

Covid Risk Assessment – The Mark Scott Leadership for Life Award

The following guidance has been produced by the Mark Scott leadership for Life Award in conjunction with The Outward Bound Trust's COVID-19 screening – Participants, VS, Visitors and Contractors policy which can be found on the Mark Scott Leadership for Life Award website. The COVID-19 pandemic has imposed necessary restrictions on meeting in groups, residential trips and working within the local community which requires the Award to be delivered differently this year. However, we recognise the benefit the Award has on those who take part and we are wanting to make it accessible and as safe as possible. To that end we have produced the following information.

Applying

Attending meetings, project delivery and activity days can put participants or people close to them at risk. These questions are designed for participants to consider themselves and others before applying to take part.

- Are you/they vulnerable in any way?
- Do you/they fall into any of the high-risk categories i.e. cancer/severe respiratory conditions?
- Have you/they received a shielding letter?
- Are they over 70 years of age?
- Are you/they taking medication for an auto-immune condition?
- Do you/they have a chronic Renal/Heart/Respiratory/liver Or Neurological condition i.e. asthma, COPD, diabetes?
- Are you/they pregnant?

If there are any questions about the above, please do not hesitate to get in touch with the Leadership for Life Team or your school champion to speak about any issues.

Taking Part

We are putting in processes to keep every participant, their families, any partners we work with and our staff safe from Coronavirus and limit the spread of the infection. We will ask every participant to answer the following questions before attending every meeting, we also need to advise them that it is part of their civic responsibility to inform us about any changes to their circumstances.

- Are you unwell?
- Do you have a fever?
- Do you have a new persistent cough?
- Have you experienced a loss of, or change in, your normal sense of smell or taste?

If the answer is yes to any of these questions we will ask the person/people affected to please seek advice from [NHS Inform](#) and not attend any meetings. Test and Protect is Scotland's approach to preventing the spread of the virus so participants will need to advise their project co-ordinator of their situation after their NHS Inform consultation at the earliest possible moment and to self-isolate if necessary. This will not stop them from taking part in the Award and we can still work with them on-line if they are self-isolating.

Control Procedures

The disease is spread from person to person through small droplets from the nose or mouth, which are spread when a person with Covid-19 coughs or exhales. These droplets land on objects and surfaces around the person. Other people then catch Covid-19 by touching these objects or surfaces, then touching their eyes, nose, or mouth. People can also catch Covid-19 if they inhale droplets from a person with Covid-19 who coughs out or exhales droplets. To stop the spread of the disease each time the group meet as part of the Award they will need to follow infection control procedures

- Arrange suitable venue with support from a project coordinator
- Check to make sure its large enough for 2m social distancing
- Arrive individually
- **On arrival:**
 - Ask the screening questions prior to start of meeting
 - Anyone with symptoms of Covid will be sent home, this will not remove them from the Award
 - Take a register for purposes of track and trace
 - Wipe down all surfaces before meetings start
 - Wash hands and/or use hand sanitiser
 - Ensure participants have PPE available
 - 2m distancing observed at all times
 - No food to be consumed during the meeting
 - One person to visit toilet at a time
 - Everyone to bring their own resources PC, notebooks, pens etc.
- **On Departure**
 - We will dispose of any rubbish responsibly
 - Surfaces will be cleaned down prior to departure
 - Wash hands or use hand sanitiser before departure.
 - Team are to leave meeting separately

Covid 19 Risk Assessment (Updated 2.6.20)
Excerpt from Safety Rules and Risk Management Systems ISOD-7-69

As we learn more about this virus, guidance may be updated. See government sources for the latest detailed advice at <https://www.gov.uk/coronavirus>.

Hazard / Risk	Action Required / Control Measures
Contracting or transmitting Covid 19	
Process or location:	
Planning to attend work or a course	<p>Staff or course participants who are advised to stay at home under existing government guidance (including test & trace) must not physically come to work or attend a course. This includes those shielding clinically extremely vulnerable people.</p> <p>Anyone shielding a clinically vulnerable person must discuss this with a manager and make a specific risk assessment.</p> <p>Staff should work from home if they can. (Follow HSE Display Screen Equipment guidelines https://www.hse.gov.uk/pubns/indg36.htm#).</p>
Staying safe outside your home	<p>Keep your distance, currently 2m, from people outside your household.</p> <p>Keep your hands and face as clean as possible.</p> <p>Avoid standing face to face with people from outside your household.</p> <p>Minimise the number of people you spend time with at work and avoid crowds.</p> <p>If you have to travel think about how and when.</p> <p>Wash your clothes regularly.</p> <p>Keep indoor places well ventilated.</p> <p>Wear a face covering in enclosed spaces and where 2m is not possible.</p>
General work / Office environment	<p>Maintain 2m social distancing wherever possible, including while arriving at and departing from work, while in work, and when travelling.</p> <p>Wash hands on arrival and at regular times throughout the day.</p> <p>Clean doors, handles, handrails, switches, and all touched surfaces regularly.</p> <p>Keep the time spent close to other people as short as possible.</p> <p>Use screens or barriers to separate people from each other</p> <p>Work back-to-back or side-to-side (rather than face-to-face).</p> <p>Use floor marks to help people keep to a 2m distance</p>

	<p>Reduce the number of people each person has contact with by spatial zoning or staggered timings.</p> <p>Use markings and introducing one-way flow at entry and exit points.</p> <p>Provide handwashing facilities, (or hand sanitiser), at entry and exit points.</p> <p>Provide tissues and lined pedal bins in indoor areas.</p> <p>Use remote working methods to avoid in-person meetings.</p> <p>Avoid use of 'hot desking' and spaces and, where this is not possible, clean, and sanitise workstations and shared equipment between different occupants.</p>
Travel / Transport	<p>Limit passenger numbers in vehicles, following latest government guidance.</p> <p>Keep the vehicle clean to prevent transmission from surfaces.</p> <p>In Scotland:</p> <ul style="list-style-type: none"> • face coverings must be worn on vehicles and vessels. • 1 metre social distancing on vehicles and vessels is permitted.
Our Centres, including Indoor and Outdoor work with young people	<p>Manage occupancy levels to enable social distancing.</p> <p>Consideration of reduced operating ratios.</p> <p>Hold meetings outdoors or in well-ventilated rooms.</p> <p>Encourage social distancing in common areas.</p> <p>Practice regular continued thorough handwashing and good respiratory hygiene.</p> <p>Keep to the same seats in vehicles, boats and indoors.</p> <p>Carefully plan adventures considering access, congestion, and rescue.</p> <p>Follow activity specific NGB guidelines and Trust procedures.</p> <p>Clothing & Equipment (including PPE) should be allocated to one person for the duration of the course, stored appropriately and cleaned and / or isolated for 72 hours between courses.</p> <p>All course participants will be medically screened on arrival at the centre prior to starting their course. For medical screening information refer to the following document 'Operational Guidelines in response to Covid-19' ISOD-7-7336.</p>
Getting close to provide support, safety, rescues or first aid.	<p>If time allows, cover your faces then wear gloves.</p> <p>Work side to side and move away as soon as possible.</p> <p>If necessary, remove gloves, change your outer clothing, uncover face.</p> <p>Use face masks for EAR (Expired Air Resuscitation).</p>
Catering & Hospitality	<p>Maintain social distancing and reduce contact where possible in kitchens and other food preparation areas.</p> <p>Ensure the highest hygiene standards are operated in kitchen areas.</p>

Cleaning	<p>Keep the workplace clean and focus on preventing transmission by not touching contaminated surfaces.</p> <p>Minimise the risk of transmission in changing rooms and showers.</p> <p>If you are cleaning after a known or suspected case of COVID-19 then you should refer to https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings</p>
Facilities	<p>Keep the workplace clean and prevent transmission by not touching contaminated surfaces</p> <p>Sanitise all hand tools, controls, and equipment after use.</p> <p>Consider the management of deliveries and contractors on site.</p> <p>Clear workspaces and remove waste and belongings from the work area at the end of shift.</p>
Post attending work or a course	<p>Staff or course participants that develop symptoms in the 7 days after a course must follow test & trace procedures and inform the centre as soon as possible.</p> <p>The centre will keep contact details of all course participants and associated staff readily to hand for at least 7 days after a course and will inform them to self-isolate if they have had significant contact with an infected person.</p>
	MSLFA Specific
MSLFLA Teams meeting inside	<p>Consider the use of online meetings if appropriate</p> <p>If meetings are arranged for inside:</p> <p>Find and contact potential venue before meeting</p> <p>Ask for sole use of meeting area</p> <p>Confirm venue suitability using general work/office environment guidance above</p> <p>All participants and staff to bring their own resources for session i.e. pens, paper, iPad/computer</p> <p>Participants are asked not to bring food to meetings, protocols will be in place for longer days when lunch will be needed</p> <p>Toileting protocols are to be checked at each venue and participants are asked to follow government guidance for using public toilets</p>
MSLFA teams meeting outside	<p>Consider the use of online meetings if appropriate</p> <p>If meetings are arranged for outside:</p> <p>All participants and staff to bring their own resources for session i.e. pens, paper, iPad/computer unless specialist kit needed. Follow protocol for using and cleaning down</p>

	<p>Participants are asked not to bring food; protocols will be in place for longer days when lunch will be needed</p> <p>Toilets unlikely to be available, participants will be made aware of this in advance</p> <p>Suitable clothing must be worn for the environment in which the meetings are held</p> <p>Consider the public and their effect on the team</p> <p>Take prevailing weather conditions into account when speaking with groups</p>
Working with Project agencies	<p>As above, plus</p> <p>Arrangements in place with project agency for toileting, eating and project work.</p> <p>Ask the group to produce their own risk assessment for project delivery with guidance from their project coordinator</p> <p>Consider changing clothes and showering at the end of the day</p>
MSLFLA delivery team visiting each other's households	<p>Make prior arrangements to meet</p> <p>Identify drop off point for any shared resource</p> <p>Quarantine for 72 hours or</p> <p>Disinfect equipment</p> <p>Enter premises only if suitable</p> <p>Follow procedures above</p>
MSLFA participants using public transport	<p>Encourage participants to adhere to transport guidance</p> <p>Team members still enter venue individually</p>
Emergency transporting of MSLFLA participant in car	<p>Not permitted. Ask participant to phone parent/guardian or call for a taxi/use public transport.</p>

Appendix G: COVID-19 Screening Process & List of Related Documents

Medical Documents/Checks Pre and During Course	Completed by:
Standard Enrolment & Medical Form sent	Sent pre-course by OB to Clients/Visiting Staff/Participants
COVID-19 Safe at Outward Bound document	Sent pre-course by OB to Clients/Visiting Staff/Participants



COVID-19 Medical Screening Questionnaire (Appendix A).	On arrival at centre for Clients/Visiting Staff/Participants. Recorded electronically.
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Briefing of Participants (Appendix C).	On arrival at centre. Verbal Brief by Instructor.
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Log of In-Course Medical Symptom Checks (Appendix B)	For residential courses: this form is completed by the instructor from the first evening of the course, then twice daily.
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Physical Covid-19 Medical Check (Appendix F)	If it is suspected a person has Covid 19, a physical medical check is completed.
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Other Documents	
Record of Room Disinfection (Appendix D)	Form is completed by Centre staff.
Visual Checking of Adventure PPE (Appendix E)	Completed by Instructors. Visual check.