

Hinckley Canoe Club COVID 19 Risk Assessment 2021

Hinckley Canoe Club (HCC) in common with 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 COVID-19 risk assessment is based on a template provided by British Canoeing tailored to identify and manage risk and protect people.

Paddlesport providers 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

This risk assessment must be read in conjunction with our existing risk assessments which are still in operation:

- HCC Sessions - [Generic Risk Assessment \(pdf\)](#) - Club sessions held at our home venue, Stanton Lakes and various Trips
- HCC Pool Sessions - [Generic Risk Assessment \(pdf\)](#) - Club sessions held at Bosworth Academy Pool, Desford

This risk assessment should also be read in conjunction with:

- [Member's Information](#) - COVID-19 v5 (updated 18/04/21)
- [Coach's/Volunteer's Information](#) - COVID-19 v4 (updated 18/04/21)

This document is split into two sections:

1. **Types of Transmission of the COVID-19 virus and suggested control measures**
2. **HCC's Risk Assessment of Hazards COVID-19** - details the hazards that have been identified for each type of club activity.

This risk assessment will be reviewed and the table below will document the current level and confirmation of review with any changes.

Version	Date	Next Review	Phase of Pandemic	Reviewed by	Comments
1	05/06/2020	12/06/20	Phased return for Primary schools, Non-essential retail	Paul Morgan, Dale Clarke	1 st version
2	12/06/2020	19/06/20	Phased return for Primary schools, Non-essential retail	Paul Morgan, Dale Clarke	2 nd version
3	19/06/2020	26/06/20	Phased return for Primary schools, Non-essential retail	Paul Morgan, Dale Clarke	3 rd version
4	06/07/2020	16/07/20	Places of worship, Leisure facilities, Hospitality	Paul Morgan, Dale Clarke, A Hardy	4 th version
5	16/07/2020	24/07/20	Places of worship, Leisure facilities, Hospitality	Paul Morgan, Dale Clarke, A Hardy	5 th version
6	18/04/2021	26/04/21	Road Map Out of Lockdown – review incorporates Step 1 changes on 08/03/21 & 29/03/21, and Step 2 changes 12/04/21	Paul Morgan, Mike Dallaway, A Hardy	6 th version
7	26/04/2021	17/05/2021	Road Map Out of Lockdown – review to incorporate anticipated changes 26/04/21 to travel into Scotland		
8	17/05/2021		Road Map Out of Lockdown – review to incorporate anticipated Step 3 changes not before 17/05/21		

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1. Types of Transmission of the COVID-19 virus 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 cause paddlers to come into close proximity, discourage shouting, Social distancing Signage.	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.	Reduction of close proximity
Rescues	Face to face	<2m	Low	> 5min	Low	Avoid rescues where possible by paddling within your capability. Activities and games limited to	Reduction in close proximity

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						reduce the likelihood of a capsize/rescue. Require self rescue where practicable, follow FSRT principles of Self - Team - Victim - Equipment & Shout - Reach - Throw - Row - Go. All paddlers to wear personal buoyancy	
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/ bubbles. If necessary, open windows, wear masks follow government travel advice. N.B. British Canoeing Insurance does not cover Travel.	Reduction of close proximity

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		Med	> 10min	Med	Equipment should be cleaned and	Reduction of transfer

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						sanitised, or quarantined for 72 hours before use by another person. Soft (fabric e.g Buoyancy aids/cags/spray decks/helmets) equipment cannot be sanitised so must be quarantined.	
Shared Equipment (Land)	Hand / Body	Sessional	Med	>10min	Med	Good Hand Sanitising. Equipment should be cleaned and sanitised before use by another person.	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, or quarantined for 72 hours before use by another person.	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

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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 (Age, Gender, Ethnicity, etc.) discuss management with them.	Reduction of transmission risk to high risk groups
Large Group Session	Paddling Sessions	>2m	Low	Ongoing	Large	Ensure social distancing is carried	Reduction of transmission

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						out. Where possible operate in Sub groups of six. Operate a booking system to prevent unexpected number	
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2. HCC Risk Assessment of Hazards COVID-19

Name of Club: Hinckley Canoe Club		Name of Risk Assessor: Paul Morgan/Mike Dallaway/Alison Hardy		Date of Risk Assessment: 18/04/21	
What are the hazards?	Who might be harmed?	Controls Required	Additional Controls	Action by who?	Action by when?
Spread of Covid-19 Coronavirus	<p>Site staff, club members, volunteers, paddlers and visitors to the club.</p> <p>Vulnerable groups – Elderly, pregnant people, those with existing underlying health conditions.</p> <p>Anyone else who physically comes in contact with other people in relation to club activities.</p>	<p><u>General Information</u></p> <p>Details of systems and protocols and “what is expected” to be in place and shared with participants and coaches via the website and booking.</p> <p><u>Online booking and payment only</u></p> <p>For lake sessions we will <u>only</u> operate an online bookings process using Bookwhen, for members, and some sessions may have prerequisite e.g. level of competency.</p> <p>We continue to review National Guidelines and will modify our arrangements such as:</p> <ul style="list-style-type: none">• Controlling session participant numbers• Staggering group arrival/departure times to avoid congestion on site.• Avoiding the need to accept cash payments or log participant names.• Restricting access to the container for kit issue and return.• Assisting Track and Trace.• Ensuring it is understood that no-one should not attend if they feel	<p><u>General Information</u></p> <p>Number of participants on site restricted by pre-booked timed places for current members.</p> <p><u>Online booking and payment only</u></p> <p>Access to site only available to those who have pre-booked, or who are a designated volunteered for the evening, and arrival time MUST be as predetermined at the time of booking. A session end time will also be given and must be adhered to unless the session needs to end earlier than planned.</p> <p>Places will be pre-bookable only and group sizes will be limited. Social paddle places will be restricted to members who have demonstrated a competency of Explore Level or equivalent. Sessions may be required to keep close to the bank at the discretion of the group leader.</p> <p>Members will have access to information advising of current procedures in advance of attending the pre-booked session. Participation in the session will be subject to compliance with these procedures.</p> <p>Participants/volunteers <u>must not</u> attend if feeling unwell and must report to HCC via HCC website Contact Form if within 48 hours of attending an HCC session/event they develop symptoms/Test Positive for COVID-19. Participants must not attend if they are self-isolating.</p> <p>To help reduce the spread of coronavirus (COVID-19) remind everyone of the advice https://www.gov.uk/government/organisations/public-health-england</p>		

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		<p>unwell.</p> <p><u>Club Toilets and Access to Changing Room and Showers</u> Toilets, changing room and showers are unavailable for current sessions. Members to be advised accordingly in advance and to come dressed ready for paddling.</p> <p><u>Hand Hygiene</u> No hand washing facilities available on site. Stringent use of hand gel sanitiser to be promoted in advance and in all areas with signage to promote hand hygiene.</p> <p><u>Equipment cleaning</u> Equipment should be cleaned and sanitised or quarantined for 72 hours before use by another person. Soft (fabric e.g Buoyancy aids/cags/spray decks/helmets) equipment cannot be sanitised so must be quarantined.</p> <p><u>Information</u> Volunteers will receive an online overview of this COVID Risk Assessment. They will be signposted to relevant Government guidance on Current Coronavirus restrictions and First Aid during COVID.</p> <p>Lake sessions and Trip places to be pre booked by Members using</p>	<p><u>Site Entry, Parking and Launching</u> On arrival, Participant's/Volunteer's to use the designated parking. Participant's names will be checked against the list for the activity session by the designated Greeter/Bank Person. Access will not be permitted without pre-booking. Additional people attending with a participant is discouraged other than a non-paddling driver who will be encouraged to avoid areas where the groups will be. Participants/Volunteers to park with a good space between vehicles (to enable kit to be unloaded/loaded) and prepare to paddle whilst respecting social distancing. Participants/Volunteers to be mindful of hand hygiene - to use hand sanitiser on arrival and after touching any shared surfaces. Volunteers to manage any kit issue, launching and get offs whilst socially distancing.</p> <p><u>Shared Equipment</u> Own or issued equipment to be used and not shared. This will include boats, paddles, buoyancy aids.</p> <p><u>Equipment Loan</u> Loaned equipment should be cleaned and dried appropriately. Kit must be issued to a specific member and <u>must not</u> be shared with anyone else during the period of loan.</p> <p><u>Emergency Rescues and First Aid</u> Rescues will be avoided where possible, all should aim to paddle within their capabilities. Activities should be planned to reduce the likelihood of capsizing. Self-rescue where practicable. Volunteers will follow FSRT principals of Self, Team, Victim, Equipment and Shout, Reach, Throw, Row, Go. Use of sanitiser afterwards if physical contact. Volunteers to make themselves aware of Government Advice regarding First Aid including the use of appropriate PPE if needed.</p>		
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		<p>the online booking system via website.</p> <p>On the day, Coaches to brief their group and ensure compliance with hand hygiene and social distancing requirements.</p> <p>Facebook/website/email promotion of good practice and successful sessions.</p> <p><u>Social Distancing</u></p> <p>Limit people on the launch point at any one time. Instruct people on how to lift boats, ideally to carry their own. Decking launches possible for separate groups to use opposite ends of the decking at the same time.</p> <p><u>Loaning Kit</u></p> <p>Kit loans possible but are subject to availability. All kit to be cleaned and quarantined appropriately.</p> <p>Collection of kit for Trips must be by prior arrangement, in part for Test and Trace purposes.</p> <p><u>HCC Meetings</u></p> <p>Meetings to be held virtually until sufficient numbers are permitted to meet in person. Dates for virtual meetings to be shared on Social Media and meeting code to be circulated to those expressing a wish to attend.</p>			
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This information in this document is based on advice provided by the Health and Safety Executive and British Canoeing.