Covid-19 restarting face to face Scouting risk assessment

Name of Section or Activity	Bibbys Farm Campsite and Activity Centre Staff and Tool Risk Assessment	Date of risk assessment	28th August 2020	Name of who undertook this risk assessment	Norman Theaker Brian Davies	COVID-19 readiness level transition	Red to Amber	Version No	01.01092020

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?
Hazard *– something that may cause harm or damage.* ***Risk*** *– the chance of it happening.*	*Young people, Leaders, Visitors?*	***Controls*** *– 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 **checking** throughout the activity in case you need to change it…or even **stop** it! This is a great place to add comments which will be used as part of the review.*
Administration procedures **Risk**: spread of infection due to lack of administration procedures.	Staff Volunteers	**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** • 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.	
Access to crew quarters **Risk:** Spread of infection due to contamination and lack of social distancing	Staff Volunteers	**Crew Quarters (CQ)** • Access to CQ restricted and will be locked shut. • Entry only for emergency purposes • Items used on a regular basis currently stored in CQ.to be relocated either to the Activity Barn (AB) or DSC.	
Dining Arrangements **Risk:** Spread of infection due to lack of Social Distancing whilst Dining	Staff Volunteers	**Downstairs Canteen DSC** • Crew 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. • Only use chairs whilst dining in DSC to allow for social distancing. • When not dining access to toilets should be through the fire door.	

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Occupancy in Downstairs Canteen **Risk:** Spread of infection due to contaminated surfaces	Staff Volunteers	**Downstairs Canteen DSC** • 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 and any crockery and / or cutlery is cleaned and stored away after use.) • Corridor door to bedrooms to be locked.	
Occupancy of Office and Reception **Risk** Spread of infection due to contaminated surfaces and lack of Social Distancing in	Staff Volunteers	**Office** • 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. • Frequent emptying of waste bins. • After use, keys to be cleaned using sanitising agent before replacing on racks. **Reception** • Only two people allowed in reception at any one time, including visitors. • Management of games equipment as per Leader led Activity R.A • 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** Refer to Tuck Shop Risk Assessment.	

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Access to Activity Barn **Risk**: Spread of infection due to contamination	Staff Volunteers	• Access to the Activity Barn will be necessary to retrieve such items as climbing, target sports and leader led activity equipment including mountain bikes along with many other items stored in the AB. • Staff entering the AB must maintain good housekeeping procedures. Avoid accumulations of unnecessary items, ensuring floors are kept clean and waste bins emptied regularly. • Where appropriate, when finished with items they are to be cleaned with sanitising agent and stored for easy retrieval. In sets to enable equipment to be quarrenteed for 72 hours • Yellow jackets currently stored.in CQ to be stored in Activity Barn to enable them to be wiped down with sanitising agent and to avoid having to open the CQ. • Where practicable Items / material purchased for tasks to be stored in AB. or DSC. for use when required by staff. • Fragile items to be stored either in DSC or Office, • Cleaning materials etc to be stored in AB) •	
Use oftools **Risk**: Spread of infection from tools due tolack ofadministration procedures.	Staff Volunteers	• Only one person to enter garage • 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.	
Use of Tools **Risk**: Spread of contamination due to contaminated tools	Staff Volunteers	• Tools to be returned, signed in and cleaned with sanitising agent.	
Use of Machinery **Risk**: Spread of contamination due to contaminated machinery	Staff Volunteers	• Only authorised staff to use machinery. • High touch points to be wiped clean with sanitising agent after use	

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Undertaking Tasks **Risk:** Spread of infection due to lack of social distancing	Staff Volunteers	• Where practicable ensure social distancing throughout the task. If social distancing is not possible face coverings to be used. • After finishing tasks clean any local surfaces with sanitising agent. If task to be carried out by single person, the following arrangements must be adhered to • Duty warden to be made aware of anyone undertaking a single-handed task.and location of task. • Radio to be taken to task site. • Person to be made aware of the dangers of lifting heavy items. • Maintenance of good hygiene procedures throughout the task. • Ensure tool management procedures are observed..	
Undertaking Tasks **Risk:** Spread of infection due to lack of hygiene	Staff Volunteers	• Signage to remind staff to maintain good hygiene procedures. • Wash hand regularly and avoid touching face. Cough or sneeze into arm. • Use of hand sanitiser. • Provide more rubbish containers and remove frequently.	
Review: *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.*			

Checked by Line Manager	Brian Davies Director, Bibbys Farm Ltd Date 01092020	**Checked by Executive**	Diane Hawkins Chair, Bibbys Farm Ltd, Bolton Scout Trust Date 01092020
Approved by Commissioner	Ian Hill Reg Cmmr, NE 3 September	**Approved by Executive**	Stephen Lewis President, Bolton Scout Trust Date 01092020
Notification of level change	27 August 2020 Cathy Ward GMN CC		

We take personal data privacy seriously. The data in this form is used to assess the suitability for the return to face to face Scouting based on the controls put in place. The personal data in this form is used to identify the individuals who have completed and approved the risk assessment. This includes the individual who undertook the assessment, the line manager, Executive members and County Commissioner, who will all have access to this data. Scouts headquarters will retain this data for 3 years after the Covid-19 readiness level goes to 'Green' and does not return to 'Amber' or 'Red' to act as evidence of the assessment taking place. For further details on the Scouts data processing stance please visit our Data Protection Policy here. https://scouts.org.uk/DPPolicy'.