

**2<sup>nd</sup> Worthing Scout HQ**  
**Location Specific Risk Assessment**

<b>Name of Section or Activity</b>	All Users of 2 <sup>nd</sup> Worthing Scout HQ	<b>Date of risk assessment</b>	14/07/2020	<b>Name of who undertook this risk assessment</b>	2 <sup>nd</sup> Worthing section leadership	<b>COVID-19 readiness level transition</b>	Red to Amber
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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>
Maintaining social distance at drop off and pick up: higher risk of infection spread if social distancing not maintained.	Young People, Adult volunteers and Young Leaders	<ul style="list-style-type: none"> <li>Drop off and pick up from the HQ to be planned and the plan communicated with parents in advance through OSM and other social media channels.</li> <li>No parents to use HQ car park</li> </ul>	
Maintaining social distance during meeting: higher risk of infection spread if social distancing not maintained.	Young People, Adult volunteers and Young Leaders	<ul style="list-style-type: none"> <li>Leaders to pre-arrange locations using cones or numbered V-cards so the YP know where they can safely stand/sit.</li> <li>If possible YP to bring camp chairs to sit on from home.</li> <li>If appropriate to the activity, work in smaller groups than 15, so that reduce risk of spread, spread out across the meeting place as they can be.</li> </ul>	
Hygiene of people: higher risk of infection spread if proper hand washing not carried out.	Young People, Adult volunteers and Young Leaders	<ul style="list-style-type: none"> <li>All to wash/sanitize hands before and after sessions. Leaders to carry out appropriate supervision of hand washing.</li> <li>Toilets to be 1 person per room where needed in an emergency, to reduce the risk of contact (<i>leaders should not be present in toilets during hand washing, but through observation should be able to understand if a YP has spent the time to handwash</i>).</li> <li>One way system in place to access toilet and get out of HQ to reduce risk of contact.</li> <li>Most rooms in HQ to be out of use, or limited numbers.</li> <li>Kitchen to be leaders only, and a maximum of 2 people in it.</li> </ul>	

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<p>Hygiene of toilets: higher risk of infection spread if hygiene not carried out.</p>	<p>Young People, Adult volunteers and Young Leaders Subsequent users of toilets.</p>	<ul style="list-style-type: none"> <li>• HQ to be cleaned in areas possibly used before and after each session:</li> <li>• Toilets Cleaned with antibacterial wipes or D10 cleaning solution</li> <li>• Kitchen Cleaned with a D10 Cleaning Solution (if used)</li> <li>• Floor Mopped with a BS EN14476 Compliant Cleaning Solution</li> <li>• Touch Points wiped down with antibacterial wipe</li> <li>• Tables and chairs (if really necessary and should really be avoided wherever possible) that are used wiped down with antibacterial wipes.</li> </ul> <p>Additionally a deep clean done by a paid cleaner each week of the entire non-locked areas of HQ.</p>	
<p>Hygiene of activity equipment: Higher risk of infection spread if hygiene not carried out.</p>	<p>Young People, Adult volunteers and Young Leaders</p>	<ul style="list-style-type: none"> <li>• Hands to be washed (or sanitized) outside the building at the beginning and end of the session, and <i>(if appropriate<sup>1</sup>)</i> after 1 hour.</li> </ul>	
<p>Use of outdoor spaces: un-even ground, access to space less controlled, cannot be cleaned.</p>	<p>Young People, Adult volunteers and Young Leaders</p>	<ul style="list-style-type: none"> <li>• Activities to be appropriate to area and level of skill of YP.</li> <li>• Leadership team be ready to “stop” and reassess if needed – then feed back into RA.</li> </ul>	
<p>Inclement Weather – YP getting wet and cold</p>	<p>Young People, Adult volunteers and Young Leaders</p>	<ul style="list-style-type: none"> <li>• Tarps and shelter available to be erected as required during session as shelter. This should be high up to allow good airflow with no sides.</li> </ul>	
<p>Session Length – and YPs ability to concentrate/manage risk</p>	<p>Young People, Adult</p>	<ul style="list-style-type: none"> <li>• Activities to be planned to be as short as needed to complete program.</li> </ul>	

<sup>1</sup> If a natural break in the activity allows hand washing at 50 minutes then this can be safely substituted for the 1 hour handwash.

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	volunteers and Young Leaders	<ul style="list-style-type: none"> <li>Behaviour management agreed amongst leadership team to reinforce social distancing, with agreed penalties for breaching. This to be communicated with parents.</li> </ul>	
An understanding of how the event is going to run by YP, Parents and leadership team	Young People, Adult volunteers and Young Leaders	<ul style="list-style-type: none"> <li>Ensure clear communication with parents/carers on transport arrangement and what to do when arriving to drop off and pick up</li> <li>Ensure RAs for session are shared by OSM with YP (and their parents) and all persons present. verbal reinforcement is to be encouraged.</li> </ul>	
Injury to Young Person, Young Leader or Adult Volunteer	Young People, Adult volunteers and Young Leaders	<ul style="list-style-type: none"> <li>First aid equipment and PPE present outside the building when sessions in progress, appropriately trained adults to be available in the location.</li> </ul>	
Adult volunteer Lone Working	Adult Volunteer	<ul style="list-style-type: none"> <li>Group Lone working policy to be followed.</li> </ul>	