

## Kinver Scout Camp Covid-19 Risk assessment

September 2020

Covid-19 is a new illness that can affect your lungs and airways. It is caused by a virus called Coronavirus. Symptoms can be mild, moderate, severe or fatal. This is a Risk Assessment for dealing with the current Covid-19 situation in the workplace.

What are the hazards?	Who may be harmed?	Controls required	Additional controls
<p>The spread of Covid-19</p>	<p>Staff Visitors to premises Cleaners Contractors Delivery drivers Vulnerable groups (the elderly, pregnant people, those with existing underlying health conditions) Anyone else who physically comes in contact with anyone in the premises</p>	<p><b><u>Hand Washing and General Hygiene</u></b></p> <p>Soap, paper towels and handwashing guidance will be in place at all hand washing points. <a href="https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/">https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/</a></p> <p>Hands will be dried with disposable paper towels. <a href="https://www.nursingtimes.net/news/research-and-innovation/paper-towels-much-more-effective-at-removing-viruses-than-hand-dryers-17-04-2020/">https://www.nursingtimes.net/news/research-and-innovation/paper-towels-much-more-effective-at-removing-viruses-than-hand-dryers-17-04-2020/</a></p> <p>Gel sanitiser is available at all entrances to buildings and at communal water taps. All staff, volunteers and guests will be asked to apply hand gel upon their arrival.</p> <p>Freshly laundered clothing to be worn by staff and volunteers for each shift. This should be removed and washed immediately upon returning home and staff/volunteers should shower to reduce the chances of cross contamination between the workplace and home environment.</p>	<p>People on site to be reminded on a regular basis to wash their hands for at least 20 seconds with water and soap and the importance of proper drying with disposable towels. Also reminded to catch coughs and sneezes in tissues – Follow Catch it, Bin it, Kill it and to avoid touching face, eyes, nose or mouth with unclean hands. Tissues will be made available throughout the workplace.</p> <p>To help reduce the spread of coronavirus (COVID-19) reminding everyone of the public health advice - <a href="https://www.publichealth.hscni.net/news/covid-19-coronavirus">https://www.publichealth.hscni.net/news/covid-19-coronavirus</a></p>

		<p><b><u>Cleaning</u></b></p> <p>Regular cleaning and disinfecting of objects and surfaces that are touched regularly particularly in areas of high use such as door handles, light switches, reception area, beer pumps, tills etc using appropriate cleaning products and methods.</p> <p>Accommodation used by visitors to be cleaned upon departure then left for 72 hours before the arrival of the next guests. No routine cleaning of sleeping accommodation by staff between check in and check out, unless unavoidable, to prevent possible transmission between staff and guests.</p> <p>Cleaning materials will be provided to guests for use in indoor areas.</p> <p>Any equipment used for adventurous activities to be wiped with disinfectant after use.</p> <p>Areas for staff/volunteer use to be cleaned daily or as required between working parties.</p>	<p>Rigorous checks will be carried out by staff to ensure that the necessary procedures are being followed.</p> <p>Current COSHH guidance to be updated/provided to group leaders to ensure safety when using cleaning materials.</p>
		<p><b><u>Social Distancing</u></b></p> <p>Social Distancing - Reducing the number of persons in any work area to comply with the 2-metre (6.5 foot) gap recommended by the Public Health Agency <a href="https://www.publichealth.hscni.net/news/covid-19-coronavirus">https://www.publichealth.hscni.net/news/covid-19-coronavirus</a></p>	<p>All people on site to be reminded of the importance of social distancing both on and off site.</p>

		<p><a href="https://www.gov.uk/government/publications/covid-19-guidance-on-social-distancing-and-for-vulnerable-people">https://www.gov.uk/government/publications/covid-19-guidance-on-social-distancing-and-for-vulnerable-people</a></p> <p>Signage is in place around the building reminding guests of the measures required to keep everyone as safe as possible.</p> <p>Bookings will only be accepted from groups that comply with current government guidance.</p> <p>Groups to be allocated camping pitches well apart from each other.</p> <p>Groups to be allocated specific toilets and showers to avoid the mixing of individuals from different groups.</p> <p>Tuck shop to remain closed to discourage congregation in a small area. Badges and souvenirs to be advertised on an external noticeboard and requested directly from staff.</p>	
		<p><b><u>PPE</u></b></p> <p>Gloves are not to be routinely except for cleaning. Instead regular hand washing is to be carried out with the application of hand gel in between washes.</p> <p>To protect the skin, gloves are to be worn when cleaning. A supply of gloves can be located in the site office.</p>	<p>Staff to be reminded that wearing of gloves is not a substitute for good hand washing.</p>

		<p>Staff will be instructed on how to remove gloves carefully to reduce contamination and how to dispose of them safely.</p> <p>Disposable face masks are provided to help protect staff and guests from airborne transmission of the virus.</p>	
		<p><b><u>Track and Trace</u></b></p> <p>Group leader's details will be collected upon arrival to the site and it will be the group leader's responsibility to maintain a record of their party members.</p> <p>Staff and volunteers are required to log their attendance on site via the Shlott app.</p> <p>All visitors should check-in using the QR codes for the NHS Covid-19 app.</p> <p>Should a case of Covid-19 be reported by anyone who has attended the site group leaders, staff and volunteers who were present at the same time as the affected individual will be informed and leader details will be passed to official contact tracers.</p> <p>All details taken will be kept secure in line with The Scout Association privacy policy and GDPR.</p>	<p>While the collection of contact details for the purposes of track and trace is optional, Kinver Scout Camp have decided that no groups will be admitted without the provision of the relevant information.</p>
		<p><b><u>Symptoms of Covid-19</u></b></p>	

		<p>All visitors will be asked on arrival if any member of their party has exhibited symptoms of Covid-19 in the preceding 14 days. If so, they will not be admitted on to the site.</p> <p>If a staff member, volunteer or guest becomes unwell with a new continuous cough or a high temperature they will be sent home, advised to follow the stay at home guidance and arrange a test.</p> <p>Line managers will maintain regular contact with any staff member who is isolating with suspected or confirmed Covid-19 at a frequency to suit the staff member.</p> <p>If advised that a member of staff, volunteer or guest has developed Covid-19 and were recently on the premises (including where a member of staff has visited other work place premises such as domestic premises), the management team of the workplace will contact the Public Health Authority to discuss the case, identify people who have been in contact with them and will take advice on any actions or precautions that should be taken.  <a href="https://www.publichealth.hscni.net/">https://www.publichealth.hscni.net/</a></p>	<p>Internal communication channels and cascading of messages through line managers will be carried out regularly to reassure and support employees in a fast changing situation.</p> <p>Line managers will offer support to staff that are affected by Coronavirus or has a family member affected</p>
		<p><b><u>Deliveries</u></b></p> <p>Staff will do their best to ensure they and guests remain at least two metres away from delivery personnel while they are carrying out their deliveries.</p>	<p>Where possible, staff should try to arrange deliveries to avoid more than one delivery being carried out at the same time.</p>

		<p>All efforts will be taken to ensure only one delivery person is on site at any one time. If a delivery is in progress then any subsequent drivers will be asked to wait until they have departed before carrying out their delivery.</p>	
		<p><b><u>Mental Health</u></b></p> <p>Management will promote mental health &amp; wellbeing awareness to staff during the Coronavirus outbreak and will offer whatever support they can to help.</p> <p>Staff are encouraged to report any concerns to the Executive Chair (Jamie Sandison) or the County Commissioner (Robert Sidley) or another member of the County Executive team who will support and advise that individual accordingly.</p> <p>Reference -  <a href="https://www.mind.org.uk/information-support/coronavirus-and-your-wellbeing/">https://www.mind.org.uk/information-support/coronavirus-and-your-wellbeing/</a>  <a href="http://www.hseni.gov.uk/stress">www.hseni.gov.uk/stress</a></p>	<p>Regular communication of mental health information and open door policy for those who need additional support.</p>