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| **Name of Section or Activity** | **Bibbys Farm Campsite and Activity Centre**  **Camping and Building use** | **Date of risk assessment** | **16th June 2021** | **Name of who undertook this risk assessment** | Pete Sturgess | **COVID-19 readiness level transition** | Yellow | Version No | 1.16.06.2021 |

| **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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| **Use of Bibbys Camping or residential Facilities.**  **Risks** COVID19 Hazards | Campers | Each group shall submit their own risk assessment locally for approval to undertake their camp/residential visit.  Ensure leaders have seen and read the appropriate Risk Assessments (R.A)   * COVID19 Restart Risk Assessment. Site Reopening (Visitors) * COVID19 Restart Risk Assessment First Aid Incident   Plus, any other Risk Assessment for additional activities booked. |  |
| **Administration Procedures**  **Risk** Spread of infection due to lack of Administration Procedures | Campers | * COVID19 Risk Assessment and COVID terms document to be supplied with every booking confirmation. * All Camping/Residential bookings to be pre-booked. * Camping bookings limited to an appropriate number for the size of the groups, availability of fields and weather conditions to ensure social distancing can be maintained and facilities do not become crowded or overwhelmed. * No shared use of buildings, building bookings to have their own toilet/shower facilities for exclusive use by that group. |  |
| **Maintaining social distance and hygiene requirements when camping overnight and/or use of Buildings.**  **Risk:** Spread of infection if social distancing is not maintained and hygiene procedures are not followed. | Campers | * Groups to be allocated a suitable camping pitch to give sufficient space for camping and distancing with enough space to “play” without having to move around site to other areas unnecessarily. * Tent/Room occupancy to comply with the current Scout Association guidelines at the time of the camp. * Maximum group numbers to comply with the current Scout Association guidelines at the time of the camp. * Tents to be pitched so as not to compromise social distancing requirements. * Surfaces within the canteen and kitchen areas to be regularly cleaned and sanitised. * On day of departure campsite/building to be checked by staff member to ensure waste has been disposed of in accordance with current government guidelines, and no equipment /litter left on site. * Any groups mixing or sharing resources with other groups that break the guidelines in place on the day to be reported to the appropriate District Commissioner. |  |
| **Toilet arrangements when camping**  **Risk** Spread of infection due to poor hygiene procedures and lack of social distancing | Camper | * Signage erected to remind people to wash their hands and maintain social distancing. * Toilet to be cleaned / sanitised daily paying attention to high traffic touch points by users. * Waste bins to be emptied daily. * Centre Manager to control the number of toilet blocks open to suit the number of people on site. Where practical, individual facilities to be allocated to specific groups to reduce cross contamination. * All toilet/shower facilities to contain additional cleaning materials i.e., sanitising sprays & wipes to allow users to clean touch points before and after use. * All groups to be advised to manage usage of any shared facilities to avoid overcrowding. * When social distancing is impractical, masks to be worn in toilet blocks. * Wherever possible, doors and windows to remain open to allow good ventilation throughout the facilities. * Where there is no option but to share facilities, groups to be made aware they need to spray/sanitise between users. * Shared use of facilities such as toilet/shower blocks to be managed by the Centre Manager on a daily basis to ensure any risk is minimised. Where possible, separate facilities to be allocated per group on site. When this is not possible, rotas for shower usage to be considered plus additional sanitising between groups using showers. * Signage to indicate maximum occupancy at toilet blocks |  |
| ***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, Brian Davies  Role / level Director  Date 16.06.2021 | **Checked by Executive** | Name, Diane Hawkins  Role / level Chair of Bibbys Farm Ltd and Bolton Scout Trust  Date 17/6/2021 |
| **Approved by Commissioner** | Name, Nisbah Hussain  Role / level Reg Cmmr  Date 24 June 2021 | **Approved by Executive** | Name, Stephen Lewis  Role / level President of Bolton Scout Trust  Date 18 June 2021 |
| **Notification of level change** | Date and by who  Cathy Ward CC GMN | | |

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>’.