

# Minutes 19/05/2020

19 June 2020 19:00

Present: JV, DW, MT, SN, ML, SH

Apologies: CH, OH, JN, KS

1. Welcome from JV
  - a. Notes from last meeting
    - i. Emphasis on DW's comments that getting the club operational again will be a great deal of work
    - ii. Martin Stirling leaving the committee should be marked in some way
      - 1) DW points out he is a long term member and has done a great deal for the club
      - 2) JV to post on Facebook within 1 -2 weeks to acknowledge his contribution
  - b. Comments on risk assessments that have been completed by MT, SH and all agreed that they represent a suitable (and strong) set of policies
    - i. JV highlights a possible need to differentiate between those using club equipment and those using their own
      - 1) Clarify risk assessments when it comes to carrying equipment to and from the water, and that hand cleaning should be done before and after carrying
    - ii. Decision that only those taking part in the coached sessions should be attending the lake (max of 2 groups, 5 plus coach)
      - 1) JV clarifies that 24 hours notice of pre-booking with payment will be in place
    - iii. Group requires 12 cones to put the current plan in place, club currently has 2 on site (2 in front of the container to mark a safe distance, 10 to mark out safe launching points)
    - iv. When leaving the water the risk assessments layout a process of leaving the water one at a time, following a disinfectant process and the coach will oversee this as well as putting the equipment back in the containers
    - v. JV asks for greater detail in equipment required
      - 1) 'Garden Sprayer' required to spray:
      - 2) Detol liquid
      - 3) Hand sanitiser
      - 4) Disposable gloves (150)
      - 5) Face masks (20)
      - 6) Visor or goggles (2 of each)
      - 7) Bin bags
    - vi. Committee duty member would double bag any disposable items and take them home to dispose of them. Non-disposable items should be disaffected
    - vii. DW to source the equipment required
    - viii. This equipment is to be stored in the container and coach will use own sanitiser before opening containers
  - c. Discussion of revising session fees to cover PPE costs
    - i. Members
      - 1) Using club equipment £4.50
      - 2) Using own equipment £3.50
    - ii. Non-Members
      - 1) Using club equipment £7.50
      - 2) Using own equipment £6.50
    - iii. ML to produce a proper costing on these preliminary figures
    - iv. JV requests that these risk assessments are forward to Andrew Backhouse (lake management), which he will do

- d. Coaching offering
  - i. Initial offering would be aimed at getting people back on the water, followed by a more structured intro course
  - ii. Starting date discussed
    - 1) Looking at 1st of July for 10 sessions on Wednesday evenings
  - iii. DBS may be out of date, JN suggested as a possible person to manage our DBS records
  - iv. Coach will be responsible for safety briefings and informing participants on any other issues to be aware of
- e. Swimming pool
  - i. JV to wait to make a decision on pool booking
- f. Discussion about availability for next meeting, JV to review

#### Decisions

1. JV to post on Facebook (in regard to Martin Stirling) within 1 -2 weeks to acknowledge his contribution to the committee
2. Amendment of sanitising hands before and after handling any equipment
3. 10 cones required for marking, SH may have some, but not all available
4. Everybody at the session should have their own sanitiser
5. DW to source equipment (as required by point 1-b-v.)
6. ML to produce lake costings reflecting PPE requirements
7. JV to forward lake management risk assessments and our coaching plans and to seek approval as well as potentially look at an expansion from two groups should the demand be there
8. OH to setup booking on webcollect
9. JV to request JN manages DBS checks in the future, JN confirms initial interest to SN
10. ML to chase Emma and Martin on previous DBS progress
11. Children will not be admitted to coaching session in the short term
12. Swimming pool sessions to be reviewed at next committee meeting
13. Risk assessments to be reviewed at next committee meeting