

Brenin Adventures COVID-19 Return to Work Shop Example Risk Assessment

Assessor	Job Title	Assessment Date	Review Dates
Matt Jones	Managing Director	1 st March 2021	Constant with Government Guidelines

Assessment Location	Brenin Adventures, Broneirion, Llandinam, SY17 5DE / Clywedog Sailing Club / All Activity Locations
Persons at Risk	All Staff, Customers, Delivery persons

The risk assessment and controls/measures below have been put in place to evaluate the risk to staff, customers and delivery personnel in respect of the Coronavirus and to eliminate/reduce the potential for infected persons entering the premises, contamination of surfaces and to maintain social distancing practices according to both the premises and tasks undertaken by staff and delivery personnel and customers as they enter and move through the shop.

This risk assessment has been completed in accordance with the government's guidance on managing the risk of COVID-19.

Factors Causing Spread of Virus	Existing Controls	Further Measures
Contact with infected persons	<p>All staff must provide each day before entering the premises/location their confirmation of the COVID-19 Health Check Declaration.</p> <p>All staff travelling to work on public transport must wear face covering.</p> <p>All customers will be requested to wear a face covering before entering the shop and will also be reminded to maintain a social distance of 2metres between themselves and others where possible.</p>	The Assessor will check each staff member has completed the Declaration before they enter the premises and keep records of arrivals.
Proximity of Customers to Staff and other Customers	<p>Social distancing measures of 2m should be maintained in all parts of the business wherever possible.</p> <p>Some activities simply do not allow for a 2m distance and will be run inline with NGB guidance at any given time.</p>	Information, signs and markings will be distributed where practical at the entrance and throughout the premises/location to promote social distancing and hygiene. A one-way flow has been set up with floor markings and signs to manage customer traffic through the Sailing Club.

Factors Causing Spread of Virus	Existing Controls	Further Measures
Proximity of Staff to other Staff and Customers	<p>Social distancing measures of 2m should be maintained in all parts of the shop and the workplace wherever possible.</p> <p>Some activities simply do not allow for a 2m distance and will be run inline with NGB guidance at any given time.</p> <p>All staff interacting directly with customers must wear face masks. The Company will supply clean face masks if staff do not have their own.</p>	Staff rotas agreed to ensure staffing levels are sufficient to manage customer traffic and enabling safe distancing for staff.
Contaminated and potential contaminated surfaces	The premises have been deep cleaned in January applying approved sanitisation and disinfectant products.	<p>The premises will continue to be cleaned daily.</p> <p>After a bubble has used the changing facilities at the Sailing Club, a member of staff will clean down 'touch points' before any other customers or sailing club members use the facility</p>
Contamination and potential contamination of surfaces	Hand sanitiser will be placed at various suitable locations in the Sailing Club, Office and instructors will have bottles for mobile activities.	At intervals during the working day the availability of hand sanitiser will be checked and replenished. Staff should report any shortage of hand sanitisers to the Assessor.

Workplace Premises & Tasks	Controls	Further Measures
Entrance - Staff	<p>The office is small, staff should ensure doors and windows are open for a through breeze and good ventilation.</p> <p>No overcrowding within the office space</p>	The Assessor will control entry whilst checking staff have completed the COVID-19 Health Check Declaration. For the purposes of the NHS Test and Trace Service all staff attendance records will be kept for at least 21 days. If any contractors attend the location then their attendance records will also be kept for 21 days for the purposes of the NHS Test and Trace Service.
Sailing Club	<p>Customers should be encouraged to maintain/keep to the one-way walk through for the clubhouse, and to avoid handling items not needed.</p> <p>The kitchen area of the clubhouse is out of use until Government Guidelines change.</p>	A staff member will be available to regularly remind customers of social distancing of 2 metres, to wear a face mask/covering and to keep to the marked pathway as customers move through the club.

Workplace Premises & Tasks	Controls	Further Measures
	<p>Changing and shower facilities will only be open following the Government 'Levels' and guidelines from NGB's – Brenin Adventures usage will comply to these guidelines.</p> <p>Mask as to be worn inline with any current government levels guidelines for indoor and outdoor spaces.</p>	
Close contact staff to customers	<p>Outdoor activities are inherently undertaken outdoors, where good ventilation is a constant aspect.</p> <p>There are times where a staff member will need to be in close control with a customer for a short period of time (Buoyancy fittings, boat rescues etc). Staff are to wear a face covering during this time when it is safe to do so.</p> <p>NOTE: it may not be safe for a staff member to be wearing a face covering on the water for the risk of 'water boarding'</p>	The company and staff are to minimise close contact time with customer wherever possible (for example groups help to fit each others buoyancy aids – with a final quick check from an instructor)
Activity Equipment	Activity Equipment is cleaning down between different activity bubbles in line with relevant NGB guidelines	The company will keep track of all guidance updates and inform staff of any changes
Storeroom	With limited open space in the storeroom access should be restricted to only 3 members of staff at any one time unless for safety and manual handling considerations more members of staff are required.	Where more staff members are necessary, they should try to work side by side rather than face on, and consistent work partnerships should be established for any shared tasks.
Toilets	<p>No more than one person can use the toilet facilities at any one time.</p> <p>Anyone waiting should stay 2m from the toilet facilities doors.</p> <p>Toilet facilities surfaces including door and flush handles to be cleaned regularly.</p>	<p>All staff must maintain hygiene standards per government guidelines in hand washing.</p> <p>Hand dryers or disposable hand towels to be available, as well as hand sanitisers.</p>

Workplace Tasks	Controls	Further Measures
Deliveries	Deliveries will not be signed for (unless required for legal continuity) and will only be delivered to the Entrance.	If delivery must be signed for the signor should use their own pen and wear gloves when handling the signature sheet.

Workplace Tasks	Controls	Further Measures
	2m social distancing should be maintained as far as practical.	Gloves are available for handling deliveries if requested by staff. If more than one member of staff is required to move the delivery to the storeroom, gloves & masks must be used by both staff members. This pair of staff should also continue to work together for any tasks that require more than one person in the storeroom.
Regular cleaning duties	Parts of the premises will be cleaned regularly	At the sailing Club, staff are to coordinated who is cleaning the area after each bubble uses the facilities
Minibus usage	Staff are to stay socially distanced from customers whilst travelling on the minibus Face coverings are to be worn whilst travelling Ventilation to be kept at a maximum (weather dependant) whilst using the minibus	Hand sanitiser and cleaning spray available in the bus for cleaning down of touch points.
Accidents, security and other incidents	Social distancing of 2m to be kept wherever possible, although it is unlikely whilst dealing with an accident/injury. Staff should wear medical gloves when dealing with first aid (as always)	
No other tasks which involve necessary sharing and/or proximity have been identified	Staff are requested to bring to the Assessor's attention any such tasks they consider should be included in this risk assessment.	

Assessor's Name	Matt Jones	Date	1 st March 2021
		Job Title	Managing Director