COVID-19 SNOWSPORT FACILITIES RISK ASSESSMENT AND ACTION PLAN – GENERIC GUIDE

PLEASE NOTE: This document has been produced as a guide to provide a framework for Snowsport centres in Wales to develop their own Covid-19 Risk Assessement and Action Plan that will facilitate resuming snowsports activities. It should be adapted to the specific needs of individual facilities.

The following Risk Assessment is drafted in response to the Covid-19 pandemic with the following objectives:

1. Prepare the business to re-open.
2. Operation of business during the national presence/threat of Covid-19.
3. Provide a safe working environment for employees.
4. Provide a safe environment for customers.
5. Adapt to changes following consultation with employees and as advised by Welsh Government.

It is intended that the Covid-19 Action plan will comprise of:

1. Risk assessment covering all aspects of facility operation.
2. Provision of equipment and notices giving clear guidance and advise to customers.
3. Provision of a Guide for Covid-19 Adapted Operating Protocol. (Facility Operators required to develop site specific protocol)

This risk assessment should be viewed in parallel with all existing standard operating procedures and training packs. Where appropriate control measures detailed in the Covid-19 Risk Assessment and Action Plan will supersede previous procedures.

The document is drafted with consideration to current Welsh Government, Health and Safety Executive and W.H.O advice which should be monitored and may be subject to change as the virus and operations develop.

Business Name:       Date of Risk Assessment:

The Hazard – Current information from The World Health Organisation

[**What is a coronavirus?**](https://www.who.int/emergencies/diseases/novel-coronavirus-2019/question-and-answers-hub/q-a-detail/q-a-coronaviruses)

Coronaviruses are a large family of viruses which may cause illness in animals or humans.  In humans, several coronaviruses are known to cause respiratory infections ranging from the common cold to more severe diseases such as Middle East Respiratory Syndrome (MERS) and Severe Acute Respiratory Syndrome (SARS). The most recently discovered coronavirus causes coronavirus disease COVID-19.

[**What are the symptoms of COVID-19?**](https://www.who.int/emergencies/diseases/novel-coronavirus-2019/question-and-answers-hub/q-a-detail/q-a-coronaviruses)

The most common symptoms of COVID-19 are fever, dry cough, and tiredness. Other symptoms that are less common and may affect some patients include aches and pains, nasal congestion, headache, conjunctivitis, sore throat, diarrhea, loss of taste or smell or a rash on skin or discoloration of fingers or toes. These symptoms are usually mild and begin gradually. Some people become infected but only have very mild symptoms.

[**How does COVID-19 spread?**](https://www.who.int/emergencies/diseases/novel-coronavirus-2019/question-and-answers-hub/q-a-detail/q-a-coronaviruses)

People can catch COVID-19 from others who have the virus. The disease spreads primarily from person to person through small droplets from the nose or mouth, which are expelled when a person with COVID-19 coughs, sneezes, or speaks. These droplets are relatively heavy, do not travel far and quickly sink to the ground. People can catch COVID-19 if they breathe in these droplets from a person infected with the virus.  This is why it is important to stay at least 1 meter) away from others. These droplets can land on objects and surfaces around the person such as tables, doorknobs and handrails.  People can become infectedby touching these objects or surfaces, then touching their eyes, nose or mouth.  This is why it is important to wash your hands regularly with soap and water or clean with alcohol-based hand rub.

[**How can we protect others and ourselves if we don't know who is infected?**](https://www.who.int/emergencies/diseases/novel-coronavirus-2019/question-and-answers-hub/q-a-detail/q-a-coronaviruses)

Practicing hand and respiratory hygiene is important at ALL times and is the best way to protect others and yourself~~.~~

When possible maintain at least a 1 metre distance between yourself and others. This is especially important if you are standing by someone who is coughing or sneezing.  Since some infected persons may not yet be exhibiting symptoms or their symptoms may be mild, maintaining a physical distance with everyone is a good idea if you are in an area where COVID-19 is circulating.

Note: At this time UK Government are recommending a 2-metre space to maintain social distancing.

[**How long does the virus survive on surfaces?**](https://www.who.int/emergencies/diseases/novel-coronavirus-2019/question-and-answers-hub/q-a-detail/q-a-coronaviruses)

The most important thing to know about coronavirus on surfaces is that they can easily be cleaned with common household disinfectants that will kill the virus. Studies have shown that the COVID-19 virus can survive for up to 72 hours on plastic and stainless steel, less than 4 hours on copper and less than 24 hours on cardboard. As always clean your hands with an alcohol-based hand rub or wash them with soap and water. Avoid touching your eyes, mouth, or nose.

Ref: World health Organisation. Official as at 20.05.2020

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As stated above, this document is to be used as a **guide** only to help develop a Covid-19 risk assessment suitable and specific to your facility.

COVID-19 RISK ASSESMENT FORM

**AREA/ACTIVITY:** Indoor Reception

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Who might be harmed?** | **Level of Risk (L/M/H)** | **Control measures (what action is necessary?)** | **Action by whom?** | **Action by when?** | **Action complete?** |
| Customer/Staff | M | **Customer/Staff Interface*** Marking out area with 2m spacing to guide social distancing
* Limit number of customers allowed in the building
* Appropriate PPA for staff
* Signage advising operational protocol
* Online information with regard to services available
* Provision of sanitise station
 |  |  |  |
| Staff | M | **Shared equipment – PC, telephone, tills*** Regular hand washing where sharing involved
* Provision of sanitise station
 |  |  |  |
| Customer/Staff | M | **Proximity queueing and working*** Staff guidance on distancing
* Provision of floor markings for queue
 |  |  |  |
| Customer/Staff | M | **Booking and payment*** Contactless payment only
* Online booking facility requesting name and contact detail
* Notice advising customers limit number of people coming inside to purchase activities
 |  |  |  |
| Customers | M | **Receipts*** Receipts on request only and sent electronically
 |  |  |  |

COVID-19 RISK ASSESMENT FORM

**AREA/ACTIVITY:** Equipment Hire

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Who might be harmed?** | **Level of Risk (L/M/H)** | **Control measures (what action is necessary?)** | **Action by whom?** | **Action by when?** | **Action complete?** |
| Customer/Staff | M | **Kit issue*** Skis / Boards sanitised after each use
* Helmets – users own use only
* Poles – removed from use
* Boots – Sanitised according to agreed guidelines
 |  |  |  |
| Customer/Staff | M | **Kit return*** Return area – clearly marked
 |  |  |  |

COVID-19 RISK ASSESMENT FORM

AREA/ACTIVITY: Provision of Toilets

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Who might be harmed?** | **Level of Risk (L/M/H)** | **Control measures (what action is necessary?)** | **Action by whom?** | **Action by when?** | **Action complete?** |
| Customer/Staff | M | * Customers advised to use own facilities prior to attendance
* Toilets/surfaces cleaned/sanitised at regular intervals
* Hand Wash Guides prominently posted
* Provision of paper towels
* One in, one out
* Signage advising operational protocol
 |  |  |  |

COVID-19 RISK ASSESMENT FORM

AREA/ACTIVITY: Office Area

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Who might be harmed?** | **Level of Risk (L/M/H)** | **Control measures (what action is necessary?)** | **Action by whom?** | **Action by when?** | **Action complete?** |
| Staff | M | * Touch points and surfaces sanitized prior to each-personal use
* Limit capacity per room dependent on size to maintain social distance
* Provision of hand sanitizer/wipes due to proximity from hand wash facility
* Larger gatherings – outside/spaced
 |  |  |  |

COVID-19 RISK ASSESMENT FORM

AREA/ACTIVITY: Car Park

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Who might be harmed?** | **Level of Risk (L/M/H)** | **Control measures (what action is necessary?)** | **Action by whom?** | **Action by when?** | **Action complete?** |
| Customers/Staff | L | **Use of Car Park*** Customer alertness
* Distancing notices posted
 |  |  |  |

COVID-19 RISK ASSESMENT FORM

AREA/ACTIVITY: Instructors Changing Room

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Who might be harmed?** | **Level of Risk (L/M/H)** | **Control measures (what action is necessary?)** | **Action by whom?** | **Action by when?** | **Action complete?** |
| Staff | M | **Use of instructor changing facilities*** Limit numbers
* Regular sanitizing of surfaces
 |  |  |  |

COVID-19 RISK ASSESMENT FORM

AREA/ACTIVITY: Customer Changing Area

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Who might be harmed?** | **Level of Risk (L/M/H)** | **Control measures (what action is necessary?)** | **Action by whom?** | **Action by when?** | **Action complete?** |
| Customers | M | **Use of changing area*** Marking out area with 2m spacing to guide social distancing
* Distancing notices posted
* Limit numbers
* Where possible advise customers to kit up outside
* Regular sanitising of surfaces
 |  |  |  |

COVID-19 RISK ASSESMENT FORM

AREA/ACTIVITY: Main Slope

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Who might be harmed?** | **Level of Risk (L/M/H)** | **Control measures (what action is necessary?)** | **Action by whom?** | **Action by when?** | **Action complete?** |
| Customer/Staff | L | **Use of main slope*** Entrance / Exits to slope marked.
* Own gloves must be worn
* Own helmets must be worn (if required)
* Facemasks (if advised)
* Notices advising of hazards (Poma lifts/ rails)
* Hand wash advisory notices
* Social distancing notice at entrance to slope.
 |  |  |  |
| Customer/Staff | M | **Use of lifts*** Notice at lift: Emphasising not to contact face with hands
* Social distancing notice
* 2m marked queuing space
* Lifts distanced to allow as appropriate
 |  |  |  |
| Customer/Staff | L | **Misting System*** UV light/filters
 |  |  |  |

COVID-19 RISK ASSESMENT FORM

AREA/ACTIVITY: Nursery Slope

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Who might be harmed?** | **Level of Risk (L/M/H)** | **Control measures (what action is necessary?)** | **Action by whom?** | **Action by when?** | **Action complete?** |
| Customer/Staff | L | **Use of nursery slope*** Entrance / Exits to slope marked.
* Own gloves must be worn
* Own helmets must be worn (if required)
* Facemasks (if advised)
* Notices advising of hazards (Poma lifts/ rails)
* Hand wash advisory notices
* Social distancing notice at entrance to slope.
* Social distancing managed by instructor
 |  |  |  |
| Customer/Staff | L | **Misting System*** UV light/filters
 |  |  |  |

COVID-19 RISK ASSESMENT FORM

AREA/ACTIVITY: Internal/External Walkways

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Who might be harmed?** | **Level of Risk (L/M/H)** | **Control measures (what action is necessary?)** | **Action by whom?** | **Action by when?** | **Action complete?** |
| Customer/Staff | M | **Inside and outside premises*** Flow plans
* Provision of directional arrows
* Pinch-points identified and Cautions signs posted
* Barriers used where appropriate
* Doors open (see fire risk)
 |  |  |  |

COVID-19 RISK ASSESMENT FORM

AREA/ACTIVITY: Store Rooms

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Who might be harmed?** | **Level of Risk (L/M/H)** | **Control measures (what action is necessary?)** | **Action by whom?** | **Action by when?** | **Action complete?** |
| Staff | M | * Limit use
* Limit staff numbers
* Regular Sanitising touch points/surfaces
* Staff regular handwashes
 |  |  |  |

COVID-19 RISK ASSESMENT FORM

AREA/ACTIVITY: First Aid Room

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Who might be harmed?** | **Level of Risk (L/M/H)** | **Control measures (what action is necessary?)** | **Action by whom?** | **Action by when?** | **Action complete?** |
| Staff/customer | M/H | * Use limited to essential only – first aider/injured
* Advise off site medical where possible
* Provision of: CE disposable aprons, CE Face guards, CE disposable gloves
 |  |  |  |

COVID-19 RISK ASSESMENT FORM

AREA/ACTIVITY: Outdoor Patio Areas

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Who might be harmed?** | **Level of Risk (L/M/H)** | **Control measures (what action is necessary?)** | **Action by whom?** | **Action by when?** | **Action complete?** |
| Customers/Staff | L | * Social distancing notice displayed
* Limit numbers on site
 |  |  |  |

COVID-19 RISK ASSESMENT FORM

AREA/ACTIVITY: External Public Areas

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Who might be harmed?** | **Level of Risk (L/M/H)** | **Control measures (what action is necessary?)** | **Action by whom?** | **Action by when?** | **Action complete?** |
| Customers/Staff | L | * Social distancing notice displayed
* Limit numbers on site
 |  |  |  |

COVID-19 RISK ASSESMENT FORM

AREA/ACTIVITY: Timing Huts

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Who might be harmed?** | **Level of Risk (L/M/H)** | **Control measures (what action is necessary?)** | **Action by whom?** | **Action by when?** | **Action complete?** |
| Customers/Staff | M | * Social distancing notice displayed
* Limit numbers in Hut
* Hand sanitizer available
* Equipment used to be sanitised before and after use
* Surfaces cleaned/sanitised before and after use
* Not possible until we enter Amber/Green Phase
 |  |  |  |

COVID-19 RISK ASSESMENT FORM

AREA/ACTIVITY: Workshop

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Who might be harmed?** | **Level of Risk (L/M/H)** | **Control measures (what action is necessary?)** | **Action by whom?** | **Action by when?** | **Action complete?** |
| Staff | M | * Limit number of staff
* Equipment used to be sanitised before and after use
* Surfaces cleaned/sanitised before and after use
 |  |  |  |

COVID-19 RISK ASSESMENT FORM

AREA/ACTIVITY: Kitchen/Staff Room

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Who might be harmed?** | **Level of Risk (L/M/H)** | **Control measures (what action is necessary?)** | **Action by whom?** | **Action by when?** | **Action complete?** |
| Staff | M | * Limit number of staff
* Staff to use own crockery etc...
* Staff to sanitise kitchen equipment used before and after use
* Hand Sanitiser available
 |  |  |  |

COVID-19 RISK ASSESMENT FORM

AREA/ACTIVITY: Ski Lessons

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Who might be harmed?** | **Level of Risk (L/M/H)** | **Control measures (what action is necessary?)** | **Action by whom?** | **Action by when?** | **Action complete?** |
| Customer/Instructor | L | **Ski Lesson (Beginner)*** Operator make policy re maximum group sizes
* Brief to include C-19 measures: gloves, kit, avoid touching own face, surfaces to avoid, hand washing
* Maintain social distancing with client
* Teach client how to stand after a fall without assistance (removal of binding)
* Emphasis on slow ascent/progression to minimise fall occurrences.
 |  |  |  |
| Customer/Instructor | L | **Ski Lesson (Int-Advanced – lift user)*** Operator make policy re maximum group sizes
* Brief to include C-19 measures: gloves, kit, avoid touching own face as lift not sanitized after each use, surfaces to avoid, hand washing
* Maintain social distancing with client
* Check client understands how to stand after a fall without assistance (removal of binding).
 |  |  |  |

COVID-19 RISK ASSESMENT FORM

AREA/ACTIVITY: Snowboard Lessons

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Who might be harmed?** | **Level of Risk (L/M/H)** | **Control measures (what action is necessary?)** | **Action by whom?** | **Action by when?** | **Action complete?** |
| Customer/Instructor | L | **Snowboard Lesson (Beginner)*** Operator make policy re maximum group sizes
* Brief to include C-19 measures: gloves, kit, avoid touching own face, surfaces to avoid, hand washing
* Maintain social distancing with client
* Teach client how to stand after a fall without assistance (removal of binding)
* Emphasis on slow ascent/progression to minimise fall occurrences.
 |  |  |  |
| Customer/Instructor | L | **Snowboard Lesson (Int-Advanced – lift user)*** Operator make policy re maximum group sizes
* to include C-19 measures: gloves, kit, avoid touching own face as lift not sanitized after each use, surfaces to avoid, hand washing
* Maintain social distancing with client
* Check client understands how to stand after a fall without assistance (removal of binding).
 |  |  |  |

COVID-19 RISK ASSESMENT FORM

AREA/ACTIVITY: Tubing

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Who might be harmed?** | **Level of Risk (L/M/H)** | **Control measures (what action is necessary?)** | **Action by whom?** | **Action by when?** | **Action complete?** |
| Customer | M | **Waiting for session to start*** Customers advised, and notice posted, to wait outside and maintain social distancing
 |  |  |  |
| Customer | M | **Session*** Brief to include C-19 measures: gloves, kit, avoid touching own face, surfaces to avoid, hand washing, importance of waiting for slope to clear to avoid contact
* Maintain social distancing throughout
* Teach how to stand downhill, in front of tube then sit into
* Customers to set off on own accord
* Provision of tube path to allow customers to make own way around loop and maintain safe distancing
* Family/unit groups encouraged to help each other where appropriate.
 |  |  |  |
|  | M | **End of session*** Customers directed to return area clearly marked
* Staff to clean/down sanitise used tubes ready for next users
 |  |  |  |

COVID-19 RISK ASSESMENT FORM

AREA/ACTIVITY: Other Activities

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Who might be harmed and why?** | **Level of Risk (L/M/H)** | **Control measures (what action is necessary?)** | **Action by whom?** | **Action by when?** | **Action complete?** |
|  |  |  |  |  |  |

COVID-19 RISK ASSESMENT FORM

AREA/ACTIVITY: Fire Evacuation

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Who might be harmed and why?** | **Level of Risk (L/M/H)** | **Control measures (what action is necessary?)** | **Action by whom?** | **Action by when?** | **Action complete?** |
| Customer/Staff | L | **Fire evacuation*** Normal procedures followed
 |  |  |  |
| Customer/Staff(Oxygenation of fire causing rapid spread) | H | * Provision of Fire door closers
 |  |  |  |

COVID-19 RISK ASSESMENT FORM

AREA/ACTIVITY: Functions

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Who might be harmed and why?** | **Level of Risk (L/M/H)** | **Control measures (what action is necessary?)** | **Action by whom?** | **Action by when?** | **Action complete?** |
|  |  |  |  |  |  |

COVID-19 RISK ASSESMENT FORM

AREA/ACTIVITY: Children’s Birthday Parties

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Who might be harmed and why?** | **Level of Risk (L/M/H)** | **Control measures (what action is necessary?)** | **Action by whom?** | **Action by when?** | **Action complete?** |
|  |  |  |  |  |  |

COVID-19 RISK ASSESMENT FORM

AREA/ACTIVITY: Clubs and External Providers

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Who might be harmed and why?** | **Level of Risk (L/M/H)** | **Control measures (what action is necessary?)** | **Action by whom?** | **Action by when?** | **Action complete?** |
| Customers/Staff | M | * Club to develop its own risk assessments and operational plans.
* Agree plans with facility manager.
* Monitor delivery of plans.
 |  |  |  |

COVID-19 RISK ASSESMENT FORM

AREA/ACTIVITY: Instructor Training

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Who might be harmed and why?** | **Level of Risk (L/M/H)** | **Control measures (what action is necessary?)** | **Action by whom?** | **Action by when?** | **Action complete?** |
| Staff | M | * Operator make policy re maximum group sizes
* to include C-19 measures: gloves, kit, avoid touching own face as lift not sanitized after each use, surfaces to avoid, hand washing
* Maintain social distancing with staff
 |  |  |  |

COVID-19 RISK ASSESMENT FORM

AREA/ACTIVITY: Maintenance

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Who might be harmed and why?** | **Level of Risk (L/M/H)** | **Control measures (what action is necessary?)** | **Action by whom?** | **Action by when?** | **Action complete?** |
| Customer/Staff | L | **Tools/Plant/Machinery*** Observe general Covid-19 guidance at all times
* Maintenance to carry and use hand sanitiser regularly
* Limit tools to individuals as appropriate
* Cordon off areas of maintenance as appropriate
* Always assume unknown surfaces are contaminated
 |  |  |  |