

23rd May 2020

This process is for people who wish to access Reading Canoe Club for the purpose of paddling during the current restrictions

Prior to any visit to the club site, a site access slot must be booked on the clubs booking sheet.

The boat house will be open to the membership with their own equipment from **24th May**. This is solely to provide access to boats, related equipment, toilets, and taps..

The boat house will be open for members using club equipment as soon as we can put the required protocols are in place - **we will confirm the date as soon as we can**

The following areas will remain **out of bounds** to the general membership:

Club room including kitchens
Gym
Changing room lockers
Office and upstairs front door lobby
Changing rooms and shower

This process covers the **opening up** of:

Entrance lobby
Boatshed
Stairwell and landing
Toilets

Although the club is allowing members to access certain areas, members should consider whether they think it is personally safe for them to do so, following Governmental guidelines and the process below. See At-Risk groups (note 2). Members should exert common sense at all times and decide whether they feel safe to visit the club. Reading Canoe Club and the Committee in no way takes responsibility for the safety of members on site re Covid 19, members must make up their own mind.

Regardless of how people feel individually about the virus, please be considerate of others who may have different views, and respect social distancing rules at all times.

Members who have taken away private boats are invited to bring them back for storage but need to book a site access slot to do so.

You will potentially need to bring the following items with you:

- Additional soap, sanitiser, sponge etc for self, (boat), and kit
- Towels for drying yourself, boat, and kit
- First aid kit

Process:

- Arrive as ready to paddle as possible.
- Wash hands thoroughly before leaving home.
- Use a key fob to open the top gate if at all possible.

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- When getting ready do not restrict access to anyone else. Ensure 2m distancing. Do not take anything into the club house if at all possible.
- Open the club house door using key fob.
- Wash hands with soap in the sink and dry them. The club will seek to make soap and paper towel available. Please dispose of the towel properly in the bin provided and when it is full, bag it and place in the grey bin by the gate. Put in a fresh bin liner for the next user
- Open the boat shed door and relevant roller shutter
 - Enter boat shed, grey light switch on right
 - If you are with more than one person, only one person should enter the building, and they should open all the required shutter doors.
- Ideally only one boat should be retrieved or replaced at a time from the same bay. Preferably only one person should complete a boat move but it is understood that two people, socially distanced, may be required for heavier boats or boats stored at height.
- The person who opened the shutter doors should then shut the doors unless there are other people waiting.
- Wash and dry hands as above
- Leave building locking door / setting alarm.
- No kit should be left in the club house. Any kit or bicycles left outside or on the upstairs balcony are left entirely at your own risk and should in no way obstruct or impede anyone else's access.
- Boat adjustments should be done outside the boatshed in a location that does not restrict people flow or prevent social distancing
- No boat repairs (resin etc) inside the boatshed without permission of the committee

Toilets:

The use of the toilets is discouraged and if possible should be avoided, please try to use your own facilities at home before coming to the club. If the use of club toilets is unavoidable though, then please follow the below protocol'.

- Before mounting the stairs look and ensure the stairway is free, call up if necessary.
- If there is potentially someone in the toilet already, knock on the toilet door and call out.
- If the toilet is being used wait outside at a respectful distance to allow them to pass by following the 2m rule
- Use toilet
- Wash hands and dry them using hand drier
- Check stairway is free before descending. Do not try to pass anyone on the stairs.
- Descending the stairs has priority to avoid crowding on the landing

On return to the club:

- Open the club house door with key fob.
- Wash hands with soap and dry them as before
- Open boat shed door and relevant roller shutter doors and turn on light.
- Properly drain and wipe down boat outside- do not store a wet boat!
- Return boats to the boat shed, ideally only one person should be in the boat shed at a time, but if there is more than one person in the boat shed, ensure that social distancing is observed at all times.
- Once all the boats are put away, one person should shut all the roller shutters and then the boat shed door. Ensure the lights are off!

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- After shutting the boat shed door wash hands before setting alarm and leaving the building.
- Leave the premises as quickly as possible, with all your kit, shutting the top gate.
- As soon as you arrive home wash your hands

Additional steps for members using club equipment: Date for access tbc

These steps are in addition to the normal club rules governing the use of club boats. Safety on the water is as important as safety off the water. Any member using a club boat not adhering to the club rules regarding numbers should seek permission from their coach that it is safe for them to do so, and paddle within their capability remembering they must be able to self-rescue

Sharing equipment increases any risk of transfer. Use of club boats and / or equipment is entirely at the risk of the user. Should you feel uncomfortable about this additional risk, you should not use the equipment.

You can only use club paddles, buoyancy aids and boats

British Canoeing have published the following guidelines for cleaning boats and equipment with a recent addition to cover Covid 19.

<https://www.britishcanoeing.org.uk/news/2020/covid-19-update-guidance-for-cleaning-boats-and-equipment>

The club will seek volunteers to train and manage the process on behalf of members
The club will identify those paddlers who want to borrow equipment and the members are responsible for logging what was used when.

- Members are reminded that any use of club boats at this time does not constitute 'club activity'. As such members should be members of British Canoeing to provide insurance cover and permission to access the waterways
- All members are asked to take extra care when using boats as repairs to damaged boats remain difficult at this time. Absolutely no sitting in boats off the water. No portage practice in club boats.
- K2s and Canadians should only be used by people from the same household
- Anyone needing induction into accessing and locking the club, setting the alarm, opening shutters etc - please email the club for advice.

All members should read the [British Canoeing Guidance](#) prior to venturing out on the water in any capacity. It contains lots of good advice.

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Notes:

1. Changing Rooms

- The changing rooms and showers are out of bounds.
- Members are not allowed to leave kit in the building when they paddle

2. At-Risk groups

The committee's strong advice continues to be that if you are in an at-risk group, you should not visit the club or borrow club boats. However, we cannot reasonably know all the members that fall into at-risk groups. Also, all members or their guardians have the capacity to make an informed decision. The UK Government has published guidelines on what constitutes [a person whom is at risk](#). So as a committee, we believe we have informed the membership of the inherent risks of accessing the club and of borrowing a club boat and other kit. Everyone therefore has informed capacity. Should any member in an at-risk group access the club or borrow a club boat, they therefore do it entirely and completely at their own risk and should hold RCC harmless of any adverse outcome. Sorry for the formal response but we think it's appropriate.