# Risk Assessment for Club Facilities – Covid-19

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| **Lincoln Canoe Club** | **Name of Risk Assessor: David Farley** | **Date of Risk Assessment: 3rd June 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 | Staff, club members, volunteers, paddlers and visitors to your cub.  Vulnerable groups – Elderly, Pregnant workers, those with existing underlying health conditions.  Anyone else who physically comes in contact with other people in relation to your business | **Hand Washing**  Hand washing facilities with soap and water in place.  Stringent hand washing taking place.  See hand washing guidance.  <https://www.gov.uk/government/news/public-information-campaign-focuses-on-handwashing>  Gel sanitisers in any area where washing facilities are not readily available/accessible.  **Cleaning**  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.  **Information**  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.  **Social Distancing**  Reduce the amount of people accessing the boat house/premises for boats and equipment, comply with the 2-metre (6.5 foot) gap recommended by the Public Health Agency.  **Club Toilets**  Frequently cleaning and disinfecting objects and surfaces that are touched regularly.  Ready access to hand washing facilities with soap and/or hand sanitiser. Frequent monitoring and re-supply as necessary.  **Changing Rooms**  Limit numbers using the changing rooms, only allow 4 access to each changing room at any time.  Arrange regular cleaning of the changing rooms.  Set up cleaning stations in each changing room for members to clean down their bench space before and after use.  Leave window open and doors when possible.  Kit should be removed from the changing room whilst members are on the water.  **Club Showers**  If used these must be cleaned between each member use. Only to be used when members need to use due to health and safety reasons such as being very cold. | 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.  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>  Posters, leaflets and other materials are available for display.  **Cleaning Shared Equipment**  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.  Ensure your facility has extensive signage and information regarding precautions for managing COVID-19  Members must receive information in advance of attending the premises to enable them to prepare properly to follow the new systems and protocols.  Mark out areas and protocol of how to access boats and equipment. A poster/diagram could be produced to explain this.  Identify pinch points such as stairways, storage areas or get on points where social distancing may be difficult.  Appropriate number of waste bins with lids for discarded tissues?  Signage on the doors and at the bottom of the stairs stating restriction on numbers  Mark the available spaces so that it is clear to users  Arrange regular cleaning for both changing rooms and set up cleaning stations.  Members to clean down the area they have used after use with products provided.  Kit to be placed in car, the lounge or given back to their parent/carer if they are not paddling to limit trip hazards around the club and prevent the spread of COVID  Signage will be present, to be cleaned if used | All Members  All Members  Committee  Cleaner and members  Cleaner and all members  Cleaner and all members | Until further Notice  Until further Notice  Members Informed via Email/Social Media  By 30/07/21  Via social media email and signage |  |