|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Name of section or activity** | Bibbys Farm Scout Activity Centre – Water Activities | **Date of risk assessment** | **14/04/2021** | **Name of who undertook this risk assessment** | Laurence Carmyllie | **COVID-19 readiness level transition** | Red to Amber (Outdoor) |

| **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 or even **stop** it. This is a great place to add comments which will be used as part of the review. |
| We’ve provided some examples of hazards and potential control measures to help start your thinking on developing your risk assessment and plans for restarting face-to-face Scouts. Make sure you customise all content in red so that it’s relevant to your local situation and understood by those developing and reviewing it. Do not include any unnecessary data that could personally identify an individual, such as the name of a youth member. | | | |
| Hazard: Insufficient time to prepare activity by participants and instructors  Risk: Increased risk of infection spread due to poor preparation and accessing equipment from enclosed storage containers. | Young people  Leaders  Instructors | * **All water based activities must include 30 minutes at the beginning and at the end of each session to provide sufficient time for sanitising of equipment, instruction on covid safe protocol during activity.** * **Where multiple (back to back) sessions are booked by a group in order to enable to whole group to participate in the activity, a minimum of 30 minutes must be allowed between each booking to ensure sufficient time for sanitising of equipment and facilitate social distancing as groups change over.** * **Items in constant use to be sprayed with antiviral product and left for 30 minutes before re-use.** * Instructors to ensure that the activity centre provides sufficient and suitable sanitising products for the activity session(s). * Equipment to be made available to participants outside of storage cabins, reducing the number of individuals inside the indoor storage containers. Only instructors to enter storage containers to obtain equipment. Social distancing to be maintained (1m+) by instructors while in cabin and face masks to be worn while inside. * Participants and their accompanying leaders to wait in pre-determined designated area prior to activity. Instructors to invite participants forward in small groups (less than 4) to collect equipment. Social distancing to be maintained at all times. * On arrival at water activity base all participants including instructors and leaders to use hand sanitiser to minimise spread of infection by contact. * High contact touch points in cabins to be sprayed down at beginning and end of each session by instructor e.g., door handles, keys * A strict ratio of 6 participants to 1 instructor (although BCU limit is 8, some Bibbys instructors are limited to 6) * Spectators to be limited so as to ensure social distancing. * Those based on shore in addition to the participating group must have a specific purpose and be identified as such. Any land based support that may need to enter the water e.g., to assist in landing craft, must wear a buoyancy aid that is correctly fitted and fastened. * Any person sorting / returning kit from quarantine to general circulation must sanitise hands before and after doing so. |  |
| Hazard: Contamination of equipment (paddles)  Risk: infection spread from contact with equipment used by infected person | Young people  Leaders  Instructors | * Paddles to be wiped down by participants before and after the activity, using the sanitising products supplied and under the guidance of instructors. * A paddle is issued to an individual for the duration of the session. No exchange of equipment between participants. |  |
| Hazards: Contamination of equipment (craft)  Risk: infection spread from contact with equipment used by infected person | Young people  Leaders  Instructors | * High contact touch points of craft (grab handles, carry handles, rim of cockpit on kayak) to be sprayed down by participants before and after the activity, using the sanitising products supplied and under the guidance of instructors. * An individual craft is issued to an individual for the duration of the session. No exchange of equipment between participants. * On the rare occasion where craft are exchanged e.g., difficulty in use, specific requirements of a training course, then this exchange to take place on land, not on water. Both craft to be sanitised as above during the exchange. |  |
| Hazard: Contamination of personal safety equipment (Helmets, buoyancy aids)  Risk: infection spread from contact with equipment used by infected person | Young people  Leaders  Instructors | * Instructors will need to be within the recommended social distancing range in order to check that safety equipment is fitted correctly. Instructors (or their nominated assistants) to wear face masks throughout, even though they are outdoors. Any contact to be minimal and for as short a time as possible. * Leaders to maintain distance at all times, unless specifically required e.g., to support a young person with specific needs. Leaders/Instructors nominated assistants to wear face masks at these times. * Following use, personal safety equipment must be put into quarantine for 72 hours before being returned to general use unless sanitised between uses. * If insufficient equipment to enable quarantine, then this must be wiped down between use paying particular attention to straps, buckles, zips. |  |
| Hazard: Lack of social distancing (Land)  Risk: infection spread due to increased contact | Young people  Leaders  Instructors | * Provide signage reminding people of the need to socially distance. * Groups to arrive at venue no earlier than 5 minutes before their booking time to ensure that multiple groups do not end up mixing in a restricted space. * Only instructors to enter cabins * Individuals to be reminded of need to maintain social distancing while at the venue. * Once session is finished and equipment cleaned then participants to leave the area. |  |
| Hazard: Lack of social distancing (water)  Risk: infection spread due to increased contact | Young people  Leaders  Instructors | * Craft may only be used by the designated number of individuals that the craft was designed for e.g., sit on kayak 1 person (no doubling up e.g., for small people). * Prebuilt rafts and raft building: Numbers allowed on rafts to be at the discretion of the instructor. * Canadian canoe (designed for 2 people) may be used by 2 people provided they are placed at opposite ends, maintaining a safe distance between them. * Proximity to other paddlers – paddlers to launch independently as much as possible. Where assistance is required from land based support, they should wear a mask. * Paddlers do not wear masks while on the water. * Activities should not involve close proximity e.g., rafting of kayaks. Shouting to be discouraged. Grouping of craft to be discouraged. |  |
| Hazard: Close contact during rescue  Risk: infection spread due to increased contact | Young people  Instructors | * Avoid activities with higher risk of rescue being required. * Encourage self-rescue where possible. * Participants to swim back to launch area and instructors to tow craft back. * Water based rescue is not possible while wearing PPE e.g., masks, gloves, due to the associated risks of wearing PPE while paddling e.g., suffocation from mask if submerged. * See first aid risk assessment |  |
| Hazard: Waste Disposal  Risk: - Spread of infection due to waste accumulation | Young people  Leaders  Instructors | * 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 |  |
| Hazard: Incident Requiring First Aid  Risk: Spread of infection | Young people  Leaders  Instructors | * Refer to COVID 19 First Aid Risk Assessment. |  |
| ***Review:*** *this risk assessment is for a section to move from one COVID-19 readiness level to the next. An additional risk assessment should be produced for each move proposed.* | | | |

|  |  |  |  |
| --- | --- | --- | --- |
| **Checked by Line Manager** | Name: Brian Davies  Role and level: Director  Date 08.08.2021 | **Checked by Executive** | Name: Diane Hawkins  Role and level: Chair Bibbys Farm Ltd ; Bolton Scout Trust  Date: 9/8/21 |
| **Approved by Commissioner** | Not Required | **Approved by Executive** | Name: Stephen Lewis  Role and level: President, Bolton Scout Trust  Date 9/8/21 |
| **Notification of level change** | Not Required | | |

We take personal data privacy seriously. The data in this form is used to assess the suitability for the return to face-to-face Scouts 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 UKHQ will retain this data for three 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: [scouts.org.uk/Policy](https://scouts.org.uk/DPPolicy)