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| **Name of Section or Activity** | Bibbys Farm Campsite and Activity Centre  **Geocaching** | **Date of risk assessment** | **10.12.2020** | **Name of who undertook this risk assessment** | Darren 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?** |
| --- | --- | --- | --- |
| ***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.* |
| **Geocaching**  **Risks:** COVID19 Hazards | *Young people,*  *Volunteers* | Ensure leaders have seen and read the following Risk Assessments.   * COVID19Restart Risk assessment Geocaching * COVID19 Restart Site Risk Assessment Reopening (Visitors). * COVID19 Restart Risk Assessment First Aid Incident. | **Made into a specific RA for Geo Caching Date 12.03.2021** |
| **Administration Procedures**  **Risk** Spread of infection due to lack of Administration Procedures |  | * Signage to remind people when picking up equipment from Reception of the need for social distancing and for good hygiene procedures. * Where possible geocaching equipment to be stored to allow for quarantining. * 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 |  |
| **Geocaching equipment**  **Risk** Spread of infection  due to lack of Social Distancing | *Young people,*  *Leaders, Staff Volunteers* | * Leader to collect geocaching equipment from Reception observing the rule of only 2 people allowed in reception at any one time. * During activity leaders to ensure social distancing is maintained throughout the activity. |  |
| **Geocaching Equipment.**  **Risk** Spread of infection due to lack of personal hygiene |  | * Everyone to sanitise their hands before and after the activity. * Extra caution must be taken not to touch mouth or face. |  |
| **Geocaching Equipment**  **Risk:** Spread of infection due to contaminated of Games equipment at start of session | *Young people,*  *Leaders, Staff Volunteers* | * Each group will receive Geocaching equipment that has been cleaned at completion of a session prior to storage. Additional cleaning using a sanitising agent must be carried out prior to commencement of activity to ensure that it is free of any contamination that might have occurred during storage. |  |
| **Geocaching Equipment**  **Risk:** Spread of infection due to contaminated of Game Equipment at completion of session | *Young people,*  *Leaders, Staff Volunteers* | * Geocaching equipment to be sanitised and wiped dry between use by participants and at the completion of each session. |  |
| **Waste Disposal**  **Risk: -** Spread of infection due to waste accumulation | *Young people,*  *Leaders, Staff Volunteers* | * 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 during treatment of patient | *Young people,*  *Leaders, Staff Volunteers* | * Refer to COVID 19 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 12th Dec 2020** | **Checked by Executive** | **Diane Hawkins**  **Chair Bibbys Farm Ltd Bolton Scout Trust**  **Date 19 April 2021** |
| **Approved by Commissioner** | **Name, Nisbah Hussain**  **Role / level RC NW**  **Date 28 April 2021** | **Approved by Executive** | **Stephen Lewis**  **President Bolton Scout Trust**  **Date 20 April 2021** |
| **Notification of level change** | **Date and by who**  **Cathy Ward CC GMN 24 March 2021** | | |

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>’.