

Wateringbury Scout and Guide Group Exec Use of HQ - Covid ready risk assessment

To be used alongside Scout and Guide group indoor meeting risk assessments.

Assessment carried out by: Corinne Mulcahy/ Steve Wright/ Ed Potts

Date of next review:

~~Dec/Jan 2021~~

~~June 2021~~

September 2021

Date initial assessment was carried out: 26/10/20

Committee Reviewed 24/07/21

What are the hazards?	Risk level	Who might be harmed	Action needed to reduce risk level	Who needs to carry out the action?	Risk reduced to	When by?
Contracting Covid 19 from surfaces in building	High	All users RE- Scout and Guide groups	<ul style="list-style-type: none"> Checklist of contact points to be provided for each area of the building in green cleaning bucket. Contact points to be cleaned at start and end of use Anti viral Cleaning solutions and cloths to be provided for cleaning.* Weekly checks to ensure adequate stock of product above those already used.* Used cloths to be laundered weekly* Provide lidded bucket for used cloths.* Cleaning regime to include a Milton rinse to floors, radiators and touch points after weekly cleaning. 	<p>CM</p> <p>Group/Section leaders/ Hall user.</p> <p>*sections responsible for maintaining and refilling after initial supplies. Washing rota for cloths to be organised within Guide and Scout groups</p> <p>NW</p>	Medium	Ongoing

Contracting Covid 19 from general equipment (tables and chairs) (Does not include each sections equipment- this is covered by users own Risk assessment).	High	All users	<ul style="list-style-type: none"> • Tables and chairs in use wiped down at start and end of meeting. (see * above). 	Group/Section leaders	low	ongoing
Lack of ventilation and build up of moisture in air	High	All users	<ul style="list-style-type: none"> • Recommend to all Group/ section leaders for windows/ doors to be open as necessary to facilitate air-flow. 	Group/ section leaders/ hall users to adhere to recommendations during meetings.	medium	Every Meeting
Close contact between users at drop off times in hallway	High	Parents/ young users	<ul style="list-style-type: none"> • No parent/guardians allowed into building when dropping off for meetings. • Signage to remember to keep social distance whilst outside at drop off and pick up. • One way system in place. Enter through main door.- Exit via fire doors and side gate. • Signage to remind users of one way system • Internal door to be open when hall is in use to reduce contact with handles. 	<p>Group/section Leaders to inform users</p> <p>NK</p> <p>Group/section leaders to inform users.</p> <p>NK</p> <p>Group/section leaders.</p>	low	Ongoing
Close contact/ contamination in toilets	High	All users	<ul style="list-style-type: none"> • Lights to be turned on before meeting starts. • One toilet to be used in Girls toilet. Other to be closed. Cubical only to be used in Boys toilet- Urinal not to be used. Disabled toilet to be available to all. • Cleaning equipment kept in disabled toilet to be kept in group stores. • Soap and paper towels provided in 	<p>Group /section leaders.</p> <p>Group/section leaders/ hall users to adhere to recommendations.</p> <p>NW</p> <p>NW</p>	medium	Ongoing

			toilet- level checked weekly. • Signage to remind of handwashing regime in all toilets.	CM		
Close contact/ cross contamination when using coat hooks	Medium	Young users	• Coat hooks are not to be used.	All users	low	Ongoing
User presenting with Covid Symptoms- prevention of spread	High	All users	• Youth members must be asked to isolate in the outside area to be collected. Adult users to leave immediately.	All users	Medium	Ongoing

In addition to the above measures the following guidelines are in place.

- Current Covid 19 guidelines about the maximum number of persons using the HQ at the same time are to be strictly adhered to. (please refer to your organisations recommendations on suggested numbers).
- One bottle of hand sanitiser has been provided in green cleaning bucket for use during meetings. This can be placed at the entrance to the hall. Groups are to replenish as needed and are responsible for the ongoing cost.
- Sections/Groups must bear the cost of replacing cleaning products like for like when initial supplies run out. Please **note solutions must be anti viral and be suitable for use on touch points.**
- Paper towels/ dispensers and additional bins are in place in the toilets.
- **ALL BINS including those in toilets** are to be emptied each night and placed in the black bin outside.
- **The cleaning checklist sheet must be completed at the end of each meeting.- This is on the leaders table in the hall.**
- It is imperative that if there is more than 1 meeting taking place at the HQ in a single evening that adequate time is given to undertake additional cleaning. Groups may need to consider revising length of meetings.
- Overlap of parents for drop off and pick are prohibited.- There must be enough time between meetings to enable this.
- **Should anyone develop signs of Covid 19 during a meeting, the exec committee must be informed immediately. HQ will be closed for 72 hours minimum. Exec will inform GGL, GSL when use of HQ can recommence.**

This document was agreed by Steve Wright, Corinne Mulcahy, Ed Potts, Natalie Wright 26th October 2020.

Reviewed 30th April 2021/ Committee reviewed 24th June 2021