

Covid-19 restarting face to face Scouting risk assessment

6Name of Section or Activity	Lees Wood Scout and Guide Activity Centre reopening to Scout Groups	Date of risk assessment	19 August 2020	Name of who undertook this risk assessment	Graham Raven	COVID-19 readiness level transition	Red to Amber
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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?
<i>Hazard – something that may cause harm or damage. Risk – the chance of it happening.</i>	<i>Young people, Leaders, Visitors?</i>	<i>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.</i>	<i>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.</i>
Maintaining social distance at drop off and pick up: Higher risk of infection spread if social distancing not maintained.	Young people, leaders, adult volunteers	There are specific car parks for each group on site. No one can leave their vehicles until they are at the designated car park. Parents if remaining site are required to stay in their vehicles. The booking terms and conditions outlines the expectations of groups arriving on site which must be agreed to.	
Maintaining social distance during meeting: Higher risk of infection spread if social distancing not maintained.	Young people, leaders, adult volunteers	Every Group booking a session will be allocated a specific activity Zone in which to carry out their activities . Each Zone will include a sufficient mix of Green Space and Woodland. Each Zone will have a dedicated toilet facility Each Zone will have sufficient tables, chairs and 3 alter fires provided. Fuel will need to be collected on site from the allocated woodland or brought in by the group . Each group on site is to remain within their own Zone at all times . Beeches – Blue zone, Les Willis – Purple Zone, Main Site – Green Zone. There are boundary lines for each zone that must adhered to. The group must agree to this in the terms and conditions of booking. Some areas on Lees Wood site are out of bounds to visitors and are for Lees Wood staff only. Colour coded site maps detailing the Zones and specific facilities will be provided with booking confirmation.	
Hygiene of people: Higher risk of infection spread if proper hand washing not carried out.	Young people, leaders, adult volunteers	Each group that comes onto Lees Wood site must provide their own hand sanitiser. It is the specific groups responsibility to ensure all adults and young people sanitise on arrival and departure. This expectation is written in their terms and conditions of booking an onsite visit. Staff have access to PPE (gloves, face masks, hand sanitiser) if they wish to use this.	
Hygiene of toilets: Higher risk of infection spread if hygiene protocols are not carried out.	Young people, leaders, adult volunteers	All toilet facilities to be thoroughly sanitised with disinfectant by Lees Wood staff after every session ready for the next group. There are specific toilets on site for each Zone and the group must only used their specified toilet block. Colour coded onsite maps provided with booking confirmation will detail these .	

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

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Continued.		<p>There is hot water, soap and paper towels in each toilet block to ensure the correct hand washing procedure can take place.</p> <p>Some individual Urinals may be closed alternately to enable social distancing where practicable , otherwise a one in one out system will be sign posted and adopted.</p> <p>Posters outlining the correct procedure for hand washing will displayed in all toilet facilities.</p> <p>Groups must agree to follow these measures in their booking terms and conditions.</p> <p>The outer toilet doors are to remain propped open to reduce the number of surfaces that need be touched.</p> <p>Any hygiene issues with the facilities to be reported to Lees Wood staff promptly so that corrective action can be taken .</p>	
Hygiene of activity equipment: Higher risk of infection spread if correct hygiene procedures are not carried out.	Young people, leaders, adult volunteers	<p>There will be no equipment available to hire.</p> <p>There are no Lees Wood led bookable activities available.</p> <p>All climbing/play equipment is not in use including, beaver fort and assault course.</p> <p>The nature trail is not in use.</p> <p>All above areas are not accessible, harris fencing and chain link have been used as a cordone.</p> <p>Staff are to include cleaning tables and chairs at each individual Zone after it has been used, regardless of whether the group has been seen to use it or not.</p>	
Hygiene of people: Staff who are regularly on site and engaged in cleaning activities or “meet and greet” could be exposed to the risk of infection .	Adult volunteers	<p>There is PPE available for all staff who are supporting the re-opening of the site. PPE includes: face masks, gloves and hand sanitiser.</p> <p>There is also an area in the middle of the site (commonly referred to as “ Crew Quarters , Married Quarters and Play area) which is for staff use only . It is marked on the colour coded site map accordingly.</p> <p>Staff must maintain good social distancing and hygiene protocols with each other and with visitors.</p>	
Positive COVID Notification/ Track and Trace	Young people, leaders, adult volunteers	<p>At the point of booking Leaders agree to ensure they keep a record of all who attended on any particular evening/ visit</p> <p>If a group has a positive COVID-19 notification then they must make Lees Wood aware so that we can take the necessary resultant precautions .</p> <p>Lees Wood will notify (through the relevant Scout Distrcts) the Leader in charge of each group on site at the coinciding time and it is their responsibility to contact and inform those in their section and those who picked up and dropped off.</p> <p>Lees Wood will notify members of staff as required.</p>	
Hygiene of waste materials: Higher risk of infection spread with rubbish mixing,	Young people, leaders, adult volunteers	<p>Groups must remove all their own rubbish and take it away with them.</p> <p>The bins and skip on site must only be used by Lees Wood staff.</p>	

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Maintaining social distancing: Buildings use	Young people, leaders, adult volunteers	No buildings are open to groups. The Buildings have been taped off and areas marked as out of bounds on the colour coded map sent out to groups alongside their booking confirmation and terms and conditions.	
Legionella Pneumophila (Legionnaires Disease) – stagnant water left in pipes for a long time	Young people, leaders, adult volunteers	All unused standing cold water tanks have been emptied, flushed and refilled. All hot water tanks which have not been in use have been drained , refilled and heated to the required temperature . All unused shower heads and attached piping have been cleaned and flushed through . All Toilet cisterns have been drained cleaned and refilled accordingly All sink taps and mains pipework have been thoroughly flushed through .	
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.			

Checked by Line Manager	Name, Role / level Date	Checked by Executive	Name, Role / level Date
Approved by Commissioner	Name, Role / level Date	Approved by Executive	Name, Role / level Date
Notification of level change	Date and by who		

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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