



Club Plan

Members' use of equipment and facilities at Broadland Boat Club during the Covid-19 pandemic

Risk of cross infection of Covid-19 from use of facilities - Club plan

15 May 2020

The principles of use set out below are those of hygiene, social distancing and staying away if you are an infection risk, as well as courtesy and collaboration.

Following the lockdown and the recent changes announced for physical exercise on 10 May 2020 and the change of guidance from British Rowing as of 13 May 2020, please find the new rules that the Club committee has put in place to control rowing at our club and safeguard members' health.

We cannot police these, so it is up to every individual to follow them and take responsibility for their own health and those of other club members. If any member is seen to be in breach of these procedures then they will be barred from using the club facilities until the end of the lockdown.

DO NOT COME TO THE CLUB AT ALL IF YOU ARE EXHIBITING ANY SYMPTOMS OF COVID-19 OR BELIEVE THAT YOU HAVE BEEN EXPOSED TO AN INFECTED PERSON. UNDER THESE CIRCUMSTANCES PLEASE STAY AWAY FROM THE CLUB FOR THE LENGTH OF TIME ADVISED BY THE NHS <https://www.nhs.uk/conditions/coronavirus-covid-19>

We ask members who are healthcare workers to exercise their own clinical judgement as they may have occupational exposure to the virus but with mitigation through PPE.

The initial point to make is that the use of the club facilities are now only open to members who have private single sculls and members who are competent to single alone using club singles. A double scull can only be used by two people from the same household.

Boat/Time Booking

1. Only one or two people may use the club facilities at any one time.
2. If two people are at the club at the same time, these two people must either be from the same household or socially distance by in excess of 2 metres during their entire visit to the club.
3. Only single sculling is allowed for people from different households.
4. A strict booking system is in place on the Broadland Boat Club Goolesheets with 3-hour slots from 6am to 9pm every day. This will allow 5 slots per day or 35 slots per week.
5. Please enter your name or names, contact phone number and any club boat that you will be using - put 'Private' if you are using your own boat.
6. For those who are NOT working, please try to avoid booking the 6am-9am slot or the 6pm- 9pm slot, to allow club members who are working more flexibility. If the early or late slots are not booked up then you can book them on the same day or late the night before for the 6-9am slot.



7. If you are working and can only access the club at a particular time which is already booked by another member, then please contact that individual directly to see if you can work out a mutually agreeable swap.
8. Everyone will need to be flexible and as courteous as we always are to ensure that this system runs smoothly and without complaint.

Club access & hygiene rules

1. **Do not arrive** at the boathouse **before your allocated time** even if this means waiting in your car/in the car park if you cycle or walk.
2. Please ensure that you are wearing a **face mask** before walking down to the boathouse. This must be worn until you get into your boat on the water. Please be aware that you will need to open the carpark barrier and the level-crossing gate and you may wish to consider **gloves** to do this.
3. You must **leave before the end of your allocated slot** as well. We have made them 3 hours to ensure that there is plenty of time to complete a good length outing and complete the hygiene requirements listed below.
4. If for any reason your departure is delayed, please leave the main club door open to indicate this to the next arrival so that they will not enter the boathouse until you depart.
5. As above, if you arrive and either or both doors are open, please do not enter the boathouse. You may of course call out to the people inside to see what has happened and when they expect to depart.
6. **On arrival** at the club and before touching any club entrance, please proceed to the outside tap and **wash your hands** for 20 seconds. Soap will be provided. If you note that the soap is running low, please contact Piers who will arrange for it to be replenished.
7. Once completed, you may open the main doors and proceed to fetch your boat and equipment. Please make sure you have washed your hands before handling the padlock, door and prop.
8. All interior doors will be propped open - please leave them open to save touching them. Try not to use the light switches
9. As noted above you **must be wearing a mask during all of this period** until you get into your boat on the water. Only then may you remove it.
10. When using any of the club facilities inside, changing rooms, toilets, communal equipment such as blades, boats or trestles, all members must ensure that they **clean** them all as much as possible following their use.
11. The club will NOT provide cleaning equipment to do this, other than the normal soap for boat cleaning, and asks that all members take their own with them. This is not due to the cost involved, but simply to ensure that you can clean all surfaces as you leave – padlocks etc.
12. Please also take your **own towel** to use when you are washing your hands in the changing rooms and take it away with you when you leave.
13. On returning to the club following your outing, please **put the face mask back on** immediately that you get out of the boat. Ideally you will have a second clean one available for this, but it is not essential.
14. Please **clean all boat equipment** as thoroughly as possible regardless of whether this is personal or club kit. Other people will almost certainly move equipment around to get to their own so do not assume that whatever you have used will not be touched by others.



15. Club boats & blades could be used by anyone, so you must take particular care to clean these thoroughly. Even club boats that are stored on outside racking must now be thoroughly cleaned.
16. **If you wish to dry your boat then you must bring your own towels** and take these away with you when you leave.
17. At this point, the **showers are closed except in emergency situations** such as following a capsized or if you feel that you have been exposed to excess river water. If you have to take a shower then please remember the time limit for your slot and take home any towel that you have used.
18. The **Harradine and gym are both closed** to all use
19. **When you leave**, please make sure you have either washed your hands before handling the padlock, door and prop or wiped the padlock, door and prop with surface wipes as you leave so they are **clean** for the next people.

PLEASE NOTE THE FOLLOWING

1. If you decide to proceed with an outing based on the above, it will be at your **own risk**. Broadland Boat Club would discourage anyone from taking any unnecessary risks during the Covid-19 pandemic and this includes outings in a single scull.
2. There will be significantly less traffic on the river than normal. It is, therefore, completely at your own risk if you decide to scull on the river as there will be significantly less opportunity to get assistance if needed. Always row with another person if possible.
3. Broadland Boat Club would encourage all members to have a **fully charged mobile phone** in a water proof container with them during the outing and have the Broads Authority emergency contact number programmed in to it. **01603 756056 is the Broads control centre** number.
4. The BBC committee cannot offer any guarantee about any **insurance** that may or may not be valid during the pandemic, particularly for those with private boats. If this is of concern, then it is up to the individual member to check with their own insurers or with the club as to the club insurance cover.

All of the above, the associated risk assessment and the summary of expected behaviours have been compiled by BBC committee members to comply with Government, British Rowing and Broads Authority guidance.

If you accept all of the above conditions and are willing and able to adhere to them, then please email back confirmation to Piers Herrmann at piers.herrmann@gmail.com, Frances Kemp at francesmkemp@gmail.com and Bryan Easto at mail@eastob.plus.com.



Expected Behaviours

Members' use of equipment and facilities at Broadland Boat Club during the Covid-19 pandemic

Risk of cross infection of Covid-19 from use of facilities – Expected behaviours of Broadland Boat Club members

15 May 2020

We recognise that all Broadland Boat Club members will act in their usual thoughtful and respectful manner but, at this time, there are behaviours that we must insist on.

You are expected to

- Stay at home if you are exhibiting any symptoms of Covid 19 or believe that you have been exposed to an infected person
- Follow government guidance on social distancing
- Act as if you have the virus, taking all precautions not to pass on any possible infection
- Act as if anyone you meet has the virus, taking all precautions not to put yourself at risk
- Take your own anti-bacterial wipes and sprays and towels to clean the boat you use
- Read the risk assessment and understand the risks that the club plan aims to mitigate
- Follow the club plan

If you decide to proceed with an outing based on the above, it will be at your own risk. Broadland Boat Club would discourage anyone from taking any unnecessary risks during the Covid-19 pandemic, and this includes outings in a single scull.

If you wish to scull in a single from Broadland Boat Club, you must accept the procedures set out in the club plan, adhere to the above behaviours and email confirmation to Piers Herrmann at piers.herrmann@gmail.com, Frances Kemp at francesmkemp@gmail.com, and Bryan Easto at mail@eastob.plus.com

If any member is seen to be in breach of these procedures then they will be barred from using the club facilities until the end of the lockdown.

Broadland Boat Club Committee

15 May 2020

Risk Assessment

Members' use of equipment and facilities at Broadland Boat Club during the Covid-19 pandemic

Risk of cross infection of Covid-19 from use of facilities - Risk Assessment

15 May 2020

Risk area and risks	Level of risk	Likelihood	Mitigating actions
Access to the club			
More than two members from different households at the club at any one time	High	High	Access at any one time limited to two members through booking system Use of single sculls only
Touching or coughing/sneezing on locks, gates, doors	Medium	High	Use of masks, gloves, wipes, sprays and hand washing as detailed in the plan
Which areas of the club to open			
Touching or coughing/sneezing on locks, gates, doors and any hard surface	Medium	High	Only main boathouse open. Showers, gym and Harradine closed. Toilets open with handwash provided and members asked to take their own towels. Use of masks, wipes, sprays and hand washing as detailed in the plan
Access to the water			
Touching or coughing/sneezing on trestles and ramps	Medium	Medium	Use of masks, wipes, sprays and hand washing as detailed in the plan
Boats and equipment			
Touching or coughing/sneezing on private boats and blades	Low	Medium	Use of masks, wipes, sprays and hand washing as detailed in the plan
Touching or coughing/sneezing on club boats and blades	High	Medium	Allocation of specific boats to specific individuals Use of masks, wipes, sprays and hand washing as detailed in the plan
Maintaining hygiene			

Risk area and risks	Level of risk	Likelihood	Mitigating actions
The pathogen remaining on hard surfaces	High	Medium	Use of masks, wipes, sprays and hand washing as detailed in the plan
Coaching			
More than two members from different households at the club at any one time	High	High	No coaching to take place at this stage
Communication			
Lack of clarity as to the expected behaviours of club members	High	High	The risk assessment, plan and set of expected behaviours is clearly communicated to all members from the time members are able to start accessing equipment/facilities. Any changes to procedures are communicated as they come into place.
Club security			
Access by people other than members	High	Low	All members accessing the club's facilities follow usual procedure for making the boathouse secure when leaving.