



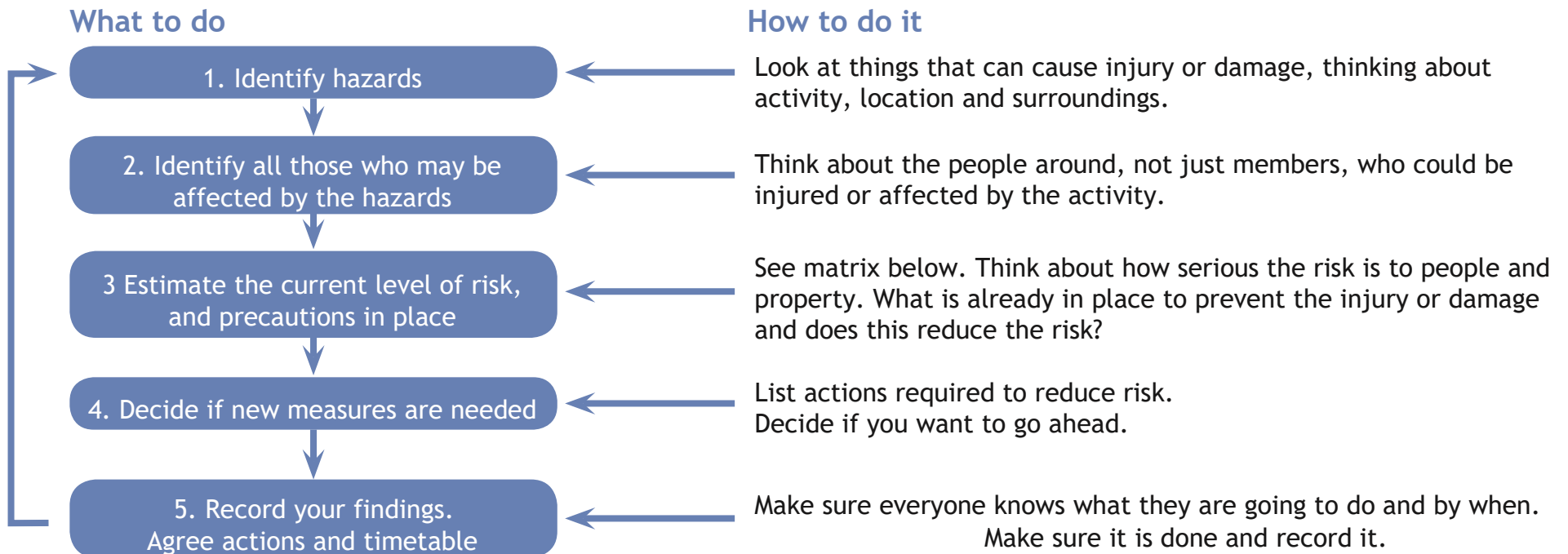
# Risk assessment Including coronavirus considerations

Using this template, you should risk assess activities, trips and events in line with Girlguiding’s risk assessment policy. Using the information on the website and this cover page, you should be able to identify effective risk management strategies and tasks to ensure that activities run safely and effectively.

For more information or support with risk assessments, please speak to your local commissioner.

- **Hazards** are anything that has the potential to cause harm (e.g. cars, trip hazards, exposed electrical wires, theft, etc.).
- **Risk** is the likelihood of something happening, combined with the severity of the harm that could be caused by one or more hazards

Risk management is a dynamic cycle that needs to be repeated in order to effectively manage risk. The frequency of reassessment will depend on activity, and new risks could occur that have not previously been assessed. In this instance, a dynamic risk assessment is required.



Severity Likelihood	Slight harm (Superficial injuries, minor cuts and bruises)	Harmful (Minor fractures, ill health leading to minor disability)	Extremely harmful (Multiple injuries, major fractures, fatalities)
Unlikely (Rarely happens)	Low risk	Low risk	Medium risk
Likely (Often happens)	Low risk	Medium risk	High risk
Very likely (Nearly always happens)	Medium risk	High risk	High risk

### Event information and risk assessment approval:

Event/Activity (brief description): Deer Park Activity Centre - Bubb's Hill & Main Site Family Camping			Date: 22/07/2020
Centre Manager: Daniel Rochelle	Total attending: Various	Those attending: Girlguiding volunteers and their immediate family members	
Consent for Event/Activity forms completed: Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input checked="" type="checkbox"/>			Venue: Deer Park Activity Centre
Instructor qualification checked* Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input checked="" type="checkbox"/>			
<b>Decision:</b> once all the actions are carried out can you eliminate or safely manage the risk of harm to ensure you can safely go ahead with this event/activity (i.e. have degree of challenge, harm and risk whilst being confident the control measures in place will keep girls safe)			Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
If you answered 'no' to the above <i>decision</i> question, please explain why:			
Risk assessment completed by: Daniel Rochelle			Role: Centre Manager
Has the risk assessment been shared with the leadership team and signed off my County Commissioners			Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Risk assessment due for review (must be reviewed with every change to either the activity or government guidance on coronavirus safety measures):			Date: 30/08/2020

<sup>1</sup> Adults refers to adult volunteers who are part of the event/activity delivery team

\*Refer to the Activities Finder for information about instructor qualifications

### Note to leaders:

We recommend you agree with your commissioner in advance how long they will need to review your risk assessment.

<b>Hazards</b> What could cause harm or damage?	<b>Who or what is at risk of being affected and how?</b>	<b>What are you already doing?</b> How have you reduced the risk already?	<b>Likelihood of risk occurring</b> (L/M/H)	<b>Severity of risk</b> (L/M/H)	<b>Are further controls necessary?</b> What else needs to happen to reduce the risk to an acceptable level?	<b>Action by:</b> name/date
<p>Coronavirus infection</p> <p>Risks below are in consideration of this risk and reducing it to an acceptable level.</p>	<p>All attendees from contracting of virus through close contact and cross contamination.</p>	<p>No use of indoor spaces. Allocated toilets for individual family groups. Hand soap and sanitiser available and appropriate signage in place. Social distancing protocols to be adhered to.</p> <p>Assigning one group of washing and showering facilities to one household group.</p> <p>Where possible increasing safe ventilation.</p> <p>Toilets and showers deep cleaned between each group using appropriate cleaning materials.</p>	<p>Low</p>	<p>High</p>	<p>Deer Park staff and volunteers deep cleaning to use appropriate PPE - a minimum of disposable gloves and disposable apron</p> <p>All doors opened for ventilation before deep cleaning - 30mins after last use before entering to clean should be sufficient.</p> <p>Shower rooms to be self-cleaned by family groups during each use. Paying attention to frequently touched surfaces such as toilet flushes, sinks and taps. Clean the exterior of liquid soap dispensers and wall mounted paper towel dispensers or hand dryers, if applicable.</p> <p>Appropriate cleaning materials provided, instructions for use and a waste bin with lid for used cleaning materials, wipes etc.</p>	<p>Centre Manager/ Volunteers between family visits</p>

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Handling of rubbish from visiting parties	Centre manager and volunteers at risk of cross contamination from clearing general waste	Campers must clear and take all rubbish with them from site on departure or place in large bins on main campsite carpark.	Low	High	If staff or volunteers are required to remove rubbish left by campers then appropriate PPE must be used - gloves and apron as a minimum.	Centre Manager as required
From public	All attendees from contracting of virus through close contact and cross contamination.	Only booked family groups to be able to access site. Families to adhere to hygiene guidelines and social distancing.	Low	High	Campers are reminded that day visitors are not allowed.  Campers complete a pre-visit questionnaire to confirm no known contact with Covid-19	Centre Manager when checking in each booking
From close contact between people	All attendees from contracting virus through close contact.	All attendees aware of social distancing requirements and able to maintain them.  Signage at pot-wash area to remind of social distancing protocols.  Pot wash area must be cleaned after use.	Low	High	Pitches marked out - having at least six-metre spacing, and campers requested to pitch a respectful distance from neighbouring household groups  Households camping must ensure they maintain safe distances from members of other household in line with Government guidance.  Anti-bacterial washing up liquid for use at pot-wash area.	Preparations coordinated by Centre Manager by 3/8/20

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From poor hand hygiene	All attendees from contracting of virus through cross contamination.	Have ample soap and paper towels available for hand washing. Bins available to enable appropriate safe disposal of paper towels if used.	Low	High	Hand wash posters on display.	Preparations coordinated by Centre Manager by 3/8/20
Participant displays symptoms after visiting, raising concerns that others may have been infected	All visitors who may have been in contact with symptomatic participant.	Ensure up to date contact details are provided for NHS Test and Trace purposes.	Medium	High	Ensure all forms are received and double checked.  Posters with Track and Trace protocols displayed.	Centre Manager - ongoing
Participant displays symptoms while on site.	All visitors who may have been in contact with symptomatic participant.	Party to return home. Symptomatic guest and party to self-isolate as per government guidelines.	Medium	High	Toilet and shower used by party to be closed to remaining visitors for 72hrs before deep cleaning and returning to service.	Centre Manager - ongoing
Prospective participant displays symptoms before arrival	All visitors who may have been in contact with symptomatic participant. Staff, volunteers, and any other visitors	Pre visit Covid 19 screening questionnaire sent out to main contact to complete on behalf of group and return within 7 days of visit. Form to be re-submitted on arrival.	Medium	High	Booking to be cancelled. If a member of a household displays symptoms the entire household must self-isolate until testing confirms Covid or not, as per govt guidelines. If a negative test result the group can rebook asap, if the test is positive the household	Centre Manager - ongoing

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					will be self-isolating for 14 days.	

This document should be signed-off by the county commissioner who supports the site activity.

Commissioner's signature: SA Anderson

Date: 29 July 2020