



# 1<sup>st</sup> Kesgrave Scout Group

Twelve Acre Approach, Kesgrave, Suffolk IP5 1JF

## 10. Scout Hall Covid-19 Risk Assessment

| Reviewed by Alan brown, Celia and Alan comber. Carl Gloess, GSL Gareth cox                                                                                                                                                                                                                                       | Dated<br>30may 2020<br>21 July 2020<br>14 Aug 2020<br>13 Sep 2020<br>4 Dec 2020 |   |    | Review date End of covid or change in government guidance.<br>Change of use of hall, as lockdown reduced or brought back in.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |               |
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| Hazard / Persons Affected                                                                                                                                                                                                                                                                                        | Risk Rating                                                                     |   |    | Control measures                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | Residual risk |
|                                                                                                                                                                                                                                                                                                                  | L                                                                               | S | RF |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | L S RR        |
| <b>Cleanliness of hall and equipment, especially after other hires</b><br><br>Users/hirers of the hall have not cleaned hall or equipment used to standard required.<br><br>Prevent contaminated equipment being used.<br><br>Leaders, section members, parents/guardians, staff, hirers, members of the public. | 3                                                                               | 5 | 15 | As per their shift pattern cleaner to wipe down surfaces such as door handles, handrails, kitchen surfaces, sinks, light switches, and other frequent contact points<br><br>Cleaning of toilets areas and areas being used by the cleaner as per his rota.<br><br>Cleaner to wipe down anything they touch before they leave.<br><br>Cleaner to use their own home equipment (smartphones etc) to minimise cross contact use.<br><br>Wipes to be used where multiple handling of equipment is required eg floor cleaners, mops, etc.<br><br>Ensure as many windows and doors are open as possible to aid ventilation of building but being cognisant of the weather, fire regulations and safety. | 2 5 10        |

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| <b>Manual Handling / Working in close proximity</b><br>People do not maintain social distancing.<br>Staff, hirers, members of the public.                                     | 2 | 5 | 10 | Always consider if the task can be performed with one person.<br>Assess your route so you can maintain 1+m social distance whilst moving objects.<br>Where dual lifts cannot be avoided, lift facing away from each other or side by side rather than face to face where possible<br>Where PPE is to be used, this is on an individual issue and items should not be shared<br>If you can't work 2m apart then Safe team working practice to be used for short periods (up to 15 mins) ie not face to face. Facemasks to be used. This is last resort and always 2 m rule to be applied in the first instance.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | 2 | 5 | 10 |
| <b>Managing Social distancing and especially people attending who may be vulnerable</b><br>People do not maintain social distancing.<br>Staff, hirers, members of the public. | 3 | 5 | 15 | No unnecessary visitors to the building.<br>No access to persons meant to be shielding and/or vulnerable people as per current government advice.<br>Manage visitors within the hall.<br>Any regular dialogue or meetings regarding the Scout Hall with interested parties to be via phone / e-mail, WhatsApp etc wherever possible.<br>Group / Section Meetings – not to be held until guidance allows.<br>Appropriate signage to be provided to remind users about social distancing, hand washing, hand sanitiser etc<br>If any urgent meetings required, hold outside if possible or alternatively utilise Microsoft teams/web conferencing. 2m rule still applies.<br>One in one out procedure for toilets.<br>Set up one-way system if applicable with any barriers or signs to help navigation as appropriate.<br>Cleaner and any Scout Group Members not to visit hall when other groups are using the hall unless required to provide or access facilities or equipment provided by the Scout Group for a hiring or to fix something eg fire alarm, lights not working etc.<br>Cleaner encouraged not to socialise within the building and enter and exit as quickly as possible. | 2 | 5 | 10 |

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|                                                                                                                                       |   |   |    | No groups of more than six allowed to attend for private events, this does not apply to covid secure hires following their national organisation guidance                                                                                                                                                                                                                                                                                                                                                                                                  |   |   |    |
| <b>Respiratory hygiene</b><br>Transmission to other people.<br>Staff, hirers, members of the public.                                  | 3 | 5 | 15 | Catch It, Bin It, Kill It and signs provided to reinforce this.<br>Avoid touching mouth, eyes, and nose.<br>Provide tissues and ask everyone to dispose into a bin or disposable rubbish bag, then wash or sanitise hands.<br>All to wear face masks as required by current government guidance. For example, entering the building where a user is running a retail business eg shop.                                                                                                                                                                     | 2 | 5 | 10 |
| <b>Hand cleanliness</b><br>Transmission to other people and premises.<br>Staff, hirers, members of the public.                        | 3 | 5 | 15 | Regular hand washing to take place.<br>Hand washing in toilets.<br>Hand sanitiser 70 % alcohol added to main access and exit to hall. Signs put up on toilets doors to promote cleaning hands.<br>Ensure hands are washed before and after handling deliveries.                                                                                                                                                                                                                                                                                            | 2 | 5 | 10 |
| <b>Food and Refreshments</b><br>Transmission to other people.<br>Staff, hirers, members of the public.                                | 2 | 5 | 10 | Cleaner and Scout Group Members encouraged to bring their own refreshments.<br>Do not share utensils if at all possible and if you do wipe down before and after using.                                                                                                                                                                                                                                                                                                                                                                                    | 2 | 5 | 10 |
| <b>Someone falls ill with COVID-19 symptoms</b><br>Transmission to other people and premises<br>Staff, hirers, members of the public. | 3 | 5 | 15 | Follow hall instructions.<br>If lone working then leave building asap, inform hall management and arrange to get a test.<br>If more than one person present, move the person to safe area (store), provide them with a mask to try and prevent the spread, obtain contacts, all to leave asap, inform hall management See link below booking test<br><a href="https://www.gov.uk/guidance/coronavirus-covid-19-getting-tested#list-of-people-being-tested">HTTPS://WWW.GOV.UK/GUIDANCE/CORONAVIRUS-COVID-19-GETTING-TESTED#LIST-OF-PEOPLE-BEING-TESTED</a> | 2 | 5 | 10 |

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| <b>Someone falls ill with COVID-19 symptoms after visiting the hall</b><br><br>Transmission to other people and premises.<br><br>Staff, hirers, members of the public. | 3 | 5 | 15 | Government guidance for certain activities requires taking contacts for track and trace.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | 2 | 5 | 10 |
| <b>First aid incident</b><br><br>Transmission to other people.<br><br>Staff, hirers, members of the public.                                                            | 3 | 5 | 15 | Assess risk. look for danger before treatment Wear PPE and goggles as appropriate and follow current guidance eg no mouth to mouth resuscitation.<br><br>Move person to a safe area if possible. If this cannot be achieved ensure social distancing for the casualty is maintained.<br><br>Call 999 if an emergency.<br><br>Nearest hospital Ipswich NHS trust IP4 5PD 01473 712 233. Parents or guardian or same household called to take to hospital.<br><br>Covid box set up in front lobby<br><br><a href="https://cms.scouts.org.uk/media/7394/knowning-what-to-do-if-something-goes-wrong-version-2.pdf">https://cms.scouts.org.uk/media/7394/knowning-what-to-do-if-something-goes-wrong-version-2.pdf</a><br><br><a href="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.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</a> | 2 | 5 | 10 |
| <b>Other</b><br><br>Transmission to other people and premises.<br><br>Staff, hirers, members of the public.                                                            | 3 | 5 | 15 | Individual hirers (including the Scout Group using the facilities for meetings etc) should produce their own risk assessment based on their operations to meet covid guidance. These are to be reviewed by the Scout Group before they are allowed to use the hall. This risk assessment is to be passed on to any hirers or visitors.<br><br>All staff and users are encouraged to raise with the Scout Group any concerns or suggestions for further improvement.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | 2 | 5 | 10 |

|            |   |   |    |    |    |    |
|------------|---|---|----|----|----|----|
| Severity   | 5 | 5 | 10 | 15 | 20 | 25 |
|            | 4 | 4 | 8  | 12 | 16 | 20 |
|            | 3 | 3 | 6  | 9  | 12 | 15 |
|            | 2 | 2 | 4  | 6  | 8  | 10 |
|            | 1 | 1 | 2  | 3  | 4  | 5  |
|            |   | 1 | 2  | 3  | 4  | 5  |
| Likelihood |   |   |    |    |    |    |

Likelihood

Rating 1 = Very unlikely  
Rating 2 = Unlikely  
Rating 3 = Likely  
Rating 4 = Very likely  
Rating 5 = Almost certain

Severity

Rating 1 = No injury  
Rating 2 = Minor injury or illness  
Rating 3 = “3 day” injury or illness  
Rating 4 = Major injury or illness  
Rating 5 = Fatality, disabling injury, etc