

BIBBYS FARM LIMITED
BIBBYS FARM SCOUT CAMPSITE AND ACTIVITY CENTRE

Sheet 1 of 3 - Issue 1 (July 2020)

Ref. No. SN.CV / STM1.1

RISK ASSESSMENT

Staff / Tool Management (Sheet 1 of 3)



Hazard	At Risk	Control Measures	Further Action
Lack of control of infection due to poor administration procedures	Staff & Visitors	Volunteers need to advise in advance if they are planning to visit site and to complete a register in Reception for use in the case of having to inform NHS track & trace <ul style="list-style-type: none"> • Ensure leaders have seen and read this Risk Assessment • All Volunteers and staff to report any COVID 19 symptoms immediately they start and then leave site. • List of symptoms to be displayed in Downstairs Canteen, (DSC). and Reception. • Digital thermometer (not oral) to be available to check if required. 	
Spread of infection due to lack of Social Distancing in Crew Quarters	Staff	Crew Quarters (C.Q.) <ul style="list-style-type: none"> • Crew Quarters to be kept locked shut. • Access to retrieve any stored items in. to CQ must be by an authorised person. 	
Spread of infection due to lack of Social Distancing whilst dining	Staff	Downstairs Canteen DSC <ul style="list-style-type: none"> • Staff to bring packed lunch, drinks can be made using water heater in DSC • Dining outside if weather permits. • Water heater in DSC to be turned round to give access from dining area side. Staff to use their own cups and drinks. • Use chairs only whilst dining in DSC to allow for social distancing. • When not dining access to toilets should be through the fire door. 	
Spread of infection due to contaminated surfaces and lack of Social Distancing in Downstairs Canteen	Staff	Downstairs Canteen DSC <ul style="list-style-type: none"> • One person to be nominated to clean surfaces and high touch points wiping down with suitable sanitising agent. • Special attention to be given to water heater, taps, sink units, toilets, door handles and light switches. • Maintain good housekeeping procedures. (Avoid accumulations of unnecessary items, ensuring floors are kept clean. • Corridor door to bedrooms to remain locked. 	

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RISK ASSESSMENT

Staff / Tool Management (Sheet 2 of 3)



Hazard	At Risk	Control Measure	Further Action
Spread of infection due to contaminated surfaces and lack of Social Distancing in Office and Reception.	Staff & Visitors	Office <ul style="list-style-type: none"> Only two people allowed in office at any one time, including visitors. To aid cleaning, where practicable maintain a clean desk policy and remove any unnecessary material / equipment not required by the office. Frequent cleaning of surfaces and high touch points e.g. photocopier, phones, door handles light switches, computer keyboards with sanitising agent Radios must be sanitising before and after use to avoid the high risk of aerosol contamination. Face coverings are recommended. Frequent emptying of waste bins. After use, keys to be cleaned using sanitising agent before replacing on racks. Reception <ul style="list-style-type: none"> Only two people allowed in reception at any one time, including visitors. Management of games equipment as per Leader led Activity Risk Assessment. Frequent cleaning of surfaces and high touch points, (phone charging points, light switches, door handles.) When bills are being paid visitors and staff to use face coverings. Tuck Shop <ul style="list-style-type: none"> Refer to Tuck Shop Risk Assessment. 	
Spread of infection due to access into Activity Barn (AB).	Staff	<ul style="list-style-type: none"> Activity Barn to be kept locked. Anyone requiring activity equipment or items from AB.to request authorised staff member to open and shut AB after equipment has been collected. When activity equipment is returned it should be arranged in sets to ensure that it can be left for 72 hours before further use. Refer to activity Risk Assessments for further details. Where appropriate, when finished with items of equipment are to be cleaned with sanitising agent. Yellow jackets currently stored.in Crew Quarters to be stored in Activity Barn. Cleaning materials etc to be stored in Activity Barn. Staff entering the Activity Barn must maintain good housekeeping procedures. (Avoid accumulations of unnecessary items, ensuring floors are kept clean and waste bins are emptied regularly). 	

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RISK ASSESSMENT

Staff / Tool Management (Sheet 3 of 3)



Hazard	At Risk	Control Measures	Further Action
Spread of infection from tools due to poor administration procedures.	Staff	<ul style="list-style-type: none"> Booking in / out system to be adhered to. Authorised person to be nominated for the day to issue tools from garage Register to be kept for monitoring what tools have been borrowed and by whom and when returned. Only one person to enter garage. 	
Spread of contamination due to contaminated tools.	Staff	<ul style="list-style-type: none"> Tools to be returned, signed in and cleaned with sanitising agent. 	
Spread of contamination due to contaminated Machinery	Staff	<ul style="list-style-type: none"> Only authorised staff to use machinery. High touch points to be wiped clean with sanitising agent after use 	
Spread of infection when undertaking Task	Staff	<ul style="list-style-type: none"> Where practicable ensure social distancing throughout the task. If social distancing is not possible face coverings to be used. Vulnerable persons should carry out single duty tasks if social distancing is not possible After finishing tasks clean any local surfaces with sanitising agent. 	
Spread of infection due to lack of Hygiene	Staff	<ul style="list-style-type: none"> Signage to remind staff to maintain good hygiene procedures. Wash hand regularly and avoid touching face. Cough or sneeze into arm. Frequent use of hand sanitiser. Provide more rubbish containers and remove frequently. 	
Spread of infection due to sleeping	Crew & Volunteers	Crew & Volunteers to attend during the day only.	