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| **Name of Section or Activity** | Wrexham District Scout Headquarters | **Date of risk assessment** | **27.07.20** | **Name of who undertook this risk assessment** | AD/NC | **COVID-19 readiness level transition** |  |

### This risk assessment is in addition to the HQ risk assessment dedicated to reducing the risks of spreading Covid-19. All regular users of the HQ are required to submit their own risk assessment to the Wrexham District Exec Committee for approval showing how they will manage the risk of Covid-19 while using the HQ in their allocated time.

| **Hazard Identified? /**  **Risks from it?** | **Who is at risk?** | **How are the risks already controlled?**  **What extra controls are needed?** | **What has changed that needs to be thought about and controlled?** | |
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| ***Hazard*** *– something that may cause harm or damage.*  ***Risk*** *– the chance of it happening.* | *Young people,*  *Leaders,*  *Parents, Volunteers?* | ***Controls*** *– 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* ***checking*** *throughout the activity in case you need to change it…or even* ***stop*** *it! This is a great place to add comments which will be used as part of the review.* | |
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| Person/persons entering the HQ with Covid-19 | All attendees in group | If any persons develop any symptoms of coronavirus such as signs of a fever, cough, shortness of breath, sore throat, fatigue, loss of smell or taste **prior to attending the premises** they are under no circumstances to come near the building. They should stay at home and self isolate in line with government guidance.  Any person who lives with or has been in close contact with anyone with Covid-19 should not attend the HQ.  All persons should confirm with their group leader on arrival at the building that they do not have any symptoms of Covid 19. Parents of children can do this on their behalf.  Covid-19 sign to be displayed on the door to remind people of the symptoms of Covid-19 and for them to refrain from entering the building should they have any of them. | |  |
| Person developing symptoms of Covid 19 while attending the HQ or after visiting in the previous week. | All attendees in group | Anyone who develops symptoms, are to immediately leave the building and follow government guidance on self isolation and should not return until isolation and symptoms are no longer present.  The District Commissioner, Moz Morris, should also be informed immediately so that deep cleaning of the HQ can be arranged and any groups who may be attending in the next few days are informed.  It will up to the group leader to inform attendees in their group about the possibility of contamination. | |  |
| Spreading Covid-19 through contact of surfaces. | All attendees in group and subsequent groups | A **‘Clean as you use’** policy will now be in place where all users are responsible for cleaning every surface that is touched during their use of the building with a suitable distinfectant at the end of every session. Those users who are in the building for long periods of time may need to clean high contact areas (eg. door handles, taps etc.) at more frequent intervals.  Use **Cleaning Checklist** displayed in HQ foyer.  Users are advised to wipe down surfaces before commencing their session.  Any used cleaning cloths or tissues should be double bagged and placed in the outside bin.  Users to regularly wash hands using soap (at each set of sinks) or antibacterial gel (by the front door) provided by the HQ. | |  |
| Spreading Covid-19 through human to human contact. | All attendees in group and subsequent groups | Social distancing reminders will be placed at strategic points around the building.  Users are required to bring their own crockery and cutlery for use during their allocated time and these are to be removed from the building to be washed at home at the required temperature at the end of each session to avoid cross contamination.  It is advised that the kitchen is used as little as possible due to the number of surfaces that could be touched for instance when making a hot drink – tap, kettle, fridge handle, work surface, cup, spoon – that would need to be wiped down afterwards. Also, making drinks for other people carries the risk of human to human contamination.  Social distancing to be observed in the car park should there be a group attending the Guide HQ at the same time. | |  |
| Performing First Aid using the HQ First Aid Box | First Aider and injured person | Additional first aid PPE will be supplied and placed in the HQ First Aid Box to be used when a first aid incident occurs.  Any PPE used is to be disposed of by double bagging and placing in the outside bin. | |  |
| Additional Visitors to the HQ bring Covid-19 | Visitor and user group attendees | No other people are allowed to visit/’pop in’ to the HQ while it is in use by any other group. This allows groups to stay in bubbles and reduces the risk of spreading the virus further should there be a reported case within a group.  Should anyone want to visit the HQ, please check whether it is in use by contacting Tony Pattinson in the first instance. No person is to visit the building while another group is using it. Leaders should share this information with all members of the group including parents. Also a sign will be displayed on the front door with this information on it.  Notice to go on Slack to inform all members of the District of this condition.  The resource centre and shop are currently closed. Once they are re-opened, the risk assessment will be amended accordingly. | |  |
| **This risk assessment will be reviewed and updated regularly in line with current regulations submitted by the Government of Wales.** | | | | |