



Exmouth Gig Rowing Club

COVID-19 Risk Assessment

Registered Club Address

Kempton, 109 Exeter Road, Exmouth, EX8 1QE

Person(s)/Group at Risk

Club members, novice rowers, try out rowers, rowers from other clubs, other estuary users & members of the public

Initial Assessment

Review

X

Following Incident

Activity/Task/Process/Equipment

Boat movement from boatyard, launching from slipway or beach, club rowing, training rows, extra sessions and recovery of boats.

This scope of this risk assessment is pure focused on reducing the risk of infection from COVID-19. It does not cover general operation of rowing sessions, regattas or events. These are covered in the Club Risk Assessment.

Date of Assessment

23.09.2020

Assessor

Oliver Knights

Approved by

Anna Wilson – H&S Officer

Authorised / risk assessed launch sites

Primary: Shelly Beach*, Belshers Slipway*. *Secondary:* Camperdown Slipway, Exmouth Recreation Ground Slipway, Exmouth Old Lifeboat Slipway, Exmouth New Lifeboat Slipway.

IMPORTANT – The South West has seen one of the lowest number of confirmed cases in the UK but, the R-rate is one of the highest (currently between 0.8 and 1.1). Should either the R-rate increase OR the number of cases increase then rowing **MUST** be suspended until such time as this risk assessment has been reviewed. Rowing will also cease with changes in guidelines from the UK Government, British Rowing or the CPGA.

RISK MATRIX

| | | POSSIBLE CONSEQUENCES | PROBABILITY | | | | |
|--------|----------------------|------------------------------------------------------------------------------------|-------------|---------------|------------|-------------|---------------------|
| | | | RARE 1 | UNLIKELY 2 | POSSIBLE 3 | LIKELY 4 | ALMOST CERTAIN 5 |
| IMPACT | Not Significant 1 | Minor injuries or discomfort. No medical treatment or measurable physical effects. | 1 | 2 | 3 | 4 | 5 |
| | Minor 2 | Injuries or illness requiring medical treatment. RIDDOR 1 day. | 2 | 4 | 6 | 8 | 10 |
| | Moderate 3 | Injuries or illness requiring medical treatment. RIDDOR 3 day. | 3 | 6 | 9 | 12 | 15 |
| | Major 4 | Lifelong injury or single fatality. | 4 | 8 | 12 | 16 | 20 |
| | Severe 5 | Multiple fatalities. | 5 | 10 | 15 | 20 | 25 |

Note: all risks are rated based on the worst possible consequence of any given risk.

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| <p>Low Risk – Risk Score 1 to 4</p> <p>Little or no risk residing – cox to monitor conditions but no further actions need to be taken.</p> | <p>Medium Risk – Risk Score 5 – 12</p> <p>Acceptable level of residing risk. Close monitoring of controls measures from cox, crew and committee members. Control measures reviewed regularly.</p> | <p>High Risk – Risk Score 13 – 25</p> <p>Unacceptable level of risk resides. Cease activity immediately. Committee to decide on alternative methods to mitigate against risk.</p> |
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| SPECIFIC HAZARDS IDENTIFIED | A. Potentially affected parties - B. Possible Outcomes/injuries | BEFORE CONTROL MEASURES APPLIED | | | CONTROL MEASURES TO REDUCE RISK - Elimination - Substitution - Engineering Controls - Administrative Controls - Personal Protective Equipment | AFTER CONTROL MEASURES APPLIED | | | RESIDUAL RISK |
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| | | Severity | Probability | Risk Score | | Severity | Probability | Risk Score | |
| Club Rowing, Social Rowing and Extra Sessions | | | | | | | | | |
| Viral infection (COVID-19) via person to person transmission prior to rowing session(s) | <p>A. Members, novice rowers and general public.</p> <p>Consequences of contracting virus known to be more serious in vulnerable groups.</p> <p>B. Flu-like symptoms. Difficulty in breathing. Hospitalisation and ventilation. Multiple deaths.</p> | 5 | 4 | 20 | <ul style="list-style-type: none"> Those with previous upper respiratory conditions to consult physician before returning to rowing. Those who have been asked to self-shield must continue to do so until advised otherwise by government guidelines. All rowers (inc. novices) to read and sign "Back to Rowing Form" containing this Risk Assessment and accompanying Method Statement. All rowers must declare they haven't had symptoms within the last 7 days (or have had a negative swab result), been in contact with someone displaying symptoms within 14 days or returned from a country not on the 'Travel Corridor' list within 14 days, at time of booking. Anyone displaying symptoms after booking has been made must contact the cox / session planner. They must not attend. Replacements to be sourced from previous / following session(s) OR session cancelled. Social Distancing guidelines to be followed at all times on the beach, on the slipways, pavements, walkways and any other venues used for rowing or rowing related activities. While the "rule of six" does not apply to outdoor sports clubs, members should avoid congregating ahead (or after) sessions in numbers greater than six. | 4 | 2 | 8 | <p>The booking system will automatically reject any booking where the declaration of health has not been signed.</p> <p>The "back to rowing" form, this risk assessment and accompanying method statement will be sent out by the Secretary.</p> <p>This form and must be returned with a digital signature, showing that members have read and understood the measures in place.</p> <p>Failure to comply with the measures in place could result in suspension or expulsion from the club.</p> <p>Coxes are under no obligation to run sessions if they have any reason to doubt the health of any of the rowers or their ability to follow the measures in place for the safety of all.</p> |

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| | | | | | <ul style="list-style-type: none"> • Within the boat yard no more than a single crew + cox may congregate and the minimum social distance 1m+ must always be observed. • All rowers to ensure hands washed thoroughly with soap prior to attending sessions. • Face coverings should be worn at all times with the exception of when rowing. • Members encouraged to walk, cycle or use private cars to get to sessions. If public transport cannot be avoided face coverings must be worn. • Members using private cars should not carry passengers unless they are from the same household” | | | | <p>Rowers are under no obligation to take part in sessions under the same condition as above.</p> <p>All members must take responsibility for their own health and that of the rest of the club.</p> <p>Missing sessions due to ill health will not be held against members. Early communication (if possible) is appreciated.</p> |
| <p>Viral infection (COVID-19) via person to person transmission during rowing session(s)</p> | <p>A. Members, novice rowers and general public.</p> <p>Consequences of contracting virus known to be more serious in vulnerable groups.</p> <p>B. Flu-like symptoms. Difficulty in breathing. Hospitalisation and ventilation. Multiple deaths.</p> | 5 | 3 | 15 | <ul style="list-style-type: none"> • Members wishing to return to rowing will be grouped into ‘bubbles’ of 15 (each with two coxswains) to reduce the number of different people it will be possible to row with (See Appendix 1). People must not row with people outside of their “bubble”. • Boat to be positioned in the water with bow to shore. Held in place by either (not both) bow rower or one member of shore crew. • Cox should enter the boat first, followed by the stroke, 5, 4, 3, 2 and then bow – to avoid passing in the boat. • Movement between seats on the water will not be allowed at this time – unless the cox deems that not doing so is a risk to the crew greater than that of the chance of infection. • Rowers to maintain maximum distance possible from the rower in front and / or behind them. • Cox to position themselves as far from the stroke? rower as possible i.e. not in the “race” position but on the bar. • Rowers should avoid turning to speak to fellow rowers. | 4 | 3 | 12 | <p>The residual risk here at the upper edge of “acceptable”. The close proximity of the rowers is less than that suggested by Government Guideline (>1m).</p> <p>The responsibility to adhere to these measures is down to the individual and the crew as a whole.</p> <p>Failure to follow these measures can be reported (anonymously) via the feedback form.</p> <p>Shorter than usual sessions can be planned to avoid prolonged breaks (e.g. beginner sessions).</p> <p>Where possible, people who live in the same household will be put into the same ‘bubble’ group.</p> |

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| | | | | | <ul style="list-style-type: none"> • Stopping for prolonged periods should be avoided. • No passengers/pilots or swap out crew are allowed at this time. • Face coverings to be used when not actively rowing e.g. during embarking / disembarking and clean down. • It is recognised that the primary role of the cox is the safe operation of the boat during rowing and that additional responsibility for COVID security is not practical. • To that end a nominated “COVID Monitor” (marked with a “CM” on the session planner) will be allocated for each session to ensure that the crew are following the protocols set by this risk assessment. • This includes the use of hand gel, face masks when applicable and the clean down procedure. | | | | <p>Coxes to monitor actions of the rowers during the session(s) (if possible) but it is recognised that the operation of the boat is their primary focus.</p> <p>The COVID monitor(s) have the devolved power to stop rowers taking part in a session if they do not follow these procedures.</p> <p>The COVID monitor(s) will be selected by the committee and the duty cox based on competence and experience (e.g. new rowers would not be selected for this role).</p> |
| <p>Viral infection (COVID-19) via person to person transmission during change over between session(s)</p> | <p>A. Members, novice rowers and general public.</p> <p>Consequences of contracting virus known to be more serious in vulnerable groups.</p> <p>B. Flu-like symptoms. Difficulty in breathing. Hospitalisation and ventilation. Multiple deaths.</p> | 5 | 3 | 15 | <ul style="list-style-type: none"> • Rowers to put on face coverings as soon as it is practical / safe to do so. • One member of the shore crew to hold the bow of the boat and stand with the boat to one side. They must also be wearing a face covering. • Members of the crew to exit the boat at the bow, on the other side of the boat, facing away from the shore crew. • Rowers to exit the boat in order from bow to stroke, followed by the cox (unless they are taking another session) • Those rowers involved in the next session must be ready to take over (i.e. on the shoreline) but must stand clear of the departing crew and at a 1m+ distance from each other. | 5 | 2 | 12 | <p>The residual risk here at the upper edge of “acceptable”. The close proximity of the rowers is less than that suggested by Government Guideline (>1m) and no mitigating factors (e.g. controls) are practical.</p> <p>Risk is lowered as rowers do not directly face each other but residual risk is still considerable.</p> <p>Sessions are greater than 15 minutes meaning that a robust track and trace system must be employed (Appendix 1 & 2)</p> |

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| | | | | | <ul style="list-style-type: none"> The departing crew must move away from the boat, shore crew and incoming crew (i.e. no lingering on the shore). Face coverings should be worn at all times with the exception of when rowing. | | | | <p>The aim during change overs is to keep rowers within a bubble of their own crew.</p> <p>Where the same person is scheduled to row twice then they must exit the boat and re-enter it in the correct order.</p> <p>Rowers that are rowing in more than one session should be scheduled in back-to-back sessions if reasonably practicable.</p> |
| Viral infection (COVID-19) via shared equipment transmission during movement to / from boathouse | <p>A. Members, novice rowers and general public.</p> <p>Vulnerable groups most likely to show worse symptoms.</p> <p>B. Flu-like symptoms. Difficulty in breathing. Hospitalisation and ventilation. Multiple deaths.</p> | 5 | 3 | 15 | <ul style="list-style-type: none"> Within the boat yard no more than 10 people may congregate and the minimum social distance of 1m+ must be observed. Disinfectant gel will be made available and must be used by all rowers and the cox prior to handling kit / boats or covers. Coxes to carry pin box / radio / grab bag and lifejacket to minimise handling. These can be placed inside the boat if the boat is being moved down to the slipway. Face coverings should be worn at all times with the exception of when rowing. | 4 | 2 | 8 | <p>Disinfectant gel, wipes and disposable gloves will be available from the equipment store in the boat yard.</p> <p>The cox must take gel / wipes / gloves down to the beach for sessions that do not require the crew to meet at the boat yard.</p> <p>These must be returned to the yard at the end of the last session.</p> <p>Health & Safety Officer to monitor levels of gel and wipes. Re-order as required.</p> <p>Should either of these items run out rowing cannot take place and session(s) must be cancelled.</p> |
| Viral infection (COVID-19) via | A. | 5 | 4 | 20 | | 4 | 2 | 8 | |

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| <p>shared equipment transmission prior to rowing</p> | <p>Members, novice rowers and general public.</p> <p>Consequences of contracting virus known to be more serious in vulnerable groups.</p> <p>B. Flu-like symptoms. Difficulty in breathing. Hospitalisation and ventilation. Multiple deaths.</p> | | | | <ul style="list-style-type: none"> Disinfectant gel will be made available (at the boat yard) and must be used by all rowers and the cox prior to handling kit / boats or covers. The bow rower should vaseline all leathers. Jar to be wiped down with disinfectant wipes before use. Disinfectant wipes to be used on pins, oar handles and seat cushions prior to start of first session. Disposable gloves to be worn when removing cover. Trolley handles to be wiped down prior to first session and prior to recovery. Hand gel to be used when getting into the boat. Shore crew radio to be wiped down by cox and handed to one, nominated, member (marked with "R" on session planner). Face coverings should always be worn except for when rowing. Disposable items (gloves and wipes) should be bagged and disposed of once used. | | | | <p>WHO studies have shown that COVID-19 can survive, outside of the body, for:</p> <ul style="list-style-type: none"> 5 days on metal (e.g. trollies) 4 days on Wood (e.g. traditional gigs, oars and pins). 2 to 3 days on plastics (GPR gigs, water bottles, radios etc) <p>Therefore, to reduce the chance of spreading the virus the cleaning down of equipment is vital, both before and after sessions.</p> <p>The COVID monitor(s) have the devolved power to stop rowers taking part in a session if they do not follow these procedures.</p> |
| <p>Viral infection (COVID-19) via shared equipment transmission during rowing</p> | <p>A. Members, novice rowers and general public.</p> <p>Consequences of contracting virus known to be more serious in vulnerable groups.</p> <p>B. Flu-like symptoms. Difficulty in breathing.</p> | 5 | 2 | 10 | <ul style="list-style-type: none"> Crews must not share personal items (such as water bottles). Large bags or items must not be taken on-board. Small personal items such as keys and phones should be kept in pockets. Face coverings should be kept about your person. Spare items of clothing / water must be kept under your seat (not under the seat in front of you) or on your seat. Coxes may use the space behind the "race seat" for the storage of their kit. | 4 | 1 | 4 | <p>It is accepted that the biggest risk to the cox is hypothermia and therefore it is appropriate for coxes to take a small bag onboard for warm / dry clothes.</p> <p>Rowers should try and keep the amount of personal kit to the bare minimum.</p> <p>The use of cloth gloves is not encouraged as they cannot be disinfected as easily as skin.</p> |

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| | Hospitalisation and ventilation. Multiple deaths | | | | <ul style="list-style-type: none"> Only the pin box can be placed in the bow. The bow is not to be used to store personal kit. Spare (wiped down pins) should be placed under each seat. Do not pass another rower your spare pin. | | | | Rowers do not have to wear face coverings during rowing as they do restrict air intake BUT they may wish to do so as a personal preference. Coxes can also make the same choice. |
| Viral infection (COVID-19) via shared equipment transmission when moving boats | <p>A. Members, novice rowers and general public.</p> <p>Consequences of contracting virus known to be more serious in vulnerable groups.</p> <p>B. Flu-like symptoms. Difficulty in breathing. Hospitalisation and ventilation. Multiple deaths.</p> | 5 | 3 | 15 | <ul style="list-style-type: none"> Lifting and movement of boats may not allow for the advised social distance guidelines to be kept. This must be kept to an absolute minimum. Face coverings must be worn. Once the boat is on the trolleys rowers should spread themselves along the boat and maintain a safe distance. Members of the public cannot assist with the launch or recovery of boats as they will not be accounted for by the Track & Trace systems. | 4 | 3 | 12 | <p>The residual risk here is at the upper edge of “acceptable”. The close proximity of the rowers is less than that suggested by Government Guideline (>1m).</p> <p>The key to this is to minimise the amount of time that the crew are in this close proximity of each other.</p> <p>Members must listen to the cox and make every attempt to complete the task as quickly and safely as possible.</p> |
| Viral infection (COVID-19) via shared equipment transmission during change overs | <p>A. Members, novice rowers and general public.</p> <p>Consequences of contracting virus known to be more serious in vulnerable groups.</p> <p>B. Flu-like symptoms. Difficulty in breathing.</p> | 5 | 2 | 10 | <ul style="list-style-type: none"> Disinfectant wipes and gel to be stored in the bow of the boat. Oars to be crossed between sessions. Prior to exiting the boat each rower must use the wipes to clean down the handle of the oar, their seat cushion and anywhere they have placed their hands. This is to be done in order, starting with the bow. On finishing the “clean down” the wipes should be left on the non-cushioned part of the seat for the next rower. | 4 | 2 | 8 | <p>This is a complex procedure with a high chance of user error.</p> <p>A clear method statement (Appendix 3) will be issued and a video produced and emailed to members ahead of any rowing commencing.</p> <p>This will be a slow process so the number of sessions conducted in a single day may need to be reduced.</p> |

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| | Hospitalisation and ventilation. Multiple deaths. | | | | <ul style="list-style-type: none"> As the stroke rower completes their “clean down” they should place the wipes back in the bow. All personal items must be removed. Hand gel to be used by each rower of the next session as they enter the boat. Used wipes to be removed by the user and disposed of safely. Disposable items (gloves and wipes) should be bagged and disposed of once used. | | | | <p>The COVID monitor(s) must be confident and confident of the clean down process.</p> <p>They should monitor the process and advise, as necessary.</p> <p>Any member that refuses to follow this procedure should be reported to the committee via the online feedback form.</p> |
| Viral infection (COVID-19) via shared equipment transmission after final session | <p>A. Members, novice rowers and general public.</p> <p>Consequences of contracting virus known to be more serious in vulnerable groups.</p> <p>B. Flu-like symptoms. Difficulty in breathing. Hospitalisation and ventilation. Multiple deaths.</p> | 5 | 2 | 10 | <ul style="list-style-type: none"> Oars to be lowered down the sides of the boats. To do so safely may require the assistance of other rowers. Wipe down procedure does not need to be done at this stage but must be carried out before all items are stored Boats should be put on trollies, moved into place and placed on trailer / wooden blocks. Disinfectant wipes to be used on pins, oar handles, seat cushions and trolley handles. All rowers, shore crew and cox to use hand gel. Gloves to be used before replacing the cover. These need to be bagged and removed. | 4 | 2 | 8 | <p>As with the changeover procedure there is a lot of individual tasks that need to be completed.</p> <p>See method statement (appendix 3) for clear and precise details.</p> |
| Viral infection (COVID-19) via local outbreak | <p>A. Members, novice rowers and general public.</p> <p>Vulnerable groups most likely to show worse symptoms.</p> <p>B. Flu-like symptoms.</p> | 5 | 3 | 15 | <ul style="list-style-type: none"> Should a member of the club become ill or test positive for COVID-19 it is vital to slow the spread of the infection via communication to those they may have come in contact with. The session planner (both on the website AND on club google calendar) will act as the “Track & Trace” mechanism for the club. | 5 | 2 | 10 | <p>All coxes to be given a simple “how to” guide for updating the session planner with last minute changes.</p> <p>Changes to seat positions need not be recorded.</p> <p>Government Guidelines for those who have come into contact with someone</p> |

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| | <p>Difficulty in breathing. Hospitalisation and ventilation. Multiple deaths.</p> | | | | <ul style="list-style-type: none"> • All coxes to be given editing right to the google calendar to update attendances or make substitutions. • Any member that tests positive or displays symptoms must contact the secretary via email (exmouthgiglcub@gmail.com) as soon as possible. • Secretary to contact all those in the session(s) containing the unwell person as well any previous / following session. • Should the NHS request the names and details of those in close proximity to the unwell member the club is obliged to do. • Those contacted should follow government guidelines. | | | | <p>carrying COVID-19 can be found here.</p> <p>One of the provisos for members wishing to row is to sign the "Return to Rowing" form. This states that their contact information can be given to the NHS.</p> <p>This is a departure from the club's GDPR policy and will only be enacted during a potential outbreak.</p> |
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