**\*\*87-Maesteg Canoe Club**

**COVID 19 Risk Assessment**

1. ***Booking Processes and Pay***

Maesteg Canoe Club (MCC) have implemented an online booking system through the website ([www.maestegcanoeclub.org](http://www.maestegcanoeclub.org)) and only bookings made through the website will be accepted. Bookings are only to be made by existing members of the club and any non- existing member bookings will be cancelled. There are limited spaces on each session and bookings are open from the Saturday before the session at 12pm until the Monday before the session 6pm.

Any member who turns up to the pool without prior booking will be disappointed.

1. ***Information to be shared in advance with our members and their families***

MCC Covid 19 risk assessment will be made available to our website and through email to all our junior and adult members and information will be kept updated through our website and social media.

1. ***Cleaning protocols in place***

Cleaning protocols are put in place by our provider Halo who are responsible for the pool and building. However, we have issued Canoe Wales guidelines in our risk assessment for the cleaning of equipment such as boats, paddles, helmets, and spray decks.

In accordance with our partners at Halo leisure, we have implemented 45 minutes sessions for us to continue to have both junior and adult sessions with a 30-minute gap for cleaning. In this time, while Halo are cleaning the building, MCC are in charge of cleaning the boats and equipment used.

1. ***How to manage shared equipment***

Equipment will be managed by the club’s coaches who will be pool side at every session. Only one coach is permitted to enter the cage and retrieve the helmets and spray decks and only two coaches are permitted to go behind the seating area to retrieve boats. Members are to get out one at time, when told to by the coach and are reminded to follow Safety protocols set out by the Canoe Club and Halo Leisure.

1. ***What toilet and changing facilities are available?***

Changing rooms are available as toilets will be to both our junior and adult members. In accordance with Halo policy there can be a maximum of 11 members in the ladies changing room and 18 members in the male changing rooms. No showering will be permitted. An individual must change into their clothes after session in their allotted changing spot in the changing room. All kit is to be kept in the changing rooms and Halo will provide a sealed bag for individuals to put their phone and keys in which will be kept secure behind reception during the session.

Toilet facilities are available but in accordance with Halo Policy.

1. ***Handwashing and sanitising facilities provided***

Sanitising facilities are provided at the entrance to the swimming pool and each member is encouraged to wash their hands before entering pool side.

1. ***How to issue equipment and collect at end of session***

As previously noted, only coaches are permitted to issue and collect equipment at the beginning and end of sessions. One coach is permitted to collect helmets and spray decks while two coaches are permitted to issue and collect boats. At the end of sessions, it is the coaches responsible to ensure all equipment has been washed in a bucket of water by the side of the pool before being put away. Regarding individuals using own equipment, the individual is responsible for ensuring that their equipment is cleaned before attending the next session. **NO MEMBER IS ALLOWED BEHIND THE SEATING AREA OR IN THE HELMET STORE ROOM.**

1. ***Maintaining social distancing***

Social distancing will be maintained using Halo protocol (such as a one-way system) and unless prior arrangement has been made by not letting relatives or guardians of members to sit pool side or in the seating area.

1. ***Covid 19 protocol at the site we use but don’t manage***

Protocol at the swimming pool is as follows:

* Max of 30 people in the building including lifeguards
* Toilet and changing facilities are available but no showers permitted.
* Changing facilities are marked out with 2m distance between each one
* Sessions will run for 45 minutes to allow a 30-minute cleaning down between sessions with coaches cleaning equipment.
* Canoe club with Halo assistance have developed a one-way system around the swimming pool to allow greater social distancing.
1. ***Ensuring equipment fits properly***

A visual check will be carried out and participants will be advised that if they are from the same household to check each other.

1. ***Keeping the level of risk low in a session***
2. ***Vulnerable members and volunteers***

Unless prior arrangement is made, we are unable to allow spectators at the poolside. With new protocols in place, we have allowed a 7-person buffer should a family member or carer ask to stay. This will need to be prior arranged with Dale Coles (Manager of Maesteg Swimming Pool) so we can have seating put in place at safe social distancing.

1. ***Rescues if someone capsizes***

Each session, the coaches should consider the group’s capability and the activity they want to do. If someone does capsize, the individual is advised to swim to the edge of the water and get out safely or if they can, are advised to climb back on their boat and self-rescue. If the safety of the participant is at risk, the coaches should always do whatever is needed, even if close contact is required.

1. ***First aid***

All committee members are up to date with first aid training and information has been provided regarding Covid 19 First Aid. Halo Leisure also have their own protocols in place regarding First Aid which we can call upon when needed. Halo is the first point of contact for COVID 19 first aid as rules have currently changed to allow for this.

1. ***Other training***

Covid 19 Officer Emily Evans has undertaken the Welsh Sports Association Covid 19 Training and a training pack has been issued should anything need to be referred back to.

The following sections below give a more detailed risk assessment plan to the current COVID 19 Situation.

Section 2: Symptom awareness and management

* 1. **Symptoms identification**

Symptom identification and management is key to reducing virus spread. The primary initial symptoms of Covid-19 may include a high temperature, a new continuous cough, (coughing a lot for more than an hour, or 3 or more coughing episodes in 24 hours, if you usually have a cough, it may be worse than usual), and a loss of taste or smell. Government published research suggests the virus lives outside of the body for up to 72 hours depending upon variables such as contact surface, exposure to daylight, and temperature. This risk assessment considers sanitising within the given timeframe.

* 1. **Members or officers displaying symptoms**

In the safe interest of themselves and others, any members or officers showing symptoms of COVID-19 should NOT attend pool sessions until they are well enough to do so.

**2.3 Members or officers that are not displaying symptoms, but who have had direct traceable contact with a person identified as having COVID-19**

In the safe interest of themselves and others, any members or officers who are NOT symptomatic, but who HAVE had direct traceable contact with a symptomatic person or person that has tested positive for Covid-19 should NOT attend pool sessions and should self-isolate in line with Government guidelines. These members should report this to our COVID 19 officer to ensure all protocols are met.

2.4 **Members or officers displaying symptoms during a pool session**

In the safe interest of themselves and others, members or officers showing signs of COVID-19 in the club session will be sent home immediately. Members or officers awaiting transport will be asked to leave the premises and wait in an isolated open area. Club management should advise the COIVD 19 Officer (Emily Evans) to ensure that correct protocols are implemented.

2.5 **Covid Track and Trace**

The club holds details of all visitors entering the property. Upon request the database could be shared with the NHS TRACK AND TRACE program if a member or officer develops symptoms of COVID-19 post visit.

2.6 **Covid-19 Antigen testing**

Under revised Government guidelines, persons showing any symptoms attributed to Covid19 should apply for an ANTIGEN test. Detailed instructions are available on the NHS website, (refer below). Members and officers are requested to notify the club’s management team of (a) their request for testing and (b) update the club with test specific results.

<https://www.nhs.uk/conditions/coronavirus-covid-19/testing-and-tracing/get-an-antigen-test-to-check-if-you-have-coronavirus/>

2.7 **Communication to members and officers of expectant hygiene standards**.

In the safe interest of themselves and others, through online messaging, members and officers will be reminded of the expected hygiene standards set out by Canoe Wales, Halo Leisure, and the Canoe Club. Individuals failing to adhere to these principles will be asked to leave immediately

**Section 3: Implemented mitigation measures**

3.0 Mitigation Planning

To prevent the spread of COVID 19 the importance of personal and physical hygiene standards and social distancing are acknowledged by the club. To ensure a COVID SECURE environment, this section outlines the specific measures put in place to ensure individuals safety such as a one-way system, booking system, social distancing poolside, small numbers of individuals pool side and safe exit plans.

**Section 3 :1 Enhanced hygiene measures (Hands)**

**3.1 Hand hygiene3.3**

To reduce the risk of COVID 19 transmission, hands should be regularly washed or sanitised, especially prior to, of after contacted surfaces that may harbour the virus, or prior to and after touching the face, eyes, and nose.

* 1. **Enhance hygiene measures (Respiratory)**

The importance of good respiratory hygiene is known. When coughing or sneezing members and officers should always cover mouth with disposable tissue or their forearm. (CATCH IT, BIN IT, KILL IT). Hands should be washed thereafter touching of face, eyes, and nose.

* 1. **Enhanced hygiene measures (Cleaning)**

*3.3 Cleaning of equipment.*

*Issued 3 July 2020 by Canoe Wales*

*General risks*

*This guidance document explains what you should do to reduce the chances of spreading the virus that causes COVID-19 through contact with contaminated paddling equipment and hard surfaces. While there are still a lot of unanswered questions, we know the following:*

 *• The virus can survive for up to 72 hours on plastic and stainless steel.*

 *• Most household disinfectants will kill it fairly quickly.*

 *• There is some evidence that it does not survive long in sunlight and fresh air, so there is likely to be a lower risk outdoors.*

 *In addition to COVID-19 risks, there remains a serious threat to our waterways from invasive non-native species (INNS). Many of these species can harm or even kill our native wildlife. Where they clog up a waterway, it can stop recreation in that area completely.*

*Cleaning guidance – paddling with own equipment*

 *• Avoid sharing equipment with anyone outside of your household.*

*• If you are not moving between different waterways or sharing your equipment, then there is no need to wash your equipment before and after every use, though it’s still good practice to regularly clean your equipment and leave it to dry.*

 *• Wash your hands regularly or use hand sanitiser, especially if you touch any gates, door handles, etc.*

 *• If you are moving between different waterways, then follow normal Check Clean Dry guidance. Cleaning guidance – shared equipment in one location If you are not moving equipment between different waterways or catchment areas but you are sharing equipment, then you need to protect against the spread of the virus that causes COVID-19*

*. • Between each use, you should wipe down all equipment outdoors, either with normal household disinfectant or a specialist cleaning solution for equipment. This includes boats, paddles, buoyancy aids and any other shared objects or materials.*

*COVID-19 GUIDANCE FOR CLEANING EQUIPMENT*

 *• We do not recommend any specific cleaning product and government advice currently states that you can use whatever household disinfectants you normally use. We recommend you contact the manufacturer of the equipment for advice on which disinfectants are safe to use on that equipment.*

*• Wear suitable PPE, such as a mask, disposable gloves and an apron, if you are cleaning equipment that has been used by someone outside of your household.*

*• Move away from the edge of the water when cleaning to ensure there is no run-off of your cleaning product into the waterway. Ideally find an area of hard standing with a mains water supply. • Pay special attention to the bow and stern of the boat, seats, cockpit rims, buoyancy bags and footrests.*

 *• When cleaning equipment, remember to clean inside the folds of cagoules, dry suits, buoyancy aids, spray decks and throw lines.*

 *• Use a tank with a specialist wetsuit disinfecting solution to immerse items such as wetsuits.*

 *• If you are unable to clean certain items of equipment you should allocate an equipment quarantine area and leave items there for 72 hours between each use.*

*• If equipment is used infrequently, you can use a 72-hour equipment quarantine area instead of washing the equipment.*

*• If someone other than the next user has to move equipment after it has been cleaned (for example to lift it off a trailer when arriving at a launch point), they should take note of where they touched the equipment, and then wipe down those surfaces before the next user touches the equipment.*

 *• Dispose of any cleaning supplies in a sealed plastic bag or wash in a washing machine with detergent*

*. • Wash your hands or use hand sanitiser immediately after cleaning any equipment. If you are managing a facility with shared equipment or visitors, then you should also ensure you have handwashing facilities or hand sanitiser dispensers in high contact areas (i.e. near doorways, gates).*

*Put up signs to remind people to wash their hands and explain your equipment cleaning protocols so that participants feel reassured about the safety of the activity. You should also clean toilets and changing rooms more frequently, following all current government guidance on cleaning shared facilities and protecting cleaning staff.*

**Section 3.4 Visitor Management**

**3.4 Unnecessary gatherings**

Until further notice, only current members of Maesteg Canoe Club are permitted to take part in pool sessions. A maximum of 13 juniors can book a session and a maximum of 13 adults can book a senior session. This is to ensure that social distancing guidelines are adhered to whilst taking part in structured activity with one coach in the water ( this is for both small and main pool) and the remaining coaches on the dry side overseeing the session and for emergency purposes.

**Section 3.5 Circulation and Zone Management**

**3.5 Circulation Management**

Officers and members are reminded that social distancing guidelines are to be adhered to. Firstly, there will be two members of the committee at the entrance to the swimming pool to ensure only members who have booked on to the session have turned up and to ensure that all contact details are up to date. Members are reminded to follow a one way system ( protocol set out by HALO leisure) and that unless prior arrangement has been made no parent or guardian is to sit poolside or in the seating area as 2m social distancing **CANNOT** be maintained.

**Section 3.6 Contact Points**

 **3.6 Interaction points**

Primary interaction contact points within the club are known. To mitigate the risk of spreading Covid 19 the following measures have been implemented to avoid face to face contact whilst implementing social distancing.

* Identifiable safe standing floor markings
* Manage safe social distance queuing
* Regular announcements to encourage safe social distancing.

As set out by HALO leisure and Maesteg Swimming Pool

**Section 3.7 Marketing and Legislative display material**

Marketing and legislative display material is put in place under HALO’s Covid 19 framework with Maesteg Canoe Club proving their own material through the use of Social Media and the website thanks to Canoe Wales downloads that are available.

 A copy of the Covid 19 Risk Assessment will be emailed to all members and their parents as well as be made available on our website and Canoe Wales Go Membership system.

**Section 3.8 Cash in use**

As with all surfaces, and for a limited period, both notes and coins have the protentional to harbour germs and viruses with increased risk of viral spread through multiple contact. Wherever possible the club will promote contactless payment through our online pre booking system to ensure that no cash is handled during a club session.

**Section 3.9 First aid**

3.9 a First Aid (Training)

Recognising that a person requiring first aid (basic or advanced) may be asymptomatic, i.e. infected, but showing no visible signs of symptom (refer *symptom awareness and management* above), Canoe Wales and Maesteg Canoe Club have reviewed current first aid training and implemented enhanced measures to mitigate the risk of viral spread during treatment.

3.9 b First Aid (Equipment)

In the interest of themselves and others, Halo Leisure have implemented their own First Aid training policy and equipment which the lifeguards have access to and will be able to provide First Aid to a member or officer. Maesteg Canoe Club will also have their own First Aid Kit should it be required.



**COVID-19 RISK ASSESSMENT**

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| **ACTIVITY AND VENUE** | Junior and Senior SessionMaesteg Swimming Pool  | **ASSESSMENT COMPLETED BY** | Emily Evans  | **DATE OF LAST REVIEW** | 16th August 2020  |

| **HAZARD** | **WHO MIGHT BE HARMED?** | **POSSIBLE CONTROL MEASURES FOR THIS HAZARD** | **CONTROL MEASURES FOR YOUR ACTIVITY/VENUE** |
| --- | --- | --- | --- |
| **Spread of the virus through close contact between participants, coaches, leaders and volunteers** | Participants, staff, coaches, leaders, volunteers | Paddle in small groups (size based on current government guidance); Minimise use of shuttles; Ensure 2m distance between everyone; Social distancing protocols such as one-way system, booking system, controlling number of people in a given area, signage, communication to participants; Follow current government first aid guidance; Consider which rescue techniques to use to avoid close contact. | Booking system in place on our website for both junior and senior sessions, at present only current members of the club to be able to participate, no capacity for new members at present. One-way system to be put in place around swimming pool to ensure social distancing is adhered to. Information regarding sessions and how they work to be emailed over to parents and members before sessions start back to allow time for readjustment. Committee members to be at the entrance door to swimming pool before members get to till to ensure up to date contact information is given and that only those who have booked on the session are attending. Members of the session only allowed on pool side 5 minutes before session starts. No family members without prior approval are allowed to sit pool side or in the seating area.  |
| **Spread of the virus through contact with contaminated surfaces** | Participants, staff, coaches, leaders, volunteers, and members of the public | Avoid sharing equipment or use a booking system to manage shared use; Wash all equipment between uses according to Canoe Wales guidelines or leave 72 hours between use of each item; Regularly wipe down high contact surfaces such as gates and door handles; Have handwashing facilities and hand sanitiser available and use them regularly; Keep toilets cleaned regularly. | Equipment to be washed after every session in bucket of water and soap and then left to dry ready for the following week. Only coaches allowed to go into the cage area to get helmets, spray decks and buoyancy aids. Only coaches allowed behind the seating area to get boats and paddles for both junior and adult session. Coaches responsible for ensuring that all used equipment is washed before being put away.  |
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