

## **RISK ASSESSMENT AND GUIDANCE FOR GROUP SESSIONS at DCC**

Group paddling activity creates additional risks to be identified and managed. This RA was updated from guidelines developed for individual paddling and following observation of a test group session on 10 June 2020. This note identifies the risk and provides guidance for coaches and club officials.

### **People at risk**

Duty coach/other club volunteers, members, paddlers, younger paddlers (8-18s) and their parents

### **PARTICIPATION IN GROUP ACTIVITY**

Risks: Inability to know who has attended a group session if 'track and trace' becomes necessary after the event.

#### **Duties of Duty Coach/Responsible Person:**

- People must be pre-booked to attend sessions, so we know how many/who to expect
- Record and communicate attendance (by name) to the Club Secretary by email/text

### **SITE ACCESS**

Risks: contact areas on gate and padlock

#### **Duties of Duty Coach/Responsible Person:**

- Ensure antiviral cleaning materials and hand sanitiser available at gates.
- Clean contact areas before and after session (locks, gates, kit likely to be used).
- Open gate and boat sheds required.
- Provide hygiene advice to paddlers.

### **SOCIAL DISTANCE ON THE SITE**

Risks: Difficult to maintain social distance if too many people onsite at any one time. Risk most likely to occur at the change-over between group sessions when people tend to concentrate.

#### **Duties of Duty Coach/Responsible Person:**

- No cars to be parked onsite.
- Maintain 2 metre distance between paddlers on site (one paddle length)
- Coaches must be assertive to get their group onto and off the water efficiently, avoiding delay and site congestion.
- Ensure paddlers turn up on time (no earlier than necessary) and leave immediately they are finished on the water. Clear communication is key!
- Restrict numbers in confined areas. A maximum 8 people can safely on site at any one time (<4 in yard, <4 in launch area). Additional people to remain outside the 'working area' between Boat Store and Launch Area
- Parents advised to remain and help their own younger children where appropriate
- Advise parents/paddlers to arrive changed and 'go before you leave home'

### **COLLECTING AND RETURNING PRIVATE BOATS**

Risks: Access to boat store and cleanliness of contact areas including boat stands. Concentration of people compromises social distance.

### **Duties of Duty Coach/Responsible Person:**

- Ensure boats accessible (gates open) so paddlers collect their own boat
- Use mats in preference to boat stands for group sessions
- Maintain distance between paddlers
- Restrict numbers in confined areas

### **USE OF CLUB BOATS**

Risk: Risk of infection spreading with shared kit. Boats/kit may not be adequately cleaned before and after use by users.

### **Duties of Duty Coach/Responsible Person:**

- Know in advance who is bringing their own kit and who needs club kit
- Ensure club kit outside prior to session and on boat stands
- No sharing. Kit allocated to paddler for whole session
- Wear gloves if you are likely to handle multiple pieces of kit
- Clean contact areas on boats before and after session with fresh water and wipe with disinfectant or antiviral cleaner
- Kit may not be used for 72 hours between each use
- Wherever possible kit (paddles and BAs) should be loaned with the loan agreement (copies in the office). Loaned kit is to be cleaned by the user/parent

### **LAUNCH AND RECOVERY**

Risk: social distancing in launch area, specifically if paddlers need additional support. Contact areas.

### **Duties of Duty Coach/Responsible Person:**

- Don't use trestles. Boats to be placed on rubber matting.
- Limit numbers on launch area to a **maximum of 2 people** (or 4 including parent support).
- Parent helper to assist juniors where required (not a coach).
- Check younger paddlers able to self-rescue
- Ensure parents aware coach cannot perform activities requiring contact including rescue unless life is threatened.
- Adults must self-launch and recover to maintain distance.
- Restrict to **2 boats** on launch area at a time (launch or recovery). Advise paddlers to wait till slot clear. Paddlers coming off the water have priority.

### **ON THE WATER**

Risk: Safety concerns about individual paddling. Juniors out on water alone. Social distancing on the water.

### **Duties of Duty Coach/Responsible Person:**

- Apply social distance on the water (2 metre separation).
- Ensure groups do not get close to moored narrow boats
- Group size restricted to 5 plus coach at all sessions (or 6 without coach).
- More than one group may be on the water if distanced (but avoid congestion at all times)
- When managing more than one group, crossover on the water is preferable and easier to manage than crossover at the club.

## **COACHING YOUNGER JUNIORS**

Risk: Support on the water. Rescuing capsized paddlers. Child safeguarding concerns.

### **Duties of Duty Coach/Responsible Person:**

- No access to toilet facilities. In emergency limit numbers to 1 person at a time or 1 accompanied by parent/family member.
- As usual, coaches must avoid any situation where they are 1:1 with junior paddlers
- All Lightnings to be stored on outside rack where they are accessible
- Coach to establish tight control onsite to control numbers
- Paddlers arrive changed
- Only one parent per junior to visit club site
- Parents to move Lightnings between trailer and launch area and clean before and after use
- Parents present throughout session and to remain within sight of the group to assist with rescue if needed.
- Club coach to advise boundaries for the session to parents so they can observe and support if necessary.
- Ensure paddlers clean any club kit used and their hands before and after session
- Remind and invite parents to clean own kit/loaned kit in freshwater and leave for 72 hours

Club Chair to write to all parents of younger juniors reminding them of the measures we must apply before sessions start. Handout to be prepared and available at the club.

## **EMERGENCY SITUATIONS**

Risk: In the unlikely event of a serious emergency involving a paddler or member of the public, coaches may need to intervene to perform first aid and/or save life.

### **Duties of Duty Coach/Responsible Person:**

- Preservation of life remains the priority.
- A first aid kit is in the paddle store
- Coaches must avoid putting themselves at unnecessary risk, so are advised to carry basic PPE (mask and gloves) with them at all times and use it if close contact becomes unavoidable in an emergency.
- Basic PPE (mask and gloves) available to coaches from the paddle store
- Additional PPE (apron and eye protection) available in a sealed bag outside at the paddle store
- In the event you need to resuscitate, emergency services guidelines are: do not check for breathing and apply chest compressions only. Cover the patient's mouth with a cloth to prevent aerosol generation. One person only should perform CPR, anyone else keeps their distance.
- Following an emergency dispose of any PPE used in a sealed plastic bag. Remove your clothing and place it in a plastic bag. Wash it separately in a half load, at the maximum temperature that the fabric can stand. Limit contact with the clothes using a laundry bag where possible.
- The main defence is always good personal hygiene.

**A NOTE ABOUT TOILETS**

The toilets are currently unlocked but remain out of use unless cleaned before and after session by Sue/Juliet or the duty coach. Our current plan is to clean changing rooms and toilets on Tuesday evening after the club session.