

RISK ASSESSMENT

Risk Assessments are reviewed when:

a) after an accident or incident

b) A new task (staff) or activity (public)

c) A change to the building or premises is planned

Task/ Area or Person: Covid 19 Risk Assessment

No.	HAZARD	Those at Risk Who might be harmed Public/Staff/Young	RISK CONTROL MEASURES				
			What is the control measure.	Who delivers the control measure on	When is it delivered	Where is record Kept	Interim review date
		Staff, Customers, Volunteers, Contractors, Any visitors	Hand Washing - Alcohol gel hand sanitiser provided at key areas - Front entrance to building, entrance to main office, front reception desk, first aid area, entrance to bootroom, entrance to maintenance office, entrance to building from patio and exit to site. Signage installed reminding all staff, volunteers and visitors to follow these, at the entrance to all shared areas hands must be sanitised. Soap and water available in the toilets, all staff reminded to use these regularly. NHS guidance posters displayed to educate users on how to properly clean hands throughout the site. Hand dryers disabled at fuse to discourage use, paper towels provided and bin to dispose of. Alcohol gel dispensers are numbered, and are part of an hourly checksheet to check and refill as needed, to ensure they are readily available for staff and customers alike. This to be filled out and checked by management to ensure they are completed.	All visitors/staff/volunteers	Ongoing	Z:\2. Health And Safety\2. Risk Assessments\2020\4.Covid-19 + F118 Hand Sanitiser Checksheet	01 January 2021
		Staff, Customers, Volunteers, Contractors, Any visitors	Cleaning - Increased frequency of cleaning of toilets, and identified touch points around the club. These include but are not limited to - Keypads, light switches, surfaces, toilets, door handles, vending machines, POMA lift handles. Cleaning to be carried out with Clinell Wipes, which are disposed of after use, and proven to be effective in killing viruses. PPE to be worn during cleaning to protect staff which are task dependant, including face mask, gloves and apron. Visors available if staff would like to wear them. Management to carry out spot checks on areas to check they are cleaned, and have been signed off.	All staff	Ongoing	Z:\2. Health And Safety\2. Risk Assessments\2020\4.Covid-19 + F117 Daily Cleaning Schedule	01 January 2021
		Staff, Customers, Volunteers, Contractors, Any visitors	POMA Lift use and cleaning - As this is an identified touch point for users, gloves and face coverings to be worn by all using the POMA lift at all times. Slope supervisors in place during all sessions to ensure this is being adhered to in every session. Supervisors to check no unnecessary contact with the POMA by users mouths, or people pulling down facemasks. The POMA is do be cleaned with a disinfectant solution between sessions, and at the start and end of every day. This is to be recorded on F117, and checked by management to ensure it is complete. IF the POMA lift is to break down, the remote control will be plugged in to reset the lift, which will be located over 2 metres away from the nearest customer at all times, so the supervisor resetting the lift does not need to break social distancing protocols. The queue for the POMA has been marked at 2 metres to enforce social distancing, and foam toberones placed on approach to slow users down before joining the queue, reducing risk of collisions.	All staff	Ongoing	Z:\2. Health And Safety\2. Risk Assessments\2020\4.Covid-19 + F117 Daily Cleaning Schedule	01 January 2021

<p>Staff, Customers, Volunteers, Contractors, Any visitors</p>	<p>Face Mask exempt persons using the POMA - Individuals who are exempt from wearing masks due to medical conditions or additional needs are permitted to attend the club and use the lift, but the following protocol has been put in place to ensure the safety of all involved. The club has some yellow snap on bands used by cyclists, and before a face mask exempt users gets onto a POMA, they can attach this band to the lift, to signify to slope supervisors this needs to be cleaned before others use it. Then, using same protocol as for cleaning the POMA at the end of the session, wipe that hanger, and remove the yellow band. This hanger is then safe to use. This is only to be used in specified Adaptive sessions</p>	<p>All staff</p>	<p>Ongoing</p>	<p>Z:\2. Health And Safety\2. Risk Assessments\2020\4.Covid-19 + F117 Daily Cleaning Schedule</p>	<p>01 January 2021</p>
<p>Staff, Customers, Volunteers, Contractors, Any visitors</p>	<p>Adaptive - Adaptive to follow all social distancing and hygiene measures put into place. They will be a closed session, with no other users or open practice sessions running alongside. The group will have nursery slope and main to ensure the safe reintroduction of skiing to the customers. Face covering exemption protocol to be followed with marking the hangers that have been used and cleaning. Parents/guardians to be used to assist if there are falls or support required during the session. These individuals are only to be invited onto the slope when an instructor or helper asks them to, and instead stay behind barriers. Helpers to sign a Slope Helper Volunnter Agreement, to ensure they understand the role, and are happy with what is expected. Adaptive Volunteers given a brief by Adaptive Leads before the session, to ensure they are happy with which customer they are helping, and what is required, as well as social distancing and hand hygiene requirements. Adaptive to be invite only for initial start, the Adaptive Leads provided lists of customers to invite who are safe to attend, and do not require physical support. The customers requiring physical support and sit ski/snow kart customers unable to attend at this time, and this is controlled by MRM Plus2 system.</p>	<p>Adaptive Lead, Office Administrators and computer system.</p>	<p>Ongoing</p>	<p>Slopeside Helper Volunteers Agreement</p>	<p>01 January 2021</p>
<p>Staff, Customers, Volunteers, Contractors, Any visitors</p>	<p>Workstations - Workstations to be single use for the duration of the shift. No shared desks/phones etc. Sign off sheet provided to ensure cleaned prior to the shift, and at the end of an individuals shift, again with Clinell wipes. This to include - surfaces, keyboard, mouse, telephone and handset, receipt printer, computer and monitor, chair and arms, any stationary used, PDQ if used. No persons to work within 2 metres of each other, or face to face. Safe route through office marked on the floor, to ensure social distancing is maintained. Tick sheets provided to sign to signify cleaning has taken place, management to check these are complete.</p>	<p>All staff</p>	<p>Ongoing</p>	<p>F116 Desk Station Cleaning Checklist</p>	<p>01 January 2021</p>

Staff, Customers, Volunteers	<p>Reception - Perspex screen installed to mitigate risk of face to face contact. Sessions to be pre booked in to minimise transactions at the desk. To minimise risk, card payments only to be taken if needed, and contactless wherever possible. PDQ machine to be wiped cleaned after every use. Stickers in place to define the queue for the front desk, and signage up to enforce this. No leaflets to be handed out until further notice, members to be directed to the website for information pricing etc.</p>	Office/Reception Staff	Ongoing	F116 Desk Station Cleaning Checklist	01 January 2021
Staff, Customers, Volunteers, Contractors, Any visitors	<p>Shared Equipment - Maintenance have own tools to reduce contamination. If using shared tools, to be sanitised between users. Office staff issued with own pencil case and pens, each desk to have its own holepunch, calculator and stapler, all labelled with the desk number. These are to be cleaned after each shift, and signed to say this is complete. PDQ machines if needed to be used by multiple people to be cleaned between use using provided wipes. Shared items such as printers, photocopier, shredder to be wiped clean after every use, to and signage up to reinforce that. Staff to be reminded via signage not to touch their face too, to minimise risk of transmission.</p>	All staff	Ongoing	F116 Desk Station Cleaning Checklist	01 January 2021
Staff, Customers, Volunteers, Contractors	<p>Hire Equipment - Each bootfitting station to have its own screwdriver, no sharing of equipment. Kit to be pre ordered before arrival wherever possible, to allow kit to be prepared ready in advance for customers to minimise interaction. Where this is not possible, perspex screens installed in the bootroom between fitters and customers, and customers advised to wait behind the line, which is 2 metres away. Bootfitters to ensure hands are sanitised/cleaned between customers, and screwdriver cleaned before and after shift. One way system and queueing system in place in the bootroom to ensure that social distancing is maintained. Once kit has been used, to be deposited by the customer outside of the bootroom, in racks to the left of the entrance, and helmets to be hung on a rail. Club staff will then, wearing appropriate PPE (gloves, mask, and eye protection) move the equipment to the instructor room, and clean using a 6% Hydrogen Peroxide solution distributed by a fogger, to completely sanitise the equipment. This includes skis, boards, boots, poles, tubes and helmets. They are not to be put back out for hire until this cleaning process has taken place, and they have been left for 15 minutes as a minimum. If the fogger fails for any reason, the kit shall be quarantined within the instructor room for 72 hours in line with Government guidance.</p>	All staff	Ongoing	Z:\2. Health And Safety\2. Risk Assessments\2020\4.Covid-19	01 January 2021

<p>Staff, Customers, Volunteers, Contractors, Any visitors</p>	<p>Tubing equipment and helmets - Tubes to be sanitised in line with hire equipment above. Tubes to be laid out prior to the session, and users use one tube for the duration of the session. The tubing supervisor will take tubers through the bootroom, sessions to be staggered to allow access to an empty bootroom, and select a helmet, using the below point. At the end of the session each user is to leave their helmet in their tube, to be cleaned as per guidance in above point. Two sets of tubes will be in use, so that multiple sessions can run consecutively without having to wait for equipment to be sanitised. No equipment is to be reused before the sanitation period has been completed.</p>	<p>All staff</p>	<p>Ongoing</p>	<p>Z:\2. Health And Safety\2. Risk Assessments\2020\4.C ovid-19 + F117 Daily Cleaning Schedule</p>	<p>01 January 2021</p>
<p>Staff, Customers, Volunteers, Contractors, Any visitors</p>	<p>Hire Equipment trying on/unsure of correct settings or equipment - To reduce helmet trying on and therefore risk, disposable tape measures and sizing guide installed in Bootroom, so users are selecting a correctly fitted helmet. Any that are tried on and rejected to be cleaned as in the point above inline with cleaning guidance. Bootroom staff to be aware of this, and advise all users to place these in the designated cleaning area. DIN calculator put on the website, to allow users to calculate their own setting, reducing the need to weigh and measure persons at the club.If anybody is unsure of their settings in advance guidance can be given by the office, and will be displayed on the website.</p>	<p>All staff</p>	<p>Ongoing</p>	<p>Z:\2. Health And Safety\2. Risk Assessments\2020\4.C ovid-19 + F117 Daily Cleaning Schedule</p>	<p>01 January 2021</p>

<p>Staff, Customers, Volunteers, Contractors, Any visitors</p>	<p>Changing Area/Benches - Cubicles to be locked shut until further notice, to mitigate the risk of infection from surfaces within the cubicles. Confirmation email to advise customers to come dressed to ski/board, and listed in the Club rules. Benches to fit boots/skis to be outside with a gap of at least 1 metre between them, and safe areas to sit clearly marked. Benches arranged to ensure customers are back to back or side on wherever possible, to minimise risk of transmission. Two sets of benches to be created, to ensure that consecutive sessions can run, and each set can be cleaned between use with Clinell wipes. Staff will then clean the benches between the session once all customers have left the facility. Appropriate PPE to be worn when cleaning these (gloves and face covering.)</p>	<p>All staff</p>	<p>Ongoing</p>	<p>Z:\2. Health And Safety\2. Risk Assessments\2020\4.Covid-19 + F117 Daily Cleaning Schedule</p>	<p>01 January 2021</p>
<p>Staff, Customers, Volunteers, Contractors, Any visitors</p>	<p>Toilets - Toilets to be open, on a single use basis only. Locks installed on the front door of the toilet, and only a single cubicle, urinal and sink open, to reduce touch points and ensure cleaning is more efficient. Toilets made unisex for the time being, and queue marked out on the floor to maintain social distancing. Disabled toilets available on a request only basis, and these are cleaned after every use. Posters displayed in the toilets to educate users on the importance of good hand hygiene. Handryers turned off at the fuse to discouragage use, paper towels available for use instead.</p>	<p>All staff</p>	<p>Ongoing</p>	<p>Z:\2. Health And Safety\2. Risk Assessments\2020\4.Covid-19</p>	<p>01 January 2021</p>
<p>Staff, Customers, Volunteers, Contractors, Any visitors</p>	<p>Social Distancing - Signage displayed reminding all staff and customers of need for social distancing, and 2m gap wherever possible. In areas this is impossible, such as when serving customers at reception or bootfitting, perspex screens have been installed. Safe route through the club and office are marked on the floor, with a one way system in place to maintain social distancing. Travellators to have markings on to ensure that users stay 2 metres apart whilst using the equipment, and the traffic light system will ensure that users are kept apart. Tubing supervisors to educate users during briefing, and enforce this during the session. Where a 2 metre gap is not possible, such as first aid, tubing supervisors pushing customers down the slope, mitigation will be present in the form of face coverings for both users and also due to the outside nature of the facility, this provides further mitigation.</p>	<p>All staff</p>	<p>Ongoing</p>	<p>Z:\2. Health And Safety\2. Risk Assessments\2020\4.Covid-19</p>	<p>01 January 2021</p>

Spread of Covid-19

Staff, Customers, Volunteers, Contractors, Any visitors	Overcrowding/Exceeding Capacity on site - All sessions capped at a maximum of 28 to ensure that numbers are not exceeded. Signage displayed to ensure that users are aware of no walk in bookings on the main entrance, and this will be on the website and on email confirmations. Staff to enforce this, politely directing walk in enquiries to the website for the most up to date information.	All staff	Ongoing	Z:\2. Health And Safety\2. Risk Assessments\2020\4.Covid-19	01 January 2021
Staff, Customers, Volunteers, Contractors, Any visitors	Spectators - As per SE guidance at present, spectators are currently being discouraged, unless for the care of a minor. Spectator areas are in place at the bottom of the tubing slope, and the main slope, and the bar (when open.)	All staff	Ongoing	Z:\2. Health And Safety\2. Risk Assessments\2020\4.Covid-19	01 January 2021
Staff, Customers, Volunteers, Contractors, Any visitors	Rule of Six - Bookings no larger than 6 to be refused, as per Government legislation, except in certain circumstances, where groups are exempt. These exemptions will be taken directly from Gov.uk. Bar tables set out to a maximum of 6 per table, to ensure compliance with this rule, and staff/volunteers to actively monitor this, especially on tubing. Supervisors to be aware of spectators, and ensure these stick to defined spectating areas and socially distance.	All staff	Ongoing	Z:\2. Health And Safety\2. Risk Assessments\2020\4.Covid-19	01 January 2021
Staff/volunteers	Breaks - Staff/volunteers to be encouraged to take their breaks separately, to ensure adequate staffing of office, and social distancing in break area is maintained. Assigned area for breaks, staff to clean down after use. Separate from members upstairs area to be used for breaks, or if weather allows, outside areas to be used preferably.	All staff	Ongoing	Z:\2. Health And Safety\2. Risk Assessments\2020\4.Covid-19	01 January 2021
Staff/Volunteers	Work Patterns - Shifts worked to ensure no more than 3 persons in the office at any time, maintenance team to be present on site but will be mainly outdoors or in the maintenance office. Staff to work from home whenever their role allows, such as the Marketing Co-Ordinator. All offices to remained locked via keypads to ensure that the limits are not exceeded. Rotas to be kept up to date and copies of rotas to be kept for at least 21 days, to assist NHS Test and Trace if needed.	Line Managers/Staff	Ongoing	Z:\2. Health And Safety\2. Risk Assessments\2020\4.Covid-19	01 January 2021

Staff, Instructors, Members	<p>Coached Sessions - Snowsports England Instructor/Coach to athlete ratios to be adhered to at all times. Currently stand at 1:15 as set out by the club.. Coaching bays to be marked out on the slope to ensure clarity for both parties. No more than 5 coaches/instructors to be on the main slope at any one time, with a maximum capacity of 25 on the main slope. Coaches/instructors to plan and liaise prior to the session to establish coaching groups, and plan for the session to avoid creating potential hazards. Coaches/instructors to take responsibility for ensuring participants keep moving and are not creating a breach of social distancing at the top of the slope. Current guidance from Snowsports England is that the equipment used must be cleaned between groups using it, so before and after sessions. After the session can do with either a disinfectant spray, or to be fogged in the instructor room. This equipment to be set by a qualified course setter/freestyle coach (sessions dependant) as per a usual session, with added cleaning. The course setter/freestyle coach must be wearing gloves when setting the course, and clean hands before and after setting the course/equipment out. At the end of the session, equipment is to follow the same process as kit, with being fogged in a 6% Hydrogen Peroxide solution. Where this is not practical, with large freestyle toys, then a spray bottle of Hydrogen Peroxide solution is available. With coached sessions all other social distancing, hand hygiene and POMA lift rules, including face coverings apply. All coached sessions to be pre booked also to ensure control over numbers on the site. Coached sessions to be restricted by Gladstone booking system to ensure only those signed off for that session can book on.</p>	Instructors/Office Staff.	Ongoing	Z:\2. Health And Safety\2. Risk Assessments\2020\4.C ovid-19	01 January 2021
Staff, Instructors, Members	<p>Lessons - Snowsports England Instructor to learner ratios to be adhered to at all times. Currently stand at 1:5 as set out by the club (unless bubbles or household groups.) No more than 3 instructors to be on the nursery slope at any one time, with a maximum capacity of 15 on the 2 bays of the nursery slope. Instructors to plan and liaise prior to the session to establish coaching groups, and plan for the session to avoid creating potential hazards. Instructors to take responsibility for ensuring participants keep moving and are not creating a breach of social distancing on the slope, 2 metre markings on the sides of the slope to assist with this. Current guidance from Snowsports England is that the kit used must be thoroughly cleaned between persons using it. At the end of the session kit is to be fogged in a 6% Hydrogen Peroxide solution, as per kit hire protocol. With lessons all other social distancing, hand hygiene and traveller lift rules, including face coverings apply. All lessons to be pre booked also to ensure control over numbers on the site. Lessons sessions to be restricted by Gladstone booking system to ensure only those meant to be on the session can book on, ie beginners. Kit to be pre booked by customers so it can be ready for them before their session, and only minor tweaks needed before the session. At this time only group lessons for those over 12 will take place, due to physical support needed for those below this age.</p>	Instructors/Office Staff.	Ongoing	Z:\2. Health And Safety\2. Risk Assessments\2020\4.C ovid-19	01 January 2021

Staff, Instructors, Members	<p>Private Lessons - Same guidance as above applies, with regards to social distancing to all those outside of a household/support bubble, kit hire etc all applies. Private lessons are a maximum of 5 participants to 1 instructor, and can take place on the nursery or main slope dependent on ability. For those under 16 years old, parents/carers are being asked to dress appropriately for coming onto the slope and remain on site for the duration of the session, in case they are needed for assisting after falls or with any areas that may require being within 2 metres of the participant. Instructors will call for assistance when required, if not the parent/guardian will spectate from the area behind the barriers, to minimise risk. Instructors to adjust teaching technique for beginners, to ensure they maintain social distance.</p>	Instructors/Office Staff.	Ongoing	Z:\2. Health And Safety\2. Risk Assessments\2020\4.C ovid-19	01 January 2021
Staff, Any visitors	<p>Meetings - Face to face meetings with external individuals to be restricted as far as practical, club Zoom account to be preferred option. If it is essential that a face to face meeting is to take place, ensure hand hygiene protocols are followed, social distancing is maintained, and face coverings are worn.</p>	All staff	Ongoing	Z:\2. Health And Safety\2. Risk Assessments\2020\4.C ovid-19	01 January 2021
Staff, Customers, Volunteers, Contractors, Any visitors	<p>Bar and Catering Operations - All guidance from Gov.uk is followed. This includes, a one way system through the bar, separate takeaway and eat/drink in service. For takeaway, customers must keep their face covering on throughout, the bar point of service has a screen installed, and barriers in place around the rest of the bar, to ensure safety of staff and customers. Once served, customers take their items from the hatch, maintaining social distance and exit via the one way system, Staff to clean PDQ between customers, and have an enhanced cleaning schedule of all touch points in place. Gloves worn during all food prep, and tongs to give consumables over if needed, Staff to regularly clean hands using alcohol gel/soap and water. For customers eating in, tables numbered and set out with 2 metre social distancing in mind, with safe throughfare route. One way system in place, and maximum of 6 per table, and no mingling or interaction between tables. No service to be had from the bar, just table service only as per Government guidance, and customers to remain seated throughout. Once seated, customers can remove their mask, but must replace it before leaving. All tables, chairs and touchpoints to be part of an enhanced cleaning schedule, between customers too. Crockery and cutlery to be thoroughly cleaned at a high temperate between service. and glasses too. Disposable sachets of condiments/milk to be provided if needed, as opposed to communal areas to help yourself. All visitors to bar must check in using either NHS Test and Trace app, or papers records to be kept for 21 days if they do not have an app. Social distancing to be actively enforced by staff, to ensure no mixing of groups, rule of six to be adhered to at all times, and no movement of tables or chairs to be allowed. Under current Tier 2 regulations, no household mixing will be allowed inside the bar whilst Norfolk is under tier 2 restrictions.</p>	All staff	Ongoing	Z:\2. Health And Safety\2. Risk Assessments\2020\4.C ovid-19	01 January 2021

<p>Staff, Customers, Volunteers, Contractors, Any visitors</p>	<p>Face Coverings - To be worn by all visitors and staff in all public areas, including outside. No need to be worn within offices. Do not need to be medical grade masks, homemade masks, scarves, snoods will suffice. To be provided from the office for those that do not have them or forget them, but staff to be encouraged to bring their own. Staff to be educated on safe application and removal of masks, and signage up to reinforce this. Signage installed on approach to the building, email confirmation to include this rule sent to all customers so all customers are aware. Masks are to be sold at Reception in case members forget theirs. Breakout area provided for members to take off their masks and take on refreshments on the bottom of the nursery slope. They can also go here if they are feeling like they need some fresh air while training. Coaches/supervisors to look out for anybody who may need to be directed to the breakout area if they are tired. This is available at all times during the session, and supervisors to instruct customers on this prior to the session starting. For spectators, the field is a similar breakout zone. Face coverings are mandatory for all those aged 3 years old or over, all bookings to be made aware of this at the time of booking.</p>	<p>All staff</p>	<p>Ongoing</p>	<p>Z:\2. Health And Safety\2. Risk Assessments\2020\4.Covid-19</p>	<p>01 January 2021</p>
<p>Staff, Customers, Volunteers, Contractors, Any visitors</p>	<p>PPE - PPE to be provided for all tasks identified as needing them. This to include visors, gloves, aprons and face masks. There will be an adequate supply of PPE for this provided by the Club. Staff to be reminded that PPE does not replace the need for good hand hygiene regime.</p>	<p>Line Managers</p>	<p>Ongoing</p>	<p>Z:\2. Health And Safety\2. Risk Assessments\2020\4.Covid-19</p>	<p>01 January 2021</p>

<p>Staff, Customers, Volunteers, Contractors, Any visitors</p>	<p>Symptoms of Covid-19 - If any member of staff becomes unwell with any key symptoms of Covid-19, they will immediately be sent home and advised to follow the stay at home guidance, and to undergo a test as soon as possible. Line Manager to maintain contact with the affected staff member during this time, and advise/support as needed. If the affected individual cannot leave immediately due to lack of transport, then members of households will be called to collect, and the individual is to be advised to wait for collection outside of the building, while staying two metres apart from all other people. Once they have left, any equipment they have used will be cleaned with Clinell wipes, and recorded on F117. If the affected is a the member of staff has left the premises, a clean of their workstation/area will be carried out immediately, and an additional clean of all touchpoints. If a volunteer shows any symptoms, the same procedure will take place, including contact with that volunteer during the weeks after. If a customer falls ill, the same procedure is followed. All staff, volunteers and visitors to be made aware of symptoms by signage throughout the club, and of the test and trace system. All records of staff, instructors and customers are to be kept for a minimum of 21 days for test and trace purposes.</p>	<p>All staff</p>	<p>Ongoing</p>	<p>Z:\2. Health And Safety\2. Risk Assessments\2020\4.Covid-19</p>	<p>01 January 2021</p>
<p>Staff, Customers, Volunteers</p>	<p>Confirmed Case of Covid 19 - If contacted by PHE or NHS Test and Trace, assist them however we can, and follow their guidance and recommendations regarding actions. In all cases, a deep clean to take place, and the Club not reopened until this has happened. Records kept to identify who has been in the Club, if Test and Trace require, Club Manager is point of contact. From staff, all are encouraged to download and use the NHS Test and Trace and check in at work, by means of this, but rotas are kept. Check in QR code displayed in prominent locations on entrance to the building and bar to allow this to take place. If the positive case is a member of staff, close contacts to be identified and shift patterns established where necessary, and those members of staff may be advised to isolate too, dependant on PHE advice, which is to be followed at all times. Closing the business temporarily could be an option, dependant on factors including contact points, time of incubation etc.</p>	<p>All staff</p>	<p>Ongoing</p>	<p>Z:\2. Health And Safety\2. Risk Assessments\2020\4.Covid-19</p>	<p>01 January 2021</p>

	Staff, Customers, Volunteers	<p>First Aid - Guidance from HSE to be followed https://www.hse.gov.uk/coronavirus/first-aid-and-medicals/first-aid-certificate-coronavirus.htm When staff carry out first aid, it is to be carried out from a safe distance if possible, with talking to participants to establish injuries. If needed to be within 2 metres to carry it out, this can be done with appropriate PPE, visor, face covering, gloves. Then to follow hand washing/sanitisation protocol. If a casualty requires CPR, no rescue breaths are to be given as per guidance from HSE. Except in the case of infant/child, where rescue breaths are permitted, as described in a statement from the Resuscitation Council. Guidance displayed in prominent location in Reception and sent to all first aiders, staff and volunteers. https://www.resus.org.uk/media/statements/resuscitation-council-uk-statements-on-covid-19-coronavirus-cpr-and-resuscitation/covid-community/ Helmets to be worn by all on sessions, in order to attempt to prevent serious head injuries and the first aid requirements.</p>	All staff	Ongoing	Z:\2. Health And Safety\2. Risk Assessments\2020\4.Covid-19	01 January 2021
	Staff/volunteers	<p>Staff/Volunteer Training - All staff before upon return to work to undergo a Covid induction to their role, to ensure they know the Clubs new procedures and are competent in the operations. All slope supervisor volunteers to attend a training session and be signed off prior to return to volunteering. When other volunteers return, they will be sent all the risk assessments and procedures so they are competent too. Risk assessment to be published on the website so staff/volunteers/customers can read as needed.</p>	Management Team	Ongoing	Z:\2. Health And Safety\2. Risk Assessments\2020\4.Covid-19	01 January 2021
	Staff, volunteers, customers, all visitors	<p>Smoking - Entire site to be a non smoking facility, to ensure users are not walking towards smoking areas and not following the one way system.</p>	Management Team	Ongoing	Z:\2. Health And Safety\2. Risk Assessments\2020\4.Covid-19	01 January 2021

		Staff, visitors, customers	<p>Snowsports England Courses held at NSC - Snowsports England guidance to be followed at all times, and procedures updated as this guidance changes.</p> <p>Following max numbers of 1 assessor to 15 candidates, the IP room to be set out to maintain social distancing. Hand sanitiser to be provided on entrance/exit to room. Minimum of 2 metres between desks, each participant to be given their own desk for the duration of the course, and asked to bring their own lunch and pens. Each participant to have their own resource pack, to avoid contamination. Back staircase and stairs to be used to create a 'bubble' for the group, and avoid the need to navigate the one way system in the rest of the club. When on main slope, to be accommodated with the rest of the open practice sessions, numbers limited to allow for this and stick to max capacities. Regular hand washing and good hand hygiene to be promoted. All participants to wear a face covering at all times on site, except when eating.</p>	All staff + Snowsports England Assessor	Ongoing	Z:\2. Health And Safety\2. Risk Assessments\2020\4.Covid-19	01 January 2021
2	Staff Mental Health due to Covid-19	Staff/Volunteers	<p>Mental Health - Management team to promote mental health and wellbeing support to staff and volunteers during the Covid-19 outbreak and beyond. To promote use of the below resource to staff and have regular chats with staff to ensure they are coping.</p> <p>https://www.mind.org.uk/information-support/coronavirus/coping-as-a-key-worker/</p>	Management Team	Ongoing	Z:\2. Health And Safety\2. Risk Assessments\2020\4.Covid-19 and MIND website	01 January 2021
		Staff/Volunteers	<p>Staff/volunteers feeling pressured to attend - Symptoms and self isolation guidelines to be made clear to staff, and expectations to follow them clear. Staff and volunteers to be made aware that it will not negatively impact Club/other staffs opinion of them, and we would rather the guidelines are followed.</p>	Management Team	Ongoing	Z:\2. Health And Safety\2. Risk Assessments\2020\4.Covid-19	01 January 2021
3	Vulnerable Staff'	Staff	<p>Staff who have pre existing conditions to be allowed to work, but not asked to do any duties which may involve them coming into close contact with members/customers. This may include first aid, bootfitting, or enforcing social distancing outside. These members of staff can carry out office based roles, serve customers behind the reception desk, and carry out maintenance duties when these are outside and social distancing measures can be implemented. These staff will be able to talk to management to ensure that we are aware of their condition, and increased risk, and discuss their roles individually.</p>	Club Manager	Prior to return to work and ongoing during Covid	Z:\2. Health And Safety\2. Risk Assessments\2020\4.Covid-19 and Staff Personnel Files in Managers Office	01 January 2021

4	Changes in guidelines/operations	Staff, volunteers, customers, all visitors	As guidance changes, and as we operate, NSC will dynamically risk assess all activities as we go. This risk assessment will be updated and amended as necessary. NSC management and directors will constantly review the guidelines and monitor staff and customer feedback to ensure we are following best practice and adapting to any changes. Norfolk Snowsports Club will also react to any local tier changes, or any national restrictions that may come back into force.	Club Manager	Ongoing	Z:\2. Health And Safety\2. Risk Assessments\2020\4.Covid-19	01 January 2021
4	Changes in Tiered system	Staff, volunteers, customers, all visitors	Norfolk Snowsports Club will adapt the risk assessment and activities as the tier guidance changes and react to whichever tier the region is placed in.	Club Manager	Ongoing	Z:\2. Health And Safety\2. Risk Assessments\2020\4.Covid-19	01 January 2021
	Guidance Relevant to this Risk Assessment		https://www.gov.uk/government/publications/covid-19-decontamination-in-non-https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/shops-and-branches https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/the-visitor-economy#shops-5-1 https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/the-https://www.snowsportengland.org.uk/wp-content/uploads/2020/06/Guidance-facilities-june1-1.pdf https://www.snowsportengland.org.uk/wp-content/uploads/2020/06/Health-and-Safety-Guidance.pdf https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/restaurants-offering-takeaway-or-delivery	N/A			

Completed by:	Matt Brooks	Date:	Dec-20
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General Manager Name:	Matt Brooks	Date:	Dec-20