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| **Risk Assessment Form** |

**Swindon Borough Council Risk Assessment Template**

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| **Workplace / Location:** | SBC Staff - Wheels 4 All Cycling Session (County Ground Athletics Track) | Ref. No. |  |
| **Activity Description:** | Wheels 4 All Cycling Sessions during the Corona Virus Outbreak |
| **Who is at Harm:** | Delivery staff and participants  |
| **Name(s) of Assessor(s):** | Ben Humphrey & Lewis Bird (Community Health & Well Being Team) |
| **Responsible Manager:** | Ben Humphrey | **Department:** | Public Health |
| **Assessment Date:** | 07/07/2020 | **Review Date:** | As necessary in line with government guidance. |

This Risk Assessment relates to the delivery of Wheels 4 All cycling sessions and Covid-19.

Public Health England (PHE) recommends that the following general cold and flu precautions are taken to help prevent people from catching and spreading COVID-19:

Staff should not attend the workplace if they or anyone they live with have any of the symptoms of Covid-19:

* a high temperature
* a new, continuous cough
* a loss of, or change to, your sense of smell or taste

If staff have cold symptoms or generally feel unwell they should also stay or work at home rather than come into the office.

If staff do not have symptoms and are at work they should:

* Cover your mouth and nose with a tissue or sleeve (not your hands) when you cough or sneeze - Catch it, Bin it, Kill it
* Put used tissues in the bin straight away
* Wash your hands with soap and water often – use hand sanitiser gel if soap and water are not available.
* Maintain social distancing
* Avoid close contact with people who are unwell
* Clean and disinfect frequently touched objects and surfaces
* Do not touch your eyes, nose or mouth if your hands are not clean.

Staff to follow PHE guidance as above and also the SBC intranet advice available at: <https://intranet.sbcintra.com/WorkingatSBC/coronavirus/Pages/default.aspx>

Has a service user or member of staff been identified as symptomatic for COVID-19 or is a confirmed case of coronavirus?

Activity to go ahead following social distancing guidelines

No

Service user or member of staff does not attend activity

Yes

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| **Hazard & Description (Potential Consequences)** | **Control Measures****(Existing Control Measures or Precautions to be Taken)** | **Risk****(with controls)** | **Are Additional Controls Required?** | **Residual Risk****(after additional controls)** | **Action Plan** **(Responsible Person & target date)** |
| **L** | **S** | **R** |  | **L** | **S** | **R** |
| Exposure and subsequent infection Covid-19 Member of staff or participant at activity may be carrying the virus  | * Follow PHE guidance as above and the following advice for reopening outdoor physical activities: <https://www.gov.uk/government/publications/coronavirus-covid-19-guidance-on-phased-return-of-sport-and-recreation/guidance-for-providers-of-outdoor-facilities-on-the-phased-return-of-sport-and-recreation#principles-to-help-organisations-prepare-for-a-phased-return-to-play>
* If you suspect someone is displaying symptoms in the workplace, you should ensure that they are removed away from others.
* If you develop symptoms of COVID-19, however mild, you will need to stay at home, get tested and if tested positive stay at home for at least 7 days. Refer to the advice on the [NHS website](https://www.nhs.uk/conditions/coronavirus-covid-19/) and the [Stay at home guidance](https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance).
* Advise anyone who had close contact with the individual that if they go on to develop symptoms of COVID-19 (a new continuous cough, fever or a loss of, or change in, normal sense of taste or smell), they should follow the advice on what to do on the [NHS website](https://www.nhs.uk/conditions/coronavirus-covid-19/)
 | 2 | 3 | 6 | Ensure that staff are briefed and follow job specific guidance use the following control measures: * Ask/instruct participants to stay at least 2 metres (about 3 steps) away where possible throughout the whole session.
* Area will be fully vented (outdoor activity)
* Hands should be washed with soap and hot water for 20 seconds upon entry and exit for all visits – use hand sanitiser gel if soap and water are not available. Carry paper towels to use if needed for drying.
* Participants and staff bring their own food and drink.
* Participants to use toilet before arrival. In emergency, cleaning equipment will be available in Portaloo toilet where individual / parents / carers will be asked to clean after use.
* Masks and gloves to be used as appropriate and changed between assisting participants with straps / harnesses on bikes.
* Any protective equipment worn should be double bagged in a plastic rubbish bag and sealed, label with a date and can be disposed of after 72 hours.
* All equipment such as bikes and helmets where contact has been made to be wiped down after each use.
 | 2 | 2 | 4 |  |

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|  | **Likelihood** |  |  | **1 – 3** | **Low risk** |
| **Consequence/Severity** | **1** | **2** | **3** | **4** | **5** |
|  | **Rare** | **Unlikely** | **Possible** | **Likely** | **Almost Certain** |  | **4 – 6** | **Moderate risk** |
| **5 Catastrophic** | 5 | 10 | 15 | 20 | 25 |
| **4 Major** | 4 | 8 | 12 | 16 | 20 |  | **8 – 12** | **High Risk** |
| **3 Moderate** | 3 | 6 | 9 | 12 | 15 |
| **2 Minor** | 2 | 4 | 6 | 8 | 10 |  | **15 - 25** | **Extreme risk** |
| **1 Negligible** | 1 | 2 | 3 | 4 | 5 |