

Covid-19 restarting face to face Scouting risk assessment

Name of Section or Activity	Hollygate Scout Camp	Date of risk assessment	13/07/20	Name of who undertook this risk assessment	John Green	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?
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The governing principles for the production of this risk assessment and for the guidance of all users of the site are that the overriding mitigation measures against the spread of covid infection are good personal hand hygiene and effective social distancing.

Volunteer Wardens

Hygiene of site gates when opening/closing site. Increased risk of infection spread if sanitation inadequate.	Wardens	Opening mechanisms on campsite gate and toilet block gate and touch areas on toilet doors to be sanitised on arrival. All wardens encouraged to use hand sanitiser immediately after opening or closing site gates	
Hygiene of toilet block gates when opening/closing site. Increased risk of infection spread if sanitation inadequate.	Wardens	All wardens encouraged to use hand sanitiser immediately after opening or closing toilet block gates	
Maintaining social distance with users of the site. Increased risk of infection spread if current social distancing guidelines not met.	Wardens Leaders Young People	Everyone (Wardens and users) to be reminded that current government guidelines for social distancing must be observed. Leaders to be reminded that they must instruct their young people and their parents/carers of this requirement. Signage to his effect to be placed on site noticeboard.	
Overcrowding of site. Increased difficulty in social distancing resulting in increased risk of infection spread.	Wardens Leaders Young People	Pre-booking by users (via usual methods) mandatory. Limit total number of groups on site at any one time to 3. Group size governed by current NYA/Scout Association guidance. Ensure that groups booking the site specify (and agree with bookings secretary) what part of the site they will use and the activity they plan, and keep to this. Staggered start times.	
Positive test received for person who has recently attended Hollygate	Wardens Leaders Young People	Booking system to be used to contact warden & leader from other groups who attended on the same evening. Actions on self-isolation and/or testing to follow government guidelines).	
First Aid provision needed	Wardens Leaders Young People	Hollygate campsite to carry appropriate Covid 19 PPE to be used in conjunction with first aid kit. Groups to bring own appropriate Covid 19 PPE	

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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Users			
Overcrowding of site. Increased difficulty in social distancing resulting in increased risk of infection spread.	Leaders Young People	Pre-booking by users (via usual methods) mandatory. Total number of groups on site at any one time limited to 3. Size of individual groups limited by the current NYA alert level. Ensure that groups booking the site specify (and agree with bookings secretary) what part of the site they will use and the activity they plan, and keep to this.	
Maintaining social distance at drop off and pick up: higher risk of infection spread if social distancing not maintained.	Leaders Young People	Individual groups to use designated (and separated) parking/drop off areas. Parking area to be allocated and communicated at time of booking; areas to shown on site by ground markings/signs. No vehicles (other than warden's vehicles) permitted beyond the bottom field parking areas. This enforced by use of the barrier chain.	
Uncontrolled "wandering" of parents/carers/siblings during activities on site. Leading to increased risk of infection spread.	Leaders Young People Parents/Carers/Siblings	Group leaders to ensure that parents/carers understand that if they are waiting on site they must remain in their cars and not wander around the site and potentially mix with others and increase the risk of infection. Parents/carers/siblings also need to be made aware that the toilets are out of bounds to them. Signs in parking area and at toilet block to reinforce this message. Duty wardens/leaders to remind anyone ignoring this of the requirement and to ask them to return to their vehicles.	
Maintaining social distance during meeting: higher risk of infection spread if social distancing not maintained.		Pre-booking by users (via usual methods) mandatory. Limit total number of groups on site at any one time to 3. Ensure that groups booking the site specify (and agree with bookings secretary) what part of the site they will use and the activity then plan, and keep to this.	
Hygiene of toilets: higher risk of infection spread if hygiene not carried out.		The toilet facilities will be cleaned by the duty wardens before each session. During the period of use the leaders of each group are responsible for supervising the safe use of the toilets; a strict rotation of 1 in 1 out in each of the ladies & gents at any one time – to aid control of this an "IN USE/FREE" sign will be hung outside the main door to each of the toilets, this MUST be used. The special needs toilet will be available only to those with special needs & to adults Cleaning materials will be available in the toilets so that leaders can wipe down "touched surfaces" after each use; this includes toilet seats, flush handles and basin taps (cloths must be disposed of in the bins after each use). Hand sanitiser will be provided in the doorway to the toilet block for use before entering. All users of the toilet facilities must wash their hands with soap and water according to current guidelines before leaving the toilets. The stainless-steel sinks in the lobby must not be used for handwashing.	
Overcrowding and lack of social distancing caused by congestion in the lobby to the toilet block leading to increased risk of infection spread.		The toilet block lobby area is not to be used for queueing. All queueing/waiting to use the toilets limited to the grass areas outside the toilet block (appropriate social distancing applies). The lobby area must not be used for storing equipment, gathering of young people, sheltering from inclement weather or any other purpose that limits the space available or causes close gathering of people.	

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Hygiene of drinking water supply. Increased risk of infection spread if adequate hygiene not carried out.		The only tap available for drinking water is the outside tap on the side of the toilet block adjacent to the climbing compound. The tap will be sanitised, by the duty warden or leader, each time it is used. Users must not drink directly from the tap. Water is only to be dispensed into users own drinking vessel (bottle, cup etc).	
Hygiene of activity equipment: Higher risk of infection spread if hygiene not carried out.		Until further notice the only activity equipment available at the site will be: Altar fires – mitigation measures, wash hands after use Obstacle course – Hands to be sanitized before and after use – no other extra measures necessary, all surfaces are natural wood or rope and not suitable for sanitising.	
Hygiene of fridge-freezer and other equipment in the “utility cupboard”. Higher risk of infection spread if hygiene not carried out.		Until further notice this cupboard will remain locked and the equipment will not be available for use.	

Additional Information

- Leaders must provide the booking secretary (at the time of booking) with detailed contact information for a designated leader who will hold a full list of contact details for those attending the site during the booking. This is to facilitate providing accurate information to the Track and Trace authorities in the event of an attendee (from their Group or another) being subsequently diagnosed with covid. If this becomes necessary the Leader of the group concerned should initially contact the appropriate authorities and as soon as possible thereafter should contact the booking secretary so that any appropriate measures (extra cleaning, notification of attendees etc) can be taken.
- Leaders must inform the duty warden before they leave site of any significant issues of non-compliance with these control measures.

Checked by Line Manager	Name , John Green Role / level DC Date 13/07/2020	Checked by Executive	Name , Role / level Date
Approved by Commissioner	Name , Fiona Burrows Role / level DC Date 21/7/2020	Approved by Executive	Name , GPC Role / level Members of the Board of Trustees Date 06/08/2020
Notification of level change	Date and by who		

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