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:** Helen Robertson FSC Health and Safety Officer **Date:** 09/08/2021
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.

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Benefits of being and learning outside.

Being outside:	Living close to Nature and spending time outside has significant and wide ranging health benefits (UEA, 06/07/2018): • Reducing the risk of some diseases. • Reducing stress. • Benefits to the immune system. There is increasing evidence that access to greenspaces really matters for our health (PHE, March 2020)
Covid-19 / Coronavirus	With the risk of coronavirus there are benefits of being outside which have been identified (BMC, 18/05/2020), (iNews 11/05/2020): • 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	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.
Outdoor Learning:	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): • 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?').

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Failure of duty of care to others.	Employee, Customer, Visitor	• Everyone at an FSC location should ensure their own actions comply with current Covid-19 government guidance.	Communicate with all	All	Ongoing
Breach of legislation / failure to follow guidance.	Employee, Customer, Visitor	• FSC will 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. • 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.	Regularly monitor Covid Secure guidance changes and update internal guidance. Communicate to customers.	C-19 OPT / OCT / OH&S Working Group Sales / Admin	Ongoing
Failure to follow guidance: Asymptomatic Testing	Employee, Customer Visitor	• FSC expects its employees and customers to follow guidance on twice weekly asymptomatic testing. Access to tests lateral flow tests via Gov.uk or at local sites. • FSC expect employees to participate in the asymptomatic testing programme, and are promoting and encouraging this, in line with DfE guidance for school staff	Communicate to staff and customers.	Managers Sales / Admin	Ongoing
Failure to follow guidance: Test and Trace	Employee, Customer Visitor	• 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.	Communicate. Display Welcome Poster (GDPR) & QR code	Managers	Ongoing
Failure to follow guidance: Vaccines	Employee	• Employees will be encouraged to take up the vaccine when it becomes available to them.	Communicate with all	C-19 OPT / OCT	Ongoing

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Failure to communicate controls	Employee, Customer Visitor	• FSC will communicate our Covid Risk Assessment and other guidance to employees, customers and visitors. This will include:
		  • FSC Covid Secure web page
		  • Customer booking, liaison, welcome briefings and guidance
		  • Posters, Signage and floor markings.
		• FSC employees will be made aware of changes via internal communication and training systems.
		• FSC employees will participate in FSC Covid-Secure training/induction to ensure they are aware of changes to systems and ways of working.
			Communicate
			
			Update Website.
			
			Complete training
			
			Install posters, markings, signage, create briefing.
				C-19 OPT / OCT
				
				Sales/Admin
				
				Managers
				
				Managers
					Ongoing

Contracting or transmission of virus through anyone developing Covid-19 symptoms	Employee, Customer Visitor	• Employees, Customers and Visitors should not visit a location if they have covid-19 symptoms, or if they should be isolating or in quarantine. • Anyone that shows coronavirus symptoms should follow the guidance on self isolation and test>track>trace (or equivalent nation system). • 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. • The appropriate reporting procedures will be followed. • If it is considered an outbreak FSC will liaise with appropriate local health teams.	Communicate Add additional PPE to First Aid kits. Guidance on what to do if someone develops symptoms	Sales/Admin Managers C-19 OPT / OCT	Ongoing
Contracting or transmission of virus through poor ventilation	Employee, Customer Visitor	• Ventilation should be maximised, through opening doors and windows where possible. • All employees and customers have a responsibility to ensure adequate ventilation.	Communicate.	Managers	Ongoing
Contracting or transmission of virus through poor hygiene	Employee, Customer Visitor	• Hand washing facilities or hand sanitiser will be provided at entrances/exits to buildings. • Customers and staff will be able to access handwashing facilities in bathroom facilities. • Employees, Customers and Visitors are reminded of the importance of good personal respiratory hygiene “catch it, bin it, kill it”	Relevant signage. Ensure adequate supplies.	Managers	Ongoing

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Contracting or transmission of virus through aerosol transmission	Employee, Customer Visitor	• To protect our staff and vulnerable customers:
		  • **England:** we encourage staff and customers to wear face coverings in communal spaces e.g. corridors, dining rooms (when moving around), common rooms and on vehicles.
		  • **Wales:** Face coverings are mandatory in all indoor public places for Adults and children over 12.
		  • **Scotland:** Mandatory wearing of face coverings in indoor communal spaces.
		• Everyone should be aware that there are exemptions for some people to wearing face coverings.
			Relevant signage.	Managers	Ongoing

Contracting or transmission of virus by not cleaning	Employee, Customer Visitor	• FSC will undertake <u>enhanced, more frequent, cleaning</u> during the day. with a focus on communal areas and touch points and regular emptying of bins. • During your stay, rooms will usually only be cleaned at the request of the occupants. Appropriate cleaning supplies may be available to enable easy access for 'self-service' cleaning during your stay. • FSC will undertake <u>thorough cleaning</u> between groups / households, with a focus on all indoor areas the group or household have used including chairs, tables and laundry. • Should anyone display Covid-19 symptoms, FSC will undertake a <u>deep clean</u>, 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.	Cleaning schedules and rota. Ensure adequate supplies.	Managers	Ongoing

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Contracting or transmission of virus through close contact, not maintaining social distancing or contact with those you do not live with or usually meet.	Employee, Customer Visitor	• FSC will implement appropriate systems to support staff and customers to minimise contact with those they do not live with or usually meet. This may include:
		  • Limiting capacity of some venues / rooms / communal spaces.
		  • Providing designated bathrooms.
		  • Alternative arrival / departure points / locations.
		  • One way systems, alternative routes, entrances / exits.
		  • Restricted access to parts of the Centre / some facilities.
		  • Alternative dining room layouts or alternative areas.
		  • Designated meal times.
		  • Dedicated timings for the use of any limited shared facilities e.g. shop, bar, waterproof hire, tea points.
		• In some circumstances, customers may be asked to restrict their group to a zone / part of the Centre.
		• Customers have a role in monitoring the number of people in the spaces and adhering to the maximum permitted.
		• Group leaders should liaise with FSC staff about their own risk assessment for their group.
		• Group leaders remain responsible for behaviour and discipline and should support FSC in this approach.
			Centre Covid plan for Normal operations and Multi group operations.
			
			Relevant signage.
				Managers	Ongoing

Contracting or transmission of virus through food service	Employee, Customer Visitor	• We will operate dining rooms in line with current guidance, which may vary by nation. This may include:
		  • A hot food counter service, with managed queuing.
		  • An 'order and collect service' with individuals collecting meals for the table or for themselves.
		  • Table service.
		  • Take away options.
		• Self-service options will be replaced with alternative options e.g. pre made packed lunches.
			Centre Covid plan for Normal operations and Multi group operations	Managers	Ongoing

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Contracting or transmission of virus through surface transmission.	Employee, Customer Visitor	• Where possible check in/out systems will be paperless. • Contactless (card) payment will be encouraged.	Suitable systems	Sales/ Admin, Managers	Ongoing
Contracting or transmission of virus through surface transmission.	Employee, Customer	• 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.	Appropriate systems in place & adequate supplies.	Managers	Ongoing
Contracting or transmission of virus through teaching in indoors spaces.	Employee, Customer	• Classrooms may have restricted capacity taking into account ventilation and seating layout. • Staff should consider their approach to interaction with the group, to minimise close contact and where requires mitigate e.g. face coverings. • Classroom time may be reduced, with more work undertaken outside. • CLEAPPS guidance will be followed for any indoor lab style work.	Appropriate modifications to taught days in place	Managers / ETLs	
Contracting or transmission of virus through teaching.	Employee, Customer	• Activities may be modified to avoid mixing between groups, being in close contact or interacting with the public. • Equipment will be cleaned between users and thoroughly cleaned between small groups.	Appropriate modifications to taught days in place	ETLs	

Contracting or transmission of virus in vehicles.	Employee, Customer	• When using vehicles, they should be considered enclosed spaces and appropriate mitigation in place based on an assessment of journey time and vehicle occupancy.
		  • Hand sanitising should be done on entry / exit from the vehicle.
		  • Ventilation should be maximised by opening windows.
		  • Face coverings should be worn in line with relevant national guidance..
			Cleaning schedules and rota.	Managers	Ongoing

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Contracting or transmission of virus in an emergency situation	Employee, Customer Visitor	• 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 Aiders should remind themselves of the up to date guidance on CPR and first aid. • 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.	Communicate with first aiders	Managers First Aiders Fire Wardens	
Increased risk of infection and complication for employees who are in high risk groups.	Employees	• Staff will have a return to the workplace discussion prior to returning to the workplace, to identify those who are vulnerable or at risk, concerned by their personal circumstances, or who require reasonable adjustments. • 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.	Complete return to the workplace paperwork.	Managers HR Dept.	Ongoing
Impact of Covid-19 and furlough on staff	Employees	• 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.	Communicate	HR Dept, Managers	Ongoing

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Impact on employees of homeworking	Employees	• FSC have a working from home policy and risk assessment for employees working from home. • Prior to returning to the workplace, staff will have a return to the workplace meeting.	Complete return to the workplace paperwork.	Managers HR Dept.	Ongoing

Contracting or transmission of virus through close contact, with colleagues.	Employees	• Employees and their managers should consider their workplace and work methods to reduce situations where they may be considered close contacts. This may include:
		  • Working in teams.
		  • Using alternate work / desk spaces.
		  • Modifying office layouts to sit side by side, not face to face.
		  • Using screens or barriers where required.
			Centre Covid plan for Normal operations and Multi group operations	Managers	Ongoing

Risk on safe operations of reduced staffing	Employee, Customer Visitor	• 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.	Rotas	Managers	Ongoing
Risk on safe operations of building closure / reopening	Employee	• 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.	Appropriate Checks	Managers Infrastructure Team	Ongoing
Risk on safe operations when using contractors.	Employee, Customer Visitor, Contractors (other than customers)	• Contractors will provide Risk Assessment and Method Statements (RAMS) for the pre-planned activities, which must include Covid-19 Secure procedures.	Complete Contractors Park	Managers Infrastructure Team	Ongoing

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