

LETTON DAY TRIP - Risk assessment

Organisation name: CROPS

Assessment carried out by: Matt Wild

Date of next review: January 2021

Date assessment was carried out: 02 OCT 2020

EVENT VENUE: LETTON HALL, NORFOLK, IP25 7SA

EVENT DATE: THURSDAY 29 OCT 2020

What are the hazards?	Who might be harmed and how?	What are you already doing to control the risks?	What further action do you need to take to control the risks?	Who needs to carry out the action?	When is the action needed by?
TRANSMISSION OF COVID-19 ON TRANSPORT/JOURNEY TO LETTON HALL	Young people, leaders, minibus drivers. Transmission of the virus through close contact/ touching hard surfaces/poor ventilation/infected person travelling.	<p>1. Signed parental declaration regarding parents <u>not</u> sending a young person on the trip if:</p> <ul style="list-style-type: none"> a. Child is feeling ill with Covid-19 symptoms, in the previous 10 days b. Someone in their household has Covid-19 symptoms, in the previous 14 days c. Someone in their household tests positive for Covid-19, in the previous 14 days d. Child tests positive for Covid-19, in the previous 10 days e. Child is not in 'self-isolation' following contact with someone who has tested positive (outside the household) in the previous 14 days. f. Child has not recently returned from travelling abroad within last 14 days. <p>2. Checks that the minibus drivers (CROPS) are <u>not</u> working whilst symptomatic, have a household member who is symptomatic, not tested positive or in household of someone tested positive, and have not be advised to self-isolate by the national test and trace</p>	<p>Temperature check on arrival via non-contact body scanner</p> <p>Before boarding minibus ask each young person to give verbal response to the 6x scenarios in point 1 (relating to declaration).</p> <p>Maximum 10 young people per minibus – seated as siblings where possible, with spacing.</p> <p>Minibus seating plan planned in advance and adhered to, both ways.</p> <p>Keep all windows open</p> <p>During transit everyone must remain in the same seat on minibus at all times and that they are not allowed to move around</p>	CROPS Team	<p>Signed parent consent by 28 Oct.</p> <p>Checks with drivers before, and on date of travel.</p> <p>Cleaning of minibuses on morning of travel & before getting back on minibuses at end of day.</p>

		<p>programme, have not returned from abroad in last 14 days.</p> <p>3. 'High touch point' cleaning of the minibuses prior to use.</p> <p>4. Hand Sanitising of all as they get on the minibus</p> <p>5. Wearing of face coverings for the entire journey - in line with government guidance (unless exempt).</p> <p>6. Spacing of individuals on the minibuses.</p> <p>7. Taking into consideration the air flow system on the minibus and the ability to increase fresh air flow by use of the windows that do open.</p>			
TRANSMISSION OF COVID-19 AT LETTON	Young people and leaders coming into close or physical contact with those carrying the virus.	<ol style="list-style-type: none"> 1. Briefing upon arrival to remind young people of guidelines to adhere to. 2. Social distancing of two metres required between members of different households. 3. Hand sanitiser on entrance/exit & throughout day. 4. Reducing transmission in all activities - through respiratory hygiene, handwashing, physical distancing, face coverings used when entering any building. 5. Using toilets on site with the shortest travel route through a building (from the outside to toilets) to minimise contact with high touch surfaces between people. If internal doors could be kept open to allow free movement this would help reduce surface contacts (as long as not interfering with fire regulations). 6. Reducing people passing each other at doorway/passage 'pinch points'. 	<p>Face coverings: whilst all our activities are happening outside when going into a building to use the toilet, or for welfare-shelter purposes, etc, face coverings must be worn.</p> <p>Young people will be asked to bring a plastic zip-close type sandwich bag to store their face covering in when not in use.</p> <p>CROPS will have a supply of spare face coverings (supplied in zip-plastic bag) for each person in attendance should anything happen to the face covering that they bring (loss, damage, contamination etc).</p>	CROPS Letton Hall Parents/young people	

		<p>Attendees not going off in groups to use toilets. As much activity outside in the open air.</p> <ol style="list-style-type: none"> 7. Attendees will have provided contact details should these need to be shared with NHS Test and Trace in the event of any COVID-19 cases arising. 8. Running all activities outdoors. 9. Splitting the group for morning activities to have better spread, and minimise moments when group is all together. 10. Groups of 7/8 for discussions with leaders. 11. Outdoor shelter areas with airflow. 12. All activities risk assessed to reduce Covid-19 transmission, measures in place (point 4. above) 13. Packed lunches brought by individuals. Individual commercial drink cartons/wrapped snacks etc for refreshments provided by CROPS during day. Takeaway delivered food for tea around bonfire. I.E no preparation of food by us on site. 		
WELLBEING OF YOUNG PEOPLE AND TEAM DURING DAY	Ensuring attendees have comfortable areas to be in should they feel unwell/tired, places for food/drinks, or shelter if a sudden change in weather.	<ol style="list-style-type: none"> 1. Use of Stables courtyard area as a base, for lunch (picnic tables can be brought to this area from other parts of site). 2. Use of a larger room (long room in The Stables) should we need to take shelter temporarily, or for first aid treatment/wellbeing needs of a young person. (maintain social distancing and wear face coverings when indoors). 	<p>We may decide to return earlier than expected due to storms/gale weather occurring.</p> <p>Parents will be contacted before and team staying with anyone needing to be collected from LH site.</p> <p>If passing showers etc, have pre prepared activities (drama games, DVD movie etc to pass time inside, socially distanced and with face coverings worn.</p>	CROPS

		<ul style="list-style-type: none"> 3. Gazebos and marquee erected the day before in walled garden next to Stables courtyard for shelter or for group activities if needed. 4. Young people instructed to bring rainproof, and warm clothing and own water bottles and packed lunch. 			
BONFIRE	<p>Leaders and young people.</p> <p>Burns from touching fire, walking into fire.</p> <p>Lighting & putting out the fire.</p>	<ul style="list-style-type: none"> 1. Positioned away from equipment and not near walkways. 2. Fire lit and controlled by Leader in charge only. Young people kept a safe distance away from the fire. Leaders maintaining a close watch on all activities relating to fire at all times. 3. Social distancing maintained. 4. Young people instructed not to touch. 	<p>Use Letton Hall's bonfire area.</p> <p>Letton Hall provide BS/HSE approved Fire Extinguisher to the bonfire site for emergencies.</p> <p>Fire will be put out/left to cool at the end of the event.</p> <p>CROPS public liability insurance (£5 Million) includes cover for bonfires at our events.</p>	CROPS leaders	
GO KARTING & ARCHERY	<p>Participants.</p> <p>Slips, trips, falls, bumps with go karting etc causing bruising, injury or potentially broken bones.</p> <p>Transmission of Covid-19 through hand contact with helmets, karts. And other equipment that has been touched by others.</p>	<ul style="list-style-type: none"> 1. Activities risk assessed and delivery by Letton Hall site team. Letton Hall insurances in place. 2. Health and safety briefing by Letton Hall team and/or external providers. 3. Avoiding touching face with hands, sanitiser use before. 4. Cleaning of equipment, helmet sanitising spray by LH team. 5. Social distancing maintained by side go kart/archery areas when waiting to go on. 6. Sturdy non-open toe shoes to be worn, long sleeves and trousers, long hair tied back. 	<ul style="list-style-type: none"> - Supervised by Letton Hall staff - Hand sanitiser available 	Letton Hall team	
SECURITY	Entrance to LH by unwanted / unknown adult visitors.	<ul style="list-style-type: none"> 1. Informing leaders and young people that LH staff wear LH badges etc, and technicians visiting site chaperoned by LH. 	Alert LH immediately if unsure about anyone other on site.	CROPS & Letton Hall site staff, young people	

	Personal possessions being damaged or stolen.	2. Attendees told in advance that no responsibility can be taken by Letton Hall / CROPS for the loss or damage of personal possessions.		
SAFEGUARDING ISSUES:	Young people. Members of general public accessing event. Young people leaving site. Inappropriate contact with young people by adults. Collection at end of day from Kingsgate (if parent doesn't arrive)	<ol style="list-style-type: none"> 1. Only young people and DBS cleared CROPS team/youth leaders allowed to event. 2. Informing leaders and young people that LH staff wear LH badges etc, and technicians visiting site chaperoned by LH. 3. Leaders on all times to monitor and supervise activities. 4. YP never left alone or allowed to wander on their own. Leaders to have a group they keep an eye out for. 5. YP to sign in and out (when collected by parents). 6. Leaders to follow CROPS safeguarding guidelines and policy. 7. Leaders to report causes for concerns or disclosures to the DSL (Designated Safeguarding Lead) at CROPS. 8. Leaders (one of each gender) stay with them at collection site, parents to be called immediately. YP not to be left alone. Stay near main church doors in well lit area. 	List of all attendees and parent/emergency contact details with team on the day. Young people must be supervised at all times, not left alone.	CROPS and Letton Hall
FIRST AID ARRANGEMENTS AND REPORTING	Dealing with any incident that arise due to activities, health of attendees or team.	<ol style="list-style-type: none"> 1. First aid point inside the stables (long room) with CROPS first aider. 2. List of all attendees with emergency contact details, health and / or allergy info etc. 3. First aid treatment, recording, reporting of qualifying 'Riddor' 	- CROPS first aid kits and accident record books brought. - CROPS team first aiders on team. -First Aid point in the hall.	CROPS but communicate with Letton Hall site team.

		<p>incidents or accidents to the HSE are to be the responsibility of CROPS.</p> <p>4. Anything related to the building or site connected to this will be communicated to LH to report/log.</p>		
MANAGING A YOUNG PERSON OR LEADER WHO STARTS TO DISPLAY SYMPTOMS OF COVID-19	<p>Young person or adult from CROPS group.</p> <p>Staff at Letton Hall.</p> <p>Anyone connected to these above persons that they then come in to contact with (before a case is confirmed or not).</p> <p>Transmission of Covid to other people.</p>	<p>1. If any child/adult starts with symptoms which could be COVID-19. Fever - hot to touch on chest or back, a new continuous cough, Change in or Loss of taste and smell.</p> <p>2. Isolate immediately from rest of group - on a wipeable chair (if possible) - ask the individual to put on a face mask</p> <p>3. Do not leave alone, maintain safeguarding protocols if young person. The person assisting the individual to maintain a 2m distance where possible, if closer than 2m they should be also wearing a face masks (as listed above) - gloves/apron would be required if you have to deal with any bodily fluids (vomit etc)</p> <p>4. Keep person comfortable / monitor and manage their condition (if first aid is required - ensure first aider is up-to-date on the COVID-19 related changes through their training provider) Resuscitation Council UK have guidance on doing CPR during COVID-19..</p> <p>Seek medical advice if needed via 111 phone service. In an emergency dial 999.</p> <p>5. Inform Letton Hall site straight away and contact parents if it is a young person to inform/update.</p>	<p>CROPS to Riddor report to HSE immediately on return if Covid-19 outbreak with multiple people.</p> <p>A 'Covid room' will be provided in The Stables accommodation for isolating a young person or adult who starts to display symptoms (symptoms mentioned above) separate to first aid area and/or shelter room.</p> <p>Bring stock of surgical masks with us for this situation (Boot type II BFE 98% protective face mask)</p> <p>Bring CROPS body fluid clean up kits and appropriate PPE (apron, gloves, masks)</p> <p>First Aiders to have copy of HSE 'First Aid during Covid-19, in non-healthcare settings update' in first aid kit pack (see web link below)</p> <p>https://www.hse.gov.uk/coronavirus/first-aid-and-medicals/first-aid-certificate-coronavirus.htm</p>	<p>CROPS to look after group/ individuals.</p> <p>Letton Hall to be informed.</p>

		<p>6. Arrange for collection by parents from Letton (Young people will only be on trip if parents have consented to collecting them from LH if start showing symptoms).</p> <p>7. Ask the parents to arrange a COVID-19 test for the individual as soon as possible and inform CROPS of the result. Ask the parents if they consent to the other parents being informed that there is a suspected case of COVID-19 during the trip.</p> <p>8. Identify all the potential contacts the person with symptoms has had contact within group - everyone they travelled in a vehicle with, if they were less than 2m apart for longer than 15 mins, if they were less than 1m for 1 minute or more. (if groups can be fixed and kept separate during the day, this reduces the potential contacts)</p> <p>9. Inform the parents of those who have been in contact with the individual at the end of the day - that someone became ill on the trip and will be getting a test. Until there is a test result, the YP do not need to isolate, unless they start to develop symptoms, but would recommend that you continue to follow the guidelines - HANDS, FACE, SPACE. If the result comes back negative, they can continue as before, if the test result comes back positive then their child (and the leaders involved) will be required by law to self-isolate for 14 days.</p> <p>10. <u>In the days after:</u></p> <ul style="list-style-type: none"> a. If the test comes back negative - inform the parents of this, that their children do not need to self-isolate. 		
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LOCAL, REGIONAL, NATIONAL GOVERNMENT LOCKDOWN DUE TO RISE OF CONFIRMED CASES, HOSPITALISATIONS, DEATHS.		In the event of a local, regional or national government lockdown due to the Covid-19 pandemic (or a really bad weather forecast), we would cancel the event (even if last minute).	Contact all parents to ensure they know that we have cancelled the event.	CROPS	On the day or before.