**APPENDIX A**



**Organised outdoor group activity – Mitigating against the Risks - TEMPLATE**

Use this template form to help you understand the risks and any steps you need to take to stay safe before leading a meet with a group.

The form should be used in conjunction with the BMC guidance – Groups of Outdoor Climbers and Hill Walkers.

Complete a copy for every meet. Copies should be kept for 3 years after the date of the meet. For BMC events submit a copy to the BMC office

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| --- | --- | --- | --- |
| **Club/organisation name** |  | **Date of activity** | *DD/MM/YY* |
| **Activity Organiser / Leader** |  | **Date of risk assessment** | *DD/MM/YY* |
| **Other volunteers** |  | **Checked by Club COVID-19 Officer \*** | *DD/MM/YY* |
| **Location of activity** |  | **Submitted to BMC Office \*\*** | *DD/MM/YY* |

\* for clubs, see guidance 5.1

\*\* for BMC events, see guidance 2.1

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| --- | --- | --- | --- |
| **Risk of transmission of COVID-19** | **Who might be at risk of spreading COVID-19?** | **Ways to control the risk** | **Action taken** |
| **PRE-MEET (PLANNING)** | |  |  |
| Through close contact with other people during the activity | Participants  Members of the public | Consider planning the activity for a less busy time and/or at a quieter location. |  |
| Avoid particularly busy or narrow routes and locations where physical distancing is not possible. |  |
| Consider top-roping and/or single-pitch crags for climbing events |  |
| Give clear information about limiting the group size up to a maximum of 30 people |  |
| Remind participants beforehand about relevant current government guidelines. |  |
| Suggest participants bring hand sanitiser and/or anti-bacterial wipes. |  |
| Advise participants to provide their own equipment, such as small personal first aid kit, bothy bag / survival bag, and food and drink. |  |
| Remind members that if they have a shielding letter or if they have any of the symptoms of coronavirus, or live with someone with symptoms, they must not attend. |  |
| Ensure you have a record of who has booked on. |  |
| Through close contact with other people while travelling to / from the activity | Participants  Members of the public  Public transport staff | Remind participants of the current regulations regarding car sharing |  |
| Remind participants of the current regulations regarding face coverings on public transport |  |
| Consider a meeting venue with suitable parking – sufficient for the number of people attending while allowing for suitable distancing between members |  |
| **Risk of transmission of COVID-19** | **Who might be at risk of spreading COVID-19?** | **Ways to control the risk** | **Action taken** |
| **ON THE DAY** |  |  |  |
| Through close contact / meeting other people during the activity | Participants  Members of the public | Brief participants at the start to maintain 2 metre social distancing – this is everyone’s responsibility. |  |
| Remind anyone with symptoms to go home / those that are not able to agree to the self-declaration statement (Appendix C). |  |
| Attendee numbers must not exceed government guidance (absolute maximum of 30 people), and must be appropriate to the style of activity, experience of participants and location used. |  |
| Brief participants what to do at any pinch points or road crossings to maintain social distancing. |  |
| Provide hand sanitiser, min 70% alcohol content / wipes on the day, and safe disposable bags for used wipes and gloves (gloves also need to be sanitised regularly) |  |
| Ensure you have a record of all those who took part. |  |
| Through close contact with other people when dealing with incidents / accidents | Participants  Members of the public  Emergency services, including Mountain Rescue Teams | Advise the group to stay within their competency level, whether climbing, walking, scrambling or mountaineering to reduce the risk of incidents happening. |  |
| Advise members to use their own first aid kit for personal use where possible. |  |
| Leaders to carry PPE which must be worn for first aid treatment; mask, apron, surgical gloves and safety glasses or goggles. |  |
| Minimise those who need to carry out first aid to essential first aiders only, to minimise close contact with a casualty. |  |
| Carry additional bags to securely wrap any disposed/used first aid equipment and associated PPE used. |  |
| Ensure you are up-to-date with current guidance about administering first aid. |  |
| Through touching gates, stiles, fences or equipment | Participants  Members of the public | Avoid touching gates and path furniture where possible. |  |
| Suggest participants use their own hand sanitiser and/or anti-bacterial wipes and use regularly. |  |
| Advise participants to only use their own equipment, such as maps, compasses and walking poles, and not to share with those outside of their household. |  |
| Do not share group shelters or bothy bags |  |
| Advise participants not to share food and drink. |  |
| **Risk of transmission of COVID-19** | **Who might be at risk of spreading COVID-19?** | **Ways to control the risk** | **Action taken** |
| **ON THE DAY, CONTINUED…** | |  |  |
| Through touching climbing equipment | Participants  Climbing partner | Avoid sharing of climbing equipment - for novice meets / training ensure that there are sufficient helmets, harnesses, and krabs with belay plates for each person |  |
| Inform participants of the potential risks associated with touching shared climbing hardware– protection and quickdraws – while on a route and recommend a regime of using hand sanitiser (or anti-bacterial wipes) before and after each route. |  |
| Inform participants of the risks associated with putting gear in the mouth whilst placing gear / clipping ropes. |  |
| **AFTER THE EVENT** | |  |  |
|  | Participants | Remind participants that should they present any COVID-19 symptoms, or become symptomatic, after the activity that it is essential for them to report this to the NHS Test & Trace service. Ask them to inform yourself as well |  |
| Keep a record of everyone taking part (names and contact details) in case this is needed for contact tracing. You must keep this record securely and delete or destroy it after 21 days |  |
| *Please add more lines if needed* |  |  |  |
|  |  |  |  |
|  |  |  |  |

**How to review the risks**

This template is a tool to help you plan and lead a group while abiding by the regulations relating to COVID-19. You must complete this for each group activity.

* Use the template to assess whether your activity is safe to go ahead.
* Think about the different types of hazards, the risks and any solutions to minimise the risk. We’ve included some common examples, but think carefully about your own activity in case anything needs adding that would place you, or the participants, or members of the public at greater risk of transmission of COVID-19.

Examples of other risks might include:

* + Flooding, after heavy rain, leading to the use of alternative paths where social distancing may be difficult
  + Incoming tide for coastal routes, start time adjustments required
  + Unexploded ordnance (if walking on a right of way across a military site) requiring additional pre-activity briefing to avoid a higher risk of injury.
* We've included some suggestions for ways to control the risks and you are welcome to amend the document to fit better with the type of activities that you run - **you do not need to tick/answer every box**. The important thing is to identify potential hazards and note the actions you will take to reduce the risk.
* It’s important to undertake a risk review **before** the activity takes place. You should start filling it out when planning your activity, and update it with any extra hazards that you notice as you complete your preparations.

**This isn’t an exhaustive list, so think carefully about any specific risks you may encounter during your activity.**

If you have any questions about

**Club Meets**, get in touch with Jane Thompson [jane@thebmc.co.uk](mailto:jane@thebmc.co.uk)

**BMC Youth events or Equity events**, get in touch with James McHaffie [james@thebmc.co.uk](mailto:james@thebmc.co.uk)

**Access or Conservation** events in **England**, get in touch with Rob Dyer [robd@thebmc.co.uk](mailto:robd@thebmc.co.uk)

**Access or Conservation** events in **Wales**, get in touch with Elfyn Jones [elfyn@thebmc.co.uk](mailto:elfyn@thebmc.co.uk)

**BMC Hill walking events,** get in touch with Rob Bishop robb@thebmc.co.uk