



Sudbury Rowing Club – Return to Rowing Phase B Plan

Introduction

Sudbury Rowing Club has been monitoring Government and British Rowing guidance and advice on Covid-19 and has now made arrangements for an initial return to rowing activities at the club in line with BR Phase B.

For further details of BR guidance follow this link

<https://www.britishrowing.org/wp-content/uploads/2020/05/200522-Coronavirus-Advice-Returning-to-Rowing-FINAL2.pdf>

It is important that we all understand that the current restrictions mean that we are not opening the club for normal use. We are making temporary arrangements that allow members to exercise to help physical and psychological wellbeing. Unfortunately, this means we have to limit those who can row, when and how often to allow us to meet the Covid-19 requirements as well as our usual safeguarding and safety practices.

We are used to following a risk assessment approach in our rowing and this has now been extended to include the new hazard of Covid-19. Our focus is to minimise the risk of transmission of Covid-19 whilst undertaking rowing activities.

All members returning to rowing are required to read this document and the associated risk assessments and commit to adhering to all requirements formally before their first outing.

The contents of these documents will be reviewed and updated as guidance changes and this may result in a relaxation of requirements or if directed cessation of rowing activities.

We have tried to keep these arrangements as simple as possible and we also rely on each of us to take responsibility to protect ourselves and our colleagues. They will be supplemented by other detailed communications as necessary.

Members who do not follow these arrangements will not be approved for further outings and may be subject to the disciplinary process.

These are our arrangements

People

- Only current paid up members are permitted to row. If you have temporarily stopped payment of your subscription you need to arrange payment from 1 June onwards.
- If you are feeling unwell or self-isolating or someone in your household is unwell or self-isolating you must follow government guidance and attend the club or row. If you are instructed to self-isolate due to contact tracing you must not row or attend the club.
- If you are in a 'shielded' category then you should discuss whether you should return to rowing with the Captain or Chairman

- Only single sculling will be permitted other than for doubles or pairs for members of a single household. The number of rowers at any time slot will be limited initially to a maximum of two unless they are from the same household.
- In limiting the number of boats that can be used at any time we are unable to ensure that usual safeguarding and safety arrangements can be met. For this reason, Juniors can only row if they have a competent adult member of the same family rowing in the same boat or an accompanying boat at the same time. The same limitation applies to adaptive rowers. This requirement will be reviewed as soon as of any changes in guidance allow.
- All outings including use of private boats must be requested by email to the relevant Vice Captain and approved by the Captain who will allocate a boat appropriate to the member's height, weight and experience. When requesting an outing you must state the day and preferred arrival and leaving time and ensure that when a time slot is allocated this is followed. Further details on arrangements for booking will be forwarded and amended as arrangements are changed.

Social Distancing

- Whilst on-site and afloat you must ensure that social distancing of at least 2m is maintained at all times.

Hygiene

- The clubhouse will be open for access to the disabled toilet and men's urinal or in an emergency only. Changing rooms and showers are not to be used unless following a capsized. The boathouse is open only to access equipment. Any surface that you touch while in the clubhouse or boathouse including door handles must be sanitised with the products left available before you leave the building.
- Equipment and products will be available for thoroughly washing and sanitising boats inside and out and all parts of blades after each outing.
- In particular the following should be thoroughly washed and sanitised
 - Handles and looms of any sculls which you move or use in your outing (paying particular attention to the areas you know you have touched)
 - Seat
 - Footplate, adjusting screws and shoes
 - Riggers and gates
 - The hold points you use getting the boat in and out of the water
- Most boats and blades will be stored outside and as much time as possible will be allowed between outings by different users. Private blades should be stored under the boat or taken home between outings.
- Trestles have been fixed in position outside so they do not have to be handled
- Hand washing and sanitiser will be available for hand cleansing on arrival and leaving and as appropriate whilst on site. A new sink has been installed to allow external handwashing
- All waste must be placed in the bins provided or taken home. Full waste bags will be retained for 72 hours before disposal

Safety

- Launches will not be in use until further relaxation. You will be expected to self-rescue in the event of a capsized. This should be by swimming the boat to the Suffolk bank, righting it and

re-entering. If you cannot do that then you will need to carry the boat back to the club. If you require assistance you should ensure 2m social distance is maintained

- Rowers who choose to row alone must be competent to do so and confirm by email a disclaimer.
- If you cannot handle your boat without assistance this can only be provided if the 2m social distance can be maintained or it is by a member of your household.
- Given we are approaching summer it is likely that other river users including swimmers will be active so a clear lookout should be maintained at all times and bright clothing worn. Other river users should as always be treated with respect and consideration.
- A first aid box will be placed at the sanitisation station. If needed, casualties should self-treat unless in an emergency.
- Emergency contact details are posted in the cabinet on the front of the boathouse

Security

- When accessing the premises you should close the gate behind you with the padlock locked on the inside of the gate when both rowers have arrived. On leaving the club and certain that no other persons are present you should lock the gate even if you know someone is due to row just a few minutes later. A combination lock has been placed on the boathouse front door. The combination number is the same as the front gate.
- You should make your own arrangements for security of any valuables, keys or personal possessions
- The clubhouse and boathouse should not need to be accessed unless for toilets or if your equipment is in the boathouse. Both should be locked when the club is unattended

We are hoping that these arrangements will be temporary and can be relaxed as government and British Rowing restrictions are eased.

Please also read and follow the SRC Return to Rowing Process, SRC Covid-19 Risk Assessment and the SRC General Risk Assessment before your first outing and email the Captain and VC's to confirm that you will conform to these requirements.



Sudbury Rowing Club Covid-19 Return to Rowing Phase B Process

Government and BR stipulation is that re-opening of sports facilities is for recreation and mental/ physical well-being only. These are NOT training outings.

We plan to open the club as from Tuesday 26 May. For the first week, please advise your VC of the preferred day and time of outing by Sunday 24 May at the latest. Your outing will be confirmed by 8pm on Monday. In following weeks, members should notify the relevant VC by Tuesday or Saturday of their preferred day and time. Outings will be confirmed by 8pm on Wednesdays and Sundays.

We will start by trialling 2 outings per member per week. If there is no contravention of the process and it proves to be successful, we will consider an increase.

Juniors will only be allowed out with an adult member of the same household, either in a double or two singles. Two doubles will be permitted if all 4 scullers are from the same household.

1¼ hours will be allocated (starting at 5am, finishing at 8.45pm) for arrival, outing and cleansing, leaving a 15 minute slot before the next members arrive, so that we are sticking to the directive of only meeting with one person from outside the household. Please ensure that you arrive and depart at your allotted times.

Follow the guidelines for hand washing (there is now a sink on the front of the clubhouse), social distancing, boat and blade cleansing, and sanitisation of any other touch points, both before and after outings.

Trestles are pegged down outside so there is no need to handle or move them.

If you are unable to handle the boat by yourself, please ensure that your helper maintains 2m distance i.e. carry the boat at either end.

Blades and suitable boats will be allocated to minimise the number of members using them. Blades will be stored outside under the racking the boat is placed on. Can those with private blades please either store the blades under their boat or take them with you

Please boat and disembark at the same time as your counterpart. Solo sculling is not encouraged but is permitted, provided the relevant VC has received the confirmation email disclaimer prior to outings.

Buckets and bowls are provided for washing the boats/blades, please use them. There is also sanitiser to spray the gates and blade handles, inside shoes etc after thorough washing.

The accessible toilet and men's urinal can be used if required, but there will be no permitted access to any other areas of the clubhouse, except for use of a shower in the event of a capsized. Spare clothing and personal belongings should not be placed in the clubhouse or the boathouse.

If access to the toilet is required, a key to the clubhouse is stored inside the electric cupboard adjacent to the clubhouse door. Please ensure it is returned after use.

Only one person is allowed in the clubhouse at any one time. Please put the yellow marker cone in the entrance doorway to signify you are inside, and then remove it as you leave.

In the event of bad weather preventing your outing, please contact your VC who will make every effort to reschedule. Should you need to access the front doors of the boathouse the padlock has been changed to a combination lock with the same number as the front gate.

To ensure security of the site please padlock the gate shut when both rowers are present and then lock the gate when you leave even if someone is due to row soon after.

In the event of an emergency contact details and emergency numbers are detailed on a poster in the cabinet in front of the boathouse.

Follow the guidelines for handwashing, social distancing, boat and blade cleansing, and sanitisation of any other touch points, both before and **after** outing.

Spot checks will be carried out to ensure that no-one is contravening this process. If anyone is found to be doing so, NO Rowing will be permitted for any member, so please do not impact other people's outings!



Sudbury Rowing Club Covid-19 Risk Assessment

Risk Assessor: Keith Paxman

Overall Risk Rating If All Precautions In Place: Low

Date: 22 May 2020

Description of hazard	Who might be harmed and how?	Description of what is already being done to deal with the hazard and what is required	Risk Rating if all precautions in place (High / Medium / Low)	Person(s) responsible for implementing actions
Transmission of coronavirus by close contact	<ul style="list-style-type: none"> Rowers Other visitors <p>Transfer of corona virus causing Covid-19</p>	<ul style="list-style-type: none"> Rowers not to attend the club if unwell or self-isolating or if a member of the household is unwell or self-isolating Rowers to inform the Captain if they contract Covid-19 within 14 days of an outing Maximum of two persons to be allocated to any time slot unless members of the same household 2m social distance to be maintained at all times other than between members of the same household Rowers to hand cleanse with supplied products on arrival, before leaving and when appropriate Clubhouse and boathouse to remain closed other than for access for toilets or an emergency or to access specific equipment in the boathouse 	Low	Captain / VC's Rowers Other visitors
Handling, launching and landing boats	<ul style="list-style-type: none"> Rowers Others visitors <p>Risk of drowning or injury from boat handling</p>	<ul style="list-style-type: none"> Rowers to check that weather conditions are suitable for rowing Rowers to be competent to use and handle the boat allocated to them. Rower(s) to be capable of handling the boat alone or with assistance providing the 2m distance is maintained or assistance is by a member of the same household 	Low	Captain/ VC's Rowers Other visitors

Boat and blade hygiene	<ul style="list-style-type: none"> • Rowers <p>Transfer of corona virus causing Covid-19</p>	<ul style="list-style-type: none"> • All boats to be thoroughly washed and sanitised inside and out following each outing using supplied equipment and products • All blades to be thoroughly washed and sanitised following each outing using supplied equipment and products • Time between equipment being allocated to another person to be for as long as possible depending on demand 	<p>Low</p>	<p>Rowers</p>
Risk of collision	<ul style="list-style-type: none"> • Rowers <p>Risk of injury or drowning</p>	<ul style="list-style-type: none"> • Rowers to keep watch for other boats and other river users including swimmers • Rowers to keep a watch on other 'buddy' rower(s) • Rowers to wear bright coloured tops 	<p>Low</p>	<p>Rowers</p>
Capsize	<ul style="list-style-type: none"> • Rowers • Anyone offering assistance <p>Risk of injury or drowning</p>	<ul style="list-style-type: none"> • Only rowers who have completed a capsize drill to be permitted to row • In the event of a capsize rowers to swim with the boat to the Suffolk bank and right the boat and re-enter. If unable to do this carry the boat back to the clubhouse or seek assistance whilst maintaining 2m social distance. • Rowers should have a change of clothes and shower if necessary should put these on, clean the boat and blades, re-rack and then return home 	<p>Low</p>	<p>Rowers</p>
First Aid	<ul style="list-style-type: none"> • Rowers • Other visitors <p>Risk of infection or effects of injury or ill-health not being treated</p>	<ul style="list-style-type: none"> • A first aid kit will be left at the sanitisation station • Rowers should ensure that they have access to a mobile phone to seek emergency assistance 999 • If not an emergency but guidance is needed contact 111 	<p>Low</p>	<p>Rowers Other visitors</p>
Access to the grounds, clubhouse and boathouse	<ul style="list-style-type: none"> • Rowers • Other visitors <p>Transfer of corona virus causing Covid-19</p>	<ul style="list-style-type: none"> • Members are to sanitise hands using personal gel before unlocking the gate and are recommended to use it on locking the gate when leaving • The clubhouse and changing rooms are closed for use other than access to the disabled toilet and to the showers in an emergency. • Only one person at a time is to enter the clubhouse to use the toilet • On leaving the clubhouse all points of contact must be sanitised • The boathouse is only to be accessed for specific equipment not stored outside and in the event of needing access to the clubhouse for toilet or in an emergency • On leaving the boathouse all points of contact must be sanitised 	<p>Low</p>	<p>Rowers Other visitors</p>



Sudbury Rowing Club General Risk Assessment V2

Risk Assessor: Keith Paxman Risk Rating with Precautions in Place - Low

Date: 22 May 2020

Description of hazard	Who might be harmed and how?	Description of what is already being done to deal with the hazard and what is required	Risk Rating with precautions in place (High / Medium / Low)	Person(s) responsible for implementing actions
Competence and Capability	Rowers Risk of injury or drowning	<ul style="list-style-type: none"> Rowers will be allocated to boats that are matched to their competence and capability Rowers should discuss any health issues or other concerns that may affect their capability so that reasonable adjustments can be made Any rower wishing to row alone must be approved as competent by the Captain or a Vice Captain and confirm that he/she rows alone at own risk L2R rowers will be supervised until they are competent A specific risk assessment will be undertaken for individual rowers requiring reasonable adjustments 	Low	Captain / VC's Rowers
Weather	Rowers Risk of injury or drowning	<ul style="list-style-type: none"> In planning outings whether at Sudbury or elsewhere the Captain / VC's will take into account the forecast weather conditions including wind, heavy rain, temperature visibility and thunderstorm A dynamic assessment will be undertaken prior to outings when the weather conditions require an assessment. If necessary outings will be limited or cancelled and communicated to those present or before travelling Rowers undertaking outings outside of planned sessions will undertake a dynamic risk assessment prior to and during the outing 	Low	Captain / VC's Rowers

<p>Launching and landing boats – risk of handling incidents</p>	<ul style="list-style-type: none"> • Rowers • Others in the vicinity <p>Risk of manual handling or slip injury</p>	<ul style="list-style-type: none"> • Cox or lead crew member to take control of handling the boat • Additional support to be requested if the crew cannot handle the boat safely • Check to be made that the route is clear before moving the boat • Check that trestles are in place or the rack is accessible • Check that the landing stage is clear and not slippery • Landing stage and launch area to be kept in good order and treated with rock salt if icy 	<p>Low</p>	<p>Captain / VC's Rowers Coxes</p>
<p>Boat check</p>	<ul style="list-style-type: none"> • Rowers <p>Risk of injury or drowning</p>	<ul style="list-style-type: none"> • All boats are to be checked to ensure they are in a safe condition (buoyancy, bow balls,gates, riggers, heel restraints) before use • On return any damage or minor malfunction is to be repaired if possible or reported 	<p>Low</p>	<p>VC's Rower Coxes</p>
<p>Risk of collision</p>	<ul style="list-style-type: none"> • Rowers <p>Risk of injury or drowning</p>	<ul style="list-style-type: none"> • Bow is to check for boats on the main river before leaving the cut • All crews to adopt the rule of the road when navigating – Essex bank when heading downstream and Suffolk bank when heading upstream • Scullers / bow should wear bright clothing to help visibility • Overtaking boats should ensure that there is sufficient room and time without affecting other crews • When an overtaking boat is approaching slower crews should allow them to pass • Crews should aim to row in convoy when possible 	<p>Low</p>	<p>Rowers Coxes</p>
<p>Capsize</p>	<ul style="list-style-type: none"> • Rowers <p>Risk of drowning or injury</p>	<ul style="list-style-type: none"> • All members should understand actions in the event of a capsize and rowers should have attended a capsize drill • Crews should cross to the Suffolk bank and either if possible regain their position in the boat and return to the boathouse • If needed other boats or the coaching launch should provide assistance • Other members should provide assistance to return the boat and the crew should have a hot shower and change into dry clothing as soon as possible • Beginners should only row on the meadow part of the river until they are passed as competent to row the length of the river • Duty persons and coaches on the bank should make use of the life- 	<p>Low</p>	<ul style="list-style-type: none"> • Rowers • Coxes

		rings on the bank and take a throw line and foil blanket which is held in the bag located in the boathouse		
Juniors	<ul style="list-style-type: none"> Juniors <p>Risk of drowning</p>	<ul style="list-style-type: none"> Juniors shall only attend the club when adults are present unless a senior junior has specific parental approval Juniors can only launch if a coach or duty person is present and can only row away from the cut and meadow part of the river when deemed competent A coach or duty person will be present on the meadow or in a launch when juniors are on the water 	Low	Junior VC Coaches Volunteers
Other river users	<ul style="list-style-type: none"> Rowers Other Users <p>Risk of injury or drowning</p>	<ul style="list-style-type: none"> Crews should maintain a constant lookout for other river users including canoeists, launches, anglers, swimmers and dogs in the water 	Low	Rowers Coxes
Night Rowing	<ul style="list-style-type: none"> Rowers <p>Risk of injury or drowning</p>	<ul style="list-style-type: none"> Only competent rowers and coxes will row at night Only one boat will be on the river after dark fitted with a headlight A risk assessment will be undertaken before launching and during the outing to consider weather conditions and visibility The cox will brief the crew on emergency arrangements in the case of an incident before launching 	Low	Rowers Coxes

<p>Extreme weather</p>	<ul style="list-style-type: none"> • Rowers <p>Risk of injury, ill-health or drowning</p>	<ul style="list-style-type: none"> • Rowing will be suspended in the event of a thunderstorm or one approaching • In the event of ice in the cut or on the river or in the case of high winds the Captain/ VC's/ Senior Club Members will judge if it is safe to row. • In cold conditions rowers should ensure that they have sufficient warm clothing and wind proof clothing • In hot conditions members should wear sun-block and ensure they have sufficient liquids 	<p>Low</p>	<p>Rowers Coxes VC's</p>
<p>Coaching Launch</p>	<ul style="list-style-type: none"> • Coaches • Members <p>Risk of injury or drowning</p>	<ul style="list-style-type: none"> • Only competent persons will drive the launch • The drivers and passenger(s) will wear a lifejacket • A mobile phone will be carried by the driver • The engine stop-cord will be worn by the launch driver at all times • The launch will be driven with due care for other river users 	<p>Low</p>	<p>Launch drivers Launch passengers</p>
<p>Trailing Boats</p>	<ul style="list-style-type: none"> • Towing Drivers <p>Risk of road accident, injury or fatality</p>	<ul style="list-style-type: none"> • Any towing driver will ensure that he/she is licensed to tow, the towing vehicle is capable of towing and that there is adequate insurance cover • The towing driver must ensure that the trailer is roadworthy, the lights are working and tyres correctly inflated • The towing driver must ensure that the load is correctly loaded and fully secure and the trailer is securely hitched to the vehicle with the electrical lead connected and emergency brake link attached • Before leaving a check must be made that the trailer handbrake has been released 	<p>Low</p>	<p>Trailer Driver</p>
<p>Land based</p>	<ul style="list-style-type: none"> • Members • Visitors <p>Risk of injury</p>	<ul style="list-style-type: none"> • External areas are kept clear of obstacle and obstructions and the gravel area is kept level and free of weeds and leaves • The boating area and landing stage is kept in good condition and clear of mud weeds leaves and moss • The club house is kept clean and free of obstructions • Changing rooms and the kitchen area are kept clean and hygienic • A fire risk assessment is in place and fire extinguishers kept in good order • The electrical system is tested and portable appliances checked for condition 	<p>Low</p>	<p>Committee</p>

Hygiene	<ul style="list-style-type: none"> • Members <p>Risk of infection and Leptospirosis</p>	<ul style="list-style-type: none"> • Members to wash hands after rowing and before consumption of food • All cuts and abrasions to be cleaned and treated • Members to be aware that flu like symptoms after recent rowing may be caused by leptospirosis 	<p>Low</p>	<p>Members</p>
Accidents and Incidents	<ul style="list-style-type: none"> • Members • Visitors 	<ul style="list-style-type: none"> • Any accidents or incidents involving injury or damage or if a near miss that can prompt preventive action should be reported • SRC will arrange for Emergency First Aid sessions for members from time to time • A First Aid kit is available to treat injuries in the locker by the kitchen • Members will be trained in emergency first aid from time to time 	<p>Low</p>	<p>Members</p>