

This risk assessment has been prepared by Row Party Committee and will be regularly reviewed. Send comments/suggestions to Mandy Toogood or Cathy Holman using a Spond private message

Version Date: 24 November 2020

**PSKC / Rowparty – Risk Assessment – Covid-19**

Item	Hazard	Persons at risk	Control measures	Further actions
1	Member infected with virus that can cause serious illness and death	Other members and public	<ul style="list-style-type: none"> <li>Members who have symptoms or have been in contact with someone with symptoms do not sign up to row.</li> <li>Captain/cox to ask each crew member if they have symptoms or have been in contact with someone with symptoms.</li> <li>Members to be honest with the club.</li> <li>Members complete Sports Scotland on-line Covid awareness course before signing up to row.</li> <li>Members who wish to row read and comply with these control measures.</li> <li>Cox acts as Covid Officer during row.</li> <li>£1 voluntary donations will continue to be paid in the jar and new system to be considered at a later date</li> </ul>	<p>Allocate a cox before the row</p> <p>Guidance to highlight importance of one person going in the shed for life jackets, seat cushions and cash jar – same person to return them</p>
2	Covid-19 outbreak	Members, family of members, public	<ul style="list-style-type: none"> <li>For Test and Protect purposes, members to ensure that their contact details are up-to-date on the Rowparty Spond group and the PSKC Go Membership platform.</li> <li>Members to sign up using Spond.</li> <li>Any late crew changes to be noted on Spond.</li> </ul>	Note to go on Spond for all members to check their details are correct
3	Entering and using the yard	Members	<ul style="list-style-type: none"> <li>Members to bring their own hand sanitiser and use it before and after touching anything in the yard.</li> <li>One crew member deals with gate and padlock as per</li> </ul>	<p>Cox to check kayaking and sailing Spond groups for activity in yard.</p> <p>Notify sailing and kayaking</p>

			<p>Rowparty guidelines</p> <ul style="list-style-type: none"> <li>• Only one crew of 5 people to be in the yard at a time.</li> <li>• Liaise with sailors and kayakers to avoid too many people in yard.</li> <li>• No members of the public in the yard.</li> <li>• Members to use soap and water to wipe down all surfaces they have been in contact with.</li> </ul>	<p>Covid officers of rowing schedules to avoid overcrowding in the yard.</p> <p>Guidelines to include procedures for cleaning equipment and surfaces</p>
4	Entering and using the shed	Members	<ul style="list-style-type: none"> <li>• One crew member to open/close shed .</li> <li>• One person at a time in the shed.</li> </ul>	<p>Guidelines to include list of tasks to be given to crew members as well as highlight only one person in the shed at a time.</p>
5	Getting the boat ready and putting it away	Members	<ul style="list-style-type: none"> <li>• Cox is Covid officer with responsibility for leading and coordinating each row.</li> <li>• Only one boat to be brought into use initially. Once 2 boats are available stagger start time.</li> <li>• Boats, oars and trolleys to be cleaned with soap and water before and after use, taking particular care with high contact areas e.g. oar handles, looms, gunwales, seats, seat cushions, tiller, trolley handles.</li> <li>• Each boat to be equipped with cleaning kit which stays with boat - bucket, sponge, scrubbing brush and eco washing liquid.</li> <li>• Maintain physical distance as much as possible.</li> <li>• Work together swiftly to lift boat on/off trolleys then return to distancing.</li> <li>• Use hand gel before and after handling the boat or trolley.</li> </ul>	<p>Complete Row Party guidance for crews to follow</p> <p>Store oars 1&amp;3 (port side) and 2&amp;4 (starboard) together on opposite sides of skiff with numbers facing UP, for easy identification and minimum handling</p> <p>COVID EQUIPMENT Each boat to have sponges and soap stored in a bucket and a small box under the cox's seat</p>

				containing spare masks and hand sanitiser.
6	Taking the boat to and from the water	Members and public	<ul style="list-style-type: none"> <li>• Crew to assess how busy Prom and beach are and whether it is safe to take the boat to the water.</li> <li>• Take special care at pinch points – ask passers-by to maintain distance.</li> <li>• Do not let members of the public touch the boat.</li> <li>• Crew to wear masks while transporting the boat.</li> <li>• Crew to maintain distance as far as possible when transporting boat.</li> </ul>	
7	Launching/ returning to shore	Members and public	<ul style="list-style-type: none"> <li>• Captain/cox to take charge at shore to ensure boat is prepared for launch and launched in orderly way. Likewise at return to shore.</li> <li>• Work together swiftly to lift boat on/off trolleys then return to distancing.</li> <li>• Maintain distance as far as possible while setting up/packing up the boat.</li> <li>• Do not let members of the public touch the boat.</li> </ul>	Oars, if stored in pairs, (as above) can be removed one at a time on correct side of the boat
8	Rowing	Members	<ul style="list-style-type: none"> <li>• Cox and stroke to wear face coverings.</li> <li>• Crew members will be allocated a position in the boat and the cox will ensure there is minimum position movement allowed and this should only happen if there are additional health and safety considerations eg if someone is injured.</li> <li>• Sessions to be a gentle reintroduction to rowing – focus on skills not speed, no heavy breathing.</li> <li>• Allow enough time for cleaning before and after row.</li> <li>• Gradual rollout of sessions – start with Sunday mornings.</li> <li>• No new rowers at this time.</li> </ul>	If sea conditions or issues arising for crew members make it unsafe to continue to row while complying with Covid control measures, return to shore early and report the issue.
9	Changeover of	Members	<ul style="list-style-type: none"> <li>• If changing over at the shoreline use sea water and eco washing</li> </ul>	Safety equipment (e.g.

	crews		<p>liquid to clean the boat.</p> <ul style="list-style-type: none"> <li>• Maintain distance from changeover crew except to hand over lifejackets</li> </ul>	drogue, bailers etc) if handled, to be cleaned at Handover as per guidance
10	Lifejackets	Members	<ul style="list-style-type: none"> <li>• Life jackets will be sorted into sets of 5 and colour coded blue, purple and pink Cox or crew member to indicate on Spond what colour life jacket used.</li> <li>• Lifejackets to be cleaned with soap and water, rinsed and hung up to dry before re-use.</li> <li>• Use of club lifejackets is preferred, but if members want to wear their own life jacket it is their responsibility make sure they work and are properly maintained and match Row Party club standards. <a href="#">Row Party Recommended life jacket link</a></li> </ul>	
11	Members' own kit	Members and family of members	<ul style="list-style-type: none"> <li>• Members to wash and wipe down their own kit when they get home, including gloves.</li> </ul>	