

COVID-19 – Risk Assessment

Lead by:
Tracy Johnson

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June 2021 (V2.3)

Next Review:
As advice changes

Introduction

The COVID-19 outbreak resulted in the 2020 Louise Smalley Challenge Walk being cancelled. If Government restrictions allow, we aim to run a challenge walk in June 2021. Whilst all participants are informed that they undertake this walk event at their own risk, this risk assessment process is being undertaken in order to examine the walk with regards to the safety of participants, support crew and friend & family supporters and to avoid the transmission of COVID-19 where ever possible. A copy of this risk assessment will be available on the Louise Smalley Walk website and will be available at the support hub on the day. This risk assessment is being undertaken by the Louise Smalley Walk Organising Group. There may be additional requirements in place set by the Whitwell Community Centre. These will be adhered to.

The LSW Organising Group have been holding virtual meetings to explore the feasibility of safely running the 40 mile challenge walk. The group have reached the decision to organise the 2021 walk but recognise the walk will need to be run significantly differently to previous years as we anticipate there is a likelihood that national government restrictions will still be in place. The following changes have been made to reduce transmission risks.

- The 40 miles will be split into six walks all setting off from and returning to Whitwell Community Centre. This provides much more space than the Royal Oak for walkers to start and end their walk.
- Whitwell Community Centre will be used as the support hub for the event. This negates the need for multiple support teams providing checkpoints along the route therefore avoids the need for vehicle use & sharing transport. This risk assessment will focus largely on how we use this centre to provide a Covid safe environment.
- Walkers will be requested to register and walk in groups of a minimum of 2 people up to a maximum of 6 people. A minimum of two people as this is an endurance event and we always request that people do not walk alone, a maximum of 6 people as this is in line with government guidance.
- Groups of walkers will be set off at different time intervals as opposed to all setting off at 04.00
- All walkers will ultimately cover the same miles but routes will be managed in different orders to try to avoid congestion along the route and at the support hub
- Family and friend supporters will be encouraged to support their walker along the route rather than at the end of the walk.
- The number of walk participants will be limited.

In line with the range of Government COVID-19 Guidance we must take precautions to limit the spread of COVID-19. We have identified the following situations in which the transmission of COVID-19 may occur

- LSW organising members meeting to organise the event
- Setting up the support centre on the Friday
- Walkers signing in on the Saturday
- Setting the walkers off from the centre
- Provision of food throughout the day
- Provision of water and other drinks throughout the day
- Storage of walker's personal belongings
- Use of toilet facilities
- Checking walkers in and out of the support hub throughout the day
- Provision of First aid
- Managing walkers who may retire before the completion of 40 miles
- Friends and family wishing to support their walker through the day
- Friends and family wishing to support their walker on their return to the support hub
- Tidying up the support hub on the Saturday/Sunday

This assessment seeks to make clear how we intend to limit transmission in these situations. The risk is based on the possibility of there being a member of the support team, a walker or a family/ friend supporter who may have the virus but may not be showing symptoms. The risk scoring is as follows:

Risk		
Low	Medium	High
Transmission is unlikely	Transmission is likely	Transmission is very likely

For information about COVID-19, we have referred to the following guidance:

- *Gov.uk/coronavirus – Guidance for employers and businesses on coronavirus (COVID-19)*
- *Gov.uk/coronavirus – Staying at home and away from others (social distancing)*
- *Working safely during COVID-19 series of guidance*
- <https://www.gov.uk/guidance/coronavirus-covid-19-grassroots-sports-guidance-for-safe-provision-including-team-sport-contact-combat-sport-and-organised-sport-events> (viewed on 07/06/2021)

Specific Risk Assessment & Control Methods

- This risk assessment will need to be active during the whole event. A delegated person will be responsible for overseeing the implementation as the event takes place.
- Any additional requirements specifically requested by the Community Centre Management Team will be implemented alongside this risk assessment.
- All support volunteers and participants will be asked not to attend the event if they have any Covid symptoms
- Any support volunteer or participant who develops symptoms during the event will be asked to leave immediately if they are able to, either walking or using their own transport to return to their home.
- All support walk volunteers will be required to wear hi vis vests when on duty so that they are clearly visible. This will also assist in highlighting should a member of the public, who should not be onsite during the event, enter the support hub. Hi vis vests will not be required to be worn by those volunteers working directly in the kitchen. The nominated kitchen supervisor will oversee volunteer access to and from this area.

Walk Capacity:

Contact and Trace information

Walk participants will be made aware that a register of all participants and their contact details will be kept. This will be destroyed in line with our usual data keeping procedures.

All support volunteers will be made aware that a record of all support crew and their contact details will be kept. This will also detail the times on site and the 'bubbles' in which they were part of throughout the event. This will be kept for 21 days after the event.

The delegated EMMS Lead will make aware and keep a record of all EMMS volunteers and their contact details, their times on site and the 'bubbles' in which they were part of throughout the event.

Hazard	Interaction	Risk	Control of Risk
<i>Specific</i>	<i>Who does it effect?</i>	<i>Low / Medium / High</i>	<i>Methods to reduce risk</i>
LSW organising members meeting to organise the event	LSW group members	Low	<ul style="list-style-type: none"> All meetings to be held via zoom whenever possible If it is necessary to hold a face to face meeting then the meeting to be held at Unit 1 warehouse with the roller shutter doors open to provide ventilation. Minimum participants as possible. Participants to sit 2m apart. Participants to take their own drinks.
Setting up the Support Centre on the Friday & Saturday	People nominated to set up	Medium	<ul style="list-style-type: none"> To determine the minimum number of people required to assist with setting up. Agree which people will be nominated to set up Plan tasks prior to the day so people are aware of what needs to be done and who will be completing each task. Assign a lead for setting up. This person to remind people on the day to keep 2m apart, observe good hand hygiene and wear a face mask where applicable, and to ensure physical distancing is maintained throughout. If two people are required to work together to complete a task and need to be closer than 2m then both to wear a face mask and to break tasks down to shorter time durations
Participants walking the route	Participants	Low	<ul style="list-style-type: none"> All participants will be provided with emailed information prior to the event. This will include their badge number and allocated route map, the map to be printed by the participant for their use on the day. They will also be informed of their specific time to arrive for registration, plus key information about the processes that will be in place to keep both walkers and support crew safe throughout the event. All participants will be required to carry a face mask and hand sanitiser. All participants will be reminded of their responsibility to maintain social distancing at all times and to follow support crew instructions. Participants will be required to attend the event ready to walk. Participants will be requested to have their number badge clearly displayed at all times. Participants will be asked to leave the centre as quickly as possible at the end of their walk to avoid congestion. Participants will be requested to ask family and friends to support them along the route rather than at the support centre. An optimal safe maximum number of walk participants is set at an initial limit of 84 by the walk organising group. This number will be kept under review.

			<ul style="list-style-type: none"> • Half of the walkers will be assigned to start on Route 1 while the other half will be assigned to start on Route 2- this will minimise congestion at the start of the walk.
Walkers registering indoors at the start of the walk	Walkers Support crew (maximum 4)	High	<ul style="list-style-type: none"> • A one way system will be established through the community centre starting at the entrance to the garden- where a marshal will tell walkers which entrance to use. There will also be written walk instructions, and signage will be in place. • Allocated marshal(s) will be at the entrance to the registration room to manage walkers through the one way system and to manage any queuing, give instructions etc. • Hand sanitising stations will be set up at the entrance to the building. • Registration times will be staggered at 10 minute intervals commencing at 3.45 am. Walkers instructed to attend registration at an allotted time. There will be no more than 12 walkers given the same allotted time. • Two registration tables will be available- one for Route 1 walkers and one for Route 2 walkers hence no more than 6 walkers at any one time will be queuing at each signing in table. • Registration tables will be set up to ensure appropriate distance is maintained between the two groups. Registration support crew (one at each table) will wear face masks throughout registration and will be required to wash/sanitise hands prior to walkers arriving. Walkers will collect their allocated numbered badge at registration. Walkers will be required to wear a face mask while ever they are inside the building. Walkers will be instructed to queue 2m apart. • Once registered, walkers will follow the one way system out of the building. A marshal will be posted at the exit to the room to ensure walkers follow the route out of the building. Walkers will commence their walk as soon as they leave the building. • The registration time will be recorded and used as the start time for those walkers who like to know how long it has taken to walk the entire route. This should encourage walkers not to congregate.
Provision of hot food during the day	Walkers and Support crew	High	<ul style="list-style-type: none"> • Due to access to the Whitwell Community Centre, certain support team members will be allocated to the kitchen to prepare hot food • These individuals will possess Food safety Certification level 2 • They will run the kitchen in line with HACCP principles. • There will be a maximum of 3 support team members in the kitchen at any one time. • Support team members will be required to wear face masks at all times. • There is a serving hatch from the kitchen into the main Bar area- this cannot be used as poses a risk of 'crowding' at peak times • They will prepare the usual breakfast fare and take the food to the support teams in the Car park and food will be kept warm (above 63 degrees) in Chaffing dishes. • These individuals will be in charge of temperature checking and restocking

			<ul style="list-style-type: none"> • Steve and Liz will discuss arrival times to ensure food is cooked as close to peak times as possible to ensure freshness and avoid waste • Further hot food may be provided later in the day in line with the above principles.
Serving of food throughout the day	Walkers and Support crew	High	<ul style="list-style-type: none"> • Members of the Support teams within the Car Park area will run 4 stations to which walkers will be sent in maximum number of 6 per station to avoiding crowding. • Walkers can ask for special diets in their admission paperwork and ask for specific food prior to leaving for each walk to receive upon their return. • Walkers are not encouraged to stand near the station and to avoid this they will be asked their food and drink needs and will be served by the support team members • Food will be restocked to the Teams in suitable quantities from the kitchen as there will be access to refrigerators and safe preparation of food in an appropriate setting and as above food will be prepared as close to service as possible. • The kitchen team will serve all foods in sealed units and take these to the stations as needed.
Provision of first aid/medical support	Walkers EMMS personnel	High	<ul style="list-style-type: none"> • First aid and medical care is being provided by EMMS. This organisation will be adhering to the National Ambulance Service Covid guidance and will have all necessary PPE supplies available to use during this event. • Minor first aid will be provided at an outside station. This can be accessed directly from the garden area as walkers enter the community centre grounds. A station will be set up in the games room should any walker require medical support beyond minor first aid. There is adequate space to set up a number of separate cubicles to provide privacy. The floor can easily be cleaned by EMMS personnel between walkers. • EMMS has a Covid risk assessment in place which is available to be viewed separately from this document.
Checking walkers in and out of the support hub throughout the day	Walkers Support crew	High	<p>The LSW has a long established procedure for checking in and checking out of walkers throughout the event so as the walk coordinator can track walkers progress through the day and to ensure that all walkers are accounted for.</p> <ul style="list-style-type: none"> • Allocated marshals will be in place to direct walkers and manage any queues. • Allocated 'check in' support crew will be located in the registration room to check walkers in. Face coverings to be worn by support crew. • All walkers will be requested to wear their allocated walk number in an easily visible place so that the support crew can see the number therefore the 2m physical distance can be maintained. Walkers will be required to wear a face covering while indoors. • Floor markings will be in place to remind all of the need to maintain the 2m distance. • A gazebo will be in place to provide shelter and shade for outdoor marshals. • Support crew members to keep their own pen i.e. not using the same pen as the previous person when beginning a shift in this role.

Rest areas for walkers	Walkers	Low	<ul style="list-style-type: none"> • All rest areas will be in designated outdoors spaces. • Plastic seats set at least 2m apart. • Allocated marshals will be in place to supervise this area
Storage of and access to walkers personal items	Walkers	Low	<p>Walkers will be able to leave a bag containing spare clothes, boots etc for use during the walk. This storage area will in the main hall as this can be easily accessed following each check in and will provide protection from inclement weather. All information relating to the storage of personal items will be provided prior to the event.</p> <ul style="list-style-type: none"> • Walkers will be informed that any items left will be completely at their own risk as the walk organisers cannot guarantee security for any items left. • Walker must bring items in one bag, clearly labelled with their name. • Walkers will be able to drop off their bag once they have registered for the walk (registration takes place in the same room). • Walkers will be encouraged to limit their access to their personal items to the minimum necessary. • An agreed maximum number of walkers and check in support crew will be in the hall at any one time and must keep at least 2m apart and wear a face mask. A notice will be in place to communicate this. • A screen will be set up in one area to provide privacy for changing clothes. Only one person to use this at any one time (unless they are from the same household) and a face mask must be worn. • A number of plastic chairs will be available for those changing boots. • If walkers are leaving food for their own consumption they will be responsible for ensuring the safe storage e.g. they may want to use a small cool bag etc.
Toilet facilities	Walkers Support crew	Medium	<ul style="list-style-type: none"> • Outside Portaloo's will be available at the Support hub. • Cleaning wipes will be available within each Portaloo. • Support crew will make regularly monitor to review cleanliness. • Walkers will carry their own hand sanitiser.
Family and friend spectators		Medium	<ul style="list-style-type: none"> • As much as we acknowledge that family and friends play an important part of the walk it is unlikely that we will be able to permit a large gathering of spectators at the centre. Family and friends will, instead, be encouraged to support their walker along the route rather than at the centre. • A designated space will be provided at the centre exit area to enable one family or one friend to meet and support their walker away from the centre if this is required e.g. walker requires support due to fatigue at the end of their walk

Tidying the support hub following the event		Medium	<ul style="list-style-type: none"> • A delegated lead will oversee the tidying away of equipment, ensuring that this is undertaken in a safe manner. • If there is any need to attend the centre on the Sunday then the minimum number of people required for the task, to be identified and nominated to attend.
Keeping areas clean	Walkers Support crew	Low	<ul style="list-style-type: none"> • All doors in use will be kept open for the duration of the event so has to minimise contact with door handles. • Any lights in use will be kept on for the duration to minimise contact with light switches. • Hand sanitiser stations are available at designated points. • Walkers and support crew have been requested to carry hand sanitiser with them. • The portaloos will have wipes available to clean the facilities. Support crew will regularly monitor the cleanliness. • The kitchen facilities will be cleaned after use in accordance with the requirements of the community centre.

