

Birthday Party Risk Assessment

Hazard	Risk Control Measures
General	
Slips, trips and falls	Site to be checked for any potential hazards prior to Session and as part of ongoing centre management. Users are encouraged to be vigilant during their time onsite
Lost child	Families are responsible for the whereabouts of members of their party at all times.
Intruder on Site	All adults onsite will challenge anyone that is not intended to be onsite (all visitors will wear lanyards)
Weather	If we are unable to run an activity owing to poor weather we will contact you to discuss our options. All participants are advised to dress for the weather.
Iceni House being a building site	Iceni House is isolated and access restricted through the use of mesh fencing. Users are expected to remain outside the fencing and families are responsible for ensuring all group members adhere to this. Only contractors/visitors approved by the Builders will be able to access the site.
COVID-19	
Contracting or spread of COVID-19 whilst onsite. Specifically between/from staff/Volunteers.	The smallest number of staff required to work will be required on to specific days. 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.
Contracting or spread of COVID-19 whilst onsite. Specifically between/from young people and or adults users.	All guests are expected to adhere to the following specific guidelines: <ul style="list-style-type: none"> • Adhere to social distancing measures where possible • Ensure that they wash their hands and/or use antibacterial hand gel regularly.
Contracting or spread of COVID-19 whilst onsite. Specifically when walking round site.	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 site is in use
Contracting or spread of COVID-19 whilst onsite. Specifically when using toilet facilities.	The Birthday party booking will have a 'side' of the toilet block for the duration of the session, this will be cleaned at the start, middle and end of the day. Families are responsible for adhering to social distancing measures whilst using this facility.

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<p>Contracting or spread of COVID-19 whilst onsite. Specifically during Instructor led sessions.</p>	<p>Each activity has a separate specific risk assessment that is followed by centre staff during the use of each session. Safety and activity specific equipment will be provided. Users will keep this kit for the duration of the activity and it won't be shared. If sharing is required the equipment will be cleaned and young people will use hand gel in-between use. Instructors will visually check safety equipment at frequent intervals during the session. 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. To ensure that users are as safe as possible and to reduce the need for breaking social distancing guidelines clear safety instructions will be provided and all users are always expected to adhere to these.</p>
<p>Staff member, volunteer, guest, contractor or rental user displays symptoms of COVID-19 whilst onsite</p>	<p>If someone becomes unwell during a session, they will be sent home immediately. They will remain isolated from others (Tented Village leaders Chalets identified as a space for this) and where possible will 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 will be informed and should follow government guidance.</p>
<p>A staff member, volunteer, guest, contractor or rental user is diagnosed as having COVID-19 post their visit to site.</p>	<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 contact PHE and follow the advice and guidance given. Where necessary other users will be informed will be provided with as much information as is possible and advise as per the advice given by PHE.</p>

This risk assessment is in addition to current risk assessments at Eaton Vale Scout and Guide Activity Centre and should be used in conjunction with current activity and site risk assessments.