

## Covid-19 Risk Assessment

**Site address:** Headquarters, The Old School, Frome Road, Southwick, Wiltshire, BA14 9QF

**Date of assessment:** 28 August 2020

**People involved this assessment:** SNBSG Executive Committee

**People at risk:** Scout Sections, Hirers, Cleaners

**Date of next review:** Ongoing in response to changes in guidance

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### 1. HAZARD

#### UNINFORMED PEOPLE

**Possible harm:** Section members and hirers not fully aware of procedures/arrangements in place to work within Government Guidelines could compromise arrangements and jeopardise health of others.

#### Existing control measures

- Specific procedures and measures to reduce the risk of spreading Covid-19 prepared. Based on NHS, Public Health and Government guidance/instruction. Reviewed and updated regularly to reflect changes in official advice and guidance.
- Plans and procedures shared and co-ordinated with Section leaders and hirers, including revised booking forms.
- Safety / awareness posters displayed throughout the premises.
- Section leaders or hirers can raise concerns with HQ management.

**No further control measures required**

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### 2. HAZARD

#### COMMUNAL/SHARED FACILITIES

**Possible harm:** Risk of cross contamination from equipment, surfaces etc, that may have been touched or otherwise contaminated by coronavirus.

#### Existing control measures

- Cleaning services have been increased. Toilets and communal areas, along with tables and chairs are, cleaned more frequently and to a higher specification.
- Supplies of soap and sanitising agents provided and regularly topped-up. Hand washing advice posters displayed.
- Section leaders and hirers are advised they must have an awareness of hot spot areas (toilets, sinks, door handles, soap, and soap dispensers, etc.).
- Section leaders and hirers advised that toilet seats are to be closed before flushing to prevent aerosols becoming airborne and contaminating HQ facilities.
- Social distancing posters are displayed.

**No further control measures required**

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### 3. HAZARD

#### CLEANING & HYGIENE

**Possible harm:** Inadequate cleaning and hygiene standards pose a risk of spreading infection by way of cross contamination.

#### Existing control measures

- Cleaning regimes have increased, including frequency of cleaning hard surfaces (floors, door handles, switches, tables, chairs etc).
- Suitable disinfectant cleaning products are used by cleaning staff.
- Sufficient hot water, liquid soap, disposable towels and hand sanitiser dispensers are provided throughout the premises.

#### Further control measures required until further notice

- Section leaders & hirers are required to update the cleaning log before leaving premises.
- Section leaders & hirers are required to report anything contaminated/spilt.

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### 4. HAZARD

#### CLOSE CONTACT WITH OTHER

**Possible harm:** Scout sections and hirers may be at risk of exposure to other people who are carrying coronavirus, knowingly or unknowingly.

#### Existing control measures

- Sections leaders and hirers, in line with HQ booking conditions, are to undertake their own risk assessments prior to an event.
- One way systems to be put in place, where applicable, to allow for free movement and social distancing. These will be denoted by signage, posters, hazard tape.
- Social distancing posters are displayed.
- Cleaners to be managed /controlled by HQ management.

#### No further control measures required

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### 5. HAZARD

#### PERSONAL HYGIENE

**Possible harm:** Poor personal hygiene standards pose a risk of passing or contracting the infection.

#### Existing control measures

- Scout sections and hirers are encouraged to clean hands frequently, using alcohol-based hand sanitisers or to wash hands with soap/water for at least 20 seconds. Soap and sanitisers are provided.
- Section members and hirers who use hand sanitisers provided are to avoid touching their face until sanitiser dries; reducing risk of irritation to eyes.
- Section members and hirers to avoid inhaling vapours from alcohol based sanitisers which may cause dizziness or drowsiness.
- Alcohol gel hand sanitiser spillages to be cleaned up immediately with water and the area dried.

#### No further control measures required

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## 6. HAZARD

### INFECTIONS

**Possible harm:** Risk that cold or infection could be consistent with Covid-19 symptoms and that accidental cross infection could be transmitted to other persons.

#### Existing control measures

- Section members or hirers with symptoms of cold/infection are encouraged not to attend events.
- Section members or hirers who are self-isolating due to having tested positive for Covid-19, have symptoms of Covid-19, or have a family member either self-isolating or with symptoms are not to attend events

#### Further control measures required until further notice

- Hirers are to notify HQ management immediately if they, or an attendee, develop symptoms/test positive for Covid-19 following an event.
- Section members or cleaners are to notify HQ management immediately if they develop symptoms/test positive for Covid-19 following a visit to HQ

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## 7. HAZARD

### WASTE

**Possible harm:** Ill-health as a result of the transfer of coronavirus through cross contamination after contact (accidental or otherwise).

#### Existing control measures

- Scout sections and hirers, in line with HQ booking conditions, are required to remove all waste/rubbish generated during their booking.
- Sections and hirers are to have consideration for cleaning staff with regards to cleaning/sanitising of tables, chairs and other surfaces.

#### No further control measures required

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## 8. HAZARD

### FOOD AND DRINK PREPARATION AREA

**Possible harm:** Potential risk of transfer of virus through cross contamination.

#### Existing control measures

- Kitchen area is not to be used for preparation of food and drink.
- Scout sections and hirers to provide personal food/drink if required. HQ crockery and cutlery not be used.
- Ensure that spills are cleaned immediately and tables and chairs are left cleaned & sanitised.

#### Further control measures required – due 2021

- On opening of kitchen facilities:-
  - ❖ Scout sections and hirers will be advised that good hygiene standards must be maintained when food/drink are being prepared.
  - ❖ Sections and hirers to be reminded that hands to be washed thoroughly, before and after using kitchen facilities.
  - ❖ Kitchen area to be marked with signage and tape to allow for social distancing.
  - ❖ Use of personal mugs, cups, glasses to prevent cross contamination.
  - ❖ Thoroughly wash crockery and cutlery and put away after each use.
  - ❖ Single use paper tissues to be provided – tea towels should not be used.

## 9. HAZARD

### **EMERGENCY SITUATIONS – including accidents and evacuations**

**Possible harm:** Potential risk of transfer of virus on account of close contact with other persons.

#### **Existing control measures**

- Scout sections and hirers, in line with HQ booking conditions, are to undertake their own risk assessments prior to an event.
- Sections and hirers, in line with HQ booking conditions, are to follow the guidelines for reporting of accidents and/or evacuation of the premises in case of fire.
- Sections and hirers are to wash or sanitise their hands at the earliest possible opportunity after an incident.

**No further control measures required**

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## 10. HAZARD

### **LEGIONELLA (biological hazard)**

**Possible harm:** Exposure to legionella bacterium in water droplets could lead to ill-health in those people exposed. Returning to the use of HQ after Covid-19 lockdown increases the risk of higher levels of biological waste.

#### **Existing control measures**

- All water taps have been run off before Scout sections and hirers return to use the premises.

**No further control measures required**