We recommend that members continue to follow government and public health guidelines: <https://www.gov.uk/government/collections/coronavirus-covid-19-list-of-guidance>

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| **Hazard** | **Who might be harmed?** | **Level of Risk** | **Action to Mitigate/Remove Risk** | **Person responsible for resolution** | **Date Reviewed** |
| Hand Washing | All | Med | Members asked to wash hands thoroughly for 20 seconds before leaving home and as soon as possible after the session  Members reminded of public health advice on hand washing, face coverings and catching coughs and sneezes using email and posters.  Hand washing facilities with soap and water in place.  Paddlers bring their own towel to dry hands.  Gel sanitizers available near common contact points.  Paddlers asked to bring their own hand sanitizers | All | **27.9.21** |
| Health of Attendees | All | Med | Every club member is reminded by email to follow current government advice if they have symptoms and when they should isolate. | All | **27.9.21** |
| Cleaning | All | Med | The keyholder in the club is responsible for cleaning common contact points such as door handles, padlocks, hose, taps light switches and keypads after they have been touched and before they lock up.  Keyholders reminded that before and after pool sessions the committee room or changing rooms may have been accessed for stored equipment. Include door handles and switches in contact points to be cleaned.  Disinfectant wipes are placed in main entrance and in boat store close to high contact points  Paddlers reminded to use toilet before leaving home to limit use of club toilets.  In event of toilet being used, it must be thoroughly cleaned with disinfectant and the keyholder must confirm on the cleaning schedule. | All | **27.9.21** |
| Social distancing | All | Med | Follow government guidance - when 2m social distance is impractical then wearing face coverings is strongly advised and avoid face to face contact.  Keyholder opens both double doors of boat store to maximise ventilation and access to boats, cleaning products and hose.  Paddlers asked to arrive ready to paddle and change in car park where possible, certainly while the weather is mild, avoiding the use of changing rooms.  The changing room can be used but keep ventilated with open doors and extractor fan. Preferably keep occupation to one household at a time.  Anyone using the changing room must clean all contact points when they exit. | All | **27.9.21** |
| **Equipment** | All | **Med** | Paddlers strongly encouraged to bring their own personal paddling equipment | All | **27.9.21** |
| Close Contact on the water | All | Med | Preserving life is the priority but only use close contact if self rescue, throwlines, tows etc are not enough to deal with circumstances. | All | **27.9.21** |
| First Aid | All | Med | First aid to be administered by the injured party (or another household member) under guidance where possible. | First Aiders | **27.9.21** |
| Suspected Coronabirus Infection | All | Med | All members that have been to the club are asked to email the club secretary if they or someone they have been in contact with develops symptoms.  Display the NHS QRCode at the entrance and on the boat shed doors.  All members that have been to the club or pool session are asked to email the club secretary if they or someone they have been in contact with develops symptoms.  The secretary will inform all relevant members that an infected person (unnamed) has been to the club including dates of visit. | All | **27.9.21** |
| Travelling to the Club | All | Med | Members encouraged to follow government advice when sharing lifts. | All | **27.9.21** |
| Communication | All | Med | Display signs on hand washing and cleaning procedures around the club.  Club secretary will circulate procedures and risk assessments to all members via email, website, membermojo and noticeboards.  Ensure keyholders understand their responsibilities alongside unlocking and locking club.  Encourage members to feedback any errors or omissions found in risk assessment or procedures | Club Secretary | **27.9.21** |
| Hot water | All | Low | Hot water system to be flushed through regularly. | Steve and Clive | **27.9.21** |