

BIBBYS FARM LIMITED
BIBBYS FARM SCOUT CAMPSITE AND ACTIVITY CENTRE

Sheet 1 of 3 - Issue 1 (July 2020)

Ref. No. SN.CV/CRO1.1

RISK ASSESSMENT



Centre Re-Opening (Sheet 1 of 3)

Hazard	At Risk	Control Measures	Further Action
Spread of infection due to Public Footpath through the Site	All users	Covid Signage required at entrance to site local to motorway footbridge, also at stile into conservation field and at entrance to site from Back lane, noting that "Due to the Coronavirus outbreak walkers are respectfully requested to use the alternative route" which would also need additional signage.	
Spread of infection due to lack of social distancing	All users	Additional signage to emphasise the need for social distancing. A flyer provided to group leaders pre-visit and on arrival to emphasise the need for social distancing. The same flyer to be attached to all booking confirmations sent out as additional "Terms & Conditions" of a booking and including any other guidelines groups need to follow.	
Spread of infection due to lack of social distancing at drop-off	All users	Only pre-booked Groups to be admitted. Bookings restricted to group sizes in accordance with the Organisation's current COVID plan. Parents / drivers to drop off and leave immediately and to pick up at the pre-arranged time. Social Distancing must be observed at all times whilst on site.	
Spread of infection due to lack of social distancing on site	All users	Only 3 visiting groups allowed on site at any one time On arrival groups to make their way to their assembly point identified at the time of booking. One Leader to report to Reception, sign the fire register and be briefed on any additional arrangements or risks for their visit. Signage to remind people to maintain social distancing.	
Spread of infection from surfaces	All users	Daily cleaning routines modified to include disinfection of high traffic areas such as door handles & light switches etc. As many doors as possible to be wedged open. Floors cleaned, sinks etc disinfected daily.	

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RISK ASSESSMENT

Centre Re-Opening (Sheet 2 of 3)



Hazard	At Risk	Control Measures	Further Action
Spread of infection due to poor hygiene	All users	Additional signage erected to advise people to wash their hands often and properly with detailed instructions supplied. Typical signage to be in the toilets and near sinks	
Spread of infection due to poor hand washing	All users	Provide hand sanitiser and / or hand wash facilities for users in allocated toilets. Hand soap dispensers to be checked daily (and more often when busy) also to ensure there is always a good supply of hot water and soap. Signage to remind people to wash their hand frequently Visiting groups must bring their own sanitisers with them for use during visit. Sanitisers to be available for purchase at Tuck Shop.	
Spread of infection due to Toilet Facilities	All users	Toilet facilities to be cleaned & sanitised on a daily basis before use with hand washing facilities provided for users. Air hand dryers to be used but must be sanitised regularly. Group leaders to be instructed to manage their young people's usage of toilet facilities by ensuring that social distancing is maintained within the toilets. As many doors as possible to be wedged open.	
Spread of infection through activity equipment	Participants & Instructors	To minimise infection, leaders, staff and participants to follow the individual COVID Risk Assessments for each activity. Each activity instructor to take a pump dispenser for hand gel in addition to the portable first aid kit for that activity.	
Spread of infection due to close proximity in the shop	Staff & Visitors	Groups wishing to use the tuck shop should consider pre-orders (Goody Bags). Customers to queue outside supervised by a leader to ensure social distancing. Only one person allowed into the shop at any one time and a face covering must be worn. Central payment, ideally by BACS or card payment and groups should follow the separate guidelines and Risk Assessment for using the shop.	Refer to Tuck Shop Risk Assessment.
Spread of infection due to use of facilities	All Users	Notice to be displayed outside Reception informing visitors, staff, volunteers, and instructors, that they must not enter until told it is safe to do so by a staff member responsible for Office management. A maximum of one staff member and one visitor may be allowed inside at any one time.	

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Ref. No. SN.CV/CRO1.3

RISK ASSESSMENT

Centre Re-Opening – Staff Specific (Sheet 3 of 3)



Hazard	At Risk	Control Measures	Further Action
Spread of infection due to an infected visitor	All Users	If anyone displays possible COVID symptoms the group's leader must report to Reception immediately to arrange for the unwell person to be isolated in the Explorer Cabin to await transport. Anyone showing symptoms should leave site as soon as practicable. Consideration should also be given to arranging for the whole group to leave site. A Non-Contact Digital thermometer to be available in Reception to check visitors if requested Reception to be informed of the people / groups they have interacted with to allow additional sanitising and notification to the NHS Track and Trace system if required..	
Spread of infection through coin & paper handling	Visiting Group leaders & staff	Contactless card payment and / or payment on account by BACS / PayPal to be encouraged as a more acceptable alternative to cash. Gloves / Hand Gel to be supplied for office staff when dealing with coins / notes / cheques	
Spread of infection due to Office or Reception access.	All Users	Notices to be displayed outside the Reception and also the Office telling people, Staff, Volunteers, Instructors and visitors that they must not enter until told it is safe to do so by a member of Staff already in either.	