



1st Horndean Scout Group

Risk Management Plan – COVID-19 HQ Risk Assessment – v1.3

Event / Venue Details	1st Horndean Scout Group
Risk Assessment Focus	COVID-19 HQ Risk Assessment
Date of Initial Risk Assessment	1 st July 2020
Date of Updated Risk Assessment	6 th March 2021
Version	1.3
Completed by	Mr Richard Smith - Group Scout leader

	What is the hazard?	Who might be harmed?	How might people be harmed?	S	L	RISK	Additional Control Measures	NEW RISK LEVEL
1	Building Not COVID-19 Secure – Adults/Young People are not able to maintain social distancing; insufficient cleaning; high risk areas are not controlled e.g. toilets, kitchens; person becomes unwell in the building.	All Users	Asymptomatic or Symptomatic spread of COVID-19 to all users using the HQ	4	4	16	<ul style="list-style-type: none"> - One-way system in and out of the HQ to reduce bottleneck situations with the entry and exit of adults and young people - Sufficient cleaning programme in place – please see risk index 8 and 9 - Cleaning items available for HQ users to assist with cleaning touch surfaces to reduce the transmission of the virus - Social distancing measures in place across the HQ, using signage, floor stickers and reminders - Sanitiser stations located around the HQ to support the reduction of surface transmission of the virus 	6
2	Transmission of COVID- 111- health of persons after exposure to COVID-19 virus	All Users	Asymptomatic or Symptomatic spread of COVID-19 to all users using the HQ	5	3	15	<ul style="list-style-type: none"> - Any person (or if anyone in their household) with the following symptoms should not attend the Scout Hut for any reason, should get a test and should immediately self-isolate for 10 days: <ul style="list-style-type: none"> o High temperature o New persistent cough o Loss of sense of taste or smell - If any individual at the scout hut develops a high temperature, persistent cough, loss of taste or smell, they should: <ul style="list-style-type: none"> o Immediately go home (collected by adult if a young person) o Avoid touching anything o Cough or sneeze into a tissue and put it into the bin (open or foot pedal operated lid), or if they do not have tissues, cough and sneeze into the crook of their elbow. - Adults at the HQ will clean down the effected area and notify the GSL for an additional clean to be arranged with the cleaning contractors 	6

1st Horndean Scout Group

Risk Management Plan – COVID-19 HQ Risk Assessment – v1.3

3	Transmission of COVID- Hand washing - Poor condition of facilities leading to contracting or further spread of the virus	All Users	Asymptomatic or Symptomatic spread of COVID-19 to all users using the HQ	5	3	15	<ul style="list-style-type: none"> - Ensure soap and fresh water is available on site. Inform cleaning contractor if soap needs topping up. - Hand sanitiser to be provided where handwashing facilities are unavailable. - Suitable and sufficient rubbish bins (open or foot pedal operated lid) should be provided for hand towels with regular removal and disposal. - Hand Sanitiser located immediately inside building entrance, with notice – Please Wash/Sanitise Hands. 	6
4	Transmission of COVID – - Poor Ventilation	All Users	Asymptomatic or Symptomatic spread of COVID-19 to all users using the HQ	5	3	15	<ul style="list-style-type: none"> - Opening windows and doors to enable fresh air to be ventilated throughout the building - Use of the Hot Air System, on 'VENT' setting to enable mechanically forced air into the HQ Hall through the venting system 	6
5	Transmission of COVID – - Use of at-Home Rapid Testing (LFT)	All Users	Asymptomatic or Symptomatic spread of COVID-19 to all users using the HQ	5	3	15	<ul style="list-style-type: none"> - Promote to all users the use of the at-home lateral flow (rapid) testing kits provided by the government for twice weekly testing - Remind all users to be tested if symptomatic with symptoms at the local mobile/regional testing centres for a PCR test 	6
6	Transmission of COVID – - Use of Face Coverings	All Users	Asymptomatic or Symptomatic spread of COVID-19 to all users using the HQ	5	3	15	<ul style="list-style-type: none"> - Promote to all users to follow the relevant guidance around wearing and safe disposal of face coverings: <ul style="list-style-type: none"> o It is deemed reasonable for users of the HQ (external contractors/scouting users/rental users) to wear face coverings. o Face coverings do not replace social distancing or the removal of external and mechanical ventilation – as mentioned in this risk assessment document o NOTE: Face coverings can be removed is users re undertaking exercise of an activity where it would negatively impact their ability to do so o NOTE: Face coverings should not be used by children under the age of 3 or those who may find it difficult to manage them correctly o NOTE: Scouting/NYA documentations states young people under the age of 13 years old, are exempted from wearing a face covering – young people may wear one if they wish to do so – rental users should conform to their national governing body rules o Disposal face coverings should be placed into the general waste bins o Reusable fabric face coverings should be washed at 60c after use 	6
7	COVID-19 Secure – - Registers (Track and Trace)	All Users	Insufficient information to provide accurate track and trace identification of individuals	4	3	12	<ul style="list-style-type: none"> - All users to take register of those attending their activities/session either using paper or digital registers, that can be accessed if a positive CV19 case occurs - Use of QR Code Check-In for all those above the age 16 years old – using the NHS COVID-19 app 	6

1st Horndean Scout Group

Risk Management Plan – COVID-19 HQ Risk Assessment – v1.3

8	COVID-19 Secure - Kitchen Use	All users	Users not adhering to advice given in the use of the kitchen space at the HQ	4	3	12	<ul style="list-style-type: none"> - All user groups are able to use the kitchen ensuring only two users in the space at once - Appointed individual in charge of the user group to ensure that the kitchen is cleaned once used, placing any items into the dishwasher and turning it on (tablets stored in under cupboard sink) 	6
9	COVID-19 Secure - Toilet Use	All users	Rental users not adhering to advice given in the use of the toilet space at the HQ	4	3	12	<ul style="list-style-type: none"> - 1 user per toilet as a time - Users to wash their hands using hot water and soap once finished using the toilet - Hand sanitiser points available (when possible) to ensure hands are clean on exit of toilets 	6
10	Enhancing Cleaning Routines - All User Groups	All users	Users not adhere to the recommended cleaning routines in place	4	3	12	<ul style="list-style-type: none"> - Specific cleaning routine provided in separate document (<i>HQ-CV19-RENT-CLEAN.docx</i>) - Discussion with rental user around cleaning to support any questions or requirements set out - COSSH data provided on request for cleaning products - User groups to provide feedback/contact when stocks are dwindling - Enhancing cleaning protocols in place with external contractor cleaners 	4
11	Enhancing Cleaning Routine - External Contractor Cleanings	All users	Enhancing cleaning not sufficient/in place to keep rental users safe	4	3	12	<ul style="list-style-type: none"> - Timetabled times/days for contactor cleaners to thoroughly clean the HQ - Quality checking of cleaning by contractors and feedback to head office if required - Work with cleaning to ensure cleaning consumables are at sufficient stock levels 	4
12	Scouting Users - COVID-19 Risk Management	All users within the Scout Group Sections	Asymptomatic or Symptomatic spread of COVID-19	4	3	12	<ul style="list-style-type: none"> - Return to Face to Face Scouting Checklist for HQ and Outdoor Activities completed – <i>available on request to share</i> - Readiness risk assessments provided and approved for each section at Group and District level, for each readiness level – <i>available on request to share</i> - Appropriate safeguards and support in place to reduce the transmission of COVID-19 within section meetings - Provision of PPE and safe respiratory and hand hygiene for all sections - Provision of Parent Pack to all Leaders, Parents and Young people, outlining all relevant control measures for section meetings for both indoors and outdoors 	4
13	Rental Users - COVID-19 Risk Management	All users within the Scout Group Sections	Asymptomatic or Symptomatic spread of COVID-19	4	3	12	<ul style="list-style-type: none"> - Rental users to adhere to GOV.UK Road Map guidelines in returning to face-to-face activities - Rental users to adhere to scout group agreement form, returned signed copy to GSL/Chairman - Rental users to adhere to their governing body framework and risk assessment for safe activity - Appropriate safeguards and support in place to reduce the transmission of COVID-19 within the scout hut - Provision of PPE and safe respiratory and hand hygiene for rental users at the scout hut 	4



1st Horndean Scout Group

Risk Management Plan – COVID-19 HQ Risk Assessment – v1.3

Relatable Documents

- 1st Horndean Scout Group Parent Pack – v1.4 (for Scouting Parents)
- NYA Guidance - <https://nya.org.uk/guidance/>
- GOV.UK – Twice Weekly Rapid Testing - <https://www.gov.uk/government/news/twice-weekly-rapid-testing-to-be-available-to-everyone-in-england>
- GOV.UK – COVID-19: Guidance For The Safe Use Of Multi-Purpose Community Facilities - <https://www.gov.uk/government/publications/covid-19-guidance-for-the-safe-use-of-multi-purpose-community-facilities/covid-19-guidance-for-the-safe-use-of-multi-purpose-community-facilities>
- GOV.UK – COVID-19: Reopening Businesses and Venues in England - <https://www.gov.uk/government/publications/reopening-businesses-and-venues-in-england>
- GOV.UK 0 Face Coverings: When to Wear One, Exemptions, And How to Make Your Own - <https://www.gov.uk/government/publications/face-coverings-when-to-wear-one-and-how-to-make-your-own/face-coverings-when-to-wear-one-and-how-to-make-your-own>
- Scouts UK – Getting Back Together Safely - <https://www.scouts.org.uk/volunteers/getting-back-together-safely/>

Change Log

Date	Version	Changed by	Comments
01/07/2020	1.0	Richard Smith/GSL	Initial document created and implemented
22/08/2020	1.1	Richard Smith/GSL	Formatted into new HQ template Modification and additional hazards added
28/03/2021	1.2	Richard Smith/GSL	Adjusted across the document relating the new NYA/Scout road map for reopening the Scout HQ.
06/03/2021	1.3	Richard Smith/GSL	Addition to the risk assessment to include at home Lateral Flow Testing notes Addition to the risk assessment to include information around Face Coverings Addition to the risk assessment to include notes about rental users and reference Rental User RA document Added additional relatable government guidance documents