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| **Updates Log** | Compiled By | Version & Date | Checked | Date |
| Site Specific version – Cotteridge Park | Emma Woolf | Version 1  11.6.20 | M Holcombe | 15.6.20 |
| Changes – addition of physical and social activities.  Changes to 1m+ guidance and support bubbles. | Emma Woolf | Version 2  23.7.2020 |  |  |
| Minor additions of information from EMDUK (NGB for Group Exercise). Eg Managing someone who becomes symptomatic during the session. Access to toilets when building is opened | Emma Woolf | Version 3 – 28.7.20 |  |  |
| Re-start Review | Emma Woolf | reviewed 16.3.21 |  |  |

**Site: Cotteridge Park – Organisation: Friends of Cotteridge Park**

The aim of this document is to show what we can do to **reduce the risk of transmission of covid-19** during volunteering, outdoor exercise and social events.

**Check the lists below** before each session and make changes/updates where necessary.

**Further control measures necessary -** Continual monitoring of government advice and adjustment to risk assessment as needed

1. **What are the hazards/risks? Have they changed since the last session?**
   1. Transmission of the virus
   2. Close contact with people
   3. Contact with hard surfaces – eg, buildings/sheds, gates, chairs, equipment, tools
   4. Volunteers and participants with underlying conditions/complicating factors
   5. People who become symptomatic during sessions/activities
   6. Access to the bathrooms (when the building is open)

**Session leader to remind participants of this information at the start of the session**

1. **What we can do to reduce the risk? Are these still correct?**

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| **What are the hazards/risks** | **Who is at risk** | **Measures implemented to minimise risk** |
| Transmission of the virus | Participants, volunteers and session leaders | Remind attendees, in advance and during the session to adhere to government guidance on handwashing, distance, face coverings, isolation/quarantine etc.  Handwashing – before leaving home and as soon as returning home. Session leaders to remind attendees.  For preference participants to use own hand sanitiser if needed. Hand sanitiser to be provided if needed.  Test, track and trace – Session leader to keep contact details of attendees for the number of days required by government guidance in case of the need to trace participants.  Session leader to remind participants not to attend if unwell – particularly with a high temperature and/or persistent cough.  This information to be shared in advance of the event via social media etc. |
| Close contact with people | Participants, volunteers and session leaders | Repeat reminders about staying 2m apart.  Wearing of face covering/maskf if it’s not possible to maintain 2m distance or where required by government guidance.  Identify appropriate area; big enough for participants to be at 2m+ distance  Number of attendees limited to government guidance – session leaders and volunteer stewards to monitor and implement.  Alert attendees to “pinch points” where it’s easier to forget distancing eg arrival and departure, corridors and toilets.  Limit access to indoor space where it is difficult to maintain distance.  Be alert to approaches from the public – maintain 2m distancing. |
| Contact with hard surfaces | Participants, volunteers and session leaders | Attention to frequent, throrough cleaning and disinfecting objects and surfaces that are touched regularly particularly in areas of high use such as door handles, light switches, tool handles using appropriate cleaning products and methods  Session leader to be responsible for cleaning at the end of activity.  No equipment to be shared |
| People particularly at risk after the control measures | Participants, volunteers, session leaders | During the covid-19 outbreak volunteers and participants who are in the “shielded group” or people living in the same house as people in the “shielded” group should only participate knowing the additional risks and following advice from their medical professional. |
| Managing someone who becomes symptomatic during a session | Participants, volunteers, session leaders | Keep sessions short to minimise risk of occurrence.  Follow government guidance on maintaining distance and track and trace. |
| Access to toilets/handwashing (once the building is fully open) | Participants, volunteers, session leaders | Regular, hourly cleaning of the bathroom areas using appropriate products.  Because of limited space access to the bathrooms to be managed on a “one-in, one out” system (except for household groups). |