

# RISK ASSESSMENT (Control of Covid 19)

NANCY OLDFIELD TRUST

## Measures on Arrival at the Trust

Date of risk assessment: 1/10/2021

Review: Ongoing V1/5

| What are the hazards?  | Who might be harmed and how?              | What are you already doing?   | Risk – L, M, H | Do you need to do anything else to manage this risk?   | Action by whom? | Action by when? | Done |
|--|---|---|----------------|--|-----------------|-----------------|------|
| <b>Exposure to Covid 19 virus</b>  | <b>All staff, volunteers and visitors</b> | <b>Implementing Covid 19 protocols to run in conjunction with all existing Risk Assessments</b>   | <b>M</b>       | <b>Staff to help decide their own acceptable risk</b>  |                 |                 |      |
| <b>Exposure to Covid 19 virus due to contact during the day</b>                | <b>All staff, volunteers and visitors</b> | <b>The arrival and departure of volunteers and clients will be staggered as much as possible</b>  | <b>M</b>       | <b>Monitor daily</b>                                   |                 |                 |      |
| <b>Exposure to Covid 19 virus in Trust Reception and other enclosed spaces</b> | <b>All staff, volunteers and visitors</b> | <b>Max of 6 people will be permitted in the training room at one time. Maximum of two visitors allowed in zoned reception area only if absolutely unavoidable. Ventilated and heated seating in double gazebo provided as a waiting area if required</b>  | <b>M</b>       | <b>Gazebo payment at side window<br/>Monitor daily</b> |                 |                 |      |
| <b>Exposure to Covid 19 virus through shared refreshment facilities</b>        | <b>All staff, volunteers and visitors</b> | <b>Visitors and volunteers to bring own drinks until further notice. Hygiene instructions and hand sanitisers are provided around the site.</b>   | <b>L</b>       | <b>Monitor Weekly</b>                                  |                 |                 |      |
| <b>Exposure to Covid 19 virus through contact while awaiting</b>               | <b>All staff, volunteers and visitors</b> | <b>Volunteers to park in the designated area. Visitors ideally wait in or near their vehicles until instructed regarding their trip. One person to sign in at the Reception window.<br/>Covered and open zoned outside waiting areas available for visitors and volunteers. Maintenance of social distancing advised.</b> |                | <b>Pre inform all<br/>Monitor daily</b>                |                 |                 |      |

| What are the hazards?  | Who might be harmed and how?              | What are you already doing?  | Risk – L, M, H | Do you need to do anything else to manage this risk?    | Action by whom? | Action by when? | Done |
|--|---|--|----------------|---|-----------------|-----------------|------|
| <b>activities in car park and grounds</b>  | <b>All staff, volunteers and visitors</b> |  | <b>M</b>       | <b>Pre inform all<br/>Monitor daily</b>                 |                 |                 |      |
| <b>Exposure to Covid 19 virus through cash and card handling.</b>                    | <b>All staff, volunteers and visitors</b> | <b>Payment will ideally be by card or on account through the side window (gazebo)<br/>The taking of cash is now permitted.<br/>All clients to be advised to sanitise their hands before signing the trace book and using the card machine.</b>   | <b>L</b>       | <b>As above and<br/>Monitor daily</b>                   |                 |                 |      |
| <b>Exposure to Covid 19 virus through uncontrolled access to Trust site.</b>         | <b>All staff, volunteers and visitors</b> | <b>No accesses to the site will be permitted without prior arrangement and all visitors must sign in at Reception.</b>   | <b>L</b>       | <b>Monitor daily</b>                                    |                 |                 |      |
| <b>Exposure to Covid 19 virus through poor hygiene practices and inadequate PPE.</b> | <b>All staff, volunteers and visitors</b> | <b>Hand sanitising stations (alcohol gel) throughout site and surface cleaning carried out daily.<br/>Face coverings optional on all boats and in Trust buildings but masks must be worn if requested by visitors. Disposable masks available. Volunteers encouraged to source own face coverings.</b> | <b>L</b>       | <b>Pre inform all<br/>Some spare<br/>Face coverings</b> |                 |                 |      |
| <b>Exposure to Covid 19 virus through shared use of stationery</b>                   | <b>All staff, volunteers and visitors</b> | <b>Normal hygiene practices encouraged</b>   | <b>L</b>       | <b>Monitor daily</b>                                    |                 |                 |      |

| What are the hazards?  | Who might be harmed and how?              | What are you already doing?  | Risk – L, M, H | Do you need to do anything else to manage this risk? | Action by whom? | Action by when? | Done |
|--|---|--|----------------|--|-----------------|-----------------|------|
| <b>Exposure to Covid 19 virus through shared use toilet facilities</b>       | <b>All staff, volunteers and visitors</b> | <b>Allocated customer toilets<br/>Allocated staff toilets<br/>Allocated volunteer toilets<br/>Daily cleaning and well ventilated</b>           | <b>L</b>       | <b>Monitor daily</b>                                 |                 |                 |      |
| <b>Exposure to Covid 19 virus through handling of contaminated 'clutter'</b> | <b>All staff, volunteers and visitors</b> | <b>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!</b> | <b>L</b>       | <b>Monitor daily</b>                                 |                 |                 |      |
| <b>Exposure to Covid 19 virus through shared eating facilities</b>           | <b>All staff, volunteers and visitors</b> | <b>Eating areas for staff, lunch outside or socially distanced elsewhere.</b>  | <b>L</b>       | <b>Monitor daily</b>                                 |                 |                 |      |
| <b>Exposure to Covid 19 virus through physical presence at the Trust.</b>    | <b>All staff, volunteers and visitors</b> | <b>Enable staff to work from home whenever possible through provision of remote access to booking system and laptops.</b>                      | <b>L</b>       | <b>Monitor daily</b>                                 |                 |                 |      |

| What are the hazards?   | Who might be harmed and how?              | What are you already doing?  | Risk – L, M, H | Do you need to do anything else to manage this risk? | Action by whom? | Action by when? | Done |
|---|---|--|----------------|--|-----------------|-----------------|------|
| <b>Exposure to Covid 19 virus through physical presence at the Trust.</b> | <b>All staff, volunteers and visitors</b> | <b>Using zone markings / Holding meetings outdoors or in well-ventilated rooms whenever possible. Time and space zoning.</b> | <b>M</b>       | <b>Monitor daily</b>                                 |                 |                 |      |
| <b>To Control the Spread Of covid 19</b>                                  | <b>All staff, volunteers and visitors</b> | <b>Allocated workstations for individual staff</b>   | <b>L</b>       | <b>Monitor daily</b>                                 |                 |                 |      |
|   |   |  |                |  |                 |                 |      |

# RISK ASSESSMENT (Control of Covid 19)

## Activity MOTOR CRUISERS

## NANCY OLDFIELD TRUST

Date of risk assessment: 1/10/21

Review on: Weekly V1/5

| What are the hazards?                                  | Who might be harmed and how?              | What are you already doing?  | Risk – L, M, H | Do you need to do anything else to manage this risk?   | Action by whom ? | Action by when? | Done |
|--|---|--|----------------|--|------------------|-----------------|------|
| <b>Exposure to Covid 19 virus during activities</b>    | <b>All staff, volunteers and visitors</b> | <b>Extra measures for of Covid 19 to run in conjunction with all existing Risk Assessments</b>   | M              | <b>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.</b> |                  |                 |      |
| <b>Exposure to Covid 19 virus through transmission</b> | <b>All staff, volunteers and visitors</b> | <b>Staff will prep the boats for the day and leave the keys, phone, etc on the boat and will advise the skipper/ guests, when the boat is ready.</b> | L              | <b>Review daily</b>  |                  |                 |      |

| What are the hazards?   | Who might be harmed and how?                     | What are you already doing?   | Risk – L, M, H | Do you need to do anything else to manage this risk? | Action by whom ? | Action by when? | Done |
|---|--|---|----------------|--|------------------|-----------------|------|
|   |  | <p><b>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.</b></p> <p><b>All cups removed from the boats to help with disinfection after each trip Cabin will be divided by screens to isolate crew from visitors. Kettles to be sanitised between trips</b></p> |                |  |                  |                 |      |
| <p><b>Exposure to Covid 19 virus due to too many people on Trust site and multiple boat trips running at the same time.</b></p> | <p><b>All staff, volunteers and visitors</b></p> | <p><b>The BEE, W/A and MK are now all available to use. Staggering arrival and departure times to help minimise mixing. Normal in-between trip cleaning to be carried out (sanitising surfaces etc).</b></p>  | <p>L</p>       | <p><b>Review daily</b></p>                           |                  |                 |      |
| <p><b>Exposure to Covid 19 virus between skippers on board cruisers</b></p>   | <p><b>All staff, volunteers and visitors</b></p> | <p><b>Help will be available for lone volunteers to load and unload and with ropes, but we will prioritise double crewing as much as possible. Face coverings to be worn when loading and unloading if requested by visitors or fellow volunteers.</b></p>  | <p>M</p>       | <p><b>Monitor daily</b></p>                          |                  |                 |      |
| <p><b>Exposure to Covid 19 virus while cleaning</b></p>   | <p><b>All staff, volunteers and visitors</b></p> | <p><b>Staff/volunteers will sanitise the boat after each trip</b></p>   | <p>L</p>       | <p><b>Monitor daily</b></p>                          |                  |                 |      |

| What are the hazards?   | Who might be harmed and how?                           | What are you already doing?  | Risk – L, M, H | Do you need to do anything else to manage this risk? | Action by whom ? | Action by when? | Done |
|---|--|--|----------------|--|------------------|-----------------|------|
| <b>Exposure to Covid 19 virus through inadequate cleaning practises</b>             | <b>All staff, volunteers and visitors</b>              | <b>At the end of the day staff/volunteers will clean and sanitise the boat and set up for the next day/trip</b>  | L              | <b>Monitor daily</b>                                 |                  |                 |      |
| <b>Exposure to Covid 19 virus while administering 1<sup>st</sup> aid</b>            | <b>All staff, volunteers and visitors</b>              | <b>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.</b> | L              | <b>Monitor daily</b>                                 |                  |                 |      |
| <b>Exposure to Covid 19 virus through shared equipment</b>                          | <b>All staff, volunteers, clients and any visitors</b> | <b>Skippers to return keys and phone to office for sanitising by staff, unless other arrangements have been made</b>                                   | L              | <b>Monitor daily</b>                                 |                  |                 |      |
| <b>Exposure to Covid 19 virus and transmission through communal surface contact</b> | <b>All staff, volunteers and visitors</b>              | <b>Advising on good hand hygiene. Hand sanitising stations will be available throughout the site and on the boats.</b>                                 | L              | <b>Monitor daily</b>                                 |                  |                 |      |
| <b>Exposure to Covid 19 virus through overcrowding on boats</b>                     | <b>All staff, volunteers and visitors</b>              | <b>Clear bulkheads installed to separate skippers from visitors.</b>   | M              | <b>Monitor daily</b>                                 |                  |                 |      |

| What are the hazards? | Who might be harmed and how? | What are you already doing?  | Risk – L, M, H | Do you need to do anything else to manage this risk? | Action by whom ? | Action by when? | Done |
|-----------------------|------------------------------|--|----------------|--|------------------|-----------------|------|
|                       |                              | <p><b>Max numbers on the boats (ratio of staff to visitors)</b><br/> <b>Nancy bee 2:9</b><br/> <b>MK 2:6</b><br/> <b>WA 2:6 from the same household</b></p> <p><b>These figures may reduce to allow for the extra space needed for wheelchairs</b></p> |                |  |                  |                 |      |

# RISK ASSESSMENT (Control of Covid 19) NANCY OLDFIELD TRUST

## Activity Sailing

Date of risk assessment: 1/10/21

Review: Weekly V1cs v5

| What are the hazards?  | Who might be harmed and how?              | What are you already doing?  | Risk – L, M, H | Do you need to do anything else to manage this risk?  | Action by whom? | Action by when? | Done |
|--|---|--|----------------|---|-----------------|-----------------|------|
| <b>Exposure to Covid 19 virus</b>  | <b>All staff, volunteers and visitors</b> | <b>Implementing Covid 19 protocols to run in conjunction with all existing Risk Assessments</b>  | <b>M</b>       | <b>Staff to help decide their own acceptable risk</b> |                 |                 |      |
| <b>Exposure to Covid 19 virus through inadequate cleaning measures</b>                               | <b>All staff, volunteers and visitors</b> | <b>Staff will prep the boats including the safety boat and advise the instructors when the boats are ready</b>   | <b>L</b>       | <b>Monitor daily</b>                                  |                 |                 |      |
| <b>Exposure to Covid 19 virus through close assistance when putting on buoyancy aids/lifejackets</b> | <b>All staff, volunteers and visitors</b> | <b>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. Instructors to explain and demonstrate how to fit correctly. With juniors, if possible, get adult assistance from the group or assist with a face covering. Care to be taken not to distress visitor.</b> | <b>M</b>       | <b>Monitor daily</b>                                  |                 |                 |      |

| What are the hazards?  | Who might be harmed and how?              | What are you already doing?  | Risk – L, M, H | Do you need to do anything else to manage this risk? | Action by whom? | Action by when? | Done |
|--|---|--|----------------|--|-----------------|-----------------|------|
|  |   |  |                |  |                 |                 |      |
| <b>Exposure to Covid 19 virus in shared rooms</b>                | <b>All volunteers and visitors</b>        | <b>The training room only accessible to max 4 volunteers and life jackets/buoyancy aids will be issued by the side door and donned outside or in gazebo to avoid indoor contact.</b>   | <b>L</b>       | <b>Monitor daily</b>                                 |                 |                 |      |
| <b>Exposure to Covid 19 virus through close contact on boats</b> | <b>All staff, volunteers and visitors</b> | <b>Physical assistance will be offered with getting on and off the boats. Instructors to check with visitors if face coverings are required while assisting on and off boats. Visitors encouraged to rig their own boats. If staff are rigging boats, visitors may be asked to wait ashore/on the pontoons until the boat is ready to sail. Hand sanitising stations will be available throughout the site and on yachts and the Ark to maintain hand hygiene.</b> | <b>L</b>       | <b>Monitor daily</b>                                 |                 |                 |      |
| <b>Exposure to Covid 19 virus in toilet facilities</b>           | <b>All staff, volunteers and visitors</b> | <b>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.</b>  | <b>L</b>       | <b>Monitor daily</b>                                 |                 |                 |      |

| What are the hazards?   | Who might be harmed and how?              | What are you already doing?  | Risk – L, M, H | Do you need to do anything else to manage this risk? | Action by whom? | Action by when? | Done |
|---|---|--|----------------|--|-----------------|-----------------|------|
| <b>Exposure to Covid 19 virus from shared buoyancy aids or wet weather clothing</b> | <b>All staff, volunteers and visitors</b> | <b>Buoyancy aids/wet weather clothing will be sanitised on return to base. Kit may be allocated to an individual for a set period.</b>           | <b>L</b>       | <b>Monitor weekly</b>                                |                 |                 |      |
| <b>Exposure of volunteers to Covid 19 virus through shared lifejacket use</b>       | <b>All staff, volunteers and visitors</b> | <b>Lifejackets allocated to volunteers (when they don't have their own to use).</b>  | <b>L</b>       | <b>Monitor daily</b>                                 |                 |                 |      |
| <b>Exposure to Covid 19 virus through overcrowding on boats</b>                     | <b>All staff, volunteers and visitors</b> | <b>Max Numbers for sailing boats (Crew: visitor) as follows;<br/><br/>Yellow Pioner 2:6<br/>Grey Pioner 2:6<br/>Bass boat 1:6<br/>Yeoman 1:2</b> | <b>L</b>       |  |                 |                 |      |
|   |   |  |                |  |                 |                 |      |

# RISK ASSESSMENT (Control of Covid 19)

# NANCY OLDFIELD TRUST

## Activity Canoe and Pedal Launches

Date of risk assessment: 1/10/21

Review: Weekly V1cs v5

| What are the hazards?  | Who might be harmed and how?              | What are you already doing?  | Risk – L, M, H | Do you need to do anything else to manage this risk?  | Action by whom? | Action by when? | Done |
|--|---|--|----------------|---|-----------------|-----------------|------|
| <b>Exposure to Covid 19 virus</b>  | <b>All staff, volunteers and visitors</b> | <b>Implementing Covid 19 protocols to run in conjunction with all existing canoeing risk assessments</b>   | <b>M</b>       | <b>Staff to help decide their own acceptable risk</b> |                 |                 |      |
| <b>Exposure to Covid 19 virus through close assistance when putting on buoyancy aids/lifejackets</b> | <b>All staff, volunteers and visitors</b> | <b>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.<br/>Instructors to explain and demonstrate how to fit correctly.<br/>With juniors, if possible, get adult assistance from the group or assist with a face covering. Care to be taken not to distress visitor.</b> | <b>M</b>       | <b>Monitor daily</b>                                  |                 |                 |      |
| <b>Exposure to Covid 19 virus through overcrowding on boats</b>                                      | <b>All staff, volunteers and visitors</b> | <b>Numbers on boats determined by seats. See capacities at end of this document.</b>   | <b>L</b>       | <b>Monitor daily</b>                                  |                 |                 |      |

| What are the hazards?  | Who might be harmed and how?              | What are you already doing?   | Risk – L, M, H | Do you need to do anything else to manage this risk? | Action by whom? | Action by when? | Done |
|--|---|---|----------------|--|-----------------|-----------------|------|
| <b>Exposure to Covid 19 virus through close contact on boats and shared use of paddles</b> | <b>All staff, volunteers and visitors</b> | <b>Hand sanitising gel is available throughout the site and on support boats to maintain hand hygiene.</b>  | <b>L</b>       | <b>Monitor daily</b>                                 |                 |                 |      |
| <b>Exposure to Covid 19 virus through close proximity to other paddlers and pedallers</b>  | <b>All staff, volunteers and visitors</b> | <b>Face coverings to be worn if requested by participants. As the activity is in the open air the risk of transmission is low. Wearing a face covering while paddling or pedalling may be uncomfortable as this is an aerobic activity that requires some effort.</b> | <b>L</b>       | <b>Monitor daily</b>                                 |                 |                 |      |
|  |   |   |                |  |                 |                 |      |
|  |   |   |                |  |                 |                 |      |

## Capacities

- The usual recommended group size remains **6** – however depending on the activity we may be able to accommodate larger groups. Maximum group size for multiple activities is **18**.
- Wheelchairs on Cruisers – see capacities above. The smaller WA and MK can only carry two wheelchair users plus two carers. NB can comfortably carry 3 wheelchair users plus 5 ambulant visitors).
- Bass boat – Max 6 visitors (plus 1/2 instructors)– face coverings to be worn if requested by visitors.
- Pedal launches – Max 2. Participants are naturally socially distanced on the launches.
- Yeoman – Max 3 on board. This may be 1 instructor plus 2 visitors. Face coverings to be worn if requested by visitors.
- Hansas dinghy – Max two. May be instructor plus visitor if all parties happy with the close proximity (side by side) in these boats. Face coverings to be worn if requested by visitors. Novice unaccompanied sailing possible with instructor support from another boat.
- Rafted canoes. Max 6 visitors on board supported by instructor in support boat. Face coverings to be worn if requested by visitors.

The guiding principle behind these capacities is to minimise, as far as possible, the possibility of Covid 19 transmission between visitors, volunteers and staff.

SJB October 2021