

## 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>	20 May 2020; revised 11 December 2020	<b>Assessment review date:</b>	(weekly review)
<b>Approved:</b>	David Cayford (BSCC Safety Officer)	<b>Approval Date:</b>	11 December 2020

<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.

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>Personal Hygiene</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: <a href="https://www.gov.uk/government/news/public-information-campaign-focuses-on-handwashing">https://www.gov.uk/government/news/public-information-campaign-focuses-on-handwashing</a> .	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	4/12/20
			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	Prior to opening & weekly reminders	4/12/20

HAZARD	WHO MIGHT BE HARMED	CONTROLS REQUIRED	ADDITIONAL CONTROLS	WHO?	WHEN?	DONE?
		<b><u>Main Clubhouse</u></b>				
		There is no access to the main clubroom	Members must arrive dressed to paddle, or change in their car.	Email from Secretary	Weekly reminders	4/12/20
		There will be access to the changing rooms and the larger toilet cubicle for changing (no showers) <u>after</u> paddling. To be used on a unisex basis by individuals or (ideally) single household/bubbles using the vacant/engaged locks to indicate occupation.	Those changing indoors must clean all contact points (benches, locks, light switches) before they leave using the spray and paper towel provided and deposit the paper towels in the bin provided.  No personal items/kit to be left in the building.	Email from Secretary	Weekly reminders	
		Members must wait outside the building until the facilities are vacant – ideally one in one out	Changing room/toilet lights must be ON whilst in use – on a Sunday morning they should be left on until the last person has finished.	Email from Secretary	Weekly reminders	
		<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	Weekly reminders	4/12/20
		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
		<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	4/12/20
			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
		<b><u>Social Distancing</u></b>				
		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	4/12/20

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		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	2/12/20
		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 eachother when talking.	Secretary & Quarter-master	Prior to opening & weekly	4/12/20