

RISK ASSESSMENT



All Greene Adventures instructors must *actively and continually risk assess throughout all activities*, taking appropriate action to reduce the risk presented to clients and themselves to an acceptable level. All documents presented within the Greene Adventures H&S Policy are dynamic, i.e. they are to be updated through discussion between, instructors and Duncan Greene

All instructors are professionally qualified (British Canoeing Advanced Sea Coach, Advanced Sea Kayak Leaders discipline specific) and will be observed periodically by Duncan Greene or an appointed technical expert.

Organisation name: GREENE ADVENTURES

What are the hazards?	Who might be harmed?	What are you already doing?	Do you need to do anything else to manage this risk?	Action by whom?	Action by when?	Done
Spread of Infectious Disease (Pathogenic Bacteria or Virus)	All staff & Clients	<ul style="list-style-type: none"> Adhering to the Government 'Social Distancing' guidelines and the up to date guidance. Registered for the 'Track and Trace' programme Provide company QR code on every course Keeping client contact details (full name, contact number, date of course) for minimum 21 days. Clients & Staff to complete health questionnaire prior to their course / work and are informed not to attend if feeling unwell or been in contact with someone who has tested positive for an infectious disease. Ensuring Lead Instructor Duncan Greene is trained as per Canoeing Home Nations guidance 'Sportscotland Covid Officer' to be able to provide kayak courses in other home nations. 	Continue following the government guidance on lock down rules and regulations for each nation.	DMG	July 2020	Y
Cross Contamination (Direct contact)	All staff & Clients	<ul style="list-style-type: none"> Keeping to 2-meter distancing rule Group size a maximum of 10 participants. When providing rescue training to, where possible keep together the clients who are in a 'bubble / in contact with 1 group of people'. Wash hands before, after a course and hand sanitiser provided during sessions. 	Continue to be aware of our movements and contact outside of work.	DMG	July 2020	Y

What are the hazards?	Who might be harmed?	What are you already doing?	Do you need to do anything else to manage this risk?	Action by whom?	Action by when?	Done
Cross Contamination (Indirect contact)	All staff & Clients	<ul style="list-style-type: none"> Disinfect all equipment from personal to hired kayaks, paddles, clothing, safety equipment after every course. Clients must bring own food and drinks. If a rescue if needed then the rescuer will ensure their neck gaiter is pulled up over their nose and mouth before the causality is placed back in their kayak. If under 2-meters clients / staff are informed to wear a Neck Gaiter to pull up over their mouth and nose if on the water, if off the water then to wear a mask. Reduce car sharing, if necessary, ensure all passengers and driver to wear a mask. 	Continue to be aware of our movements and contact outside of work and whilst travelling for work.	DMG	July 2020	Y
If client or staff test Positive for Infectious disease	All staff & Clients	<ul style="list-style-type: none"> Contact all staff and clients who were on the same course as the positively tested person and inform them to contact the NHS for testing and follow the current government guidance on self-isolating. If staff members results are positive, then contact all persons the staff member has been in contact with from 14 days prior, until the date the results was received and inform them to contact the NHS for testing and follow the current government guidance on self-isolating. The staff member will also follow the current government guidance on self-isolating. 	Keep all clients details up to date for tracking purposes but still be aware of GDPR regulations.	DMG	July 2020	Y
If client or staff becomes unwell during course during day trip / course	All staff & Clients	<ul style="list-style-type: none"> If day trips / course then end the course immediately and inform them to contact the NHS for testing and follow the current government guidance on self-isolating and to notify Greene Adventures with the result. Inform rest of staff and group to return home and follow the current government guidance on self-isolating either until a member of the Greene Adventures Team / or a member of the NHS Track and Trace team will inform them whether they need to go for testing depending on the outcome of the unwell persons results. 	Check with clients every morning on their health status and prior to any course / trip	DMG	July 2020	Y

What are the hazards?	Who might be harmed?	What are you already doing?	Do you need to do anything else to manage this risk?	Action by whom?	Action by when?	Done
If client or staff becomes unwell and shows signs of infectious disease during course during expedition.	All staff & Clients	<ul style="list-style-type: none"> Isolate person from the group and try to end expedition sooner than planned. If client becomes too unwell to continue to the closest end point of the expedition, then contact external help (coastguard) to collect client, ensuring they are aware client is experiencing infectious disease symptoms. Make sure other clients and staff do not experience the same symptoms during journey to the closet end point. Inform group and staff to contact the NHS for testing and follow the current government guidance on self-isolating once back to end point. 	Check with clients every morning on their health status and prior to any expedition.	DMG	July 2020	Y