

Fèisean nan Gàidheal

Covid-19 Risk Assessment for Fèisean



1 Protection

As an organiser of Fèis events you must protect people from harm. This includes taking reasonable steps to protect everyone involved in the event from Coronavirus. This document and template will help you identify and manage risks. Not all risks will be present in your situation, so some can be deleted from the template as appropriate. Nor is it possible for to identify all risks which may be present, in which case you should add more of your own. If you require further help, please contact your Lead Officer. You must:

- Assess risk as a committee, take ownership of the risk/s and/or assign a responsible person to manage the risk/s
- Read through [Fèisean nan Gàidheal's Covid-19 Precautionary Procedures](#) and use them in conjunction with this document
- Identify what activity or situations might cause transmission of the virus
- Think about who could be at risk
- Decide how likely it is that someone could be exposed
- Act to remove the activity or situation or, if that is not possible or desirable, control the risk.

2 General

We have produced guidance to help you work safely (be Covid-secure) and manage the risk/s associated with running your Fèisean/other events at this time. This is based on National Youth Work [Guidance](#). You should update your Covid risk assessments to reflect any changes in legislation or guidance that may impact how you carry out your activities, for example if there is a change in local or national restrictions.

Everyone working for or engaged by Fèisean nan Gàidheal must have regard to the latest Scottish Government guidelines on working under Covid-19 restrictions and must not deviate in any way from the regulations in force. There are 5 Covid-19 protection levels (0-4), the rules you have to follow depend on the [level prevalent](#) in your area.

3 Risk of Spread of Infection in Community

Fèis committees must endeavour to take any and all precautions to ensure Covid-19 is not spread as a result of their activities. Individuals engaged and outside contractors must also act responsibly and in line with prevailing regulations. All personnel to be involved should undergo a [Covid-19 test](#) as close to the activity as possible.

Screens, disposable face masks, antiviral wipes, sanitiser and any protective equipment required should be purchased prior to the event. If anyone is experiencing any Covid-19 symptoms at all, they should absent themselves from the planned activity. Should it

be necessary, all individuals must respect any decision by the Fèis Committee, or the operators of any premises used by them, to deny them permission to enter the premises or take part in the planned activity. An increased spread in the community prior to an event may also lead to cancellation at the last minute.

4 Risk Assessment

Fèis Name	Date	Assessment carried out by	Revised/Actioned	Signature
Fèis Latharna	17/08/2021	Davy Macdonald		

Fèis Latharna		Assess Risk	Control Risk	Revise risk assessment	Date Completed	
What are the hazards? Who might be harmed?		(High, Medium or Low)	What actions do you need to take to control the risks?	Who needs to carry out the action?	Revised Date	
Building Essentials before Re-opening (may also be applicable if you are hiring a venue)						
Problems with empty buildings after lockdown	Committee Volunteers Tutors Participants	HIGH	Water – check flow & check for Legionella Gas/Electricity systems checked Test Alarms and Fire systems Check ventilation systems	Church of Scotland	LOW	complete
Risk of Covid-19 being spread in the building through high touch point areas	Committee Volunteers Tutors Participants	HIGH	Do building walk through identify & clean high touch point areas – door handles / handles /switches – cleaned at regular intervals Identify windows/doors which can be safely opened to improve ventilation Set up online booking, payment, and evaluation systems	Fèis Committee Volunteer	LOW	Complete Ongoing complete

Hygiene and Cleaning

Not enough hand wash facilities to limit spread of Covid-19	Venue staff Committee Volunteers Tutors Participants	HIGH Check if existing handwashing facilities with soap and water in toilets - MEDIUM	Install additional hand – sanitising stations at front entrance and at key locations Make sure that all sinks are equipped with soap dispensers Put up signage to encourage use and signpost hand washing/sanitising facilities Do induction with committee/volunteers and ensure stocks are regularly replaced, both outside and indoors	Church of Scotland	LOW	Complete
Hand drying in the toilets	Venue staff Committee Volunteers Tutors Participants	HIGH Check if Hand drying facilities in place - MEDIUM	Ensure that there are paper towels beside all sinks Ensure that there are pedal bins with lids for disposal of paper towels/wipes Waste to be emptied regularly and disposed of safely in outside bins and at the end of event	Church of Scotland	LOW	Complete
Cleaning systems not adequate for Covid-19 to stop spread of infection	Venue staff Committee Volunteers Tutors Participants	HIGH Cleaning systems in place and managed by Venue Manger or Fèis	Create enhanced cleaning schedule set up – full clean at end of each day focusing on high touch areas (handles etc) Allow extra time and cleaning materials for cleaners, in line with guidance	Venue staff Fèis Committee Cleaners to wear gloves, and face covering whilst cleaning	LOW	Ongoing

		Committee - MEDIUM				
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Social distancing						
Situations where people cannot easily follow social distancing guidelines	Venue staff Committee Volunteers Tutors Participants	HIGH	Put up signage and markings to encourage social distancing, outdoors and indoors and do induction for volunteers and tutors	Venue Staff Fèis Committee Volunteers	LOW	Complete
			Set up one-way system in corridors/stairways – visual aids will help younger participants			Complete
			Ask all participants to wear face coverings in indoor areas			Ongoing
			Max group size is 35 people including tutors and young people. Young people aged 8 + maintain 1m distance, and all staff required to socially distance 2 metres from students.			complete
			Students spread across sessions so maximum of 15 students present at any one time.			complete
			Classrooms should be set up in advance.			complete
			Kitchen area closed			complete
Toilets to be operated in line with social distancing with signage and queuing markers	complete					

Symptoms of Covid-19

<p>People entering the building with Covid-19 symptoms</p> <p>People arrive at outdoor activities with Covid-19 symptoms</p> <p>Someone becomes unwell during a Fèis event</p>	<p>Venue staff Committee Volunteers Tutors Participants</p>	<p>HIGH</p>	<p>Anyone showing symptoms should be refused entry or asked to leave and advised to call NHS24 for further advice and to follow Scottish Govt guidance on self-isolating. If it is a young person, you will also follow child protection procedures and ensure that they are able to return home/be collected safely</p> <p>Attendance registers and contact details will be kept up to date for all young people, staff, volunteers and visitors to allow for Test and Protect</p> <p>Any participant displaying symptoms during Fèis activity will be required to leave or isolate in a quiet space, and arrangements will be made with participants parents / guardians.</p>	<p>Venue Staff Fèis Committee</p>	<p>LOW</p>	<p>Ongoing</p>
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Delivery of Fèis Activity

<p>Booking / Registration and payment procedures increase spread of infection</p>	<p>Venue Staff Committee Volunteers Tutors Participants</p>	<p>MEDIUM</p>	<p>Move to online booking/registration systems to ensure that do not exceed max numbers for the group/session</p> <p>Move to online payment to minimise handling of money</p> <p>Staff should sign young people in to avoid sharing of pens/devices</p>	<p>Fèis Committee</p>	<p>LOW</p>	<p>complete</p>
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			Set up alert systems for participants parents if sessions have to be cancelled Review your timetable to ensure that start/finish times are staggered			
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