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| **Name of Section or Activity** | **Bibby Farm Campsite and Activity Centre**  **Pedal Cars** | **Date of risk assessment** | **5th Sept 2020** | **Name of who undertook this risk assessment** | **Daren Williams** | **COVID-19 readiness level transition** | **Red to Amber** | Version No | **03.12.03.2021** |

| **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?** |
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| ***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.* |
| **Pedal Cars**  **Risks** Normal and COVID19 Hazards | *Young people,*  *Leaders,* | Ensure leaders have seen and read the appropriate Risk Assessments (R.A)   * Standard Pedal Car Risk Assessment. (HASMOP) * COVID19 Restart Risk assessment Pedal Cars * COVID19 Restart Risk Assessment. Site Reopening (Visitors) * COVID19 Restart Risk Assessment First Aid Incident |  |
| **Administration Procedures**  **Risk** Spread of infection due to lack of Administration Procedures | *Young people,*  *Leaders*  *Staff / Volunteers,* | * Signage at Pedal Car storage shed to remind people of social distancing and the need for good hygiene procedures. * Multiple group sessions during evening or day visits only allowed if there is sufficient time for the necessary cleaning between groups to be carried out * Sessions to be pre booked prior to visit. |  |
| **Pedal Cars**  Spread of infection due to lack of Social Distancing | *Young people,*  *Leaders*  *Staff / Volunteers,* | * Only one person in storage shed to remove cars and to store them if there are no further sessions booked. * Numbers of cars around track limited to 4. Group to be divided into sets (One set using cars other sets waiting). Use staggered start times to promote social distancing. * Leaders to ensure participants waiting to use the cars maintain social distancing. * One-way system round track. * Where social distancing is not practicable e.g. helmet adjustment leaders or staff must wear a visor or mask. |  |
| **Pedal Cars**  **Risk** Spread of infection due to lack of personal hygiene | *Young people,*  *Leaders*  *Staff / Volunteers,* | * Everyone to sanitise their hands before, during and after the activity * Extra caution must be taken not to touch mouth or face, |  |
| **Pedal Cars**  **Risk:** Spread of infection due to contamination of Pedal Cars and Helmets at start of session | *Young people,*  *Leaders*  *Staff / Volunteers* | * Each group will receive pedal cars and helmets that have been cleaned at completion of session prior to storage. Additional cleaning must be carried out prior to commencement of activity to ensure that they are free of any contamination that might have occurred during storage. * High touch points of pedal cars to be cleaned using a sanitising agent and wiped dry with paper roll. * Each member to be allocated a helmet for the duration of the session. * Inside of helmets and straps to be sprayed and wiped dry with paper roll.   Sanitising agent to be suitable for skin contact |  |
| **Pedal Cars**  **Risk:** Spread of infection due to contamination of Pedal Cars during session | *Young people,*  *Leaders*  *Staff / Volunteers* | * If group is split into multiple sets, high touch points of pedal cars (seats, steering wheels brakes) to be wiped clean with sanitising agent between sets. * Allow 15 minutes between group sessions for cleaning high touch points of pedal cars (seats steering wheels, brakes, and helmets.). |  |
| **Pedal Cars**  **Risk:** Spread of infection due to contamination of Pedal Cars at completion of session |  | * To ensure equipment is free from contamination at completion of session for the day or evening and if bookings allow, pedal cars and helmets to be quarantined in sets for 72hrs’ * If not possible to quarantine for 72 hours additional cleaning will be necessary before future use. (Use power spray with sanitising agent and wipe down high touchpoints of the pedal cars with paper roll) Apron, gloves visor, and mask to be worn. * Visors to be wipe clean using sanitising agent after the end of each group’s session and aprons gloves and masks placed in quarantine after use of the power spray. |  |
| **Pedal Car Storage Facility**  **Risk:** Spread of infection due to contamination of Storage Facility. |  | * Ensure high touch points (door handles handrails) are wipe clean using sanitising agent. |  |
| **Waste Disposal**  **Risk: -** Spread of infection due to waste accumulation |  | * Sufficient refuse bins are to be made available and regularly cleared and sanitised. * Waste to be emptied daily and disposed of in accordance with current government guidelines |  |
| **First Aid Incident**  **Risk:** Spread of infection doe to treating patient |  | * Refer to COVID19 First Aid Risk Assessment |  |
| ***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.* | | | |

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| **Checked by Line Manager** | **Brian Davies**  **Director**  **Date 10th Sept2 020** | **Checked by Executive** | **Diane Hawkins,**  **Chair Bibbys Farm Ltd Bolton Scout Trust**  **Date 23rd Oct 2020** |
| **Approved by Commissioner** | **Nisbah Hussain**  **Reg Commissioner North West**  **Date 07th.Dec.2020** | **Approved by Executive** | **Stephen Lewis**  **President Bolton Scout Trust**  **Date 28th Oct 2020** |
| **Notification of level change** | **Date 07th Dec 2020**  **Cathy Ward GMN C.C.** | | |

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>’.