

Oxfordshire Outdoors
Generic Risk Management Record Including Covid Safe Measures

Risk Benefits	Understanding how to interact with others, incorporate social distancing, developing confidence, increasing personal health, independence, empathy, resilience and wellbeing. Being outdoors connecting with the environment, friends and self. Being on a residential school trip.
Generic Potential hazards	Preventative Measures
<ul style="list-style-type: none"> • Slips and falls 	<ul style="list-style-type: none"> • Appropriate footwear to be worn; teaching; group management; clear communication and observation • Students briefed carefully as to the nature and specific requirements of the activity and the venues used.
<ul style="list-style-type: none"> • Loss, failure, incorrect or inappropriate use of equipment 	<ul style="list-style-type: none"> • All group members to wear appropriate and correctly fitted equipment • Students trained in correct use of equipment and approved systems. Continuous visual inspection of equipment - removing defective items where necessary
<ul style="list-style-type: none"> • Inadequate or inappropriate personal clothing 	<ul style="list-style-type: none"> • Appropriate clothing to be worn (according to conditions) and checked for possibility of entanglement
<ul style="list-style-type: none"> • Extreme weather conditions - sudden changes 	<ul style="list-style-type: none"> • Staff selection of appropriate routes; knowledge of how to deal with situation • Appropriate measures relating to change
<ul style="list-style-type: none"> • Group inability to respond to an emergency 	<ul style="list-style-type: none"> • Group briefed on any additional procedures
<ul style="list-style-type: none"> • Loss of communication or effective supervision 	<ul style="list-style-type: none"> • Tutor must have a method of effective communication for all participants
<ul style="list-style-type: none"> • Tutor incapacitation 	<ul style="list-style-type: none"> • Group briefed on emergency procedure; location of means of raising communication; e.g. minibus keys; safe escape route, mobile phone. •

Covid-19 issues	Arrangements
<ul style="list-style-type: none"> Implementation of Covid secure working practices 	<ul style="list-style-type: none"> Staff aware of Covid secure operating measures and this is also shared with visiting courses All participants will receive guidance on Covid safety measures. Course inductions will include what Covid secure measures are in place and incorporate the needs and Covid safe measures that are in place in school Thorough briefings will be given to all participants upon arrival to the Centre or other venue as part of the induction and introduction
<ul style="list-style-type: none"> Social Distancing 	<ul style="list-style-type: none"> Adhere to government guidance maintain distance indoors and ventilated Most group briefings will take place outside or in well ventilated/spaced areas Only the Tutor/(s) responsible for the group will interact with that group during the activity Participants will be appropriately distanced whilst undertaking activity Participants will be shown how to conduct elements of activity with correct distancing as required
<ul style="list-style-type: none"> Transmission between pupils 	<ul style="list-style-type: none"> Pupils can be spaced apart for activity in line with current guidance and any practises utilised at school eg pupils stay in the same bubble Briefing and demonstrations showing how activities can be done without touching each other Hand hygiene measures Briefing groups in outdoor spaces or well ventilated spaces when possible, maintaining distance
<ul style="list-style-type: none"> Pupil – staff – pupil transmission 	<ul style="list-style-type: none"> If any adult support is needed then it should only be with the member of staff with that group – that is school staff they have already worked with and been in contact with.
<ul style="list-style-type: none"> Personal Hygiene 	<ul style="list-style-type: none"> All staff will wash hands upon arriving at work, and continue to do so at regular intervals throughout the day. Visitors to the site are also asked to wash hands upon arrival and at regular intervals throughout the day Where hand washing facilities are not readily available, Hand sanitiser will be used as an alternative eg on off-site activities Participants are asked to bring their own hand sanitizer with them Participants bring own drink bottles and lunchboxes (if needed)
<ul style="list-style-type: none"> Activity Equipment transmission 	<ul style="list-style-type: none"> To follow the most recent national guidance on multiple group use. Use approved Covid secure cleaning products when required

	<ul style="list-style-type: none"> • Cleaning hands after use
<ul style="list-style-type: none"> • Clothing and PPE transmission 	<ul style="list-style-type: none"> • Where possible, pupils and staff are issued with waterproofs etc for the duration of the activity/course or can use their own • PPE such as harnesses, helmets and buoyancy aids to be cleaned between each different bubble. Use in accordance with the national guidance and use Covid secure products and follow manufacturers use of PPE guidance
<ul style="list-style-type: none"> • Peer physical support and spotting 	<ul style="list-style-type: none"> • Can take place in accordance with current risk management plan in their activity group or bubble (demonstration first)
<ul style="list-style-type: none"> • Staff - pupil spotting 	<ul style="list-style-type: none"> • Tutor to ensure this is kept at a minimum and intervene only when absolutely necessary • Where possible pupils or visiting members of staff to support and spot each other – this would be demonstrated as part of the activity briefing
<ul style="list-style-type: none"> • Rescue situations 	<ul style="list-style-type: none"> • For situations such as a capsized in a canoe or in a climbing context then help in accordance with risk management plan if required.
<ul style="list-style-type: none"> • Food & Drink 	<ul style="list-style-type: none"> • For day activities all staff and participants will provide their own lunch, snacks and drinks. • For residential groups packed lunches will be issued to the group bubble, visiting staff form that bubble to assist distribution/issue of food as appropriate • Dining areas organised in accordance with recent guidance issued – eg staying within the group social bubble.
<ul style="list-style-type: none"> • Health / illness 	<ul style="list-style-type: none"> • Centre staff will report to work only if they are symptom free. • Parents/carers will have signed a permission /medical form to be handed in on the day of attendance agreeing that their child is currently healthy and showing no symptoms. • Should a member of staff or participant fall ill during the day, then they will be removed from the group, isolated and sent home as soon as possible. All staff and parents/carers will then be notified • Any pupils or visiting staff who get symptoms whilst at the centre should return home, arrangements for this should be put in place by school and parents before the visit.
<ul style="list-style-type: none"> • Group organisation 	<ul style="list-style-type: none"> • Consider phased group activity start times to get access to activity equipment • Maximum group size to reflect the most up to date guidance • Utilise the school bubble in the centre setting
<ul style="list-style-type: none"> • Accommodation 	<ul style="list-style-type: none"> • Dorm allocation in consultation with schools in a bubble and to follow national guidance

	<ul style="list-style-type: none"> • All other aspects of accommodation to follow national guidance • Single school use per unit of accommodation • Allocate showers/dorms/bathrooms in accordance with the group bubble. • Allocate a designated room and bathroom to anyone who is having to isolate/showing symptoms
• Minibus Use	<ul style="list-style-type: none"> • Driver/tutor only in the front, use ventilation, staff and pupils at rear of bus, keep seats behind driver free if possible – use for kit. • Wear face masks unless exempt
• Use of shared outdoor activity venues	<ul style="list-style-type: none"> • Maintain distance from other groups. Use space/pass other groups swiftly. • When using any public toilet facilities pupils from the same bubble can go together – but use when no one else is using them. Clean hands after use. Utilise school Covid secure measures as required.
Site specific information	
<p>Cleaning catering and maintenance Risk assessments for Oxfordshire Outdoors staff are in place. Cleaning and maintenance tasks will be carried out when visitors – staff or pupil are not in the buildings and out on activities. Any external visitors or those carrying out works are by arrangement only and are to be done when groups are not in the buildings.</p>	