

Activity
 Date of update
 The following guidance was reviewed in the risk assessment process:

Carried out by: John Ford
 Review Due: Jan-21

Reviewed by:
 Ref:

	Hazard	Potential harm	Person at risk	Uncontrolled risk	Control measures currently in place	Residual risk	Further action required	Deadline	Completed
1	Transmission of COVID-19 person to person	Contracting COVID-19	Employee, Residential guest.	High		Low			

2	Transmission of COVID-19 via surfaces, touch points and objects	Contracting COVID-19	Employee, Residential guest.	High		Low			
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Activity Staffing and Groups

Carried out by: John Ford

Reviewed by: Calvert Lakes SMT

Ref: CLAA

Date of update 06/07/2020

Review Due: Jan-21

The following guidance was reviewed in the risk assessment process:

<https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/5-steps-to-working-safely> (Accessed 2/7/20)

<https://www.gov.uk/guidance/nhs-test-and-trace-workplace-guidance> (Accessed 1/7/20)

<https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/the-visitor-economy> (Accessed 2/7/20)

	Hazard	Potential harm	Person at risk	Uncontrolled risk	Control measures currently in place	Residual risk	Further action required	Deadline	Completed
1	Transmission of COVID-19 person to person	Contracting COVID-19	Employee, Residential guest.	High	1. Group instructor is assigned to specific activity group for duration of groups stay. They must socially distance from all other staff and participants outside of the activity group for duration of groups stay. 2. Where possible, support instructors will only work with a single cohort during a groups stay. Where this is not possible, support staff must not carry out any procedures during which they cannot maintain social distancing (2m, or 1m with risk mitigation where 2m is not viable, is acceptable). If this occurs they must inform a member of SMT at the earliest opportunity. 3. Activity groups where individuals come from more than two households can be a maximum of six people. 4. Activity groups with members of two or less households can be any size dependent upon standard normal operating procedures being applied. 5. Where possible shifts patterns will result in activities instructors working with the least possible number of other activities staff and participants. A record of staff working together and groups worked with is kept on weekly activities programme and end of course report form.	Low			

2	Transmission of COVID-19 via surfaces, touch points and objects	Contracting COVID-19	Employee, Residential guest.	High	<p>1. Group instructor is assigned to specific activity group for duration of groups stay. They must socially distance from all other staff and participants outside of the activity group for duration of groups stay.</p> <p>2. Where possible, support instructors will only work with a single cohort during a groups stay. Where this is not possible, support staff must not carry out any procedures during which they cannot maintain social distancing. If this occurs they must inform a member of SMT at the earliest opportunity.</p> <p>3. Activity groups where individuals come from more than two households can be a maximum of six people.</p> <p>4. Activity groups with members of two or less households can be any size dependent upon standard normal operating procedures being applied.</p> <p>5. Where possible shifts patterns will result in activities instructors working with the least possible number of other activities staff and participants. A record of staff working together and groups worked with is kept on weekly activities programme and end of course report form.</p>	Low			
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Activity Close Support
 Date of update 06/07/2020

Carried out by: John Ford
 Review Due: Jan-21

Reviewed by: Calvert Lakes SMT

Ref: CLAb

The following guidance was reviewed in the risk assessment process:

- <https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/5-steps-to-working-safely> (Accessed 2/7/20)
- <https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/the-visitor-economy> (Accessed 2/7/20)
- http://www.dwmh.nhs.uk/wp-content/uploads/2020/03/PHE_11606_When_to_use_face_mask_or_FFP3_02.pdf (Accessed 6/7/20)

	Hazard	Potential harm	Person at risk	Uncontrolled risk	Control measures currently in place	Residual risk	Further action required	Deadline	Completed
1	Transmission of COVID-19 person to person	Contracting COVID-19	Employee, Residential guest.	High	1. Social distancing guidelines (2m, or 1m with risk mitigation where 2m is not viable, is acceptable) should be followed wherever possible. 2. Where instructional staff carry out a task which requires close contact (within 1m - includes physical contact), additional risk mitigation must be implemented. For individuals who are not known to pose a high risk of transmission (see C-19C CLAc High Risk Individuals Risk Assessment) then the following control measures must be implemented: a) Keeping close contact time as short as possible. b) Instructor to wear a Type IIR surgical face mask. c) Asking individual to wear a face covering, or if the individual is exempt from wearing a face covering, to face away from the instructor. If an individual is not exempt and refuses to wear a face covering when it is reasonably practicable to do so then unless their is a clear safety reason why close contact is required, the instructor should not proceed with the activity. 3. Staff must be trained in the putting on and removal of PPE and the safe disposal of PPE and potentially infectious material. Used PPE to be treated as normal waste and disposed of accordingly. 4. In the event that instructors are required to be in close contact with a participant in order to prevent harm or manage an incident/perform a rescue, and the instructor's dynamic risk assessment led them to not don the specified PPE, this must be recorded as an incident and reported to the course supervisor/member of SMT at the earliest opportunity. 5. Where instructional staff carry out a task which requires close contact (within 1m - includes physical contact), wash hands / use hand sanitiser immediately prior to any close	Low			

Activity High Risk Individuals

Carried out by: John Ford

Reviewed by: Calvert Lakes SMT

Ref: CLAc

Date of update 06/07/2020

Review Due: Jan-21

The following guidance was reviewed in the risk assessment process:

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/893320/COVID-19_Infection_prevention_and_control_guidance_complete.pdf (Accessed 1/7/20)

<https://www.aboutkidshealth.ca/article?contentid=3850&language=english#:~:text=What%20is%20suctioning%3F,device%20called%20a%20suction%20machine.> (Accessed 3/7/20)

www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/the-visitor-economy (Accessed 2/7/20)

	Hazard	Potential harm	Person at risk	Uncontrolled risk	Control measures currently in place	Residual risk	Further action required	Deadline	Completed
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1	Transmission of COVID-19 person to person	Contracting COVID-19	Employee, Residential guest.	High	<p>1. Before arrival, guests will be asked if any participants attending an activity course have any health conditions, disabilities or behaviours which would potentially put either themselves, CL staff or other guests at higher risk of infection from COVID-19. This includes, but is not limited to:</p> <ul style="list-style-type: none"> a. Not following social distancing guidelines - no challenging behaviour. b. Challenging behaviour resulting in physical contact. c. Behaviour in which transmission of bodily fluids a high risk including biting and spitting. d. Respiratory tract suctioning, including oral suctioning. e. Persistent cough (non-Covid related). f. Displays challenging behaviour when other people wear face coverings. <p>If they do, then a personal risk assessment must be carried out by a senior member of the activities team. This can be delegated to a non-senior member of the activities team but must be reviewed by a senior member of the activities team before guest arrival. If a participant arrives at the centre and it is only then disclosed that there is an increased potential risk of transmission of COVID-19, a personal risk assessment must be carried out at the earliest opportunity on day of arrival and before the individual goes out on activity.</p> <p>2. Additional control measures to be considered include, but are not limited to:</p> <ul style="list-style-type: none"> a. Staff working with high risk individual have available for use appropriate PPE which may include some/all of surgical type II face mask, eye/face protection, disposable gloves, disposable plastic apron. When there is a significant risk of potential transmission the appropriate PPE must be worn as stated in the personal risk assessment.. b. Participant must wear face covering. Guests will be asked to provide this themselves, but can be provided by CL where required. c. Specified supervision ratios for participant when contact with staff or other guests possible. d. Only specified activities to be carried out with any relevant restrictions on participation stated. e. Participant to travel in own vehicle. <p>Equipment, facilities and other resources must be in place before guests arrival to ensure the additional control measures can be implemented.</p> <p>3. Staff must be trained in the putting on and removal of PPE and the safe disposal of PPE and potentially infectious material.</p>	Low			
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2	Transmission of COVID-19 via surfaces, touch points and objects	Contracting COVID-19	Employee, Residential guest.	High	<p>1. Before arrival, guests will be asked if any participants attending an activity course have any health conditions, disabilities or behaviours which would potentially put either themselves, CL staff or other guests at higher risk of infection from COVID-19. This includes, but is not limited to:</p> <ul style="list-style-type: none"> a. Not following social distancing guidelines - no challenging behaviour. b. Challenging behaviour resulting in physical contact. c. Behaviour in which transmission of bodily fluids a high risk including biting and spitting. d. Respiratory tract suctioning, including oral suctioning. e. Persistent cough (non-Covid related). f. Displays challenging behaviour when other people wear face coverings. <p>If they do, then a personal risk assessment must be carried out by a senior member of the activities team. This can be delegated to a non-senior member of the activities team but must be reviewed by a senior member of the activities team before guest arrival. If a participant arrives at the centre and it is only then disclosed that there is an increased potential risk of transmission of COVID-19, a personal risk assessment must be carried out at the earliest opportunity on day of arrival and before the individual goes out on activity.</p> <p>2. Additional control measures to be considered include but are not limited to:</p> <ul style="list-style-type: none"> a. Staff working with high risk individual have available for use appropriate PPE which may include some/all of disposable gloves and disposable plastic apron. When there is a significant risk of transmission the appropriate PPE must be worn as stated in the personal risk assessment.. b. Specified supervision ratios for participant. c. Only specified activities to be carried out with any relevant restrictions on participation stated. d. Participant to travel in own vehicle. <p>Equipment, facilities and other resources must be in place before guests arrival to ensure the additional control measures can be implemented.</p> <p>3. Staff must be trained in the putting on and removal of PPE and the safe disposal of PPE and potentially infectious material.</p>	Low			
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Activity Equipment Cleaning
Date of update 06/07/2020

Carried out by: John Ford
Review Due: Jan-21

Reviewed by: Calvert Lakes SMT

Ref: CLAd

The following guidance was reviewed in the risk assessment process:

https://www.petzl.com/INT/en/Professional/News/2020-4-17/Recommendations-for-disinfecting-your-equipment?utm_source=emailing&utm_medium=email&utm_campaign=2020-web-animation&utm_content=news-clean-ppe-EN (Accessed 2/7/20)

<https://blog-cdn.papertrail.io/wp-content/uploads/2020/04/30144224/DMM-COVID-19-Gear.pdf> (Accessed 2/7/20)

<https://buckinghammfg.com/wp-content/uploads/2020/04/InspectionCleaning.pdf> (Accessed 6/7/20)

https://www.camp.it/blogAllegati/Sanitisation%20protocol%20for%20CAMP%20products%20r1%2003-06-2020%20ENG_d667a687-edb7-4dc6-9560-0edbbea81439.pdf (Accessed 6/7/20)

<https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings> (Accessed 6/7)

Covid-19 contamination not suspected (Standard Cleaning)

	Hazard	Potential harm	Person at risk	Uncontrolled risk	Control measures currently in place	Residual risk	Further action required	Deadline	Completed
1	Transmission of COVID-19 via activity equipment	Contracting COVID-19	Employee, Residential guest.	High	<p>1. Following use of any shared activity equipment by a member of staff, volunteer or participant, one of the following three protocols must be followed wherever reasonably practicable:</p> <p>a) Handwash products with pure soap and water. This can be through immersion and agitation/scrubbing in soap and water or spraying with soap solution and wiping with damp cloth/brush. Equipment to be rinsed using fresh water - rinsing must be with fresh water for each item.</p> <p>b) Machine wash using soap. Additional PPE above what is normally required for cleaning with soap and water not required when following a) or b).</p> <p>c) Wiping of equipment surface with 60% - c) 72 hour quarantine period. Equipment must be removed from general use with a 'Do Not Use' tag attached to and clearly visible on equipment. This must state beginning and end of quarantine period. Standard protocol for removing equipment from general use followed (see GA4 RA Damaged and Defective Equipment).</p> <p>d) Following b) or c) equipment must be dried as appropriate for the item in question with any additional maintenance/further procedures to prevent degradation of equipment carried out.</p> <p>2. Any cleaning materials used must be disposed of as non-clinical waste or treated using one of the above three protocols.</p>	Low			

Covid-19 contamination likely - used by individual with confirmed or suspected Covid-19

	Hazard	Potential harm	Person at risk	Uncontrolled risk	Control measures currently in place	Residual risk	Further action required	Deadline	Completed
1	Transmission of COVID-19 via surfaces, touch points and objects	Contracting COVID-19	Employee, Residential guest.	High	<p>1. Following use of any shared activity equipment by a member of staff, volunteer or participant who is confirmed or suspected to have Covid 19, one of the following three protocols must be followed:</p> <p>Where reasonably practicable equipment to clean equipment:</p> <p>a) Handwash products with soap and water. This can be through immersion and agitation/scrubbing in soap and water or spraying with soap solution and wiping with damp cloth/brush. Equipment to be rinsed using fresh water. Equipment then quarantined for 72 hours following protocol c) below.</p> <p>b) Machine wash using soap. Equipment then quarantined for 72 hours following protocol c) below.</p> <p>If not reasonably practicable to clean equipment:</p> <p>a) 72 hour quarantine period. Equipment must be removed from general use with a 'Do Not Use' tag attached to and clearly visible on equipment. This must state beginning and end of quarantine period. Standard protocol for removing equipment from general use followed (see GA4 RA Damaged and Defective Equipment).</p> <p>2. When handling any equipment used by individual with suspected Covid-19 a minimum of disposable gloves and disposable plastic apron must be worn. Where there is a risk of contaminated fluids/cleaning materials splashing a member of staff, a type IIR surgical fask mask and eye/face protection must be worn.</p>	Low			

Activity Inductions & Kit Issue

Carried out by: John Ford

Reviewed by:

Ref: CLAE

Date of update

Review Due: Jan-21

The following guidance was reviewed in the risk assessment process:

	Hazard	Potential harm	Person at risk	Uncontrolled risk	Control measures currently in place	Residual risk	Further action required	Deadline	Completed
1	Transmission of COVID-19 person to person	Contracting COVID-19	Employee, Residential guest.	High	<p>1. Where possible inductions should be completed outdoors with social distancing (2m, or 1m with risk mitigation where 2m is not viable, is acceptable) maintained. When moving around the site staff must identify and manage potential 'pinch points' to ensure social distancing is maintained.</p> <p>2. Participants advised that only one household/support bubble to access the drying room at once.</p>	Low			
2	Transmission of COVID-19 via surfaces, touch points and objects	Contracting COVID-19	Employee, Residential guest.	High	<p>1. Whenever kit is issued, this should be done whilst maintaining 2m social distancing.</p> <p>2. Kit issue records must be completed for all footwear, waterproofs, thermal layers and accessories loaned to participants. This kit must be signed in at the end of the week and cleaned as per CLAd Equipment Cleaning RA.</p> <p>3. Where possible personal kit is to be kept in participant bedrooms. Where possible a single drying rack should be allocated to a household/support bubble. Were this is not possible, a single rail should be allocated to an individual household/support bubble. In the event of significant amounts of kit requiring drying on any given day with insufficient drying space available, instructional staff should collect in excess kit for cleaning and issue new kit.</p> <p>4. Participant briefing to include the wiping down of rails and hangers with disinfectant wipes following removal of dry kit. Disinfectant wipes and signage to be in place in the drying room.</p> <p>5. All returned kit to be placed in labelled laundry bins and laundered as soon as is reasonably practicable.</p>	Low			

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1	Transmission of COVID-19 person to person	Contracting COVID-19	Employee, Residential guest.	High	1. For staff meetings of four people or fewer, the Burgess Room can be used for meetings. For five or more people the sports hall or where unavailable the outdoor bushcraft shelter will be used. 2.	Low			

2	Transmission of COVID-19 via surfaces, touch points and objects	Contracting COVID-19	Employee, Residential guest.	High			Low			
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Activity

Carried out by: John Ford

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Review Due: Jan-21

The following guidance was reviewed in the risk assessment process:

	Hazard	Potential harm	Person at risk	Uncontrolled risk	Control measures currently in place	Residual risk	Further action required	Deadline	Completed
1	Transmission of COVID-19 person to person	Contracting COVID-19	Employee, Residential guest.	High	<p>1. Social distancing guidelines (2m, or 1m with risk mitigation where 2m is not viable, is acceptable) should be followed wherever possible.</p> <p>2. Participants should fit hoist slings themselves or with assistance from another individual(s) in their household/support bubble. Once fitted instructors should carry out a visual check of all visible parts of the sling for correct fit. When proceeding with hoisting, this should be done slowly, getting the individual or supporter to check for correct fitting of the sling as they are raised to a 'just suspended' position. Only when both the instructor and individual/supporter are confident that the individual is sat correctly in their sling should the lift proceed.</p> <p>3. When using an Oxford Voyager unit, the wired control extension should be used. This will facilitate ease of use if carried out by the individual or someone in their household/support bubble. The instructor must provide direct supervision (whilst socially distancing) from a place where they can physically intervene if required. An instructor could also control the Voyager unit whilst maintaining social distancing when the control extension is used.</p>	Low			

2	Transmission of COVID-19 via surfaces, touch points and objects	Contracting COVID-19	Employee, Residential guest.	High	<p>1. Instructional staff should brief participants on the need to use their own patient handling sling where reasonably practicable. If a sling is leant to a participant for multiple activity sessions, this should be signed out and in again as per the LDCT kit issue procedure.</p> <p>2. When a sling is returned it must either be washed in (pure) soapy water and rinsed in fresh water or machine washed using pure soap and detailed in CLAd Equipment cleaning risk assessment.</p> <p>3. Hoists and hoist boxes must be wiped down with disinfectant following use.</p>	Low			
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Activity Walking and Pushing

Carried out by: John Ford

Reviewed by:

Ref:

Date of update

Review Due: Jan-21

The following guidance was reviewed in the risk assessment process:

	Hazard	Potential harm	Person at risk	Uncontrolled risk	Control measures currently in place	Residual risk	Further action required	Deadline	Completed
1	Transmission of COVID-19 person to person	Contracting COVID-19	Employee, Residential guest.	Med	<p>1. Instructors must consider likely number of people at any public venue they visit with a group and if this makes social distancing unlikely to be achieved. Points to consider are:</p> <p>a) Pinch points on route.</p> <p>b) If travelling by vehicle, ability to social distance in parking area.</p> <p>If socail distancing is unlikely to be achieved an alternative venue must be used.</p> <p>2. Route choice with regards to an ambulant participant being able to move independently along the route must be considered. If an participant requires physical support, this must be at a level which is able to be provided by other member(s) of their household/support bubble. If instructor support is likely to be required another venue or route must be chosen.</p> <p>3. Route choice with regards to an wheelchair users being able to move along the route without instructor support must be considered. If an participant requires physical support to move along a route, this should be at a level which is able to be provided by other member(s) of their household/support bubble. In order to access a specific activity venue, it may be appropriate for instructors/members of another household/support bubble to provide support. This should be done by pulling ropes attached to the front (uphill power) or rear (downhill braking) of the wheelchair. Ropes of a sufficient length to maintain social distancing must be used. If a situation occurs where the instructor deems it necessary to directly push a wheelchair from the rear, CLAb Close Support RA must be followed. This should only be done where there is a clear safety reason to do so and other reasonable options such as changing route/venue have been deemed unfeasable.</p>	Low			
2	Transmission of COVID-19 via surfaces, touch points and objects	Contracting COVID-19	Employee, Residential guest.	Med	<p>1. Any equipment used must be cleaned as per CLAd Equipment Cleaning RA. If is has been necessary to push an individuals wheelchair, push handles should eb wiped down with 70% alcohol solution.</p>	Low			

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 The following guidance was reviewed in the risk assessment process:

Carried out by: John Ford
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Reviewed by:
 Ref:

	Hazard	Potential harm	Person at risk	Uncontrolled risk	Control measures currently in place	Residual risk	Further action required	Deadline	Completed
1	Transmission of COVID-19 person to person	Contracting COVID-19	Employee, Residential guest.	High	1. As per Walking and Pushing RA.	Low			
2	Transmission of COVID-19 via surfaces, touch points and objects	Contracting COVID-19	Employee, Residential guest.	High	1. Any equipment used must be either cleaned as per CLAd Equipment cleaning RA or discarded after use. 2. Laminated sheets, compasses and GPSs must be wiped down with 70% alcohol wipes to reduce likelihood of damage or quarantined for 72hours. Paper answer sheets should be discarded responsibly by the participant rather than being collected back in by the instructor.	Low			

2	Transmission of COVID-19 via surfaces, touch points and objects	Contracting COVID-19	Employee, Residential guest.	High	<p>1. Social distancing guidelines (2m, or 1m with risk mitigation where 2m is not viable, is acceptable) should be followed wherever possible when fitting harnesses to participants.</p> <p>2. Instructional staff should support participants to fit harnesses themselves or with assistance from another individual(s) in their household/support bubble. A clear demonstration will be required. Once fitted instructors should carry out a visual check of all visible parts of the harness and where possible use another member of the participant's household/support bubble. The instructor must ensure a correct fit before proceeding to any activity where there is a risk of fall from height. If this cannot be done visually, then the instructor must physically check and where necessary adjust the harness following the guidance in CLAb Close Support risk assessment.</p> <p>3. HARnesses and helmets can be shared by individuals from a single household/support bubble without cleaning between uses. Correct fitting must be checked by an instructor before a participant with newly fitted harness proceeds to height.</p> <p>4. Following use any participant equipment from a single household/support bubble which is to be used in subsequent sessions can be placed inside a box with a lid. The box must then be shut and labeled with the names of the people whose kit is inside. This can only be used by those individuals unless cleaned following CLAd Equipment Cleaning RA.</p>	Low			
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Activity Carried out by: John Ford Reviewed by:
 Date of update Review Due: Jan-21
 The following guidance was reviewed in the risk assessment process:
<https://www.abcwalls.co.uk/news/coronavirus-updates-and-weekly-news/>

Ref:

Generic Rock and Rope

	Hazard	Potential harm	Person at risk	Uncontrolled risk	Control measures currently in place	Residual risk	Further action required	Deadline	Completed
1	Transmission of COVID-19 person to person	Contracting COVID-19	Employee, Residential guest.	High	1. Social distancing guidelines (2m, or 1m with risk mitigation where 2m is not viable, is acceptable) should be followed wherever possible. 2. In the event of a rescue or participant assistance requiring (or with the potential to require) close support being carried out, a type IIR surgical face mask must be put on. 3. When belaying, the instructor must ensure that they are able to maintain social distancing. For a bottom roping belay, if this requires belaying from a position where they are not directly below the anchors, they must ensure they will not be pulled into contact with the participant in the event of a fall/lowering participant.	Low			
2	Transmission of COVID-19 via surfaces, touch points and objects	Contracting COVID-19	Employee, Residential guest.	High	1. All instructional staff and participants must use hand sanitiser at the start of the session, before and after using any shared activity equipment and at the end of the session. 2. So far as is reasonably practicable, participants should be issued/allocated specific pieces of equipment to use during a session rather than sharing with people outside of their household/support bubble. 3. At the end of the session all kit used by a participant or instructor must be either boxed and labelled as only to be used by individuals named on box, cleaned or quarantined for 72 hours. 4. Harnesses, helmets and so far as is reasonably practicable, other equipment will be cleaned with soapy water and rinsed with fresh water. 5. So far as is reasonably practicable, high frequency touch points within the activity area must be wiped down with disinfectant at the end of a groups' session.	Low			

Activity High Ropes Course

Carried out by: John Ford

Reviewed by:

Ref:

Date of update

Review Due: Jan-21

The following guidance was reviewed in the risk assessment process:

	Hazard	Potential harm	Person at risk	Uncontrolled risk	Control measures currently in place	Residual risk	Further action required	Deadline	Completed
1	Transmission of COVID-19 person to person	Contracting COVID-19	Employee, Residential guest.	High	1. Social distancing guidelines (2m, or 1m with risk mitigation where 2m is not viable, is acceptable) should be followed wherever possible. 2. Any rescuer working on the course must wear a helmet with full face shield. Whenever within two metres of a participant a face covering must be worn. In the event of a rescue or participant assistance requiring (or with the potential to require) close support being carried out, the visor must be deployed over the instructors face and a type IIR surgical face mask put on. 3. Participants from a maximum of two households/support bubbles can be attached to the Koala safety system and access the course at any one time. Instructors must ensure social distancing of two metres is adhered to by participant members of different households at all times, including a) No passing on elements one, two or three of the short course. b) People from different households/support bubbles cannot be on either the same element or platform simultaneously.	Low			

2	Transmission of COVID-19 via surfaces, touch points and objects	Contracting COVID-19	Employee, Residential guest.	High	<p>1. All instructional staff and participants must use hand sanitiser at the start of the session, just before they are attached to the Koala Safety system and when removed from the Koala safety system.</p> <p>2. Participants must be allocated a Koala safety lanyard for the duration of an activity session. A lanyard cannot be used by another individual until it has been cleaned following guidance in CLAd Equipment Cleaning.</p> <p>3. At the end of the session all kit used by a participant or instructor must be either boxed and labelled as only to be used by individuals named on box, cleaned or quarantined for 72 hours.</p> <p>4. Harnesses, helmets, lanyards and any equipment carried by a member of the instructional staff on their person will as standard be cleaned with soapy water and rinsed with fresh water.</p> <p>5. In the event of a rescue requiring use of rescue equipment, all rescue equipment must be cleaned with soapy water and rinsed with fresh water.</p> <p>6. High frequency touch points within the high ropes course area must be wiped down with disinfectant at the end of a groups' session.</p>	Low			
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1	Transmission of COVID-19 person to person	Contracting COVID-19	Employee, Residential guest.	High		Low			

2	Transmission of COVID-19 via surfaces, touch points and objects	Contracting COVID-19	Employee, Residential guest.	High							Low				
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1	Transmission of COVID-19 person to person	Contracting COVID-19	Employee, Residential guest, members of the public.	High	1. Social distancing guidelines (2m, or 1m with risk mitigation where 2m is not viable, is acceptable) should be followed wherever possible. 2. Upon arrival instructors will designate an area for them to assemble and organise the bikes in. Access to this area is restricted to single households/support bubbles when invited. 3. Any double cycles can only be used by individuals from the same household/support bubble.	Low			
2	Transmission of COVID-19 via surfaces, touch points and objects	Contracting COVID-19	Employee, Residential guest.	High	1. Instructors will sanitize their hands before unlocking the container and removing the bikes. 2. Once a guest has returned the bike, contact points such as the handlebar grips, seat and brake levers will be wiped down with a 70% alcohol wipes or cleaned with soapy water then rinsed with fresh water. 3. Any tools used will be sanitized after use.	Low			

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Reviewed by:
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	Hazard	Potential harm	Person at risk	Uncontrolled risk	Control measures currently in place	Residual risk	Further action required	Deadline	Completed
1	Transmission of COVID-19 person to person	Contracting COVID-19	Employee, Residential guest.	High	1. Social distancing guidelines (2m, or 1m with risk mitigation where 2m is not viable, is acceptable) should be followed wherever possible when fitting PFDs to participants. 2. Instructional staff should support participants to fit PFDs themselves or with assistance from another individual(s) in their household/support bubble. A clear demonstration will be required. Once fitted instructors should carry out a visual check of the PFD and where possible use another member of the participant's household/support bubble to physically check the fit if required. The instructor must ensure a correct fit before proceeding to any activity where a PFD is stated as required in the corresponding risk assessment. If this cannot be done visually, then the instructor must physically check and where necessary adjust the equipment following the guidance in CLAb Close Support risk assessment. 3. Participants to PFDs at end of session with support from others in their household/support bubble where required.	Low			

2	Transmission of COVID-19 via surfaces, touch points and objects	Contracting COVID-19	Employee, Residential guest.	High	<p>1. Social distancing guidelines (2m, or 1m with risk mitigation where 2m is not viable, is acceptable) should be followed wherever possible when fitting PFDs to participants.</p> <p>2. Instructional staff should support participants to fit PFDs themselves or with assistance from another individual(s) in their household/support bubble. A clear demonstration will be required. Once fitted instructors should carry out a visual check of all visible parts of the PFD and where possible use another member of the participant's household/support bubble. The instructor must ensure a correct fit before proceeding to any activity where a PFD is stated as required in the corresponding risk assessment. If this cannot be done visually, then the instructor must physically check and where necessary adjust the PFD following the guidance in CLAb Close Support risk assessment.</p> <p>3. PFDs can be shared by individuals from a single household/support bubble without cleaning between uses. Correct fitting must be checked by an instructor before a participant with newly fitted PFD starts an activity.</p> <p>4. Following use any participant PFD from a single household/support bubble which is to be used in subsequent sessions can be placed inside a box with a lid. The box must then be shut and labeled with the names of the people whose kit is inside. This can only be used by those individuals unless cleaned following CLAd Equipment Cleaning RA.</p>	Low			
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Activity
 Date of update
 The following guidance was reviewed in the risk assessment process:

Carried out by: John Ford
 Review Due: Jan-21

Reviewed by:
 Ref:

	Hazard	Potential harm	Person at risk	Uncontrolled risk	Control measures currently in place	Residual risk	Further action required	Deadline	Completed
1	Transmission of COVID-19 person to person	Contracting COVID-19	Employee, Residential guest.	High		Low			

2	Transmission of COVID-19 via surfaces, touch points and objects	Contracting COVID-19	Employee, Residential guest.	High			Low			
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Activity Carried out by: John Ford Reviewed by:
 Date of update Review Due: Jan-21
The following guidance was reviewed in the risk assessment process:
<https://www.britishcanoeing.org.uk/news/2020/covid-19-update-updated-guidance-for-paddlesport-clubs-centres-and-hire-providers> (Accessed 14/7/20)

Ref:

	Hazard	Potential harm	Person at risk	Uncontrolled risk	Control measures currently in place	Residual risk	Further action required	Deadline	Completed
1	Transmission of COVID-19 person to person	Contracting COVID-19	Employee, Residential guest.	High	<p>1. Social distancing guidelines (2m, or 1m with risk mitigation where 2m is not viable, is acceptable) should be followed wherever possible.</p> <p>2. If 2m social distancing is not possible, the following additional control measures are to be implemented:</p> <p>a) Wearing of face coverings.</p> <p>b) Briefing participants to avoid turning round to talk to people outside of their household/support bubble.</p> <p>3. The risk of a rescue being required should be factored into the craft choice with an unstabilised canoe only being used where:</p> <p>a) the instructor has a high degree of confidence that the participants in the craft have a prior level of skill and experience which would enable them to balance the canoe effectively and</p> <p>b) The weather conditions are are not likely to be a significant risk factoring in increasing the likelihood of capsiz e.g. low winds.</p> <p>The majority of participants will be in a square canoe raft, string raft or outriggered canoe.</p> <p>4. Any canoe games should not result in canoes with people from different households/support bubbles coming within two metres of each other.</p>	Low			

2	Transmission of COVID-19 via surfaces, touch points and objects	Contracting COVID-19	Employee, Residential guest.	High			Low			
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Activity
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 The following guidance was reviewed in the risk assessment process:

Carried out by: John Ford
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Activity
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Carried out by: John Ford
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