



Bromley Canoe Club

Pool Sessions Risk Assessment and Protocol

October 2020

Version 3



Contents

Introduction and Background	3
National Governing Body and Government Guidance and requirements	3
National Governing Body (NGB) guidance.....	3
Government guidance	3
Protocol.....	4
Areas of responsibility	4
Reception area	4
Balcony and back door.....	4
Poolside.....	4
Changing Rooms	4
Session Management.....	5
Session booking.....	5
Entry to the session.....	5
Times and attendees.....	5
Session management.....	6
Exit from the session.....	6
Follow up responsibilities	6
Pool configuration.....	7
Appendix	8
Risk Assessment	8
BCC member specific guidance shortlist/detail	8
Contact Points.....	8



Introduction and Background

Bromley MyTime (BMT) have reopened swimming pools in the Borough to clubs who wish to run their usual events. Clubs have been invited to put together risk assessments and protocols for review and agreement by BMT.

Bromley Canoe Club (BCC) wishes to resume activities and this protocol will describe how we aim to achieve this.

It is envisaged that at present this protocol will only work under Tier 1 of the Governments latest COVID-19 response. Any change in the Borough Tier will mean an immediate review of this protocol.

National Governing Body and Government Guidance and requirements

National Governing Body (NGB) guidance

BCC is an affiliated club of British Canoeing (BC). We follow BC guidance as required and our affiliation includes public liability insurance up to £10m.

Current guidance from BC can be found [here](#) (last reviewed 12/10/20)

Key elements of government guidance (specific to the pool) with which this protocol is designed to comply:

- From 24th September 2020, people **aged 18 and over** playing **indoor** team sports must adhere to the 'rule of six', which means playing in a group of no more than six people.
- Maintain safety protocols and summaries and ensure they are shared (see appendix)
- Maintain the affiliation to BC
- Maintain a risk assessment (see appendix)
- Organised club, centre or provider activity must be promoted through communication channels including website, social media, marketing collateral, club calendar or noticeboard
- Club boats can be used subject to a booking system being in place and a rigorous cleaning and hygiene procedure being followed to clean the boat after use.
- Coaching may take place if social distancing is maintained
- Activities should avoid where possible the need for rescues but should the need arise social distancing must be maintained as much as possible and a record kept for track and trace where possible

Government guidance

Government guidance is [here](#) (last reviewed 12/10/20)

Key elements of government guidance with which this protocol is designed to comply:

- All supervised activities for **under-18s**, including indoor and outdoor sports and exercise groups, are exempt (provided relevant guidance is followed and risk assessments carried out)
- All recreational clubs must develop a written COVID-19 plan and risk assessment prior to activity. Preparation must include those in charge of the session taking part in specific training, as necessary, and participants being asked to consider if their underlying health may caution against participation.



- The rule of 6 should be maintained outside the activity area
- 2 metre rule must still apply as much as possible, and if not the 1 metre rule
- Face coverings must be worn when the activity is not taking place (unless under 18)

Protocol

Areas of responsibility

We consider areas of responsibility for compliance with COVID protection are as follows:

Reception area

- BMT
 - display of NHS Test and Trace barcode for registering attendance at the venue
 - provide adequate cleaning gels
 - enforce/remind over face covering requirements
- BCC
 - Provide and maintain updated guidance for those booking
 - Maintain a record of attendees for 21 days
 - Remind members to maintain requirement to maintain distance and face coverings in all areas

Balcony and back door

- BCC
 - Ensure a committee member is available at all times to manage member movements, throughout the session
 - Ensure social distancing is maintained while members are waiting
 - Ensure personal boats and equipment (where used) are placed on the pool side by the owner and retrieved by the owner without interacting with others unnecessarily

Poolside

- BCC
 - Ensure boats and equipment are retrieved from the store and placed along the side of the pool, appropriately distanced
 - Ensure boats and equipment are rinsed by the member prior to use, and at the end of use, prior to leaving them on the side
 - Ensure the 2 metre rule is adhered to whilst members are paddling (by providing a poolside supervisor at all times)
- BMT
 - Providing a lifeguard at all times

Changing Rooms

- BCC
 - Ensuring members are aware that they should wear masks and change as quickly as possible and not mix unnecessarily with others



Session Management

The following describes how each element of the BCC session will operate:

Session booking

- Members will only be able to attend if they have booked online, only parents will be allowed to watch from the balcony and must be appropriately social distanced
- Youth bookings will be for a maximum of 16 persons for each session
- Adult bookings will be for a maximum of 12 persons for each session
- The pool will have a lane rope down the middle (long ways) in order to allow us to separate specific groups
- Bookings will be retained for a minimum of 21 days to aid NHS Track and Trace

Entry to the session

- Members must be 'beach ready' and will enter via the main entrance and proceed up to the balcony to meet the session manager where they will change into swimwear
- The session manager (a member of the committee) will be at the far end of the balcony and will ensure social distancing is maintained
- Bags can be left on poolside at the deep end of the pool (see plan for changing area/ bag storage) – OUTDOOR SHOES WILL NOT BE WORN POOLSIDE
- Members who have brought their own equipment will need to meet the session manager beforehand to be able to leave them on poolside, having placed them on the poolside themselves
- Personal equipment is not to be shared

Times and attendees

The pool session will be split as follows

Youth Session (up to and including 17 years old)

Group 1 – 20:05 – 20:50

Group 2 – 20:10 – 20:55

- Members will be encouraged to arrive promptly and rinse the boats and help put
- Members who are late for group 1 will be told to wait until group 2 have got into their boats
- Boats must be rinsed outside and in before and after the session to prevent cross contamination
- Pool configuration will be the whole pool (no swim lane)

Adult Session (18 years and over)

Group 1 – 21:05 – 21:45

Group 2 – 21:10 – 21:50

- Members must arrive on time and maintain social distancing
- Members who are late for group 1 will be told to wait until group 2 have got into their boats



- Boats must be rinsed outside and in before and after the session to prevent cross contamination
- Pool configuration will be two halves, split lengthways by a lane rope

Session management

- Boats and equipment must be removed from and returned to the store (where needed) by the session manager and yellow t-shirt assistant* who must both wear a mask in the store at all times – BCC to provide gloves for boat handling
- The yellow t-shirt assistant must assist with the observation of social distancing at all times
- Individuals must move around the side of the pool in a clockwise direction when collecting boats or getting changed in order to ensure passing others is minimised on the narrower edges of the pool.

*the yellow t-shirt assistant is a member of BCC who has responsibility for assisting with behaviour and in this instance will also manage and ensure COVID social distancing in the pool area

Exit from the session

- Boats and equipment will be rinsed and left on the poolside at the shallow end by members
- All members will change in the cubicles in the female changing area and will leave the pool immediately at the end of their session
- Groups will not mix whilst on the premises

Follow up responsibilities

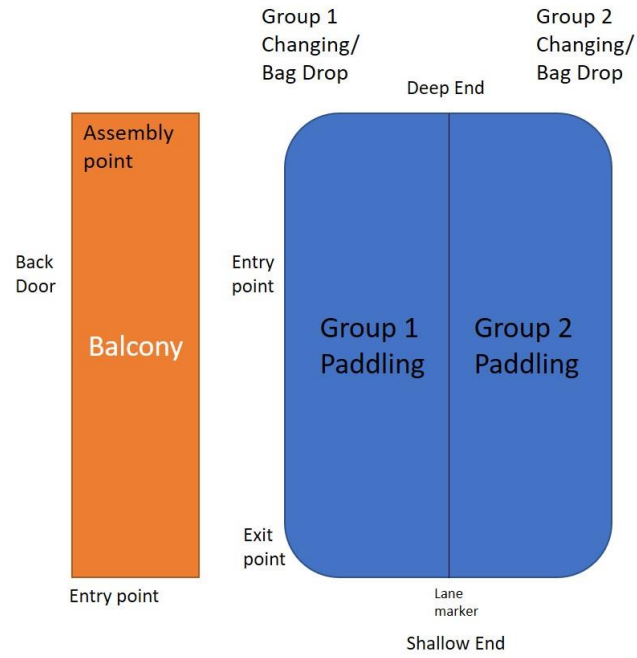
- BCC will maintain a list of attendees for at least 21 days and comply with NHS Test and Trace and BMT requests for information on members on request
- Members will be informed of this requirement and will be encouraged to inform BCC if they develop symptoms



Pool configuration

The pool will be configured as follows:

BCC Pool Configuration for Monday Sessions





Appendix

Risk Assessment



20201029 BCC Risk
Assessment - COVID1

BCC member specific guidance shortlist/detail



guidance for
members.docx



Guidance for Yellow
T - dos and donts.doc

Contact Points

BCC David Birkinshaw, Secretary – 07913 838 909

Tony Manning, Treasurer – 07801 853 411

BMT Duty Manager