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| **Name of Section or Activity** | **Bibbys Farm Campsite and Activity Centre**  **Use of Crew Quarters** | **Date of risk assessment** | **15th May April 2021** | **Name of who undertook this risk assessment** | Brian Davies | **COVID-19 readiness level transition** | Amber to Yellow | Version No | **1.15.05.2021** |

| **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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|  |  | *From 17th May, Scout Camping is allowed for groups of up to 6 people. Bibbys Farm will encourage Scouts and Explorers to camp using a PASSPORT.  This risk assessment is to allow limited Crew to stay overnight which is an essential part of our risk assessment for supporting young people staying overnight on camp.*  *Additionally, it takes the next, appropriate steps in returning the Crew to using their quarters for limited purposes as other buildings become occupied by Schools and other 3rd parties* |  |
| **Use of Crew Quarters (CQ)**  COVID 19 Hazards | Crew members | Ensure crew members have seen and read the appropriate Risk Assessment (R.A.))   * COVID19 Restart Risk Assessment First Aid Incident * COVID19 Restart Risk Assessment Staff and Tool * COVID19 Restart Risk Assessment Use of Crew Quarters. |  |
| **Use of Crew Quarters**  **Administration Procedures**  **Risk** Spread of infection due to lack of Administration Procedures | Crew members | * All people staying overnight to take a lateral flow test on arrival on site. Anyone testing positive to leave immediately. * Crew staying over to be limited to essential stays or to save people having to travel significant distances to and from home. * Wherever possible, one person per bedroom giving a max of 3 sleeping over. |  |
| **Access to Crew Quarters**  **Risk:** Spread of infection due to contamination and lack of social distancing | Crew members | * Posters to remind people of current guidelines regarding social distancing. * When appropriate masks to be worn as per current government guidelines * Access to CQ restricted to the nominated residential support crew and for crew members for daytime brewing. * Maximum numbers allowed in CQ limited to ensure social distancing can be maintained. * Rear door to be left open to ensure a one way system is maintained and windows opened to provide a flow of air throughout. |  |
| **Dining Arrangements**  **Risk:** Spread of infection due to lack of Social Distancing whilst Dining | Crew members | **Daytime catering arrangements**   * Crew to bring packed lunch, drinks can be made using the CQ’s water boiler. * Dining outside wherever weather permits. * If dining within CQ is necessary due to inclement weather chairs to be spaced to ensure social distancing is maintained and a shift system employed to maximise social distancing.   **Overnight stay (support Staff)**   * Breakfast- cereal and toast / Microwave meal. Evening meal - Microwave cooked meals. No return to mass catering as yet. * No food to be taken into bedrooms. * All crockery and cutlery used to be thoroughly washed and sanitised through the use of scalding hot water or dishwasher after use. * Kitchen area and utensils to be sanitised after the preparation of each meal. * Care to be taken in the disposal of litter.(Sweet wrappers and cans) |  |
| **Hygiene of People**  **Risk:** Spread of infection if good hygiene procedures are not followed. | Crew members | * 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. |  |
| **Hygiene of Buildings internal surfaces**  **Risk S**pread of infection if good hygiene procedures are not followed | Crew members | **Bibbys Crew**   * To make reference to the cleaning checklist. * Clean and wipe down surfaces that are in use. * Sweep and/or mop floors. * Sanitise door handles, lighting switches hot water boiler tap and any other high-traffic points of contact. * 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 |  |
| ***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 | **Name, Peter Sturgess**  **Role / level Centre Manager**  **Date 15 May 2021** | Checked by Executive | **Name, Diane Hawkins**  **Chair Bibbys Farm & Bolton Scout Trust**  **Date 16 May 2021** |
| Approved by Commissioner | **Name, Nisbah Hussain**  **Role / level Reg Commissioner NW**  **Date 26 May 2021** | Approved by Executive | **Name, Stephen Lewis**  **Role President, Bolton Scout Trust**  **Date 16 May 2021** |
| Notification of level change | **Date 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>’.