

## Covid-19 restarting face to face Scouting risk assessment

<b>Name of Section or Activity</b>	SilverHelme Scout Activity Centre	<b>Date of risk assessment</b>	31 <sup>st</sup> July 2020	<b>Name of who undertook this risk assessment</b>	Chris Stephenson	<b>COVID-19 readiness level transition</b>	Red to Amber
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Hazard Identified? / Risks from it?	Who is at risk?	How are the risks already controlled? What extra controls are needed?	What has changed that needs to be thought about and controlled?
<b>Hazard</b> – something that may cause harm or damage. <b>Risk</b> – the chance of it happening.	Young people, Leaders, Visitors?	<b>Controls</b> – Ways of making the activity safer by removing or reducing the risk from it. For example - you might use a different piece of equipment or you might change the way the activity is carried out.	Keep <b>checking</b> throughout the activity in case you need to change it...or even <b>stop</b> it! This is a great place to add comments which will be used as part of the review.

SILVERHELME SCOUT ACTIVITY CENTRE – RISK ASSESSMENT FOR GROUPS VISITING FOR OUTDOOR ACTIVITIES

Maintaining social distance at drop off and pick up: higher risk of infection spread if social distancing not maintained.	Young people, Leaders, Warden, Crew, Parents and Volunteers	<p>Bookings must be made at least one week in advance; and groups should plan as early as they can in advance of using the sites in order to keep contact with sites Warden on site as minimal as possible.</p> <p>The number of bookings and activities that can be offered will have to be carefully judged to ensure enough space can be allocated to allow safe social distancing - but that still meet the needs of the group and its young people</p> <p>Group arrival and departure time will be agreed with them – there will be at least an hour between the arrival and departure time of any other group to reduce build-up of vehicles and people in the car park. Groups must inform Booking Secretary when booking whether parents will remain on site during the activity.</p> <p>Groups will be given defined meeting points on site in advance to avoid potential mixing of different groups</p> <p>Groups will have defined areas of the site for their specific use; those areas will be marked on a map and explained to group members as part of the booking process</p> <p>All paths are wide enough to allow people to pass safely in opposite directions, so one-way systems are not required</p>	
Maintaining social distance during meeting: higher risk of infection spread if social distancing not maintained.	Young people, Leaders, Warden, Crew, Parents and Volunteers	<p>Site visits by potential new customers should be kept to a minimum and arranged when no other groups are on site, or at a convenient time to avoid other groups</p> <p>Groups must have completed their own COVID-19 risk assessment and be following the Government guidelines relevant to their organisation\industry</p> <p>Groups must provide a copy of their COVID-19 risk assessment to the booking secretary in advance of their visit. This will be shared with the Warden prior to their visit.</p>	<p>Volunteer Crew members are currently allowed on site to carry out essential maintenance, including ground keeping, but numbers will be kept to the minimum possible to allow for social distancing</p> <p>Volunteer Crew members must pre-book visits with the Warden to avoid clashes with groups on site and\or with other volunteers</p>

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		<p>Groups must check that their own insurance is still valid during the prevalence of COVID-19</p> <p>A copy of the current version of this Risk Assessment will be sent to each group when they book.</p> <p>Groups will be reminded that anyone displaying possible symptoms of COVID-19 must stay away from the Activity Centres – a note to this effect will be included in the booking confirmation email. The current three key symptoms are:</p> <ol style="list-style-type: none"> <li>1. high temperature</li> <li>2. a new, continuous cough</li> <li>3. a loss of, or change to, ones sense of smell or taste</li> </ol> <p>Social distancing and good hygiene reminders will be displayed around the site.</p> <p>Groups must keep a clear register of who was at the site (including adults) with parental contact details for those aged under 18</p>	<p>Reminders sent with booking confirmation that people with symptoms shouldn't visit site and to inform the Warden if anyone develops symptoms while on site.</p>
<p>Hygiene of people: higher risk of infection spread if proper hand washing not carried out.</p>	<p>Young people, Leaders, Warden, Crew, Parents and Volunteers</p>	<p>Groups will be requested to bring their own hand sanitiser gel (to reduce shared use) and reminded to use it frequently when undertaking their own activities.</p> <p>There will be an agreement in advance with regular (daily) site users of their cleaning responsibilities, e.g. a group with sole access to a toilet block will be expected to clean that toilet block to avoid possible virus spread to Wardens and Crew.</p> <p>Toilets have hot running water and soap. Paper towels will also be provided.</p> <p>If it is unavoidable that toilet blocks will have to be shared by more than one group; the groups involved will be reminded of the need for good hygiene and tidiness practice.</p> <p>The number of toilets, urinals and sinks in use will be reduced to allow social distancing and therefore a maximum number of people per toilet block will be displayed. . Visible cleaning schedules will be posted in all toilet facilities.</p> <p>If queuing is required for toilet facilities for any reason, spaced markings will be spray-painted on the ground outside to ensure social distancing.</p> <p>Queuing will be self-managed by groups and their responsible adults.</p> <p>Wardens and Crew will inspect and clean down surfaces, including door handles and switches, more regularly than normal - with the exact frequency being based on the number of site users.</p>	<p>The main site waste bins are only being emptied on an "as required basis", so regular weekly collections will need to be reinstated when required</p>

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		<p>Wardens and Crew will be reminded of safe cleaning procedures, with disposable gloves and a disposable apron the minimum recommended to be worn.</p> <p>It is recommended that Wardens and Crew members change and wash work clothes daily.</p> <p>The Operations management committee will keep up to date with changes to relevant guidelines and good practice through a variety of information routes with the minimum being a weekly check of the National Youth Agency and The Scout Association websites.</p>	
Hygiene of activity equipment: Higher risk of infection spread if hygiene not carried out.	Young people, Leaders, Warden, Crew, Parents and Volunteers	<p>There are no controlled activities available at SilverHelme. Group leaders are responsible for any activity equipment they bring to site.</p> <p>Each group will be given a plastic bin bag in their defined area of use to avoid multiple groups using a single bin; with that plastic bin bag being removed by the user and to be placed by the main refuse skip as they leave site. This includes plastic bin bags placed in the toilets. . Hand sanitiser will be available at the main refuse site by the exit of the site.</p> <p>It is recommended that Wardens and Crew members change and wash work clothes daily</p>	Each group visiting will be issued a plastic bin bag in a specific place to dispose of waste.
Use of outdoor spaces: un-even ground, access to space less controlled, cannot be cleaned.	Young people, leaders, Warden, crew and volunteers	<p>It is expected group leaders are familiar with the site. Maps are available for all users.</p> <p>Routine tree safety checks in most areas are carried out by site Wardens and Crew before use.</p>	<p>Some areas on site have been un-used for several months, so sufficient time will be allowed for thorough checking and clearing of sites before they can be used.</p> <p>Tick bites occur more frequently in areas of long grass; some areas will need grass cutting or strimming before use</p> <p>Groups will be reminded of the need for tick awareness.</p>
Parents/ carers staying onsite during group activities	Parents / Carers, Warden, Crew and Volunteers	Parents/Carers need to be briefed by Group Leaders as to the site expectations before arrival. An area will be set aside for parents/ carers to wait.	
Accidents and First Aid	Young people, Leaders, Warden, Crew, Parents and Volunteers	<p>Any faults or situations that develop, COVID-19 specific or not, will be reported to the Warden immediately, as the prevention of accidents and need for First Aid and/or the emergency services is more important than ever</p> <p>In addition to existing measures, groups will administer their own first aid wherever possible to prevent the transmission of COVID-19. Groups need to have their own designated first aider and appropriate first aid kit.</p>	

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		<p>SilverHelme has first aid kits for Wadren, Crew and Volunteers and the use of visiting groups in an emergency.</p> <p>If first aid intervention is required by staff, the use of gloves and other PPE becomes more crucial than ever and no-one should put themselves at risk.</p> <p>Face masks and aprons will be added to First Aid kits, with extra gloves added.</p>	
Person to person transmission – someone develops symptoms after being on site	Young people, Leaders, Warden, Crew, Parents and Volunteers	<p>Group Leaders should contact 111 to start the track and trace process; this may involve the NHS contacting the Site</p> <p>Group Leaders should inform the Booking Secretary so that Wardens are aware and can organise additional cleaning if required</p> <p>Any areas that the symptomatic person has been in at the Site will need to be deep cleaned, if not done already (and if practicably possible); those involved in the cleaning will wear gloves and aprons as minimum PPE</p> <p>Any materials from this cleaning process will be double bagged, dated and not put in the general waste stream for at least 72 hours - with a clearly labelled recycling or wheelie bin used for its initial storage</p> <p>If the areas have already been cleaned routinely, it may too late to separate the materials used for the required 72 hour period</p> <p>The Warden will ensure that a Site "Incident Report Form" is completed within 24 hours.</p>	
<p><b>Review:</b> This risk assessment is for a section to move from one COVID Readiness alert level to the next, an additional risk assessment should be produced for each move proposed.</p>			

<p><b>Checked by Line Manager</b></p>	<p>Name, Steve Mather Role / level Date 04/08/2020</p>	<p><b>Checked by Executive</b></p>	<p>Name, Howard Greenwood Role / level Date 08/08/2020</p>
<p><b>Approved by Commissioner</b></p>	<p>Name, Role / level Date</p>	<p><b>Approved by Executive</b></p>	<p>Name, Andrew Hobson Role / level Date 20/08/2020</p>

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Notification of  
level change

Date and by who Craig Dewar-Willox 10/07/2020 effective 16/07/2020

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