

SWCC CORONA VIRUS RISK ASSESSMENT

(4) Reopening of the SWCC HQ

Background

To reduce the risk of spreading corona virus the SWCC was closed in March 2020. A risk assessment was developed and regularly used by the Committee to inform their decisions regarding access to, and use of, the HQ in the light of changing regulations and guidance.

The HQ was partially reopened in Spring 2021. To minimise the risk a number of controls were put in place including a booking system to limit numbers, and restricting use of the HQ to members only.

In August 2021 the Welsh Government moved Wales to an alert level zero. SWCC responded to this and developed a plan to reopen the HQ in stages.

Stage 1: Applicable from August 7th 2021 - August 26th 2021.

During this period 50% residential occupancy by members and personally invited guests will be permitted. Residential occupancy by those with reciprocal rights will not be permitted.

Stage 2: Applicable from August 27th - August 31st 2021.

During this period 100% residential occupancy by members and personally invited guests will be permitted. Residential occupancy by those with reciprocal rights will not be permitted.

Stage 3: Applicable September 1st 2021 - Until further notice.

During this period 100% residential occupancy by members, personally invited guests, those with reciprocal rights and visitors will be permitted.

This plan is supported by this revision to the covid risk assessment.

Although the HQ is a licensed premise alcohol is only sold on rare occasions and the HQ is not open to the public. This has been factored in when applying the relevant covid regs and guidance applicable to the hospitality sector.

The methodology used is based on the model described in the Welsh Govt. publication ‘Alert Level 0: guidance for employers, businesses and organisations.’

Identification of Activity and Situation

The further reopening of the South Wales Caving Club (SWCC) HQ.

Who Is At Risk?

All those attending the HQ.

How Likely Is Coronavirus Exposure?

The exposure risk is likely to be above that for typical residential environments because of the number of people involved and the internal layout of the HQ.

Where are Control Actions Required?

The most common ways in which corona virus is spread are:

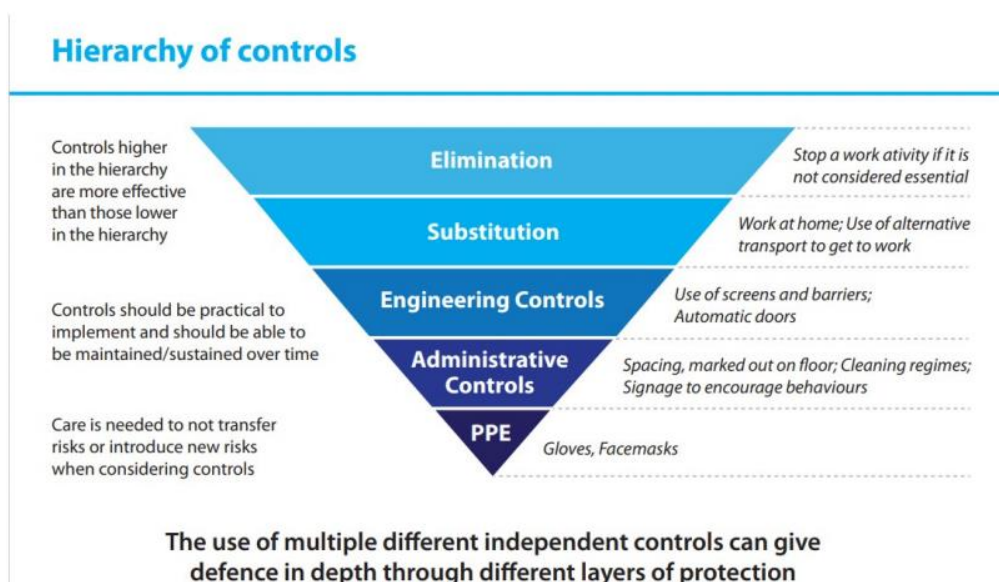
- Through the air as an aerosol
- Through the air by droplets
- By direct contact with an infected person
- By direct contact with a contaminated surface.

The SWCC HQ comprises a series of converted 19th century quarryman’s cottages. These have been converted into a caving club HQ which is run as a private hostel. The nature and use of the building means that any measures put in place to reduce the risk of transmittal must apply to the whole building.

What Control Measures are in Place?

SWCC has put in place a series of practical control measures to address and minimise the risks of spreading corona virus at the HQ which are commensurate with an alert level zero. Implementation of many of these is undertaken by those using the HQ.

These are described using the ‘Hierarchy of controls’ model published by the Welsh Govt. on August 5th 2021 in the ‘Alert Level 0: guidance for employers, businesses and organisations’ document.



Elimination

The HQ is a private hostel run by volunteers which those attending use as a base whilst engaging in outdoor pursuits - primarily caving. The HQ is primarily only used at weekends.

Within this remit no activities have been identified which can be considered as non-essential.

Substitution

The HQ is situated in a remote part of South Wales. Most of those attending drive to the HQ using private transport.

Where practical the Club will continue to minimise the need for formal face to face meetings and make use of video conferencing. Any physical meetings will be held in well ventilated rooms or outside.

Engineering Controls

The following engineering controls are in place:

1. Hut fee payments will remain electronic only. There will be no cash transactions
2. The use of face masks is strongly encouraged, but not a legal requirement
3. Users are encouraged to ensure that as far as is practical the HQ remains well ventilated
4. Those using the bedrooms are asked to take all reasonable steps to ensure ventilation and segregation within the rooms
5. The bar will be located in a well-ventilated area outside of the main HQ building. This will help reduce crowding in the No 8 lobby.
6. Those attending the HQ will be encouraged not to gather at the pinch points e.g. corridors and No 8 lobby.
7. Sanitisation stations will be provided at key locations.

Administrative Controls

The following administrative controls are in place:

1. Nobody should attend the HQ if they feel unwell or have tested positive for Corona virus without a subsequent period of isolation.
2. All those staying at the HQ will be required to sign-in using the usual hut sheets which are located in Cottage No.8
3. Non members visiting the HQ for caving should sign in cottage No 3.
4. Members visiting only for the day, or part thereof will be required to sign-in using the Visitor Book.
5. Use of the HQ will continue to be limited to Members and personal guests only until September 1st 2021. After September 1st 2021 visitors and those with reciprocal rights will also be permitted to use the HQ.
6. Those using the HQ are required to:
 - Continue to be vigilant in cleaning all contact surfaces and shared facilities before and after use.
 - Remain vigilant in washing their hands with soap and water frequently and especially after surface contact in shared areas. Soap and disposable towels are provided inside, and in the gear washdown area,
 - Avoid gathering or lingering in confined areas within the HQ
 - Take personal responsibility for, and conduct themselves in a manner which acknowledges, and in so far as is practical limits, the transmittal risks of corona virus.

7. Anyone who develops corona virus symptoms at or soon after visiting the HQ must self-isolate as soon as possible and arrange for a test. If the test is positive, they must advise the contact tracing service that SWCC should be called for details of people with whom they may have had contact. The Club's Coronavirus Officer will be responsible for providing the details.

PPE

1. The use of PPE such as face masks whilst at the HQ is strongly encouraged.

Communication

This Risk Assessment will be communicated as follows:

1. It will be published on the SWCC Web site
2. Members will be alerted to the contents through the Club's monthly e news publication
3. A hard is displayed on the notice board near the signing in book in the HQ lobby
4. Visiting groups will also be sent a copy as part of the booking system.

Additional Measures

Additional Measures have been put in place for the period August 26th - August 31st. - See Appendix 1.

SWCC Risk Assessment Advisory Group (12th August 2021)	
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Appendix 1: Additional Measures to cover the period August 26th - August 31st 2021.

During the period August 26th - August 31st SWCC will be holding a 75th anniversary celebration and the Club may be busier than normal.

The following additional mitigation measures to the arrangements outlined above will therefore be put in place:

1. The event will, in so far as is possible, be held outside
2. The following measures will be put in place to reduce the need for people having to go indoors
 - a) The bar will be situated in a well-ventilated outbuilding outside of the main HQ
 - b) Additional Portaloo toilets will be provided
 - c) Additional cooking and wash up facilities outside of the main HQ will be provided.