

<b>D CD's Name of Section or Activity</b>	Maldon and East Essex District Campsite, Prances. Non scout-based groups.	<b>Date of risk assessment</b>	<b>29<sup>th</sup> July 2020</b>	<b>Name of who undertook this risk assessment</b>	Cathy Garrett, Andrew Goodwin.	<b>COVID-19 readiness level transition</b>	<b>Red to Amber</b>
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<b>Hazard Identified? / Risks from it?</b>	<b>Who is at risk?</b>	<b>How are the risks already controlled? What extra controls are needed?</b>	<b>What has changed that needs to be thought about and controlled?</b>
<b>Hazard</b> – something that may cause harm or damage. <b>Risk</b> – the chance of it happening.	Young people, Leaders, Visitors?	<b>Controls</b> – Ways of making the activity safer by removing or reducing the risk from it. For example - you might use a different piece of equipment or you might change the way the activity is carried out.	Keep <b>checking</b> throughout the activity in case you need to change it...or even <b>stop</b> it! This is a great place to add comments which will be used as part of the review.
Various risks and hazard potentials as outlined in the Reopening Scout Premises Checklist.	All users and site wardens	Many elements already covered in standard running policies though others required to mitigate risks caused by the site remaining closed for the prior period of closure. Review this list monthly at the same time as the risk assessment review to establish all points covered based on staggered opening usage of site. Follow and implement checks and record accordingly.	Legionella risks based on non usage of premises. Review if the usage has increased once opened to make these risks void or if not they need to be regularly reviewed.
Risk of infection between casual visitors, contractors and pre booked customers coming onto the site.	All visitors, contractors, and customers plus site wardens.	Access to the site will be restricted to designated users and not casual visitors. Only essential contractors will be permitted on site. Service crew works only to be conducted when site is empty. Probation service visits only permitted when site is empty. One-way system to be created at the hall and clearly indicated. Social distancing signage to be displayed. Number of users at any time to be in accordance with government social distancing guidelines. Building doors and windows to be opened where appropriate to provide adequate ventilation. Users encouraged to use outdoor spaces or well-ventilated indoor spaces. Wardens and cleaners to wear masks if inside the buildings with visitors. Suitable PPE required for sanitising and cleaning of facility to reduce potential spread of infection between groups. Wardens and cleaners to observe all current guidelines.	Collection of waste bags for the council and sales of books and CD's has ceased. Signage displayed advising this service has ended. Visits for maintenance to be controlled on empty site situation only. All visitors to view the risk assessment on arrival and their movements to be controlled. Guests of wardens to remain in warden's cottage area and associated garden. Introduce one-way system and signage required. Site gates to be closed when site not occupied to prevent stray visitors. Increased precautions to prevent spread of infection by wardens and cleaners.
Risk of infections being left in building areas, handles and doors etc	All users and wardens	All areas to be locked at end of visit to prevent stray visitors. Areas not being used by a visit to remain locked having considered no detrimental effect on exits in emergencies.	Buildings to be always locked when unoccupied. Only booked in users to have access to the buildings. Restriction on open areas whilst users on site.
Hygiene of people entering the buildings	All Users	Hand sanitisers have been installed at both entrances to hall. Prances will undertake weekly deep cleaning routines (conducted by cleaning contractor) including using disinfectants on all touch points (light switches, door handles etc.). It is the responsibility of the hirer to also ensure cleaning/hygiene controls are undertaken on entry and when leaving. Before each new arrival all expected touch points will be sanitised by the wardens to ensure safe entrance.	Hand sanitisers added. Cleaning prior to each visit introduced. All users need to provide a risk assessment to the wardens and fully understand their obligations to cleaning on arrival and at the time of leaving. Visitors to sign the Prances risk assessment and only visit if their own risk assessment is left on file.
Hygiene of toilets facilities.	All Users	Prances will undertake regular weekly deep cleaning routines including using disinfectants on all touch points (light switches, door handles etc.). Disinfectant sprays have been placed in each toilet cubicle. All hand soaps supplied are anti-bacterial and users should	Disinfectant sprays made available. Touch points cleaned at each visit. Enforcement of cleaning by users to protect their own clients and to meet their moral obligations to

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Hygiene of toilet facilities (continued)	All users (continued)	only use the disposable hand towels. Mops with disinfectant solution will be left in the shower area and all users asked to 'mop down' after use. It is the responsibility of the hirer to also ensure cleaning/hygiene controls are undertaken on arrival and before leaving.	others. Wardens to check supplies as detailed are available for every group visiting
Activity equipment.	All Users	Due to the difficulty of maintaining social distance and for the safety of instructors, all site scout activities are suspended until further notice.	Cancellation of site scout activities.
Use of outdoor spaces that cannot be cleaned.	All Users	Groups are advised to ensure all their members maintain a good standard of hygiene with regular hand washing to minimise the risk of infection and to follow all current government guidelines.	Government guidelines to be followed by users.
Waste created on the site	All users	Bins will be emptied at the end of each visit for collection by waste contractors. In addition, no items are to be left on site for future visits.	Regular emptying of bins. Instruction to remove all property at the end of a session.
Food storage and food supplies	All users	No food stuffs to be left on the site where access by others can be gained. Any food stuffs brought onto site must be removed at the end of the visit.	No food to be stored in the fridge or freezers. No refreshments to be provided by the site to customers.
Outbreak controls and risk controls.	All users	If a reported outbreak occurs to a member of the site team or a site user, then the site is to close immediately. DC and Chairman to be advised immediately. Contact details to be retained for all user groups. Site will contact recent user main contact if outbreak of infection reported. User groups to operate the same system in return. DC and Chairman to be advised immediately if risk status changes or any new risks or concerns arise. Risk assessment to be reviewed monthly and recorded accordingly.	If outbreak occurs shut site immediately. If suspected review site opening policy immediately. Contact recent users to advise. Frequent risk assessment review. Ensure Executive fully aware. Communication is critical. No risk strategy required.
<b>Review:</b> This risk assessment is for opening Prances to <b>non</b> scout organisations. It covers site use but specifically excludes scout activities normally offered by the site. Any changes to this or a change in the alert level require a revised risk assessment. This assessment to be review at minimum of each calendar month or sooner if significant risks change. All changes in the site usage to be authorised by the DC and Chairman.			