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| **Name of Section or Activity** | **Bibbys Farm Campsite and Activity Centre**  **Use of**  **Downstairs Canteen (DC)**  **Scouts** | **Date of risk assessment** | **1st December 2020** | **Name of who undertook this risk assessment** | Brian Davies | **COVID-19 readiness level transition** | Red to Amber | Version No | 04.18.04.2021 |

| **Hazard Identified? /**  **Risks from it?** |  | **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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| **Use of Bibbys DC**  **Risks** COVID19 Hazards |  | Ensure Group leaders have seen and read the appropriate Risk Assessments.   * COVID19 Restart Risk Assessment. Site Reopening (Visitors) * COVID19 Restart Risk Assessment Tuck Shop * COVID19 Restart Risk Assessment First Aid Incident |  |
| **Administration Procedures**  **Risk** Spread of infection due to lack of Administration Procedures | Visitors./Instructors | A flyer.to be attached to all booking confirmations providing any further guidelines visitors need to follow and. to emphasise the need for social distancing and to ensure good hygiene procedures.   * Group must produce their own COVID 19 Risk Assessment prior to visiting Bibbys Farm, including Track and Trace information. * Use of DC only available by prior arrangement. * Tuck shop only available by arrangement prior to visit. * Care to be taken in the disposal of litter. ( Sweet wrappers and cans) |  |
| **Maintaining social distance at Arrival on site**  **Risk:** Spread of infection if social distancing is not maintained. | Visitors./Instructors | * Groups attending Bibbys using the DC should refer to drop off / pick up procedures outlined in COVID19 Restart Risk Assessment. Site Reopening (Visitors) * On arrival groups to make their way to the DC, one leader to report to Reception, sign the fire register and be briefed on any additional arrangements or risks for their visit.( leader to sanitise hands prior to signing register ) |  |
| **Maintaining social distance when entering Downstairs Canteen (DC)**  **Risk:** Spread of infection if social distancing is not maintained. | Visitors./Instructors | * Posters to remind people of current guidelines regarding social distancing. * Masks to be worn as per current government procedures when using the Canteen.   + - * Corridor door to bedrooms to be locked.       * One-way system for entry and exit to be clearly sign posted.       * Kitchen to be locked off to prevent use |  |
| **Hygiene of people:**  **Risk S**pread of infection if proper hand washing not carried out. | Visitors./Instructors | * Signage erected to advise people to wash their hands often and properly with detailed instructions supplied. * Suitable hygiene signage to be in the toilets and near sinks. * 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. * Toilet facilities to be cleaned & sanitised daily before use. * Visiting groups and course members requested to bring their own sanitisers with them for use during visit. |  |
| **Refreshment Arrangements:**  **Risk**  Spread of infection if good hygiene and social distancing procedures are not followed |  | **Day Visits**   * If required Group members to bring a packed lunch, and flask for drinks. * Dining outside if weather permits. * Only use chairs whilst dining in DSC to allow for social distancing. * Access to and from D.C.is by a one-way system. Entrance and exit clearly signposted.   **Evening Visits**   * Leaders to provide cordial and plastic cups. Site jugs available. |  |
| **Hygiene of Downstairs Canteen/ surfaces**  **Risk S**pread of infection if good hygiene procedures are not followed | Visitors./Instructors  Bibbys Staff | **Bibbys staff**   * To make reference to the cleaning checklist. * Clean and wipe down surfaces that are in use. * Sweep and/or mop floor. * Sanitise door handles, lighting switches hot water boiler tap etc. * Sanitise door handles & wedge open where practical. * Toilets to have sanitising spray and cloths available for users to use between visits. * Ensure bins are emptied daily and new bin liners fitted. * Waste to be disposed of in accordance with current government guidelines Maintain good housekeeping procedures. (Avoid accumulations of unnecessary items, ensuring floors are kept clean * 72 hrs between bookings /users unless additional cleaning/sanitising of high traffic touch points can be carried out. |  |
| ***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** | **Peter Sturgess**  **Director**  **Date 1st Dec 2020** | **Checked by Executive** | **Diane Hawkins**  **Chair Bibbys Farm Ltd Bolton Scout Trust**  **Date 1st Dec 2020** |
| **Approved by Commissioner** | **Nisbah Hussain**  **Regional Commissioner North West**  **Date 07th Dec 2020** | **Approved by Executive** | **Steven Lewis**  **Date 1st Dec 2020** |
| **Notification of level change** | **Date 07th Dec 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>’.