



Covid-19 Risk Assessments

Hazard	Who might be harmed	Controls	Further Actions
Use of changing rooms	All	As there is no possibility of social distancing the changing rooms must remain closed. All paddlers must change by their vehicles (or at home prior to coming down) exercising social distancing rules	
Use of clubhouse	All	The clubhouse will be closed until further notice. One person may enter to collect a club radio if required. Please ensure you use hand gel before and after entering the clubhouse	Hand gel required in clubhouse
Use of car park	All	Paddling members may use the car park but cars should be kept 2m apart. Do not “squeeze” between socially distanced cars – use Towans car park if required.	If this is abused the car park access will be restricted by changing the lock code
Use of toilet	All	Due to impracticality of cleaning toilets after each use, they will remain closed.	
Containers (except sea kayaks)	All	The storage areas are quite restricted. Only one person to enter at a time – a second person may help to extract a boat but should ensure they keep more than 2m apart. Only coaches/leaders/key holders/members with allocated boats may enter containers. Middle container will be used to store “allocated boats” and equipment. Other containers should only be accessed when allocating kit.	Hand gel/spray/wipe/bin needed in centre container. Put up sign “Please use only your allocated boat.” Put up sign “Remember to keep at least 2m apart” Put up sign “Only coaches/leaders/key holders/members with allocated boats may enter containers.”
Sea kayak containers	All	Sea kayaks will be left in large container. They can be accessed by two people (who will still need to keep 2m apart). There will be hand sanitiser/spray which should be used when taking	Need hand sanitiser and spray in container

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		boats out and on returning them. One of the individuals must be a coach/leader.	
Use of boats	All	<p>A numbered boat should be allocated to a club member. Each member must set up their own boat. Another person can help to carry the boat to & from the water keeping at least 2m apart.</p> <p>A booking sheet showing boats numbers will be posted in the CENTRE container. When a boat has been allocated the members name will be allocated on this list. NO ONE ELSE SHOULD USE AN ALLOCATED BOAT.</p>	Put up sign with "Boat number allocated and to whom"
Use of spraydeck, pfd's, paddles & helmets	All	Any person using a club boat and needing a club spraydeck, pfd, paddle and/or helmet should be allocated these. The member will be expected to be responsible for the kit on a long term loan basis.	
Personal hygiene	All	<p>All members should ensure that:</p> <ul style="list-style-type: none"> • They DO NOT ENTER THE CLUB AREA OR TAKE PART IN ANY CLUB ACTIVITY IF THEY ARE SHOWING ANY SYMPTOMS OF COVID- 19 OR WHO SHOULD BE IN ISOLATION • MEMBERS WHO SHOW SYMPTOMS OF C-19 AFTER PADDLING IN A CLUB ACTIVITY WILL BE EXPECTED TO TAKE A C19 TEST AND INFORM APPROPRIATE TEST & TRACE AUTHORITIES • They keep at least 2m from all other members • They should bring & use hand gel as required and use this prior and after using any club facilities – e.g. padlocks, clubhouse, etc. • Members who have paddled and later shows symptoms of C-19 must inform the remainder of the group via secretary@haylecanoecub.co.uk . • All members should carry their own personal first aid kit 	
Social distancing	All	The government recommends that all people keep 2m apart and individuals can only meet up to 5 other individual not from the same household. THIS MEANS THAT GROUPS OF 2-6	

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		WILL BE THE NORM (unless a family group). The group members can help to carry boats to and from the water as normal (as most boats are over 2m in length). When on the water they should keep at least 2m apart.	
Emergency procedures	Group	All paddlers should ensure they have sufficient (and spare) kit for the conditions they are going out in. Each group activity should include a TOW LINE. Other kit, depending on where paddling could include marine band VHF, spare paddle, appropriate clothing and spare clothing, etc.	
	Individuals	All individuals must assess the conditions before going on the water. They must be certain that they paddle well within their own limitations. Should a capsize occur DO NOT PUT YOURSELF AT RISK OF CAPSIZING. THEN, DEPENDING ON CONDITIONS (in order given) <ol style="list-style-type: none"> 1. Ensure the person capsizing is safe 2. If possible the capsized person should self-rescue or swim themselves (and boat whenever possible) to beach/bank or other safe location 3. If not possible, then a tow line should be used to bring capsized paddler (and boat whenever possible) to beach/bank or other safe location 4. Rescue the paddler by normal capsize procedures 	
Use of Tow Lines	User of tow line and anyone being towed.	These MUST BE QUICK RELEASE and should NOT be used in the surf (except as mentioned below). Care must be taken especially with those unaccustomed to the use of these items. Users should seek guidance from another coacher/leader if unsure.	
Spread of Covid-19 via boat to swimmer rescues <u>in surf</u> .	All	Surfers must ensure they can self-rescue, roll up or stay within wading depth. Capsized surfers should swim themselves back to the beach with their kayak, being escorted by a paddler as necessary. Tow Lines may be used as a last resort to tow a paddler out of the side, or back of the surf zone before assisting with a	Brief surfers before each session that they must be self-reliant. Surf-leader training in the use of tow lines and other resources. Ensure sufficient tow lines to allocate one per leader/coach as "their own".

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		rescue. They must not be used to bring a paddler to the shore through breaking surf.	
Spread of Covid-19 via boat to swimmer rescues <u>in sluice and general paddling.</u>	All	Tow lines to be carried by leaders/coaches to bring swimmers/boats to shore Ensure activity takes place within towing distance to shore. Ensure activity is well within abilities of group	Ensure sufficient tow lines to allocate one per leader/coach as "their own". Brief paddlers before each session on what to do if they capsize and swim.
Spread of Covid-19 via mouth to mouth resuscitation and CPR	All	Brief all paddlers to lay a face mask, towel or clothing over casualty's nose and mouth before doing CPR. NO MOUTH-TO-MOUTH should be undertaken, only chest compressions.	Brief all that mouth to mouth is high risk and should NOT be undertaken
Spread of Covid-19 by giving first aid	The first aider & the casualty	First aider to keep 2 metres from nose & mouth of casualty and whenever possible give appropriate self-help advice to casualty together with necessary physical aids. If not possible, cover the nose & mouth of the casualty with towel/clothing. Coaches, leaders and first aiders should be briefed on these actions	Club Covid-19 team to keep updated on latest first aid advice and relay information to others.
Spread of Covid-19 through the sharing of club boats and gear	All	All members should be encouraged to use only their own equipment. Club to introduce a system of gear and boat allocation. Each person should use only the boat/gear allocated via the system. All gear allocated should be stored by the member and used for each activity. There can be no unauthorised access to the containers. No private boats/gear to be kept on site. Throw and tow lines should be allocated to coaches/leaders who will personally keep them during the C19 period. As these are limited in number they will be allocated as and when needed. They must be sprayed down prior and post use with "equipment cleaner" with people handling them using hand gel (as indicated in Sea Kayak Container hazard row above).	Signs needed in containers showing new rules and emailed to members. May need extra throw/tow lines. Signs needed to show allocated boats.
Sea kayaks			Need equipment cleaner where sea kayaks stored. Post it notes to be sued for marking when boat last used to be available in sea kayak container.
Members not understanding/ignoring	All	Members should be given further guidance – if behaviour does not change then committee should be informed for further action	Checks to be made by Covid team on the understanding and effectiveness of systems in place via key holders/coaches/leaders.

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guidelines and procedures.			