

Risk Assessment (Control of Covid 19) The Nancy Oldfield Trust

Activity on Arrival and Office

Date of risk assessment: 02/09/2020

Review: Weekly V1/3

What are the hazards?	Who might be harmed and how?	What are you already doing?	Risk – L, M, H	Do you need anything else to manage this risk?	Action by whom?	Action by when?	Done
Exposure to Covid 19 virus	All staff, volunteers and visitors	Implementing Covid 19 protocols to run in conjunction with all existing Risk Assessments.	M	Staff to help decide their own acceptable risk			
Exposure to Covid 19 virus due to contact during the day	All staff, volunteers and visitors	The arrival and departure of all staff, volunteers and clients will be staggered.	M	Monitor daily.			
Exposure to Covid 19 virus in Trust Reception and other enclosed spaces.	All staff, volunteers and visitors.	No volunteers or clients will be permitted in the reception, staff room or office. Maximum of two visitors allowed in zoned reception area only if absolutely unavoidable.	M	Set up gazebo for payment at side window. Monitor daily.			
Exposure to Covid 19 virus through shared refreshment facilities.	All staff, volunteers and visitors.	No drinks will be available on site for volunteers or clients.	M	Monitor weekly.			

What are the hazards?	Who might be harmed and how?	What are you already doing?	Risk – L, M, H	Do you need anything else to manage this risk?	Action by whom?	Action by when?	Done
Exposure to Covid 19 virus through contact while awaiting activities in car park and grounds.	All staff, volunteers and visitors.	Volunteers must stay in their cars until advised. Clients must also wait in their cars until instructed regarding their trip. Designated covered and open zoned outside waiting areas available. Car parking supervised by staff with parking for staff, volunteers and clients strictly controlled to achieve social distancing in mind.	M	Pre inform all. Monitor daily.			
Exposure to Covid 19 virus through cash and card handling.	All staff, volunteers and visitors.	Payment will only be on account or contactless through side window (gazebo). The taking of cash will be allowed but only by per arrangement until further notice. All clients to be advised to sanitise their hands before signing the trace book and using the card machine.	M	As above and monitor daily.			
Exposure to Covid 19 virus through uncontrolled access to Trust site.	All staff, volunteers and visitors.	No accesses to the site will be permitted without prior arrangement and all visitors' will be met at the entrance.	M	Monitor daily.			
Exposure to Covid 19 virus through poor hygiene practices and inadequate PPE.	All staff, volunteers and visitors.	Hand washing stations throughout and surface cleaning to be done regularly in the day. Face coverings mandatory on all boats and in Trust buildings. Disposable masks available. Volunteers encouraged to source own face coverings.	M	Pre inform all. Some spare?			

What are the hazards?	Who might be harmed and how?	What are you already doing?	Risk – L, M, H	Do you need anything else to manage this risk?	Action by whom?	Action by when?	Done
Exposure to Covid 19 virus through shared use of stationary.	All staff, volunteers and visitors.	Allocated stationary for each person, in individual plastic wallets when/if necessary.	M	Monitor daily.			
Exposure to Covid 19 virus through shared use toilet facilities.	All staff, volunteers and visitors.	Allocated customer toilets. Allocated staff toilets. Allocated volunteer toilets.	M	Monitor daily.			
Exposure to Covid 19 virus through handling of contaminated “clutter”.	All staff, volunteers and visitors.	Office clean up, all items that are not in use to be packed away. Workstations should be assigned to an individual as much as possible.	M	Monitor daily.			
Exposure to Covid 19 virus through shared eating facilities.	All staff volunteers and visitors.	Designated eating areas for staff, lunch outside or in own car encouraged and advised.	M	Monitor daily.			
Exposure to Covid 19 virus through physical presence at the Trust.	All staff, volunteers and visitors.	Enable staff to work from home whenever possible through provision of remote access to booking system and laptops. Using markings/holding meetings outdoors or in well ventilated rooms whenever possible. Time and space zoning.	M	Monitor daily.			
To control the spread of Covid 19	All staff, volunteers and visitors.	Allocated work stations for individual staff.	M	Monitor daily.			

Risk Assessment (Control of Covid 19) The Nancy Oldfield Trust

Activity: Bungalow

Date of risk assessment: 02/09/2020

Review: Weekly V1/3

What are the hazards?	Who might be harmed and how?	What are you already doing?	Risk – L, M, H	Do you need anything else to manage this risk?	Action by whom?	Action by when?	Done
Exposure to Covid 19 virus	All staff, volunteers and visitors	Extra control of Covid 19 assessment to run in conjunction with all existing Risk Assessments.	M	Staff to help decide their own acceptable risk.			
Move to booking info instructions.	All staff, volunteers and visitors	May not have any activities included.	M	Advise. Monitor daily.			
Exposure to Covid 19 virus	All staff, volunteers and visitors.	Activities will run in line with the new Covid risk assessments.	M	Advise. Monitor daily.			
Exposure to Covid 19 virus through inadequate cleaning.	All staff, volunteers and visitors.	At least one complete day free between visitors for thorough cleaning.	M	Monitor daily.			
Spread of Covid 19 virus from bungalow visitors.	All staff, volunteers and visitors.	The bungalow is self-sufficient so we don't have much control over the guests inside, but we are informing them about the new rules and regulations before coming and will reserve them a parking space if needed. Hand sanitisers provided in bungalow and throughout site.	M	Advise. Monitor daily.			
To help minimise the spread of covid 19.	All staff, volunteers and visitors.	Access to the bungalow will be restricted to guests only and a designated member of staff.	M	Monitor daily.			

Risk Assessment (Control of Covid 19) The Nancy Oldfield Trust

Activity: Fishing

Date of risk assessment: 02/09/2020

Review: Weekly V1/3

What are the hazards?	Who might be harmed and how?	What are you already doing?	Risk – L, M, H	Do you need anything else to manage this risk?	Action by whom?	Action by when?	Done
Exposure to Covid 19 virus while fishing.	All staff, volunteers and visitors	Covid 19 measures to run in conjunction with all existing Risk Assessments for fishing.	M	Staff to help decide their own acceptable risk.			
Exposure of staff to Covid 19 virus through close contact while assisting/instructing.	All staff, volunteers and visitors	Fishing can be undertaken but no fishing instruction will be provided. Therefore, the client must be confident with all aspects of fishing and be self-sufficient. Face coverings to be worn on open boats.	M	Monitor weekly.			
Exposure to Covid 19 virus through handling contaminated equipment.	All staff, volunteers and visitors.	Customers to use their own fishing equipment wherever possible. Sanitising spray available on board for cleaning down equipment and boats.	L	Monitor weekly.			

Risk Assessment (Control of Covid 19) The Nancy Oldfield Trust

Activity: Motor Cruisers

Date of risk assessment: 02/09/2020

Review: Weekly V1/3

What are the hazards?	Who might be harmed and how?	What are you already doing?	Risk – L, M, H	Do you need anything else to manage this risk?	Action by whom?	Action by when?	Done
Exposure to Covid 19 virus during activities.	All staff, volunteers and visitors	Extra measures for of Covid 19 to run in conjunction with all existing Risk Assessments.	M	Staff and volunteers to decide their own attitudes to risk. Anyone uncomfortable with the perceived risk or measures in place to speak to Stephen or Colin. No one is to feel uncomfortable or pressured while working or volunteering.			
Exposure to Covid 19 virus through transmission.	All staff, volunteers and visitors	Staff will prep the boats for the day and leave the keys, phone, etc on the boat and will advise the skipper/guests (who will be waiting in their car) when the boat is ready. Hand paper towels and blue roll for spills, will be used on the boat, and all placed in the bin after use which will help maintain hygiene. All cups will be removed from the boats to help with disinfection after trip. Cabin divided by screens to isolate crew from visitors. Kettles to be sanitised between trips.	M	Isolate the skippers.			

What are the hazards?	Who might be harmed and how?	What are you already doing?	Risk – L, M, H	Do you need anything else to manage this risk?	Action by whom?	Action by when?	Done
Exposure to Covid 19 virus due to too many people on Trust suite and multiple boat trips running at the same time.	All staff, volunteers and visitors.	The BEE and W/A are available to use and depending on demand (MK can be commissioned later), staggering arrival and departure times will help with social distancing, which must include time for cleaning, after a.m trip.	M	Review daily.			
Exposure to Covid 19 virus between skippers on board cruisers.	All staff, volunteers and visitors.	Help will be available for lone volunteers to load and unload and with ropes, but we will prioritise double manning as much as possible. Face coverings to be worn when loading and unloading.	M	Monitor daily.			
Exposure to Covid 19 virus while cleaning.	All staff, volunteers and visitors.	Staff and with volunteers help, will sanitise the boat after each trip.	M	Monitor daily.			
Exposure to Covid 19 virus through inadequate cleaning practices.	All staff, volunteers and visitors.	At the end of the day staff and with volunteers' help will clean and sanitise the boat and set up for the next day/trip.	M	Monitor daily.			
Exposure to Covid 19 virus while administering 1 st aid.	All staff, volunteers and visitors.	First aid: A full PPE pack will be available in the case of an emergency on board to include gloves, apron, disposable sleeves and face shield.	M	Monitor daily.			
Exposure to Covid 19 virus through shared equipment.	All staff, volunteers and visitors.	Skippers to leave keys and phone on the boat for sanitising by staff, unless other arrangements have been made.	M	Monitor daily.			

What are the hazards?	Who might be harmed and how?	What are you already doing?	Risk – L, M, H	Do you need anything else to manage this risk?	Action by whom?	Action by when?	Done
Exposure to Covid 19 virus and transmission through communal surface contact.	All staff, volunteers and visitors.	Insisting on good hand hygiene. Hand sanitising stations will be available throughout the site and on the boat.	M	Monitor daily.			
Exposure to Covid 19 virus through overcrowding on boats.	All staff, volunteers and visitors.	Clear bulkheads installed to separate skippers from visitors. Max numbers on the boats (ratio of staff to visitors). Nancy Bee: 2 + 6 MK: 2 + 4 WA: 2 + 4	M	Monitor daily.			

Risk Assessment (Control of Covid 19) The Nancy Oldfield Trust

Activity: Sailing

Date of risk assessment: 02/09/2020

Review: Weekly V1/3

What are the hazards?	Who might be harmed and how?	What are you already doing?	Risk – L, M, H	Do you need anything else to manage this risk?	Action by whom?	Action by when?	Done
Exposure to Covid 19 virus	All staff, volunteers and visitors	Extra control of Covid 19 assessment to run in conjunction with all existing Risk Assessments.	M	Staff to help decide their own acceptable risk.			
Exposure to Covid 19 virus through inadequate cleaning measures.	All staff, volunteers and visitors	Staff will prep the boats including the safety boat and advise the instructors when the boats are ready.	M	Monitor daily.			
Exposure to Covid 19 virus through close assistance when putting on buoyancy aids/lifejackets.	All staff, volunteers and visitors.	If assistance is required with fitting life jackets and buoyancy aids, every attempt to use social distancing will be practiced. If this is not possible, a face covering must be worn. Adults explain and demonstrate how to fit correctly. With juniors, if possible, get assistance from an adult in the group or assist with a face covering, always aware this may distress the client.	M	Monitor daily.			
Exposure to Covid 19 virus in shared rooms.	All staff, volunteers and visitors.	The training room will not be accessible to volunteers and visitors and life jackets/buoyancy aids will be issued by the side door to avoid through traffic.	M	Monitor daily.			
Exposure to Covid 19 virus through close contact on boats.	All staff, volunteers and visitors.	No physical assistance will be offered with getting on and off the boats so visitors must be warned beforehand. They may have to rig their own boats. If staff are rigging boats, visitors will be asked to wait ashore/on the pontoons until the boat is ready to sail. Hand sanitising stations will be available throughout the site, on yachts and the Ark.	M	Monitor daily.			

What are the hazards?	Who might be harmed and how?	What are you already doing?	Risk – L, M, H	Do you need anything else to manage this risk?	Action by whom?	Action by when?	Done
Exposure to Covid 19 virus in toilet facilities.	All staff, volunteers and visitors.	Visitors, staff and volunteers have separate allocated toilets at the base but not on the Ark which will be shared. Sanitising sprays are provided for cleaning surfaces such as taps and handles between users and hand soap, sanitising gel and paper towels for personal hygiene.	M	Monitor daily.			
Exposure to Covid 19 virus from shared buoyancy aids or wet weather clothing.	All staff, volunteers and visitors.	Buoyancy aids/wet weather clothing will be sanitised on return to base. Kit may be allocated to an individual for a set period.	M	Monitor weekly. Washing station to be set up.			
Exposure of volunteers to Covid 19 virus through shared life jacket use.	All staff, volunteers and visitors.	Life jackets allocated to volunteers (when they don't have their own to use).	L	Monitor daily.			
Exposure to Covid 19 virus through overcrowding on boats.	All staff, volunteers and visitors.	Max Numbers for sailing boats as follows: Yellow pioneers: 1 = 2 Bass boat: 1 + 3 Yeoman: 1 + 2					

Risk Assessment (Control of Covid 19) The Nancy Oldfield Trust

Activity: Canoe

Date of risk assessment: 02/09/2020

Review: Weekly V1/3

What are the hazards?	Who might be harmed and how?	What are you already doing?	Risk – L, M, H	Do you need anything else to manage this risk?	Action by whom?	Action by when?	Done
Exposure to Covid 19 virus	All staff, volunteers and visitors	Implementing Covid 19 protocols to run in conjunction with all existing canoeing risk assessments.	M	Staff to help decide their own acceptable risk.			
Exposure to Covid 19 virus through close assistance when putting on buoyance aids/lifejackets	All staff, volunteers and visitors	If assistance is required with fitting life jackets and buoyancy aids, every attempt to use social distancing will be practiced. If this is not possible, a face covering must be worn. Adults explain and demonstrate how to fit correctly. With juniors, if possible, get assistance from an adult in the group or assist with a face covering, always aware this may distress the client.	M	Monitor daily.			
Exposure to Covid 19 virus through close assistance.	All staff, volunteers and visitors.	The groups must also be able to self assist with getting in and out of the canoes.		Monitor daily.			
Exposure to Covid 19 virus.	All staff, volunteers and visitors.	If demand is high, we can be flexible with the canoe set ups.	M	Monitor daily.			
Exposure to Covid 19 virus through overcrowding on boats.	All staff, volunteers and visitors.	Numbers for canoeing will depend on the group circumstances i.e family group, support bubble, individuals.	M	Monitor daily.			
Exposure to Covid 19 virus through close contact on boats and shared use of paddles.	All staff, volunteers and visitors.	Hand sanitising gel will be available throughout the site and on support boats to maintain hand hygiene. Discourage swapping of paddles and sanitise paddles when this is necessary.	L	Monitor daily.			

Exposure to Covid 19 virus through close proximity to other paddlers.	All staff, volunteers and visitors.	Face coverings to be worn when possible. When this is not possible face shields to be provided to staff/volunteers in close contact e.g. side by side paddling in rafted canoes.	M				
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