

Covid-19 risk assessment

Alfrey Activity Centre Broadwater

Name of Section or Activity	Alfrey Activity Centre Broadwater	Date of risk assessment	15/04/2020	Name of who undertook this risk assessment	Paul Skpper	COVID-19 readiness level transition	Red to Amber
Description	<p>This risk assessment is designed to cover the hire of the Alfrey Activity Centre for the purpose of outdoor activities. Hirers will be required to submit their own risk assessment which should include or refer to this risk assessment to cover the use of the campsite by their section.</p> <p>For the purpose of this document a section refers to a section of a Scout Group hiring the site which can be made up of two bubbles. Leaders can move between bubbles. The maximum number in each bubble to be determined by the hirer in accordance with rules in place at the time.</p> <p>At any one time there can be a maximum of two sections on site each.</p>						

Checked by Line Manager	Nigel Hailey County Commissioner Date 18/04/2021	Checked by Executive	Andrew Walker County Chair Date 18/04/2021
Approved by Commissioner	Nigel Hailey	Approved by Executive	Andy Walker
Notification of level change	Date and by who		

	Hazard Identified? / Risks from it?	How are the risks already controlled? What extra controls are needed?	What has changed that needs to be thought about and controlled?
1.1	Maintaining social distance at drop off and pick up: higher risk of infection spread if social distancing not maintained.	<ul style="list-style-type: none"> The site has 2 areas for car parking and drop-off points for each bubble which are more than 25m apart and are indicated on the map in appendix A. Section leaders will arrange different drop off and pick up times for each bubble of young people in their section. The site will provide times for the arrival and collection of young people and Leaders and the group leaders will coordinate those times with Parents and the other leaders. Parents transporting young people will be asked to stay in their vehicles. Young people will be asked to go straight to their allocated activity zone and to stay in their zone until parents arrive to pick them up. 	

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1.2	Maintaining social distance during meeting: higher risk of infection spread if social distancing not maintained.	<ul style="list-style-type: none"> • The campsite has been marked out into two zones which are 25m apart. (see appendix A) • Sections will be allocated a zone (A or B). Bubble size in each zone is limited the maximum allowed under current regulations of young people and Leaders. If Chairs are required these need to be supplied by the individuals taking part. • Leaders to ensure that all personal items brought to the site belonging to young people and leaders are taken away from site – any items left will be disposed of. • Leaders will ensure that everyone is positioned to ensure 2m between all participants. 	
1.3	Hygiene of people: higher risk of infection spread if proper hand washing not carried out.	<ul style="list-style-type: none"> • The section leader is to set clear expectations with all involved. All YP will be asked to bring their own hand sanitizer although additional sanitiser can be provided by leaders – This is to be used on arrival, departure and during meetings as required. 	
1.4	Hygiene of activity equipment: Higher risk of infection spread if hygiene not carried out.	<ul style="list-style-type: none"> • No site activities will be available. • Leaders Activities and equipment will be covered by their own risk assessment. 	
1.5	Hygiene of toilets: higher risk of infection spread if hygiene not carried out.	<ul style="list-style-type: none"> • Access to the toilets to be controlled and monitored by the section leaders to ensure that no more than one person have access at any one time. The entrance and exit of the toilet will be the control point. He control point is to ensure no two-way traffic in the toilets. Toilet A is the existing Ladies toilet and toilet B control point is the Gents toilet. • Both toilets have been converted into unisex toilets each with one cubicles, one hand basin, soap dispenser, paper towel dispenser, pedal bin, sanitizer dispenser and COVID-19 signage for hand washing, flushing toilet, sanitising hands and social distancing. • Each zone will be assigned one unisex toilet. Access to the toilet entrances are via a marked route. • Leaders will brief young people on which toilet to use and ensure only one person is in the toilet at any one time. • Everyone will be instructed to use the supplied hand sanitizer on entering and leaving the toilet and to wash their hands before leaving the toilet. • Toilets will be cleaned by campsite staff after each booking. 	

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		<ul style="list-style-type: none">The waste bin black bag and contents to be removed from the toilet for disposal offsite by the section leader. Wheelie Bin is provided by the campsite site entrance.	
1.6	Use of Interior Space	<ul style="list-style-type: none">Two Buildings can be offered for use to the bubbles on site.The Troop Room for Bubble 1. To maintain Social Distancing this building is limited to 11.Skips Retreat for Bubble 2. To maintain Social Distancing this building is limited to 10.It would be the group's responsibility to clean the building prior to departure using the materials on site.	
1.7	Site Crew	<ul style="list-style-type: none">Only 1 crew member or one family group crew should be onsite at a time.Will be on site to meet visitors, and will ensure groups remain segregated.Crew should endeavour to have minimal contact with the Bubbles.Crew will clean the toilet areas, before use on arrival, between sessions, and at the end of the day. Masks, Gloves and aprons should be used, along with the appropriate cleaning materials.Payments for visits will be via emailed invoice and BACS payment to the Treasurer	
1.8	First Aid	<ul style="list-style-type: none">Each section is responsible for providing First Aid.	
1.9	Sessions	<ul style="list-style-type: none">There will be 2 bubbles allowed on site at any one time.The morning session will be 9.45-12.45 Bubble 1 and 10.00-1.00 for Bubble 2The afternoon session will be 1.45-4.45 Bubble 1 and 2.00-5.00 for Bubble 2Bubble 1 will be in the Top Field and Bubble 2 in the Lower FieldOnly bubble 2 can use the Campfire circleEvening Sessions subject to staff availability would be 6.45 pm– 8-45pm for Bubble 1 and 7.00pm – 9pm for Bubble 2	

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2.0	Booking & Recording of attendance	<ul style="list-style-type: none">• The campsite must be booked by the section leader with the Alfrey Booking Secretary by completing a Booking Form.• The section leader will maintain a register of all attending together with their contact details for at least six week following completion of the activity• The Government Track and Trace system will be implemented on site. With 2 separate registration points.	
2.1	YP or Leaders exhibit Covid-19 symptoms prior to the meeting: High risk of spreading infection.	<ul style="list-style-type: none">• The section leader must communicate beforehand that any young person or Leader experiencing Covid-19 symptoms cannot attend the meeting.	
2.2	Cases Reported after attending Campsite, Spreading Infection	<ul style="list-style-type: none">• It is the section leader's responsibility to notify track and trace of any positive covid cases.• If a person is reported to have Covid at the time of the visit the Leader should notify the site manager immediately, in case crew also have to self isolate.• In the event of a crew member becoming reporting to have Covid the Site Manager will notify Track and Trace.	

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Appendix A

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