



# A step by step approach to your clubs covid19 response

Dated and reviewed 09/06/20

This advice is intended for English clubs and reflects English guidelines.

This process will support your club with reviewing the activities you offer and the management of facilities such as changing rooms and boat stores. It is clear there will be phases to coming out of lockdown and the lifting of restrictions will happen step by step, allowing new activity along the way.

## Form a Covid-19 team

- Create a Covid-19 task group and consider the appointment of a Covid-19 officer to coordinate this group.
- Who is going to make decisions related to activities, operations, implementing Covid-19 guidelines?
- Who do you need to include to help the decision making process?

## Confirm what is permitted within any regulations

- Check the latest Government guidelines and advice
- Consult with local authorities, waterways authorities, harbour authorities, landlords.
- Reflect on what activity may be appropriate within given guidelines.
- Think ahead to future options as well as reflecting on what is currently possible

## Assess risk, decide controls

- Review the options on how you might alter club operating procedures to support activity in accordance with the principles outlined above.
- Look out for what is being recommended for other sectors – for example: workplaces, schools, hospitality.
- Follow the Health and Safety guides to risk assessments (HSE, HSENI):
  - o What are the new hazards?
  - o Who is at risk and how?
  - o What is the level of risk and what controls can you put in place to reduce this?
  - o Record your findings.
  - o Review regularly.

## **Policies and procedures**

- Create clear policies that identify how the club will operate under new Covid-19 restrictions.
- Review existing policies and ensure amended policies are based on what is working.
- Ensure amended policies are tested before finalising

## **Communicate**

- Communication with your members is key. Ensure this is clear and on multiple channels, provide updates as necessary, seek feedback, listen and respond.
- Emphasise the importance of the actions you are taking and the impact you know it will have on members.
- Use signage to provide clear messaging to members arriving at your club site.
- Consider the need for a 'Covid-19' statement that encourages people to stay safe, recognise the risks, and asks people to follow the club's new policies or procedures.
- Let members know how the club will handle situations when rules and guidelines are not followed.

## **Review**

- Ensure that all policies are reviewed regularly (and least weekly) and particularly in light of changes to government guidance, lessons learned and any other examples of best practice elsewhere.

## **Template Documents**

- Step One - Considerations and Controls - this document seeks to give ideas that you may need to think about over the upcoming stages to the virus.
- Step Two - Template Risk Assessment - This document is a template to help you format your risk assessment
- Step Three - Planning for the Future - This document aims to be a template helping you to map the stages of club activity across the stages of the club.

## Step 1 - Considerations and Controls

Areas	Controls
General	<ul style="list-style-type: none"> <li>● Encourage and facilitate social distancing at all times.</li> <li>● Encourage members to be aware of their actions around the club.</li> <li>● Where possible encourage members to use their own equipment and store it away from the club.</li> <li>● Keep members informed of the symptoms of Covid-19 and the steps they can take to stay safe.</li> <li>● Club equipment should be cleaned before and after use.</li> <li>● Any equipment or facility that may have been exposed to Covid-19 should be cleaned thoroughly and not used for 72 hours</li> </ul>
Reducing the risk of transmission	<ul style="list-style-type: none"> <li>● Follow government advice for those who have the symptoms or have been in contact with someone with symptoms.</li> <li>● Encourage good hygiene practices including:               <ul style="list-style-type: none"> <li>○ Regular hand washing</li> <li>○ Cover mouth when sneezing or coughing, avoid touching face, nose and eyes</li> <li>○ Keep your distance at all times</li> </ul> </li> <li>● Identify touch points, surfaces and equipment that are likely to be touched by multiple people, and consider whether usage is appropriate. e.g locks, door handles.</li> <li>● Provide adequate facilities for members to wash or sanitise their hands where appropriate.</li> <li>● Review the location of these hand washing facilities in relation to the surfaces or equipment that is likely to be used or touched by different users.</li> <li>● Implement a cleaning regime so that all common surfaces can be cleaned and disinfected before and after the club is used.</li> <li>● If shared equipment can't be cleaned consider withholding for 72 hours or restricting access.</li> </ul>
Facilities - including club grounds, buildings, indoor facilities and changing rooms / toilets	<ul style="list-style-type: none"> <li>● Review which facilities can be safely opened in line with government guidelines.</li> <li>● If necessary, liaise with other users of your site or facility to agree a common way of working to meet the government guidelines together.</li> <li>● Re-check the latest Covid-19 Secure guidelines at least weekly.</li> <li>● Review the likely flow of people around the club and identify where 2 metre distancing is not possible and come up with alternatives.</li> <li>● Decide on signage:               <ul style="list-style-type: none"> <li>○ Good social distancing practice - one way systems, 2m markings, entry and exit routes, closing off of areas</li> <li>○ Good hygiene practice</li> </ul> </li> </ul>

<p>Launching Facilities, Landing stages, Slipways, Pontoons,</p>	<ul style="list-style-type: none"> <li>● Decide how social distancing can be maintained when launching and landing, and when waiting on landing stages, pontoons or slipways.</li> <li>● Review likely flow of people in preparation launching and landing areas.</li> <li>● Consider if your pontoon is difficult to access by a lone swimmer, if so can you add a step or ladder?</li> <li>● Identify where 2 metre distancing is not possible.</li> <li>● Put in place signposting: one way systems; 2 metre markings; entry and exit routes; closing off some areas.</li> <li>● Zone preparation areas to adjust and pack boats.</li> <li>● Limit assistance with equipment assistance to household groups.</li> </ul>
<p>Activity</p>	<ul style="list-style-type: none"> <li>● Review the range clubs of activity at the club and whether it fits with the current British Canoeing and Government guidelines to decide which can proceed, and which need to remain on hold.</li> <li>● Map activities to the steps the Governments are considering: e.g. restarting school, expanding household groups or 'bubbles', opening some hospitality and leisure facilities. (see template below)</li> <li>● Re-check the current advice of the emergency services and any local authorities / landlords / waterway authority responsible for the paddling area.</li> <li>● When reviewing activities consider:the likelihood of contact between members of different households so the needs of people who may have been asked to pay particular attention to social distancing</li> <li>● the numbers of people likely to be involved or to what extent the activity is outdoors or inside the amount of travel participants will have to undertake to get to the club</li> <li>● the extent to which shared equipment will be used</li> <li>● If activities are re-designed check the new ways of working are realistic, safe, minimize impact on the emergency services, are considerate and conservative.</li> <li>● Schedule activities for paddlers at different times of the day or week and staggering the start and end times;</li> <li>● Create a system so members can book time at the club or on the water (like you would book a golf tee time).</li> <li>● Introduce or update sign out / sign in procedures.</li> <li>● Ask members to arrive dressed for the activity.</li> <li>● Explore alternative formats for activities that may make it easier to implement social distancing advice for volunteers and participants.</li> <li>● Assess the level of support and supervision required for a considerate and conservative approach.</li> </ul>
<p>On the Water Safety</p>	<ul style="list-style-type: none"> <li>● Hold briefings online or outside with physical distancing guidelines in place.</li> <li>● Update paddlers on latest procedures and techniques. Re-enforce briefings with key information online.</li> <li>● Debrief online or using social media.</li> </ul>

	<p>On the water participants:</p> <ul style="list-style-type: none"> <li>● Be conservative – stay within the limits of your ability.</li> <li>● When deciding to paddle, think about: Weather forecast, temperature, wind speed, direction, river flow rate, sea state, tide, visibility, participants' competence; and the types of craft involved.</li> <li>● Restrict your paddling area activities to make it easier for shore support and safety cover afloat.</li> <li>● Allocate different areas to different activities to make it easier for support and safety cover.</li> <li>● Consider reducing environmental safety guidance.</li> <li>● Remind members about the importance of having a plan, letting someone know what you are doing, and being in communication.</li> <li>● Paddlers and coaches to stay in their own boats and maintain social distancing afloat</li> </ul> <p>If using a powered Coach / Safety Boat:</p> <ul style="list-style-type: none"> <li>● Maintain hailing distance unless physical support is required.</li> <li>● Choose techniques and try to minimise physical contact.</li> <li>● If recovering a person to a safety boat consider methods to minimise physical and face to face contact: grab handles; using the engine as a step.</li> </ul>
<p>Money, and Catering</p>	<ul style="list-style-type: none"> <li>● Keep social distancing measures under review to assess when it is appropriate to open bar and catering facilities</li> <li>● Plan for, brief and train staff and volunteers on how to stay safe.</li> <li>● Implement contactless payment and paperless ordering.</li> <li>● Review likely flow of people around the bar, food serving and seating areas and identify where 2 metre distancing is not possible.</li> <li>● Introduce signage: one way systems, 2 metre markings, entry and exit routes, closing off some areas.</li> <li>● Provide a take away only service.</li> </ul>
<p>Responding to a potential Covid-19 exposure at your club</p>	<ul style="list-style-type: none"> <li>● Follow public health advice – new phases may include advice about contact tracing.</li> <li>● Make sure everyone's contact numbers and emergency contact details are up to date.</li> <li>● Anyone who displays or develops symptoms of Covid-19 should be sent home.</li> </ul>

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

<b>Name of Club</b>	<b>Name of Risk Assessor:</b>	<b>Date of Risk Assessment:</b>
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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
Spread of Covid-19 Coronavirus	<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><b>Hand Washing</b></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><a href="https://www.gov.uk/government/news/public-information-campaign-focuses-on-handwashing">https://www.gov.uk/government/news/public-information-campaign-focuses-on-handwashing</a></p> <p>Gel sanitisers in any area where washing facilities are not readily available/accessible.</p> <p><b>Cleaning</b></p> <p>Frequently cleaning and disinfecting objects and surfaces that are touched regularly particularly in areas of high use such as door handles, light switches, reception area using appropriate cleaning products and methods.</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. Tissues will be made available throughout the premises.</p> <p>To help reduce the spread of coronavirus (COVID-19) reminding everyone of the public health advice - <a href="https://www.gov.uk/government/organisations/public-health-england">https://www.gov.uk/government/organisations/public-health-england</a></p> <p>Posters, leaflets and other materials are available for display.</p> <p><b>Cleaning Shared Equipment</b></p> <p>Any shared equipment should be wiped down with fresh water and left for 72 hours before after use. This will include boats, paddles, buoyancy aids and any other shared objects/materials.</p>			

Dated 09/06/2020

		<p><b><u>Information</u></b></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><b><u>Social Distancing</u></b></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 Public Health Agency.</p> <p><b><u>Club Toilets</u></b></p> <p>Frequently cleaning and disinfecting objects and surfaces that are touched regularly.</p> <p>Ready access to hand washing facilities with soap and/or hand sanitiser. Frequent monitoring and resupply as necessary.</p>	<p>Ensure your facility has extensive signage and information regarding precautions for managing COVID-19</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.</p> <p>Mark out areas and protocol of how to access boats and equipment. A poster/diagram could be produced to explain this.</p> <p>Identify pinch points such as stairways, storage areas or get on points where social distancing may be difficult.</p> <p>Appropriate number of waste bins with lids for discarded tissues?</p>			
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This is not an exhaustive list and we highly recommend that you complete a full risk assessment that takes into account the specific risks at your venue. This resource provides guidance and does not constitute formal professional advice. This information in this resource is based on advice provided by the Health and Safety Executive, but British Canoeing recommends clubs seek relevant expert advice in this subject area when required. HSE Risk Assessment guidance can be found [here](#). Our thanks to the RYA for sharing this information.

## Step 3 - Planning for the future

This template is to be used to plan for possible future lifting of government restrictions, and recording what you have done.

This is not an exhaustive list and we highly recommend that you complete a risk assessment informed by government guidelines as and when they are lifted. The steps listed below may not happen as laid out and your club will need to take this into consideration.

<b>Government Guidance</b>	<b>Stay at Home, Save Lives - only leave home if its essential</b>	<b>Stay alert, control the virus, save lives – unlimited exercise outside (England)</b>	<b>Phased return for Primary schools, Non-essential retail</b>	<b>Places of worship, Leisure facilities, Hospitality</b>	<b>Restrictions lifted</b>
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 take part in household +1 sessions, on water where they are not expecting to be challenged	e.g Members able to take part in more challenging environments	e.g New member sessions able to happen	
Club Indoor Sessions	No indoor sessions				All sessions
Coaching	No Sessions	No Club Activity. However 1:1 Coaching can happen between adult members.			
Equipment	No Use	Use of club equipment allowed with individual cleaning using			Check, Clean, Dry

		cleaning guidance			
Crew Boats	No Use	Use of crew boats within household groups			Open use of crewboats
Trips	No Club Activity	No Club Activity			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	Encourage members to inform the club, and the club will inform the membership.			Limited risk of transmission
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