



A step by step approach to Kingfishers Covid19 response

Dated and reviewed 12/06/20

Overview from British Canoeing- KCC action highlighted in bold.

This advice is intended for English clubs and reflects English guidelines.

This process will support your club with reviewing the activities you offer and the management of facilities such as changing rooms and boat stores. It is clear there will be phases to coming out of lockdown and the lifting of restrictions will happen step by step, allowing new activity along the way.

Form a Covid-19 team

- Create a Covid-19 task group and consider the appointment of a Covid-19 officer to coordinate this group.
- Who is going to make decisions related to activities, operations, implementing Covid-19 guidelines? **Trustees and Club Committee**
- Who do you need to include to help the decision making process? **Trustees and Club Committee**

Confirm what is permitted within any regulations

- Check the latest Government guidelines and advice
- Consult with local authorities, waterways authorities, landlords.
- Reflect on what activity may be appropriate within given guidelines.
- Think ahead to future options as well as reflecting on what is currently possible

Assess risk, decide controls

- Review the options on how you might alter club operating procedures to support activity in accordance with the principles outlined above.
- Look out for what is being recommended for other sectors – for example: workplaces, schools, hospitality.
- Follow the Health and Safety guides to risk assessments (HSE,HSENI):
 - o What are the new hazards?
 - o Who is at risk and how?

- o What is the level of risk and what controls can you put in place to reduce this?
- o Record your findings.
- o Review regularly.

Policies and procedures

- Create clear policies that identify how the club will operate under new Covid-19 restrictions.
- Review existing policies and ensure amended policies are based on what is working.
- Ensure amended policies are tested before finalising

Communicate

- Communication with your members is key. Ensure this is clear and on multiple channels, provide updates as necessary, seek feedback, listen and respond.
- Emphasise the importance of the actions you are taking and the impact you know it will have on members.
- Use signage to provide clear messaging to members arriving at your club site.
- Consider the need for a 'Covid-19' statement that encourages people to stay safe, recognise the risks, and asks people to follow the club's new policies or procedures.
- Let members know how the club will handle situations when rules and guidelines are not followed.

Review

- Ensure that all policies are reviewed regularly (and least weekly) and particularly in light of changes to government guidance, lessons learned and any other examples of best practice elsewhere.

Template Documents

- Step One - Considerations and Controls - this document seeks to give ideas that you may need to think about over the upcoming stages to the virus.
- Step Two - Template Risk Assessment - This document is a template to help you format your risk assessment
- Step Three - Planning for the Future - This document aims to be a template helping you to map the stages of club activity across the stages of the club.

Step 1 - Considerations and Controls Kingfisher CC- KCC Actions and comments in bold.

Areas	Controls
General	<ul style="list-style-type: none"> ● Encourage and facilitate social distancing at all times. ● Encourage members to be aware of their actions around the club. ● Where possible encourage members to use their own equipment and store it away from the club. ● Keep members informed of the symptoms of Covid-19 and the steps they can take to stay safe. No one with symptoms to come to the club. ● Club equipment should be cleaned before and after use. Guidance for cleaning of boats and equipment Club has no cleaning facilities ie Water supply and nowhere to keep tanks/tubs needed to disinfect club kit. ● Any equipment or facility that may have been exposed to Covid-19 should be cleaned thoroughly and not used for 72 hours
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"> ○ Use of Hand Sanitisers ○ 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. e.g locks, door handles. If members use their own kit no access to the trailers is required. ● Provide adequate facilities for members to wash or sanitise their hands where appropriate. Provide hand sanitiser. ● Hand sanitiser to be available from coach/leader but members to be encouraged to provide their own. ● Risk of transmission reduced by not sharing club kit as recommended by British Canoeing and the Government Guidelines. This policy to be kept under review as knowledge of the virus develops.

<p>Facilities - including club grounds, buildings, indoor facilities and changing rooms / toilets</p>	<ul style="list-style-type: none"> ● Review which facilities can be safely opened in line with government guidelines. ● Re-check the latest Covid-19 Secure guidelines at least weekly. ● Review the likely flow of people. Only paddlers to move to the area adjacent to the trailers to keep to the 6 person rule. ● Paddler drop off at car park. Drivers to maintain social distancing in the car park. ● Decide on signage: None at this stage. No signage can be placed in the car park under the terms of the lease. Pathway to launch site is public right of way. The Trailers will not be opened and therefore no signage is currently needed.
<p>Launching Facilities, Landing stages, Slipways, Pontoons,</p>	<ul style="list-style-type: none"> ● Social distancing can be maintained when launching and landing, and when waiting on landing stages, pontoons or slipways. ● Paddlers in preparation for launching and landing to keep 2 metres apart. ● Identify where 2 metre distancing is not possible. Swimmer in water. ● Put in place signposting: one way systems; 2 metre markings; entry and exit routes; closing off some areas. Not possible. ● Zone preparation areas to adjust and pack boats. Use of paddlers own kit and will keep 2 metres apart. ● Limit assistance with equipment assistance to household groups. Social distancing be maintained with younger Pathfinders carrying boats.

<p>Activity</p>	<ul style="list-style-type: none"> ● Review the range of activities at the club and whether they fit with the current British Canoeing and Government guidelines to decide which can proceed, and which need to remain on hold. Reviewed by Trustees 9/6/2020. ● 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. The Thames is open for paddling. ● 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 are taken into account. Over 70's etc. ● The numbers of people likely to be involved (Current government advice 9/6/2020=6) ● The extent to which shared equipment will be used. No sharing of equipment as the club has no cleaning facilities. ● If activities are re-designed check the new ways of working are realistic, safe, minimize impact on the emergency services, are considerate and conservative. Activities where capsizes is likely will not take place i.e. Games ● Schedule activities for paddlers at different times of the day or week and staggering the start and end times. Not currently necessary. ● Create a system so members can book time at the club or on the water (like you would book a golf tee time). Booking of session required. ● 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. 2 metre rule is possible both on land and on the water. ● Assess the level of support and supervision required for a considerate and conservative approach. Currently 6 people. Ideally 2 Coaches and 4 paddlers for Pathfinders and 1 Coach/Leader and 5 paddlers for adults.
<p>On the Water Safety</p>	<ul style="list-style-type: none"> ● Hold briefings online or outside with physical distancing guidelines in place. All briefing will be outside. ● Update paddlers on latest procedures and techniques. Session joining instructions and Coach briefing at start of the session. ● Re-enforce briefings with key information online. Covid 19 Risk Assessment to be placed on Club website. ● Debrief online or using social media. Trustees and Committee to reassess after first session with zoom meeting. ● No games or activities likely to cause capsizes. ● No Beginners- All paddlers to be "self sufficient" ● If there is a capsized paddler to roll or self rescue to the bank. ● If self rescue to bank is not possible paddler to be towed to bank. ● Swimmer to be briefed to hold on to paddle. Kayak to be nudged or towed to bank by another nominated paddler if swimmer cannot swim the kayak to the bank. ● No Club paddling in Abingdon and Sutton Courtney weirs.

	<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 ● Maintain hailing distance unless physical support is required. ● Choose techniques and try to minimise physical contact. <p>Most of these points would be covered by the Coach's Dynamic Risk Assessment on the day.</p>
<p>Money, and Catering</p>	<ul style="list-style-type: none"> ● Any payment to be made by on line banking.
<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. All available on Club Database ● Anyone who displays or develops symptoms of Covid-19 should be sent home.

Step 2 – Kingfisher CC Risk Assessment – Covid-19

Name of Club Kingfishers	Name of Risk Assessor: Neil Jordan	Date of Risk Assessment: 12/06/2020
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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 cub.</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>Hand Washing</p> <p>Gel sanitisers in any area where washing facilities are not readily available/accessible.</p> <p>Cleaning</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>Members are reminded to use sanitisers before and after paddling and encouraged to bring their own. Also reminded to catch coughs and sneezes and to avoid touching your face, eyes, nose or mouth with unclean hands.</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-coronaviruses</p> <p>Cleaning Shared Equipment</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>CURRENTLY No sharing of equipment as the club has no tap or cleaning facilities. This means that at present no Beginners Courses, Taster Sessions will take place and no equipment can be borrowed. Therefore no access is required to the storage trailers which will remain locked.</p>	<p>Trustees. Coach of session.</p> <p>Agreed by Trustees.</p>	<p>June 15th</p> <p>June 9th</p>	<p>June 9th</p>

		<p>Information</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. Paddlers attend sessions at their own risk.</p> <p><u>Social Distancing on Land</u></p> <p>Reduce the amount of people accessing the club trailer area to comply with the 2-metre (6.5 foot) gap recommended by the Public Health Agency.</p> <p><u>Social Distancing on Water</u> Reduce risk of capsizing and therefore close contact with swimmer and coach/leader</p> <p><u>Collection of equipment</u> Eliminate the need to share equipment</p> <p><u>Proposed Trial</u></p>	<p>Ensure your facility has extensive signage and information regarding precautions for managing COVID-19</p> <p>Reviewed by Trustees. The club has no facilities except the storage trailers. We are not permitted to put signs in the car park. All other space used is public eg Thames Path and launch site. If Trailers are used at a later date the need for signage will be reviewed.</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. Booking by Saturday night for sessions the following week. Trial Pathfinders Session planned for June 22nd</p> <p>Drop off at car park Only paddlers to go to club trailer area. Paddlers to come changed and with own kit. Grass area in front of trailers is big enough for social distancing. Launch from bank with social distancing. No access needed to the trailers. Coaches/Leaders to have hand gel available but members are encouraged to bring their own and be self sufficient.</p> <p>No Beginners to be taken on the water to reduce capsizing risk. No activities to be undertaken where capsizing is likely. All paddlers capable of self rescue. Roll or swim to shore. A swimmer needing assistance will be towed by coach to shore. No deep water or X rescues. Agree any water to be excluded from club sessions Abingdon Weir and Sutton Courtney Weir.</p> <p>No kit to be issued or shared at present as there are no cleaning and disinfecting facilities.</p> <p>Pathfinders to be offered a Trial Session Provisional Date Monday June 22nd.</p>	<p>Trustees</p> <p>Agreed by Trustees.</p> <p>Communicate to Pathfinders by Coach</p> <p>Agreed by Trustees</p> <p>Communicate to members by coach</p> <p>Agreed by Trustees</p> <p>Communicate to members. Coach to organise.</p> <p>Agreed by Trustees</p> <p>Agreed by Trustees</p>	<p>June 9th</p> <p>June 9th</p> <p>June 15th</p> <p>June 9th</p> <p>June 15th</p> <p>June 9th</p> <p>June 15th</p> <p>June 9th</p>	<p>June 9th</p> <p>June 9th</p> <p>June 9th</p> <p>June 9th</p>
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Step 3 - Planning for the future

Government Guidance	Stay at Home, Save Lives - only leave home if its essential	Stay alert, control the virus, save lives – unlimited exercise outside (England)	Phased return for Primary schools, Non-essential retail	Places of worship, Leisure facilities, Hospitality	Restrictions lifted
Club Trailers	All Closed	All Closed	All Closed		All facilities open
Club Site	All Closed	Managed access for members according to social distancing rules			All normal access permitted
Club Outdoor Sessions	No Sessions	Members able to take part in household +1 sessions, on water where they are not expecting to be challenged	Members able to take part in sessions of 6 paddlers, on water where they are not expecting to be challenged		
Club Indoor Sessions	No indoor sessions	Not Applicable	Not Applicable	Not Applicable	Not Applicable
Coaching	No Sessions	No Club Activity. However 1:1 Coaching can happen between adult members.	5:1 Coaching can happen between adult members. 4:2 Coaching for Pathfinders.		
Equipment	No Use	No use. Cleaning and disinfecting issues.	No Use. Cleaning and disinfecting issues.		Check, Clean, Dry

Crew Boats	Not Applicable	Not Applicable	Not Applicable	Not Applicable	Not Applicable
Trips	No Club Activity	No Club Activity			Able to organise trip and events
Events and Competitions	No Events or competitions	No Events or competitions			Able to organise and attend events
Responding to a potential Covid 19 exposure within the club	No Contact	Encourage members to inform the club, and the club will inform the membership.	Encourage members to inform the club, and the club will inform the membership.		Limited risk of transmission