

Covid-19 Building Risk assessment

Name of Section or Activity	St Michael's Scout Centre	Date of risk assessment	29/08/2020	Name of who undertook this risk assessment	Jon Wood	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?
<p>Hazard – something that may cause harm or damage.</p> <p>Risk – the chance of it happening.</p>	Young people, Leaders, Visitors?	<p>Controls – Ways of making the activity safer by removing or reducing the risk from it. For example - you might use a different piece of equipment or you might change the way the activity is carried out.</p>	Keep checking throughout the activity in case you need to change it...or even stop it! This is a great place to add comments which will be used as part of the review.
Maintaining social distance at drop off and pick up: higher risk of infection spread if social distancing not maintained.	Parents, Young People, Leaders, Users of the premises	<p>All persons to be informed before returning to St Michael's Scout Centre and also on a regular basis that social distancing in line with government guidelines MUST adhered to.</p> <p>Markers (foot prints) are placed outside to help with social distancing; families must wait on the footprints if people are leaving the building.</p> <p>Parents must see the child in from outside through the glass & wait outside when collecting – if you need to speak to a leader please send a message in with your child and we will come out to see you.</p> <p>Please do not have confersations in the entrance hall/doorways</p> <p>The forcorct has been predstrinised – please park in St Michael's Car Park</p> <p>A face covering must be used by everyone that is 11+ years old – this must be put on before you entre the building - this is currently law. (we advise under 11's use one to)</p>	
Maintaining social distancing in the hall: higher risk of infection spread if social distancing not maintained.	Parents, Young People, Leaders, Users of the premises	<p>Social Distancing measures to the latest Government guidelines MUST be adhered to at all times and anyone who disregards these will be asked to leave the premises immediately.</p> <p>If this is a Young Person then Parents MUST be informed to pick up their child immediately.</p> <p>Any activities carried out must maintain the current Social Distancing measures.</p>	
Hygiene of people: higher risk of infection spread if proper hand washing not carried out.	Parents, Young People, Leaders, Users of the premises	<p>Everyone entering and leaving the premises MUST use the hand sanitiser in the entrance hall.</p> <p>Regular handwashing should be encrouged once in the building using soap and water, paper towels will be available to dry hands – please dispose of in the bucket provided!</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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Hygiene of activity equipment: Higher risk of infection spread if hygiene not carried out.	Parents, Young People, Leaders, Users of the premises	Use of any shared equipment is discouraged. Carry out activities that have reduced need for equipment. All group equipment used MUST be cleaned after use. Users of of group equipment should be encouraged to wash hands after use.	
Use of outdoor spaces: un-even ground, access to space less controlled, cannot be cleaned.	Parents, Young People, Leaders, Users of the premises	Latest Government guidelines on Social Distancing to be maintained at all times Activity Risk assessments apply – see risk assessment from section carrying out the activity.	
Hygiene of toilets: higher risk of infection spread if hygiene not carried out.	Parents, Young People, Leaders, Users of the premises	Only one person in each toilet room at a time, the hallway to the toilets should be kept clear, there will be an “In Use” slider for each toilet room on the door to the toilet hallway. Users of premises MUST wash hands after using the toilet. Only one person should be in the cloakroom at anyone time.	
Reporting Process – a meeting attendee showing signs of COVID-19 symptoms	Parents, Young People, Leaders, Users of the premises	All users must be made aware of the COVID-19 Symptoms and told not to attend if showing any symptoms no matter how mild. Any user that displays any symptoms of COVID-19 must be separated from all other persons and the session ended immediately. All users MUST have their own track and trace system in place for all users entering the building. All possible and positive cases of COVID-19 and any test results must be reported to 4 th Brmhall (St Michael's) Executive Committee via COVID@4thbramhall.org.uk immediately.	
First Aid Kits	Parents, Young People, Leaders, Users of the premises	If a First Aid Kit is used it must be wiped clean after use and 4 th Brmhall (St Michael's) Executive Committee must be informed of its use via COVID@4thbramhall.org.uk . The First Aider must use gloves, mask, apron and face shield when giving first aid, dispose of the items immediately after use in the Black bin outside then wash hands thoroughly.	

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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, Jonathan Wood Role / level GSL Date 29/08/2020	Checked by Executive	
Approved by Commissioner	N/A	Approved by Executive	N/A
Notification of level change	When Scouting changes from Amber to Yellow		

We take personal data privacy seriously. The data in this form is used to assess the suitability for the return to face to face Scouting based on the controls put in place. The personal data in this form is used to identify the individuals who have completed and approved the risk assessment. This includes the individual who undertook the assessment, the line manager, Executive members and County Commissioner, who will all have access to this data. Scouts headquarters will retain this data for 3 years after the Covid-19 readiness level goes to 'Green' and does not return to 'Amber' or 'Red' to act as evidence of the assessment taking place. For further details on the Scouts data processing stance please visit our Data Protection Policy here. <https://scouts.org.uk/DPPolicy>.

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