

# Risk assessment form (H&S)

<b>Name of assessors</b>	Steve Dorrall/Daniel Thomas – Senior Safety officers. Daniel Moncrieff, SSE Outdoors Service Manager.	<b>Group / Establishment:</b>	SCC – SSE Outdoors Outdoor Centres at <b>Kilve Court, Great Wood and Charterhouse</b>
<b>Date</b>	30/4/2021		



<b>What is the risk assessment? Who can be harmed and how?</b>	<b>How was the assessment done?</b> e.g. desktop exercise, site visit, in consultation with employees, managers, safety representatives?	<b>Next review date:</b>
		Last date of review: 26 August 2021 Next review date: 30/11/2021
Covid-19 Risk Assessment - Anyone (including Employees, members of the public, volunteers, service users, and contractors who engage or is in contact with SCC services both at SCC Outdoor Centres, and external working areas during the pandemic. Risk of infection from and to others.	Safety Officer discussion, existing government guidance, with both onsite assessments and desk-based assessments.	<b>Is the assessment 'generic' or specific to the situation?</b>
		<i>Generic</i> risks at Outdoor Centres, with <i>Specific</i> additional risks at each Centre also outlined.

This risk assessment has incorporated the **hierarchy of controls**:

**Eliminate** - can the task or situation be avoided or how can we eliminate the risk to the best of our ability? For example, by working from home we're eliminating the risk of catching/transferring the virus.




**Substitute** - Where a face-to-face meeting is arranged, can this be substituted with a Skype or Teams meeting?

**Engineered** – The use of screens, barriers or other markings (e.g. floor space) to ensure social distancing is maintained.

**Administration** - Controls here will include social distancing measures, regular hygiene and hand-washing procedures, isolating as much as possible, with information/training given as required

**PPE** - PPE garments for consideration can include aprons, visors or safety glasses and face masks. In the case of gloves, please note in some cases specific make/model gloves will be required. Nitrile gloves are suitable for many general day-to-day activities, and for general hygiene, but you may need alternative robust, specific gloves for activities involving chemicals, heavy industry. Please refer to any existing control measures you have in place to identify recommended gloves for the chosen activity.

**Safe System of Work (SSoW)** – One such example is current lone working guidelines. Does your team know where you are, where you are going and when?

What are the Hazards?	What is already being done to control the risks? ( <i>For the purpose of this generic risk assessment CHSU are suggesting actions and processes you may wish to consider</i> )	Risk Rating Severity x Likelihood			What further action is recommended to reduce risks further?	Action by whom?	Date action due	Date action done
		S	L	S x L				
Hygiene – Measures in place to maintain hygiene not only for staff working, but for all visitors that access SSE Outdoor Centres.	<ul style="list-style-type: none"> <li>Hand washing facilities with soap and hot water in place with paper towels/hand dyers for drying of hands (See hand washing guidance, <a href="https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/">https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/</a>)</li> <li>Stringent hand washing taking place and all staff and visitors are asked to wash hands on arrival at site, before meals and in between outdoor activities. All people on site reminded on a regular basis to wash their hands for 20 seconds with water and soap and the importance of proper drying (where this is not possible sanitiser should be used).</li> <li>All to be Also reminded to catch coughs and sneezes in tissues – Follow ‘<i>Catch it, Bin it, Kill it</i>’ and to avoid touching face, eyes, nose or mouth with unclean hands.</li> <li>Posters displayed throughout sites promoting handwashing hygiene guidance, and clear instructions (1) at receptions of our sites for visitors on display (2) for day clients for instructors to go through each morning, (3) and for resident clients for their arrival (4) QPR display for the Tack and Trace app</li> </ul> <div style="display: flex; justify-content: space-around; align-items: center; margin-top: 10px;"> <div style="text-align: center;">               handwashing guidance.pdf         </div> <div style="text-align: center;">               Coronavirus Print Friendly A4 Poster.pdf         </div> <div style="text-align: center;">               catch-bin-kill.pdf         </div> </div> <ul style="list-style-type: none"> <li>Gel sanitisers in dining areas, and each instructor equipped with hand sanitiser to encourage hand washing by young people and instructors during &amp; in between outdoor activities.</li> <li>Ongoing and regular checks will be carried out by line managers to ensure that the necessary procedures are being followed.</li> <li>Observe visitor instructions such as posters that display and demonstrate hygiene techniques, washing facilities etc that must be followed before, during and after entry from a visited site.</li> <li>Staff instructed not share equipment, where practical.</li> </ul>	5	2	10	<p>Continue to review activity cleaning programme to ensure we continue to follow Government guidance.</p> <p>Document manager spot checks and ensure this is a robust process.</p>	All (Checks by duty managers)	Next review date is 30/11/2021, but this assessment is under constant review in line with Government updates)	Ongoing


	<ul style="list-style-type: none"> <li>All equipment is wiped down at start, end and at regular intervals during the working day by staff using desks (particularly laptops and keypads).</li> <li>Vehicle steering wheels and key touch points around the driver and passengers wiped before and after travel, with instructions on display in each SSE Outdoor Vehicle and this cleaning regime is also added to the weekly and daily vehicle check list. Box of cleaning equipment and PPE in each vehicle.</li> <li>Outdoor activity equipment to be sanitised in line with manufacturer guidance, where chemicals may deteriorate fabrics or could be detrimental to the safety of the equipment it will not be used. All service users and staff to wash hands before and immediately after using all kit and equipment.</li> <li>Working in the outdoors carries far less risk and good sanitation should be suitable – regular handwashing</li> </ul>							
<p>Cleaning regimes and managing the risk of contamination at touch points</p>	<ul style="list-style-type: none"> <li>Regular cleaning of touch points around Occupied Centres are essential. Regular cleaning of Kilve and Charterhouse will include:                             <ul style="list-style-type: none"> <li>Kitchen &amp; dining areas with chairs, tables, 'the wall', servery, coffee area, keypads &amp; door handles cleaned after each meal).</li> <li>All bathrooms &amp; touch points on communal doors cleaned (incl. ODC) at regular intervals</li> <li>Phones in the offices to be cleaned by person working at that desk daily before use.</li> <li>The main communal toilets used by day visitors at Kilve and Charterhouse will be cleaned after each day when we have day visits.</li> <li>Touch points around the main communal areas, at the front of the Old House and dining space at Kilve cleaned at regular intervals.</li> <li>Accommodation areas will not be shared by different parties</li> <li>Kilve - The dining room will be split with separate access for the upstairs and downstairs, separate serveries and separate meal service meal service as required</li> <li>At Charterhouse touch points around the main hall and the corridor to the bathrooms also cleaned before day visits arrive and after they depart.</li> </ul> </li> <li>The AONB Office area at Charterhouse is not covered by this risk assessment, and the AONB team will have their own processes/risk assessments in place to</li> </ul>	5	2	10	Continue to review activity cleaning programme to ensure we continue to follow Government guidance.	All	Next review date is 30/11/2021, but this assessment is under constant review in line with Government updates)	Ongoing

	<p>manage the risk associated with managing their space. SSE Outdoors staff will not enter this area, and vice-versa to minimise cross contamination risks.</p> <p>Current guidance to refer to for further advice - Cleaning of non-healthcare settings: <a href="https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings">https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings</a></p> <p>Hotels and guest accommodation: <a href="#">Hotels and guest accommodation - Working safely during coronavirus (COVID-19) - Guidance - GOV.UK (www.gov.uk)</a></p>							
Client and staff Management at centres	<ul style="list-style-type: none"> <li>The centres (Charterhouse, Kilve/Outdoor Centre and Great Wood operate in accordance with latest Government guidance for residential centres/hospitality.</li> <li>Non-customer facing staff work from home where possible.</li> <li>Staff not working with young people directly (for example grounds staff and cleaning staff) should not be meeting young people and should avoid communal spaces such as the dining room and should eat in the Visitors Staff sitting room or staff room (whilst socially distancing).</li> </ul>	5	2	10	Continue to review activity cleaning programme to ensure we continue to follow Government guidance.	All	Next review date is 30/11/2021, but this assessment is under constant review in line with Government updates)	Ongoing
Social distancing to minimise spread of Covid19.	<ul style="list-style-type: none"> <li>Maximise time spent outdoors, where air flow, and space for social distancing reduce the risk of Covid19 spread. Where possible most daytime activities each day should be outdoors, and where possible lunch and breaks (particularly for day visits) should be outside.</li> <li>When going off site (such as a local walk or mountain bike ride), young people should be encouraged to carry their own water and equipment to reduce the chance of cross-contamination.</li> <li>Our centres do not run to 100% capacity and each centre operates to maximise the space and outdoors for everyone who is present on site. On-going measures include:</li> </ul>	5	2	10		All	Review 30/11/21 or in line with any Government guidance updates.	Ongoing


	<ul style="list-style-type: none"> <li>○ Mealtimes are staggered to allow additional space for those dining at given times.</li> <li>○ communal rooms remain ventilated to allow for natural airflow where these rooms are occupied.</li> <li>○ All day visitors and residential guests reminded of the need to hand wash and socially distance each time they arrive on site.</li> <li>● Conference calls and home working used instead of face-to-face meetings.</li> <li>● SSE Outdoors actively promote vaccination of its staff and regular lateral flow tests.</li> <li>● Seeking to eliminate car sharing and arrange travel. Where SCC vehicles are used (e.g. minibuses) ensure vehicle is sanitised using a portable sanitiser/wipes before &amp; after use – door handles, steering wheel, control column, gear stick, seat (outlined above in cleaning section) and:             <ul style="list-style-type: none"> <li>○ Where residential young people and others are being transported, and where the safeguarding concerns are not significantly greater, young people can be transported by one member of staff (to limit numbers in vehicles), but a log must be kept of the journey, departure and arrival times via/text or phone to the duty manager.</li> <li>○ Only SCC vehicles (not personal cars) should be used for clients.</li> <li>○ Where residents (from one household) are in a minibus they will not need to socially distance in the vehicle (though it should be encouraged) a divide/distance from the driver should be maintained.</li> <li>○ Encourage vehicle users and passengers to use masks.</li> <li>○ Vehicles will remain ventilated during the journey e.g. open windows</li> </ul> </li> </ul>							
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First aid provision and procedures	<ul style="list-style-type: none"> <li>All staff are first aid trained in line with their outdoor qualification/job role.</li> <li>Ensure all first aid kits used off site, include PPE masks x2, gloves, and resuscitation shields which reduces risks of contamination during CPR.</li> <li>Staff can also access defibrillators (Outside Hood Arms in Kilve) if required.</li> </ul>	5	1	5		DM	Ongoing	Ongoing
Mental health and wellbeing – managers, employees at risk	<ul style="list-style-type: none"> <li>SCC has a dedicated working well webpage giving information and contacts to help staff manage their wellbeing during this period of isolation. Regular breaks and contact with colleagues by phone or Teams recommended, with manager contact also recommended (LMs etc... and weekly meetings are still going ahead). <a href="https://somesetcc.sharepoint.com/teams/WorkingWell">https://somesetcc.sharepoint.com/teams/WorkingWell</a></li> <li>All staff have access to and are encouraged to use the SharePoint <a href="#">Working Well</a> webpage which provides tips to managing well-being.</li> <li>A Stress Risk assessment and policy is available here: <a href="http://extranet.someset.gov.uk/EasySiteWeb/GatewayLink.aspx?allId=36345">http://extranet.someset.gov.uk/EasySiteWeb/GatewayLink.aspx?allId=36345</a></li> <li>Staff can also access Employee Support/Counselling through Care first: <a href="https://somesetcc.sharepoint.com/teams/WorkingWell/SitePages/Self-care%20help%20and%20support.aspx">https://somesetcc.sharepoint.com/teams/WorkingWell/SitePages/Self-care%20help%20and%20support.aspx</a></li> </ul>	4	2	8		All	Ongoing	Ongoing
Information – communicating effective guidance to employees & Consulting with staff	<ul style="list-style-type: none"> <li>Managers &amp; employees should follow the latest advice info are: SCC Covid-19 Webpage <a href="https://somesetcc.sharepoint.com/sites/CCU/SitePages/Covid-19-Staff-Information.aspx">https://somesetcc.sharepoint.com/sites/CCU/SitePages/Covid-19-Staff-Information.aspx</a>); Government Covid-19 webpage: <a href="https://www.gov.uk/coronavirus">https://www.gov.uk/coronavirus</a>; and HSE Covid-19 webpage: <a href="https://www.hse.gov.uk/news/coronavirus.htm">https://www.hse.gov.uk/news/coronavirus.htm</a></li> <li>A draft of this risk assessment is shared with all SSE Outdoors staff, with managers and staff asked for feedback, and then revisions made, and this is repeated during the reassessment process each month.</li> <li>This document has been shared with other teams who regularly access our SSE Outdoor sites (such as the FIS team, and their feedback sought).</li> <li>Online info about our sites, where people may be accessing them for Covid19 emergency care, without our staff on site have access to Centre briefings and an online video introduction.</li> </ul>	5	2	10	Ask all staff for feedback on the risk assessment and to bring up any issues where they feel systems are not being followed, points are not workable, or/& they have possible improvements.	All	Next review date is 30/11/2021, but this assessment is under constant review in line with	Ongoing

							Government updates)	
Premises Management	Premises Managers continue to conduct their daily, weekly, and monthly checks. Please also take note to guidance updates outlined by the HSE: <a href="https://www.hse.gov.uk/news/index.htm">https://www.hse.gov.uk/news/index.htm</a>	5	2	10		DM	Ongoing	Ongoing
Employees and clients displaying symptoms of Covid-19 in the workplace.	<ul style="list-style-type: none"> <li>If symptoms become evident, an employee or day visitor must go home and managers will follow <a href="#">Managers Covid-19 HR Guidance</a>.</li> <li>The person will be tested promptly using the Gov. test &amp; trace infrastructure.</li> <li>A suitable deep clean for the whole site will be implemented immediately.</li> <li>Cases need to be reported to the CHSU. Full details of what's required on P.12 of <a href="#">HR Guidance for Managers</a>, the incident should also be reported to the SSE Outdoors Service Manager and Strategic Manager for the service.</li> <li>If the case is confirmed: <ul style="list-style-type: none"> <li>Follow the most recent government guidance</li> </ul> </li> </ul>	5	2	10		All	30/11/21 or in line with any Government updates	Ongoing
Meetings with SCC and Partners	<p>We follow SCC guidance on meetings:</p> <ul style="list-style-type: none"> <li>In-person meetings should only be held where it is essential to do so, and videoconferencing does not provide an effective alternative.</li> <li>Staff will be required to wipe surfaces down before and after meetings; SSE Outdoors staff will also clean rooms between use.</li> <li>All staff using rooms for in-person meetings must register through the NHS track and trace app when entering the building to ensure close contacts can be traced in the event of a subsequent positive case. This is essential for COVID secure compliance.</li> <li>Meeting rooms will be ventilated to maximise airflow. All meeting rooms we provide will have opening windows and/or external doors which fully open to facilitate this.</li> </ul>	5	2	10		All	Ongoing	Ongoing
Personal Protective Equipment	If managing an expected case of Covid19 on site (as outlined above), we have visors, face masks and gloves in the first aid area. Also, all staff & clients on site	5	2	10		All	Ongoing	Ongoing

 <p>200420 - COVID-19 - Use of PPE in Educati</p>	<p>can choose to wear masks &amp; gloves; and will be supported. We will follow the current government guidance on the use and wearing of PPE:</p> <ul style="list-style-type: none"> <li>• Health-care &amp; non health-care settings: <a href="https://www.gov.uk/government/collections/coronavirus-covid-19-personal-protective-equipment-ppe">https://www.gov.uk/government/collections/coronavirus-covid-19-personal-protective-equipment-ppe</a></li> <li>• HSE guide to fit face masks: <a href="https://www.hse.gov.uk/news/face-mask-ppe-rpe-coronavirus.htm?utm_source=hse.gov.uk&amp;utm_medium=referral&amp;utm_campaign=coronavirus&amp;utm_term=face-mask-fit-test&amp;utm_content=home-page-popular">https://www.hse.gov.uk/news/face-mask-ppe-rpe-coronavirus.htm?utm_source=hse.gov.uk&amp;utm_medium=referral&amp;utm_campaign=coronavirus&amp;utm_term=face-mask-fit-test&amp;utm_content=home-page-popular</a></li> <li>• Further video guidance on wearing PPE at: <a href="https://www.youtube.com/watch?v=ozY50PPmsvE&amp;feature=youtu.be">https://www.youtube.com/watch?v=ozY50PPmsvE&amp;feature=youtu.be</a></li> </ul>							
<p>Visits to external sites (minimise where possible)</p>	<ul style="list-style-type: none"> <li>• Check policy and procedure of site to be visited before travel.</li> <li>• Adhere to all social distancing measures (No hand shaking/contact with others)</li> <li>• Ensure wash hands / use hand gel on arrival. (Carry own personal hand gel through visit and re apply as necessary) &amp; Sign in using own pen.</li> <li>• Employees and visitors are encouraged to wear face coverings when walking through internal areas of the centre.</li> <li>• Wear PPE if requested. Cover mouth and nose with tissue or your sleeve if you have to cough/sneeze. (Catch it, kill it, bin it) and avoid touching surfaces.</li> <li>• Do not attend meeting if anyone in your household has any C19 symptoms.</li> <li>• Where bubbles of students/young people are likely to pass other 'bubbles' and/or staff are likely to pass (such as corridors, and other transition spaces, the use of masks is encouraged.</li> </ul>	5	2	10		All	Ongoing	Ongoing



Please now pass this assessment to your manager for approval					
Name of assessor's manager:	Jo O'Callaghan	Date:	26/08/21	Manager's comments	RA reviewed and amended by Jo O'Callaghan and Steve Dorrall 26 August 2021
Signature:					Reviewed and amended on 5/5/21 (D.Moncrieff) Read by Jo O'Callaghan 5/5/21 Reviewed and amended on 26/08/21 Steve Dorrall and Jo O'Callaghan