

# Risk Assessment

Name of activity/ event/ location	Danemead Scout Campsite Cock Lane Broxbourne Common Hertfordshire EN11 8GG	Date of risk assessment	November 2020	Name of who undertook this risk assessment	Chris Harrison Chair Danemead Management Committee
		Date of next review	March 2021		

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><b>Hazard</b> – something that may cause harm or damage.</p> <p><b>Risk</b> – the chance of it happening.</p>	Young people, Leaders, Visitors?	<p><b>Controls</b> – 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 <b>checking</b> throughout the activity in case you need to change it...or even <b>stop</b> it! This is a great place to add comments which will be used as part of the review.
Spread of Coronavirus (Covid-19) from person to person through respiration or contact with contaminated surfaces or transmission via hand contact.	Staff and volunteers, contractors, Young people and leaders, ad-hoc site visitors	<p><b>Encouraging frequent handwashing and the use of anti-bacterial hand sanitisers</b></p> <ul style="list-style-type: none"> <li>Everyone to be reminded through signage to wash their hands on a regular basis for at least 20 seconds and to dry hands thoroughly</li> <li>Signage to remind everyone to catch coughs and sneezes in a tissue "catch it it, bin it, kill it". Also, reminders to not touch face, mouth, nose or eyes.</li> <li>Ensure that there is a constant supply of handwashing facilities at every sink on site (toilet block, office, crew quarters and Hornbeam Lodge). Checked daily.</li> <li>Hand-dryers to be turned off at the mains supply so they cannot be reinstated and paper towels made available in all hand washing areas. Checked daily</li> </ul>	
Spread of Coronavirus (Covid-19) from person to person through respiration or contact with contaminated surfaces or transmission via hand contact.	Staff, volunteers and contractors	<p><b>Wearing of gloves for appropriate activities</b></p> <ul style="list-style-type: none"> <li>The wearing of disposable gloves when cleaning toilets, door handles and all areas that may have been touched by visitors to the site.</li> <li>Training on the correct removal and disposal of disposable gloves to all staff</li> <li>Reminders posted that the wearing of gloves is not a substitute for regular hand-washing</li> </ul>	

Additional information can be found in the [Safety Checklist for Leaders](https://scouts.org.uk/safety) and other information at [scouts.org.uk/safety](https://scouts.org.uk/safety)

## Risk Assessment

<p>Spread of Coronavirus (Covid-19) from person to person through respiration or contact with contaminated surfaces.</p>	<p>Staff and volunteers, contractors, Young people and leaders, ad-hoc site visitors</p>	<p><b>Surveillance of people on site</b></p> <ul style="list-style-type: none"> <li>Encourage all site visitors to check in with the QR code displayed in several locations around the site</li> <li>Signage at entrance to site and on all buildings requesting that any person displaying symptoms of Covid-19 return home and follow Government and NHS guidelines</li> </ul>	
<p>Spread of Coronavirus (Covid-19) from person to person through respiration or contact with contaminated surfaces.</p>	<p>Staff and volunteers, contractors, Young people and leaders, ad-hoc site visitors</p>	<p><b>Regular cleaning of surfaces and reducing potential surface contact</b></p> <ul style="list-style-type: none"> <li>Frequent daily cleaning and disinfection of all objects and surfaces that are touched regularly and in particular areas of high use such as door handles, light switches and toilet seats and flush handles.</li> <li>Danemead does not offer any activity equipment for hire so this is not a concern.</li> </ul>	
<p>Spread of Coronavirus (Covid-19) from person to person through respiration or contact with contaminated surfaces. Risk of transmission from lack of understanding of the rules or poor communication of the rules</p>	<p>Staff and volunteers, contractors, Young people and leaders, ad-hoc site visitors</p>	<p><b>Effective briefing and communication of the rules</b></p> <ul style="list-style-type: none"> <li>All responsible adult users of the site will be provided with an electronic copy of the “opening up guidance” in advance of them attending the site and they will be required to respond indicating that they have read and understood the guidance and will comply with the guidance during their visit</li> <li>All responsible adult users of the site will be asked to brief all young people attending the site under their control on the site rules and guidance.</li> </ul>	
<p>Spread of Coronavirus (Covid-19) from person to person through respiration or contact with contaminated surfaces. Transmission from person to person via respiration.</p>	<p>Staff and volunteers, contractors, Young people and leaders, ad-hoc site visitors</p>	<p><b>Setting up procedures for social distancing and encouraging compliance</b></p> <ul style="list-style-type: none"> <li>Reducing the number of people working in any particular area to ensure compliance with the 2m rule and 1m as an absolute minimum. Where it is not possible to maintain a minimum of 1m then both persons should wear face masks and any work activity should be kept to the minimum time possible.</li> <li>Staff and volunteers to be reminded of the requirement to adhere to government social distancing guidelines</li> <li>Staggered arrival and departure times when more than one Group attending site and individual Groups encouraged to stagger drop-off and pick-up times.</li> <li>No more than two Groups using the site at any one time</li> </ul>	

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<p>Spread of Coronavirus (Covid-19) from person to person through respiration or contact with contaminated surfaces. Transmission from person to person in close proximity.</p>	<p>Staff and volunteers, contractors, Young people and leaders, ad-hoc site visitors</p>	<p><b>Reducing the number of people on the site</b></p> <ul style="list-style-type: none"> <li>• No more than two Groups on site at any one time</li> <li>• Limit the number of volunteers attending site at any one time</li> </ul>	
<p>Spread of Coronavirus (Covid-19) from person to person through respiration or contact with contaminated surfaces. Transmission from person to person in close proximity.</p>	<p>Staff and volunteers, contractors, Young people and leaders, ad-hoc site visitors</p>	<p><b>Reducing “face to face” contact between staff and contractors and site users</b></p> <ul style="list-style-type: none"> <li>• All site bookings to continue to be made electronically via the on-line booking system</li> <li>• No visitors to access the camp site office area</li> <li>• Conference calls to be utilised for meetings with contractors and the staff and executive team</li> <li>• All records of any incidents to submitted electronically and followed up with phone call/email conversations</li> </ul>	
<p>Spread of Coronavirus (Covid-19) from person to person through respiration or contact with contaminated surfaces.</p>	<p>Staff and volunteers, contractors, Young people and leaders, ad-hoc site visitors</p>	<p><b>Preventing the virus from enetering the site</b></p> <ul style="list-style-type: none"> <li>• Signage at entrance to site and and on all buildings requesting that any person displaying symptoms of Covid-19 return home and follow current Government and NHS guidelines.</li> <li>• Any person who has been in contact with anybody subsequently confirmed as having the virus or who has been in close proximity to somebody who has been required to self-isolate, must not attend the site follow current Government and NHS guidelines.</li> <li>• Any person who has been identified as being “clinically vulnerable” should be advised not to attend site</li> <li>• Any person who is suspected, or shows symptoms, of having the virus must leave the site immediately and follow current government and NHS guidelines.</li> <li>• Any person who subsequently feels the need to self-isolate within fourteen days of attending site must notify the site manager electronically who will then follow the guidelines given to them by Public Health England.</li> </ul>	

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# Risk Assessment

Spread of Coronavirus (Covid-19) from person to person through third party site users	Staff and volunteers, contractors and third parties	<b>Effective management and isolation of third parties</b> <ul style="list-style-type: none"> <li>• Third party hirers will only be allowed on site when no Scout Groups are present</li> <li>• Third party hirers must provide their own risk assessments and must confirm in writing that they accept that they may have to cover the cost of any additional cleaning required following their visit to the site</li> </ul>	
General mental and mental health issues for people affected by coronavirus	Staff and volunteers	<b>Personal phone and online support for staff</b> <ul style="list-style-type: none"> <li>• The campsite management team will offer support and advice to any individual affected by coronavirus or who has a family member affected.</li> </ul>	
Spread of Coronavirus (Covid-19) from person to person through activities undertaken on site	Staff and volunteers, Young people and leaders, ad-hoc site visitors	<b>Local management of activities by responsible leaders</b> <ul style="list-style-type: none"> <li>• Leaders are responsible for following the current due processes as specified by Scouting Headquarters and for getting their own risk assessments approved in advance of any activity and for following the rules in their own risk assessments.</li> <li>• No face to face contact between hirers and site staff – all correspondence to be initiated electronically.</li> <li>• The site management team will regularly review the Covid readiness level and prepare for changes when appropriate.</li> </ul>	
Spread of Coronavirus (Covid-19) from person to person in enclosed (Indoor) spaces	Staff and volunteers, Young people and leaders, ad-hoc site visitors	<b>Restricted use of indoor spaces</b> <ul style="list-style-type: none"> <li>• Indoor facilities shall not be used except for toilet facilities (subject to the arrangements made in this risk assessment)</li> <li>• Crew members must not stay overnight, sharing facilities with other crew members, unless they are in their own household bubble.</li> </ul>	
Spread of Coronavirus (Covid-19) through Twiggles Forest School	Staff and volunteers, Young people and leaders, ad-hoc site visitors	<b>Twiggles Forest School</b> <ul style="list-style-type: none"> <li>• Twiggles Forest School operates one day, mid-week, during term times when the site is not used by any other users.</li> <li>• Twiggles Forest School allowed exclusive use of the single toilet area located in the toilet block which they are responsible for cleaning at the end of each session.</li> <li>• Twiggles Forest School to be responsible for adhering to their own risk assessment in line with the guidance produced by their own governing body.</li> </ul>	

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