

## BSCC Risk Assessment

<b>Operator</b>	Bishop's Stortford Canoe Club		
<b>Correspondence:</b>	Secretary, 14 Chantry Road, Bishop's Stortford, Hertfordshire. CM23 2SF	<b>Tel:</b>	01279 755089
<b>Date of Assessment:</b>	28 May 2021	<b>Assessment review date:</b>	(Weekly review)
<b>Approved:</b>	David Cayford (BSCC Safety Officer)	<b>Approval Date:</b>	25 July 2021

<b>ACTIVITY:</b>	Use of club facilities during COVID-19	<b>LOCATION:</b>	BSCC Clubhouse
<b>DATE OF EVENT</b>	N/A		

This is additional to the usual risk assessment for using club premises and paddling from the clubhouse.  
The regular reminders will be sent out to participating members every 4 weeks or whenever changes are made.

HAZARD	WHO MIGHT BE HARMED	CONTROLS REQUIRED	ADDITIONAL CONTROLS	WHO?	WHEN?
Spread of Covid-19 coronavirus	Club members, volunteers, paddlers and visitors.  Vulnerable groups: Elderly, pregnant women, those with existing underlying health conditions.  Users of the towpath and the access lane	<b><u>Personal Hygiene</u></b>			
		Members will be required to bring their own hand sanitiser and surface cleaning products.  Members will be required to bring tissues for their own use	Members will be required to bring a bag with them in which they can place any gloves, wipes, dressings, tissues, paper towels etc they have used to be sealed and removed from the premises and taken home by them	Email from Secretary	Prior to 1 <sup>st</sup> visit & regular reminders
			All to be reminded of the public health advice at <a href="https://www.gov.uk/government/publications/staying-safe-outside-your-home">https://www.gov.uk/government/publications/staying-safe-outside-your-home</a>	Email from Secretary	Regular reminders
		<b><u>Main Clubhouse</u></b>			
		There is no access to the main-Clubhouse & gym, except for toilets	Toilets must not be used for changing. Members must arrive dressed to paddle, or change in their car.  No queuing or waiting inside to access toilets - maintain social distancing when waiting outside	Email from Secretary	Regular reminders

HAZARD	WHO MIGHT BE HARMED	CONTROLS REQUIRED	ADDITIONAL CONTROLS	WHO?	WHEN?
		<b><u>Cleaning</u></b>			
		Members should clean any surfaces they come into contact with.	There will be no sharing of equipment. Members must only handle their own equipment or equipment that is allocated to them.	Email from Secretary	Regular reminders
		A designated individual will carry out periodic cleaning and disinfecting of the main touch points such as door handles, light switches, using appropriate cleaning products and methods		Quarter-master	Weekly
		<b><u>Information</u></b>			
		Messages about the systems and protocols in place and what is expected of them will be sent out through the email circulation list.	This will be sent out in advance of the reopening of the premises & to new invitees	Secretary	Prior to opening & as invited
		Information about the systems and protocols in place and what is expected of members will be displayed in prominent signs on the premises.		Quarter-master	Prior to opening
		<b><u>Social Distancing</u></b>			
		Size of coached groups will be kept small and strictly regulated at the coaches discretion	Coached groups by direct invitation only & subject to formal agreement to protocols	Lead coach	In advance of session
		Users who are not part of a coached group will use the appropriate online booking system to record attendances & control numbers.	Designated periods reserved for coached sessions	Quarter-master	From opening
		Those attending will be reminded to comply with the 2-metre gap recommended by the Public Health Agency	Direct face-to-face conversations must be avoided – angle faces away from each-other when talking.	Secretary & Quarter-master	Prior to opening & regularly

HAZARD	WHO MIGHT BE HARMED	CONTROLS REQUIRED	ADDITIONAL CONTROLS	WHO?	WHEN?
	<b><u>Refreshment Provision in Club Sessions</u></b>				
	Recipients of Refreshments and Catering Volunteers	<p>To avoid transmission through proximity to others,</p> <ul style="list-style-type: none"> <li>• There will be a limit of three volunteers in clubroom</li> <li>• Catering volunteers will wear masks in the clubroom</li> <li>• Refreshments will be served through kitchen window and placed on window sill to be collected not handed over</li> <li>• Additions of milk/sugar will be made by the catering volunteers</li> <li>• Used cups will be placed on a table outside for collection and cleansing by the volunteers</li> </ul>	A briefing will be held at the beginning of the coached sessions, to remind everyone of the preferred accessing of refreshments and will remind everyone e.g., that no more than eight people should gather together and to adhere to “sensible distancing”	Email from Secretary  Club officials present	Prior to session by email  Briefing on the day