

Name: Chalfont Park Canoe Club

Assessment carried out by: Richard Argue

Date assessment was carried out: December 2020

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 is called a COVID-19 risk assessment and it will help you manage risk and protect people. You 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

When completing your assessment make sure you talk to your volunteers/employees and members to explain the measures you are taking. They can also provide valuable information on how you could control the risks. Using the information in your risk assessment you can create a plan of how you will run your activity on a day to day basis.

You can use this document to help ensure you have covered what you need to keep your members and others safe.

You will also have to monitor to make sure that measures put in place are working as expected. Your Risk Assessment and plan should be reviewed to check that your mitigations are effective and after each change in guidance / legislation to ensure that they still are fit for use.

Types of Transmission of COVID-19 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 come into close proximity, discourage shouting, Social distancing Signage, one way routes and walkways.	Reduction of close proximity
Proximity to other paddlers - Crew boats (not Slalom C2)	Not face to face	>1m	Medium	Varies	Medium	Not turning to talk to crew face to face, wearing of masks setting up the boat, crews should be self	Reduction of close proximity

						selecting and ideally households	
Proximity to other paddlers - Crew boats (Slalom C2)	Not face to face	<1m	High	Fleeting	Medium	Not turning to talk to crew face to face, wearing of masks setting up the boat, crews should be self selecting and ideally households or bubbles	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. Consider pre session briefings and post session feedback delivered online	Reduction of close proximity
Rescues	Face to face	<2m	Low	> 5min	Low	Avoid rescues where possible by paddling within your capability, consider activities and games played	Reduction in close proximity

						to reduce the likelihood of a capsize/rescues required self rescue where practicable, follow FSRT principles of Self - Team - Victim - Equipment & Shout - Reach - Throw - Row - Go. Consider additional buoyancy in craft. All paddlers to wear personal buoyancy	
Sitting on the wash	Not face to face	>1.5m	Low	Variable	Med	Do not turn to face other paddlers, avoid shouting, paddlers should be self selecting and within households where possible	Reduction of close proximity
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, 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		Medium	> 10min	Medium	Equipment should be cleaned and sanitised before use by another person. Avoid shared equipment where possible	Reduction of transfer
Shared Equipment (Land)	Hand / Body	Sessional	Medium	>10min	Medium	Good Hand Sanitising. Equipment should be cleaned and sanitised before use by another person. Avoid shared equipment where possible. Exercise equipment (ergos / circuits) cleaned between users or as part of a managed session cleaning regime.	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 before use by another person. Avoid shared equipment where possible	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

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	Reduction of transmission risk to high risk groups

						those who need to know	
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 out. Where possible operate in Sub groups of six. Operate a booking system to prevent unexpected number	Reduction of transmission

Types of Transmission of COVID-19 and suggested control measures

Risk of Transmission	Examples of Risk	Suggested Control Measures
<p>Droplet transmission: The risk associated with each action in an activity based on duration and proximity of participants.</p>	<ul style="list-style-type: none"> ➤ Proximity to other paddlers ➤ Face to face conversations (e.g. turning to talk to another paddler in a crew boat) ➤ Leaders and Coaches shouting instructions to groups ➤ Sitting on the wash of other boats ➤ Carrying out rescues 	<p>Social Distancing:</p> <ul style="list-style-type: none"> ➤ Being outside ➤ Avoiding groups of people pre and post activity ➤ Ensuring that paddlers do not come closer together than a minimum of 2m without additional control measures ➤ Avoid games such as Tag ➤ Use clear and well understood hand signals rather than shouting ➤ Clear signage to explain the risk ➤ Avoid activity that may increase the likelihood of capsize/rescues ➤ Rescues to be practised within a social bubble ➤ Avoid raised voices
<p>Fomite transmission: The risk associated with the handling and transfer of equipment in the sport</p>	<ul style="list-style-type: none"> ➤ Sharing equipment between multiple paddlers ➤ Hand contact at high use areas such as gates and pontoons ➤ Transfer of equipment during sessions ➤ Setting up of boats / adjusting Slalom gates ➤ Carrying equipment to the water 	<ul style="list-style-type: none"> ➤ Avoid sharing equipment between paddlers ➤ Loan kit to individuals where possible ➤ Thoroughly clean equipment touch points between uses, following Manufacturers guidance or using soap and water. ➤ Regular hand sanitising especially before and after touching high contact areas or equipment ➤ Assign group safety equipment to individuals to manage their use ➤ Avoid transfer of equipment such as balls or paddles between paddlers during sessions ➤ Clear signage to explain the risk
<p>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</p>	<ul style="list-style-type: none"> ➤ Large group sessions ➤ Mixing of different households ➤ Lack of understanding of individuals risk profile ➤ Managing the size of activity groups ➤ Mixing of different groups / meeting in public spaces 	<ul style="list-style-type: none"> ➤ Staggering group times to avoid large numbers gathering ➤ Ensure that groups on the land observe the 'rule of six' and continue to social distance ➤ Identify club members who may be at a higher risk of contracting the virus and discuss their needs with them (Age, Gender, Ethnicity) ➤ Having a booking system so that you know who to expect and when ➤ Keeping activity distinct from other groups around you

Example Risk Assessment

This Example Risk Assessment seeks to cover areas not specifically included in the template above for areas such as club houses and centres that may be covered in other areas of Government Covid Guidance. Users of this template should apply their own circumstances to the Risk Assessment and be aware that there may be areas to add that are not covered in this example.

What are the hazards?	Who might be harmed and how?	Controls	What further action do you need to consider to control the risks?	Who needs to carry out the action?	When is the action needed by?
Getting or spreading coronavirus by not washing hands or not washing them adequately	Members Volunteers Parents Staff Visitors	<p>Follow HSE guidance on cleaning, hygiene and hand sanitiser</p> <p>Provide water, soap and drying facilities at wash stations</p> <p>Provide information on how to wash hands properly and display posters</p> <p>Based on the number of Members and the number of people who come into your club decide: ➤ how many wash stations are needed ➤ where wash stations need to be located You may already have enough facilities</p> <p>Provide hand sanitiser for the occasions when people can't wash their hands</p>	<ul style="list-style-type: none"> ➤ Put in place monitoring and supervision to make sure ➤ people are following controls ➤ Put signs up to remind people to wash their hands ➤ Provide information to your workers about when and where they need to wash their hands ➤ Identify if and where additional hand washing facilities may be needed ➤ If people can't wash hands, provide information about how and when to use hand sanitiser ➤ Identify how you are going to replenish hand ➤ Washing/sanitising facilities ➤ Make sure people are checking their skin for dryness and cracking and tell them to tell you if there is a problem. 		

What are the hazards?	Who might be harmed and how?	Controls	What further action do you need to consider to control the risks?	Who needs to carry out the action?	When is the action needed by?
<p>Getting or spreading coronavirus in common use high traffic areas such as corridors, toilet facilities, entry/exit points, toilet facilities, lifts, changing rooms and other communal areas</p>	<p>Members Volunteers Parents Staff Visitors</p>	<p>Follow HSE guidance on welfare facilities, canteens</p> <p>Identify:</p> <ul style="list-style-type: none"> ➤ areas where people will congregate, e.g. club rooms changing rooms, meeting rooms, tea points, kitchens etc ➤ areas where there are pinch points meaning people can't meet the social distancing rules, eg narrow corridors, doorways, customer service points, storage areas ➤ areas and equipment where people will touch the same surfaces, such as in kitchens, eg kettles, shared condiments etc ➤ areas and surfaces that are frequently touched but are difficult to clean ➤ communal areas where air movement may be less than in other work areas, eg kitchens with no opening windows or mechanical ventilation 	<p>Put in place monitoring and supervision to make sure people are following controls that are put in place, such as following hygiene procedures, washing hands, following one-way systems</p> <p>Near-miss reporting may also help identify where controls cannot be followed or people are not doing what they should</p>		

		<p>Agree the combination of controls you will put in place to reduce the risks. This can include but is not limited to:</p> <ul style="list-style-type: none">➤ limiting the number of people in rooms so that social distancing rules can be met, eg stagger breaks, have maximum occupancy numbers for meeting rooms➤ reorganise facilities in communal areas such as spacing out tables in meeting rooms, canteens etc so social distancing rules can be met➤ Increase the use of online meeting facilities➤ Put in place one-way systems in corridors or regularly used pedestrian traffic routes to manage the flow of people moving around workplaces and to allow social distancing rules to be met➤ leave non-fire doors open to reduce the amount of contact with doors and also potentially improve workplace ventilation			
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		<ul style="list-style-type: none"> ➤ Ask members to store their kit in their cars so that it is not left in the open ➤ Keep surfaces, such as kitchen sides and tables, in communal areas clear for people to sit and eat at to make cleaning easier ➤ Provide washing facilities and hand sanitiser at accessible places near to where people will have contact with high traffic communal areas, eg sanitiser/washing facilities at the entrance/exit to canteens ➤ Put signs up to remind people to wash and sanitise hands and not touch their faces ➤ Put in place cleaning regimes to make sure high traffic communal areas are kept clean – consider frequency, level of cleaning and who should be doing it 			
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What are the hazards?	Who might be harmed and how?	Controls	What further action do you need to consider to control the risks?	Who needs to carry out the action?	When is the action needed by?
Getting or spreading coronavirus through Members living together and/or travelling together	Members	<ul style="list-style-type: none"> ➤ Identify groups of members who live together and group them into a club group 	Discuss with members who live and/or travel together to agree how to prevent the risks of spreading coronavirus		

What are the hazards?	Who might be harmed and how?	Controls	What further action do you need to consider to control the risks?	Who needs to carry out the action?	When is the action needed by?
Getting or spreading coronavirus by not cleaning Surfaces and equipment	Members Volunteers Parents Staff Visitors	<ul style="list-style-type: none"> ➤ Use the guidance on cleaning and hygiene during the coronavirus outbreak ➤ Identify surfaces that are frequently touched and by many people (often common areas), eg handrails, door handles, vehicle door handles (inside and outside), shared equipment etc and specify the frequency and level of cleaning and by whom ➤ Train people how to put on and remove personal protective equipment (PPE) that is used for normal work hazards and how to keep it clean ➤ Reduce the need for people to move around your site as far as possible. This will reduce the potential spread of any contamination through touched surfaces ➤ Avoid sharing work equipment by allocating it on personal issue or put cleaning regimes in place to clean between each user ➤ Identify where you can reduce the contact of people with surfaces, eg by leaving open doors 	<ul style="list-style-type: none"> ➤ Put in place monitoring and supervision to make sure people are following controls, ie are implementing the cleaning regimes implemented ➤ Provide information telling people who needs to clean and when ➤ Provide instruction and training to people who need to clean. Include information on: <ul style="list-style-type: none"> ➤ the products they need to use ➤ Precautions they need to follow the areas they need to clean ➤ Identify how you are going to replenish cleaning products 		

What are the hazards?	Who might be harmed and how?	Controls	What further action do you need to consider to control the risks?	Who needs to carry out the action?	When is the action needed by?
		<ul style="list-style-type: none"> ➤ That are not fire doors, providing contactless payment, using electronic documents rather than paperwork ➤ Identify other areas that will need cleaning to prevent the spread of coronavirus, eg canteens, rest areas, welfare facilities, vehicles and specify the frequency and level of cleaning and who will do it ➤ Identify what cleaning products are needed (eg surface wipes, detergents and water etc) and where they should be used, eg wipes in vehicles, water and detergent on work surfaces etc ➤ Keep surfaces clear to make it easier to clean and reduce the likelihood of contaminating objects ➤ Provide more bins and empty them more often ➤ Provide areas for people to store personal belongings and keep personal items out of club areas ➤ Put in place arrangements to clean if someone develops symptoms 			

What are the hazards?	Who might be harmed and how?	Controls	What further action do you need to consider to control the risks?	Who needs to carry out the action?	When is the action needed by?
Mental health and wellbeing affected through isolation or anxiety about coronavirus	Members Volunteers Parents Staff Visitors	<ul style="list-style-type: none"> ➤ Follow guidance on stress and mental health ➤ Discuss openly with your members ➤ Talk openly with members about the possibility that they may be affected and tell them what to do to raise concerns or who to go to so they can talk things through ➤ Involve members in completing risk assessments so they can help identify potential problems and identify solutions ➤ Keep workers updated on what is happening so they feel involved and reassured 	<ul style="list-style-type: none"> ➤ Share information and advice with members about mental health and wellbeing 		
Contracting or spreading the virus by not social distancing	Members Volunteers Parents Staff Visitors	<ul style="list-style-type: none"> ➤ Follow guidance on social distancing 	<ul style="list-style-type: none"> ➤ Put in place arrangements to advertise, monitor and supervise social distancing ➤ Ensure that key ➤ Points such as before and after club activity are considered and managed 		

		<ul style="list-style-type: none"> ➤ Identify places where, under normal circumstances, workers would not be able to maintain social distancing rules ➤ Identify how you can keep people apart in line with social distancing rules in the first instance. This may include: <ul style="list-style-type: none"> ➤ Using marker tape on the floor ➤ One-way systems ➤ Holding meetings virtually rather than face to-face ➤ staggering start/end times ➤ Limiting the number of people on site at one time ➤ Having allocated time slots for members ➤ rearrange areas and tasks to allow people to meet social distancing rules ➤ Using empty spaces in the building for additional areas where safe to do so ➤ Providing more parking areas or controlling parking spaces ➤ providing facilities to help people walk or cycle to work, eg bike racks ➤ If it isn't possible to meet social distancing rules and physical measures can't be used then put in place other measures to protect people. This can include: <ul style="list-style-type: none"> ➤ Enhanced cleaning regimes ➤ Increase in hand washing ➤ Limiting the amount of time people spend at the club 	<ul style="list-style-type: none"> ➤ Ensure social distancing rules are followed ➤ Provide information, instruction and training to members to understand what they need to do ➤ Provide signage and ways to communicate to people what they need to do to maintain social distancing whilst at the club. 		
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What are the hazards?	Who might be harmed and how?	Controls	What further action do you need to consider to control the risks?	Who needs to carry out the action?	When is the action needed by?
Poor Club ventilation leading to risks of coronavirus spreading	Members Volunteers Parents Staff Visitors	<ul style="list-style-type: none"> ➤ Follow guidance on heating ventilation and air conditioning (HVAC) ➤ Identify if you need additional ventilation to increase air flow in all or parts of your club. ➤ Fresh air is the preferred way of ventilating your workplace so opening windows and doors (that are not fire doors) can help ➤ If you need additional ventilation provide it, eg mechanical ventilation, desk fans, air movers etc ➤ Switch heating ventilation and air conditioning (HVAC) systems to drawing in fresh air where they can be, rather than recirculating air 	Maintain air circulation systems in line with manufacturers' recommendations		
Increased risk of infection and complications for vulnerable members	Vulnerable Members Volunteers Parents Staff Visitors	<ul style="list-style-type: none"> ➤ Identify who in your clubforce fall into one of the following categories: <ul style="list-style-type: none"> ➤ Clinically extremely vulnerable ➤ People self-isolating ➤ People with symptoms of coronavirus 	Put systems in place so people know when to notify you that they fall into one of these categories, eg they start chemotherapy or are pregnant		

What are the hazards?	Who might be harmed and how?	Controls	What further action do you need to consider to control the risks?	Who needs to carry out the action?	When is the action needed by?
		<ul style="list-style-type: none"> ➤ Identify how and where someone in one of these categories will participate in line with current government guidance ➤ If they are coming into the club identify how you will protect them through social distancing and hygiene procedures ➤ Follow current government guidelines for employers on the NHS Test and Trace service 			

What are the hazards?	Who might be harmed and how?	Controls	What further action do you need to consider to control the risks?	Who needs to carry out the action?	When is the action needed by?
Rescues	Members Participants	<ul style="list-style-type: none"> ➤ Follow the FSRT principles of: <ul style="list-style-type: none"> ➤ Self - Team - Victim - Equipment ➤ Shout - Reach - Throw - Row - Go ➤ Consider additional buoyancy in all craft and making all paddlers wear Buoyancy Aids ➤ Consider activities and games played to reduce the likelihood of a capsize/rescues required 			

Crew Boats	Members Participants	<ul style="list-style-type: none"> ➤ Maintain social distancing as far as possible, including setting up the boat ➤ Do not turn to face other members of the crew ➤ Encourage households to act as crews 	Consider PPE		
Club Equipment, (Boats, Paddles, Buoyancy aids, etc)	Members Volunteers Parents Staff Visitors	<ul style="list-style-type: none"> ➤ Ensure that equipment is cleaned according to manufacturer guidance before use by another person ➤ Clean hands or sanitise before and after activity as a minimum. ➤ Consider recording use or cleaning of equipment to advise the next user. ➤ If possible assign hard to clean equipment to individuals 			
Club Equipment (Gym, Ergo)	Members Volunteers Parents Staff	<ul style="list-style-type: none"> ➤ Ensure that equipment is cleaned according to manufacturer guidance at regular intervals (e.g. before and after activity and between sets) ➤ Clean hands or sanitise before and after activity as a minimum. 			
Travel and Shuttles	Members Volunteers Parents Staff	<ul style="list-style-type: none"> ➤ Travel is not normally considered to be club activity ➤ Where it is unavoidable clubs should minimise time in vehicles, and take precautions such as opening windows and wearing masks. ➤ Consider Safeguarding risks within this area 			
Provision of First Aid	Members Volunteers Parents	<ul style="list-style-type: none"> ➤ Consider the provision of first aid and minimise the chance of needing it, encourage members and participants to be self sufficient where possible. 	Government advice to First Responders		

	Visitors Staff				
Activity and Group size	Members Volunteers Parents Visitors Staff	<ul style="list-style-type: none"> ➤ Consider the size of groups and activities in relation to the ways that the virus is transmitted ➤ Droplet transmission: The risk associated with each action in an activity based on duration and proximity of participants. ➤ Fomite transmission: The risk associated with the handling and transfer of equipment in the sport ➤ 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 ➤ Organise activity in such a way to ensure social distancing whilst on the water 			