

COVID-19

Site Risk Assessment



Hazard	Risk	Who is Affected?	Control Measures	Risk After			Risk Rating
				S	L	T	
Site & Buildings – General							
Meeting Points for activities	Groups from different schools / 'bubbles' mixing at meeting points for activities, leading to transmission of virus	All	<ul style="list-style-type: none"> School 'bubbles' split into activity groups of 12 participants Activity groups will be allocated specific meeting points which will be spaced out to allow social distancing between groups. Where meeting points are not socially distanced, groups that are of the same school 'bubble' may use them Groups briefed not to mix at meeting points 	4	1	4	Low
Indoor Activity Spaces	Groups from different schools / 'bubbles' mixing in indoor spaces for activities, leading to transmission of virus	All	<ul style="list-style-type: none"> Wherever possible, activities will be moved outdoors to reduce transmission risk Indoor activity spaces are to be used by one group at a time and social distancing adhered to Where this is not possible, activity areas can be shared by activity groups from the same school 'bubble' if social distancing can be adhered to Ventilation increased wherever possible by opening windows and doors Masks to be worn in accordance with UK guidance. 	4	1	4	Low
Outdoor Activity Spaces	Groups from different schools / 'bubbles' mixing in indoor spaces for activities, leading to transmission of virus	All	<ul style="list-style-type: none"> Outdoor activity spaces are to be used by one group at a time and social distancing adhered to Where this is not possible, activity areas can be shared by activity groups from the same school 'bubble' if social distancing can be adhered to 	4	1	4	Low
Contact points (doors, handrails)	Use by groups from different schools / bubbles leading to transmission of virus	All	<ul style="list-style-type: none"> Hand sanitizer to be used on entry to buildings If different groups / bubbles are using the areas (outdoor or indoor), touchpoints are sanitized between uses. Increased cleaning of communal areas Cleaning materials to be made available for staff to clean between activities or use. 	4	1	4	Low

Shared toilet facilities (e.g. not in accommodation)	Use by groups from different schools / bubbles leading to transmission of virus	All	<ul style="list-style-type: none"> 1 school and 1 bubble to use at a time, teachers have responsibility for ensuring this is the case Increased cleaning of communal areas Cleaning materials to be made available for staff to clean between activities or use. 	4	1		
People and Movement around site							
People	Too many people in one area leading to overcrowding and higher transmission risk	All	<ul style="list-style-type: none"> Maximum room capacities to be displayed and adhered to Staff briefed which activity spaces they are using and to stick to correct timings and entry / exit routes at all times 	4	1	4	Low
	COVID-19 being brought onto site by visiting groups	All	<ul style="list-style-type: none"> Schools to confirm setting is COVID-free, to be confirmed upon arrival Teachers must report any illness to In2action staff immediately On site manager to implement quarantine protocol should a visitor have any COVID-19 symptoms and seek medical advice 	4	1	4	Low
	Poor hygiene	All	<ul style="list-style-type: none"> All groups reminded of importance of good personal hygiene; children encouraged to wash hands regularly 	4	1	4	Low
Arrival onto site	Too many people in one area leading to overcrowding and transmission of virus	All	<ul style="list-style-type: none"> Staggered arrival times given to individual schools to allow orientation and rooming to take place without mixing 	4	1	4	Low
Movement around site	Mixing of separate bubbles or groups leading to increased transmission risk	All	<ul style="list-style-type: none"> One-way systems in place where necessary to avoid congregation of children or staff. If this is not possible, staff and teachers to monitor entrance and exit of areas to ensure social distancing is adhered to Masks to be worn when moving around communal indoor areas of the site Signage in place to assist with social distancing (especially where there may be a queue) and to remind of hand washing Group Leader will be designated point of contact for school group; no teachers to visit reception, etc 	4	1	4	Low
Staff	Mixing with different groups leading to increased risk of virus transmission	All	<ul style="list-style-type: none"> Staff trained in prevention of virus transmission Staff will wear face coverings when inside or outside if social distancing is not possible 	4	1	4	Low

	Contracting COVID-19 and transmitting it through working	All	<ul style="list-style-type: none"> All staff tested twice weekly using self-administered lateral flow tests Staff reminded of importance of reporting any illness and health checked each morning On site manager to implement quarantine protocol should a staff member have any COVID-19 symptoms and seek medical advice 	4	1		
Visitors	COVID-19 being brought onto site by visitors / contractors	All	<ul style="list-style-type: none"> Limited to essential visits only and wherever possible visits made outside of operational periods. All visitors and contractors must abide by the UK guidance with regard to COVID-19 Test and Trace in operation on each site 	4	1	4	Low
Accommodation							
Furniture, handles, touchpoints	Use by several people leading to transmission of the virus	Residential visitors (children / teachers)	<ul style="list-style-type: none"> Groups briefed that they are not to enter others' accommodation units Units only shared by members of the same bubble or school group Cleaning materials can be made available for teaching staff Hand sanitizer and cleaning wipes provided at tea and coffee making stations for teaching staff, facilities used at teachers' own risk All accommodation cleaned pre-arrival and sanitized with suitable disinfectant / anti-viral solutions Accommodation will be checked pre-arrival by staff members who will wear gloves and masks when checking the area 	4	1	4	Low
Toilet Facilities	Use by several people leading to transmission of the virus	Residential visitors (children / teachers)	<ul style="list-style-type: none"> Sole use facilities per group / bubble to avoid contact with other schools All facilities cleaned regularly with suitable disinfectant / anti-viral solutions 	4	1	4	Low
Keys	Use by several people leading to transmission of the virus	Residential visitors (children / teachers)	<ul style="list-style-type: none"> Sanitized before arrival and key holder remains the same throughout trip 	4	1	4	Low
Bedding and soft furnishings	Use by several people leading to transmission of the virus	Residential visitors (children / teachers)	<ul style="list-style-type: none"> Anything that is not necessary will be removed from accommodation All linen will be laundered at 60 degrees between guests All rooms to be aired each day and between guests 	4	1	4	Low

Other people	Mixing of separate bubbles or groups leading to increased transmission risk	All	<ul style="list-style-type: none"> School groups / bubbles to be allocated separate accommodation units and space left between units wherever possible Accommodation rules regarding not entering other units made clear to all children during site orientation. Teachers to act in loco parentis at all times. Rooms will only be cleaned if requested during a stay to reduce transmission risk Duty Manager to patrol outside of accommodation between 21.00 and 23.00 each night and ensure children are in bed. 	4	1	4	Low
Dining Room							
Furniture & surfaces	Use by several people leading to transmission of the virus	All	<ul style="list-style-type: none"> Chairs, tables and other touch points will be sanitized between uses 	4	1	4	Low
Crockery and cutlery	Use by several people leading to transmission of the virus	All	<ul style="list-style-type: none"> All crockery and cutlery washed in line with government guidance Paper serviettes available and 'sets' of cutlery handed to groups Users encouraged to bring their own bottle or travel mug with them to have a drink Jugs on each table of water to be shared only by that table, refilled by staff 	4	1	4	Low
Food	Contamination of food with COVID virus	All	<ul style="list-style-type: none"> Catering operations will be in line with the current government guidance Staff will serve children once they are seated, wearing masks 	4	1	4	Low
Poor Hygiene	Contamination and infection when handling food	All	<ul style="list-style-type: none"> Hand sanitizer to be used prior to entry into dining area Participants must be encouraged to wash their hands before eating and after going to the toilet. 	4	1	4	Low
Entry and Exit	Congregations of people leading to transmission of the virus	All	<ul style="list-style-type: none"> One way system to be implemented in dining areas including entry and exit Staggered meal times for each school group if social distancing is not possible in the dining room Masks to be worn in accordance with UK guidance until seated in the dining room 	4	1	4	Low
General Risks – All Activities							

Equipment	Sharing leading to transmission of virus	All	<ul style="list-style-type: none"> Hand sanitizer used before, during and after activity by all staff and guests Equipment sharing to be minimized and prevented wherever possible Where possible, equipment will be sanitized between users (e.g. harnesses, helmets) Programme considered to allow guests to continue to use equipment for 2 activity sessions in a row rather than sanitizing between Staff briefed to set up equipment after sanitizing hands and spray sanitizer to be available at all activity locations Equipment will be sprayed with sanitizer after each activity and before being stored in a sanitized container. Any equipment that hasn't been sanitized will be marked and not re-used. Unnecessary equipment will be removed from the activity (e.g. dress up items, decoration) 	4	1	4	Low
	Equipment being checked by staff pre-use by guests leading to transmission of virus	All	<ul style="list-style-type: none"> Staff must sanitize hands before checking kit and then must re-sanitize any kit they have checked before it is used by a guest Where possible staff complete checks on equipment they are using 	4	1	4	Low
First Aid	Administering first aid leading to higher risk of transmission of the virus	All	<ul style="list-style-type: none"> Staff to follow current COVID guidelines on first aid administration Where possible, children encouraged to apply plasters, etc themselves or by teaching staff Staff provided with aprons, gloves etc. if first aid is required and will change uniforms after close contact 	4	1	4	Low
Hand hygiene	Inadequate hand hygiene leading to transmission of virus	All	<ul style="list-style-type: none"> Hand sanitizer used before, during and after activity by staff & guests Groups encouraged to cough / sneeze into their elbows and to sanitize hands afterwards 				
Instruction / Guidance	Lack of social distancing between staff / guests leading to transmission of virus	All	<ul style="list-style-type: none"> Staff members will keep their distance from the group at all times when instructing If this is not possible (e.g. checking PPE or providing guidance), staff member and participant will wear face coverings 	4	1	4	Low
Activity Content	Shouting leading to transmission, active games leading to lack of social distancing	All	<ul style="list-style-type: none"> Activity content only takes place within activity groups / bubbles, with no mixing of groups. Activity groups to reflect accommodation groups wherever possible Groups are briefed on social distancing and where this isn't possible reminded to wear a face covering Singing and shouting are discouraged 	4	1	4	Low

			<ul style="list-style-type: none"> • Activity Content adapted to reduce transmission, staff member instruction to take place at a social distance wherever possible and face coverings worn if it is not • PPE checks to be done with participant facing away from instructor wherever possible. • If participants are grouped into smaller teams within their activity group, these should be the same sub-groups each time to limit the number of people each participant comes into close contact with. This will, wherever possible, be based on the rooming of children. • Face paint will not be used on sessions • Food is not to be consumed on sessions and no drinks allowed unless in labelled, individual water bottles or travel mugs 			
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This site risk assessment is reviewed and updated on site prior to and throughout each operating season. It is not intended to be a standalone document and should be read in conjunction with the company's Health & Safety Policy, Operating Policies, Activity Risk Assessments and Site Specific Risk Assessments. Please note that all environments are changeable and dynamic. All staff have a responsibility to report any hazards that become apparent to the Adventure Manager as soon as possible.

Assessed By: *K.Evans*

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