

COVID-19 RISK ASSESSMENT

Completion date: 26th June 2021

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 Holiday Club, Birthday party or Family session you will find 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.

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	For Scouting/Guiding members to return their Risk Assessments and plans must have been approved in line with Scouting/Guiding Guidance. For Schools to attend they must undertake the EVOLVE process and gain approval prior to attendance. 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 professionally challenge other members of staff, guests, contractors or rental users that they feel are not following appropriate guidelines. Centre Manager remains in touch with current guidance.
Contracting or spread of COVID-19 whilst onsite. Specifically between/from staff/Volunteers.	All users	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 on sessions and across days. Staff members are expected to ensure that they maintain a 2m distance where possible. Staff will wear appropriate PPE where relevant. Staff will engage with the LRT process and will not be allowed access to site unless they have received a negative test result. Separate Risk Assessment written for staff. The centre will have an open culture whereby it will professionally challenge other members of staff if they feel they are not following appropriate guidelines.

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Contracting or spread of COVID-19 whilst onsite. Specifically between/from guests.	All Users	Guests will be provided with clear information prior to arrival on the following: The centre will have an open culture whereby it will professionally challenge guests that they feel are not following appropriate guidelines.
Contracting or spread of COVID-19 whilst onsite. Specifically between/from contractors or rental users.	All Users	<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) <i>Rental users:</i> City college staff are responsible for the movements of students around site Dandelion families will access their site is up the side of the drive and nor 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. The centre will have an open culture whereby it will professionally challenge guests and/or rental users that they feel are not following appropriate guidelines.
Contracting or spread of COVID-19 whilst onsite. Specifically when walking round site.	All Users	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
Contracting or spread of COVID-19 whilst onsite. Specifically when using the Car park	All Users	Where necessary Centre staff will manage the car park flow.
Contracting or spread of COVID-19 whilst onsite. Specifically when using toilet facilities.	All Users	Toilet facility will be cleaned frequently. User are responsible for overseeing COVID measures whilst their group is using these facilities. Guests staying overnight are to have a separate wash area on their own campsite so that toilet facilities are used for toileting only (reducing numbers of guests in them for a prolonged period)
Contracting or spread of COVID-19 whilst onsite. Specifically whilst cleaning shared spaces (i.e toilets)	Staff members	The toilet block will contain clear information sheets on how to clean facilities safely prior to staff being asked to undertake this. Appropriate PPE will be provided. If a deep clean is required (following a suspected case) this will be performed by one member of staff only.

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Contracting or spread of COVID-19 whilst onsite. Specifically during Instructor led sessions.	All Users	Each activity has a separate specific risk assessment that is available online. Safety and activity specific equipment will be provided where possible young people will keep this kit for the duration of the session. Instructors will visually check safety equipment at frequent intervals during the session. 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 .
Staff member, volunteer, guest, contractor or rental user displays symptoms of COVID-19 (Continuous cough, high temperature, anosmia) whilst onsite	All Users	Centre has identified Chalet1 in the tented Village as our isolation space. (if Tented Village is in use an alternative location will be identified) 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. Any equipment or facilities they have used will be cleaned by the Centre. Any persons who has been in close proximity to this person should be informed and should follow government guidance. Leaders are responsible for following all organisations protocols.
A staff member, volunteer, guest, contractor or rental user is diagnosed as having COVID-19 post their visit to site.	All Users	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 seek advice from PHE and may need to inform any others users during that were present onsite during that time period and deep clean as appropriate.
Absence of the Full time staff (including COVID related sickness)	All Users	All Centre operations can be accessed remotely and therefore can be handed over a member of the Trustee Board to manage in their absence.
Unsecure Building site – Icen House	All Users	Iceni House is isolated and access restricted through the use of mesh fencing. Only contractors/visitors approved by the Builders will be able to access the site.
First Aid related emergencies	All Users	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. Contractors and Rental users are responsible for their own First Aid Provision.
Emergencies requiring Centre Staff	All Users	Staff members will use site radios to communicate as required. Duty Mobile number is located on the front notice boards of the Centre Manager office. Contractors and rental users have Centre Managers personal mobile.
Handling Cash	Receiver of cash	The shop will be run by one person and will hand sanitise as frequently as possible. Large group purchases can be made in advance and paid by BACS.

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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