

Covid-19 restarting face to face Scouting risk assessment

Name of Section or Activity	Bibbys Farm Campsite and Activity Centre Site Re-Opening	Date of risk assessment	28 th August 2020	Name of who undertook this risk assessment	Norman Theaker Brian Davies	COVID-19 readiness level transition	Red to Amber	Version No	1.01092020
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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?
<p><i>Hazard – something that may cause harm or damage.</i></p> <p><i>Risk – the chance of it happening.</i></p>		<p><i>Controls – Ways of making the activity safer by removing or reducing the risk from it.</i></p> <p><i>For example - you might use a different piece of equipment or you might change the way the activity is carried out.</i></p>	<p><i>Keep checking throughout the activity in case you need to change it...or evenstop it! This is a great place to add comments which will be used as part of the review.</i></p>
<p>Public Foot Path through site.</p> <p>Risk: Public spreading infection .</p>	<p><i>Young people, Leaders, Staff/ Volunteers Visitors</i></p>	<p>Covid signage required at entrance to site local to motorway footbridge, also at stile into conservation field and at entrance to site from Back Lane, noting that “due to the coronavirus outbreak walkers are respectfully requested to use the designated alternative route” which would also need additional signage.</p>	
<p>Maintaining social distance at drop off and pick up</p> <p>Risk: Spread of infection if social distancing is not maintained.</p>	<p><i>Young people, Leaders, Staff/ Volunteers Visitors</i></p>	<p>Only pre-booked Groups to be admitted. Bookings restricted to group sizes in accordance with the Organisation’s current COVID plan.</p> <p>Parents / drivers to drop off and leave immediately and to pick up at the pre-arranged staggered times.</p> <p>Cars should be parked in designated areas</p> <p>Social Distancing must always be observed whilst in car park and on site.</p> <p>Face coverings must be worn in car park when out of vehicle</p>	
<p>Maintaining social distance during visit.</p> <p>Risk: Spread of infection if social distancing is not maintained.</p>	<p><i>Young people, Leaders, Staff/ Volunteers Visitors</i></p>	<p>Additional signage to emphasise the need for social distancing.</p> <p>A flyer provided to group leaders pre-visit and on arrival to emphasise the need for social distancing.</p> <p>The same flyer to be attached to all booking confirmations sent out as additional “Terms & Conditions” of a booking and including any other guidelines groups need to follow.</p> <p>Only 6 visiting groups allowed on site at any one time. (In constant review)</p> <p>On arrival groups to make their way to their allocated field identified on their booking confirmation.</p> <p>One Leader to report to Reception, sign the fire register and be briefed on any additional arrangements or risks for their visit.</p>	

Additional information can be found in the [Safety Checklist for Leaders](#) and other information at scouts.org.uk/safety

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Hygiene of people: Risk Spread of infection if proper hand washing not carried out.	<i>Young people,</i> <i>Leaders,</i> <i>Staff/</i> Volunteers Visitors	Additional signage erected to advise people to wash their hands often and properly with detailed instructions supplied. Typical 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. Visiting groups requested to bring their own sanitisers with them for use during visit. Sanitisers to be available for purchase at Tuck Shop.	
Hygiene of toilets: Risk Spread of infection if hygiene procedures are not carried out.	<i>Young people,</i> <i>Leaders,</i> <i>Staff/</i> Volunteers Visitors	Toilet facilities to be cleaned & sanitised daily before use. Hand washing facilities provided for users. Air hand dryers may be used but must be sanitised regularly. Group leaders to be instructed to manage their young people's usage of toilet facilities by ensuring that social distancing is maintained within the toilets. Wear masks when already occupied. As many doors as possible to be wedged open.	
Hygiene of activity equipment : Risk Spread of infection if hygiene procedures are not carried out.	<i>Young people,</i> <i>Leaders,</i> <i>Volunteers</i> <i>Staff/</i> Visitors	To minimise infection, leaders, staff and participants to follow the individual COVID Risk Assessments for each activity. Each activity instructor to take a pump dispenser for hand gel in addition to the portable first aid kit for that activity.	
Use of outdoor spaces : Risk un-even ground, access to space less controlled, cannot be cleaned.	<i>Young people,</i> <i>Leaders,</i> <i>Staff/</i> Volunteers Visitors	Provision of signage and safety briefing by staff and leaders informing young members to wash hands frequently and to take care when moving around site.	
Use of Canteen Risk spread of infection if social distancing is not maintained or hygiene procedures are not followed	<i>Young people,</i> <i>Leaders,</i> <i>Staff/</i> Volunteers Visitors	Use of canteen only by specific arrangement Masks to be worn by all members when using the Canteen One person to be nominated to clean surfaces and high touch points wiping down with suitable sanitising agent. Special attention to be given to water heater, taps, sink units, toilets, door handles and light switches. Maintain good housekeeping procedures. (Avoid accumulations of unnecessary items, ensuring floors are kept clean Corridor door to bedrooms to be locked. One way system for entry and exit is clearly signposted	

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Waste Disposal Risk: spread of contamination from waste material	<i>Young people,</i> <i>Leaders,</i> Staff/ Volunteers Visitors	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	<i>Young people,</i> <i>Leaders,</i> Staff/ Volunteers Visitors	Refer to COVID 19 First Aid Incident Risk Assessment.	
<i>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.</i>			

Checked by Line Manager	Brian Davies Director, Bibbys Farm Ltd Date 01092020	Checked by Executive	Diane Hawkins Chair, Bibbys Farm Ltd, Bolton Scout Trust Date 01092020
Approved by Commissioner	Ian Hill Reg Cmmr, NE 3 September 2020	Approved by Executive	Stephen Lewis, President, Bolton Scout Trust Date 01092020
Notification of level change	27 August 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>.

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