

**Club Operating and Safety Procedures**  
**Covid-19 Addendum – Method Statement**  
**Version 0.3 : 16 June 2020**



**Intro**

This short document provides everything you need to know about how the Club is operating during the Coronavirus Covid-19 pandemic. This document will be updated regularly as Government rules, and advice from British Canoeing changes.

**Stay Informed**

It is the individual member's responsibility to stay informed about what the current advice and rules are, and at all times to follow the rules whilst using the Club's equipment or premises. The 5 agreed tests for CKC activities to resume are:

1. Government guidance, as applicable to Kew, allows it. (Current groups of 6 may meet at a social distance)
2. British Canoeing, our governing body, allows it. (Now permitted - <https://www.britishcanoeing.org.uk/news/2020/covid-19-update-guidance-for-british-canoeing-affiliated-clubs>  
It is strongly recommended to stay local)
3. Port of London Authority allows it (currently they allow activity compliant with Government and the sport's governing body guidance).
4. Brentford Boating Arch allow it. (Agreed Method Statement to access Arch-2, and Toilets with BBA)
5. The CKC Committee all agree we have a safe system of operation in place. (in place.)

**Stay Safe**

- Follow government advice if you have symptoms or have been in contact with someone with symptoms.
- Maintain good hygiene practices including:
- Regular hand washing (use hand sanitiser gel)
- Cover mouth when sneezing or coughing, avoid touching face, nose and eyes
- Keep your 2M distance at all times

**The Current Position [As at 16 June 2020]**

British Canoeing guidance now enables Club to occur, as long as group size is less than 6, and a risk assessment has been completed by the club. BC recommends not paddling within 21 days of having symptoms of COVID-19, or 14-days if someone in your household has displayed symptoms.

Individual members, who are members of British Canoeing, may access equipment for personnel paddling in accordance with the club loan policy & provided they coordinate access with other users. We recommend paddling whilst maintaining social distancing, and stick to the minimum groups size (2 experienced/competent paddlers or 3 people including a leader). The 6-maximum applies.

Whilst Government Guidance now allows unlimited exercise without limit on travel, British Canoeing urges members to paddle locally, and therefore club trips beyond the immediately available Thames will not be allowed by CKC until the BC Guidance changes.

## **Method Statement for Accessing CKC Equipment at Brentford Boating Arch**

- ARCH 1 (Changing facilities and toilets). Access allowed only to the CKC assigned toilet. The toilet must be cleaned by the user before and after they use it – wiping all hard surfaces down with disinfectant and their rag.
- ARCH 2 (Boat and equipment storage). Access limited at present, only for borrowing and return of equipment (see Sharing of Equipment below)
- BEFORE ARRIVAL
  - Agree the slots CKC will be using the Arches on the Use Rota. Only one user group to be in the Arches at any one time.
  - Repeat instructions to all participants on access and conduct during the paddle: Social distant at all times; use of Arch-1 restricted to toilets only; boats set up on beach (not pathway adjacent to Arches); Soft Kit split into A & B sets – each set to be used only once per week (to allow the virus to die); disinfect kit after use (Use soapy water / disinfectant spray and a rag to wipe down all paddles, boats, (inc toggles and Spray Deck rim) and soft kit (spray decks, Bas) and club first aid kits, club pump and club tow/throwlines. Club Cags will not be used (other than leaders carrying spares for use only in the event of a capsized). Use own kit/clothing where possible; paddle only in groups of max 6 when everyone can conduct a socially-distant rescue (use low-tide and the banks).
- GETTING THERE - Car sharing is not allowed at present; public transport is discouraged. Consider how you will travel to the Boating Arch e.g. driving, cycling & walking are preferred. Ensure parking of cars and bikes does not cause inconvenience to local residents.
- BE PREPARED - Arrive at the Boating Arch dressed to paddle, bring appropriately large towels to discretely change on the beach if necessary after a capsize. In addition bring your own hand-sanitizer, cleaning rags, and disinfectant spray / wipes, and a suitable disposal bag for taking away any used disinfecting wipes, or other rubbish. (Members without suitable cleaning kit will not be allowed to paddle.)
- GAINING ENTRY - The landlord/BBA has installed an additional padlock to eliminate uncontrolled access. You will need a key or a code for this, as well as the usual padlock keys. You will also need the code for the CKC cage. You must disinfect the locks before touching / opening. And everyone must use their hand sanitizer (or wash hands once Arch 1 can be open) before entering Arch-2.
- ENTERING ARCH 2 - Maximum 2 people allowed in the Arch at any one time. If others members from other groups are unexpectedly accessing the arch when you arrive, queue outside whilst maintaining social distancing. Whilst in the Arch, maintain social distancing at all times. Where possible set up a one-way system through arch-2 – enter at the back and leave at the front with kit required.
- REMOVING EQUIPMENT - Avoid touching other equipment which you will not be using. Preferably wear gloves. The soft kit has been split into A & B sets – the leader will tell you which set to use. Minimize the time spent inside Arch 2 as far as possible; only 2 people may be inside at any time.
  - Move equipment straight to beach and set up there (NOT on the narrow path outside the Arches or on the slip way). Maintain 2 metres when passing each other & passersby.
  - Leader to disinfect cage lock and access the cage.

- RETURNING EQUIPMENT - Minimize the time spent inside Arch 2 as far as possible.
  - Wipe down areas of any paddles/boats touched by hands on the beach, using the soapy water in the trugs and/or disinfecting spray and rags. Each individual MUST bring their own rags.
  - Use the assigned set of kit A or B (to maximize the time between uses of each piece of kit allowing time for the virus to die)
  - Use the equipment cleaning facilities available at the Club (I.e. use disinfectant spray on the kit, and all hard surfaces).
  - Replace kit in the same position they were taken from; being very careful to keep the A and B sets apart
- ON LEAVING AND LOCKING ARCH 2, BOTH AFTER BORROWING AND RETURNING EQUIPMENT - Wipe down the CKC lockable cage lock, and the external locks and padlocks and door handles, using the disinfectant wipes provided. Take away any used disinfecting wipes in a suitable bag or container and dispose of safely.