

## SHELTER BUILDING

### PHASELS WOOD ACTIVITY CENTRE RISK ASSESSMENT SHEET

Activity/Area

**SHELTER BUILDING**

Frequency of use

Daily / AS REQUIRED

1. **PEOPLE AT RISK** (instructors and visitors)  
Up to 15 participants, plus leaders and/or instructors
2. **POTENTIAL HAZARDS** (equipment, structures, fall, others etc)
  - a) Falling objects
  - b) Branches, brush, vegetation
  - c) Weather
  - d) Groups
  - e) Suffocation
3. **ASSESSMENT OF RISK**
  - a) Medium
  - b) Medium
  - c) Low
  - d) Low
  - e) Low
4. **LIST MEASURES TAKEN TO CONTROL HAZARDS**
  - a) Ensure poles or branches are secure
  - b) Tell everyone to look out for branches, roots and other potential natural trip hazards
  - c) Make sure everyone has suitable clothing
  - d) Ensure large groups are not inside shelters
  - e) Ensure plastic sheets can be removed quickly
5. **REMAINING RISK USING CONTROL MEASURES ABOVE**
  - a) Low
  - b) Low
  - c) Low
  - d) Low
  - e) Low

DATE 09/2021, REVIEW 1 YEAR  
COMPLETED BY

REF. NO AERORISK  
D STACK – ACTIVITY CENTRE MANAGER  
K PEARCE- LEAD INSTRUCTOR



Name of activity, event, and location	SHELTER BUILDING Covid Risk Assessment at Hertfordshire County Scout Council (HCSC) Activity Centres	Date of risk assessment	12/09/2021	Name of person doing this risk assessment	Doug Stack* Katy Pearce* 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?	
A <b>hazard</b> is something that may cause harm or damage. The <b>risk</b> is the harm that may occur from the hazard.	For example: young people, adult volunteers, visitors	<b>Controls</b> 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.		Keep <b>checking</b> throughout the activity in case you need to change what you are doing or even <b>stop</b> the activity. This is a great place to add comments which will be used as part of the review.	
Correct Guidance	Everyone	Based on HCSC Operations Covid Risk Assessment.  Following the latest guidance of the National Youth Agency –Managing youth sector activities and spaces during COVID-19 1020-NYA-COVID19-V5-final.pdf and guidelines set out by The Scouts. Coronavirus   Scouts		Updated Sept 2021	
Transmission due to contact between individuals and surfaces	Everyone	All shelter building carried out will adhere with Social Distancing Guidelines.  All participants and instructors can wear a face mask if they choose.  Group sizes will be up to a maximum of 15 participants, plus leaders and/or instructors.  The need for guests to share equipment i.e., poles, will be minimised.  Defined disinfecting routines will be in place to disinfect equipment i.e., poles and contact surfaces before, after and at pre-set intervals. 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 via a pump spray.  Strict maintenance of hand hygiene will be ensured. Hand sanitiser will be used before, during (where appropriate) and after a session provided by us. Groups should have hand sanitiser with them for their own group activity.		Review as required.            HCSC Covid Cleaning Management Plan and recorded	
Transmission of infection	Everyone	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.  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.			

\*Doug Stack – Manager Activity Centres and Support Functions, Hertfordshire Scouts

\*Katy Pearce- Lead Instructor, Hertfordshire Scouts

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