

| 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? |
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| 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. | Leaders to be advised to regularly review the Covid 19 Guidance on the Girlguiding Website as well as that published by the NYA and the Government | Low | High | Hirers and Volunteers to please read details below thoroughly and consult the latest guidance from Girlguiding UK: Girlguiding Coronavirus (Covid-19) - keeping safe |
| Property users do not adhere to guidelines. | Risk of increased transmission | Risk assessment placed on the website County Activity advisor remains available to help units and groups manage their Covid risk onsite if required 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. | Low | High | Visitors: Putting in place adequate Covid-19 measures is a part of your hire agreement and appropriate risk assessment should be conducted - this could include clear instructions about cleaning responsibilities, maintaining social distancing, maximum attendance numbers, disposal of rubbish and appropriate activities Anyone who fails to abide by the rules of hire will not be able to use the site again |
| Someone becomes ill during the course of a meeting. | Risk of increased transmission | The First Aid room may be used for isolation during evening meetings, but is not suitable for overnight stays due to lack of ventilation. Make sure that appropriate and relevant cleaning arrangements can be implemented. This is a full Covid clean in PPE | Low | High | Consider using the outdoor space as an isolation / waiting area should it be necessary. Leader to inform booking secretary if they have had to use the first aid room for suspected Covid case Appropriate PPE should be in your First Aid kit as per Girlguiding Guidelines |

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| <p>Close contact between people:</p> <p>Committee Members, Volunteers, contractors and users (Leaders and Young People).</p> | <p>All could be at risk of exposure to virus through their roles, including those carrying out cleaning, caretaking or maintenance.</p> | <p>Covid lead provides regular updates to volunteers on latest guidance from HQ and Government (via NYA website).</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> <p>A log is kept of all users and visitors to the hall including committee members and 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> <p>Faurefold is a closed site secured with a padlock, so no general admittance is permitted.</p> <p>Increased cleaning and rotational use has been instituted. PPE provision for staff/volunteers if Covid clean to be undertaken.</p> <p>Only volunteers that have confirmed they are happy to do so will be asked to check in/out during the pandemic</p> <p>Checking in/out processes modified in line with RA</p> <p>Where possible the person seeing in or out will only meet with one leader and before participants arrive</p> <p>For outside evening use gate/outside toilet doors to be opened at check in and left open for your visit.</p> <p>Bottle of hand sanitiser affixed to gate shielded from view of the general public</p> <p>Entrance Gate is not be part of the cleaning regime and everyone including users to be made aware of this.</p> | <p>Low</p> | <p>High</p> | <p>We request to be sent RA and procedure for Covid-19 from contractors and users, if not members of Girlguiding, for review.</p> <p>All visitors should follow Girlguiding guidelines on Lateral Flow Testing and we recommend the LFT's or before visiting the site,</p> <p>Leaders should please use the NHS QR code if using the building</p> <p>Cleaning regimes to be adhered to: all contact surfaces to be regularly cleaned and should be cleansed by users prior to departure.</p> <p>Parents should remain outside the building at all times. Encourage those picking up and dropping off from cars to remain in their cars.</p> <p>Please remember that many of our volunteers are older and may be vulnerable or have regular contact with vulnerable people. We all have different risk tolerance and we ask that extra care and respect is shown towards our checking in and checking out volunteers.</p> <p>Opening and closing to ideally be undertaken before and after parents and young people are on site. Please allow half an hour for checking in.</p> <p>Entrance Gate is not be part of the cleaning regime and everyone including users to be aware of this. There is sanitizer for use before and after opening or closing the gate</p> |

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| Lack of Air flow | Increased possibility of transmission | The hall can be very well ventilated by opening the glass patio doors doors. Kitchen can be ventilated by opening the door and windows Windows can be opened in the leaders lounge and the dormitories and bedrooms. Sides will not be attached to the large semi-permanent marquee as this would mean it would be constituted a room | | | Leaders are encouraged to open the glass doors and kitchen windows and door in order to aid air flow. Please wipe clean with antibacterial wipe after doing so and wash your hands before and after |
| Surfaces -indoors. | Potential for cross contamination and passing infection, between users. | Procedure on what cleaning is required and how regularly this should be done - includes: door handles; light switches; window catches; tables, chairs and other equipment used to be cleaned by hirers before and after use or by Faurefold Volunteers. Hand sanitizer to be installed at the entry point to the building. Non-essential equipment - books, leaflets that were removed have now been restored, please only handle as necessary and clean after use as appropriate. | Low | High | It is the hirers responsibility to determine the appropriate cleaning procedure for the visit depending on numbers, activities and length of stay. At a minimum surfaces should be cleaned before departure. We do not normally use bleach onsite, but we so have some cleaning products with bleach due to requirements for Covid-19 safe cleaning - please take additional care. |
| Surfaces -outdoors | Potential for cross contamination and passing infection, between users. | Procedure on what cleaning is required and how regularly this should be done - includes: taps, outside benches, marquee poles (if erected) toilet and storeroom or shed door handles; outside sink; tables, chairs and other equipment used to be cleaned by hirers before use or by property cleaning staff. | | | It is the hirers responsibility to determine the appropriate cleaning procedure for the visit depending on numbers, activities and length of stay. At a minimum surfaces should be cleaned before departure. |

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| Entrance halls/lobby, in corridors. | Capacity for social distancing is reduced thereby increasing the risk to all users. | Hand sanitiser is provided at all entrances. The hallway is a relatively small restricted area - number using the space at any one time should be appropriately limited and the main door kept open Should you wish a one-way system can be put 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. | Low | High | Hand sanitiser should be checked regularly checked before each booking and replenished by the person seeing in. Please inform us if the sanitiser is low or empty. |
| Main hall/meeting space. | Capacity for social distancing is reduced thereby increasing the risk to all users. | We advise that should you wish to maintain social distancing in the hall that for a 2m spacing capacity is approximately 20. Current guidelines and requirements for social distancing can be found on the girlguiding and NYA websites | Low | High | Social distance guidance to be observed by hirers in arranging their activities. |
| Kitchen. | Capacity for social distancing is reduced thereby increasing the risk to all users. | Regular cleaning and inspection is carried out of the kitchen and contents Leaders must clean everything thoroughly after use. | Low | High | Any equipment used to be thoroughly cleaned after use |

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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, , toilet pans/seats and other surfaces) after use.</p> <p>Regular checks and cleaning are undertaken by our volunteers</p> <p>We endeavour to ensure soap and toilet paper are regularly replenished and hirer knows where to access for re-stocking if needed.</p> <p>Cleaner to clean toilet seat, lid and flush, doors handles within each cubicle taps, sinks soap dispenser, door handles etc.</p> <p>Set of cleaning equipment and outside tap top to be stored in each toilet block to minimise need to open other areas.</p> | Low | High | <p>Leaders to bring their own paper towels.</p> <p>Outer door to toilets to remain open to aid air flow</p> <p>Outdoor and Session Use only: Unless the group has particular need for both toilets (e.g. male and female) only one set of toilets will be opened up per booking and the leader will be advised which set to use as part of the hiring process.</p> <p>We suggest a 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> |
| Poor respiratory or handwashing hygiene on the part of meeting attendees. | Risk of increased transmission. | <p>Clear signage is displayed that reinforces cleaning and hygiene routine in line with Covid-19 Secure guidelines</p> <p>“catch it, kill it, bin it” poster displayed.</p> <p>Regular cleaning of surfaces that are touched frequently.</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>Clean hands often.</p> <p>Avoid touching mouth, eyes and nose.</p> <p>Dispose of tissues in a bin.</p> <p>Leaders to show example by regular hand sanitising or washing.</p> <p>Minimise contact with individuals who are unwell.</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 | Option to pre-order badges before a visit which is then pre-packaged for arrival. Contact hjharmer@aol.com | Low | High | Please contact us if you wish to pre-order The shop is now open in the leaders room. Please use is responsibility and do not allow unnecessary handling of items. |
| 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 | Tables to be accessible from store room or shed and returned cleaned after use Chairs to be cleaned before stacking after use. |
| Use of shared resources. | Leads to risk of increased transmission. | All Faurefold equipment to be cleaned after use and returned to the appropriate place | Low | High | Rubbish to be disposed off correctly in the bins by the gate. Any medical waste to be taken offsite |
| Rubbish including used PPE | Anyone at the event or after could handle these and catch the virus | Used PPE to be disposed of as per current guidelines. | Low | High | Any medical waste to be taken offsite as we do not have the facility to dispose of it safely. |
| Notice boards | Risk of increased transmission | The “souvenir” Notice boards have been covered with Perspex type material so can be wiped clean if anyone touches them. | Low | High | Please wipe clean if necessary |

| 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:

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| 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: 9/10/2021 |

Created 30/10/2020

Updated 2/12/2020; 6/1/2021/; 21/6/2021