

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?
Long term closure means that systems may not have been working for an extended period. This could mean that statutory compliance has not been maintained.	All users - may become ill or be put at greater risk because systems are not working correctly.	Make sure that all systems are re-commissioned before any meetings take place. This must include checks for fire and water systems. Checks should also be performed on heating and ventilation systems and emergency lighting. Regular checks have been made since we closed the building down Deep clean being undertaken 21 & 28 September. Complete checklist for reopening.	Medium	High	Consider employing specialists to carry out checks if not confident to do yourselves. Follow checklist to ensure that all relevant tests are carried out. Refuse collection to be re-started only once we have a significant number of bookings to justify the need.
Coronavirus infection risks below are in consideration of this risk and reducing it to an acceptable level.	All people using the facility from spread of virus through close contact.	Assessments completed for: <ul style="list-style-type: none"> • Users/Volunteers and Visitors • Exterior Areas (Car Park etc) • Interior areas Hall/Kitchen/Toilets etc • Hygiene • Illness • Misc. Other considerations 	Low	High	Hirers and Volunteers to please read details below thoroughly
Property users do not adhere to guidelines.	Risk of increased transmission	Share the property risk assessment with the hirers in advance. Risk assessment to be placed on the website Make sure that an appropriate risk assessment for the group/activity that is meeting at the venue has been completed. For Girlguiding events this will need to be signed off by the local commissioner so no need to see it but for Scouts we will need to see a risk assessment. Long term hirers and third-party contractors must share these with you. Make sure relevant information about contact tracing procedures has been included and that no one attends if they show any signs of being unwell.	Low	High	Put in place any Covid-19 secure conditions that can be added to usual and one off hire agreements - this could include clear instructions about cleaning responsibilities, maintaining social distancing, maximum attendance numbers, disposal of rubbish and appropriate activities. Carry out a risk assessment with one off or casual hirers. Anyone who fails to abide by the rules of hire to be told they will not be able to use the site again

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Staff, volunteers, contractors and users.	All could be at risk of exposure to virus through their roles, likely to include those carrying out cleaning, caretaking or maintenance .	<p>Discuss the situation with volunteers who undertake to see in and out in high risk groups to identify whether provision of protective clothing and cleaning surfaces is sufficient to mitigate their risks, or whether they should cease such work or volunteering for the time being.</p> <p>Volunteers have been asked whether they wish to continue to see in and out for bookings outside similar process to be undertaken once we re-open inside.</p> <p>QR code at the entrance to the building so that all who have the NHS tracing app can sign in on arrival.</p>	Low	High	<p>Request RA and procedure for Covid-19 from contractors and users and review them.</p> <p>Staff training/ regular briefing of users. Regular updates to volunteers on latest guidance from HQ and Government via NYA website</p> <p>PPE provision for staff/volunteers if Covid clean to be undertaken</p> <p>Cleaning regimes, all contact surfaces to be regularly cleaned.</p> <p>Leaders to be reminded that adults should use this if staying in the building other than for dropping off.</p> <p>Once open maintain a log of all uses of the hall including those who visit to undertake work. This is for track and trace purposes should the need arise for those who don't use the app.</p>
Someone becomes ill during the course of a meeting.	Risk of increased transmission	<p>First Aid Room to be the designated safe area that should be used if someone becomes ill.</p> <p>Have a clear guidance on who users should inform and what they should do.</p> <p>Leader to inform booking secretary if they have had to use the first aid room for suspected Covid case</p> <p>Make sure that appropriate and relevant cleaning arrangements can be implemented. This is a full Covid clean in PPE</p>	Low	High	Have a supply of PPE in on site first aid kit.

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Car parks/paths/patios/ exterior areas.	Start and end of meetings creates risk of breaching social distancing guidelines for property users and those dropping off or picking up users.	<p>Leaders to be reminded that the site only has a very small car park and that also at present unless people are part of a bubble no car sharing will be happening so they need to be aware of the number of cars that are likely to be on site.</p> <p>If more than one Group on site, then leaders will need to stagger arrival and departure times</p> <p>Mark out two metre waiting area outside all potential entrances with tape to encourage care when queuing to enter. If space does not allow this state that masks must be worn</p> <p>Keep all external areas clear of contaminated rubbish. Leaders to dispose of any contaminated rubbish as per Govt instructions.</p>	Low	High	<p>Encourage those picking up and dropping off from cars to remain in their cars.</p> <p>Suggest to hirers that they limit drop off and pick up to one parent/carer/adult.</p> <p>Consider staggered start and finish times for bookings.</p> <p>Make sure that there is a 30minute gap between hirers to ensure there can be no cross over between groups I suggest we keep it to one meeting per evening.</p>
All areas.	Potential for cross contamination and passing infection, between users.	<p>Set out a procedure on what cleaning is required and how regularly this should be done for each hirer, include door handles, light switches, window catches, tables, chairs and other equipment used to be cleaned by hirers before use or by property cleaning staff.</p> <p>Hand sanitizer to be installed at the entry point to the building.</p> <p>non-essential equipment - books, leaflets removed</p>	Low	High	Detail chemical to be used for cleaning. Something with a bleach product - COSHH risk assessment required on product (assessment of working with hazardous materials). Person seeing in to advise leader of where the material is stored etc.

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Entrance halls/lobby, in corridors.	Capacity for social distancing is reduced thereby increasing the risk to all users.	<p>Check the number of users meeting at the venue at the same time. Maximum number of 20 to be accommodated in the main hall.</p> <p>Provide hand sanitiser at all entrances.</p> <p>Put a one-way system in place - All to enter via the main entrance and exit via the storeroom door and leaders to be encouraged to do the meet and greet of parents outside of the house.</p> <p>Provide signage.</p>	Low	High	<p>Reorganise booking times or change days and time in order to maximise capacity for all users and allow for cleaning in between. Only have one booking per day in the week and if 2 sessions on a Sat or Sun for the same group they must ensure that they clean between sessions.</p> <p>I think we should consider sessions from different units on a case by case basis.</p> <p>Hand sanitiser needs to be checked before each booking and replenished by the person seeing in.</p> <p>Leader to take rubbish home with them until the refuse collection is reintroduced</p>
Kitchen.	Capacity for social distancing is reduced thereby increasing the risk to all users.	<p>Kitchen to be closed off for evening meetings apart from access to one sink and one kettle to enable the provision of refreshments for leaders</p> <p>Leaders to clean thoroughly after use</p>	Low	High	Leaders to bring own mugs etc

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Main hall/meeting space.	Capacity for social distancing is reduced thereby increasing the risk to all users.	<p>Set a limit on numbers attending - only 20 children can be accommodated in the main hall whilst maintaining social distancing but leaders need to check relevant government guidance for your local area.</p> <p>Remove unnecessary items from the hall/space.</p> <p>Social distance guidance to be observed by hirers in arranging their activities.</p> <p>Social distancing signage to be put in place</p> <p>Remove soft furnishings and things that are hard to clean from venue</p>	Low	High	
Air flow in the Hall		Leaders to be encouraged to open the glass doors in order to aid air flow but to wipe clean with antibacterial wipe after doing so and wash their hands before and after.			Leaders asked to keep the doors open whilst children are arriving and only close once all in place. Encourage leaders to make use of the open space if they are the only ones on site so they mix the session between in and out.
Small meeting rooms and offices.	Capacity for social distancing is reduced thereby increasing the risk to all users.	<p>Dormitories, kitchen and leaders' rooms to be taped off and not used at all. Leaders to be reminded of this as part of the hiring agreement.</p> <p>Leaders to be given clear guidance as to which toilets to use.</p>	Low	High	

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Toilets.	Social distancing difficult.	<p>Hirer to control access to toilets with particular attention to more vulnerable users.</p> <p>Hirer to clean all surfaces etc (basins, baby changing and other surfaces, toilet pans/seats) after use.</p> <p>Introduce one in one out system for entry into outer area of toilets (no queuing) and where possible alternate use of the toilets (so if you have 2 first girl uses A and the second girl uses B) this limits overuse of one toilet.</p> <p>Toilets blocks have been named</p>	Low	High	<p>Ensure soap and toilet paper are regularly replenished and hirer knows where to access for re-stocking if needed.</p> <p>Leaders to bring their own paper towels.</p> <p>Outer door to toilets to remain open to aid air flow</p> <p>Only open up one set of toilets per booking and the leader will be advised which set to use as part of the hiring process. If only one booking per week to use the toilets that have an entrance off of the main hall but if more than one then we alternate as we do outside</p>
Poor respiratory or handwashing hygiene on the part of meeting attendees.	Risk of increased transmission.	<p>Ensure clear signage that reinforces cleaning and hygiene routine in line with Covid-19 Secure guidelines: Minimise contact with individuals who are unwell.</p> <p>Clean your hands often.</p> <p>Avoid touching mouth, eyes and nose. Dispose of tissues in a bin. Display catch it, kill it, bin it poster.</p> <p>Ensure regular cleaning of surfaces that are touched frequently.</p> <p>Maintain social distance where possible.</p> <p>Make sure that where possible windows and doors are unlocked for users to open them during a meeting (remember to remind users not to prop open fire doors and be mindful of safeguarding considerations).</p>	Low	High	<p>Display relevant posters.</p> <p>Leaders to show example by regular hand sanitising or washing.</p>

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Shop - we operate an on-site "shop" where visitors can buy souvenirs and badges	The items in the shop will be handled by those who want to purchase them	To be updated once we have agreed on the process for the shop - badges - encourage leaders to buy on line before they visit and this is then made available for them when they arrive.	Low	High	
Tables and chairs to be provided for use by hirers	Group participants may handle these during the course of the event	Chairs and tables to be cleaned at the end of each session. If moved during the session to be cleaned after each move Users to wash or sanitise hands after moving the tables	Low	High	Minimum number of chairs to be stored in the main room for use to minimise the number needing to be cleaned after each session. Tables to be accessible from store room and returned cleaned after use
Use of shared resources.	Leads to risk of increased transmission.	All resources to be removed from the main room and packed away and leaders advised that they must bring all their own equipment suitable for the event that they are running.	Low	High	Ask users to bring their own equipment. Rubbish to be taken away at the end of each event.
Rubbish including used PPE	Anyone at the event or after could handle these and catch the virus	Leaders to ensure that rubbish is taken home at the end of the session. Used PPE to be disposed of as per current guidelines.	Low	High	
Notice boards	Risk of increased transmission	Notice boards have been covered with Perspex type material so can be wiped clean if anyone touches them.	Low	High	

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

Property information:

Name of property/site: Faurefold Holiday House		Date risk assesment completed:	
Decision: 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 reopening the property (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"/>
Risk assessment completed by: Jane Luff			
Has the risk assessment been shared with all relevant committee members, staff and volunteers who will be responsible for ensuring safe practice?			Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Risk assessment due for review (review in line with government guidelines and local restrictions):		Date: 21/6/2021	

Created 30/10/2020

Updated 2/12/2020; 6/1/2021/