



Risk Assessment for COVID-19

Revised: 10/01/22

Organisation Information:	<i>How many employees do you have? - over 4</i> <i>Do you have customers, visitors or contractors on site? -Yes</i> <i>Do you have any staff meetings? - Yes</i> <i>Do your employees need to travel for work? (besides their normal commute from home to work) - No</i> <i>Do you send and receive goods on your site? - Yes</i>
What are the hazards?	Spread of Covid-19 Coronavirus
Who might be harmed?	Staff, Guests including children, Cleaners, Contractors, Visitors, Vulnerable Groups, Anyone else who comes into physical contact with the organisation's facilities or staff.
How might they be harmed?	Through transmission of COVID-19 from person to person or via objects/surfaces.

	Risk Control Measures
Summary of Essential Measures	People with symptoms of Coronavirus do not enter site Use of testing before and during events If confirmed case (LF or PCR test) on site, a procedure is followed to limit further spread in line with government guidance at the time Cleaning systems enhanced and scheduled to avoid person-person contact Displays/Staff training/facilities enable good hand/respiratory hygiene - this is then reinforced throughout events by leaders Contact information recorded to assist with tracing Emphasis on good ventilation indoors, and keeping outdoors where possible Every individual activity/location/event adapted to minimise risk of transmission. Activities/locations/events where risk unacceptable, are not used/run.

Summary of overarching principles

For all staff, guests and young people, visitors, contractors, cleaners:

One essential line of defence is to use Lateral Flow Device (LFD) tests before and during events.

All visitors to wash hands with soap/water or alcohol gel upon entry to the site

Any visitors exhibiting identified symptoms not to come on site. Either self-assessed and declared or group leader assessed (e.g. teacher) or Lateral Flow test

Briefing for groups to include recommended hygiene methods, including regular hand washing and covering a cough or sneeze with tissue and throwing it away.

Regular washing of hands with soap and water during stay, timetable adapted to include this.

Display signs and posters with instructions for all to wash their hands for 20 seconds as often as possible, to avoid touching their faces and to catch coughs and sneezes in tissues

No food items to be shared by touching, own cutlery always used. Guests to 'take what they touch'. Hands washed before meals.

Any persons showing identified symptoms to book a test; self-isolate. Leaders/teachers to act on behalf of young people where appropriate. **See flowchart for Suspected Covid Case Protocol**

Ventilate all internal areas used by more than one person.

Face coverings to be used in indoor areas used by the public when not eating/drinking/exercising/singing

Additional for staff

Increase awareness through regular updates on Government recommendations. Adapt routines as needed.

Those who can, work from home where practicable

Clean and disinfect regularly used objects and surfaces daily for guest and staff areas

Supply tissues to all guests. Provide alcohol gel around site.
Supply PPE for use when appropriate
Use face coverings where/when appropriate - Note this is no longer mandatory
Adapt procedures and programmes to incorporate risk control measures from visiting schools and groups

Usual Daily Operations

Staff Management - Onsite

Decide who should be on site - Make use of Hybrid Working where practical. Clinically extremely vulnerable people or vulnerable people should work from home as often as possible. Keep the number of people on site to a minimum while maintaining high quality events.

Those coming on site ensure negative LFD test through regular testing regime (see below)

Staff/volunteers who have tested positive for Covid within last 90 may be unable to provide negative test results. Ensure isolation period for infectious days is completed.

Make sure employees can spot symptoms. Explain new procedures and provide training where necessary

Tell workers with symptoms/positive LFD test to self isolate immediately and book a PCR test

Have enough appropriately trained staff to keep people safe

Avoid sharing office workstations, and keep them 2m apart/facing away or same direction

Indoor meetings held only in well ventilated areas

Staff Management - Offsite

To support employees working remotely: provide the right equipment for people to work from home, keep remote and on-site employees connected, send updates to employees when the situation changes, look after people's mental health by checking in regularly and creating a safe space for honest dialogue

All Persons

Face covering will be used in-line with Plan B measures (see below) but this is not mandatory when eating/drinking/singing/exercising. During such times, other mitigation measures such as seating positioning and distancing will also be considered. If it is possible for these activities to take place outside, they will be.

Wash/sanitise hands after helping someone in an emergency

Stagger break times where possible without reducing the effectiveness of the event. If possible, have breaks outdoors

Any meetings or briefings to be held outside where possible, well ventilated if not.

Guests

Clear expectations set for procedures when booking and prior to arrival

Additional reminder of expectations on arrival to site

All guests are requested to provide evidence of negative LFD test before entering the site, or if previously positive for Covid, provide evidence of this isolation period being completed. Evidence is requested to be sent to tests@cye.org.uk

Arrive and leave changed for their activity as much as possible.

Bring own packed lunch if day only event

Site Management

Stagger arrival and departure times for staff and guests

Use drop off system for arrivals - parents staying in their cars etc.

Provide hand washing facilities and hand sanitiser

Make sure people touch things as little as possible, Keep doors open for the day where possible

Provide additional covered outdoor space using open-sided marquee. Use for breaks, briefing, emergencies. Keep zones for sub-groups if appropriate to the event.

Ward Room to be used for LFD testing when needed

Additional Cleaning

If someone has symptoms while on site, follow the specific instructions for deep cleaning after a case of COVID-19. <https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings>

Clean the site before new group arrival

Clean work areas, surfaces and equipment frequently between use with usual cleaning products

Clean busy areas more often and more thoroughly

Restrict the use of items that are touched often

Provide more bins and empty them more often

Handwashing, toilets, changing rooms and showers

Remind employees regularly to wash their hands, especially if they handle goods and equipment

Make sure toilets are kept clean at all times

Provide paper towels or electric dryers

	If changing rooms or showers are needed, keep them free of all personal items (such as clothes, towels and toiletries).
<i>Catering</i>	Cutlery set out at tables whenever possible
<i>Less frequent activities</i>	CYE's most common activities have their own assessment below. Sometimes it is appropriate to run other activities also (e.g. a quick game of dodgeball, trip to Bosham). These activities will be assessed prior to commencement by a Senior member of staff who will work to mitigate Covid risk in line with all the other measures in this document.
<i>Sleeping arrangements</i>	For residential events, mechanical fresh-air ventilation in cabins will be kept on throughout. Each cabin receives fresh air and has waste air removed directly outside. Cabins contain a maximum of 4 beds Tents will be used where practical to assist with spreading out staff/volunteer beds.
<i>Deliveries</i>	Make sure workers handling goods and merchandise know to wash their hands more often Provide more handwashing facility if possible and hand sanitiser Clean things like reusable delivery boxes regularly Keep a record of visitors who come into contact with other site users Minimise contact at drop-off and collection Minimise the frequency of deliveries, for example by ordering larger amounts at a time Have single workers load or unload vehicles if it's safe to do so
<i>Schools</i>	Every school group is anticipated to have it's own risk assessment and required control measures. CYE will adapt their procedures to accomodate any additional requirements that are not covered on this document. Communication prior to the visit will ensure this is possible and robust. In particular, the level contact between CYE staff and visiting pupils will be determined by the school as long as this does not contradict the other measures on this document. Catering procedures in-line with school's own policy - discussed beforehand with the school

Running of Activities

Arrival	Staggered arrival times Parents not permitted to leave the car Roundabout system in place for drop off Hand Sanitiser available on the gate
Reception area	Limit numbers of people in reception area, ask people to wait outside if necessary Staff tasked with regularly cleaning and sanitising all hard surfaces Hand sanitiser available Guests asked to wash hands upon entering the building
Changing Rooms	Clean thoroughly before and during events Signs in changing rooms reminding people to wash hands regularly
Classrooms / theory sessions	Do not use indoor space wherever possible - brief and debrief outside Use large, ventilated indoor space if required Provide hand sanitiser
Use of centre kit (wetsuits / BAs / waterproofs)	Guests encouraged to bring their own kit where possible Staff handing out kit wash hands before Kit and a peg for storage allocated to an individual for the duration of their visit Kit sanitised before and after each use Only one set of kit per client - no swapping or changing
Rigging / launching / set up of activities	Sanitise hands before shared rigging/launching. Surfaces are washed down between usage
Main Activities (Sailing/Kayaking/ Rafting/ Assault Course/Archery)	Washing/sanitising hands before during and after activities Where possible, instruct participants in rescue methods before activity to avoid close contact during activity
Archery Tag	Instructor to set up equipment before use and sanitise in advance Full sanitising of equipment each time it is used Bows and face masks to be allocated to each player for the duration of game to avoid crossover All participants must regularly sanitise their hands

Tunnelling	<p>Chamber doors to be opened in advance of the session, kept open throughout and left open for 30 mins once the session has ended.</p> <p>All participants are required to wash their hands before and after the activity, and regularly sanitise their hands throughout.</p> <p>Instructors to wear masks and remain physically distant where possible, using coaching techniques in first instance to assist participants where required.</p> <p>All briefings to be delivered outside of the chambers where possible, otherwise, with chamber doors open</p>
First Aid	<p>Additional PPE supplied in First Aid kits</p> <p>Resuscitation face shields must be used where CPR is required</p> <p>Where possible the casualty is instructed in their own First Aid</p>

Testing Policy - 4th August 2021 onwards

Staff + Volunteers	<p>All staff and volunteers to LFD test before coming onto site every other day they are on site.</p> <p>If staff or volunteer has previously tested positive for Covid, they need to provide evidence they are within the 90 days following the end of their isolation period ending as LFD and PCR will produce a false-positive.</p>
Guests	<p>All guests on CYE residential events (i.e. not schools or groups) to demonstrate a negative observed LFD test on arrival. No persons will be admitted onto site without this. They will also then test every other day during their stay. Children under 12 will have the test performed by a trained member of team.</p> <p>All guests on school events - testing will be in line with Government regulations at the time of entry to the site</p> <p>All guests on group events - Group leaders will need to ensure the participants provide a negative LFD test prior to entry to the site.</p>
All	<p>All guests/staff/volunteers will perform an observed LFD test if they show any Covid symptoms, including:</p> <ul style="list-style-type: none"> Headaches Sore throat Runny nose Fever/High temperature Continuous cough Loss of taste/smell
All	<p>For positive test result:</p> <p>Self isolate and <u>book a PCR test</u>. CYE won't close at that point, provided sufficient staff are not considered close contacts and test negative to safely run the event(s). Additional cleaning of areas used by that person may be needed at this point.</p> <p>If the PCR test is positive, that member of staff <u>self isolates</u> for the next 10 full days.</p> <p>All those in close contact with them self-isolate and book a PCR test as above. This may mean events can not run.</p> <p>For off-site staff and volunteers - any positive test (LFD or PCR) means you do not come to the site</p> <p>If your result is void/inconclusive due to being inaccurately administered, then test again.</p>

Face Covering Policy - during Plan B measures

When you must wear one:	In indoor settings where members of the public are (e.g. in Resolute corridors, Saloon, Day Room, Snug, Ward Room during an event) except when eating, drinking or exercising
When you shouldn't wear one:	<p>During sporting activities/dancing/exercise (including indoors)</p> <p>When on the water</p>
When you do not have to wear one (but you can if you would like to):	<p>If only workers (staff and volunteers) are on site</p> <p>If you have a 'reasonable excuse', including:</p> <ul style="list-style-type: none"> - children under the age of 11 - people who cannot put on, wear or remove a face covering because of a physical or mental illness or impairment, or disability - people for whom putting on, wearing or removing a face covering will cause severe distress - people speaking to or providing assistance to someone who relies on lip reading, clear sound or facial expressions to communicate - to avoid the risk of harm or injury to yourself or others - when giving a speech during a conference

- taking medication

In Resolute cabins (except if a mixture of staff and public)

When in 'staff only' areas, such as offices, galley, etc.

During meal times

When singing (e.g. during worship)

When changing for activities

When outside