

## 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

<b>Club/organisation name</b>	Castle Mountaineering Club	<b>Date of activity</b>	<i>DD/MM/YY</i>
<b>Activity Organiser / Leader</b>		<b>Date of risk assessment</b>	<i>DD/MM/YY</i>
<b>Other volunteers</b>		<b>Checked by Club COVID-19 Officer *</b>	<i>N/A</i>
<b>Location of activity</b>		<b>Submitted to BMC Office **</b>	<i>N/A</i>

\* for clubs, see guidance 5.1

\*\* for BMC events, see guidance 2.1

<b>Risk of transmission of COVID-19</b>	<b>Who might be at risk of spreading COVID-19?</b>	<b>Ways to control the risk</b>	<b>Action taken</b>
<b>PRE-MEET (PLANNING)</b>			
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.	<i>Thursday not busy</i>
		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	<i>N/A</i>
		Give clear information about limiting the group size up to a maximum of 30 people	<i>Group size 6 max</i>
		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
<b>ON THE DAY</b>			
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.	<b>Max 6</b>
		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)	<b>Bring your own</b>
		Ensure you have a record of all those who took part.	<b>OK</b>
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.	<b>N/A</b>
		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.	<b>N/A</b>
		Minimise those who need to carry out first aid to essential first aiders only, to minimise close contact with a casualty.	<b>N/A</b>
		Carry additional bags to securely wrap any disposed/used first aid equipment and associated PPE used.	<b>N/A</b>
		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
<b>ON THE DAY, CONTINUED...</b>			
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	<b>N/A</b>
		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.	<b>N/A</b>
		Inform participants of the risks associated with putting gear in the mouth whilst placing gear / clipping ropes.	<b>N/A</b>
<b>AFTER THE EVENT</b>			
	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	#
<i>Please add more lines if needed</i>			

\* This item is covered by ensuring that everyone attending this meet has read all the relevant BMC Covid guidance. No briefing will be given.