

BSCC Risk Assessment

Operator	Bishop's Stortford Canoe Club		
Correspondence:	Secretary, 14 Chantry Road, Bishop's Stortford, Hertfordshire. CM23 2SF	Tel:	01279 755089
Date of Assessment:	20 May 2020; revised 12 September 2020	Assessment review date:	(weekly review)
Approved:	David Cayford (BSCC Safety Officer)	Approval Date:	15 Oct 2020

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

This is additional to the usual risk assessment for using club premises and paddling from the clubhouse, and usual gym rules.

HAZARD	WHO MIGHT BE HARMED	CONTROLS REQUIRED	ADDITIONAL CONTROLS	WHO?	WHEN?	DONE?
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	<u>Hand Washing & Toilets</u> Hand washing facilities with soap and water are available in the toilet in the clubhouse Stringent hand washing will be advised. See hand washing guidance: https://www.gov.uk/government/news/public-information-campaign-focuses-on-handwashing .	Members will be reminded by on-site posters to wash their hands for 20 seconds with water and soap and the importance of proper drying with a towel which they bring from home. Members will also be reminded by on-site posters to catch coughs and sneezes in tissues – Follow Catch it, Bin it, Kill it and to avoid touching your face, eyes, nose or mouth with unclean hands	Quarter-master to affix posters	Prior to opening	22/5/20
		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 opening & weekly reminders	9/10/20
			All to be reminded of the public health advice at https://www.gov.uk/government/publications/staying-safe-outside-your-home	Email from Secretary	Prior to opening & weekly reminders	9/10/20

HAZARD	WHO MIGHT BE HARMED	CONTROLS REQUIRED	ADDITIONAL CONTROLS	WHO?	WHEN?	DONE?
		<u>Main Clubhouse</u>				
		There is no access to the changing rooms or main clubroom	Members must arrive dressed to paddle, or change in their car.	Email from Secretary	Weekly reminders	9/10/20
		Members should not wait inside the club house to access toilets – ideally one in one out		Email from Secretary	Weekly reminders	9/10/20
		<u>Cleaning</u>				
		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	Weekly reminders	9/10/20
		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	12/6/20
		<u>Information</u>				
		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	16/7/20
			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	22/5/20
		<u>Social Distancing</u>				
		Groups will be limited to a total of six (including coach/assistant)	Coached groups by direct invitation only & subject to formal agreement to protocols	Lead coach	In advance of session	9/7/20
		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	9/7/20
		Those attending will be reminded to comply with the 2-meter 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 & weekly	9/10/20

		<u>Club Gym</u>				
		Hand sanitiser, disinfectant and paper towels will be available for use beside the gym entrance	A notice will be placed to remind users to sanitise their hands and disinfect all equipment after use.	Quarter-master	Prior to re-opening gym	11/8/20
			Members required to bring a bag for disposal of refuse etc	All users	Every visit	
		Only two paddle machines to be used (no other equipment)		All users	Every visit	
		Minimum of two users and maximum of three.		All users	Every visit	
		Social distancing when necessary.		All users	Every visit	
		Access doors and doors directly opposite to be latched open whilst gym is occupied.	Secure and disinfect locks/contact points upon leaving.	All users	Every visit	