Covid-19 Action Plan for the return of paddling in England: March 2021

Contents

1. Introduction

This guidance provides information for all providers of paddling activity, including but not limited to clubs, centres, providers and event organisers who deliver **'structured and organised activity'** who are looking to prepare for when activity is allowed to return from **Monday 29th March**.

The document refers to **UK Government guidance for England only** and is subject to change in response to the current COVID-19 Alert Level, community prevalence of COVID-19 and/or to reflect additional or updated UK Government guidance.

Government advice for physical activity differentiates between **'organised and structured'** and **'informal or self-organised' sport.** In a paddling context, the government definition for organised sport is activity that is being delivered by a 'provider' where they are following British Canoeing guidance and have the appropriate measures in place to offer paddling activities safely.

In order for paddling activity to be permitted, the Department for Digital, Culture, Media and Sport (DCMS) expects British Canoeing to ensure that action plans, risk assessments and mitigations are in place to enable a safe return of paddling as part of the easing of social restrictions.

These plans are designed to minimise the COVID-19 transmission risk and enable participants to make an informed decision on their choice to take part. They will also support providers to make informed decisions about how they operate their activity.

Under the DCMS guidance, British Canoeing is required to ensure that providers are running their activities safely. This guidance, along with other support available from British Canoeing staff, will support providers to do this.

Within this document, we have outlined measures that should be taken by providers, before, during and after all paddling activity. They should be read in conjunction with the latest UK Government guidance and any additional British Canoeing guidance such as that for Canoe Polo and Rafting.

The guidance should be used in conjunction with venue specific risk assessments. For example, the risk factors increase for indoor activities and as such providers should discuss it with venue operators. For paddling to take place in indoor pools, organisers would need to comply with both these guidelines <u>and</u> venue guidelines and principles.

If anyone wishes to raise a concern about how a provider is operating within this guidance, complete the incident report form on the British Canoeing website so that it can be investigated accordingly.

2. Transmission of COVID-19 Risks in Paddling

According to current government evidence, COVID-19 is primarily transmitted through respiratory droplets and contact with contaminated surfaces - usually those that are frequently touched. Airborne transmission is possible in specific settings where certain procedures or sports treatments are performed in close proximity. When assessing the risk of COVID-19, an assessment of the transmission risk based on three key variables should be considered:

- **Droplet transmission:** The risk associated with each action in an activity based on duration and proximity of participants. Providers can determine the risk of actions in the paddling activity - anything, for example, from accessing and egressing the water, on-the-water activities, etc. - which will then determine the overall risk of paddling.

- **Fomite transmission**: The risk associated with the handling and transfer of equipment in paddling, e.g. shared equipment
- **Population:** The number of participants likely to take part in the proposed activity, plus the known risk factors of participants with underlying health conditions or high risk groups who wish to participate.

The risk assessment for paddling activity (appendix 1) details the risks associated with paddling. We are fortunate that in the majority of environments, paddlers will be more than a metre apart and so the risks are lower.

The risk assessment highlights the mitigations which should be considered if activity is taking place when social distancing is not possible. Even when close contact is permitted during activity, social distancing guidance should still be adhered to at all other times, including when it can be avoided during the activity as well as before and after.

3. The latest Covid-19 government guidance - roadmap out of lockdown

The government has issued guidance that applies to England on the four-step roadmap out of lockdown.

We recognise that decisions that apply to activities in Scotland, Wales and Northern Ireland will be taken by the devolved administrations. For further information and current advice contact **Scottish Canoe Association**, **Canoe Wales** and **Canoe Association of Northern Ireland**.

The government's roadmap to cautiously ease lockdown restrictions in England consists of four steps, and the first step came into play on Monday 8 March.

There will be four tests that the government will review ahead of each step, so the dates outlined below are the earliest that we may move to each step and maybe subject to change.

Step 1A of the roadmap commenced on 8 March and included:

Recreational Paddling Activity - people are allowed to leave home for recreation and exercise outdoors either alone, with their household or support bubble, or with one person from outside their household.

Educational Settings - paddlesport activities have been approved under the principles of the government's framework guidance and is on the list available at grassroots sports guidance for safe provision including team sport, contact combat sport and organised sport events.

Steps 2, 3 and 4 are scheduled not before 12 April, 17 May and 21 June, full details to be confirmed at the time by government and included in this document.

4. Guidance for the return of sporting activity - step 1B

From 29 March, the rules on social contact will change. People will not be required to stay at home, and will be permitted to meet outdoors in groups of up to 6 people, or as two households, for exercise or recreation.

A group made up of two households can include more than 6 people, but only where all members of the group are from the same two households (or support/childcare bubbles, where eligible).

Outdoor sport and leisure facilities will be allowed to reopen, and people will be able to take part in formally organised outdoor sports. Indoor sport/leisure facilities will remain closed until later in the roadmap.

You should minimise travel wherever possible, but you can travel to exercise and to take part in structured and organised sport, where necessary. You should not stay away from home overnight for sport and physical activity. You can find more information in the **guidance on safer travel**

British Canoeing encourages all of our members to paddle responsibly and follow the government guidelines at all times, when paddling for exercise. We fully advocate **staying safe on the water**

Our priority remains to protect the health of our members and the paddlesport community, to help to suppress the spread of the COVID-19 virus. We recommend that members continue to follow the COVID-19 public health guidelines.

Following advice issued by DCMS and conversations we have held with Sport England (25 March) we have updated the following guidance for our members and the paddling community.

Where the rules mention 'organised' sport, this means sport which is formally organised by a qualified instructor, club, national governing body, company or charity and follows sport-specific guidance.

Taking part in organised sport sometimes means that other restrictions such as legal gathering limits don't apply when taking part. This is because the organising body has considered the risks and set out ways to mitigate them so people can participate safely. Informal or self-organised sport is not covered by any exemptions.

Where sport is not formally organised, it can only take place within the rules on social contact above - in groups of up to 6 people, or two households.

Recreational Paddling Activity

- Informal paddling can continue outdoors in groups of six (the rule of 6) or two households.
- You should minimise travel, but travel for informal sport, physical activity and exercise will be permitted.
- Paddlers are reminded that a waterways licence is required to paddle on licensed waterways. Full details on membership is available on the British Canoeing website.
- Club associates are only covered by British Canoeing insurance when they are taking part in organised and structured activities organised by an affiliated club, and not informal recreational paddling activities.
- Social distancing must be maintained between people who do not live together or share a support bubble. Stay 2 metres apart from anyone not in your household - meaning the people you live with - or your **support bubble**. Where this is not possible, stay 1 metre apart with extra precautions (e.g. wearing a face covering).

Structured and Organised Paddling Activity

- Covid secure structured and organised outdoor activity can be delivered by Coaches, Leaders, Clubs and Delivery Partners - for an unlimited number of participants, provided that appropriate steps are taken to make it Covid secure.
- Organised and structured activity must be formally organised by a qualified personal instructor or coach, NGB, club, company or charity and follow British Canoeing guidance
- Clubs must be currently affiliated with British Canoeing for their club activity to be recognised as 'organised and structured and covered by British Canoeing insurance.
- Organised paddling and supervised children's sport and physical activity can take place in any number, but people should maintain the rules on social contact (i.e. group of 6) before and after paddling activity. This applies to organised outdoor (individual and team) sports, outdoor exercise classes, organised sports participation events and outdoor licenced physical activity.
- Participants should adhere to social distancing when not actively participating (e.g. before paddling and after paddling). Social interaction before and after paddling should only take place outdoors, and in separate and distinct groups consisting of up to 6 people or two households.

- Any paddling activity which requires participants to be in frequent close proximity to each other should be adapted to reduce the level of contact so far as reasonably possible and take steps to minimise risk.
- Where paddling is not formally organised (i.e. not adhering to the guidance in this document) it can only take place within the rules on social contact above - in groups of up to 6 people, or two households.

Facilities

- Outdoor sports facilities can reopen (including boat storage areas) and can be used for sport, physical activity and exercise. Gathering limits must be adhered to unless being used to facilitate organised sport.
- Indoor sport and physical activity is not permitted and indoor sport facilities must remain closed, except for specific groups (see the section on guidance for specific groups, below)
- Sport providers and participants can use clubhouses and hospitality facilities in line with government guidance on hospitality settings, and there's specific advice for sport facility operators. People using clubhouses and hospitality facilities must adhere to legal gathering limits and wider government guidance.
- You should inform members/customers that these are areas of increased risk, that they should shower and change at home where possible.

Personal Training and Coaching

- Personal training/coaching is permitted outdoors, in outdoor sports facilities, and in private gardens, where it is formally organised and follows COVID-secure guidance and social distancing is maintained.
- A coach/personal trainer can see multiple clients on the same day as they would be in attendance for work purposes. Social distancing must be always maintained and clients shouldn't overlap with one another.
- A thorough safety and COVID-19 risk assessment for all activity and appropriate safety frameworks should be in place. Coaches are reminded of the principles of British Canoeing's safeguarding policy.

Event and Spectators

- Organised paddling participation events, such as races and organised paddles can take place and are exempt from legal gathering limits. However they must be organised in accordance with the guidance set out in this document.
- Spectators are not permitted at events, or in any indoor or outdoor sport facility
- This does not apply to carers for people with disabilities, or adults needed to supervise under-18s in a safeguarding role. Where it is necessary for them to be present, supervising adults should not mix with others from outside their household or support bubbl, and must adhere to social distancing and legal gathering limits.

Elite sport

- Elite athletes and their support staff can use indoor and outdoor sport facilities for training and competition. Elite sport events can continue to take place in sport facilities, where permitted in line with guidance on elite sport.
- Elite sport training has been identified as an exemption and is defined by the Department of Digital, Culture, Media and Sport (DCMS) to include professional sport and lottery funded athletes within Olympic and Paralympic sports.
- This does allow for National Lottery funded athletes in the sprint, slalom and paracanoe World Class Programmes to continue to train, subject to full compliance with a number of detailed Covid-19 requirements laid out in the new government measures.

Paddling for people with disabilities

- People with disabilities can participate in organised outdoor and indoor sports without being subject to social contact limits
- Non-disabled people are not permitted to participate, except where necessary to enable the activity to take place (such as a carer or coach helping the disabled person to exercise).

Paddling for educational purposes

- Indoor facilities can be used by schools and post-16 education and training providers (such as colleges and universities), for organised sport or individual fitness activities related to their curriculum.
- Indoor organised sport is permitted where it is part of formal education, and can take place indoors if necessary, but outdoor provision should be prioritised.
- Indoor sport for under-18s can also take place at school as part of educational provision, or as part of wraparound care.

Paddling activities for children (or those who were under 18 on 31 August 2020)

- Indoor sport and physical activity for children is permitted, where this is part of wraparound childcare which enables parents or carers to work, seek work, attend education, seek medical care or attend a support group. Indoor sport and physical activity for vulnerable children is permitted, regardless of whether this is part of wraparound care.
- Parent and child groups can also take place outdoors with a limit of 15 attendees (children under 5 do not count towards the attendee limit).

Check for COVID-19 symptoms and health conditions

Before attending any sporting activities, all participants, officials, volunteers and spectators must self-assess for COVID-19 symptoms:

- A high temperature
- A new, continuous cough
- A loss of, or change to, their sense of smell or taste

If you have one or more of these symptoms you should not attend any sporting activity, and must follow NHS and PHE guidance on self-isolation.

People with health conditions that put them at increased risk should consider the risks of participating in group activities like sport and physical activity.

Next steps - subject to government confirmation

Step 2 - No earlier than 12 April

Indoor Sport/Leisure Facilities

- Indoor gym, leisure centres and swimming pools can reopen for individual/household use only
- Indoor sport allowed for under 18's

Clubs & Delivery Partners - can now organise domestic trips and offer overnight accommodation in self-contained accommodation.

Step 3 - No earlier than 17 May

Recreational Paddling Activity – Paddling can take place outdoors in groups of 30.

Clubs & Delivery Partners

- Club and Delivery Partner Indoor Learning and Circuit Sessions can resume
- Club and Delivery Partners can now organise domestic trips and offer overnight accommodation
- If International travel reopens Clubs and Delivery Partners can organise foreign trips and attend international events

Indoor Sport/Leisure Facilities - adult indoor group sports and exercise classes can resume.

Events - As accommodation is scheduled to re-open, regional and national outdoor events can resume subject to DCMS guidance as long as spectator limits are adhered to.

Step 4 - No earlier than 21 June

Recreational Paddling Activity - Paddling can take place in any size group.

Club and Delivery Partners - All Club and Delivery Centre activity open.

Events - All regional and national events can take place.

5. Further Guidance for Providers

Anyone planning on providing paddlesport activity has a responsibility to put measures in place to limit the transmission of COVID-19. The DCMS guidance provides a number of **key principles** for providers to consider. These are summarised below with references in the heading to where in the guidance more information can be found.

5.1 Required Documentation (DCMS - key principle 2)

Each provider should undertake a risk assessment, including ensuring that everyone involved in delivery is aware of any modifications to the activity, game-play or activity structure. Risk assessments should be completed in line with guidance from the Health and Safety Executive (HSE). An example of a risk assessment is included in appendix 1.

Providers are required to write their own action plan which should be made publicly available, e.g. on a website, or available on request from participants or relevant authorities. The plan should take account of wider government guidance on grassroots sport and facilities.

Providers are required to use the contents of this document to develop their own risk assessment and action plan to ensure they comply with the DCMS requirements. They should then complete the code of behaviour (appendix 2) to display to paddlers that they are fulfilling their requirements.

Providers should ensure that individuals are aware that they are choosing to take part in paddling activities that may require COVID-19 mitigations to be put in place. Willingness to comply with these measures should be a condition of participation.

Providers may identify a **COVID-19** officer who will be responsible for developing a Covid-19 risk assessment and action plan prior to any activity. The COVID-19 officer should continually monitor how compliance is being observed within the environment. Anyone wishing to have training for this role can access the free CIMSPA Re-Activate training.

5.2 NHS Test and Trace (DCMS - key principle 2)

Providers with indoor facilities, or those offering team sports, are among those required by the government to operate the NHS Test and Trace system for any activity that they are delivering. For other providers, it would also be best practice to implement the system.

In order to comply with the system, providers must:

☐ Ask at least one member of every party (up to 6 people) to provide their name and contact details

☐ Keep a record of all staff/volunteers working on their premises and shift times on a given day and their contact details

☐ Keep these records for 21 days and provide data to NHS Test and Trace if requested

☐ Display an official NHS QR code poster, so that customers and visitors can 'check in' using this option as an alternative to providing their contact details - this can be easily created online.

☐ Adhere to the General Data Protection Regulation

There is more detail on who is required to implement the system and additional guidance on maintaining records available via the [government website](#).

5.3 Symptoms checking and decisions to participate (DCMS - key principle 2)

Providers must ensure that participants are aware of the requirement to carry out a [self-assessment](#) before leaving the house to paddle.

Paddlers should also be made aware of any increased risks associated with participating in the activity, based on your risk assessment and strongly advised to comply with public health restrictions and avoid high risk behaviour in everyday life to reduce the risk to their fellow participants when they do attend.

5.4 Travel (DCMS - key principle 2)

You should minimise travel, but travel for informal and organised sport, physical activity and exercise will be permitted.

5.5 Volunteers/Coaches/Officials (DCMS - key principle 3)

Anyone participating in a work or volunteering capacity should practice social distancing where possible. If this is not possible then the activity should be risk assessed. Some examples of these situations and possible mitigations are included in the risk assessment. During activity, those in these roles are exempt from legal gathering limits.

5.6 Injury Treatment (DCMS - key principle 3)

Injuries should still be treated, as participant safety is of the utmost importance. First aiders, physios and other medical personnel should take care to protect themselves and others through rigorous cleaning and personal hygiene, including increasing the frequency of cleaning and disinfecting equipment and surfaces.

Wearing face coverings is recommended for both medics and patients, where this is possible and practical. After contact with an injured participant, physios and other medical personnel should clean their hands thoroughly with soap and water or alcohol hand sanitiser at the earliest opportunity. This advice is applicable to all situations, regardless of whether there was close contact or the minimum social distancing was maintained. They should also avoid touching their mouth, eyes and nose.

Physios and medical personnel should keep a record of each participant they have come into contact with, for Test and Trace purposes. Records should be kept for 21 days and then destroyed. Those involved should familiarise themselves with the [guidance for first responders](#), in case of emergency situations.

5.7 Spectators (DCMS - key principle 3)

The DCMS guidance confirms that during Step 1B, supporters, parents, and other spectators are not permitted.

5.8 Facilities and hospitality (DCMS - key principle 4)

We understand that not all providers within England have their own facilities, often paddling activity takes place at leisure centres and outdoor service provider facilities. In these cases you must follow any guidance provided by them.

Where a provider is using its own facilities, facilities such as clubhouses and hospitality facilities can be used in line with [government guidance on hospitality settings](#) and [specific advice for](#) sport facility operators. These guidance

documents include rules on closure and additional measures depending on the local alert rating. People using clubhouses and hospitality facilities must adhere to legal gathering limits and [wider government guidance](#).

In some facilities, e.g. a shop or when providing catering, face coverings may be mandatory. Even if they are not, you may wish to mandate or encourage users to wear one. Government advice on when coverings are required is available [here](#).

If facilities remain closed, exceptions must be made for essential activity such as the provision of first aid or access to essential equipment.

5.9 Changing rooms, showers and toilets (DCMS - key principle 4)

For Step 1B from 29 March changing rooms should not be used, except by people with disabilities, although toilet facilities can be accessed. You should inform members/customers that these are areas of increased risk, that they should shower and change at home where possible, and those that do not need to use changing rooms should minimise time spent inside.

Exceptions must also be made for essential activity such as the provision of first aid or in emergency situations.

5.10 Ventilation and venue capacity (DCMS - key principle 4)

Ventilation is an important part of mitigating against the transmission of COVID-19. Ventilation into any building should be optimised to ensure a fresh air supply is provided to all areas of the facility and increased wherever possible, for example by fixing doors open and opening windows where appropriate. Particular attention should be given to areas where high intensity exercise activity takes place.

The maximum occupancy of each indoor facility should be limited by providing a minimum of 100sqft per person. For this figure, the area is the net usable indoor facility space available to members to use, including changing rooms, toilet and wash facilities.

Section 2.1.1 of the government's [sport facility guidance](#) also contains additional advice on managing certain areas such as gyms or areas used for exercise.

It highlights that in these areas lower capacities may be set to take into account social distancing guidance, the nature of activities (e.g. if the activity is static or requires a range of movement), the equipment layout and the configuration of facilities. It states that particular attention should be given to ventilation and sufficient circulation space, especially around equipment and between groups and classes and instructors.

Within the guidance there is also additional information on ventilation, capacity and wider considerations for indoor facilities.

If facilities remain closed, exceptions must be made for essential activity such as provision of first-aid or access to essential equipment.

5.11 Movement on Site (DCMS - key principle 4)

All venues must have entry, exit and parking arrangements that ensure social distancing can be maintained, with appropriate signage. Venues should also implement traffic-flow systems where possible and appropriate. Venues

should outline socially distanced areas for paddlers, volunteers and staff. Venues should ensure that access for people with disabilities is maintained.

5.12 Raising Concerns

British Canoeing has a responsibility from DCMS to ensure compliance with this guidance. If anyone wishes to raise a concern about how a provider is operating within this guidance, complete the incident report form on the British Canoeing website so that it can be investigated accordingly.

6. Practical Advice for providers

6.1 Prior to Activity

- Ensure key documentation is in place, including a risk assessment, action plan and code of behaviour.
- If organising an event, providers should follow the additional guidance for organisers below.
- Planning activity and any modifications which may be needed to minimise the risk of transmission, e.g. by limiting indoor activity and reducing contact or face-to-face exposure.
- Confirm capacity for any indoor spaces and develop protocols to ensure ventilation
- Ensure Test and trace processes are in place
- Ensure participants are aware of all of the guidance relating to them. This may also include issuing a code of conduct to be followed
- Establish arrival/departure times to limit the time people spend congregating before or after activity
- Ensure clear signage is in place to promote key messaging
- Establish one-way systems if required to support social distancing
- Establish protocols for changing room and shower usage.
- Ensure protocols are in place to manage usage of any indoor facilities and hospitality activity.
- Establish protocols for first aid and medical provision.
- Establish protocols for the cleaning of any kit and equipment, particularly if it may be shared. In some settings, this may be that paddlers are responsible for cleaning their own kit and returning it afterwards.
- Establish policies and procedures to manage any essential spectators on site. Please note, these are currently only allowed under the exemptions detailed above.

6.2 During Activity

- Ensure that participants observe social distancing wherever possible. This must be observed before and after activity and wherever possible during the activity (e.g. during warm-ups)
- Ensuring that people follow legal gathering limits
- Avoid the sharing of equipment where possible
- Discourage shouting and conversing loudly

6.3 After Activity

Regular cleaning of equipment should take place, particularly between one group finishing, and the next group starting.

7. Guidance for Event Organisers

As with other provider activity, paddling competitions and events are possible however there are a number of restrictions in place and it is clear that it will not be possible for events to operate in the same way that they have done previously. Some events will be able to implement mitigations to ensure the safety and welfare of all involved. For other events, these changes may not be possible and they may still not be able to take place.

Within the government guidance, there is a specific section on the delivery of organised sports participation events which should be considered.

Additional events guidance can be found below in appendix 3 (Event Authorisation), appendix 4 (Event Viability), appendix 5 (Event Risk Reduction Measures).

7.1 Key principles

As well as the general principles outlined above, the specific additional considerations referenced by DCMS that organisers should ensure are:

 Completion of a risk assessment and COVID-secure event delivery plan

 Communicating clearly and consistently with participants, volunteers and anyone attending

 Adherence to legal gathering limits when people are not participating

 Maintaining records to support test and trace

 Ensuring hygiene standards are maintained

 Providing access to toilet and baby changing facilities

 Adhering to government guidelines on travel to and from the event

 Ensuring that relevant guidance on car parking and indoor facilities is followed.

 Maintaining accessible provision

7.2 Event delivery Plan

Event organisers are required to conduct a **risk assessment** for their event and to produce a written **delivery plan** and any required additional guidance. This should demonstrate mitigations that will be in place and how the event will operate, any adaptations that are required and who is responsible for overseeing compliance. Examples of the mitigations can be found in appendix 5.

The plans should take account of the 3 variables of transmission outlined above.

Organisers are also advised appointing a COVID-19 Officer for the event to oversee the implementation of the delivery plan.

7.3 Practical Advice for Event Organisers

- A useful starting point may be to consider how many participants can be safely accommodated on site at any given time. This will be dependent on a number of things including; the size of the, the availability of facilities and the ability to clean them, the number of volunteers needed on site, how open the site is – e.g. is the site open to the public.

- Ensure that all provider guidance above is adhered to.

- The event timetable should be designed to permit only as many attendees as can be admitted within legal gathering limits, and where social distancing can be maintained at any given time.

- The site must be designed in order to maximise the available space for each paddler and minimise the amount of time paddlers spend in proximity to each other.

- Where possible, event organisers should ensure that event briefings for participants should be delivered in advance of the event day

- Where possible, avoid activities that cannot be done whilst maintaining social distancing, e.g. handshakes/huddles

- Ensure systems are in place to communicate with attendees as readily as possible

- Spectators are not currently permitted. This does not apply to carers for people with disabilities, or adults needed to supervise under-18s in a safeguarding role. Where it is necessary for them to be present, supervising adults must adhere to the legal gathering limits.

- For those that can attend they must be managed in line with legal gathering limits and government guidance on social distancing. Crowding or congregation must be strictly avoided. If there is any risk of mixing between groups of 6 / households, the event should not go ahead.

- Spectators should minimise shouting or raising their voices. There is an additional risk of infection where people are shouting or singing in close proximity to others (particularly indoors and when face-to face).

- Ensure that pre-start assembly areas, the start line and holding areas are designed so that participants do not need to assemble at the start of the event in a manner which conflicts with social distancing guidelines. Event organisers should consider rolling start times to allow social distancing to be maintained.

- The capacity and density of the participants on the course should always allow for social distancing. Organisers should consider pinch-points on the course before, during and after the event and manage them in line with government guidance on social distancing. Other non-essential activities that may undermine social distancing (such as entertainment) should be withdrawn.

- Potential contact points such as the handling of medals, should be managed appropriately. Participants should be discouraged from bringing any equipment, baggage, or clothing that is not essential for their participation in the event, and should as far as possible make their own arrangements for safe storage. Where these need to be stored centrally, it is preferable that only the owner should handle the equipment. If others need to handle it, strict hand hygiene measures should be observed.

- Anyone attending the event must undergo a self-assessment for any COVID-19 symptoms. No-one should leave home to participate in sport if they, or someone they live with, has symptoms of COVID-19.

- Participants must be made aware of any increased risk associated with taking part in activity. They should also be strongly advised to comply with public health restrictions and avoid high-risk behaviour outside of the event, to reduce the risk to their fellow participants when they do attend.

- Event organisers should undertake, in conjunction with local NHS services, detailed and continuous assessments to ensure there are no detrimental impacts of staging the event on the wider community and healthcare systems.

Name:

Assessment carried out by:

Date assessment was carried out:

All Providers of Paddlesport activity must protect people from harm. This includes taking reasonable steps to protect among others your members, staff, and volunteers, from coronavirus. This is called a COVID-19 risk assessment and it will help you manage risk and protect people. You must:

- identify what activity or situations might cause transmission of the virus
- think about who could be at risk
- decide how likely it is that someone could be exposed
- act to remove the activity or situation, or if this isn't possible, control the risk

When completing your assessment make sure you talk to your volunteers/employees and members to explain the measures you are taking. They can also provide valuable information on how you could control the risks. Using the information in your risk assessment you can create a plan of how you will run your activity on a day to day basis.

You can use this document to help ensure you have covered what you need to keep your members and others safe.

You will also have to monitor to make sure that measures put in place are working as expected. Your Risk Assessment and plan should be reviewed to check that your mitigations are effective and after each change in guidance / legislation to ensure that they still are fit for use.

Types of Transmission of COVID-19 and suggested control measures

Droplet Transmission - The risk associated with each action in an activity based on duration and proximity of participants. - The majority of Paddlesport activity takes place with participants at distances greater than 2m and is therefore in the low category. Below are examples where paddlers may participate at distances below 2m, during activity recognised by British Canoeing.							
Contact Point	**Type**	**Proximity**	**Risk**	**Interaction time**	**Cumulative Risk**	**Adaptations/Mitigation**	**Reasoning**
Proximity to other paddlers: e.g. arriving at or departing from a session, booking in, playing a game or sitting in an eddy	Face to face & Not face to face	>0.5m	Medium	Fleeting	Medium	Paddlers to adjust kit and launch independently where possible, if not possible consider further measures such as Face masks. Avoid activities that come into close proximity, discourage shouting, Social distancing Signage, one way routes and walkways.	Reduction of close proximity
Proximity to other paddlers - Crew boats (not Slalom C2)	Not face to face	>1m	Medium	Varies	Medium	Not turning to talk to crew face to face, wearing of masks setting up the boat, crews should be self selecting and	Reduction of close proximity

			Orange		Orange	ideally households	
Proximity to other paddlers - Crew boats (Slalom C2)	Not face to face	<1m	High	Fleeting	Medium	Not turning to talk to crew face to face, wearing of masks setting up the boat, crews should be self selecting and ideally households or bubbles	Reduction of close proximity
Leaders and Coaches giving instructions and coaching	Face to face / Loud voices	2m	Low	Fleeting	Low	Avoiding raised voices, socially distanced briefings and well understood safety procedures. Consider pre session briefings and post session feedback delivered online	Reduction of close proximity
Rescues	Face to face	<2m	Low	> 5min	Low	Avoid rescues where possible by paddling within your capability, consider activities and games played to reduce the likelihood of a capsize/rescues required self rescue where practicable,	Reduction in close proximity

						follow FSRT principles of Self - Team - Victim - Equipment & Shout - Reach - Throw - Row - Go. Consider additional buoyancy in craft. All paddlers to wear personal buoyancy	
Sitting on the wash	Not face to face	>1.5m	Low	Variable	Med	Do not turn to face other paddlers, avoid shouting, paddlers should be self selecting and within households where possible	Reduction of close proximity
Provision of First Aid	Face to Face	<1	Poss High	Variable	Poss High	Follow Gov.uk first responder guidance, Have sufficient control measures to reduce likelihood of an incident.	
Travel and Shuttles	Not face to face	Enclosed space	Med	Variable	Med	Avoid shared transport outside of households, open windows, wear masks follow government travel advice. N.B.	Reduction of close proximity

						British Canoeing Insurance does not cover Travel	

Fomite Transmission: The risk associated with the handling and transfer of equipment in the sport. The majority of paddlesport is very low risk providing sensible precautions such as hand and equipment washing/sanitizing are carried out

Contact Point	Type	Occurrence	Risk	Interaction time	Cumulative Risk	Adaptions/Mitigation	Reasoning
Shared Equipment (Water)	Hand / Body		Medium	> 10min	Medium	Equipment should be cleaned and sanitised before use by another person. Avoid shared equipment where possible	Reduction of transfer
Shared Equipment (Land)	Hand / Body	Sessional	Medium	>10min	Medium	Good Hand Sanitising. Equipment should be cleaned and sanitised before use by another person. Avoid shared equipment where possible. Exercise equipment (ergos / circuits) cleaned between users or as part of a managed session cleaning regime.	Reduction of transfer

Setting up of equipment	Hand / Body Individuals responsible for personal setting up of equipment e.g. adjusting boats	Once per session	Low	> 5min	Low	Equipment should be cleaned and sanitised before use by another person. Avoid shared equipment where possible	Reduction of transfer
fixed equipment (e.g. Pontoons / slalom Poles / buoys)	Hand / Body	Once per session	Low	> 5min	Low	Reduce contact where possible (not getting in and out multiple times in a session), One person to be responsible for course setting and adjustment, good hygiene precautions	Reduction of transfer

Population: The number of participants likely to take part in the proposed activity plus known risk factors of participants with underlying health conditions or high risk groups who wish to participate.

Contact Point	Type	Proximity	Risk	Interaction time	Cumulative Risk	Adaptions/Mitigation	Reasoning
Arriving and getting ready / Booking in at events	Paddling Sessions	>2m	Low	<20min	Low	Ensure social distancing, consider staggering start times, Manage group size and attendance, Encourage paddlers to arrive ready to paddle	Reduction of close proximity
Post session and departure	Paddling Sessions	>2m	Low	<20min	Low	Discourage post session chats, Encourage paddlers to depart as soon as possible.	Reduction of close proximity
Underlying health conditions	Paddling Sessions	>2m	Low	ongoing	Low	Ensure that participants understand the risks and discuss their individual needs and communicate to those who need to know	Reduction of transmission risk to high risk groups
Risk Groups	Paddling Sessions	>2m	Low	Ongoing	Low	Identify participants in high risk groups	Reduction of transmission risk to high risk groups

						(Age, Gender, Ethnicity, etc.) discuss management with them	
Large Group Session	Paddling Sessions	>2m	Low	Ongoing	Large	Ensure social distancing is carried out. Where possible operate in Sub groups of six. Operate a booking system to prevent unexpected number	Reduction of transmission

Types of Transmission of COVID-19 and suggested control measures

Risk of Transmission	Examples of Risk	Suggested Control Measures
Droplet transmission: The risk associated with each action in an activity based on duration and proximity of participants.	- Proximity to other paddlers - Face to face conversations (e.g. turning to talk to another paddler in a crew boat) - Leaders and Coaches shouting instructions to groups - Sitting on the wash of other boats - Carrying out rescues	Social Distancing: - Being outside - Avoiding groups of people pre and post activity - Ensuring that paddlers do not come closer together than a minimum of 2m without additional control measures - Avoid games such as Tag - Use clear and well understood hand signals rather than shouting - Clear signage to explain the risk - Avoid activity that may increase the likelihood of capsize/rescues - Rescues to be practised within a social bubble - Avoid raised voices
Fomite transmission: The risk associated with the handling and transfer of equipment in the sport	- Sharing equipment between multiple paddlers - Hand contact at high use areas such as gates and pontoons - Transfer of equipment during sessions - Setting up of boats / adjusting Slalom gates - Carrying equipment to the water	- Avoid sharing equipment between paddlers - Loan kit to individuals where possible - Thoroughly clean equipment touch points between uses, following Manufacturers guidance or using soap and water. - Regular hand sanitising especially before and after touching high contact areas or equipment - Assign group safety equipment to individuals to manage their use - Avoid transfer of equipment such as balls or paddles between paddlers during sessions - Clear signage to explain the risk

Population: The number of participants likely to take part in the proposed activity plus known risk factors of participants with underlying health conditions or high risk groups who wish to participate	- Large group sessions - Mixing of different households - Lack of understanding of individuals risk profile - Managing the size of activity groups - Mixing of different groups / meeting in public spaces	- Staggering group times to avoid large numbers gathering - Ensure that groups on the land observe the 'rule of six' and continue to social distance - Identify club members who may be at a higher risk of contracting the virus and discuss their needs with them (Age, Gender, Ethnicity) - Having a booking system so that you know who to expect and when - Keeping activity distinct from other groups around you

Example Risk Assessment

This Example Risk Assessment seeks to cover areas not specifically included in the template above for areas such as club houses and centres that may be covered in other areas of Government Covid Guidance. Users of this template should apply their own circumstances to the Risk Assessment and be aware that there may be areas to add that are not covered in this example.

What are the hazards?	Who might be harmed and how?	Controls	What further action do you need to consider to control the risks?	Who needs to carry out the action?	When is the action needed by?
Getting or spreading coronavirus by not washing hands or not washing them adequately	Members Volunteers Parents Staff Visitors	Follow HSE guidance on cleaning, hygiene and hand sanitiser Provide water, soap and drying facilities at wash stations Provide information on how to wash hands properly and display posters Based on the number of Members and the number of people who come into your club decide: ➢ how many wash stations are needed ➢ where wash stations need to be located You may already have enough facilities Provide hand sanitiser for the occasions when people can't wash their hands	☐ Put in place monitoring and supervision to make sure ☐ people are following controls ☐ Put signs up to remind people to wash their hands ☐ Provide information to your workers about when and where they need to wash their hands ☐ Identify if and where additional hand washing facilities may be needed ☐ If people can't wash hands, provide information about how and when to use hand sanitiser ☐ Identify how you are going to replenish hand ☐ Washing/sanitising facilities ☐ Make sure people are checking their skin for dryness and cracking and tell them to tell you if there is a problem.		

What are the hazards?	Who might be harmed and how?	Controls	What further action do you need to consider to control the risks?	Who needs to carry out the action?	When is the action needed by?
Getting or spreading coronavirus in common use high traffic areas such as corridors, toilet facilities, entry/exit points, toilet facilities, lifts, changing rooms and other communal areas	Members Volunteers Parents Staff Visitors	Follow HSE guidance on welfare facilities, canteens Identify: ☐ areas where people will congregate, e.g. club rooms changing rooms, meeting rooms, tea points, kitchens etc ☐ areas where there are pinch points meaning people can't meet the social distancing rules, eg narrow corridors, doorways, customer service points, storage areas ☐ areas and equipment where people will touch the same surfaces, such as in kitchens, eg kettles, shared condiments etc ☐ areas and surfaces that are frequently touched but are difficult to clean ☐ communal areas where air movement may be less than in other work areas, eg kitchens with no opening windows or mechanical ventilation	Put in place monitoring and supervision to make sure people are following controls that are put in place, such as following hygiene procedures, washing hands, following one-way systems Near-miss reporting may also help identify where controls cannot be followed or people are not doing what they should		

		Agree the combination of controls you will put in place to reduce the risks. This can include but is not limited to: ☐ limiting the number of people in rooms so that social distancing rules can be met, eg stagger breaks, have maximum occupancy numbers for meeting rooms ☐ reorganise facilities in communal areas such as spacing out tables in meeting rooms, canteens etc so social distancing rules can be met ☐ Increase the use of online meeting facilities ☐ Put in place one-way systems in corridors or regularly used pedestrian traffic routes to manage the flow of people moving around workplaces and to allow social distancing rules to be met ☐ leave non-fire doors open to reduce the amount of contact with doors and also potentially improve workplace ventilation			
		☐ Ask members to store their kit in their cars so that it is not left in the open ☐ Keep surfaces, such as kitchen sides and tables, in communal areas clear for people to sit and eat at to make cleaning easier ☐ Provide washing facilities and hand sanitiser at accessible places near to where people will have contact with high traffic communal areas, eg sanitiser/washing facilities at the entrance/exit to canteens ☐ Put signs up to remind people to wash and sanitise hands and not touch their faces ☐ Put in place cleaning regimes to make sure			

		high traffic communal areas are kept clean – consider frequency, level of cleaning and who should be doing it			

What are the hazards?	Who might be harmed and how?	Controls	What further action do you need to consider to control the risks?	Who needs to carry out the action?	When is the action needed by?
Getting or spreading coronavirus through Members living together and/or travelling together	Members	☐ Identify groups of members who live together and group them into a club group	Discuss with members who live and/or travel together to agree how to prevent the risks of spreading coronavirus		

What are the hazards?	Who might be harmed and how?	Controls	What further action do you need to consider to control the risks?	Who needs to carry out the action?	When is the action needed by?
Getting or spreading coronavirus by not cleaning Surfaces and equipment	Members Volunteers Parents Staff Visitors	▯ Use the guidance on cleaning and hygiene during the coronavirus outbreak ▯ Identify surfaces that are frequently touched and by many people (often common areas), eg handrails, door handles, vehicle door handles (inside and outside), shared equipment etc and specify the frequency and level of cleaning and by whom ▯ Train people how to put on and remove personal protective equipment (PPE) that is used for normal work hazards and how to keep it clean ▯ Reduce the need for people to move around your site as far as possible. This will reduce the potential spread of any contamination through touched surfaces ▯ Avoid sharing work equipment by allocating it on personal issue or put cleaning regimes in place to clean between each user ▯ Identify where you can reduce the contact of people with surfaces, eg by leaving open doors	▯ Put in place monitoring and supervision to make sure people are following controls, ie are implementing the cleaning regimes implemented ▯ Provide information telling people who needs to clean and when ▯ Provide instruction and training to people who need to clean. Include information on: ➤ the products they need to use ▯ Precautions they need to follow the areas they need to clean ▯ Identify how you are going to replenish cleaning products		

What are the hazards?	Who might be harmed and how?	Controls	What further action do you need to consider to control the risks?	Who needs to carry out the action?	When is the action needed by?
		☐ That are not fire doors, providing contactless payment, using electronic documents rather than paperwork ☐ Identify other areas that will need cleaning to prevent the spread of coronavirus, eg canteens, rest areas, welfare facilities, vehicles and specify the frequency and level of cleaning and who will do it ☐ Identify what cleaning products are needed (eg surface wipes, detergents and water etc) and where they should be used, eg wipes in vehicles, water and detergent on work surfaces etc ☐ Keep surfaces clear to make it easier to clean and reduce the likelihood of contaminating objects ☐ Provide more bins and empty them more often ☐ Provide areas for people to store personal belongings and keep personal items out of club areas ☐ Put in place arrangements to clean if someone develops symptoms			

What are the hazards?	Who might be harmed and how?	Controls	What further action do you need to consider to control the risks?	Who needs to carry out the action?	When is the action needed by?
Mental health and wellbeing affected through isolation or anxiety about coronavirus	Members Volunteers Parents Staff Visitors	☐ Follow guidance on stress and mental health ☐ Discuss openly with your members ☐ Talk openly with members about the possibility that they may be affected and tell them what to do to raise concerns or who to go to so they can talk things through ☐ Involve members in completing risk assessments so they can help identify potential problems and identify solutions ☐ Keep workers updated on what is happening so they feel involved and reassured	☐ Share information and advice with members about mental health and wellbeing		
Contracting or spreading the virus by not social distancing	Members Volunteers Parents Staff Visitors	☐ Follow guidance on social distancing	☐ Put in place arrangements to advertise, monitor and supervise social distancing ☐ Ensure that key ☐ Points such as before and after club activity are considered and managed		

	☐ Identify places where, under normal circumstances, workers would not be able to maintain social distancing rules
	
	☐ Identify how you can keep people apart in line with social distancing rules in the first instance. This may include:
	
	    ☐ Using marker tape on the floor
	
	    ☐ One-way systems
	
	    ☐ Holding meetings virtually rather than face to-face
	
	    ☐ staggering start/end times
	
	    ☐ Limiting the number of people on site at one time
	
	    ☐ Having allocated time slots for members ➢ rearrange areas and tasks to allow people to meet social distancing rules
	
	    ☐ Using empty spaces in the building for additional areas where safe to do so
	
	    ☐ Providing more parking areas or controlling parking spaces
	
	    ☐ providing facilities to help people walk or cycle to work, eg bike racks
	
	☐ If it isn't possible to meet social distancing rules and physical measures can't be used then put in place other measures to protect people. This can include:
	
	    ☐ Enhanced cleaning regimes
	
	    ☐ Increase in hand washing
	
	    ☐ Limiting the amount of time people
		☐ Ensure social distancing rules are followed
		
		☐ Provide information, instruction and training to members to understand what they need to do
		
		☐ Provide signage and ways to communicate to people what they need to do to maintain social distancing whilst at the club.		

What are the hazards?	Who might be harmed and how?	Controls	What further action do you need to consider to control the risks?	Who needs to carry out the action?	When is the action needed by?
Poor Club ventilation leading to risks of coronavirus spreading	Members Volunteers Parents Staff Visitors	☐ Follow guidance on heating ventilation and air conditioning (HVAC) ☐ Identify if you need additional ventilation to increase air flow in all or parts of your club. ☐ Fresh air is the preferred way of ventilating your workplace so opening windows and doors (that are not fire doors) can help ☐ If you need additional ventilation provide it, eg mechanical ventilation, desk fans, air movers etc ☐ Switch heating ventilation and air conditioning (HVAC) systems to drawing in fresh air where they can be, rather than recirculating air	Maintain air circulation systems in line with manufacturers' recommendations		
Increased risk of infection and complications for vulnerable members	Vulnerable Members Volunteers Parents Staff Visitors	☐ Identify who in your clubforce fall into one of the following categories: ☐ Clinically extremely vulnerable ☐ People self-isolating ☐ People with symptoms of coronavirus	Put systems in place so people know when to notify you that they fall into one of these categories, eg they start chemotherapy or are pregnant		

What are the hazards?	Who might be harmed and how?	Controls	What further action do you need to consider to control the risks?	Who needs to carry out the action?	When is the action needed by?
		☐ Identify how and where someone in one of these categories will participate in line with current government guidance ☐ If they are coming into the club identify how you will protect them through social distancing and hygiene procedures ☐ Follow current government guidelines for employers on the NHS Test and Trace service			

What are the hazards?	Who might be harmed and how?	Controls	What further action do you need to consider to control the risks?	Who needs to carry out the action?	When is the action needed by?
Rescues	Members Participants	☐ Follow the FSRT principles of: 　☐ Self - Team - Victim - Equipment 　☐ Shout - Reach - Throw - Row - Go ☐ Consider additional buoyancy in all craft and making all paddlers wear Buoyancy Aids ☐ Consider activities and games played to reduce the likelihood of a capsize/rescues required			

Crew Boats	Members Participants	☐ Maintain social distancing as far as possible, including setting up the boat ☐ Do not turn to face other members of the crew ☐ Encourage households to act as crews	Consider PPE		
Club Equipment, (Boats, Paddles, Buoyancy aids, etc)	Members Volunteers Parents Staff Visitors	☐ Ensure that equipment is cleaned according to manufacturer guidance before use by another person ☐ Clean hands or sanitise before and after activity as a minimum. ☐ Consider recording use or cleaning of equipment to advise the next user. ☐ If possible assign hard to clean equipment to individuals			
Club Equipment (Gym, Ergo)	Members Volunteers Parents Staff	☐ Ensure that equipment is cleaned according to manufacturer guidance at regular intervals (e.g. before and after activity and between sets) ☐ Clean hands or sanitise before and after activity as a minimum.			
Travel and Shuttles	Members Volunteers Parents Staff	☐ Travel is not normally considered to be club activity ☐ Where it is unavoidable clubs should minimise time in vehicles, and take precautions such as opening windows and wearing masks. ☐ Consider Safeguarding risks within this area			

Provision of First Aid	Members Volunteers Parents Visitors Staff	☐ Consider the provision of first aid and minimise the chance of needing it, encourage members and participants to be self sufficient where possible.	[Government advice to First Responders](#)		
Activity and Group size	Members Volunteers Parents Visitors Staff	☐ Consider the size of groups and activities in relation to the ways that the virus is transmitted ☐ Droplet transmission: The risk associated with each action in an activity based on duration and proximity of participants. ☐ Fomite transmission: The risk associated with the handling and transfer of equipment in the sport ☐ Population: The number of participants likely to take part in the proposed activity plus known risk factors of participants with underlying health conditions or high risk groups who wish to participate ☐ Organise activity in such a way to ensure social distancing whilst on the water			

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British Canoeing Provider
COVID-19 Guidance Compliant
Code of Behaviour

This provider is committed to keeping paddlers safe throughout the COVID-19 Pandemic and is compliant with the latest British Canoeing Return to Paddling Guidance

In order to achieve this, we have:

1. Carried out a risk assessment based on guidance by British Canoeing
2. Produced an action plan
3. Published and shared this action plan and communicated key messages with all our paddlers

Signed by: **Date:**

Name:
Role:

EVENT AUTHORISATION

In light of the increased risk during events with Covid-19 British Canoeing have reviewed the authorisation procedure and documentation requirements for events.

The definitions of events remain the same with regards to club events, those events under the auspices of Discipline Committees/Regional Development Teams and National / British Canoeing events.

The definition of each level of events and the process for authorising them is detailed below.

Club Events

Definition - Club events involving non club members (please note a club event in this regard does not including courses and trips). Normally self-sufficient within the club and not require support/ funding / promotion by the BC or National Associations discipline committee. Coaching activity delivered within the scope of the BC Coaching Terms of Reference is not included.

Authorised by - Club committee, guided by the appointed club safety officer and Event Covid Officer

Revised Requirements - Club Committees remain the authorising body for club events but all documentation will need to be approved by the appointed club safety officer and the Event Covid Officer(s).

Events with more than 100 participants are encouraged to engage with the British Canoeing Events team to sense check and provide input into event deliver plans.

Discipline Committee / Regional Development Team Events

Definition - Significant relationship with a discipline committee or RDT, normally advertised by British Canoeing or National Associations, for example Divisional slalom events or tours. Some are run directly by the Discipline Committee or RDT while others are run by a club on behalf of the Discipline Committee or RDT.

Authorised by - Discipline Committee or RDT guided by the appointed Committee/RDT Safety Officer(s), Club Safety Officer (where the event is organised by the club) and Event Covid Officer.

Revised Requirements - All events being organised as part of a Discipline Committee ranking system or central calendar will be required to submit an up to date risk assessment, event delivery plan and include a named Covid Officer(s). Where an event is not part of a formal structure (e.g. Slalom ranking, Marathon Hasler, RDT Tour) then the authorisation remains as per a Club Event.

National / British Canoeing Events

Definition - These events will have direct funding and resource support from the governing body. Such events might include a World Cup/Championship.

Authorised by - British Canoeing Senior Management Team or Home Nation Board.

Revised Requirements - Any national level event (e.g National Championships) will require submission of a risk assessment and event delivery plan for review to the British Canoeing Events team (events@britishcanoeing.org.uk).

VIABILITY OF THE EVENT

Even when Government guidance allows for events, we understand there are wider considerations for event organisers when determining whether the event can or should take place. These decisions will need to be taken on an event by event basis and should consider the following.

Area	Considerations
Government Guidance and Restrictions	Can the event take place within the rules that are in place? Can/will people travel to the eventand can they use accommodation if required? It is critical that these rules are followed to ensure the safety of everyone involved and to ensure that the event is compliant with the British Canoeing insurance principles. It may also be useful to consider future guidance and restrictions that may be in place, e.g. local/travel restrictions.
Venue Policy	Are the facilities that are needed available? Can they meet the demands of the number of people attending the event at any given time, including allowing for social distancing and additional cleaning requirements? If you are not the venue owner, ensure regular communication with the venue to understand their current position and likely future stance. This would apply to access to the water and to any required facilities. It may be worthwhile considering a contingency should the venue become unavailable.
Control of the site and public access	Are you able to control the number of people on site and their behaviour? If the site is open to the public then consideration will need to be given to how to communicate with them to ensure the safety of all involved. If your event is likely to have members of the public attending then you should generate an NHS QR Code to be displayed for track and trace purposes.
Volunteers / Workforce	Are there enough volunteers available for the event? Some may be unavailable to support for a variety of reasons. The event should only take place where volunteers are happy to support the delivery. Some people, particularly those deemed vulnerable or over a certain age, may not be able to give their time. Contact all volunteers to understand their ability/willingness to support the event, as a lack of volunteers/officials may mean the event is not viable. It is also worth having more volunteers than you need in case people are unavailable at short notice, due to a need to isolate or as a result of local restrictions.
Viability of competition / activity	Will enough people be willing and able to participate to make the event worthwhile? Entry numbers may be lower than previously expected. An event organiser should understand what threshold of entries deem it to be a worthwhile and a viable event. For some events, restrictions on international travel may also impact the number of people entering

Finances	Is the event still financially viable? Lower entry numbers may mean the event is not financially viable. If you may have to cancel it is important to understand when certain cancellation and/or payment deadlines are to ensure you are making these decisions in advance of key payment dates.
Welfare Provision	Are you able to provide appropriate first aid and safety cover within guidelines? Consider whether the safety and first aid volunteers or paid for service can still attend and support, whether your venue has adequate hand washing facilities and, should you be hiring toilets, whether they have any challenge with supply of washing facilities e.g. soap or hand sanitiser.
Accommodation	Do participants or volunteers need accommodation to make the event viable? If so, is this possible within regulations and are they happy to do this?

RISK REDUCTION MEASURES

These measures are things which should be considered in your event delivery plan to mitigate against the risk of the transmission of COVID-19 at your event.

When planning events, identify those who are most at risk of exposure and when this may occur. This is when people will be in close proximity to others, have face to face contact with others, or are touching surfaces touched by others. Identify the times when these things may occur and find strategies to reduce them.

Pre-Event

Measure	Explanation/Recommendation/Implementation
Update risk assessment	Update your risk assessment to reflect the additional risks for the event and how you are mitigating against them. This should also include an updated assessment of the risks within the paddling activity itself, an example of this can be found within appendix 1. When updating the risk assessment, review emergency plans to ensure evacuation can take place maintaining social distancing where possible. It is critical that this is updated and that mitigations are acted upon to ensure the safety of everyone involved and to follow public liability insurance requirements. If applicable, this updated risk assessment should be submitted to the relevant discipline committee in advance of the event.
Create Event Delivery Plan	Create an event delivery plan which should take into account the 3 variables of transmission and include: ● What mitigations will be in place ● How the event will operate ● Who is overseeing compliance and how are they managing this ● Any adaptations required both on and off the water This table also provides areas to consider and possible mitigations.
Identify an event COVID-19 Officer	Identify a person, or group (this may be the committee) who will be responsible for the implication of the event delivery plan. A draft role description is available in appendix 6.
Consider liaising with local Safety Advisory Group	Every local authority has a safety advisory group which is made up of local officials from a range of sectors including the police and local public health. Ordinarily only large events would need to consult with the group however in the current climate then it may be beneficial to speak to them to confirm they are comfortable with your event taking place. The local authority should be able to advise you of who you need to contact to engage with them.

	The local authority does now have the authority to stop any events in the local area, should it wish to do so, so it is beneficial to engage them in the decision making process as early as possible.
Plan the layout of the venue	Review the layout and flows around the venue/waterways defining areas, zones, routes and access/egress points. Assess the capacity and layout of each area to allow social distancing to be maintained. Use signage to communicate this around the venue.
Communication with participants	Provide guidance to participants through bulletins and posters. Try to communicate as much of this in advance to avoid the need for briefings on site. Be aware that guidance and the status of events can change quickly, e.g. in the event of local tier changes, so make sure participants know when and how information will be quickly communicated.
Enhance volunteer plan	Ensure a clear volunteer event plan is in place. You may require extra volunteers to manage particular areas to discourage people from congregating or to limit access, e.g. managing the capacity of indoor space. Consider that some volunteers who have previously volunteered may not be available due to being at risk. The plan will make sure that all volunteers are comfortable and fully understand their roles and timings for the day, and that measures are taken to maintain the welfare and safety of volunteers and to ensure they can comply with any social distancing requirements. Consider who needs to be on site for the event, it may be that some people who have been involved with organising are not actually needed on site for the event or could support the event remotely. Identify any volunteers that may be in closer contact with others and assess the need for them to use PPE such as face masks. Identify how you will communicate how the event will operate to the volunteers and ensure that they understand the processes that will be in place. Ensure that contact details are collected for all volunteers and officials. Ensure you have emergency contact details for all volunteers, in case someone is taken ill at the event.
Organiser and volunteer contingency planning	It is possible that in the build up to an event, key organisers or volunteers may become unwell, need to isolate or be subject to local travel restrictions. Consider contingency plans for operating without these people and ensure that key information is not only held by one person.
Review the schedule	Consider adapting the schedule to reduce the number of people on site at any given time, e.g. separating Kayak and Canoe classes. Consider keeping events to single days to minimise the gathering of people around the event.
Prioritise	If you need to downscale the event due to capacity, finances or the Government guidance then consideration can be paid to the number of events and whether some events are more of a

events	priority than others.
Limit entry numbers	There will be a limit on the number of people who can safely attend your event whilst ensuring social distancing and gathering sizes.
	Any limit on numbers will encompass all persons on site so calculations should include paddlers, coaches, officials, volunteers, venue staff, parents transporting young paddlers, etc.
	Work through what numbers are required to make sure the event can happen, e.g. volunteers and officials, to understand the number of participants that can take part.
Consider Crew boats	The use of crew boats should be considered on a case by case basis and with the appropriate mitigation in place.
	Participants should be aware that if paddling within the same boat as someone at a distance of less than 2 meters then there are additional risks as compared to paddling apart, and as such people should make an individual choice as to whether or not to participate.
	Within events, crew boats can be included however organisers should consider carefully whether formal competition, such as a national championships or ranking races, should be organised as this may place undue pressure on people to participate.
	The organising of scratch crews should be discouraged as this increases interaction between a wider range of people during the event.
	Additional guidance on mitigations that may be used for crew boats is available in appendix 1.
Allow Pre-entry and online payment only	All events should be pre-entry only, with no entries taken on the day. This will allow organisers to manage the number of participants effectively, and will remove the need for face-to-face interactions when entering at an event.
	You may wish to give priority to your own club members. For example, opening the event to club members before others.
	Use online payment, e.g. bank transfers to the club account, to collect entry fees. This may require more administration before the event, but will reduce the need to collect and handle money on the day, or to visit a bank afterwards.
Enhance entry forms	Entry forms or event notices should require entrants to tick a box to acknowledge that they:
	- Must not attend if they or a member of their household have COVID-19 symptoms. - Consent to their contact details being passed to the relevant authorities for contact tracing if requested. This data only needs to be retained for 21 days following the event. - Understand that social distancing may not be possible during a rescue or administration of first aid - Will comply with all advice to paddlers as detailed in the return to paddling guidance.
Clear refund & cancellation policies	Make sure that participants are aware of the event cancellation policy and the refund policy if they need to withdraw. Bear in mind that things may change quickly, right up until the event.
Schedule	If all participants are not required at the same time, schedule arrival times to avoid people

arrival times	congregating.
	Encourage participants to arrive as close to competition start time as possible wearing their on-water kit and depart immediately after competition.
	Expect a higher ratio of cars as people of different households are encouraged not to car share. Car parking areas should also be managed to support social distancing and other regulations.
Plan cancellation channels and plans	Bear in mind that situations may change very quickly, and potentially very close to the event. Government regulations could alter or a number of key volunteers or participants may need to isolate or be subject to local restrictions.
	Make sure that you have contact details for everyone involved in the event including the venue and any partners, or providers, so that they can be notified if needed.
	It is also good practice to ensure that more than one person has this information in case they become unwell.
Impact on local healthcare systems	Event organisers should undertake, in conjunction with local NHS services, detailed and continuous assessments to ensure there are no detrimental impacts of staging the event on the wider community and healthcare systems. This can be done by liaising with the local safety advisory group.
Track and Trace provisions	Event organisers are required to collect details of anyone attending events. This should be done through registration processes for participants and officials but should also be supplemented with the NHS QR Code system. This may be possible through existing venue provision but if not then a bespoke code may be required.

Event Day

Measure	Recommendation/Implementation
Ensure physical separation through signage, arrows and markings	You will need to mark out routes for people to enter, move around and exit the site. This should enable a controlled flow of people, ideally with one-way systems, and ensure that people follow social distancing guidance.
	Pay particular attention to making sure there is a suitable amount of space between areas where people may need to queue, e.g. toilets, but that these queues will not hinder the flow of people moving around the site.
	When not participating, people must still adhere social distancing and gathering size limits.
	Consider weather implications such as should there be rain, where people are likely to congregate for shelter and whether this is possible with social distancing.
Displaying guidance	Use signs and visual aids to remind people of the key messages around keeping safe at events, such as:
	● Ensuring social distancing ● Avoiding gatherings

	● Good hygiene techniques British Canoeing has a [selection of posters](#) that may be useful for your event. You should also generate an NHS QR Code to be displayed for track and trace purposes.
Consider spectators	At stage 1B of the roadmap, spectators are not permitted. If spectators are allowed at future stages, organisers have a responsibility to ensure that any spectators are managed in line with [legal gathering limits](#) and [social distancing](#) guidelines. If this cannot be ensured then spectators should not be allowed or the event should not go ahead.
Cleaning	Establish hygiene standards to frequently clean and disinfect all shared areas. Special attention should be paid to regular cleaning of touch points such as door handles or handrails. Consider supplying cleaning products for individuals to use before and after use of facilities.
Reducing touch points	Consider keeping doors open and minimise the need for people to open or touch things such as gates, paperwork, etc. Windows and doors should also be opened where possible to support ventilation.
Avoid sharing equipment	Avoid, where possible, sharing of equipment for participants and volunteers and ensure appropriate protocols and products for cleaning any shared equipment before and after usage.
Manage event control	If your event has a centralised hub then make sure that it is set up to reduce the risk to the people working in there. Measures for this could include: ● Operating outside where possible ● Limiting the number of people involved ● Avoiding meetings between the team ● Ensure social distancing is in place and add mitigations if required, e.g. wearing masks or providing screens
Manage check-in process	● Where possible have your check in desk outside in open air, rather than indoors. ● Minimise the number of people who need to attend the check in desk. ● Consider the use of PPE (masks and gloves) or barriers to protect volunteers. ● Rotate check in volunteers if large volumes of people are expected to reduce exposure to contacts. ● Alternatively use a digital registration process such as sending a Whatsapp or text with name and date of birth for someone to record centrally.
Manage Information Point	There will still be a need to have some sort of central information point or method for people to contact to receive information. Try to minimise the need for this and if a physical point is used, ensure that suitable social distancing and protection is in place. Alternatives to a physical location could include a phone number.

Manage briefings	- Avoid briefings all together where possible. - If this isn't possible then have race briefings outside in the open air. - Use a PA system so that crowds do not have to stand close together to hear briefings. - Pre publish all briefing notes and course maps so these do not need to be announced on the day. - Make many copies of race briefing notes and distribute widely. Avoid posting on a display board to minimise crowding of competitors. - Set up a one way Whatsapp group to be able to communicate with participants.
Confirm safety provision	Consider what provision can be put in place to protect safety volunteers. This may include providing PPE and ensuring that sharing of equipment is minimised and is cleaned where necessary. If using safety boats, consideration should be given to social distancing where possible or the use of partitions if needed. Safety volunteers need to be aware that affecting a rescue is likely to bring them within a risk distance of those getting rescued and may thus lead to them getting asked to subsequently isolate.
Confirm first aid provision	Is your existing provision sufficient based on your updated risk assessment? If you make use of volunteers or outside first aid providers check they are still able to support the event and consider contingency options (e.g. all updated coaches hold a first aid qualification) Ensure appropriate protection for first aiders is in place (possibly including masks, gloves, hand sanitiser, waste disposal, open area, ability to queue people) and adequate proper hand washing facilities. Ensure that first aiders are aware of the latest guidance on resuscitation.
Consider changing provision	Follow the guidance for providers to manage the use of changing rooms and where possible find alternative options.
Consider entry/exit from the water	- Consider how you will manage key touch points where people get in and out of the water. - Recommend hand washing/sanitisation before getting in to the boat and immediately after getting out. - Consider regular washing of launch/landing points.
Consider toilet provision	Toilets are one of the most significant challenges. - Toilet facilities should be fully cleaned often. You should request individuals clean surfaces and touch points after each use but additional cleaning will also be required. - Where possible queues for toilets should be outside of a building. - If possible consider sourcing extra toilet facilities. - Air hand dryers should not be used and disposable paper towels should be available for hand washing. - If mobile toilets are used, the units should be spaced out and the queue structured to comply with social distancing requirements. E.g. spaced in a long line or in an "n" shape rather than a "u" shape. - Check with your supplier that they can provide appropriate hand washing facilities. - Door handles and shared areas should be disinfected frequently.

	• We also advise you display signage to request those using toilets to close the lid when flushing to limit the spread of germs.
Consider non-essential activities	Limit non-essential activities on site, such as prize giving or social activities as these may encourage gatherings.
	If any activities do take place, ensure that they are carefully planned to maintain social distancing and respect gathering restrictions.
Consider catering	If catering is provided, ensure that all relevant government advice is followed. This may be difficult to achieve in which case, participants may instead be told catering is not available.
	Ensure that suitable social distancing protocols are in place for people to queue, order, wait and collect refreshments.
Avoid loud music or broadcast	Events should avoid playing music or broadcasts that may encourage shouting, including if played at a volume that makes normal conversation difficult. This is because of the potential for increased risk of transmission - particularly from aerosol and droplet transmission.
Identify protocols symptoms	Identify an Isolation room and communicate its location to all participants in case anyone is taken ill during the event.
No results displayed	To reduce the possibility of participants congregating in one place, results should not be printed out or displayed on screens at the event. Clubs may be able to provide live results online or announce them over a PA system.
Provide hand sanitizer	Where possible, organisers should provide hand sanitiser at key points on site although participants should be made aware that hand washing with soap and water is more effective.
Equipment	Where possible volunteers shouldn't share equipment. Encourage volunteers to bring their own pen, clipboard etc.
	If equipment sharing is required then limit it with less rotation of volunteers and ensure they wash their hands and that the equipment is cleaned before and after each user

Event Covid-19 Officer
Draft Role Description

Position Overview

The Event Covid-19 Officer is responsible for all Covid-19 matters for the event and will be responsible for liaising with key stakeholders and other organisations in relation to the event's response to Covid-19. They promote clear and effective communication channels across the event and ensure that everyone involved feels supported and has someone to go to should they have any questions or concerns. They ensure that the event organising team, volunteers and third party contractors follow Covid-19 guidelines and oversee the mitigations that are in place across the whole event.

The role is not designed to be an enforcement officer and would not be expected to confront people who are operating outside of the guidance.

The position can be held by an existing member of the organising team such as the event safety officer or some responsibilities can be distributed across a number of people. The officer/officers should ensure that they have the time to carry out duties during the event and so it may not be possible for the main organiser to lead on this. It should also be recognised that everyone involved with the event has a responsibility for minimising the risks associated with COVID-19.

Commitment

This will depend on the size of the event. The Event Covid-19 Officer/s would expect to be involved in all aspects of event planning and operations, attend event organisation meetings and be present at the event to ensure compliance.

Main Tasks and Responsibilities

- Keep up to date with the latest Government and British Canoeing advice and guidelines on Covid-19.
- Act as a main point of contact for all stakeholders with regards to Covid-19.
- To oversee the implementation of the relevant risk assessment and event delivery plan.
- Act as the link between the event and any venue operators and ensure both are following current up to date guidelines.
- Communicate with the event organising team any Covid-19 protocol concerns raised to the Covid-19 Officer concerning the event.
- Regularly review the event risk assessments and delivery plan and recommend changes when necessary.
- Promote good practice to event stakeholders and remind of protocols where necessary.
- To support the organisers with any related Covid-19 issues.

Relevant Skills and/or Aptitudes

- Reliable and proactive with a positive approach.
- Excellent communicator with good verbal, written and IT skills.
- Eye for detail.
- Good listener with excellent interpersonal skills.
- Approachable and a good listener.
- Respect confidentiality.
- Tactful and discrete.
- Logical thinker and solution minded.

Knowledge and Experience

- Understanding of the event risk assessment process.
- Understanding of the event.
- Understanding of government and British Canoeing Covid-19 guidelines.
- Understanding of GDPR regulations.
- Understanding of risk management and associated material.

Personal Attributes

- Commitment to responding to the needs of others.
- Positive and common-sense approach to dealing with challenging issues.
- Treats people with respect.
- Protects confidential information.
- Strong individualist & decision maker with high determination to succeed.
- Self-motivated.

Support Available from British Canoeing

- Access to events guidance
- Support from the British Canoeing Events Team