

RISK ASSESSMENT Activities during COVID-19 pandemic. (Ref. RA-COVID19 Ver. 04/07/2020)

ACTIVITY	ALL		
DATE/ COMPLETED BY	04/07/2020 SS	DATE/ CHECKED BY	04/07/2020 GP
RATIO	5 People plus Instructor		
NOTES	This Risk assessment has been put together from the information we have available to us and from what we are being told. Current advice suggests that being outdoors is a good idea if staying in your current social family group and if you are in contact with anyone else that you are at a distance from.		

HAZARDS ARISING FROM ACTIVITY & TO WHOM	CONTROL METHODS TO REDUCE THE RISK	IMPLEMENTATION OF CONTROL MEASURES	Risk: L/M/H	ACTION / DATE / WHO
Staff/instructor spreading and or contracting the virus. Welsh Sports Associations (which is the Gov organisation to represent sport NGBs) has identified this as a high risk and that the instructor could be the super spreader of the virus if not managed correctly.	<p>Prior to deployment, staff should carry out a self assessment as follows: 1/ Have they or any of their group have or have had any Covid-19 like symptoms recently? 2/ Have they come into close contact with anyone who has had any Covid-19 like symptoms recently? 3/ Have they come into close contact with anyone who has been asymptomatic and proven positive for Covid-19 recently? If their answer is YES to any of the above, they should ask whether it is safe to join the team? "NO" would likely be the outcome. From here the management can decide the course of action.</p> <p>Limiting the staff team who work with a client group to as small as is feasible, whilst still keeping the required safety standards high. Ideally keeping the teams to those who already know each other and have had prior contact.</p> <p>All client information will be kept for 14 days, therefore, if a member of staff results in displaying the symptoms that are associated with contracting the virus or have proven positive for the virus, we can inform the client that they could have potentially been in contact with it.</p>	Where possible Record the results on the spreadsheet.	M	

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Clients	<p>Where possible, prior to booking, customers should carry out a self assessment as follows:</p> <p>1/ Have they or any of their group have or have had any Covid-19 like symptoms recently?</p> <p>2/ Have they come into close contact with anyone who has had any Covid-19 like symptoms recently?</p> <p>3/ Have they come into close contact with anyone who has been asymptomatic and proven positive for Covid-19 recently?</p> <p>If their answer is 'yes' to any of the above, they must contact us in the first instance.</p>	Staff to ask the questions at the point of booking online or by phone.	M	
Close contact and spreading the virus	<p>1/ Bookings will all be taken on line and money taken via the online system.</p> <p>2/ Groups will be limited to only family groups who already have had contact with each other via the household.</p> <p>3/ Numbers will be limited to two bubble groups per session, with staff trained how to manage this, where close contact could likely occur. (Each activity will have its own variations)</p> <p>4/ Equipment will be issued in the open.</p> <p>6/ Once equipment has been worn the client will place it in the tub.</p> <p>7/ Staff will then disinfect all equipment at the base with gloves on using the Safe 4 solution we hold.</p> <p>8/ Equipment that is worn will be rotated and not used for a 24 hour period.</p>	Covid 19 policy is in place and all staff to read and confirm they have.	M	
Hire Additional to the above people looking after themselves on the water and PPE fitting.	<p>Bookings will be taken at the office and can be paid via cash at a distance or wireless.</p> <p>1/ 1 Group at a time to be shown the video and equipped.</p> <p>2/Clients will be shown a number of videos to help them fit the equipment correctly, and an introduction on how to use the craft safely.</p> <p>3/ People will be shown how to adjust equipment and asked to check in Buddy buddy systems in their own family group. 4/ Q and A if required.</p> <p>5/ Cleaning process in place.</p>	Staff training and senior staff checking this is being done correct.	M	
Travel and transport and the virus. Fueling up of transport is suggested to be one of the high risk spread areas via pumps.	<p>1/ Each time you get into a company van you are advised to use anti bac wipes prior and after use.</p> <p>2/ Either use anti bac prior and after (or Gloves are to be worn and disposed of straight away) Where gloves are not possible then tissue could be used.</p> <p>3/ After filling alcoholic hand sanitizer should be used straight away prior to driving or using phones etc.</p> <p>4/ Sharing transport - If staff share transport they must discuss if the wearing of masks is required to protect each other and agree on a process. See Gov guidance.</p>	Gloves, hand sanitizers and wipes will be supplied by the company.	H	

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Equipment	Equipment will be cleaned using safe 4 disinfectant after each use or not used for the advised amount of time.	<p>1/ Clients to be issued equipment and keep this while on sessions/ expeditions.</p> <p>2/ If at any time the equipment where touch points are high (e.g Paddle shafts) is mixed up then anti bacterial wipes should be used.</p> <p>3/ Where equipment is passed to another person during the sessions/ expedition. (Like a compass) If this happens it can be wiped down using hand gels or disinfectant.</p> <p>4/ Where large items are shared like a canoe and manual handling is a concern Team members will implement their own ruling. I.e. I will only touch the front half.</p>	M	
<p>First aid (Minor incidents)</p> <p>This can be a high risk area for virus spread.</p>	<p>1/ Minor injuries the Instructor should get the person to administer first aid themselves under direction if needed. If they are unable to do this then a member of their household/ bubble group should be used.</p> <p>2/ Instructor / Guide to remain in charge of the incident.</p> <p>3/ Expedition groups are given first aid training as part of their preparation.</p>	<p>1/ Groups to carry personal first aid, a group kit is available if needed.</p> <p>2/ Session Briefs can include 1st aid protocol.</p>	M	
<p>First aid (Major incidents)</p> <p>This can be a high risk area for virus spread.</p>	<p>1/ Instructor/ Guide to take control of the incident.</p> <p>2/ Gloves to be worn, Ideally 2 sets at a time so as if you do any touch a pair can be taken off leaving a clear pair underneath.</p> <p>3/ Face masks to be worn by all the people helping in the treatment.</p> <p>4/ If you have to perform resus then the instructor/ Guide should carry out the compression but not breaths (Unless they are happy with the risk) A face covering must be used. The Persons household/ Bubble group should be used to do the breaths.</p>	<p>Staff training Group Briefing Instructor control PPE to be carried</p>	M/H	

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Social distancing	1/ During walking and paddling expeditions social distance can be achieved. 2/ For very limited time group members may be closer together. This should be limited as best as possible.	For the brief times group members are close together they should complete the task and resume distance.		
Safety	In most circumstances group members have been trained to deal with the conditions and surroundings of their expedition. Our main focus will always be safety first, if we feel that we need to step in we will do this to ensure group members are safe.	Primary is to do this whilst maintaining social distance by verbal communication. Our instructors will be hands-on if the situation requires immediate action to maintain safety.		
Teaching new skills during a training session.	Skills can be coached in line with standard coaching techniques. No contact is needed.	Using a variety of teaching skills from exploratory to demonstrative can be implemented.		