

COVID-19 Site Risk Assessment – July 2020



South London Scouts

Introduction

As a result of the COVID-19 pandemic, the suspension of face-to-face Scouting on Tuesday 17th March 2020 & the Country, including schools, being put into lockdown on Monday 23rd March 2020, South London Scout Centre, Grange lane Dulwich has effectively closed since then with the exception of two volunteer crew members from overseas doing security and some essential maintenance such as grass cutting & some work on ongoing site projects. The very few people on site has meant that social distancing & other COVID-19 hygiene requirements have been easy to follow.

The Volunteer Centre warden, is covering basic duties as required and supporting the crew members.

With lockdown restrictions easing, some school year groups are being encouraged to return to school. The National Youth Agency (NYA) has also recently advised that when COVID-19 Readiness Level moves from Red to Amber, youth organisations can meet in small groups in outdoor spaces with social distancing measures in place. There have been some groups who wish to start using the South London Scout Centre facilities again. This specific risk assessment has been produced to help protect both volunteers helping at the centre and users by stating what is “reasonably practicable” to be as safe as possible. Clearly, the ongoing COVID-19 outbreak is a dynamic situation so this risk assessment will be reviewed as required on an ongoing basis, especially if more COVID-19 infections occur & the readiness level is raised. As always, a dynamic risk assessment of novel or unforeseen situations should be carried out if not covered by this one & then any “lessons learnt” can be used to update it.

Other Risk Assessments

All the content of the existing risk assessments will still be valid (& reviewed as necessary), but this risk assessment will indicate what additional control measures are required. Therefore, this risk assessment should be read in conjunction with the Generic Site Risk assessment along with the risk assessment for the relevant buildings being used or activity being undertaken. If COVID-19 results in any long-term changes being required, the specific building & activity risk assessments will be reviewed & updated.

| Activity: Generic Risks | | Assessors Name: Martyn Bain, County Chairman (Draft initially reviewed by the Premises Sub-Committee and formally approved by South London Scouts Trustees and the County Commissioner for Greater London South on 27 th July 2020) | | | | Assessment Date: July 2020 | | |
|--|---|--|-----------------|----------------|---|-----------------------------------|-----------------|----------------|
| Hazard | Who is at risk | Before Control Measures | | | Existing Control Measures | After Control Measures | | |
| | | Likelihood 1-3 | Severity 1-3 | Risk Rating | | Likelihood 1-3 | Severity 1-3 | Risk Rating |
| Spread of COVID-19 infection | | | | | | | | |
| Person to person transmission - due to failure to comply with current guidelines | Volunteer Staff, users & general public | 2 | 2 | 4 | <ul style="list-style-type: none"> • Bookings must be made at least one week in advance & groups should plan as much as possible in advance to keep contact with centre volunteers on site as minimal as possible • Site visits by potential new customers should be kept to a minimum & arranged when no other groups on site or at convenient time to avoid other groups • Groups must have done their own COVID-19 risk assessment & be following the Government guidelines relevant to their organisation\industry • Groups must provide a copy of their COVID-19 risk assessment to the Centre Warden in advance of their visit • Groups must check their own insurance is still valid in current situation • A copy of the current version of this Risk Assessment will be sent to each group when they book • Remind groups that anyone displaying possible symptoms of COVID-19 must stay away from the Centre & note added to booking confirmation email, current three key symptoms are; <ul style="list-style-type: none"> ○ a high temperature ○ a new, continuous cough ○ a loss of, or change to, your sense of smell or taste • Social distancing & good hygiene reminders displayed around site | 1 | 2 | 2 |

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| | | | | | <ul style="list-style-type: none"> • Groups requested to bring their own hand gel (to reduce shared use) & use frequently when doing their own activities • The Centre Warden & Management Team to keep up to date with changes to relevant guidelines & good practice through a variety of information routes with the minimum being a weekly check of the NYA & Scouting websites | | | |
| Person to person transmission – Track & Trace required | Volunteer staff, users & general public | 2 | 2 | 4 | <ul style="list-style-type: none"> • Groups must keep a clear register of who attended site (including adults) with parental contact details for those aged under 18 • Centre warden to keep crew attendance rotas up to date • Records should be kept for a minimum of six weeks & be shared with NHS contact tracers if required | 1 | 2 | 2 |
| Person to person transmission – breakdown of social distancing | Volunteer Staff, users & general public | 2 | 2 | 4 | <ul style="list-style-type: none"> • As restrictions ease, careful consideration of the safe number of groups & people that can be on site will need to be assessed & approved by the Chair of the premises sub- Committee & Trustees in conjunction with Centre Manager • The number of bookings & what can be offered will have to be carefully judged to ensure enough space can be allocated to allow safe social distancing but will still need to meet the needs of the group & the young people • Group arrival & departure time will be agreed & be at least 15 minutes apart from other groups to reduce build-up of vehicles & people in the car park • Groups to be given defined meeting points on site in advance to avoid potential mixing of different groups • Groups to have defined areas to use mark on a map & explained to the group members • All paths are wide enough to allow people to pass safely in opposite directions so one-way systems are not required | 1 | 2 | 2 |

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| | | | | | <ul style="list-style-type: none"> • If possible, each group allocated a section of a toilet area to avoid mixing but this will be determined & agreed in advance • The number of toilets, urinals & sinks in use to be reduced to allow social distancing & therefore a maximum number of people per toilet area will be displayed on the door • If numbers increase & queuing is required for toilets, markings on corridor outside will be done. • Queuing will be self-managed by the groups & their responsible adults • Warden, especially Crew, to be made aware of groups that are on site at all times • Crew to avoid areas being used by groups • Committee meetings are currently suspended but when reconvened, ideally to be virtual or to take place outside or in rooms\buildings large enough to allow for social distancing to be maintained | | | |
| Person to person transmission – vulnerable individuals | Volunteer Staff, users & general public | 3 | 3 | 9 | <ul style="list-style-type: none"> • Several groups have been identified as having a higher risk of catching COVID-19 & a poorer clinical outcome • These include, but not exclusively, those aged over 70,(which includes the warden) have underlying health conditions & from a BAME background (see appendix one for links to government guidelines) • Vulnerable individuals visiting the site should already be aware of this risk, informed their group leader & put a risk assessment in place • Volunteer crew may also fall into one or more of these categories & should contact the warden so an individual Risk Assessment & plan can be put in place • Aim is to be inclusive but safe so options such as extra PPE or change of duties should be considered, but all parties involved must feel safe to continue | 2 | 3 | 6 |

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| <p>Person to person transmission – someone develops symptoms whilst on site</p> | <p>Volunteer Staff, users & general public</p> | <p>2</p> | <p>2</p> | <p>4</p> | <ul style="list-style-type: none"> • Anyone developing symptoms whilst on site should be isolated at least 2 metres or more from anyone else, preferably outdoors • Depending on the age of the person & the severity of symptoms, an adult from the group may need to be less than 2 metres away to ensure a Duty of Care & PPE should be worn • Arrangements made for them to go home as soon as possible & they should contact 111 to start contact tracing process • The Government have issued specific guidance for cleaning after a suspected or positive case & a link to these can be found at the end in appendix one • Any areas that the symptomatic person has been will need to be deep cleaned (if practicably possible) & cleaning staff should wear gloves & aprons as minimum PPE plus a mask & eye/face protection if there is a large volume of bodily fluid • Any materials from this cleaning process (including PPE & cloths etc) should be double bagged, dated & not put in the general waste stream for at least 48 hours with a clearly labelled bin used for separate storage • Complete an “Incident Report Form” | <p>1</p> | <p>2</p> | <p>2</p> |
| <p>Person to person transmission – someone develops symptoms after being on site</p> | <p>Volunteer Staff, users & general public</p> | <p>2</p> | <p>2</p> | <p>4</p> | <ul style="list-style-type: none"> • They should contact 111 to start Track & trace process & this may involve the NHS contacting the Centre • They should inform the Centre so they are aware & cleaning completed addition cleaning if required • Any areas that the symptomatic person has been will need to be deep cleaned if they haven't already, (if practicably possible) & cleaning staff should wear gloves & aprons as minimum PPE • Any materials from this cleaning process should be double bagged, dated & not put in the general waste stream for at least 48 hours with a clearly labelled recycling or wheelie bin used for storage | <p>1</p> | <p>2</p> | <p>2</p> |

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| | | | | | <ul style="list-style-type: none"> • If the areas have already been cleaned routinely, it may too late to separate the materials used for 48 hours • Complete an “Incident Report Form” | | | |
| Surface to person transmission – visitor areas | Volunteer Staff, users & general public | 2 | 2 | 4 | <ul style="list-style-type: none"> • Group given a bin/Waste sack in their defined area of use to avoid multiple groups using a single bin the bin to be emptied & cleaned by staff at the end of the visit or before next group • Agreement in advance with regular (daily) site users of cleaning responsibilities, e.g. a group with sole access to a toilet area on a daily basis, should clean that toilet area to avoid spread to volunteer staff • If toilet areas must be shared by more than one group, the groups will be reminded of the need for good hygiene & tidiness practice • The number of toilets, urinals & sinks in use to be reduced to allow social distancing & therefore a maximum number of people per toilet area will be displayed • Centre crew will inspect & clean down surfaces, including door handles & switches, more regularly than normal with the exact frequency being decided on the number of site users • Crew to be reminded of safe cleaning procedures with disposable gloves & a disposable apron minimum recommended • Purchase specific PPE if required by staff, i.e. some types of PPE may fit staff differently & crew might request different levels of protection • Recommended that Crew change & wash work clothes daily • | 1 | 2 | 2 |
| Surface to person transmission – Wardens office & crew areas | volunteer Staff, users & general public | 2 | 2 | 4 | <ul style="list-style-type: none"> • Review risk assessment if more crew help at the Centre • Limit number of users of wardens office • Daily cleaning of office surfaces including photocopier, card machine & phone | 1 | 2 | 2 |

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| Lack of Cleaning Supplies | volunteer Staff, users & general public | 1 | 2 | 2 | <ul style="list-style-type: none"> • Weekly stock check by Centre warden or Deputy • Crew to inform Centre warden or Deputy if any cleaning supplies are running low | 1 | 2 | 2 |
| Accidents and First Aid | | | | | | | | |
| Accidents, general | Volunteer Staff & users | 2 | 3 | 6 | <ul style="list-style-type: none"> • Any faults or situations that develop, COVID-19 specific or not, should be reported to the warden immediately as the prevention of accidents & need for First Aid and/or the emergency services is more important than ever | 1 | 3 | 3 |
| First Aid required | Volunteer Staff, users & general public | 2 | 3 | 6 | <ul style="list-style-type: none"> • In addition to existing measures, groups should administer their own first aid wherever possible to prevent spread of COVID-19 to staff • If first aid intervention is required by crew, the use of gloves & other PPE becomes more crucial than ever & no-one should put themselves at risk • Face masks & aprons added to First Aid kits where possible & extra gloves added | 2 | 2 | 4 |
| Slips, Trips & Falls | | | | | | | | |
| Trip hazards | Volunteer Staff, users & general public | 2 | 2 | 4 | <ul style="list-style-type: none"> • Some areas of the centre have not been used for several months so allow sufficient time to check. | 1 | 2 | 2 |
| Grounds | | | | | | | | |
| Hit by falling branches or tree | Volunteer Staff, users & general public | 1 | 3 | 3 | <ul style="list-style-type: none"> • Routine tree safety checks in areas to be used should be thoroughly checked by warden before use | 1 | 3 | 3 |
| Control of Substances Hazardous to Health | | | | | | | | |
| Chemical or corrosive burns | Volunteer Staff, users & general public | 1 | 2 | 2 | <ul style="list-style-type: none"> • COSHH sheets reviewed for any new cleaning products used on site | 1 | 2 | 2 |
| Fire Safety | | | | | | | | |
| Missing or failure of fire equipment | Staff & users | 2 | 3 | 6 | <ul style="list-style-type: none"> • Smoke alarm, fire extinguishers & fire blankets checks reinstated once building or area is in use | 1 | 3 | 3 |

| Electrical Safety | | | | | | | | | |
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| Failure of emergency lighting | Volunteer Staff & users | 1 | 2 | 2 | <ul style="list-style-type: none"> • Emergency lighting checks reinstated once building is in use | 1 | 2 | 2 | |
| Legionella & Water Safety | | | | | | | | | |
| Checks & water flushing not being done on regular schedule | Volunteer Staff, users & general public | 1 | 3 | 3 | <ul style="list-style-type: none"> • Legionella checks & water flushing reinstated once building is in use | 1 | 3 | 3 | |
| Hygiene | | | | | | | | | |
| Rubbish | Volunteer Staff & users | 2 | 2 | 4 | <ul style="list-style-type: none"> • The main site bins are only being emptied on as an “as required basis” so regular weekly collection will need to be instated when required • Each group visiting will be issued a bin/waste sack in a specific place to dispose of waste | 1 | 2 | 2 | |
| Feminine products | Volunteer Staff & users | 1 | 2 | 2 | <ul style="list-style-type: none"> • Sanitary bin changing by cannon has been suspended but can be re-instated or requested on an ad-hoc basis • Monitor sanitary bins when cleaning toilet areas | 1 | 2 | 2 | |
| Food Hygiene | | | | | | | | | |
| Storage of food | Volunteer Staff & users | 2 | 2 | 4 | <ul style="list-style-type: none"> • Fridges & freezers checks reinstated once building & equipment is back in use | 1 | 2 | 2 | |
| Lighting | | | | | | | | | |
| outside lighting increasing risk of accidents generally | Volunteer Staff, users & general public | 2 | 2 | 4 | Checks on outside lighting when evening visits & overnight stays resume | 1 | 2 | 2 | |

| Child Protection | | | | | | | | |
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| Child Protection | Volunteer Staff & users | 1 | 3 | 3 | <ul style="list-style-type: none"> • Reduced risk of safeguarding issues due to reduced number of young people on site but groups to be extra vigilant of young people wandering off as less people around to spot them • Increased risk of unwanted visitors due to reduced use, groups asked to be extra vigilant especially near the main entrance. | 1 | 3 | 3 |
| Personal Safety | | | | | | | | |
| Lone working | Volunteer Staff | 2 | 3 | 6 | Centre warden early mornings late night <ul style="list-style-type: none"> • No high-risk tasks undertaken alone | 1 | 3 | 3 |
| Trespassing | Volunteer Staff & users | 1 | 3 | 3 | <ul style="list-style-type: none"> • Increased numbers of public using the woods and trespassing on the site & request to use the car park • Vigilance by staff & friendly reminders this is private property | 1 | 3 | 3 |

All the items below were considered in this checklist and were not considered a risk at the time of the assessment:

- Plant and Machinery (only used during maintenance or projects which would be risk assessed separately)
- Manual Handling (no generic risk from just being on site, risks assessed within each activity)
- Gas safety (no additional risks)
- Hazardous Buildings/Glazing (no additional risk)

Appendix One – Useful Links

(Correct at the time of writing but please note these are frequently updated so please ensure you refer to the latest advice)

Non-healthcare setting cleaning

<https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings>

First Aiders should refer to the two links below for COVID-19 specific advice & particular reference should be made to the rescue breaths in adult & paediatric situations

<https://www.gov.uk/government/publications/novel-coronavirus-2019-ncov-interim-guidance-for-first-responders/interim-guidance-for-first-responders-and-others-in-close-contact-with-symptomatic-people-with-potential-2019-ncov>

<https://www.resus.org.uk/media/statements/resuscitation-council-uk-statements-on-covid-19-coronavirus-cpr-and-resuscitation/covid-community/>

Vulnerable & Extremely Vulnerable groups

<https://www.gov.uk/government/publications/staying-alert-and-safe-social-distancing/staying-alert-and-safe-social-distancing#clinically-vulnerable-people>

<https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19/withdrawn-covid-19-guidance-for-young-people-on-shielding-and-protecting-people-most-likely-to-become-unwell-if-they-catch-coronavirus>

<https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19>

National Youth Agency & Scouting advice

<https://nya.org.uk/>

<https://www.scouts.org.uk/coronavirus/>