

Process for the use and cleaning of Reading Canoe Club equipment during the current restrictions

This document is intended to provide further instruction as to how to use and clean club equipment under the current COVID 19 restrictions. **This document is to be used in conjunction with the main document outlining the process for people who wish to access Reading Canoe Club for the purpose of paddling during the current restrictions. Furthermore, this document does not cover assessment of members competency to use club equipment.**

Equipment covered in this document includes buoyancy aids, paddles and boats belonging to Reading Canoe Club. No other club owned equipment is to be used by members at this time. Use of club equipment is entirely at the risk of the individual member using it, although reasonable measures are laid out here to limit any potential virus transfer risk between users.

Further instructions on how to open the club grounds, club house, boat shed and bay shutter please refer to **the process for people who wish to access Reading Canoe Club for the purpose of paddling during the current restrictions** document. **Members who wish to use club equipment at this time should contact the club at info@reading-canoe.org.uk. Once a member has contacted the club, you will be assessed by our coaching team for competence to use club equipment, along with being offered further training on how to access the club and effectively clean club equipment. This address can also be used to request a club access fob to enable you to enter the club.**

At this time the club is relaxing the usual policy of a minimum group of 3 when using club equipment. Instead we encourage members to paddle in pairs with a maximum of one person outside of your own household, in household groups or individually if the member is assessed as competent to do this. This is to keep Reading Canoe Club in line with current government policy. This policy will be reviewed on a weekly basis and updated as the situation changes. Please keep an eye out for updates from the club on use of club equipment.

Finally, a reminder that members are expected to report any damage or issues with club equipment ASAP to info@reading-canoe.org.uk.

Buoyancy aids

The club encourages that all members who currently use club buoyancy aids look at purchasing one of their own. However, for those that are unable to do this, details are included below about how to use and store club buoyancy aids at this time. If guidance is needed on purchasing a suitable buoyancy aid of your own, please feel free to contact the club and coaching team or Marsports (our local canoeing shop) and we will do our best to advise you.

Effective cleaning of the fabric of a buoyancy aid by individual members is unfeasible due to their design. Therefore, the approach of the club at this time is to lease buoyancy aids to individual members for a period of time. Any member wishing to use a club buoyancy aid should contact the club on info@reading-canoe.org.uk to request one. Members are only to use the buoyancy aid assigned to them. Members who are leased a buoyancy aid are expected to store this at home during this time and bring it with them and take it away after each paddle. This is to reduce the storage of wet kit within the club.

Cleaning of Reading Canoe Club boats and paddles

Any member using club equipment is individually responsible for cleaning all equipment used both before and after each use. Members using club equipment are to provide their own cleaning materials for the purpose of cleaning boats and paddles before and after each use. **Cleaning materials are not to be stored at the club.** To this purpose, you will be required to bring:

- A towel to dry equipment
- Cleaning fluids/materials, similar to those used for cleaning you own bathroom
- A soft sponge, cloth or wipes similar to those used to clean a plastic bath.

Suggested appropriate cleaning fluids/wipes are any household bathroom cleaning products with sanitiser/anti-viral properties, including:

- Multi-surface cleaning sprays
- Multi-surface wipes
- Washing up liquid
- Soft dish sponges or cloths.

DO NOT USE BLEACH OR ABRASIVE MATERIALS INCLUDING ABRASIVE SCOURERS TO CLEAN CLUB EQUIPMENT. THESE WILL CAUSE DAMAGE TO THE EQUIPMENT

Boats

All boats are to be cleaned outside on the grass. Areas to be used to clean boats include the top verandah, grass bank (not the concrete), the metal stand at the east end of the building or the trestles in the boat shed can be placed outside to put the boat on. Be aware and careful not to block other people's access to the club, boatsheds and launching whilst cleaning equipment.

Clean all areas of the boat likely to come into contact with your body, this should include all areas of the boat around and including the cockpit, including both the inside and outside of the boat in these areas. Any area up to 3ft either end of the cockpit is also to be cleaned. Be careful not to use excessive amounts of soaps to clean equipment and ensure all equipment is thoroughly dried before putting away.

[Be mindful of the proximity to the river and our local natural environment, clean up any spillages of your cleaning fluid quickly. Do not flush into the river]

Areas to focus on cleaning are:

- Footrest
- Rudder stick
- Seat
- Inside the whole cockpit area
- Cockpit rim
- The outside of the boat around the cockpit, including at least 2ft either end of the cockpit
- Any other part of the boat touched by the member

Equipment procedure in full:

Before use:

- Retrieve paddles from club store
- Remove boat to the grass or racks for cleaning.
- Clean the whole of the paddles' shaft and both blades with appropriate cleaning materials (examples included above).
- Clean all areas of the boat likely to come into contact with your body or clothing with appropriate cleaning materials (examples included above). Pay particular attention to the footrest, rudder stick, seat, inside the whole cockpit area, cockpit rim and the outside of the boat around the cockpit, including at least 3ft either end of the cockpit.

After use:

- If the boat is dirty, for example due to a capsize or muddy feet, flush with river water and empty whilst down on the bank by the river. Ensure most of the dirt has been washed out.
- Dry the paddle shaft and blades, and the inside and outside of all accessible areas of the boat using your own towel prior to cleaning.
- Clean the whole of the paddles' shaft and both blades with appropriate cleaning materials (examples included above).
- Clean all areas of the boat likely to come into contact with your body or clothing with appropriate cleaning materials (examples included above). Pay particular attention to the footrest, rudder stick, seat, inside the whole cockpit area, cockpit rim and the outside of the boat around the cockpit, including at least 2ft either end of the cockpit
- Dry any areas of equipment that are wet or damp after cleaning.
- Return cleaned boats and paddles to storage.
- If you have any waste materials dispose of them in the appropriate bin at the site entrance.