

# Risk Assessment



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The Reader: Santa Post Trail Public Risk Assessment with CV19 Compliance.

**This document should be read in conjunction with the Covid-19 Risk Assessments for the rest of the Calderstones site, available upon request from [operations@thereader.org.uk](mailto:operations@thereader.org.uk)**

**Assumptions:** This risk assessment is based on the assumption that the government has permitted the running of exhibitions and conferences because the risk of transmission of Covid-19 has reduced to a level that permits business activities of this nature to resume with some controls. The controls therefore will be in line with other local business activities. Controls will differ from region to region depending on the local risk and local law. Some controls are mandatory as per The Reader's policy and these are indicated in the template.

**Emergencies:** Measures and reactions to immediate life threat emergencies (such as Fire or Security Emergencies) take precedence over biosecurity controls. All teams should be briefed to this effect.

**Scope:** This risk assessment only covers the event activities for which The Reader are directly responsible. It does not cover external activities not in the tenanted area, in this case, Calderstones Park. The Reader works closely with council parks officials in encouraging appropriate measures around the tenanted area at Calderstones Park but are not responsible for ensuring appropriate social distancing and hygiene measures outside of The Reader's tenanted area.

RISK TYPE	RISK TO, AND HOW	RESPONSE	RESPONSE CONTINGENCY	PARTY RESPONSIBLE	DATE ACTIONED	DONE
Transmission of CV 19 between leaders/attendees/members of the public	Group attendees, leaders or members of the public may become infected with CV19. The risk is notably lessened in comparison to indoor activity, and will be further controlled by small group size.	Participants of the event are limited to one family group per time slot (including under 12s) as required by Covid safety guidelines. Accurate numbers of adults and children will be captured via Monad booking before the visit takes place. A distance of 2 meters between the group and the Story hunter is to be maintained at all times. Enforcing distancing is to be the responsibility of the Storybarn staff. Any other requirements communicated in advance by the Operations Team.	This will be monitored based on feedback from the Storybarn staff about how well the measures are working, and any feedback will be recorded and shared with the Fac/Ops Teams for consideration in future events.	STORYBARN Team, OPS	02.10.20	Ongoing
		The Storybarn team leading the event must wear a visor at all times during the event. Wearing a face mask is optional, although as this may inhibit communication with people who rely on lip reading, facial expressions and clear sound, Staff leading the event must wear a face shield visor if they chose to	Operations to check PPE stock and ensure both face masks and face shields are available for staff use.	Storybarn Team, OPS	02.10.20	Ongoing

		not wear a face mask, and maintain social distancing of 2metres plus at all times.				
		In line with government guidance, masks are not required by the attendees of the event when the group is outside, this is down to individual preference. We strongly encourage good hand hygiene and the use of alcohol hand sanitizer where appropriate. Masks will be required to be worn by adults unless exempt when indoors. Such as when toileting children at the Storybarn and writing letters in the ICP.	Staff to communicate the requirement of PPE worn when inside areas of the house.	Storybarn Team	02.10.20	Ongoing
		Track and trace details will be managed via the Monad booking before the group attend the site and can be confirm on the day so that in the event any participants need to be contacted, we can provide the NHS track and trace with the relevant details. Track and Trace details may be needed to be taken by Reader staff for on the day bookings.	Track and trace details will be stored in a locked file, and then disposed of after 21 days in line with GDPR regulations.	STORYBARN Team, OPS	02.10.20	Ongoing
		Staff will sign in using Staff track and trace symptom tracker when entering site. Records will be discarded by OPS team after 21 days. If anyone has had symptoms or exposure in the last 24hrs, we they will not be permitted to attend any Reader activity for a period of 14 days.	The Reader Calderstones site team have a strict isolation protocol for staff who have developed symptoms. In the event of staff illness with covid symptoms- this will be strictly followed and NHS track and track will be informed.	Storybarn Team, OPS	June 2020	Ongoing
		During the session, activities which can create aerosol (such as shouting, chanting and singing along) are discouraged.	Storybarn team to ask attendees to not chant/sing along.	STORYBARN TEAM	02.10.20	Ongoing

		Any areas (Storybarn toilets/foyer/craft room) or materials used by the visiting group in the session will be sanitised before and after use and also before any other group attends. Any materials (Pencils, Letters to Santa) needed for session will be prepared by Storybarn staff wearing masks and using disposable vinyl gloves. These materials will be preset in location before the session begins.	In the event that only gloves containing latex are available, staff members are to thoroughly wash hands with hand sanitiser before cleaning equipment.	Storybarn Team, OPS	02.10.20	Ongoing
		There is a risk of public or other groups stopping to watch groups completing the trail. We will stagger booking times to minimize the risk of contact between groups. Also we must ensure the groups are aware of their own responsibility to socially distance from the public and other groups when they book.	In the vent of challenges with moving the public on, Operations are to be contacted by the Storyhunter to assist	Storybarn Team, OPS	02.10.20	Ongoing
		During the session participants may briefly inspect the Santa Post Laminates. Participants will be informed not to come into contact with the Laminates.	Laminates to be sanitised before being handled by Storybarn / Reader staff when being moved after days sessions.	STORYBARN Team	02.10.20	Ongoing
		When the group arrives at the Storybarn the story hunter will encourage hand wash / sanitising before any activities take place.	On site sanitation products, Operations team to ensure there PPE is fully stocked for use.	Storybarn team, OPS	02.10.20	Ongoing
		Before handling books or using materials that need to be shared between the Storybarn team Story hunters will use hand sanitizer and where appropriate sanitise the materials they are using.	Multiple copies of books required so books can be quarantined if they cannot be cleaned.	STORYBARN Team	02.10.20	Ongoing

## Storybarn Outdoor Risk Assessment – Normal Operations

What are the hazards?	Who might be harmed and how?	What are you already doing?	Do you need to do anything else to control this risk?	Action by who?	Action by when?	Done?
Slopes, steps, uneven surfaces, wet leaves and mud	Children, adults, parents, Storyhunters, volunteers.  Slips, trips, falls, grazes, sprains	Staff to check/inspect park routes prior to sessions. Careful selection of route and activity area if weather is particularly inclement. Children supervised at all times. Lead Storyhunter carries a first aid kit and walkie talkie.	Ongoing checks as already outlined.  Storybarn staff to conduct full safety brief prior to each session, tailored to particular weather conditions	Storybarn staff.  Adults directly responsible for supervision of children.	15.08.19	Ongoing
Nettle stings, insect bites	Children, adults, parents, Storyhunters, volunteers.	On site inspection, instruction and supervision of children. Adults directly responsible for supervision of children. Walkie talkie and first aid kit. All personal medication for individual children/ parents to be carried	Ongoing instruction as outlined.  Storybarn staff to conduct full safety brief prior to each session.  Storybarn staff to carry first aid kits - <b>do we need to</b>	Storybarn staff, Adults, Teachers, School Staff	15.08.19	Ongoing

		by individuals (e.g. allergy medicine, Epipens).	issue a first aid kit to the designated school staff first aider in these times?			
Adverse Weather – Exposure to different kinds of weather conditions	Children, parents, Story Hunters. Possibility of sunburn risk in the summer. Possibility of adverse reaction to cold or wet conditions in	If possible, adjust schedule to avoid heaviest rain if not possible in the event of particularly adverse weather we reserve the right to cancel	Storybarn staff to conduct full safety brief prior to each session, tailored to particular weather.  Ponchos being ordered as of October 2020	Storybarn staff, Adults responsible for children.  SB Ops Coord	15.08.19  October 2020	Ongoing  Completed by November 2020
General public using the park at the same time as especially dog walkers.	Children, adults. Risk of altercation with a dog. Risk of infection from dog waste.	Dog safety: Children supervised at all times. Children advised at beginning of sessions not to pet dogs.  Dog waste safety: Site inspection; on site instruction and supervision. Family/ parents to ensure appropriate hygiene for group. Wet wipes provided for hand cleansing. Children and adults advised to wash hands once back at Storybarn.	Continue promotion of dog waste bins at all sites  Ongoing checks and vigilance as outlined  Storybarn staff to conduct full safety brief prior to each session.	Storybarn staff, adults responsible for children	15.08.19	Ongoing

Laminates falling or being blown from fixings.	Story hunters, participants. the general public and the environment	We will work with facilities and OPS to ensure safe locations for laminates are used and that they are affixed securely every day.	Routine checks in difficult weather conditions.	Storybarn, Facilities, OPS	05.10.2020	
Laminates falling when being transported / stored between sessions	Story hunters, Reader Staff, general public.	We will need to ensure they are also transported safely from their fixed location to their storage location by using correct amount of staff and dollies or trolleys if weight is an issue. Laminates must be stored in a secure locations in a safe manner.	Asses the best transport and storage need for each laminate when we have them.	Storybarn, Facilities, OPS	05.10.20	
Story Hunter Props	Children and adults. Props falling and causing injury Splinters from trees/ rough bark edges	Ensure all props are secured or kept at a low level. Adults responsible for supervising children at all times	Daily check when props are put out and brought in each day	Storybarn staff, Adults responsible for children.	15.08.19	Ongoing

You should review your risk assessment if you think it might no longer be valid (e.g. following an accident in the workplace or if there are any significant changes to hazards, such as new work equipment or work activities) For information specific to your industry please go to <http://www.hse.gov.uk>.  
For further information and to view our example risk assessments go to <http://www.hse.gov.uk/risk/casestudies/>  
. Combined risk assessment and policy template published by the Health and Safety Executive 08/14