



Heyswood Camp Site Covid-19 Risk Assessment

20th July 2020

Completed by:

Christine Donovan - County Commissioner

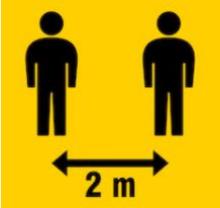
Anne Wade - County Residential Adviser

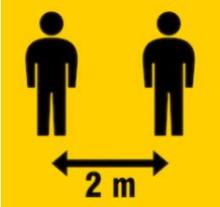
Approved by:

Anne Reeves - Heyswood Management Chair

Assessment to be kept under constant review particularly by Site Warden

PLEASE NOTE: This should be read in addition to the Site Risk Assessment

Hazards What could cause harm or damage?	Who or what is at risk of being affected and how?	What are you already doing? How have you reduced the risk already?	Likelihood of risk occurring (L/M/H)	Severity of risk (L/M/H)	Are further controls necessary? What else needs to happen to reduce the risk to an acceptable level?	Action by: name/date
Coronavirus infection Risks below are in consideration of this risk and reducing it to an acceptable level.	All attendees from spread of virus through close contact.		Low	High		
Social Distancing on site Failure to maintain compliance with social distancing during completion of the task resulting in increased risk of transmission.	Everyone on site	<ol style="list-style-type: none"> The key objective is to maintain social distancing on site wherever possible. Everyone should remain at least two metres apart whilst on site wherever reasonably practical.  <ol style="list-style-type: none"> Everyone will follow all site social distancing rules 	Low	High	<ol style="list-style-type: none"> Allocate specific areas to individual groups. Define permitted routes Place barrier tape and/or rope to block off no go areas Use "No Entry" signs and other signage as appropriate. Allocate toilet block to each group 	Heyswood Management Committee / Warden

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<p>Coming to Site and Leaving Site</p> <p>Failure to maintain compliance with social distancing during arrival and departure resulting in increased risk of transmission.</p>	<p>Everyone on site</p>	<ol style="list-style-type: none"> 1. Everyone will be encouraged to avoid travelling by public transport. 2. Car sharing not be advised unless sharing with members of the same household. 3. Everyone is required to wash/sanitise their hands whenever entering or leaving the site.  <ol style="list-style-type: none"> 4. Only the group sizes specified by HQ along with necessary site personnel. 5. Everyone to maintain social distancing when accessing and leaving site - keeping 2m apart. 	<p>Low</p>	<p>High</p>	<p>Current maximum group size 15 including leaders</p>	<p>Unit / Group Leaders</p>

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Moving around the Site Failure to maintain compliance with social distancing during completion of the task resulting in increased risk of transmission.	Everyone on site	<ol style="list-style-type: none"> 1. Signage placed at ground levels/other objects to give guidance 2 metre social distancing will be adhered to. 2. Everyone required to stick to own designated areas and not encroach into areas where they are not allowed. 3. Avoid congregating in groups such as waiting for toilets or arrival and departure from site. 	Low	High	Managers to continue to monitor the effectiveness of existing risk controls and amend as required.	Heyswood Management Committee/ Warden Unit / Group leaders Unit/group Leaders
Toilet Areas: Failure to maintain compliance with social distancing and surface transmission prevention in the common areas resulting in increased risk of transmission.	Everyone on site	<ol style="list-style-type: none"> 1. Sanitise hands before and after entering the facilities 2. Put in face mask. 3. Hand wash after every use of the toilet. 4. Only two people at once in toilet block 5. Avoid contact with frequently touched surfaces where possible e.g.: <ul style="list-style-type: none"> • Opening doors with feet/elbows or paper towels. 	Medium	High	<ol style="list-style-type: none"> 1. Managers to liaise ensuring that the welfare arrangements are being suitably managed (enhanced cleaning, signs, soap provision) prior to attending site. 2. Provide hand sanitiser (minimum 60% alcohol based) to augment hand washing. 	Heyswood Management Committee/ Warden Unit / Group leaders

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Common Areas: Car Parks Failure to maintain compliance with social distancing in the car parks resulting in increased risk of transmission.	Everyone on site	<ol style="list-style-type: none"> 1. Everyone is required to maintain 2 metre separation in car park areas. 2. Staggered arrival/departure times 3. One-way system for parking/drop off 4. Parents to wait in cars when collecting 	Low	High	<ol style="list-style-type: none"> 1. Managers to continue to monitor the effectiveness of existing risk controls and amend as required. 	Unit / Group Leaders
Cleaning the Facilities: - General Cleaning - Handwashing - Sanitation Facilities - Toilets Failure to reduce Transmission through contact with contaminated surfaces by not keeping the workplace clean.	Everyone on site	<ol style="list-style-type: none"> 1. Standard cleaning products will be used as part of the enhanced cleaning programme. 2. Everyone is required to maintain their allocated area in a clean and hygienic manner. 3. Everyone will dispose of rubbish in appropriate manner. This Should normally be in site rubbish bins. 4. Contaminated (or suspected) rubbish should be double bagged to ensure separation. 5. Gloves and masks to be worn whilst dealing with contaminated waste. 	Medium	High	<ol style="list-style-type: none"> 1. Managers to introduce sanitisation and cleaning programme for appropriate parts of the site to include key touch points & areas such as: <ul style="list-style-type: none"> - Door handles - Door push plates - Light switches - First aid kit containers - W/C handles - Taps - Soap dispensers - W/Cs 2. Site staff will be provided with personal sanitizer 3. Provide site staff with their own sanitising wipes 	Heyswood Management Committee/ Warden Unit / Group Leaders

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<p>General Hygiene:</p> <ul style="list-style-type: none"> - Handwashing - Sanitation Facilities - Toilets <p>Failure to reduce transmission through contact with contaminated surfaces or direct exposure to airborne particulates by not enforcing good hygiene practices</p>	<p>Everyone on site</p>	<p>1. Regular hand washing to be undertaken throughout the day.</p> <p>2. Avoid Greetings: Avoid physical greetings (hand shaking etc).</p>  <p>3. Avoid Skin Contact: Avoid touching eyes, nose and mouth.</p>  <p>4. Practice respiratory hygiene: This means covering your mouth and nose with your bent elbow or tissue when you cough or sneeze. Then dispose of the used tissue immediately.</p> 	<p>Medium</p>	<p>High</p>	<p>1. Keep comprehensive records of attendees so that Track and Trace can be used efficiently should a suspected case of Covid-19 occur.</p> <p>2. Provide sanitising stations throughout the site</p>	<p>Heyswood Management Committee / Warden</p> <p>Unit / Group Leaders</p>

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		<p>5. Everyone must use hand sanitizer when entering and leaving the site.</p>  <p>6. Wash or sanitise hands before and after using the site W/C facilities.</p>  <p>7. Avoid contact with frequently touched surfaces where possible e.g.:</p> <ul style="list-style-type: none"> - Opening doors with feet/elbows. - Using tissue to switch off taps or contact surfaces. <p>8. No reusable towels/nail brushes/face cloths permitted on the site.</p> <p>9. Everyone instructed in good personal hygiene practice.</p> <p>10. Any surfaces recently contacted by affected individuals to be isolated and thoroughly cleaned in line with current guidance at: https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings</p>				

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<p>Accidents, Security and Other Incidents</p> <p>Failure to manage appropriately/ attempting to maintain social distancing during accidents and</p>		<p>All groups to bring own First Aid Kit including additional Covid-19 items as per Girlguiding guidance and their Risk Assessment</p> <ol style="list-style-type: none"> 1. Ambulance to be called in a serious emergency. 2. If possible you should wear a face mask, a plastic apron and disposable gloves before starting. You should also ask the injured person to wear a mask or face covering if possible (bear in mind that for some people this will not be possible or appropriate). 3. If resuscitation is required or there is difficulty breathing e.g. asthma, choking or the person has a facial injury you should consider the following: <ol style="list-style-type: none"> a. If the person has breathing difficulties or a facial injury you should not ask them to wear a mask. b. If the person requires resuscitation then you should deliver this in accordance with the current government advice and using the techniques learnt in your first aid training. c. Government guidance for first responders recommends chest compressions only for adults, but in children mouth to mouth with compressions is more likely to be required and so a face shield should be used where possible. <p>The decision as to how to respond should be based on assessing the risks in each specific situation.</p>				

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		<p>4. For all other cases:</p> <p>a. Encourage the injured person covering with due consideration to the situation and the age and level of distress of the individual affected.</p> <p>b. Deliver first aid in accordance with your training.</p> <p>5. You should keep your mask on until the injured person is either handed over to the ambulance service or to a parent or guardian. Face masks, gloves, etc. should be bagged but can be disposed of in domestic waste. Bodily fluids can be cleaned up with disposable wipes and cleaned down with domestic cleaning products. Dispose of any cloths used for cleaning.</p> <p>6. Following treatment ensure you follow appropriate hygiene requirements i.e. wash hands, if not possible use generous amounts of sanitiser.</p> <p>7. Ensure you keep records as normal but also record anyone who has had to break social distancing. If the injured person subsequently tests positive for COVID 19 then track and trace will ask the first aider to self-isolate</p> <p>8. In an emergency, for example a fire or accident There is no need to stay 2m apart if it would be unsafe.</p>				