

Covid-19 restarting face to face Scouting risk assessment

Name of Section or Activity	Waddecar Scout Activity Centre West Lancashire Scouts County	Date of risk assessment	18 th July 2020	Name of who undertook this risk assessment	R Hardman	COVID-19 readiness level transition	Amber	Version Number	WRA-CV-SV-0003
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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>This risk assessment refers to attendance at Waddecar by paid West Lancashire Scouts Staff and Waddecar Volunteer Teams in order to prepare for re-opening to customers.</i>			
Maintaining social distance Waddecar Staff & Volunteers arrival and leaving site.	Staff & Site Volunteers,	<p>STAFF. There is a designated parking area in the main car park for staff they are instructed to leave one car width between parked cars and to maintain social distancing if arriving together.</p> <p>VOLUNTEERS should park in the area designated for voluntary staff (Bill's Meadow) and maintain one car width between parked cars.</p> <p>Volunteers should muster in the camp centre or in bad weather in the barn. Ensuring that at least one shutter is open to allow airflow.</p> <p>Hand sanitizer should be applied on arrival before entering any building touching communal items e.g. door handles and as a minimum again at the end of each work period</p> <p>CONTRACTORS. Contractors must visit by prior appointment and ring the office on arrival they must be escorted to and from any jobs or to a meeting place while on site. A visitors book is available which includes name, company and contact details for tracing purposes. COVID Secure Notices must be displayed in prominent points around the site for information</p>	
Maintaining social distance to minimise contamination risk during work activities	Staff	<p>No more than 3 members of staff should carry out their work activities in the office. The 2 single offices and the corner desk (Mick's desk should be used). Staff should stay alert to pinchpoints within the office. Members from shared households, social bubbles or support bubbles may work together without the need for distancing.</p> <p>Working remotely should continue whenever possible</p> <p>The desk by the counter should not be used.</p> <p>The Reception area or voluntary Wardens accommodation should be used for other Waddecar Staff.</p> <p>All workstations should be cleaned down with a suitable product, Cleaning materials should conform to EN 1276 before starting work, at the end of the day and at any other time that it is felt to be appropriate. Cleaning should be recorded.</p> <p>Only Waddecar Staff should pass beyond the office Counter.</p> <p>Visitors should remain in the marked area. No more than one visitor in the office at any time. All visitors must be recorded in the visitor book</p> <p>A notice should be placed on the door to advise visitors of the requirement</p>	

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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		Local Development Officers should ensure that the desk configuration allows for social distancing measures to be maintained. Hand sanitizer should be applied before entering any building. Work Stations should be cleaned down with a suitable product before starting work and at the end of the day	
Maintaining social distance to minimise contamination risk during work activities	Volunteers & Contractors	<p>Volunteer Groups must be limited to no more than 8 persons. A register of the names and date of attendance must be recorded and kept in County Office.</p> <p>Attendance should be pre-booked</p> <p>Work must be planned so that each individual can maintain social distancing. If this is not deemed possible then face covering and appropriate PPE must be worn. Members from shared households or bubbles may work together without the need for distancing.</p> <p>Briefings should take place in the designated muster area and there should be a clear allocation of tasks from a member of staff or delegate (Such as a Crew Leader)</p> <p>There must be no overnight stays and any food must be pre-prepared and brought for personal consumption by individual volunteers.</p>	
Lone Working	Staff & Volunteers	<p>If it is necessary for any staff member or volunteer to work alone they should carry a radio (If the office is manned) or a cordless phone. The Waddecar Scout Activity Centre Lone Working Policy must be followed at all times.</p> <p>Radio's and phones should be wiped down with a suitable cleaning wipe before returning to storage</p>	
Hygiene of toilets: higher risk of infection spread if hygiene not carried out.	Staff	<p>If working in the office staff members should use the office facility</p> <p>If working in the reception area or Voluntary Wardens staff member should use those facilities</p> <p>. (LDOs should use the kitchen and toilet facilities adjacent to the LDO office.</p> <p>Handwashing facilities are available in all areas. Paper towels must be provided and regular cleaning undertaken. Cleaning should be recorded. (Date and Time) Cleaning materials should conform to EN 1276</p>	
Hygiene of toilets: higher risk of infection spread if hygiene not carried out.	Volunteers	<p>Volunteers should use the main toilet Block as instructed by a member of staff or team leader and cleaning must be carried out at the end of the day or work period. The cleaning must be recorded (Date & Time). Cleaning materials should conform to EN 1276.</p> <p>All bins must have a bin liner and this must be removed and replaced with a new one when necessary. The used bag with content should be tied and disposed of in the skip</p>	
Spread of virus through use of tools and site equipment.	Staff & Volunteers	<p>Social distancing should be maintained when collecting tools or using the workshop. By the allocation of a work team quartermaster Where possible tools should be cleaned after use with a suitable cleaning product. Cleaning materials should conform to EN 1276. If it is not possible to clean tools and equipment it should be placed in a designated quarantine area for 3 days. Date quarantined must be recorded on the whiteboard in the area.</p> <p>Vehicle steering wheels and seats must be wiped down with a suitable cleaner at the end of each work period. Where possible there should be one designated driver per work period.</p>	
Maintaining social distancing and possible contamination during work breaks	Staff & Volunteers	STAFF There are kitchen facilities in County Office, the voluntary wardens, upstairs adjacent to the LDO office and Brock Base. The staff may use any of the above for taking	

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		work breaks. Areas should be cleaned down after each use. Cleaning materials should conform to EN 1276 VOLUNTEERS Volunteers should take breaks in camp centre (good weather) or in the "cowshed" dining shelter in poor weather. Use of the kitchen in Bleasdale Tented Village should be used for preparing hot drinks. (Individuals should provide their own cup which should be taken home with them. All tables and the kitchen must be cleaned down with a suitable cleaning product after each break. This should be recorded	
Illness after attending Waddecar	Staff & Volunteers	If a Waddecar Team member becomes ill with COVID 19 like symptoms after attending site they should inform the Centre Manager and attend a test centre for a COVID test. The Centre Manager will request that all other team members self Isolate until the result of the test is known. If positive then all team members and staff should request a test and self isolate as required by current Government Regulations.	
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		

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