All passengers must wear face masks in vehicles	Driver Passengers	During transport	
			Drivers should not be pressured into driving if uncomfortable doing so	Drivers Individuals	Before transport	
			No passengers to occupy the middle seat in cars	Driver Passengers	During transport	
			Car windows to be open for ventilation	Driver Passengers	During transport	
			Cars to be cleaned before and after sessions	Driver	Before/after sessions	
		<u>Experienced paddlers only</u> Necessary to avoid close-contact rescues		Individuals	During session	

RIVER TRIPS						
Hazards	Who might be harmed?	Controls Required	Additional Controls & actions	Action by who?	Action by when?	Done
Covid-19 infection	Staff, club members, volunteers, paddlers and visitors to your cub.  Vulnerable groups eg. elderly, pregnant workers, those with existing underlying health conditions.  Anyone else who physically comes in contact with other people in relation the club.	<u>Transport if by public transport</u>	Abide by rules of transport company & government	All visitors Passengers	During transport	
			Wear face mask	Passengers	During transport	
			Pay by contactless or online where possible	Passengers	During transport	
			Hand sanitise before, during and after travel	Passengers	During transport	
		<u>Transport if by car</u>	All passengers must wear face masks in vehicles	Driver Passengers	During transport	
			Drivers should not be pressured into driving if uncomfortable doing so	Drivers Individuals	Before transport	
			No passengers to occupy the middle seat in cars	Driver Passengers	During transport	
			Car windows to be open for ventilation	Driver Passengers	During transport	
			Cars to be cleaned before and after sessions	Driver	Before/after sessions	
		<u>Avoiding rescues</u>	Rivers should be chosen dependent on paddlers' experience so that the risk of capsize is as low as possible.	Session leader	Before session	
			Paddlers verbally instructed how to self-rescue if possible	Session leader	Before session	
			If rescue is imperative to avoid serious harm or fatalities: "rescue ... may be required due to the situation, and although this may increase the risk it would be deemed necessary to save a life or prevent the situation from getting worse such as physically helping someone back into/onto their craft, an unconscious casualty, a rafted tow to support an injured person." <a href="https://www.britishcanoeing.org.uk/news/2020/covid-19-update-updated-guidance-for-paddlesport-clubs-centres-and-hire-providers">https://www.britishcanoeing.org.uk/news/2020/covid-19-update-updated-guidance-for-paddlesport-clubs-centres-and-hire-providers</a>	Session leader or fellow paddlers	During session	

## **DRAFT Risk Assessments (not currently in use):**

Competitions						
Hazards	Who might be harmed?	Controls Required	Additional Controls & actions	Action by who?	Action by when?	
Covid-19 infection	Staff, club members, volunteers, paddlers and visitors to your cub.	<u>Abide by the RA of the event organisers</u>		All visitors	During session	
		<u>Transport if by public transport</u>	Abide by rules of transport company & government	Passengers	During transport	
	Vulnerable groups eg. elderly, pregnant workers, those with existing underlying health conditions.	<u>Transport if by public transport</u>	Wear face mask	Passengers	During transport	
			Pay by contactless or online where possible	Passengers	During transport	
			Hand sanitise before, during and after travel	Passengers	During transport	
			All passengers must wear face masks in vehicles	Driver Passengers	During transport	
		<u>Transport if by car</u>	Drivers should not be pressured into driving if uncomfortable doing so	Drivers Individuals	Before transport	
			No passengers to occupy the middle seat in cars	Driver Passengers	During transport	
			Car windows to be open for ventilation	Driver Passengers	During transport	
	Anyone else who physically comes in contact with other people in relation the club.		Cars to be cleaned before and after sessions	Driver	Before/after sessions	

RECREATIONAL POOL SESSION – DRAFT IN PROGRESS						
Hazards	Who might be harmed?	Controls Required	Additional Controls & actions	Action by who?	Action by when?	
Covid-19 infection	Staff, club members, volunteers, paddlers and visitors to your cub.	<u>Transport if by car</u> <ul style="list-style-type: none"><li>Drivers should not be pressured into driving if uncomfortable doing so</li></ul>	When loading boats, groups of max 6 total and max 3 inside the boathouse. This may require staggered arrival times.	Session leader All present	Before transport	
			Sanitiser must be used when strapping on boats as many people will contact the straps	Session leader All present		
			All passengers must wear face masks in vehicles	Driver Passengers	During transport	
			No passengers to occupy the middle seat in cars	Driver Passengers	During transport	
			Car windows to be open for ventilation	Driver Passengers	During transport	
	Vulnerable groups eg. elderly, pregnant workers, those with existing underlying health conditions.		Cars to be cleaned before and after sessions	Driver	Before/after sessions	
	<u>Transport if by public transport</u>	Abide by rules of transport company & government	Passengers	During transport		
		Wear face mask	Passengers	During transport		
		Pay by contactless or online where possible	Passengers	During transport		
		Hand sanitise before, during and after travel	Passengers	During transport		
	Anyone else who physically comes in contact with other people in relation the club.	<u>Read &amp; abide by pool's risk assessments</u>	Maintain social distance	Passengers	During transport	
				Covid team to communicate to members	Once pools booked	
				Session leader All present		
		<u>Rescues within 1m+ should be avoided</u> <ul style="list-style-type: none"><li>Maintain 1m+ distancing</li></ul>	Teach new members to self-rescue	Session coaches & leaders	During sessions	
			Only enter 1m zone if there is a significant risk of further harm (eg. life is at risk)	Anybody present	During sessions	
		<u>Hand washing</u> <ul style="list-style-type: none"><li>Hands must be sanitized on exit from the changing rooms both before session and after</li></ul>		Session leader responsible for transporting hand san All present	During sessions	
		<u>Clean club kit after use</u> <ul style="list-style-type: none"><li>Use cleaning solution to wipe all equipment after use at pool sessions</li></ul>		Covid officer or responsibility delegated to session leader	After sessions	

POLO POOL SESSIONS - DRAFT IN PROGRESS						
Hazards	Who might be harmed?	Controls Required	Additional Controls & actions	Action by who?	Action by when?	
Covid-19 infection	Staff, club members, volunteers, paddlers and visitors to your cub.	<u>Transport if by car</u> Drivers should not be pressured into driving if uncomfortable doing so	When loading boats, groups of max 6 total and max 3 inside the boathouse. This may require staggered arrival times.	Session leader All present	Before transport	
			Sanitiser must be used when strapping on boats as many people will contact the straps	Session leader All present		
			All passengers must wear face masks in vehicles	Driver Passengers	During transport	
	Vulnerable groups eg. elderly, pregnant workers, those with existing underlying health conditions.	<u>Transport if by public transport</u>  • <u>Read &amp; abide by pool's risk assessments</u>	No passengers to occupy the middle seat in cars	Driver Passengers	During transport	
			Car windows to be open for ventilation	Driver Passengers	During transport	
			Cars to be cleaned before and after sessions	Driver	Before/after sessions	
			Abide by rules of transport company & government	Passengers	During transport	
			Wear face mask	Passengers	During transport	
			Pay by contactless or online where possible	Passengers	During transport	
			Hand sanitise before, during and after travel	Passengers	During transport	
			Maintain social distance	Passengers	During transport	
	Anyone else who physically comes in contact with other people in relation the club.	<u>Rescues within 1m+ should be avoided</u> • <u>Maintain 1m+ distancing</u>		Covid team to communicate to members	Once pools booked	
			Staggered arrival times may be required to ensure 6 person rule maintained	Session leader All present		
		<u>Hand washing</u> Hands must be sanitized on exit from the changing rooms both before session and after	Teach new members to self-rescue	Session coaches & leaders	During sessions	
		<u>Clean club kit after use</u> Use cleaning solution to wipe all equipment after use at pool sessions	Only enter 1m zone if there is a significant risk of further harm (eg. life is at risk)	Anybody present	During sessions	
		<u>Polo specific rules</u>	See BCU polo RA	Covid team Individuals Session leaders	Before, during & after session	

## **Covid Officer Responsibilities**

See covid officer document

<b>Pre-session</b>	Complete Team Durham training for Covid Officers
	Ensure all players, coaches and officials have read, understood and signed the “Covid-19 Participant Code of Conduct”
	Remind players that they should not attend a session if experiencing one or more of the following COVID symptoms: • New continuous cough • High temperature • A loss or change to your sense of smell or taste
	Read and understand the current BCU guidance and risk assessment and keep up to date with changes
	Understand the schedule for each session
<b>Arriving on site</b>	Ensure max 3 in boathouse
	Remind individuals to sanitise on entry and exit from boathouse
	Ensure only those signed up on our website have attended
	Ensure each participant is maintaining social distancing
	Each participant completes regular cleaning intervals for hand hygiene and equipment if required for the session ie. wipe padlock and light switch and other pinch points
<b>During session</b>	Monitor each session activity is adhering to the NGB’s “Return to Play” guidance
	Each session is completed including any required cleaning within the allocated time
	Each participant completes hand hygiene and cleaning of boats and equipment after the session
<b>After session</b>	Report any participants who display symptoms or a positive test to: • coronavirus@durham.ac.uk or by telephoning 0191334000 • Team Durham Covid- 19 Officer: Carol Walker, c.a.walker@durham.ac.uk

## **Covid Officer & Team Responsibilities**

<b>Actions for kit secs to implement during term</b> <i>Weekly</i>	<b>Actions for session leader/covid officer to implement <u>every session</u></b> <i>Every session needs an appointed session leader!</i>
<ul style="list-style-type: none"><li>• Refilling hand sanitiser</li><li>• Refilling the equipment cleaning buckets and sprays (every two weeks or so?)</li><li>• Checking the posters are still hanging where they should be</li></ul>	<ul style="list-style-type: none"><li>• Wiping down hotspots eg. light switches and padlock</li><li>• Responsible for ensuring all boats &amp; equipment have been cleaned after use</li><li>• Responsible for rotating boats &amp; equipment</li><li>• Remind members to stay apart &amp; wash hands etc.</li><li>• Only members who signed up in advance can attend sessions</li></ul>

## **Further Information**

- Durham local lockdown measures Sept 2020: <http://www.durham.gov.uk/localrestrictions>
- BCU updates: <https://www.britishcanoeing.org.uk/news/coronavirus-updates/>
- British government: <https://www.gov.uk/coronavirus>
- Sporting England: <https://www.sportengland.org/how-we-can-help/coronavirus#latestgovernmentguidance>