



## Risk Assessment

# Reducing the spread of respiratory infections (including Covid-19) in Field Studies Council locations

<b>Assessment carried out by:</b>	Helen Robertson, FSC Health and Safety Officer
<b>Date:</b>	4 April 2022
<b>Persons at Risk</b>	FSC Employees; Customers; Visitors
<b>To be read in conjunction with:</b>	Internal: FSC policies and procedures, Operational Code of Practice W09 Covid-19 Secure External: relevant government or public health guidance.
<b>Key terms:</b>	<ul style="list-style-type: none"> <li>• <b>employee</b> 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.</li> <li>• <b>customer</b> refers to any paying visitor or participant staying at a location or on an FSC course.</li> <li>• <b>visitor</b> refers to anyone visiting the site including deliveries, contractors or any other purpose.</li> <li>• <b>everyone</b> refers to Employees, Customers and Visitors.</li> <li>• <b>Location</b> refers to any place in which Field Studies Council employees may be working or delivering courses.</li> </ul>

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.

<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> ): including 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 ( <a href="#">PHE, March 2020</a> )
<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>

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What are the hazards?	Who might be harmed?	What is FSC already doing to control the risks?	What further action needs to be taken control of the risks?	Who needs to carry out the action?	When is the action needed by?
Breach of legislation / failure to follow guidance.	Employee, Customer, Visitor	<ul style="list-style-type: none"> <li>Everyone at Field Studies Council locations should ensure their own actions comply with current Covid-19 government guidance or public health advice. This varies by nation.</li> <li>OH&amp;S will monitor the government guidance and public health advice</li> <li>OH&amp;S will monitor advice from professional organisations e.g. OEAP, AHOEC.</li> <li>OH&amp;S will update policies, and practices when there is new guidance or industry standard practice.</li> </ul>	<p>Regularly monitor Covid Secure guidance changes and update internal guidance.</p> <p>Communicate with everyone</p>	C-19 OPT / OH&S Working Group	Ongoing
Failure to communicate controls	Employee, Customer Visitor	<ul style="list-style-type: none"> <li>FSC will communicate our Covid Risk Assessment and other guidance to customers and visitors including via:                             <ul style="list-style-type: none"> <li>Customer Information on <a href="#">web site</a></li> <li>Pre visit information.</li> </ul> </li> <li>Policies, procedures and Risk Assessments are shared with employees at induction and through routine updates.</li> </ul>	<p>Website updates.</p> <p>Induction and training, updates.</p>	C-19 OPT / OCT Sales/Admin Managers	Ongoing
Failure to follow Public Health advice: Testing and Vaccines	Employee	<ul style="list-style-type: none"> <li>Employees will be encouraged to take up the vaccine and any boosters campaigns.</li> <li>Where testing is available employees will be encouraged to use Lateral Flow tests (for those who are asymptomatic) and/or PCR tests (for those with symptoms).</li> </ul>	Communicate via regular briefings and meetings	OCT Managers Employees	Ongoing
Contracting or transmission of virus from or by someone with symptoms of a respiratory illness	Employee, Customer Visitor	<ul style="list-style-type: none"> <li>Anyone with a respiratory tract infection, including Covid-19 should be careful when interacting with others, to reduce the risk of spreading infection.</li> <li>If you have covid-19 symptoms (not new longer list), you should not come into work or visit a location</li> <li>Scotland / Wales: If you have symptoms, you should take an LFD test or book a PCR test.</li> </ul>	<p>Communicate via website</p> <p>Communicate via regular briefings and meetings</p>	Sales/Admin Managers Employees	Ongoing

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Contracting or transmission of virus from or by someone with symptoms of a respiratory illness	Employee, Customer Visitor	<ul style="list-style-type: none"> <li>• If you are a contact of someone who has had a positive COVID -19 test result it can take up to 10 days for your infection to develop. You should reduce the risk to others through limiting contact with others, wearing a face covering, washing your hands, increasing ventilation.                             <ul style="list-style-type: none"> <li>• England: you do not need to self isolate. If you get symptoms in this time, you should follow the guidance for those with symptoms.</li> <li>• Wales: you do not need to self isolate. If you develop symptoms, take a LTT test.</li> </ul> </li> <li>• Scotland: you do not need to self isolate. You should LFD test days 1-7 and isolate and book a PCR if you get symptoms or test positive.</li> </ul>	Communicate via regular briefings and meetings	Managers Employees	Ongoing
Contracting or transmission of virus through anyone developing Covid-19 symptoms whilst at a location	Employee, Customer Visitor	<ul style="list-style-type: none"> <li>• 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.</li> <li>• Customers will be responsible for making their own way home.</li> <li>• The appropriate reporting procedures will be followed.</li> <li>• If it is considered an outbreak FSC will liaise with appropriate local health teams.</li> </ul>	Communicate and monitor  PPE added to First Aid kits.	Sales/Admin  Managers Employees	Ongoing

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Contracting or transmission of virus from someone who has tested positive for Covid-19	Employee, Customer Visitor	<ul style="list-style-type: none"> <li>• Anyone who has a positive Covid test should follow public health guidance.</li> </ul> <p><b>England (as at 1 April 2022) <a href="#">NHS</a></b></p> <ul style="list-style-type: none"> <li>• Adults should stay at home and avoid contact with other people for 5 days after the day you took your test. Avoid meeting people at higher risk from COVID-19 for 10 days. Children should stay at home and avoid contact with other people for 3 days after the day they took the test.</li> <li>• You can go back to your normal activities at the end of this period if you feel well enough to do so, and do not have a high temperature.</li> </ul> <p><b>Wales (as at 1 April 2022) <a href="#">GOV.WALES</a></b></p> <ul style="list-style-type: none"> <li>• You should self isolate for 5 days. Day 1 is the day after your symptoms started or the day you had the test, if you do not have symptoms.</li> <li>• Take a lateral flow test on day 5 and on day 6. If they are both negative, you can leave self isolation unless you still have a high temperature or feel unwell, you should continue to self-isolate.</li> <li>• If day 5 or day 6 is positive, continue taking daily LFTs until you get 2 negative tests in a row, taken a day apart, or until day 10 – whichever is sooner.</li> <li>• You do not need a negative LFT test on day 10 to leave self-isolation. If you still have a high temperature or feel unwell, you should continue to self-isolate until it returns to normal, or you feel better.</li> </ul> <p><b>Scotland (as at 1 April 2022) <a href="#">NHS Inform</a></b></p> <ul style="list-style-type: none"> <li>• If you have symptoms, you should self-isolate immediately and book a PCR test. If you test positive, you should self-isolate for 10 days from the date your symptoms started.</li> <li>• You may be able to end self-isolation early if you have 2 negative LFD test results in a row from day 6 onwards, taken 24 hours apart.</li> <li>• If you continue to test positive on LFD tests, you can return to work and your usual activities on the 11th day after your symptoms started, as long as you feel better and do not have a high temperature.</li> </ul>	Communicate via regular briefings and meetings	Managers Employee	Ongoing

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Contracting or transmission of virus through poor hygiene: face coverings	Employee, Customer Visitor	<ul style="list-style-type: none"> <li>Everyone may choose to wear face coverings even when not required to do so. This personal choice should be respected.</li> <li>From 1 April 2022                             <ul style="list-style-type: none"> <li><b>England:</b> There is no longer a requirement to wear face coverings. You should consider wearing one ,when you come into contact with those at high risk; when Covid-19 rates are high and you are in close contact with other people; when there are lots of respiratory viruses circulating. If you have symptoms or are covid-19 positive and need to leave your home it is recommended you wear a well fitting face covering.</li> <li><b>Wales:</b> There is no longer a legal requirement for you to wear a face covering in indoor public places. We strongly recommend that you still wear face coverings even where you don't have to.</li> <li><b>Scotland:</b> everyone age 12 and over must wear a face covering in most indoor public places in Scotland.</li> </ul> </li> </ul>	Briefings	Managers Employees	Ongoing
Contracting or transmission of virus through poor hygiene: hand washing	Employee, Customer Visitor	<ul style="list-style-type: none"> <li>Hand sanitiser will be provided at entrances/exits to buildings.</li> <li>Customers and employees will be able to access handwashing facilities in bathroom facilities.</li> <li>Employees, Customers and Visitors are reminded of the importance of good personal respiratory hygiene "catch it, bin it, kill it"</li> </ul>	Relevant signage.  Ensure adequate supplies.	Managers	Ongoing
Contracting or transmission of virus through poor ventilation	Employee, Customer Visitor	<ul style="list-style-type: none"> <li>All employees and customers should ensure adequate ventilation, though this should not result in an uncomfortable workplace.</li> <li>Ventilation should be proportionate to the setting, through partially opening doors and windows or airing / purging a room for a short period each hour.</li> <li>Co2 meters should be installed in appropriate locations e.g. small, but busy offices to help identify areas of poor ventilation.</li> <li>When using vehicles, Ventilation should be maximised by opening windows and ventilation systems set to draw in fresh aid, nor recirculate.</li> </ul>	Communicate and monitor.  Installation and monitoring of CO2 meters	Managers Employees	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	<ul style="list-style-type: none"> <li>• Everyone should follow guidance for those with symptoms or who have tested positive.</li> <li>• Everyone should be aware and recognise that some people may feel more anxious as restrictions are lifted. This may be related to the workplace or personal or family circumstances.</li> <li>• Everyone should be aware of the Distance Aware scheme in <a href="#">Scotland</a> or <a href="#">England and Wales</a> which is designed to help those worried about mixing with others as we adapt to living with COVID-19</li> <li>• Employees should consider their approach to interaction with the group, to minimise close contact and where required mitigate e.g. face coverings.</li> <li>• In some circumstances, customers may be asked to restrict their group to a zone / part of the Centre.</li> <li>• Group leaders remain responsible for behaviour and discipline and should support FSC with any systems in place.</li> </ul>	Centre Covid plan for Normal operations and Multi group operations.  Relevant signage.	Managers Employees	Ongoing
Contracting or transmission of virus through poor cleaning	Employee, Customer Visitor	<ul style="list-style-type: none"> <li>• Employees will undertake appropriate cleaning as part of standard, routine cleaning.</li> <li>• Should anyone display Covid-19 symptoms, FSC will undertake a <u>deep clean</u>, following advice on cleaning in non-health care settings.</li> </ul>	Cleaning schedules and rota. Ensure adequate supplies.	Managers	Ongoing
Contracting or transmission of virus in an emergency situation	Employee, Customer Visitor	<ul style="list-style-type: none"> <li>• In an emergency e.g. first aid people should provide assistance as they would usually do.</li> <li>• First Aiders should remind themselves of the up to date guidance on CPR and first aid.</li> <li>• If a participant on a group visit has covid symptoms, the group leader would be expected to take the lead in their care.</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>	Communicate with first aiders	Managers First Aiders Fire Wardens	

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Increased risk of infection and complication for employees who are in high risk groups.	Employees	<ul style="list-style-type: none"> <li>• Employees will have a return to the workplace discussion, to identify those who are vulnerable or at risk, concerned by their personal circumstances, or who require reasonable adjustments.</li> <li>• 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.</li> <li>• Personal Emergency Evacuation Plans (PEEPs) for employees and customers will be checked and any updated if required.</li> </ul>	Complete return to the workplace paperwork.	Managers HR Dept.	Ongoing
Impact of Covid-19 on employees	Employees	<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>	Communicate	HR Dept, Managers	Ongoing
Impact on employees of homeworking	Employees	<ul style="list-style-type: none"> <li>• FSC have a working from home policy and risk assessment for employees working from home.</li> <li>• Prior to returning to the workplace, Employees will have a return to the workplace meeting.</li> </ul>	Complete return to the workplace paperwork.	Managers HR Dept.	Ongoing
Risk on safe operations of reduced staffing	Employee, Customer Visitor	<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>	Rotas	Managers	Ongoing
Risk on safe operations of building closure / reopening	Employee	<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: 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.</li> </ul>	Appropriate Checks	Managers Infrastructure Team	Ongoing



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Risk on safe operations when using contractors.	Employee, Customer Visitor, Contractors (other than customers)	<ul style="list-style-type: none"> <li>Contractors will provide Risk Assessment and Method Statements (RAMS) for the pre-planned activities, which should include Covid-19 Secure procedures.</li> </ul>	Complete Contractors Park	Managers Infrastructure Team	Ongoing