

## Risk Assessment: FSC Covid-19 Secure for Employees, Customers and Visitors at FSC locations

To be read in conjunction with: (internal) FSC policies and procedures, FSC Covid Secure Operational Code of Practice and (external) government guidance.



### Key terms:

- **employee** refers to a person employed by FSC and includes FSC's Trustees, volunteers and any other person who has an agreement or arrangement with FSC to conduct activities on its behalf.
- **customer** refers to any paying visitor or participant staying at a location or on an FSC course.
- **visitor** refers to anyone visiting the site including deliveries, contractors or any other purpose.
- **everyone** refers to Employees, Customers and Visitors.
- **bubble** refers to a team of employees who work together, customers who stay together, or e.g. a school group.

### Assessment carried out by:

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FSC Health and Safety Officer

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### Hazard: Catching and transmission of Covid-19 by employees at work or visitors or customers whilst at our locations.

### Persons at Risk

FSC Employees; Customers;  
Visitors;

FSC is proud of its long history of safe, enjoyable educational visits. The enthusiasm, and commitment of our staff in working adhering to our systems and procedures is just one way that our staff ensure a positive experience for our customers.

FSC is passionate about what we do. We prioritise the health and safety of all FSC's visitors and aim to function in a safe and secure manner so that visitors can focus on fully immersing themselves into the environment and their chosen activity. With over 75 years of experience we have been able to establish effective policies in all areas where sensible care and attention is required, and these policies are reviewed continuously.

### Risk-Benefit Approach

FSC support the risk-benefit approach to risk assessment for our outdoor activities that has been adopted by both HSE and RoSPA. The benefit of taking acceptable intellectual and physical risks can be seen in the growth and development of young people. FSC is committed to the delivery of High Quality Outdoor Learning and we appreciate and assess the risks associated with delivering over 3 million learner hours of outdoor learning every year. A detailed risk assessment for activities and teaching sites is undertaken which forms the basis of a dynamic approach to assessment by trained staff whilst in the field.

FSC cannot remove all risk so adopts control measures to mitigate risks to an acceptable level. Remaining risk is weighed against the academic and personal benefit of undertaking the activity whether it be a formal education programme, adventurous activity or informal learning and outdoor play. FSC support the OEAP National Guidance for the management of Outdoor Learning and have aligned our internal processes and procedures to be consistent with this where applicable.

## Benefits of being and learning outside.

<b>Being outside:</b>	Living close to Nature and spending time outside has significant and wide ranging health benefits ( <a href="#">UEA, 06/07/2018</a> ): <ul style="list-style-type: none"><li>• Reducing the risk of some diseases.</li><li>• Reducing stress.</li><li>• Benefits to the immune system.</li></ul>
<b>Covid-19 / Coronavirus</b>	With the risk of coronavirus there are benefits of being outside which have been identified ( <a href="#">BMC, 18/05/2020</a> ), ( <a href="#">iNews 11/05/2020</a> ): <ul style="list-style-type: none"><li>• The risk of transmission is reportedly lower (natural ventilation).</li><li>• Social distancing is easier to achieve.</li><li>• The virus survives for shorter periods of time outside the body in strong sunlight, partly due to exposure to UV.</li></ul>
<b>Social isolation and anxiety</b>	Social isolation during covid-19 and anxiety when returning to work have been identified as issues. Working in a team in an outdoor setting is a benefit.
<b>Outdoor Learning:</b>	Well planned, facilitated opportunities for outdoor learning, in the real world, away from the classroom help improve our knowledge, understanding, health and wellbeing. The benefits of outdoor learning include (but are not limited to) ( <a href="#">OEAP NG, 11/11/2014</a> ): <ul style="list-style-type: none"><li>• Real world learning.</li><li>• Enhancing social and emotional intelligence (including greater awareness of their and others needs)</li><li>• Increased sense of personal responsibility.</li><li>• Involvement in activities which support academic and vocational learning with improved achievement and attainment.</li><li>• Possibilities for genuine team working, including enhanced communication skills</li><li>• Improved appreciation, knowledge, awareness and understanding of communities, environments and sustainability</li><li>• The development of physical skills and a fit and healthy lifestyle.</li><li>• Increased risk management skills through opportunities for involvement in practical risk-benefit assessments ('what do we want to do and what do we need to do to make it safe enough?').</li></ul>

Control Measures	
Changes to Covid-19 Guidance	<ul style="list-style-type: none"> <li>FSC Covid-19 Operational Planning Team (C-19 OPT), will continue to monitor the government guidance and advice from professional organisations e.g. OEAP, AHOEC.</li> <li>C-19 OPT will update FSC policies, and practices when there is new guidance or industry standard practice.</li> <li>FSC employees will be made aware of changes via internal communication and training systems.</li> <li>In addition to their usual workplace required qualifications and training, FSC employees will participate in FSC Covid-Secure training/induction to ensure they are aware of changes to systems and ways of working.</li> </ul>
Personal Responsibility	<ul style="list-style-type: none"> <li>Staff, Customers and Visitors should not visit a location if they have covid-19 symptoms.</li> <li>Everyone at an FSC location should ensure their own actions comply with current Covid-19 government guidance, including social (physical) distancing, good hygiene/handwashing, cleaning areas used and any other guidance in place.</li> <li>Signage, including posters and floor markings within locations will support this and continue to educate in following actions.</li> <li>Everyone that shows coronavirus symptoms should follow the guidance on self isolation and test&gt;track&gt;trace (or equivalent nation system).</li> </ul>
Communication	<ul style="list-style-type: none"> <li>FSC will communicate our Covid Secure approach and other guidance to staff, customers and visitors. This will include:             <ul style="list-style-type: none"> <li>The FSC Covid Secure web page: <a href="https://www.field-studies-council.org/fscs-procedures-for-covid-19/">https://www.field-studies-council.org/fscs-procedures-for-covid-19/</a></li> <li>Employee training</li> <li>Our booking and customer liaison process</li> <li>Customer welcome briefings and visitor guidance</li> <li>Posters, Signage and floor markings.</li> </ul> </li> </ul>
GDPR	<ul style="list-style-type: none"> <li>FSC will comply with government guidelines in providing data to test and trace if requested,. This will be collected and stored in line with our data protection policy.</li> <li>If a test and trace app is developed, FSC customers and visitors will be expected to sign in with it.</li> </ul>
Employee personal Welfare	<ul style="list-style-type: none"> <li>FSC support employees good mental health and wellbeing through this difficult time with a range of resources, accessed through the FSC employee Intranet including Westfield Health and the Employee Assistance Programme via Health Assured.</li> <li>FSC actively promote this through employee communication channels (e.g. team meetings, noticeboards).</li> <li>Employees are able to raise concerns through their team leaders, senior managers or direct to C-19 OPT.</li> </ul>
At Home	<ul style="list-style-type: none"> <li>FSC have a working from home policy and risk assessment for employees working from home.</li> </ul>

Control Measures	
Vulnerable Employees	<ul style="list-style-type: none"> <li>Any employee in the 'Clinically extremely vulnerable' group and 'clinically vulnerable' group have guidance that they must follow. FSC will discuss this directly with each individual.</li> <li>If any employee is at 'moderate risk of infection', this would be discussed with the individual and control measures put in place. If their safety cannot be assured, they will be consulted with.</li> <li>Any existing individual employee risk assessments (to include those with disabilities, new / expectant mothers etc) have been reviewed in light of the covid-secure information, and we work with that employee to ensure they are not further compromised.</li> <li>Personal Emergency Evacuation Plans (PEEPs) for employees and customers will be checked and any updated if required.</li> </ul>
Employee Bubbles	<ul style="list-style-type: none"> <li>Employees will be arranged in teams that ensure appropriate social distancing between colleagues.</li> <li>We will limit the number of employees that customers and visitors have contact with.</li> <li>Where possible, each team will have access to their own workspaces/offices and facilities, and direct contact with customers will be minimised.</li> <li>Rotas will be managed to minimise the number of people on site, and to reduce contact between customers and employees.</li> </ul>
Safe operations	<ul style="list-style-type: none"> <li>FSC locations will ensure they maintain safe operations. If employee numbers fall due to illness or self-isolation, temporary closures or operational changes will be put in place.</li> </ul>
Welfare and Hygiene	<ul style="list-style-type: none"> <li>All employees will take a role in cleaning down in their own areas, and supporting enhanced, thorough, and deep cleaning procedures.</li> <li>Where possible each team, will have access to separate welfare facilities. Where this is not possible, guidance on access and use will be provided.</li> <li>Hand washing facilities or hand sanitiser will be provided at entrances and exits to buildings, which everyone will be encouraged to use via posters and awareness. Where hand washing facilities are not readily available, hand sanitising will be provided.</li> <li>Everyone is encouraged to bring their own tissues and is instructed to use their tissues when coughing or sneezing and then place the used tissue in the bin before washing their hands.</li> <li>Customers with small children will be asked to help by monitoring younger children's hand hygiene.</li> <li>Everyone is reminded not to touch their eyes, nose or mouth and to wash hands afterwards if this occurs.</li> <li>Everyone is encouraged to open windows and doors to increase ventilation in spaces.</li> </ul>
Face coverings	<ul style="list-style-type: none"> <li>Everyone should be aware that there are exemptions for some people to wearing face coverings. E.g. Those under the age of 1 or with specific medical conditions. NB this is subject to local variation/guidance.</li> <li>In general face coverings will be worn where social distancing cannot be maintained e.g. in corridors, when queuing, in communal areas or vehicles. They will not need to be worn in classrooms, when eating or drinking, or in bedrooms.</li> <li>We will discuss with group leaders their location policy and where possible implement a similar policy at our locations during their visit.</li> </ul>

Control Measures	
Cleaning	<ul style="list-style-type: none"> <li>FSC will undertake enhanced cleaning during the day. This more frequent cleaning procedure throughout the location will focus on communal areas and touch points and regular emptying of bins.</li> <li>FSC will undertake thorough cleaning between groups / households, including all the enhanced cleaning, plus all indoor areas the group or household have used including chairs, tables and laundry.</li> <li>Should anyone display Covid-19 symptoms, FSC will undertake a deep clean, including all the enhanced and thorough cleaning plus government advice on cleaning in non-health care settings.</li> <li>We will agree with customers procedures for cleaning during your stay. This may vary by group.</li> <li>Appropriate PPE will be provided for those undertaking cleaning, though gloves are only a 'second skin' and good hygiene should be maintained.</li> </ul>
Incident Management	<ul style="list-style-type: none"> <li>Guidance is that in an emergency e.g. first aid people should provide assistance as they would usually do, practicing good hygiene after.</li> <li>In the event of an evacuation e.g. fire, those involved should follow social distancing, as reasonably practicable.</li> </ul>
First Aid	<ul style="list-style-type: none"> <li>Trained employees will provide first aid treatment if required and through our rota system FSC will ensure enough employees are available to provide first aid cover (in line with our First Aid OCoP).</li> <li>If a participant on a group visit has symptoms, the group leader would be expected to take the lead in their care.</li> <li>FSC will ensure access to first aid is maintained and stocks are adequate.</li> <li>FSC do not have employees that are trained in intimate care, this would remain the responsibility of the Customer who should provide appropriate PPE.</li> </ul>
Anyone with Covid-19 symptoms	<ul style="list-style-type: none"> <li>Where an individual has Covid-19 symptoms, FSC employees will follow a covid secure approach (isolate, support and return home) and be provided with PPE in line with guidance.</li> <li>The appropriate reporting procedures will be followed.</li> </ul>
Visitors / Deliveries / Contractors (other than customers)	<ul style="list-style-type: none"> <li>Visitors to the location will only be those making essential visits (e.g. pre-planned maintenance, deliveries).</li> <li>Where possible meetings that would usually take place in person, will take place remotely, if they must take place in person social distancing will be followed.</li> <li>Contactless systems and transfer zones including for deliveries will maintain social distancing.</li> <li>Contractors will provide Risk Assessment and Method Statements (RAMS) for the pre-planned activities, which must include Covid-19 Secure procedures.</li> <li>Public rights of Way will be clearly marked, with guidance on hygiene precautions.</li> </ul>

Control Measures	
In employee offices and common spaces	<ul style="list-style-type: none"> <li>Office layouts will be changed to comply with social distancing, where changes are not possible, barriers or screens may be used.</li> <li>Hot desking and spaces will be avoided, where this is not possible enhanced cleaning will take place.</li> <li>Offices and Common areas e.g. tea points will be assessed to identify the max. number of employees that can use them.</li> <li>Where compliance is not possible, areas may be shut or repurposed.</li> <li>FSC employees will use phones, radios, and digital technology to communicate, even with employees within their own location.</li> </ul>
In vehicles	<ul style="list-style-type: none"> <li>Employees will minimise non-essential travel and limit passengers in vehicles.</li> <li>All shared vehicles will be used for essential purposes only and cleaned between users.</li> <li>Employees will not move between sites, except when agreed in advance and for specific purposes.</li> <li>Transport operators contracted by FSC will confirm they comply with the Government Guidance for <a href="#">working from a vehicle</a>.</li> </ul>
Travel	<ul style="list-style-type: none"> <li>Customers should check government guidance for their relevant nation and destination nation before travelling.</li> <li>Customers should check the UK government advice on educational trips and <a href="#">OEAP National Guidance</a>.</li> </ul>
When moving round site	<ul style="list-style-type: none"> <li>Customers will be advised on what to do on arrival / departure. This will usually involve staying in the vehicle or located area until instructions are given.</li> <li>Entrances, exits and routes will be signed to support social distancing measures, including one way systems or zoned use.</li> <li>Customers may be restricted to specific parts of, or routes through, the building/estate to support social distancing measures.</li> </ul>
Arrival and Departure	<ul style="list-style-type: none"> <li>Customer arrival times will be staggered where possible.</li> <li>Where possible check in/out systems will be paperless and payment systems will be contactless.</li> </ul>
When teaching customers	<ul style="list-style-type: none"> <li>FSC will liaise with group leaders to follow their guidance on group size and mixing.</li> <li>Other taught courses will have limited numbers, based on current guidance and venue capacity. Within this social distancing should be maintained where possible.</li> <li>Group leaders remain responsible for behaviour and discipline and should support FSC in implementing guidelines.</li> <li>'Classrooms' should be assessed to identify how many people can reasonably follow the social distancing rule within the space. Number of people should be limited accordingly and be no more than the government guidelines for that age group. Teacher space and flows will be considered, and safe exits will be maintained.</li> <li>Unnecessary equipment and items, particularly soft furnishings or intricate items will be removed and can be stored elsewhere.</li> <li>Activities will be modified to avoid mixing or close contact e.g. small group work.</li> <li>Alternative activities will be planned to avoid using materials that are shared in a way that may aid transmission</li> <li>Equipment will not be shared or will be cleaned between users and thoroughly cleaned between small groups.</li> <li>Outside, boundaries will be marked to help both our group and any public.</li> <li>Activities with public contact will be avoided e.g. questionnaires and replaced with alternatives.</li> <li>Activities which involve touching each other will be avoided e.g. holding hands.</li> </ul>

Control Measures	
	<ul style="list-style-type: none"> <li>• Activities which involve items the public have touched e.g. a gate, should be avoided or have appropriate hand sanitising in place.</li> <li>• Activities which have a higher likelihood of minor injuries, to reduce the need for first aid, close contact or a hospital visit will be avoided.</li> <li>• CLEAPPS guidance will be followed for any indoor lab style work.</li> </ul>
Residential Accommodation	<ul style="list-style-type: none"> <li>• FSC will assess bedrooms to calculate the maximum number of people that can stay in them, within the current social distancing guidelines).</li> <li>• Where possible FSC will provide each household with their own facilities.</li> <li>• Where facilities must be shared advice will be given on their use in line with government guidance.</li> </ul>
Catering, in kitchens and dining rooms, shops and bars	<ul style="list-style-type: none"> <li>• Location Shops and bars will open as government guidance allows.</li> <li>• Areas will be assessed to determine maximum number of people that can be inside shop and bar areas.</li> <li>• Our dining rooms will operate in line with government guidance which may mean operating as a takeaway</li> <li>• In dining rooms we will implement appropriate measures to maintain social distancing, including changing the layout and routes, having designated meal times, minimising queues.</li> <li>• Self service options will be removed and replaced with alternative options e.g. pre made packed lunches.</li> <li>• Kitchens systems will be assessed to support social distancing for employees working in them including minimising access to certain spaces and equipment.</li> <li>• Contact between employees in kitchens and customers will be minimised.</li> </ul>
Whilst undertaking premises management	<ul style="list-style-type: none"> <li>• Premises and systems will be checked and maintained using FSC OCoPs, which will be up to date. This includes but is not restricted to: <ul style="list-style-type: none"> <li>• Building fabric</li> <li>• Fire precaution checks</li> <li>• Gas supply safety</li> <li>• Electrical services and equipment checks</li> <li>• Lift and lifting equipment checks</li> <li>• Water temperature and flushing of systems.</li> <li>• Estate including tree safety</li> </ul> </li> </ul>
Partner Organisations and Landowners	<ul style="list-style-type: none"> <li>• FSC will maintain regular communication with landowners and partners.</li> </ul>