

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. For the purposes of this documentation FSC's Trustees, volunteers and any other person who has an agreement or arrangement with FSC to conduct activities on its behalf are being included within this category.
- **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/class.



Assessment carried out by:

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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 employees in working adhering to our systems and procedures is just one way that our employees 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 employees 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.

Being outside:	<p>Living close to Nature and spending time outside has significant and wide ranging health benefits (UEA, 06/07/2018):</p> <ul style="list-style-type: none"> • Reducing the risk of some diseases. • Reducing stress. • Benefits to the immune system. <p>There is increasing evidence that access to greenspaces really matters for our health (PHE, March 2020)</p>
Covid-19 / Coronavirus	<p>With the risk of coronavirus there are benefits of being outside which have been identified (BMC, 18/05/2020), (iNews 11/05/2020):</p> <ul style="list-style-type: none"> • The risk of transmission is reportedly lower (natural ventilation). • Social distancing is easier to achieve. • The virus survives for shorter periods of time outside the body in strong sunlight, partly due to exposure to UV.
Social isolation and anxiety	<p>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.</p>
Outdoor Learning:	<p>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) (OEAP NG, 11/11/2014):</p> <ul style="list-style-type: none"> • Real world learning. • Enhancing social and emotional intelligence (including greater awareness of their and others needs) • Increased sense of personal responsibility. • Involvement in activities which support academic and vocational learning with improved achievement and attainment. • Possibilities for genuine team working, including enhanced communication skills • Improved appreciation, knowledge, awareness and understanding of communities, environments and sustainability • The development of physical skills and a fit and healthy lifestyle. • 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?').

Control Measures: Guidance, Communication and GDPR	
Changes to Covid-19 Guidance	<ul style="list-style-type: none"> • FSC will continue to monitor the government guidance and advice from professional organisations e.g. OEAP, AHOEC. • FSC will update policies, and practices when there is new guidance or industry standard practice. • FSC employees will be made aware of changes via internal communication and training systems. • 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. • Customers should check government guidance for their relevant nation and destination nation before travelling. • Schools should check the UK government advice on educational trips and OEAP National Guidance.
Communication	<ul style="list-style-type: none"> • FSC will communicate our Covid Secure approach and other guidance to employees, customers and visitors. This will include: <ul style="list-style-type: none"> • The FSC Covid Secure web page: https://www.field-studies-council.org/fscs-procedures-for-covid-19/ • Employee training • Our booking and customer liaison process • Customer welcome briefings and visitor guidance • Posters, Signage and floor markings.
GDPR	<ul style="list-style-type: none"> • FSC will comply with UK government guidelines in providing data to test and trace (England), test and protect (Scotland), test, trace , protect (Wales) if requested. This will be collected and stored in line with our data protection policy. • Every (non-school) customer over the age of 16, must provide their individual contact details. • NHS QR codes will be displayed at all locations, in addition to our usual sign in procedures.
Control Measures: Personal Responsibility	
Personal Responsibility	<ul style="list-style-type: none"> • Employees, Customers and Visitors should not visit a location if they have covid-19 symptoms, or if they should be isolating or in quarantine. • FSC expects its employees and customers to follow guidance on twice weekly asymptomatic testing. • 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. • Signage, including posters and floor markings within locations will support this and continue to educate in following actions. • Anyone that shows coronavirus symptoms should follow the guidance on self isolation and test>track>trace (or equivalent nation system).
Anyone developing Covid-19 symptoms	<ul style="list-style-type: none"> • Where an individual develops Covid-19 symptoms, FSC employees will follow a covid secure approach to support them, including isolating them and close contacts, providing appropriate PPE, and supporting them while arrangements are made to return home. • Customers will be responsible for making their own way home (following accommodation guidance) • The appropriate reporting procedures will be followed.

Control Measures: Bubble integrity	
School Bubble Integrity	<ul style="list-style-type: none"> • School bubbles of circa 30 people will be allocated 'exclusive occupancy' of a zone (part of the FSC buildings / site) • Schools must ensure their bubble(s) keeps separate from all other bubbles and customers on site. • Schools may choose to designate sub-bubbles for accommodation, and eating, and during taught sessions. FSC employees will maintain the integrity of these sub-bubbles, where practicable. • FSC will minimise the number of FSC employees allocated to each school bubble. • School bubbles will have designated meal times or dining areas to avoid contact with other bubbles or customers.
Customers	<ul style="list-style-type: none"> • Customers will be allocated a zone (part of the FSC buildings / site) and will be asked to stay within this to maintain the integrity of bubbles. • Customers will have designated meal times or dining areas to avoid contact with other customers.
Arrival and Departure	<ul style="list-style-type: none"> • Customer arrival times will be staggered where possible. • Customers will be advised on what to do on arrival / departure. This will usually involve staying in the vehicle or designated area until instructions are given. • Customers should not congregate in or near reception areas.
When moving round site	<ul style="list-style-type: none"> • Entrances, exits and routes will be signed to support social distancing measures, including one-way systems or zoned use. • Customers may be restricted to specific parts of, or routes through, the building/estate to support social distancing measures. • Customers will be allocated designated zones within the FSC site and are asked to remain within these designated areas. • Timings for the use of any limited shared facilities will be provided and must be adhered to e.g. shop, bar, waterproof hire.
Contactless systems	<ul style="list-style-type: none"> • Where possible check in/out systems will be paperless.
Control Measures: Welfare, Hygiene and Ventilation	
Ventilation	<ul style="list-style-type: none"> • To provide maximum ventilation, doors and windows must remain open at all times, unless they are a fire door, or for security purposes. • All employees and customers have a responsibility to ensure adequate ventilation. Guests should prepare for this by bringing appropriate clothing to keep themselves warm during the day and night (eg extra jumpers, blankets etc.)

Hygiene	<ul style="list-style-type: none"> • Hand washing facilities or hand sanitiser will be provided at entrances/exits to buildings, which everyone will be encouraged to use via posters and awareness. • All customers will be able to access handwashing facilities in bathroom facilities. Where hand washing facilities are not readily available, hand sanitising will be provided. • Customers are reminded of the importance of good personal hygiene and the need to clean hands more often than usual, particularly in between activities, before and after eating food, after touching your face, blowing your nose or sneezing, before and after using the toilet.
Cleaning	<ul style="list-style-type: none"> • 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. • 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. • Appropriate cleaning supplies may be available to enable easy access for 'self-service' cleaning during your stay. • During your stay, rooms will usually only be cleaned at the request of the occupants. • 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. • Appropriate PPE will be provided for those undertaking cleaning, though gloves are only a 'second skin' and good hygiene should be maintained.
Hand washing	<ul style="list-style-type: none"> • Customers with small children will be asked to help by monitoring younger children's hand hygiene.
Furniture, furnishings and other items	<ul style="list-style-type: none"> • Where possible, movable soft furnishings will be removed. • Furniture will be rearranged to encourage social distancing • Leaflets, fliers and other items will be removed.
Face coverings	<ul style="list-style-type: none"> • Everyone should be aware that there are exemptions for some people to wearing face coverings. • 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 when seated in classrooms, when eating or drinking, or in bedrooms.
Control Measures: Accommodation	
Residential Accommodation	<ul style="list-style-type: none"> • School bubbles will be accommodated in 'exclusive occupancy' zones. • FSC will assess bedrooms to calculate the number of people that can stay in them to optimise social distancing and occupancy. • A maximum of 6 students will be accommodated in a single room, taking into account the room size and quality of ventilation.

Bathrooms	<ul style="list-style-type: none"> • Where possible FSC will provide each bedroom with their own designated facilities. • Where toilets must be shared, signage will be provided on how to use the space in line with guidelines. • Shared showers are permitted, when designated for the exclusive use of the school bubble. • Where showers are shared by customers, a 'reservation and clean system' will be implemented.
Linen	<ul style="list-style-type: none"> • All linen will be replaced between occupants and laundered at 60 degrees. • Pillowcases will be 'doubled up' (have 2 covers, that are washed between users). • Mattresses will have wipeable covers, or removable mattress covers which will be laundered between users.
Control Measures: Dining Rooms, Tea Points and Communal Spaces.	
Tea and Coffee	<ul style="list-style-type: none"> • Tea points will have limited opening, for exclusive use of school bubbles. • Tea and Coffee making facilities will be available in each adult room.
Catering / Dining Rooms	<ul style="list-style-type: none"> • Customers / school bubbles will have designated mealtimes, with each bubble in turn having exclusive access to the room. • In dining rooms we will implement appropriate measures to maintain social distancing, including layout and routes. • To maintain the integrity of school bubbles, this may include serving food in other areas e.g. classrooms. • We will operate an 'order and collect service' with individuals collecting meals for the table or for themselves. • We expect guests to wear masks whilst collecting food. • Customers will be expected to remain seated whilst eating. • Thorough cleaning of chairs, tables and touch points will take place between bubbles that use the same seating areas, and between meal times.
Self Service	<ul style="list-style-type: none"> • Self-service options will be removed and replaced with alternative options e.g. pre made packed lunches.
Shops and Bars	<ul style="list-style-type: none"> • Location shops and bars will open in line with government guidance. • Access may be restricted to set times, or days to maintain bubble integrity. • Contactless (card) payment will be encouraged.
Communal Spaces	<ul style="list-style-type: none"> • Communal spaces, such as common rooms may be provided for the exclusive use of designated bubbles. • School bubbles must not share communal spaces with other customers, or other school bubbles. • Signage will indicate the maximum number of people that can use them, this may vary by customer bubble. • Customers have a role in monitoring the number of people in the spaces and adhering to the maximum permitted.
Control Measures: Incidents	
Incident Management	<ul style="list-style-type: none"> • Guidance is that in an emergency e.g. first aid people should provide assistance as they would usually do, practicing good hygiene after. • In the event of an evacuation e.g. fire, those involved should follow social distancing, as reasonably practicable.

First Aid	<ul style="list-style-type: none"> • 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). • If a participant on a group visit has covid symptoms, the group leader would be expected to take the lead in their care. • FSC do not have employees that are trained in intimate care, this would remain the responsibility of the Customer who should provide appropriate PPE.
Control Measures: Taught Sessions	
Pre Visit	<ul style="list-style-type: none"> • FSC will liaise with group leaders to follow their guidance on group size and mixing.
Group Size	<ul style="list-style-type: none"> • Some taught courses will have limited numbers, based on current guidance and venue capacity. • Within this social distancing, between different households should be maintained where possible.
Group Management	<ul style="list-style-type: none"> • Group leaders remain responsible for behaviour and discipline and should support FSC in implementing guidelines.
In Classrooms	<ul style="list-style-type: none"> • Classroom time may be reduced, with more work undertaken outside. • 'Classrooms' should be assessed to identify how many people can reasonably follow social distancing rules appropriate to the context and guidance, taking into account ventilation and layout. • Where possible, classrooms will be set out in rows, to reduce face to face seating • Teacher space and flows will be considered, and safe exits will be maintained. • To maintain the integrity of the bubbles, FSC staff employees will maintain a distance from the group. Should they need to work more closely, then mitigation (face coverings worn by employee and customers) • Unnecessary equipment and items, particularly soft furnishings or intricate items will be removed and can be stored elsewhere. • CLEAPPS guidance will be followed for any indoor lab style work.
Activities	<ul style="list-style-type: none"> • Activities will be modified to avoid mixing or close contact e.g. small group work. • Alternative activities will be planned to avoid using materials that are shared in a way that may aid transmission • Activities with public contact, e.g. questionnaires will be avoided and replaced with alternatives • Activities which involve contact with each other will be minimised e.g. holding hands. • Activities which involve items the public have touched e.g. a gate, should be avoided or have appropriate hygiene controls in place. • Activities which have a higher likelihood of minor injuries will be avoided to reduce the need for first aid, close contact or a hospital visit • Outside, boundaries will be marked to help both our group and any members of the public.
Equipment	<ul style="list-style-type: none"> • Equipment will not be shared or will be cleaned between users and thoroughly cleaned between small groups.

In course travel	<ul style="list-style-type: none"> All FSC vehicles will be used for essential purposes only and cleaned between users. Transport operators contracted by FSC will confirm they comply with the Government Guidance for working from a vehicle Where employees are in vehicles with customers, a risk assessment must be done considering travel time, capacity of vehicle and mitigation including maximising social distancing (particularly between employee and school bubble), face coverings and ventilation. The outcome may mean FSC staff travelling in a separate vehicle, using an alternative closer site or the group undertaking an alternative activity. (visitor economy guidance: coach tours) Face coverings must be worn by all passengers, and hand sanitising as everyone gets on and off the vehicle.
Control Measures: Employees	
Employee personal Welfare	<ul style="list-style-type: none"> 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. FSC actively promote this through employee communication channels (e.g. team meetings, noticeboards). Employees are able to raise concerns through their team leaders, senior managers or direct to C-19 OPT.
Employee Testing	<ul style="list-style-type: none"> FSC expect employees to participate in the asymptomatic testing programme, and are promoting and encouraging this, in line with DfE guidance for school staff
Working at Home	<ul style="list-style-type: none"> FSC have a working from home policy and risk assessment for employees working from home.
Vulnerable Employees	<ul style="list-style-type: none"> All employees will undertake a return to the workplace questionnaire, to enable FSC to support employees where required. Any existing individual employee risk assessments (to include those with disabilities, new / expectant mothers etc) must be reviewed in light of the covid-secure information, and we work with that employee to ensure they are not further compromised. Personal Emergency Evacuation Plans (PEEPs) for employees and customers will be checked and any updated if required.
Employee Bubbles	<ul style="list-style-type: none"> Employees will be arranged in teams that ensure appropriate social distancing between colleagues. We will limit the number of employees that customers and visitors have contact with. Where possible, each team will have access to their own workspaces/offices and facilities, and direct contact with customers will be minimised. Rotas will be managed to minimise the number of people on site, and to reduce contact between customers and employees.
In employee offices and common spaces	<ul style="list-style-type: none"> Office layouts will be changed to comply with social distancing, where changes are not possible, barriers or screens may be used. Hot desking and spaces will be avoided, where this is not possible enhanced cleaning will take place. Offices and Common areas e.g. tea points will be assessed to identify the max. number of employees that can use them. Where compliance is not possible, areas may be shut or repurposed. FSC employees will use phones, radios, and digital technology to communicate, even with employees within their own location.

Catering / Kitchens.	<ul style="list-style-type: none"> • Areas will be assessed to determine maximum number of people that can be inside shop and bar areas. • Kitchen systems will be assessed to support social distancing for employees working in them including minimising access to certain spaces and equipment. • Contact between employees in kitchens and customers will be minimised.
Welfare and Hygiene	<ul style="list-style-type: none"> • All employees will take a role in cleaning down in their own areas, and supporting enhanced, thorough, and deep cleaning procedures. • Where possible each team, will have access to separate welfare facilities. Where this is not possible, guidance on access and use will be provided.
Employee Travel	<ul style="list-style-type: none"> • Employees will minimise non-essential travel, and limit passengers in vehicles. • Employees will limit travel between FSC locations. • All shared vehicles will be cleaned between users.
Safe operations	<ul style="list-style-type: none"> • 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.
Whilst undertaking premises management	<ul style="list-style-type: none"> • Premises and systems will be checked and maintained using FSC OCoPs, which will be up to date. This includes but is not restricted to: Building fabric; Fire precaution checks; Gas supply safety; Electrical services and equipment checks; Lift and lifting equipment checks; Water temperature and flushing of systems; Estate including tree safety; First Aid equipment.
Partner Organisations and Landowners	<ul style="list-style-type: none"> • FSC will maintain regular communication with landowners and partners and follow any guidelines requested by them.
Control Measures: Visitors	
Visitors / Deliveries / Contractors (other than customers)	<ul style="list-style-type: none"> • Visitors to the location will be minimised (e.g. pre-planned maintenance, deliveries). • Where possible in person meetings will take place remotely, if they must take place in person, social distancing will be followed and outdoors or well ventilated spaces should be used. • Contactless systems and transfer zones including for deliveries will maintain social distancing. • Contractors will provide Risk Assessment and Method Statements (RAMS) for the pre-planned activities, which must include Covid-19 Secure procedures. • Public Rights of Way will be clearly marked, with guidance on hygiene precautions.