**Coquet Shorebase Trust : COVID 19 Risk Assessment for use of premises.**

**AMBLE.**

1. No one who has symptoms, or is living in a household which includes someone with symptoms, should visit the premises.
2. Public Health England has [advised](https://www.gov.uk/government/publications/staying-alert-and-safe-social-distancing/staying-alert-and-safe-social-distancing) maintaining 2 metres (6ft) to reduce the risk of transmission of coronavirus. Where social distancing is not possible, owners and operators are advised to do everything they can to reasonably reduce the risk.
3. **Land based activity:** to minimise social contact, anyone intending to visit the premises should contact the Manager in advance to book a time. Cars can be parked in the compound and people should, if possible, get changed out of their cars. They can use the toilets (taking the precautions outlined below).
4. **Use of the building**:
* Everyone should wash/sanitise their hands on entering the building.
* Toilets: only the WC in the lobby is to be used. Users to wash their hands after use and sanitise surfaces after use.
* Internal doors kept open as far as possible – try not to use hands to open doors.
* Wash/sanitise hands before leaving the premises.
* Surfaces and handles that may have been touched to be cleaned using disinfectant prior to locking up premises.
* Key holder to record who has been in the building/ on the water.
* No more than 2 people in any one part/room of the building at same time, and 2m social distancing to be observed.
* Showers are not to be used.
* If it is necessary to change inside, use alternate cubicles and sanitise them after use.
* Kitchen, classroom and office only to be used by staff/keyholder.

**E. Use of equipment:** as far as possible, paddlers are to use their own equipment and clothing. Use of 2 person craft is restricted to members of the same household. If CST equipment is being used, boats and paddles should be washed and sanitised and returned to containers. Clothing, etc to be rinsed and hung on cubicle doors at far end of changing room for 72 hours. Date of use to be recorded in Covid Diary.

1. **Activities on the water**: All briefings will take place outside the building. Paddling groups must consist of either a group from the same household, or no more than 6 people, maintaining a 2m distance. To minimise the risk of closer contact (someone needing assistance, for example), or involving emergency services, activity should be limited to what is well within the capabilities of those paddling. If you need to help someone to get in or out of their craft, support the boat at the stern, as far away from them as possible.
2. **Accessibility**: visitors with special needs will require a personal risk assessment before activities can take place.

**Key Holder notes:**

* You are responsible for ensuring that visitors abide by the above guidelines.
* On entering the building, wash your hands and check all doors are open, and handwashing lotion and paper towels are available in the WC and kitchen. Cleaning products and PPE will be available in the kitchen.
* If CST equipment is used, make sure it is washed afterwards. Paddles and boats can be wiped with disinfectant and replaced; clothing hung up on cubicle doors to quarantine for 72 hours.
* The COVID Diary must be filled in to log who has been in the building, and what equipment has been used. Fill in the usual diary sheets as well.
* Before leaving the building, clean all surfaces which may have been touched with bleach solution. And wash your hands.