

COVID-19 RISK ASSESSMENT

Completion date: 7th September 2020

Completed by: Susan Newton

Review date: Ongoing



Standard Expectations:

- Any staff member, volunteer, guest, rental user or contractor who is showing symptoms and/or has been in contact with people/person that may have Coronavirus are not to attend site but to follow government Guidance.
- All staff members, volunteers, guests, rental users or contractors or expected to follow good hygiene measures including frequent hand washing.
- All staff members, volunteers and guests (where relevant) should read the below Risk Assessment and ensure that they adhere to the measures identified within in.
- All site users are expected to use the natural outdoor space to ensure they adhere to social distance requirements as they transition around site.

For guests who have booked specific Activity Sessions a separate Risk Assessment has been created for these sessions and will sent/shared and uploaded to the website in advance. Please ensure that you have read this if relevant.

Hazard	Persons at Risk	Control Measures
Staff member, volunteer, guest, rental user or contractor does not have appropriate knowledge of Coronavirus and engages in practices that increase the risk of contract or spread for others.	All Users	<p>September 2020 Centre users (Dandelion/City College) are expected to ensure that their staff are kept informed.</p> <p>Amber Phased Return: For Scouting/Guiding members to return their Risk Assessments and plans must have been approved in line with Scouting/Guiding Guidance. Staff will be sent relevant links to Government Guidance, as well as displaying where it can but are expected to also keep themselves updated. The centre will have an open culture whereby it will professional challenge other members of staff, guests, contractors or rental users that they feel are not following appropriate guidelines.</p> <p>25th June 2020: Centre Manager remains in touch with current guidance</p>
Contracting or spread of COVID-19 whilst onsite. Specifically between/from staff/Volunteers.	All users	<p>Amber Phased return/September 2020: Smallest number of staff required to work will be required on to specific days. Where possible staff members will also remain in bubbles working together with similar staff members of days that are required. Staff members are expected to ensure that they maintain a 2m distance where possible. Staff members will only use the identified welfare facilities which are separate to guests. The Crew Hut:</p> <ul style="list-style-type: none"> • Staff are to bring in their own flasks of tea/coffee, there will not no access to shared tea/coffee area.

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		<ul style="list-style-type: none"> • Fridge/dishwasher/microwave/hob will not be accessible, and staff need to bring self-contained meal. • Staff must wipe table after use <p>25th June 2020: Staff work from home where possible. Access to site is specifically with approval from the Centre Manager. Centre Manager will ensure if staff/volunteers need to attend site that they do so on staggered days or at staggered times. Access to site will only be granted if essential.</p>
Contracting or spread of COVID-19 whilst onsite. Specifically between/from guests.	All Users	<p>September 2020: City College staff will be advised if other users are expected onsite that day and student will be reminded to observe appropriate social distancing around site.</p> <p>Amber phased return: Guests will be provided with clear information prior to arrival on the following:</p> <ul style="list-style-type: none"> • Arrival and departure time and meeting point • Toilet facilities that are allocated to them • Expectations of them as users <p>25th June 2020: Due to government restrictions guests should not be onsite.</p>
Contracting or spread of COVID-19 whilst onsite. Specifically between/from contractors or rental users.	All Users	<p>September 2020: City college staff are responsible for the movements of students around site Dandelion families will be advised that the centre is back in operation. If they access across site and not up the car park they will be reminded to maintain social distancing. They will furthermore be advised that the toilet facilities in use for them are only the disabled.</p> <p>Amber Phased Return: <i>Contractors:</i> Where possible contractors will be booked to attend site when no other guests or staff are in attendance. Contractors are responsible for ensuring that they and any subcontractors follow sensible COVID measures (i.e maintaining 2m distance, wearing appropriate PPE, frequent and effective handwashing)</p> <p><i>Rental users:</i> City College students are not expected to return till September 2020 Dandelion families will be advised that the centre is back in operation. They will be reminded that access to and from their site is up the side of the drive and not across campsites. They will furthermore be advised that the toilet facilities are out of use except on request and only if this request can be safely facilitated.</p>

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		<p>25th June 2020: Access to site for contractors is specifically with approval from the Centre Manager. Centre Manager will ensure if contractors need to attend site that they do so on staggered days or at staggered times. Access to site will only be granted if essential. Contractors are responsible for ensuring that they and any subcontractors follow sensible COVID measures (i.e maintaining 2m distance, frequent and effective handwashing, wearing appropriate PPE)</p>
Contracting or spread of COVID-19 whilst onsite. Specifically when walking round site.	All Users	<p>Amber Phased Return/September 2020: The site will be nowhere near capacity and therefore everyone is encouraged to use the natural outdoor space to ensure social distance requirements as they transition around site. Where possible gates and doors will be left open whilst the centre is in use</p>
Contracting or spread of COVID-19 whilst onsite. Specifically when using the Car park	All Users	<p>September 2020: Small number of staff/rental users onsite therefore car park users can park cars at a socially acceptable distance to each other. Amber Phased Return: No parking for families, parking will only be allowed for leaders. 25th June 2020: Small number of staff/rental users onsite therefore car park users can park cars at a socially acceptable distance to each other.</p>
Contracting or spread of COVID-19 whilst onsite. Specifically when using toilet facilities.	All Users	<p>September 2020: City College Students will be given a specific toilet to use (either A or B) whilst they are onsite. The toilet facility will be cleaned at the end of each day or start of the day if not cleaned the night before. Disabled toilet will be used by visitors and staff. Amber Phased Return Each group will be provided with a specific toilet facility that is there's for the duration of their session. Leaders will manage the use of this facility in line with best practice. The toilet facility will be cleaned after each group. 25th June 2020 Only the disabled toilet facility it open. Its use will be minimal as contractors have their own welfare facilities. Antibacterial wipes have been left in the facility so that users can clean either before or after use.</p>
Contracting or spread of COVID-19 whilst onsite.	Staff members	<p>Amber Phased Return/September 2020:</p>

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Specifically whilst cleaning shared spaces (i.e toilets)		<p>The toilet block will contain clear information sheets on how to clean facilities safely prior to staff being asked to undertake this.</p> <p>Appropriate PPE will be provided.</p> <p>If a deep clean is required (following a suspected case) this will be performed by one member of staff only.</p> <p>25th June 2020</p> <p>Relevant PPE will be provided to clean the facilities.</p> <p>Centre Manager has read cleaning guidance prior to doing this.</p>
Contracting or spread of COVID-19 whilst onsite. Specifically during Instructor led sessions.	All Users	<p>September 2020:</p> <p>City college will clean any centre kit after use.</p> <p>Amber Phased Return:</p> <p>Each activity has a separate specific risk assessment that is sent to all users prior to their booking.</p> <p>Safety and activity specific equipment will be provided. Young people will keep this kit for the duration of the session and it won't be shared by young people.</p> <p>Instructors will visually check safety equipment at frequent intervals during the session.</p> <p>Instructors will only get closer than 2m in a situation where a participant's safety is at risk (i.e a capsized). Should an instructor have to engage in close contact with a guest for the purposes of safety the session may need to end so that the instructor is able to change clothes and thoroughly wash hands.</p> <p>To ensure that young people are as safe as possible and to reduce the need for breaking social distancing guidelines clear safety instructions will be provided and all members of the group are always expected to adhere to these .</p>
Staff member, volunteer, guest, contractor or rental user displays symptoms of COVID-19 (Continuous cough, high temperature, anosmia) whilst onsite	All Users	<p>September 2020:</p> <p>City College have identified a space for their students who are displaying symptoms. They will advise the centre so that an appropriate post clean can take place.</p> <p>Dandelion will manage this within their own site.</p> <p>Amber Phased Return:</p> <p>If someone becomes unwell during a session they should be sent home immediately. They should remain isolated from others and should not use facilities such as toilets whilst awaiting them being collected.</p> <p>Any equipment or facilities they have used will be cleaned by the Centre.</p> <p>Any persons who has been in close proximity to this person should be informed and should follow government guidance.</p> <p>Leaders are responsible for following all organisations protocols.</p>
A staff member, volunteer, guest, contractor or rental	All Users	<p>Amber Phased Return:</p>

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user is diagnosed as having COVID-19 post their visit to site.		<p>If any user of the centre has been diagnosed as contracting COVID-19 within the last 14days they must inform the Centre. The Centre will then inform any others users during that were present onsite during that time period and deep clean as appropriate.</p> <p>Users who are informed will be provided with as much information as is possible to share and will be advised to seek external advice.</p> <p>25th June 2020: Centre Manager should be informed as soon as possible and will share this information as relevant with other centre users.</p>
Absence of the Centre Manager (including COVID related sickness)	All Users	<p>September 2020: A member of staff will be unfurloughed in her absence. They will have access to all areas of the centre to support users in the Centre Managers absence.</p> <p>Amber Phased return:</p> <ul style="list-style-type: none"> • A member of the EVAC team will be un-furloughed and will manage the centre in the short term in her absence. <p>All bookings will be made through the centres booking platform therefore guests will not be hindered in their ability to access the centre in her absence.</p> <p>25th June 2020: If able the Centre Manager will continue to work from home. If this is not possible either:</p> <ul style="list-style-type: none"> • A member of the EVAC team will be un-furloughed and will manage the centre in the short term in her absence. • A member of the Trustee board will manage the centre in her absence.
Unsecure Building site – Icen House	All Users	<p>Amber Phased return/September 2020: Icen House will be isolated and access restricted through the use of mesh fencing. Only contractors/visitors approved by the Centre Manager will be able to access the site.</p> <p>25th June 2020: Due to no user onsite the doors to Icen House are locked but access around the building is not restricted. Any contractors are expected to exercise care around the site. Top gate to site is locked when contractors/rental users are not onsite.</p>
First Aid related emergencies	All Users	<p>Amber Phased return: Leaders are responsible for first aid requirements of their group. Centre Staff will intervene in the event a major emergency however minor injuries need to dealt with by group leaders.</p> <p>25th June 2020: Contractors and Rental users are responsible for their own First Aid Provision.</p>

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Emergencies requiring Centre Staff	All Users	<p>Amber Phased Return: Staff members will use site radios to communicate as required. Front reception will detail the duty mobile which will be carried by the Centre Manager/Duty Manager working that day so that guests can contact as required.</p> <p>25th June 2020: Duty Mobile number is located on the front door of Icen House and is held by the Centre Manager Contractors and rental users have Centre Managers personal mobile.</p>
Wet Weather forces people to seek shelter	All Users	<p>Amber Phased Return: Users will be informed that there is no wet weather provision. Users are welcome to bring shelters or Tarps, however will not be granted earlier arrival to erect these.</p> <p>25th June 2020: Rental users have own wet weather provision. No other users need to be onsite during wet weather</p>
Handling Cash	Receiver of cash and change	<p>Amber Phased Return: Cash will not be accepted by site (no storage due to building fire) all payments are to be made by BACS in advance and any shop purchases are to be pre-ordered and will be left at meeting spot for group leader on arrival.</p>

IMPORTANT NOTE: This Risk Assessment will remain dynamic, and will be reviewed frequently due to the nature of the Covid-19 response by the UK Government and Public Health England (PHE); and therefore may be subject to change due to information and guidance being broadcast by various sources in relation to Coronavirus / Covid-19 – such sources include:

- Gov.UK - <https://www.gov.uk/government/topical-events/coronavirus-covid-19-uk-government-response>
- PHE - <https://www.gov.uk/government/collections/coronavirus-covid-19-list-of-guidance>
- HSE - https://www.hse.gov.uk/news/coronavirus.htm?utm_source=hse.gov.uk&utm_medium=refferal&utm_campaign=coronavirus&utm_content=home-page-banner