

## Risk Assessment

|  |                    |                                |                              |   |                               |
|--|--------------------|--------------------------------|------------------------------|---|-------------------------------|
| <b>Name of activity/ event/ location</b> | Scout Hut all hire | <b>Date of risk assessment</b> | 10 <sup>th</sup> August 2020 | <b>Name of who undertook this risk assessment</b> | Sybille Maddock & Sam Elliott |
|--|--------------------|--------------------------------|------------------------------|---|-------------------------------|

| <b>Hazard Identified? / Risks from it?</b>  | <b>Who is at risk?</b>                          | <b>How are the risks already controlled? What extra controls are needed?</b>   | <b>What has changed that needs to be thought about and controlled?</b>  |
|---|---|--|---|
| <i><b>Hazard</b> – something that may cause harm or damage.<br/><b>Risk</b> – the chance of it happening.</i> | <i>Young people,<br/>Leaders,<br/>Visitors?</i> | <i><b>Controls</b> – Ways of making the activity safer by removing or reducing the risk from it.<br/>For example - you might use a different piece of equipment or you might change the way the activity is carried out.</i>   | <i>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.</i> |
| Spread of the Covid-19 virus -<br>Cleaning  | Visitors/Hirers                                 | Cleaners to wash hands frequently.<br>Use 1:9 water/bleach for deep cleaning, dispose of cloth after use.<br><br>The Scout Group will ensure that the Main hall, Beaver room (carpeted hall), disabled toilet and kitchen surfaces, sink and hot water boiler are cleaned.<br><br>The Scout Group will undertake extra cleaning of all handles, touch points, open toilets and hard surfaces.<br><br>Hirers to ensure they clean before and after their use of the Scout hut; tables, chairs, cupboards, touch points to be disinfected after use.   | This is to be reviewed on a regular basis in line with the current situation and national guidelines.   |
| Spread of the Covid-19 virus -<br>Access  | Visitors/Hirers                                 | A one way system is to be introduced utilising the main hall for entrance and the Beaver room (carpeted hall) for exit. Please note that less abled people might find it difficult to exit through the Beaver room. These should use the main hall for exit, but please ensure that no-one is trying to enter at the same time and sufficient space is provided.<br><br>We recommend staggered arrival and departure times to limit contact.<br><br>Doors to be kept open as much as possible to assist with the air flow. <b>As our windows don't open the veranda double doors in the main hall MUST be opened while the hut is in use. New catches have been installed to pin them back safely.</b> | This is to be reviewed on a regular basis in line with the current situation and national guidelines.   |
| Spread of the Covid-19 virus -<br>Use of hall   | Visitors/Hirers                                 | Capacity of visitors, under current 2m distance guidance, to be reduced to 15 people in the main hall and 10 people in the Beaver room (carpeted hall) at any given time to ensure social distancing measures can be adhered to as much as possible.   | This is to be reviewed on a regular basis in line with the current situation and national guidelines.   |

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

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|   |                 | <p>Disabled toilet to be the only one in use.</p> <p>Cub room, Scout room and toilets (apart from disabled toilet) to be closed to reduce the risk of too many touch points.</p> <p>Hand sanitiser to be available on entrance and exit.</p> <p><b>Updated Government Guidance on 7<sup>th</sup> August states ALL visitors to the Blandford Scout Hut MUST wear face masks (as our premises falls under community centre, youth centre, social club and place of worship).</b></p> <p>Signage in place outlining the need to social distance and the importance of handwashing.</p> <p>Visitors/Hirers should not enter the building if they have symptoms (a high temperature, a new, continuous cough, a loss of, or change to, your sense of smell or taste) or who have been advised to self isolate because of being in contact with someone who has tested positive.</p> <p><b>We advise hirers to create their own risk assessments for their meetings, making sure particular attention is given to current government guidance to be covid safe. As the Government Guidance changes so often we don't require to see hirers risk assessment. We will update hirers with any changes to Blandford Scout Hut's risk assessment that must be checked and adhered to at all times. This will be sent via email and updated on our website so that it is accessible at all times. <a href="https://blandfordscoutgroup.org/hut">https://blandfordscoutgroup.org/hut</a></b></p> |   |
| Spread of the Covid-19 virus - Kitchen area | Visitors/Hirers | <p>Kitchen cupboards will be locked and hirers are only able to use the surface, sink and hot water boiler.</p> <p>Hirers to bring their own mugs, cutlery and coffee making equipment.</p> <p>It is the responsibility of the hirer to ensure that social distancing is observed whilst in the kitchen.</p>   | This is to be reviewed on a regular basis in line with the current situation and national guidelines. |
| Spread of the Covid-19 virus - Noise        | Visitors/Hirers | <p>No raised voices or shouting at Blandford Scout Hut. No playing musical instruments or broadcasts that may encourage shouting, including if played at a volume that makes normal conversation difficult.</p>  | This is to be reviewed on a regular basis in line with the current situation and national guidelines. |

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|  |                 | Government guidance states there is an increased risk of transmission, particularly from aerosol and droplet transmission.  |   |
| Spread of the Covid-19 virus - Track and Trace | Visitors/Hirers | <p>All hirers need to keep a temporary record of their customers, visitors and staff for 21 days, in a way that is manageable for your organisation, and assist NHS Test and Trace with requests for that data if needed.</p> <p>Report to the Blandford Scout Group if any of the visitors are confirmed to have COVID-19. <a href="mailto:blandfordscoutgroup@gmail.com">blandfordscoutgroup@gmail.com</a> or 07873762035</p> | This is to be reviewed on a regular basis in line with the current situation and national guidelines. |
|  |                 | PLEASE ENSURE YOU FOLLOW CURRENT GOVERNMENT GUIDANCE, FURTHER INFORMATION CAN BE FOUND ON <a href="https://www.gov.uk/coronavirus">https://www.gov.uk/coronavirus</a>   |   |
|  |                 |   |   |
|  |                 |   |   |

**Review due:**

*A risk assessment needs reviewing if circumstances change but also schedule regular reviews to ensure they are current, perhaps every 12 months? The review must include a detailed look at each element of the risk assessment in order to establish if any change is required.*

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