

Risk assessment

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| Name of activity, event, and location | Operations - Covid Risk Assessment at Hertfordshire County Scout Council (HCSC) Activity Centres | Date of risk assessment | 12/04/2021 | Name of person doing this risk assessment | Doug Stack* Reviewed by Ben Crabb* |
| | | Date of next review | When further relevant guidance is released. | | |

| What hazard have you identified? What are the 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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| <p>A hazard is something that may cause harm or damage. The risk is the harm that may occur from the hazard.</p> | For example: young people, adult volunteers, visitors | <p>Controls are ways of making the activity safer by removing or reducing the risk. For example, you may use a different piece of equipment or you might change the way you do the activity.</p> | <p>Keep checking throughout the activity in case you need to change what you're doing or even stop the activity.</p> <p>This is a great place to add comments which will be used as part of the review.</p> |
| Perception – Why have we reopened | Everyone | Following the latest guidance of the National Youth Agency –Managing youth sector activities and spaces during COVID-19 1050-NYA-UPDATE-COVID-5.2-final.pdf and guidelines set out by The Scouts. Coronavirus Scouts | Updated April 2021 |
| Transmission due to contact between individuals and surfaces | Everyone | <p>General Guest timings for arrival/departure, use of the shop and catering will be staggered to reduce the risk of transmission. These times MUST be adhered to.</p> <p>As part of the governments track and trace, the Group leader MUST complete our customer connect form at least 24hrs prior to arrival.</p> <p>We will ensure that contractors and visitors are prebooked, limited to essential services only, and that their operations are aligned with the Government's 'COVID-19 Secure' guidance</p> <p>Car parks are be defined and controlled to ensure all traffic and vehicle movement is managed to minimise congestion. Drop/collect and go will be in operation.</p> <p>Leaders are reminded of their obligation to report any illness to HCSC before or after their visit</p> <p>Groups will be asked to confirm that their setting is 'COVID-free' and everyone on the visit is in good health and not showing any signs of COVID-19, This will be confirmed upon arrival at check in</p> | <p>Sent out prior to arrival and confirmed</p> <p>To be checked upon arrival</p> <p>Recorded in Cinolla</p> |

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| | | <p>A dedicated member of our staff will be allocated on arrival as a primary point of contact or you will be provided with a phone number in order to contact duty staff in reception to minimise contact.</p> <p>Maintaining Consistent Groups (Bubbling). They will be allocated 'sole occupancy' of an area or building as appropriate.</p> <p>The number of visitors permitted in each building at any one time has been calculated to ensure social distancing can be maintained in line with the current government guidance, signage is provided at each entrance, including toilet facilities, to illustrate the maximum numbers and highlight our expectations. Hand sanitisers are provided at the entrance to each building.</p> <p>Groups will be assigned to a maximum size 15 for activities in which they will remain for the duration.</p> <p>We will limit the number of different Instructors assigned to each group</p> <p>Groups will have dedicated toilet and shower facilities for their use Staggered arrival times and procedures for each group will avoid contact with other users. Hand sanitisers are provided at the entrance to each building.</p> <p>Physical meetings are limited to essential purposes only and social distancing principles enforced, these will be outdoors or in well-ventilated rooms. Hand sanitisers are provided at the entrance to each building.</p> <p>Where surfaces require disinfecting, we will use an antiviral disinfectant that is effective against Coronavirus; certified to European standards B:2013 + A2:2019. Virucidal mist will also be used.</p> <p>Signage will be placed in prominent areas to remind everyone to maintain social distancing, one ways systems introduced where required and signs reminding everyone to wash their hands regularly.</p> <p>Additional cleaning and sanitising will take place in areas of high congregation and frequent touch points/surfaces such as door handles / push plates, especially in and around: WCs, dining areas, communal offices, reception and keypad door locks. Virucidal mist will also be used in all indoor buildings. Entrances to buildings, toilets and accommodation corridors will be spray sanitised daily.</p> <p>Appropriate cleaning supplies will be readily available for staff and accompanying visitors to enable easy access for 'self-service' cleaning as required</p> | <p>Check daily signs on buildings are in place</p> <p>Recorded</p> <p>Guidance issued upon request</p> |
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| | | <p>Catering</p> <p>The Government guidance for Catering Operations has been reviewed and applied where appropriate https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/restaurants-offering-takeaway-or-delivery</p> <p>https://www.gov.uk/government/publications/covid-19-guidance-for-food-businesses/guidance-for-food-businesses-on-coronavirus-covid-19</p> <p>Each group will have a designated area within the dining area or allocated an outdoor space and mealtimes will be allocated to avoid contact with other groups. Hand sanitisers are provided at the entrance to each building.</p> <p>Dining will be a 'serviced model' from the counters with the only self-service item being drinks made available on each table. Once seated, guests should attract the attention of a member of staff for any further service</p> <p>Cutlery, crockery and paper serviettes will be provided to guests over the food counter</p> <p>Guests will bring their own drinks bottle or travel mug with them. Jugs of squash will be made available on each table with re-fills of water and squash will be available during service through their Group Leader. Once seated, the Group Leader should attract the attention of a member of staff for hot drink service.</p> <p>Shop/retail</p> <p>The Government guidance for Retail Operations has been reviewed and applied where appropriate https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/shops-and-branches</p> <p>The Group Leader will ensure that guests are aware of the procedures to be followed, posted at the entrance to the shop.</p> <p>Contactless payment will be encouraged though cash will be taken if required.</p> <p>A screen will be in place at the till to reduce the risk of transmission between staff and customers</p> <p>Any refreshments/drinks/sweets/snacks purchased will only be consumed outside of the shop.</p> <p>Guests will be encouraged to sanitise their hands using the sanitiser provided before and after their visit.</p> | <p>Review as required</p> <p>Review as required</p> |
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| | | <p>Activities</p> <p>The Government guidance for Phased return of Sport and Recreation has been reviewed and applied where appropriate https://www.gov.uk/government/publications/coronavirus-covid-19-guidance-on-phased-return-of-sport-and-recreation/guidance-for-the-public-on-the-phased-return-of-outdoor-sport-and-recreation</p> <p>Programmes maybe modified to ensure activities can be conducted to adhere with Social Distancing Guidelines and prevent any interaction with other groups</p> <p>Will be conducted in accordance with the guidance issued by the Governing Bodies of Sport and industry sector bodies</p> <p>We will minimise the need for guests to share equipment. We have a clearly defined disinfecting routine in place to disinfect relevant equipment and contact surfaces before, after and at pre-set intervals as defined in Activity Risk Assessment.</p> <p>We will ensure strict maintenance of hand hygiene using hand sanitiser before, during (where appropriate) and after an activity provided by us. Groups should have hand sanitiser with them for their own group activity.</p> <p>Where social distancing cannot be maintained, instructors will follow government advice and request everyone wears a face mask or the appropriate protective equipment</p> <p>Our staff and volunteers</p> <p>Who are identified by the NHS as requiring to be 'shielded' must stay at home</p> <p>Are health checked every morning and reminded daily only to come into work if they are well and no one in their household is self-isolating</p> <p>Are aware of their obligation to report any illness and are reminded of the importance of good personal hygiene</p> <p>Who are residential, will be accommodated in single or twin occupancy rooms and ensure their accommodation is cleaned regularly</p> <p>Have staggered arrival and departure times at work to prevent crowding into and out of the workplace. They must tap in and out as part of our track and trace system alongside Cinolla our booking system and staffing allocation system. Staff and Volunteers MUST not turn up at one of our activity centres unless requested and booked to do so.</p> | <p>Review as required</p> <p>Individual operating procedures and risk assessments</p> |
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| | | <p>Are split into dedicated work teams, where possible, to keep the number of members interacting with others as small as possible. Works assessment sheet completed before each task.</p> <p>Are encouraged to take precautionary measures and wear a face covering if using public transport or sharing a vehicle https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers</p> <p>Will undergo training in preventing the transmission of Covid, washing hands, cleaning, hygiene, social distancing and the use of PPE</p> <p>Are kept updated and regularly monitored on all procedures</p> <p>Will have a change of clothes/spare uniform available for when required e.g. after dealing with virus or bodily fluids</p> <p>Will avoid using other peoples desks and spaces, where this is not possible, cleaning and sanitising workstations will be undertaken between different occupants</p> <p>First aiders have been provided with additional training and access to the appropriate PPE in order to maintain an effective response to any incidents</p> <p>Tea and coffee making facilities and welfare facilities will be sanitised after each use. Rest areas should, where possible be outdoors.</p> | <p>Recorded via Jotform</p> <p>Recorded in Cinolla</p> |
| Transmission of infection | | <p>If a member of the group or staff/volunteer becomes unwell with suspected Covid, the designated room suitable for isolation whilst awaiting collection is to be used.</p> <p>If a member of the group or staff/volunteer becomes unwell or contracts covid after their visit, HCSC MUST be contacted immediately so we can make available our track and trace records to the NHS.</p> | |
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*Doug Stack – Manager Activity Centres and Support Functions, Hertfordshire Scouts

*Ben Crabb – Health & Safety Advisor to Hertfordshire Scouts - BSc (Hons), PGCE, DipESM, MSc, MEd, MIIRSM, GradIOSH, MIIAI, MICPEM

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