

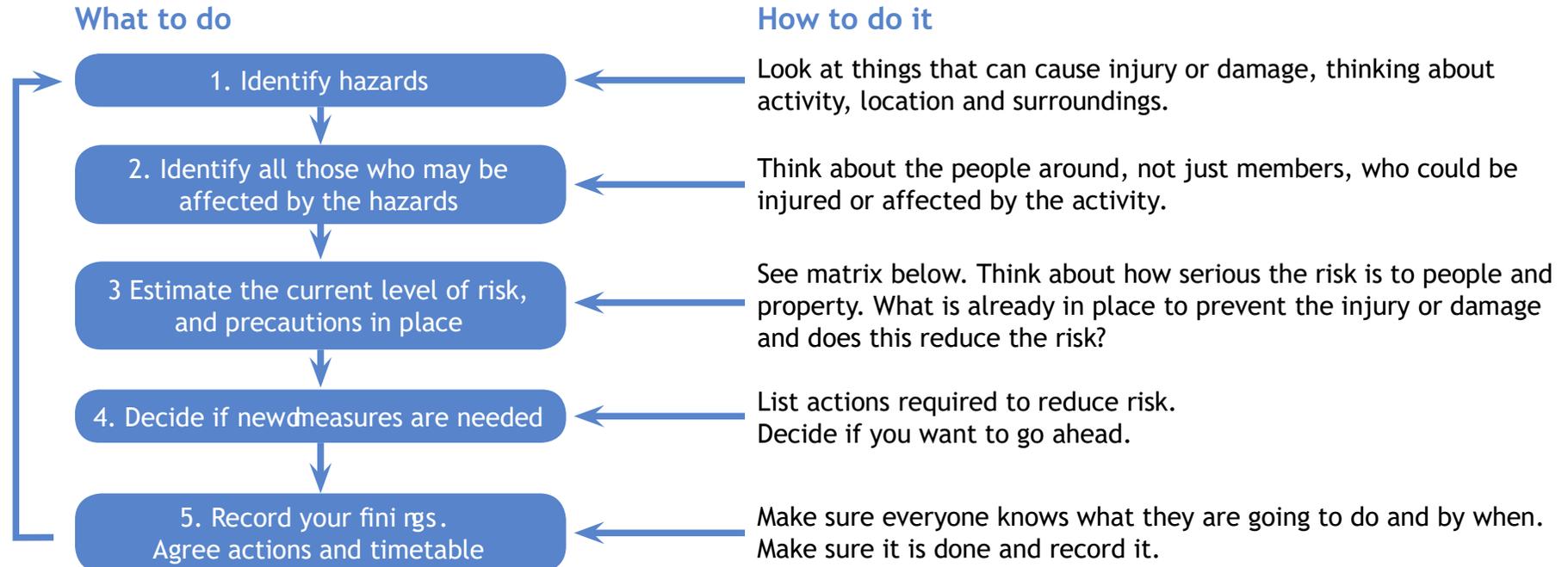
Risk assessment: Outdoor event/activity Including coronavirus considerations

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): Faurefold – site re-opening			Date: 8/8/2020 updated 24/8/2020; 30/10/2020	
Leader in Charge: Faurefold Chair – Clare Coker, County Commissioner Lesley Bailey	Total attending:	Adults: ¹	Girls/Young Women:	General Public:
Consent for Event/Activity forms completed: Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>			Venue: Faurefold: Outdoor Spaces	
Instructor qualification checked* Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>				
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 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 type="checkbox"/> No <input type="checkbox"/>	
If you answered 'no' to the above <i>decision</i> question, please explain why:				
Risk assessment completed by: Jane Luff			Role: Faurefold Committee member	
Has the risk assessment been shared with the leadership team?			Yes <input 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: Last updated 31/1/2021	

¹ 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.

We suggest allowing two weeks as a reasonable amount of time.

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		
From public	All attendees from spread of virus through close contact	Faurefold is a closed site secured with a padlock, so no general admittance is permitted. Ad Hoc visits by committee members or anyone restricted			Contractors, workman etc to attend only when there is no one on-site or when we are maintaining a gap of 72 hours between sessions All visits including by the management committee to be notified to the bookings secretary in order that he can confirm that the visit won't impact on any bookings.	
From parents - car park	All attendees from spread of virus through close contact	Leaders to be reminded that the site only has a very small car park and that also at present unless families 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. For initial openings Girlguiding instructions state no more than 15 people including leaders should attend an event			Opening and closing to ideally be undertaken before parents and girls arrive The NYA to which most of the large voluntary organisations including ourselves, Scouting and D of E are affiliated also states no more than 15 including leaders	

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From close contact between people Seeing in and out	All attendees from spread of virus through close contact	<p>Where possible the person seeing in or out will only meet with one leader and before participants arrive</p> <p>Social distancing is maintained at all times.</p> <p>No one other than the person opening up to enter the house.</p> <p>Gate to be opened by the person seeing in and then left open to be closed by the person who sees out.</p> <p>When opening up and shutting up the outside toilets this is to be done without the leader of the group entering the toilets</p>			<p>Rope that is across the path to prevent cars other than leaders parking outside of the car park has been taken down</p> <p>Cleaning equipment etc to be stored in each toilet block, this means that we only need to open up one block for evening visits thereby minimizing contact with touch points</p>	
From close contact between guides and leaders	All attendees from spread of virus through close contact				This should be in the leader's risk assessment that we see rather than our own	

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From sharing equipment	All attendees from spread of virus through close contact	<p>we are not going to hire out equipment but ask leaders to bring everything with them bar the fire bucket for the campfire. This will be stored in the appropriate toilet block and leaders asked to take it out and replace it</p> <p>Any equipment that might be touched particularly by more than 1 person to be cleaned after use</p>			leader will need to reflect this in their own risk assessment	
From poor hand hygiene	All attendees from spread of virus through close contact	Posters reminding people to wash their hands after using the toilets are already in situ, we should also put up the regular govt issued hand hygiene posters			<p>Preference for no-one to enter the site less than 72 hours after the last person left in order to minimize the risk of transmission if anyone from the group was infected. Similarly no one to enter the site less than 72 hours before the next booking in order to preserve the sterile environment.</p> <p>Alternate toilet block to be used for each visit, this ensures that we don't overuse one block.</p>	

		<p>Liquid soap to be provided in each toilet block but leaders asked to bring the necessary paper towels etc for drying of hands together with bags to take the waste away.</p> <p>Person seeing in and out to have access to sanitiser and to use it before and after opening the gate, before and after using the key box and when opening and closing up the toilets. And reminded to wash their hands on returning home.</p>		<p>Full log of visits to be kept of all visits in order that track and trace can be instigated if anyone is infected. Log to include phone number of person visiting or Leader of a unit (they will have to maintain their own list of participants and log on GO as appropriate</p> <p>Visits to be pre-arranged rather than ad hoc and must be done outside of the usage by visitors</p>	
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From shared toilets	All attendees from spread of virus through close contact	<p>Notices to be put up asking users to close the toilet lid before flushing</p> <p>Toilets to be opened up without the leader entering them to minimize contact</p> <p>For small groups only one set of toilets to be opened up and these to be rotated in order that we minimize overuse of one set.</p> <p>Leaders advised to operate a one in one out policy during their visits and for people to use alternate toilets where possible.</p> <p>Leader to be instructed to clean the toilets including all touch points at the end of the visit (guidance for leaders specifies what they need to clean)</p> <p>When seeing out no need to check for cleanliness as potential to come in contact with the virus</p>			<p>Toilets and other facilities to be Covid-cleaned if next user is within 72 hours</p> <p>If greater than 72 hours a full Covid clean will not be necessary</p> <p>Person seeing in and out to use toilets in the building if they need to</p> <p>For evening sessions showers to be locked off</p>	
Participant displays symptoms after meeting, raising concerns that others may have been infected	All attendees from spread of virus through close contact	Leader to inform bookings secretary if anyone does display symptoms after the event so that the person seeing in or out can be made aware			<p>Leader may be asked to supply a copy of the risk assessment for the event</p> <p>Leader to be given a copy of our risk log for visitors (this document)</p>	

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Entry gates	<p>All attendees from spread of virus through close contact</p> <p>The gates are on a public footpath and so could be touched by anyone using that path.</p>	<p>Person who sees in will open the gate, having first sanitized their hands with sanitizer provided at the gate. Gate will then be left open for the duration of the visit to minimise touching by others.</p> <p>Person opening the gate will sanitize hands again after opening.</p> <p>Person who sees out will close the gate having first sanitized hands and re-sanitizing after the gate is closed</p>			<p>Bottle of handsanitiser affixed to gate shielded from view of the general public</p> <p>Gate will not be part of the cleaning regime and everyone including users to be made aware of this.</p>	
Seating	<p>All attendees from spread of virus through close contact</p> <p>which visitors could touch benches around therefore could spread infection</p>	<p>Benches have been moved and are not available</p> <p>Leaders to be advised to bring their own chairs and sitters</p>				

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Campfire circle	<p>All attendees from spread of virus through close contact</p> <p>Participants singing around the campfire could spread the virus due to the droplet effect</p>	<p>The current Guidance from GG says</p> <p><i>Because the space you meet in will affect the risk level of singing at this time, this activity should be risk assessed on a case by case basis. We recommend that you only sing in outdoor meetings.</i></p>			<p>Leader of the group will need to ensure that use of the campfire appears in their risk register and that other non Covid 19 risks are listed and addressed.</p> <p>Leaders to make their own decisions regarding singing and reflect in their risk assessment</p>	
Taps	<p>All attendees from spread of virus through close contact</p> <p>Water taps could carry the infection if not regularly cleaned</p>	<p>Only 1 tap to be activated ~(we have to put the tops on) this will be done by the person seeing in and removed by the person seeing out, sanitizing their hands both before and after doing so.</p> <p>Leaders to be asked to clean after use and again at the end of the session</p>			<p>users to be asked if they need the water tap and if not then we don't set one up</p>	
Rubbish bins	<p>All attendees from spread of virus through close contact</p> <p>Infection could be spread via the bin handles etc</p>	<p>Leaders to be advised to take all litter home with them at the end of the session including any PPE that might have been dropped (they will need to be mindful as to how they pick that up and dispose of it)</p> <p>We are currently not getting regular rubbish collections and would need to have these re-instigated</p>			<p>Many units take their rubbish home at the end of an evening anyway so not a problem.</p>	

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Cleaning	<p>All attendees from spread of virus through close contact</p> <p>Secondary clean to be carried out after each visit</p>	<p>Leader to clean toilets etc before departure paying particular attention to most used touchpoints - leaders note contains guidance on what to clean.</p> <p>If there is a gap of 72 hours between visits, then no need for further clean but if there isn't then a Covid clean will need to be undertaken</p> <p>Cleaner to clean toilet seat, lid and flush, doors handles within each cubicle taps, sinks soap dispenser, door handles etc.</p> <p>To clean the tap top and devise for installing onto tap.</p> <p>Clean any equipment used for visit undertaken and return to store cleaning store door handles etc afterwards</p>			<p>Set of cleaning equipment to be stored in each toilet block to minimise need to open both toilet blocks</p> <p>A tap top to be stored in each toilet block again to minimise the need to open both toilet blocks</p> <p>Leaders to be discouraged initially from borrowing equipment</p>	