



Get Active

20-22 May 2022



COVID-19 risk assessment method statement & protocols

These protocols have been developed to ensure the safety of all participants attending Get Active at Croyde Bay.

In order to safeguard the health & safety of staff and participants and keep them as safe as possible from the risks of COVID transmission during their stay, attending a Seminar or any other events at Croyde Bay, the following protocols and arrangements will be put in place.

Pre-Travel to UNISON Croyde Bay

Please do not attend Croyde Bay if you have any of the main symptoms of COVID-19, which are defined in current NHS advice as follows:

- **A high temperature** – this means you feel hot to touch on your chest or back (you do not need to measure your temperature).
- **A new, continuous cough** – this means coughing a lot for more than an hour, or 3 or more coughing episodes in 24 hours (if you usually have a cough, this may be worse than your usual symptoms).
- **A loss or change to your sense of smell or taste** – this means you've noticed you cannot smell or taste anything, or things smell or taste different to normal
- **Any cold type symptoms** including runny nose, sore throat etc

IMPORTANT: to maintain the safety of this large group gathering, and to mitigate against the risk of COVID-19 infection, you are required to take a Lateral Flow Test (LFT) prior to arrival at Croyde Bay and each morning whilst you are on site.

The COVID-19 point of contact and UNISON Health and Safety Manager for this event is Lisa Youlton (Friday & Saturday); on Sunday, the points of contact will be Kerry Baigent and TJ Milburn. They will all have a supply of tests with them.

Some tests no longer interact with the NHS app and therefore if you cannot upload it to the government reporting site, please screen shot the negative test within 30 minutes of testing and be prepared to show that to the **H&S manager (Lisa Youlton), or to Kerry Baigent (regional manager 07951 187417) or to TJ Milburn (event organisation 07903 845983).**

Alternatively, if you undertake the test on arrival, please do so immediately you arrive on site and before mixing with colleagues. In that case you may wish to show the actual test.

YOU MUST NOT COME TO CROYDE if you have a positive test result. If you have a positive test result in your test at home, and are thus unable to come to Croyde, please let us know by email as soon as possible: getactive@unison.co.uk

If you have cold-like symptoms but a negative LFT result – please consider others and do not come to Croyde as you may have COVID-19 that is not yet showing up on a test.

During your stay

Please take a Lateral Flow Test each morning in your room during your stay at Croyde and notify the test result as previously described.

If participants experience COVID symptoms whilst at Croyde or are notified that they have been in close contact with someone who has tested positive for COVID, they should notify the H&S manager (Lisa Youlton), or Kerry Baigent or TJ Milburn (contact details on the previous page).

Participants must not attend any planned event and must travel home immediately if they are able to do so, otherwise they must stay in their room until they are able to make travel arrangements.

If there are any issues regarding your journey home, or you are feeling unwell and unable to travel, please get in touch using the Get Active e-mail address and we will make appropriate arrangements.

We will advise Croyde Bay staff of the room number of anyone who reports a positive test result during their stay, so that the room can be isolated for deep cleaning.

Conference Facilities and Safety arrangements

Suitable and sufficient assessments of the risk of COVID-19 have been completed for the conference to help us identify the control measures to manage that risk, which are as follows:

- Ventilation in the main conference room & restaurant is provided by air conditioning units bringing fresh air from outside and is not recirculated. In the break-out rooms, windows will need to remain open to improve on natural ventilation.
- Handwashing facilities can be found in the toilets and in every guest room.
- Hand sanitisers are located throughout the meeting areas.

Free Time

It is not possible for COVID protocols to apply to free time during your stay at Croyde Bay and there is therefore a higher risk of covid transmission during these periods.

Visitors and staff are encouraged to exercise caution and responsibility during their free time in order to mitigate the risks of COVID transmission as far as possible.

After the event

It is advisable to take another Lateral Flow Test a few days after you return home, just in case you may have inadvertently had a close contact during the event.

If you have a positive LFT after you return home, please let us know so that we can follow the contact tracing guidelines.