

Considerations and Controls for the PPCA during the Covid-19 Epidemic Period



Areas	Controls
General	<ul style="list-style-type: none"> ● Club equipment should be cleaned before and after use. Guidance for cleaning of boats and equipment ● Only one group of 6 to use the club facilities at a time, if multiple groups are using the facilities the coaches will stagger start and end times. ● At the beginning of each session the named coach must ensure their briefing includes as a minimum: <ul style="list-style-type: none"> ○ Standard session briefing ○ All members from different households must maintain a social distance of at least 2 metres, except in cases of emergency. ○ Be aware of other users and maintain social distance of at least 2 metres from the public. ○ Ensure that the health check includes specifically asking if every paddler is symptom free. If anyone reports symptoms they should be asked to leave, and anyone who has been in contact should be advised to check the NHS England website for the appropriate course of action. All equipment and storage facility that has been used by a symptomatic person should be cleaned and not used for 72 hours. ○ Do not use the pontoon at Mount Batten as you cannot safely pass another person and maintain social distancing.
Reducing the risk of transmission	<ul style="list-style-type: none"> ● Follow government advice for those who have the symptoms or have been in contact with someone with symptoms. ● Encourage good hygiene practices including: <ul style="list-style-type: none"> ○ Regular hand washing ○ Cover mouth when sneezing or coughing, avoid touching face, nose and eyes ○ Keep your distance at all times ● Identify touch points, surfaces and equipment that are likely to be touched by multiple people, and consider whether usage is appropriate. <ul style="list-style-type: none"> ○ All access points to clubs and members sheds. ○ Give the details required for the Session Register at the time of booking a session. ○ Boat storage ropes and clips. ● Provide adequate facilities for members to wash or sanitise their hands where appropriate. <ul style="list-style-type: none"> ○ The club will provide suitable alcohol hand gel in common areas which should be used as directed. ● If shared equipment can't be cleaned consider withholding for 72 hours or restricting access. <ul style="list-style-type: none"> ○ Club equipment may only be used on a Tuesday and Saturday, all other days acts as a decontamination time.
Facilities - including club	<ul style="list-style-type: none"> ● Only the club and members shed are available for use. ● Only one group of 6 to use the club facilities at a time, if multiple groups are using the facilities the coaches will stagger

<p>grounds, buildings, indoor facilities and changing rooms / toilets</p>	<p>start and end times.</p> <ul style="list-style-type: none"> ● Re-check the latest Covid-19 Secure guidelines at least weekly. ● Review the likely flow of people around the club and identify where 2 metre distancing is not possible and come up with alternatives. <ul style="list-style-type: none"> ○ When using the sheds maintain a one in one out approach using common sense to ensure social distancing is maintained. Ensuring manual handling guidelines are maintained. ● This assessment to be reviewed as guidelines change, or more areas of Mount Batten become available.
<p>Launching Facilities, Landing stages, Slipways, Pontoons,</p>	<ul style="list-style-type: none"> ● Decide how social distancing can be maintained when launching and landing, and when waiting on landing stages, or slipways. <ul style="list-style-type: none"> ○ Only one group of 6 to use each launching area at a time. ○ Only use the slip ways for launching ○ Strict timings are required if there is more than one group
<p>Activity</p>	<ul style="list-style-type: none"> ● Review the range clubs of activity at the club and whether it fits with the current British Canoeing and Government guidelines to decide which can proceed, and which need to remain on hold. ● Map activities to the steps the Governments are considering: e.g. restarting school, expanding household groups or 'bubbles', opening some hospitality and leisure facilities. (see template below) ● Re-check the current advice of the emergency services and any local authorities / landlords / waterway authority responsible for the paddling area. ● When reviewing activities consider: the likelihood of contact between members of different households so the needs of people who may have been asked to pay particular attention to social distancing ● the numbers of people likely to be involved or to what extent the activity is outdoors or inside the amount of travel participants will have to undertake to get to the club ● the extent to which shared equipment will be used ● If activities are re-designed check the new ways of working are realistic, safe, minimize impact on the emergency services, are considerate and conservative. ● Schedule activities for paddlers at different times of the day or week and staggering the start and end times; ● Create a system so members can book time at the club or on the water (like you would book a golf tee time). ● Introduce or update sign out / sign in procedures. ● Ask members to arrive dressed for the activity. ● Explore alternative formats for activities that may make it easier to implement social distancing advice for volunteers and participants. ● Assess the level of support and supervision required for a considerate and conservative approach.

<p>On the Water Safety</p>	<ul style="list-style-type: none"> ● Hold briefings online or outside with physical distancing guidelines in place. ● Update paddlers on latest procedures and techniques. Re-enforce briefings with key information online. ● Debrief online or using social media. <p>On the water participants:</p> <ul style="list-style-type: none"> ● Be conservative – stay within the limits of your ability. ● When deciding to paddle, think about: Weather forecast, temperature, wind speed, direction, river flow rate, sea state, tide, visibility, participants’ competence; and the types of craft involved. ● Restrict your paddling area activities to make it easier for shore support and safety cover afloat. ● Allocate different areas to different activities to make it easier for support and safety cover. ● Consider reducing environmental safety guidance. ● Remind members about the importance of having a plan, letting someone know what you are doing, and being in communication. ● Paddlers and coaches to stay in their own boats and maintain social distancing afloat
<p>Responding to a potential Covid-19 exposure at your club</p>	<ul style="list-style-type: none"> ● Follow public health advice – new phases may include advice about contact tracing. ● Make sure everyone’s contact numbers and emergency contact details are up to date. ● Anyone who displays or develops symptoms of Covid-19 should be sent home.

Covid-19 Risk Assessment for PPCA Club

Port of Plymouth Canoe Association	Name of Risk Assessor: Demean Miller	Date of Risk Assessment: 20 May 2020
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What are the hazards?	Who might be harmed?	Controls Required	Additional Controls	Action by who?	Action by when?	Complete
Spread of Covid-19 Coronavirus	<p>Staff, club members, volunteers, paddlers and visitors to your club.</p> <p>Vulnerable groups – Elderly, Pregnant workers, those with existing underlying health conditions.</p> <p>Anyone else who physically comes in contact with other people in relation to your business</p>	<p><u>Hand Washing</u></p> <p>Gel sanitisers in any area where washing facilities are not readily available/accessible.</p> <p><u>Cleaning</u></p> <p>Frequently cleaning and disinfecting objects and surfaces that are touched regularly particularly in areas of high use such as door handles, light switches, reception area using appropriate cleaning products and methods.</p> <p><u>Information</u></p> <p>An efficient system of notifying members of the systems and protocols in place and what is expected of them, must be in place prior to reopening the club facilities.</p>	<p>Members are reminded on a regular basis to wash their hands for 20 seconds with water and soap and the importance of proper drying with disposable towels. Also reminded 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. Tissues will be made available throughout the premises.</p> <p>To help reduce the spread of coronavirus (COVID-19) reminding everyone of the public health advice - https://www.publichealth.hscni.net/news/covid-19-coronavirus</p> <p>.</p> <p><u>Cleaning Shared Equipment</u></p> <p>Any shared equipment should be wiped down with water and detergent/disinfectant before and after use. This will include boats, paddles, buoyancy aids and any other shared objects/materials.</p> <p>Equipment must be left for 72 hours between u</p>			

Dated 17/06/2020

		<p><u>Social Distancing</u></p> <p>Reduce the amount of people accessing the boat sheds for boats and equipment, comply with the 2-metre (6.5 foot) gap recommended by the Public Health Agency.</p> <p><u>Launching</u></p> <p>Reduce the amount of people on any given access and egress point.</p>	<p>Coaches briefing to include additional Covid-19 information</p> <p>Ensure your facility has signage and information regarding precautions for managing COVID-19</p> <p>Members must receive information in advance of attending the premises to enable them to prepare properly to follow the new systems and protocols.</p> <p>Maximum of 2 members in each shed, utilising common sense to maintain social distance.</p> <p>Each group of 6 should use different launch points so as not to overrun access and egress points.</p>			
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This is not an exhaustive list and we highly recommend that you complete a full risk assessment that takes into account the specific risks at your venue. This resource provides guidance and does not constitute formal professional advice. This information in this resource is based on advice provided by the Health and Safety Executive, but British Canoeing recommends clubs seek relevant expert advice in this subject area when required. HSE Risk Assessment guidance can be found [here](#). Our thanks to the RYA for sharing this information.

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