

COVID-19 Use of CCRC Boathouse and Equipment

Headline rules

Don't feel that you now have to row. No one is obliged to row. It's important to remember that this is not at all a return to normal operations or club activities and at this stage we are not arranging organised coaching sessions.

You can only row/scull/coach/bank party if you are:

- Alone, or
- with members of your household, or
- with 1 other person from outside your household while keeping 2 metres apart at all times. This person could be on the bank (coaching/bank partying) or in another boat, but not in the same boat.

You should not row/scull/coach/bank party if you are:

- experiencing any coronavirus symptoms, or are
- self-isolating as a result of coronavirus symptoms or are sharing a household with somebody with symptoms, or are
- clinically extremely vulnerable.

All members must follow a strict usage and cleaning protocol for the club's equipment and facilities to reduce virus transmission risk. This is set out below:

- Boats and blades will be allocated to individuals
- Members are required to book a boating time and a target landing time (to maintain social distancing). This must be approved before you can go out. This applies to the use of both private and club boats
- Everything you touch should be cleaned before and after usage using anti-viral spray or soap and water. Assume this will take 10-20 minutes at both the beginning and end of the outing.
- Any kit that you leave at the boathouse or take in the boat should be in a bag. Water bottles must have a cap
- You should consider having your own hand sanitiser.
- You must bring your own basic tools.. The club's tools and spares are only to be used by designated people
- All other equipment is off-limits
- Report any damage or issues with the equipment immediately to the Fleet Manager
- The first floor remains closed (changing room should only be used in the case of an emergency)
- Toilets in the first floor hallway should not be used if possible

Protocols for Usage

Boat booking

1. Book using the spreadsheet (link to be supplied). You must book a boating time and a landing time.
2. Captain's will approve the booking on the sheet (see "Approved?" column). You cannot go out unless your booking has been approved.

Before setting off

1. Assess your health and ensure that you don't have COVID-19 symptoms and that you are fit and safe to row
2. Check weather conditions. The booking sheet has a "Flag"; if it is "Green" anyone can go out, if "Orange" newer scullers should not go downstream of the P&E; if "Red" no one is to go out. No outings during the hours of darkness
3. Check the equipment you are planning to use is in service
4. Ensure that your time to use the boatbay and equipment has been approved. If you are less experienced then you should have a bank party/coach (socially distanced)
5. Avoid using public transport if you can. Use of cars is preferred as spare kit can be safely stored in them
6. Ensure you have:
 - a. Spanner (to tighten nuts)
 - b. Electrical tape
 - c. Water bottle with a cap
 - d. Bag to put all of the above in
 - e. Appropriate clothing for weather
 - f. Mobile phone in dry bag
7. Consider taking a basic spare clothing to be left in car or at boathouse in event of capsize (unless you live near the club)
8. Any member going out on their own should take a mobile phone in a waterproof case in the boat with them.

On arrival

1. Ideally clean your hands using hand sanitiser before touching anything
2. Knock on the door (to ensure no one is behind it) then open the boatbay side door.
3. Immediately open front boatbay door then clean the door handles and buttons using anti-viral spray and the paper towel and wash your hands
4. Place any spare kit at the designated area at the rear of the boathouse
5. Carry out a visual check of the equipment you are planning to use
6. Use anti-viral spray to clean the tap and any bit of a bucket that you will touch, then fill a bucket with very soapy water
7. Use soapy water on two trestles and set them up outside so that you can clean the boat you are taking out
8. Use soapy water on the parts of the boat that you will touch when taking it off the rack
9. Take the boat off the rack and place it on the trestles
10. Clean the cockpit area, riggers and any parts that you will touch or place kit in using soapy water. Spray the shoes with anti-viral spray. Cleaning before you use the boat is very important.
11. Clean the blade handles and loom of the blades that you will use with soapy water
12. Place blades on the river bank – spread out away from any other boats and don't just use the hard immediately in front of City
13. Place the boat in the water and your kit in the boat, make any adjustments necessary
14. Close the boatbay door, wash or sanitise your hands and then go rowing

During an outing

1. Avoid touching your face. If you typically sweat a lot consider wearing a bandanna or sweatband to help you avoid touching your face
2. Take extra care to avoid capsize and accidents as reduced river traffic will mean that less help is available

3. Do not go over the lock
4. If someone needs assistance due to an accident or capsizes then do help them even if this means breaking social distancing. Risks of bleeding due to impact injury and drowning remain and in the event of an accident are likely to be greater than the COVID-19 risks
5. Keep to your outing time window. If you arrive back and there is someone in the boatbay then you must wait well over 2m away from them (eg 10m). Remember gatherings of more than two people are forbidden.
6. You must only bring your boat into the bank if you can do so whilst keeping 2m away from another person (excluding members of your own household). If you cannot park whilst maintaining social distancing wait, if it is safe to do so, or circulate down to LMBC or to a point where it is safe to turn and maintain social distancing with others on the water.
7. Changing rooms may ONLY be used in an emergency such as if you capsize and need to change into dry clothes, but you should then tell a captain so that the area can be cleaned

At the end of the outing

1. Knock on the door (to ensure no one is behind it) then open the boatbay side door then clean the door handles and buttons using anti-viral spray provided and wash your hands
2. Use anti-viral spray to clean the tap and any bit of a bucket that you will touch then fill a bucket with soapy water
3. Use clean two trestles with soapy water and set them up so that you can clean the boat you have taken out
4. Place the boat on trestles and clean the hull first and then the cockpit area and riggers using soapy water. Spray the shoes with anti-viral spray
5. Place the boat on its rack
6. Clean the trestles with soapy water and put them away
7. Clean the blade handles and loom with soapy water and then put them away
8. Clean the bucket and tap with soapy water and then put the bucket away
9. Collect any kit left at the back of the boatbay and use anti-viral spray to clean the area where it was placed.
10. Close the boatbay main door then use anti-viral spray with the cloth provided to clean the button
11. Clean the inside door handle of the side door
12. Wash your hands or use hand sanitiser

Action	Risk	Level	Barrier / Control
COVID-19 Specific			
Members at general boathouse location	Virus is transmitted onto fabric of building and/or equipment Virus is transmitted between people at the location	High	<ul style="list-style-type: none"> Members to make health assessment before going to boathouse Staggered timetable for usage No more than two people or one household unit present at any one time All members to social distance unless in same household unit Members to clean hands on arrival and departure
Locking of bikes to bike rail	Bike rail is contaminated	Low	<ul style="list-style-type: none"> Members should arrive on foot where possible If arriving by bike, maintain social distancing. Wash hands after locking bike or as soon as arriving home.
Touching keypad and handle to open boat bay door	Keypad and/or door handle are contaminated	High	<ul style="list-style-type: none"> Ideally all members to apply hand sanitiser immediately prior to using keypad Door handle and keypad to be cleaned using anti-viral spray after each use
Storage of bags etc during outing	Virus transmitted from bag to storage location or vice versa	Low	<ul style="list-style-type: none"> Members encouraged to arrive with minimum kit (subject to weather) Designated kit storage location created in boat bay that is cleaned with anti-viral spray after each use
Touching light switches, boatbay door button, tap, buckets	Virus transmitted via switches	High	<ul style="list-style-type: none"> Anti-viral spray placed inside door of boatbay
Use of blades	Virus is transmitted via blades	High	<ul style="list-style-type: none"> One set of blades allocated to each person / household where possible Blades are cleaned with soapy water before and after each outing
Use of boats	Virus is transmitted on boats	High	<ul style="list-style-type: none"> Boats to be cleaned before and after use Personal items in boat to be contained in a single bag to reduce transmission risk
Use of trestles	Virus is transmitted on trestles	Med	<ul style="list-style-type: none"> Trestles cleaned before and after use
Use of hard when boating	Virus is transmitted to hands place on hard	Low	<ul style="list-style-type: none"> Members to be conscious of where they place their hands when getting into boat. Members to spread out along hard when boating
Set up and maintenance of equipment	Virus transmitted on spares and tools	Med	<ul style="list-style-type: none"> Designated people to be only ones to use spares and tools in boathouse Non rowing time set aside for maintenance

Action	Risk	Level	Barrier / Control
COVID-19 Enhancements to general risk assessment			
High Wind	Danger of capsize and injury/ drowning given lower river traffic	Low	<ul style="list-style-type: none"> Members typically not allowed out if wind speeds of over 25mph and/or gusts of over 30 mph are shown for Cambridge on Met Office website Flag system run by captains Newer rowers not permitted to go past P&E in safe but windy conditions
Weir / Lock	Added risk of contact if crews take boats over lock. Rescue harder in event of accident	Med	<ul style="list-style-type: none"> Members not permitted to go over lock
Cold/Heat	Added risk of hypothermia or heat exhaustion as people may be reluctant to take as much kit	Low	<ul style="list-style-type: none"> Members advised to apply additional caution on days of temperature extreme
Rowing in dark	Added risk that no one will be able to help in the event of accident in dark	High	<ul style="list-style-type: none"> Members not to row between Cambridge sunset and sunrise as shown on Met Office website
Capsize	<p>Use of throwlines by 1-on-1 coaches will increase likelihood of virus transmission Individuals</p> <p>Risk that people will not take spare clothes for fear of virus transmission</p>	Low	<ul style="list-style-type: none"> People who are new to sculling not allowed to boat. Novice scullers who can confidently boat to stay between LMBC and Clare boathouses where river is shallow and it is easy to exit water at bank Scullers to consider having a basic change of clothes in car or in a bag that is left at boathouse Any clothes changing done at boathouse to be reported so that area can be cleaned Any rower going out on their own should take a mobile phone in a waterproof case in the boat with them.
Injury due to poorly maintained equipment	<p>Added risk that damage is not reported</p> <p>Members not able to make repairs on the spot</p>	Med	<ul style="list-style-type: none"> Designated person to carry out regular visual check of all club equipment Members to carry their own tools and electrical tape to make minor repairs during outing All damage/issues to be reported immediately it is identified