



## TVTA Covid-19 Trail Maintenance Risk Assessment

<b>Name of Group</b>	<i>Tweed Valley Trails Association (TVTA) led Dig Groups</i>	<b>R/A date undertaken</b>	<b>November 2020</b>	<b>R/A undertaken by</b>	<i>Fred Bell</i>	<b>R/A accepted by</b>	Marc Crowley
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### BACKGROUND:

The Scottish Government has confirmed that Trail Associations are exempt from restrictions on trail maintenance 'gatherings' as the purpose of the gathering is for "work, or for the provision of voluntary or charitable services" (per DMBinS guidance 24/9/20). This Risk Assessment and the associated Guidance sheet have been produced as part of TVTA trail maintenance activity being restarted.

This Risk Assessment will be regularly reviewed and updated in line with changing guidance from the relevant authorities.

### ACTIVITY SUMMARY:

The TVTA Board agreed in November 2020 to restart trail maintenance activity following guidance received from DMBinS that such activity fell within Scottish government definitions of accepted 'work' activity.

The TVTA will restart trail maintenance activity in the Caberston forest area. All activity will be outdoors. Work groups will be led by qualified Dig Leaders. On any one Dig Day, numbers are limited to 12 people split into smaller work parties, each of which will be a maximum of 6 people (including the Leader). Each work party should have its own Dig Leader. Only local dig volunteers will be accepted onto work groups at this time given travel restrictions..

During trail maintenance sessions, Dig Leaders will be responsible for:

- i) Briefing work group participants before each session on the TVTA COVID-19 guidelines for the session.
- ii) Ensuring that a log of names and contact details of participants has been completed.
- iii) Ensuring that distancing and sharing protocols are followed during the session and that supplies of PPE, hygiene, sanitiser and first aid equipment are available.

**Hand sanitisers should contain at least 60% alcohol. Wipes for cleaning shared surfaces & equipment should also contain a minimum 60% alcohol. (Scottish Cycling guidance published on 3/11/20 indicates that 'Cleaning products should conform to EN14476 standard and any detergent should be followed by a chlorine releasing agent.).**



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Hazard / Risk identified	Risk Focus	How are the risks already controlled? What extra controls are needed?	Comments / issues raised during activity
<p><i>Hazard – something that may cause harm or damage.</i> <i>Risk – the chance of it happening.</i></p>		<p><i>Controls – Ways of making the activity safer by removing or reducing the risk from it.</i> <i>For example - Use a different piece of equipment or change the way the activity is carried out.</i></p>	<p><i>Keep checking throughout the activity in case you need to change it...or stop it.</i> <i>Add any comments which could assist with future risk reviews.</i></p>
<p><b>PEOPLE</b></p>			
<p>Volunteers express anxieties or concerns</p>	<p>Dig Day participants</p>	<p>We have produced specific COVID-19 Guidance relating to trail maintenance activity and made this available to all Dig Leaders and Board members. It will be made available to all volunteers before any work sessions.</p> <p>Pre-registration is required for anyone interested in participating in trail maintenance sessions and contact registers will be completed at the start of each session.</p> <p>Trail work groups will be limited to 6 people to reduce the risk of contact. Anyone classed as ‘vulnerable’ per NHS guidelines will be unable to participate in trail maintenance activity at this time.</p> <p>Social distancing requirements will be applied and dig leaders are responsible for ensuring that contact registers completed, appropriate social distancing, PPE and sanitisers are available at all sessions. It will be stressed that there should be no sharing of refreshments or equipment.</p> <p>TVTA has appointed COVID-19 Co-ordinator who is charged with ensuring that we are responding to changes in relevant rules and regulation. We are taking a lead from Developing Mountain Biking in Scotland (DMBinS) in this regard.</p>	



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Transport to / from forest area being worked: higher risk of infection from being in close proximity to others	Dig Day participants	<p>Car sharing should be avoided as far as at all possible.</p> <p>Trail work areas can be inaccessible and distant from suitable parking;</p> <ul style="list-style-type: none"> <li>- where possible, participants should walk/ ride to the work area.</li> <li>- if some car sharing is absolutely necessary, all car occupants should wear face coverings for the duration of the journey; car windows should be opened and the number of occupants per vehicle should also be limited. Car door handles, switches, steering wheel, handbrake and gear stick should be cleaned both pre and post dig.</li> </ul>	
Maintaining social distance at drop off and pick up: higher risk of infection spread if social distancing not maintained	Dig Day participants	<p>We have limited group sizes to 6 people to reduce the likelihood of social distancing zones being breached.</p> <p>Work group participants will be asked to socially distant while welcomes, registration and briefings are being undertaken.</p>	
Maintaining social distance during trail maintenance sessions: higher risk of infection spread if social distancing not maintained	Dig Day participants	<p>We have limited group sizes to 6 people to reduce the likelihood of social distancing zones being breached.</p> <p>We will plan how groups will be managed for each activity before the session starts and share this with participants prior to the session starting.</p> <p>When it's necessary for people to work closely, e.g. when moving a large heavy item) face masks should be worn and work delegated so that the minimum number of volunteers are engaged.</p>	
Administering First Aid – lack of social distancing, risk of spread of COVID-19	Dig Day participants	<p>We will add masks, aprons and resuscitation shields to the first aid kits.</p> <p>For minor injuries, we will encourage self-treatment and maintain social distancing.</p> <p>If a more serious injury occurs and a first aider requires to break social distancing, both the first aider and casualty will wear masks (but not for facial injuries or where breathing is affected).</p> <p>Where resuscitation is considered necessary, we will use face shields or give mouth to mouth normally (the priority here is to preserve life and</p>	



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		the risk from virus is considered lower compared to likely outcome if resuscitation not attempted).	
Hygiene: higher risk of infection spread if proper hand washing not carried out	Dig Day participants	We will set out clear expectations with all involved, eg when people register for sessions and verbally at the start of each session. Leaders will carry hand sanitiser/ hand washing for participants on arrival, departure and during as required. All participants should bring their own gloves and face coverings.	
Inclusion	Dig Day participants	While we are committed to inclusive approach to all our activity; numbers at group sessions will limited at this time. Given the circumstances, sessions will be limited to participants who have some prior experience of trail maintenance activity and no under 18s will be accepted on work groups at this time. Anyone classed as 'vulnerable' per NHS guidelines will be unable to participate in trail maintenance activity at this time.	
Group sizes	Dig Day participants	We have limited group sizes to 6 people to reduce the likelihood of social distancing areas being breached. We will plan how groups will be managed for each activity before that session starts and share this with participants prior to the session starting.	
Dig Leaders are not up to date with requirements	Dig Leaders	We have produced COVID-19 guidance and shared that with all leaders. Our COVID-19 Co-ordinator will update that guidance and share any new information with dig leaders as circumstances change. Our COVID-19 Co-ordinator has taken appropriate eLearning training and learnings have been fed into our Guidance; the Co-ordinator will refresh that training as required. We will undertake post dig reviews to ensure we learn and adapt our practices to ensure we operate in the safest way possible.	



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TRAIL MAINTENANCE SESSIONS			
Selection of trail maintenance activity	Dig Leaders	Dig Leaders will plan work sessions to ensure that COVID-19 requirements relating to social distancing, hygiene, etc can be maintained as far as possible and that the work is appropriate to the smaller groups working in the forest.	
Hygiene of activity equipment: Higher risk of infection spread if hygiene not carried out	Dig Day participants	<p>Equipment will not be shared unless completely unavoidable. Where some sharing is necessary, Dig Leaders will ensure that shared equipment is cleaned before and after any shared use and stored appropriately between sessions.</p> <p>As appropriate, Dig Leaders may assign specific items to individuals for the session, and limit the volume of equipment used.</p> <p>The transfer of equipment between parties will be minimised.</p>	
Session length	Dig Day participants	<p>Work sessions will be restricted to limit the risk of breaches in COVID-19 guidance.</p> <p>The nature of our outdoors forest-based activity does help minimise some COVID-19 related risks.</p>	
Contingency planning	Dig Day participants	<p>Dig Leaders have contingency plans for unexpected events and should they experience repeated breaches of our COVID-19 guidance they will stop activity, discuss the issue with the relevant parties and make any necessary adjustments before resuming work activity.</p> <p>Should circumstances change between registering interest and the actual work session all volunteers will be contacted to advise of the issue(s) and what the change(s) in the work plan are.</p> <p>Trail sessions will be stopped by Leaders if they believe that appropriate safety practices are not being adopted.</p>	



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PLACES			
Landowner concerned about potential COVID-19 related issues: Risk that we could endanger safety and/ or breach our insurance policy requirements	Dig Day participants	TVTA representatives will check with all landowners before trail maintenance sessions that they happy that such work can restart on their land. No work will be undertaken until agreement has been given.	
Use of outdoor spaces: un-even ground, access to space less controlled, cannot be cleaned	Dig Day participants	Dig Leaders are familiar with the forest areas to be worked on and we will only accept volunteers with prior experience of the work and tools to be used. Dig Leaders will carry appropriate supplies of sanitisers, hygiene and First Aid equipment with them on trail maintenance sessions.	
Hygiene: higher risk of infection spread if hygiene not carried out	Dig Day participants	Equipment will not be shared unless completely unavoidable. Where some sharing is necessary, Dig Leaders will ensure that shared equipment is cleaned before and after group use and stored appropriately between sessions. As appropriate, Dig Leaders may assign specific items to individuals for the session, and limit the volume of equipment used. The transfer of equipment between parties will be minimised.	
Shared Facilities: higher risk of infection from being in close proximity to others and / or from sharing facilities	Dig Day participants	The outdoors nature of trail maintenance work is such that other than equipment there are no other facilities that will be shared.	



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<b>TVTA COVID-19 Co-ordinator</b>	Fred Bell TVTA Board member and Secretary	<b>Risk assessment produced by</b>	Name: Fred Bell Date: 7/10/20
<b>Risk assessment accepted by</b>	Name: Marc Crowley Date: 5/11/20 Via Slack message	<b>Approved on behalf of TVTA Board</b>	Name: Neil Carnegie (Chair) Date: 17/11/20 via Slack message