

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"> • Staff • Visitors to your premises • Cleaners • Contractors • Drivers • Vulnerable groups – Elderly, Pregnant workers, those with existing underlying health conditions 	<p><u>Hand Washing</u></p> <ul style="list-style-type: none"> • Hand washing facilities with soap and water in place. • Stringent hand washing taking place. • See hand washing guidance. • https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/ • Drying of hands with disposable paper towels. • https://www.nursingtimes.net/news/research-and-innovation/paper-towels-much-more-effective-at-removing-viruses-than-hand-dryers-17-04-2020/ 	<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 https://www.hse.gov.uk/skin/professional/health-surveillance.htm</p> <p>To help reduce the spread of coronavirus (COVID-19) reminding everyone of the public health advice - https://www.publichealth.hscni.net/news/covid-19-coronavirus</p>	Office Manager	1 st July 2020	

	<ul style="list-style-type: none"> • Anyone else who physically comes in contact with you in relation to your business 	<ul style="list-style-type: none"> • Staff encouraged to protect the skin by applying emollient cream regularly • https://www.nhs.uk/conditions/emollients/ • Gel sanitisers in any area where washing facilities not readily available <p><u>Cleaning</u> 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. https://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19</p> <p>POSTERS TO BE DISPLAYED IN THE TOILET FOR HAND WASHING</p> <p>POSTERS TO BE DISPLAYED IN THE OFFICE</p> <p>Rigorous checks will be carried out by line managers to ensure that the necessary procedures are being followed.</p> <p>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.</p> <p>TO LIMIT THE NUMBER OF STAFF IN THE OFFICE AT ANY ONE TIME. WHERE POSSIBLE JUST THE OFFICE MANAGER SHOULD BE IN THE OFFICE. MASKS TO BE WORN IN THE OFFICE WHEN CUSTOMERS ARE PRESENT OR MORE THAN ONE PERSON IN THE OFFICE.</p> <p>TO HAVE AUTOMATIC HAND SANITISERS FOR CUSTOMERS WHEN THEY ARRIVE ONSITE</p>	<p>PAUL GOOD</p> <p>OFFICE MANAGER</p> <p>PAUL GOOD</p> <p>PAUL GOOD</p>	<p>1ST JULY 2020</p> <p>DAILY</p> <p>1ST JULY 2020</p> <p>1ST JULY 2020</p>	
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			<p>TO HAVE HAND SANITISER IN THE OFFICE FOR STAFF TO USE</p> <p><u>CLEANING OF SEGWAY MACHINES</u></p> <p>Handles to be cleaned down/sanitised thoroughly before every trek.</p> <p><u>CLEANING OF QUAD BIKE MACHINES</u></p> <p>Handles and controls to be cleaned down/sanitised before every trek</p> <p><u>CLEANING OF HELMETS</u></p> <p>These should be cleaned down/sanitised before each trek.</p> <p><i>The Office Manager is responsible for ensuring that instructors are doing the cleans between each trek</i></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</p> <p>INSTRUCTOR</p> <p>INSTRUCTOR</p> <p>INSTRUCTOR</p> <p>PAUL GOOD/ OFFICE MANAGER</p>	<p>1ST JULY 2020</p> <p>ONGOING</p> <p>ONGOING</p> <p>ONGOING</p> <p>ONGOING</p>	
		<p>CARD PAYMENTS ONLY TO BE TAKEN – NO CASH PAYMENTS</p> <p>CATERING TRAILER TO BE CLOSED</p>				

		<p>Social Distancing 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 https://www.publichealth.hscni.net/news/covid-19-coronavirus https://www.gov.uk/government/publications/covid-19-guidance-on-social-distancing-and-for-vulnerable-people</p> <p>Taking steps to review work schedules including start & 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>THE ACTIVITIES ALREADY HAS A 2M DISTANCE RULE AND ALL ACTIVITIES TAKE PLACE OUTSIDE BUT MARKERS WILL BE PUT ON THE FLOOR TO ENSURE CUSTOMERS STAY SOCIALLY DISTANCED OUTSIDE THE OFFICE AND IN THE TRAINING AREAS.</p> <p>MAKS DO NOT NEED TO BE WORN WHILST OUTSIDE AND MORE THAN 2M DISTANCE FOR TRAINING AND TREKS – THIS IS TO ENSURE CUSTOMERS CAN CLEARLY HEAR THE SAFETY INSTRUCTIONS AND GUIDANCE DURING TREKS.</p> <p><i>IF A MEMBER OF STAFF HAS TO GET CLOSE TO A CUSTOMER TO ASSIST WITH USE OF THE MACHINES A MASK MUST BE WORN IF LESS THAN 2M BETWEEN THEM AND THE CUSTOMER.</i></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/ OFFICER MANAGER</p> <p>PAUL GOOD</p> <p>PAUL GOOD</p> <p>PAUL GOOD</p> <p>PAUL GOOD</p> <p>PAUL GOOD</p>	<p>1ST JULY 2020</p> <p>1ST JULY 2020</p> <p>1ST JULY 2020</p> <p>1ST JULY 2020</p>	
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