



Hit the Downs (Socially Distanced) – COVID-19 Risk Assessment



This Risk Assessment was completed on 31 July 2020, based around current Government Guidelines and numbers of Coronavirus cases in the community. Due to the continued changing nature of the virus in the community this Risk Assessment is dynamic and will be reviewed every four weeks in the lead up to the event, including a review one week before and the day before the event itself.

St Barnabas House takes the safety of our patients, supporters, staff and volunteers very seriously. If Government Guidelines change, the Government's Covid-19 Alert level increases, or if for any reason we see the event as unsafe to deliver, St Barnabas House will cancel the event without hesitation. Full refunds or transfer to a future event will be offered to all participants.

Review Date		Every 4 weeks due to the moving situation next review 27/7//2020			
Potential Hazards?	Who/what may be harmed?	What Controls Need to be put in place?	What Extra action needs to be taken?	Date of review	Complete
Risk of spread of COVID-19	<ul style="list-style-type: none"> Event Staff Marshals Participants Volunteers Suppliers 	Hand Washing Facilities	<ul style="list-style-type: none"> Hand washing facilities will be available at start / finish area and rest stops. Where hand washing facilities are not available at these locations, alcohol-based hand sanitisers will be available. Participants to be reminded via prior communications and safety briefings, to wash their hands regularly for at least 20 seconds as per our hand washing guide. Participants will be asked to bring their own sanitiser to carry with them on route. Participants will also be reminded that they must catch coughs with their arm and to sneeze into tissues. Participants will also be reminded to 'Catch it, Bin it, Kill it' and then to avoid touching their face, eyes, nose or mouth with unclean hands. Bins will be provided at start / finish area and rest stops and all participants are asked to carry their own personal bin bag for use on route. 	31/07/2020	

			<ul style="list-style-type: none"> • The above information will be sent in advance of the event by email and through online social media • All event staff / volunteers / marshals / suppliers will follow the hand washing guidelines at all times. 		
		Symptoms of COVID 19	<ul style="list-style-type: none"> • If anyone is displaying any symptoms of COVID-19 on the day they must not attend. These symptoms include a new continuous cough, a high temperature, loss of taste or smell. • Participants will be advised in advance by email and social media that if they feel unwell they should not attend the event. • All event staff / volunteers / marshals / suppliers will adhere to the same guidelines. • If advised that a member of staff or public has developed COVID-19 and were at the event, the management team will follow government guidelines. • Participants are asked to sanitise their hands and their own accessories before and after the ride (paying attention to gloves, bike pumps, drink bottles, helmets, zips on bags and other riding equipment). • Participants will be asked to refer to the kit list when packing their items, paying special attention to personal bin bags and tissues to assist in the 'Catch it, Bin it, Kill it' advice. • Participants are asked to keep all personal rubbish with them and deposit it in the central bins at the start / finish area and refreshment stops. 	31/07/2020	
		Social Distancing - Reducing the number of persons in any one area to comply with the government guidelines	<ul style="list-style-type: none"> • Participants will be split into start times (depending upon the distance of their ride) and then into start waves within their route length groups. • Participants will be asked not to arrive too far ahead of their start time to reduce the number of people in the start area ahead of the event. • Participants will be advised to only gather in groups of no more than 6 people from different households in order to limit the number of people in any one place at any one time. 	31/07/2020	

			<ul style="list-style-type: none">• Participants will be advised of their rider number ahead of the event. Numbers will be laid out at the start area for riders to collect directly, to avoid over contact between riders and event staff.• One-way queuing systems will be put into place at rest stops with cones and barrier tape and managed by event staff to ensure everyone keeps to the government guidelines and remains socially distanced. Markers and signage will be put in place for all to follow.• The event is limited to a maximum of 400 participants in order to keep a manageable number of participants across the event footprint at any one time and to allow enough space to socially distance.• Safety briefings will be available on the website to download prior to the event. Participants will be asked to tick the box to show they have read and understood the briefing.• Participants are advised that once riding on the route they keep 2mts between themselves (their party) and the riders around them.• When overtaking they must be considerate of other riders and route users and keep the agreed social distance of 2mts. If appropriate, participants must stop and wait for others to pass whilst maintaining social distancing. This includes when passing pedestrians and members of the general public if they are using the same path.• If stopped, participants are advised to try and avoid standing face to face with other riders. It is best to stand side-by-side or back to back.• Participants will be advised to greet others without shaking hands, high fiving or hugging – a friendly wave and thumbs up will suffice.• Participants must ensure they carry their own hand sanitiser with them and use it regularly.• There are a number of gates on the ride. We suggest that participants use hand sanitiser after use.		
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		Cleaning	<ul style="list-style-type: none"> • Toilets at start / finish area and refreshment stops will be cleaned and disinfected regularly. • Additional cleaning materials will be put in each toilet to allow participants to further clean the facilities before and after use. • Each portable loo will have hand sanitiser and detergent spray to disinfect the seat. • Event organisers will need check portable loos every hour to ensure they are kept to an acceptable standard • Gloves will be available for use which must be single use and disposed of after use in the bin provided. • Each medal as it is taken from its packaging will be cleaned so that it is safe and volunteers laying out the medals will wear clean gloves to display the medals. • Toilets will operate a one in one out process and signs will be erected to advise people. 	31/07/2020	

		Reduction in personal contact	<ul style="list-style-type: none"> • Participants will be advised in advance they must bring their own water bottle. • No “on the day” signups will be permitted to reduce administration and contact. • The portable loo hire company will be expected to mark a queuing system in line with the 2m rule. • The portable loos need to be sited in a semi-circle so that there a 2m distance between incoming and outgoing participants. • Each portable loo will have hand sanitiser and detergent spray to disinfect the seat. • Event organisers will need check portable loos every hour to ensure they are kept to an acceptable standard. • Participants will be asked to stop and wait for others to pass whilst maintaining social distancing. This includes when passing pedestrians and members of the general public if they are using the same path. • When stopped participants will be advised to avoid standing face to face with other walkers. It is best to stand side-by-side or back to back. • Participants will be advised to greet others without shaking hands, high fiving or hugging to limit personal contact. 	31/07/2020	
	<ul style="list-style-type: none"> • Event Staff 	Staff Volunteers - Volunteer assessment to be completed for each volunteer	<ul style="list-style-type: none"> • All event staff will have a training session on how to stay safe within the working environment. • All event staff will be briefed and trained in the process for setting up the event for the safety of participants. • All staff will be given free issue PPE in the form of masks and gloves. • Staff will be instructed on how to remove gloves carefully to reduce contamination and how to dispose of them safely. 	31/07/2020	