

# DRAGON RAIDERS

## ACTIVITY PARK

### COVID-19 RISK ASSESSMENT

Covid-19 is a new illness that can affect your lungs and airways. It is caused by a virus called Coronavirus. Symptoms can be mild, moderate, severe or fatal.

| What are the hazards?          | Who might be harmed   | Controls Required  | Additional Controls  | Action by who? | Action by when?           | Done |
|--------------------------------|---|--|--|----------------|---------------------------|------|
| Spread of Covid-19 Coronavirus | <ul style="list-style-type: none"> <li>• <b>Staff</b></li> <li>• <b>Visitors to your premises</b></li> <li>• <b>Cleaners</b></li> <li>• <b>Contractors</b></li> <li>• <b>Drivers</b></li> <li>• <b>Vulnerable groups – Elderly, Pregnant workers, those with existing underlying health conditions</b></li> </ul> | <p><u><b>Hand Washing</b></u></p> <ul style="list-style-type: none"> <li>• Hand washing facilities with soap and water in place.</li> <li>• Stringent hand washing taking place.</li> <li>• See hand washing guidance.</li> <li>• <a href="https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/">https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/</a></li> <li>• Drying of hands with disposable paper towels.</li> <li>• <a href="https://www.nursingtimes.net/news/research-and-innovation/paper-towels-much-more-effective-at-removing-viruses-than-hand-dryers-17-04-2020/">https://www.nursingtimes.net/news/research-and-innovation/paper-towels-much-more-effective-at-removing-viruses-than-hand-dryers-17-04-2020/</a></li> </ul> | <p>Employees to be reminded on a regular basis to wash their hands for 20 seconds with water and soap and the importance of proper drying with disposable towels. Also reminded to catch coughs and sneezes in tissues – Follow Catch it, Bin it, Kill it and to avoid touching face, eyes, nose or mouth with unclean hands. Tissues will be made available throughout the workplace.</p> <p>Encourage staff to report any problems and carry out skin checks as part of a skin surveillance programme<br/> <a href="https://www.hse.gov.uk/skin/professional/health-surveillance.htm">https://www.hse.gov.uk/skin/professional/health-surveillance.htm</a></p> <p>To help reduce the spread of coronavirus (COVID-19) reminding everyone of the public health advice - <a href="https://www.publichealth.hscni.net/news/covid-19-coronavirus">https://www.publichealth.hscni.net/news/covid-19-coronavirus</a></p> | Office Manager | 1 <sup>st</sup> July 2020 |      |

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|  | <ul style="list-style-type: none"> <li>• <b>Anyone else who physically comes in contact with you in relation to your business</b></li> </ul> | <ul style="list-style-type: none"> <li>• Staff encouraged to protect the skin by applying emollient cream regularly</li> <li>• <a href="https://www.nhs.uk/conditions/emollients/">https://www.nhs.uk/conditions/emollients/</a></li> <li>• Gel sanitisers in any area where washing facilities not readily available</li> </ul> <p><b>Cleaning</b><br/>Frequently cleaning and disinfecting objects and surfaces that are touched regularly particularly in areas of high use such as door handles, light switches, reception area using appropriate cleaning products and methods.</p> | <p>Posters, leaflets and other materials are available for display.<br/><a href="https://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19">https://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19</a></p> <p><b>POSTERS TO BE DISPLAYED IN THE TOILET FOR HAND WASHING</b></p> <p><b>POSTERS TO BE DISPLAYED IN THE OFFICE</b></p> <p>Rigorous checks will be carried out by line managers to ensure that the necessary procedures are being followed.</p> <p><b>PHONE/CARD MACHINE AND PEN TO BE SANITISED AT THE BEGINNING OF THE DAY BY THE OFFICE MANAGER, AND THEN THROUGHOUT THE DAY AT REGULAR INTERVALS AND IN BETWEEN TREKS.</b></p> <p><b>TO LIMIT THE NUMBER OF STAFF IN THE OFFICE AT ANY ONE TIME. WHERE POSSIBLE JUST THE OFFICE MANAGER SHOULD BE IN THE OFFICE</b></p> <p><b>TO HAVE AUTOMATIC HAND SANITISERS FOR CUSTOMERS WHEN THEY ARRIVE ONSITE</b></p> | <p>PAUL GOOD</p> <p>OFFICE MANAGER</p> <p>PAUL GOOD</p> <p>PAUL GOOD</p> | <p>1<sup>ST</sup> JULY 2020</p> <p>DAILY</p> <p>1<sup>ST</sup> JULY 2020</p> <p>1<sup>ST</sup> JULY 2020</p> |  |
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|  |  |  | <p><b>TO HAVE HAND SANITISER IN THE OFFICE FOR STAFF TO USE</b></p> <p><b><u>CLEANING OF SEGWAY MACHINES</u></b></p> <p>Handles to be cleaned down/sanitised thoroughly before every trek.</p> <p><b><u>CLEANING OF QUAD BIKE MACHINES</u></b></p> <p>Handles and controls to be cleaned down/sanitised before every trek</p> <p><b><u>CLEANING OF HELMETS</u></b></p> <p>These should be cleaned down/sanitised before each trek.</p> <p><i><b>The Office Manager is responsible for ensuring that instructors are doing the cleans between each trek</b></i></p> | <p>PAUL GOOD</p> <p>INSTRUCTOR</p> <p>INSTRUCTOR</p> <p>INSTRUCTOR</p> | <p>1<sup>ST</sup> JULY 2020</p> <p>ONGOING</p> <p>ONGOING</p> <p>ONGOING</p> |  |
|  |  | <p><b>CARD PAYMENTS ONLY TO BE TAKEN – NO CASH PAYMENTS</b></p> <p><b>CATERING TRAILER TO BE CLOSED</b></p> <p><b><u>Social Distancing</u></b></p> | <p>POSTER TO BE DISPLAYED NOTIFYING THAT CARD PAYMENTS ONLY ARE BEING TAKEN. TO ENSURE CUSTOMERS ARE MADE AWARE OF THIS BEFORE THEY VISIT.</p> <p>THE CATERING TRAILER WILL NOT BE OPEN UNTIL FURTHER NOTICE. TO ADVISE CUSTOMERS OF THIS AND INFORM THEM TO BRING THEIR OWN DRINKS/REFRESHMENTS</p>   | <p>PAUL GOOD/<br/>OFFICE<br/>MANAGER</p>                               | <p>ONGOING</p>   |  |

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|  |  | <p>Social Distancing -Reducing the number of persons in any work area to comply with the 2-metre (6.5 foot) gap recommended by the Public Health Agency<br/> <a href="https://www.publichealth.hscni.net/news/covid-19-coronavirus">https://www.publichealth.hscni.net/news/covid-19-coronavirus</a><br/> <a href="https://www.gov.uk/government/publications/covid-19-guidance-on-social-distancing-and-for-vulnerable-people">https://www.gov.uk/government/publications/covid-19-guidance-on-social-distancing-and-for-vulnerable-people</a></p> <p>Taking steps to review work schedules including start &amp; finish times/shift patterns, working from home etc. to reduce number of workers on site at any one time. Also relocating workers to other tasks.</p> <p>Redesigning processes to ensure social distancing in place.</p> <p>Conference calls to be used instead of face to face meetings.</p> <p>Ensuring sufficient rest breaks for staff.</p> | <p>Staff to be reminded on a daily basis of the importance of social distancing both in the workplace and outside of it. Management checks to ensure this is adhered to.</p> <p>MARKERS ON THE FLOOR TO BE PLACED OUTSIDE THE OFFICE TO BE PLACED 2 METERS APART SO THAT CUSTOMERS CAN KEEP A SAFE DISTANCE</p> <p>QUAD BIKE TREKS AND SEGWAY ONLY TO TAKE PLACE WHEN WE INITIALLY OPEN.</p> <p>TREK TIMES TO BE AMENDED FROM EVERY HOUR ON THE HOUR TO TREKS TO TAKE PLACE EVERY 1.5 HOURS TO ENABLE CLEAN DOWN/SANITISING OF MACHINES AND HELMETS.</p> <p>THE ACTIVITIES ALREADY HAS A 2M DISTANCE RULE BUT MARKERS WILL BE PUT ON THE FLOOR TO ENSURE CUSTOMERS STAY SOCIALLY DISTANCED OUTSIDE THE OFFICE AND IN THE TRAINING AREAS.</p> <p>STAFF TO BE SENT A COPY OF THIS RISK ASSESSMENT AND TO HAVE A CHECK LIST OF THINGS THEY MUST DO EACH DAY REGARDING COVID.</p> <p>PAUL GOOD TO GO THROUGH NEW COVID WAYS OF WORKING WITH EACH MEMBER OF STAFF BEFORE THEY RETURN TO WORK.</p> | <p>PAUL GOOD/<br/>OFFICER<br/>MANAGER</p> <p>PAUL GOOD</p> <p>PAUL GOOD</p> <p>PAUL GOOD</p> <p>PAUL GOOD</p> <p>ALICIA COX</p> <p>PAUL GOOD</p> | <p>1<sup>ST</sup> JULY<br/>2020</p> <p>1<sup>ST</sup> JULY<br/>2020</p> <p>1<sup>ST</sup> JULY<br/>2020</p> <p>JUST<br/>BEFORE<br/>WE ARE</p> |  |
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|  |  | <p><b>Symptoms of Covid-19</b></p> <p>If anyone becomes unwell with a new continuous cough or a high temperature in the workplace they will be sent home and advised to follow the stay at home guidance. Line managers will maintain regular contact with staff members during this time.</p> <p>If advised that a member of staff or public has developed Covid-19 and were recently on our premises (including where a member of staff has visited other work place premises such as domestic premises), the management team of the workplace will contact the Public Health Authority to discuss the case, identify people who have been in contact with them and will take advice on any actions or precautions that should be taken.</p> <p><a href="https://www.publichealth.hscni.net/">https://www.publichealth.hscni.net/</a></p> | <p>Internal communication channels and cascading of messages through line managers will be carried out regularly to reassure and support employees in a fast changing situation.</p> <p>Line managers will offer support to staff who are affected by Coronavirus or has a family member affected.</p> <p>Communicate with companies we deliver to/from to ensure welfare facilities will be available to our</p> | <p>PAUL GOOD</p> <p>PAUL GOOD/<br/>OFFICE<br/>MANAGER</p> <p>PAUL GOOD</p> | <p>ALLOWED<br/>TO OPEN</p> <p>ONGOING</p> <p>ONGOING</p> |  |
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|  |  | <p><b>Drivers</b><br/>Procedures in place for Drivers to ensure adequate welfare facilities available during their work -<br/>Reference<br/><a href="https://www.hse.gov.uk/news/drivers-transport-delivery-coronavirus.htm">https://www.hse.gov.uk/news/drivers-transport-delivery-coronavirus.htm</a><br/>COVID-19-guidance on freight transport.</p> <p>Persons should not share vehicles or cabs, where suitable distancing cannot be achieved.</p> <p><b>Mental Health</b><br/>Management will promote mental health &amp; wellbeing awareness to staff during the Coronavirus outbreak and will offer whatever support they can to help<br/>Reference -<br/><a href="https://www.mind.org.uk/information-support/coronavirus-and-your-wellbeing/">https://www.mind.org.uk/information-support/coronavirus-and-your-wellbeing/</a><br/><a href="http://www.hseni.gov.uk/stress">www.hseni.gov.uk/stress</a></p> <p><b>COMMUNICATION TO CUSTOMERS</b></p> <p>Customers to be informed of changes to the way in which Dragon Raiders will work when we open for business</p> | <p>drivers. Allowing delivery drivers adequate breaks to avail of proper welfare facilities.</p> <p>Regular communication of mental health information and open door policy for those who need additional support.</p> <p>Section on website to be added relating to Covid-19. A copy of this Risk Assessment and Check List to be placed on our website.</p> <p>Social media posts to be written informing customers of the following:-</p> <p>To include a copy of this Risk Assessment.</p> | <p>PAUL GOOD</p> <p>ALICIA COX</p> | <p>ONGOING</p> <p>1<sup>ST</sup> JULY 2020</p> |  |
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|  |  |  | To include details that we are taking card payments only – no cash will be taken<br><br>To advise customers to bring their own drinks/refreshments as the catering trailer will NOT be open |  |  |  |
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