

## Risk assessment

Name of activity, event, and location	Operations - Covid Risk Assessment at Hertfordshire County Scout Council (HCSC) Activity Centres	Date of risk assessment	06/12/2021	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?
<p><b>A hazard</b> is something that may cause harm or damage. <b>The risk</b> is the harm that may occur from the hazard.</p>	For example: young people, adult volunteers, visitors	<p><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.</p>	<p>Keep <b>checking</b> throughout the activity in case you need to change what you're doing or even <b>stop</b> 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 and guidelines set out by The Scouts.	Updated Sept 2021
Transmission due to contact between individuals and surfaces	Everyone	<p><b>General</b> All visitors <b>MUST</b> be prebooked. Guest timings for arrival/departure will be staggered to reduce the risk of transmission. These times <b>MUST</b> be adhered to.</p> <p>We will ensure that contractors are prebooked and that their operations are aligned with the Government's guidance and our operations.</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 in a 15 minute window. Group Leaders allocated parking as required.</p> <p>Groups made aware of where to meet and behaviour expected of them during their visit to the centre with pre-arrival info (to include hygiene responsibilities, behaviour, adherence to arrival and departure etc.) for group leader.</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 complete a Guest Information Form at least 24hrs before arrival for everyone over 16 and staying for longer than 15 minutes. This will meet both our safeguarding obligations and can be used to enable track and trace.</p>	<p>Sent out prior to arrival and confirmed</p> <p>Recorded in Cinolla</p> <p>Ask group leaders to communicate /help with this</p> <p>Operating procedure sent to all group leaders</p> <p>Recorded in Cinolla. To be checked upon arrival.</p>

You can find more information in the Safety checklist for leaders and at [scouts.org.uk/safety](https://scouts.org.uk/safety)

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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>Groups will be allocated 'sole occupancy' of an area or building as appropriate.</p> <p>Groups to be reminded of the need to manage indoor building/accommodation in line with current guidance including no more people than the bed allocations for each room. No sleeping on floors is allowed. They should also note their responsibility for maintaining hygiene procedures during their visit. Hand sanitisers are provided at the entrance to each building and cleaning equipment readily available. Face masks must be worn by everyone aged 11+ in any indoor setting unless exempt.</p> <p>Groups will have shared toilet and shower facilities for their use when camping or on a day visit. These will be deep cleaned twice daily, and all touch points cleaned every 2 hours inbetween. Hand sanitisers are provided at the entrance to each building.</p> <p>Physical meetings and training sessions are allowed. These will be outdoors or in well-ventilated rooms. Hand sanitisers are provided at the entrance to each building. Face masks must be worn by everyone aged 11+ in any indoor setting unless exempt.</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, 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>Leaders are responsible for providing First Aid, staff will only provide emergency assistance. If assistance is provided first aiders to wear a mask, gloves and sanitise equipment as needed.</p>	<p>Check daily signs on buildings are in place</p> <p>Recorded</p> <p>Review as required</p>
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		<p><b>Catering</b> The Government guidance for Catering Operations has been reviewed and applied where appropriate.</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 where possible and MUST be adhered to. Hand sanitisers are provided at the entrance to each building.</p> <p>Dining - Food will be collected from the counters in recycled containers. Guests should attract the attention of a member of staff for any further service/information.</p> <p>Cutlery, crockery and paper serviettes will be provided to guests at food service</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 who will explain the hot drink service.</p> <p><b>Shop/retail</b> The Government guidance for Retail Operations has been reviewed and applied where appropriate.</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><b>Activities</b></p> <p>Programmes maybe modified to ensure activities can be conducted to adhere with Social Distancing Guidelines or use of equipment</p>	<p>Review as required</p> <p>Individual operating procedures and risk assessments</p>
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		<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 our Activity Risk Assessments and recorded.</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>Programmes to be delivered mainly outdoors. All activity is planned so that participants and instructors can maintain social distance - If Instructors need to intervene (closer than 2m) the instructors may wear a face mask or the appropriate protective equipment. Instructors will have demonstration/example resources where practical to minimise cross contamination. Where not possible hand sanitising will be used.</p> <p><b>Our staff and volunteers</b> Staff and volunteers will continue to complete twice weekly testing</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 rooms of no more than 6 and ensure their accommodation is cleaned regularly Face masks must be worn by everyone aged 11+ in any indoor setting unless exempt.</p> <p>Have staggered arrival and departure times at centres 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>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>Recorded via Jotform</p>
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		<p>Are encouraged to take precautionary measures and wear a face covering if required</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>	
Transmission of infection		<p>If a member of the group or staff/volunteer becomes unwell with suspected Covid, the designated room/area 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 enable track and trace records.</p>	

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