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| **Name of Section or Activity** | All visiting site. | **Date of risk assessment** | **7thth August 2021** | **Name of who undertook this risk assessment** | Peter Bailey | **COVID-19 readiness level transition** | Green |

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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?** |
| ***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 it…or even* ***stop*** *it! This is a great place to add comments which will be used as part of the review.* |
| Unauthorised use of the site | All | No use of site without prior booking AND confirmation from [willesleywarden@gmail.com](mailto:willesleywarden@gmail.com) or Anytime Bookings.  Location for stay will be specified when booking accepted.  Use only when the national government / local authority has not imposed a lockdown in the area.  Use only when The Scout Association response level indicates as such. |  |
| All users of the site | All | Anyone who is at high risk / vulnerable should consider whether they need to attend the  venue.  No one should attend if anyone in their household, is experiencing symptoms of  COVID-19, has had a positive Lateral Flow Test and is self isolating or has  returned from abroad and is required to quarantine for whatever reason by the NHS. |  |
| Although statutory compliance and scheduled maintenance has taken place, some systems benefit from  working for an extended period. | All | Duty Wardens to report any significant issues on the Willesley Wanderers WhatsApp Group at the end of shift/Sunday evening.  Monday Club/Head Warden to pick these up the following morning. | Cabin smoke alarms to be professionally serviced every 6 months.  Fire extinguishers serviced professionally serviced every 12 months.  Water system has to be serviced every 12 months. |
| Hygiene of people: higher risk of infection spread if proper hand washing not carried out. | All | We have washing facilities within the Courtyard (24/7 and Courtyard Toilet Block) & Field Toilet Block.  Hand cleaning gel is to be provided by the site users for their group. |  |
| Hygiene of toilets: higher risk of infection spread if hygiene not carried out. | All | Toilets will be cleaned/replensihed by a Campsite Warden before every arrival on Friday daily, ideally daily whilst site in use.  When possible open windows.  Campsite Warden to check for green ‘alert’ on water filtration systems of each toilet block when open. | Deep Cleaning of all buildings to take place once a quarter (management committee) |
| Hygiene of activity equipment: Higher risk of infection spread if hygiene not carried out. | All | Sanitising spray and gel will be provided and use monitored by the groups using the site under the overall guidance of the Duty Warden. At the end of the session all equipment will be cleaned down before next use if within 72hrs by the Duty Warden (see Anytime Bookings report). |  |
| Use of outdoor spaces: un-even ground, access to space less controlled, cannot be cleaned. | All | Each group should check that the area of site they are using is suitable for their activity and make their users aware of any hazards and boundaries.  First aid equipment provided by each group.  All accidents to be reported to the Camp Warden at [headwarden@willesley.org.uk](mailto:headwarden@willesley.org.uk) and to The Scout Association by the Group Leader if required by the organisation. |  |
| Use of other hired buildings | All | Every user is required to complete all cleaning that is required, at the start and end of  use. This must include: door handles, light switches, tables, chairs and all other  equipment used and surfaces that have been touched.. | Deep Cleaning of all buildings to take place before use and once a quarter (Management Committee)  Hirers required to clean all areas thoroughly when  leaving and empty all bins. Rubbish must be  placed in relevant bins in the Gatehouse car park by the hirer. **Recycling Bins** – glass (no bags) & mixed recycling (ex-glass) either in clear or no bag. |
| Accomodation for residentials | Hirers/Campers | Guidelines current to The Scout Association must be implemented for overnight accommodation. Those organising camps or residentials MUST show how they comply with current government guidance on numbers, social distancing and safe use of accommodation and sleeping areas. | Nights away activities may take place ensuring good hygiene remain in place. |
| Indoor Kitchen Spaces - Capacity for social distancing is reduced thereby  increasing the risk. | Users | Hirers may use the sinks to clean up as well as the contents of the utility cupboard.  Hirers to bring own tea towels, cloths, cleaning liquids which must be taken away or binned at the end of use.  Hirers must clean down and sanitise all areas that have been touched. | This is in addition to the requirements of leaving site monitored by the Duty Warden. |
| Fire Evacuation from the building | All | Leaders to safely exit the premises with all participants through any fire exit deemed  appropriate, maintaining any social distancing requirements. On re-entry to the building, all fire doors to be closed. |  |
| Other notes | Leaders/public | All adult leaders attending site to have a valid DBS check and have completed minimum of safety and safeguarding training as per TSA.  Group leaders should have looked at the weather forecast and asked the young people to turn up in the appropriate clothing. | The public footpath no longer runs through the site – leaders should politely challenge non-Scouter to stick to the footpath around the site as markers. |
| ***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: Ady Coleman  Role/level: Head Warden  Date: 11/11/2021 | **Checked by Executive** | Name: Richard Moore  Role/level: Willesley Management Committee Chair  Date: 11/11/2021 |
| **Approved by Commissioner** | Name: Duncan Watts  Role / level: District Commissioner  Date: 11/11/2021 | **Approved by Executive** | Name: Martin Farrar  Role / level: District Chair  Date: 18/11/2021 |
| **Notification of level change** | The Scout Association via DC national notification. | | |

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>’.