



CYE Risk Assessment for COVID-19

Revised: 31/03/22

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	<p>People with symptoms of Coronavirus do not enter site</p> <p>Use of testing when possible before and during events (note LFDs no longer freely available)</p> <p>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</p> <p>Cleaning systems enhanced and scheduled to avoid person-person contact</p> <p>Displays/Staff training/facilities enable good hand/respiratory hygiene - this is then reinforced throughout events by leaders</p> <p>Contact information recorded to assist with tracing (no longer mandatory)</p> <p>Emphasis on good ventilation indoors, and keeping outdoors where possible</p> <p>Every individual activity/location/event adapted to minimise risk of transmission.</p> <p>Activities/locations/events where risk unacceptable, are not used/run.</p>

Summary of overarching principles	
For all staff, guests and young people, visitors, contractors, cleaners:	<p>All visitors to wash hands with soap/water or alcohol gel upon entry to the site</p> <p>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</p> <p>Briefing for groups to include recommended hygiene methods, including regular hand washing and covering a cough or sneeze with tissue and throwing it away.</p> <p>Regular washing of hands with soap and water during stay, timetable adapted to include this.</p> <p>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</p> <p>Ventilate all internal areas used by more than one person.</p> <p>Any persons showing identified symptoms during an event to self-isolate. Leaders/teachers to act on behalf of young people where appropriate. If available, symptomatic person(s) to perform a LF test</p>
Additional for staff	<p>Those who can, work from home where practicable</p> <p>Supply tissues to all guests. Provide alcohol gel around site.</p> <p>Adapt procedures and programmes to incorporate risk control measures from visiting schools and groups</p>

Usual Daily Operations	
Staff Management - Onsite	<p>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.</p> <p>Staff/volunteers who have tested positive for Covid within last 90 days may be unable to provide negative test results. Ensure isolation period for infectious days is completed.</p> <p>Make sure employees can spot symptoms. Explain new procedures and provide training where necessary</p> <p>Tell workers with symptoms/positive LFD test to self isolate immediately</p> <p>Have enough appropriately trained staff to keep people safe</p>

<i>Staff Management - Offsite</i>	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
<i>All Persons</i>	Wash/sanitise hands after helping someone in an emergency
<i>Guests</i>	Clear expectations set for procedures when booking and prior to arrival Additional reminder of expectations on arrival to site Adult guests asked to consider providing evidence of negative LFD test before entering the site. This is no longer mandatory since tests are no longer freely available.
<i>Site Management</i>	Provide hand washing facilities and hand sanitiser
<i>Additional Cleaning</i>	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. High touch surfaces cleaned daily Protective clothing (e.g. buoyancy aids/wetsuits/etc) to be disinfected in Milton in between groups.
<i>Handwashing, toilets, changing rooms and showers</i>	Remind employees regularly to wash their hands, especially if they handle goods and equipment Make sure toilets are cleaned daily Provide paper towels or electric dryers
<i>Catering</i>	Cutlery set out at tables whenever possible
<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>Schools</i>	Every school group is anticipated to have its own risk assessment and required control measures. CYE will adapt their procedures to accommodate 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 of 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

Covid Testing Policy - 25 March 2022 onwards

Staff + Volunteers

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 may produce a false-positive.

All staff/volunteers will perform a LFD test if they show any Covid symptoms, including:
Headaches
Sore throat
Runny nose
Fever/High temperature
Continuous cough
Loss of taste/smell

Guests

Guests no longer need to provide a negative LFD result in order to attend events. However if they do take a test and are positive, they are not to come on site.

Positive test result actions

If guest: return home to isolate

If staff or volunteer: isolate at home. If negative tests on days 5 and 6, return to work. If positive, isolate until day 10, or two consecutive negative test days.