

		<p>Hand washing is to be carried out regularly before and after tasks.</p> <p>All interactions to take place outside. When volunteers are on site working social distancing rules are to apply, when distancing is not possible masks should be worn.</p>				
Infection of staff/site participants from visiting groups.	Infection of staff/site volunteers and site users with COVID-19 from visiting groups	<p>Leaders of visiting groups to ensure no participants are showing signs of COVID-19 before or during their visit to Thirtover Place.</p> <p>Groups' approved risk assesment for the event is to be checked by Site Manager 48 hours priour to booking to ensure they have included a prohibition on anyone displaying symptoms joining in with activites. Anyone showing signs of COVID-19 will be asked to go home. The Tree stunp outside the main house is to be the isolation area. Groups visiting to use the campfire are to have their risk assesment/session plans checked to ensure they have suitabley coverd the singing if using the campfire (sining to be doen socialy distaced).</p>	L	H	Groups are to be given a booking pack with information and requirments when booking.	
Infection with COVID-19 from surfaces	Staff/volunteers/site users being infected with COVID-19 after coming into contact	One Group only is to use the same space, another group will not use it until it has been cleaned thoroughly. Cleaning is to be carried out after a group	L	H		

	with contaminated surfaces	has used the facilities including the use of viricidal cleaner. Site gates are to be kept open when groups are on site to reduce the need of participants to touch them.				
Infection with COVID-19 from contaminated surface	Staff/site volunteers being infected with COVID-19 after coming into contact with contaminated surfaces	Hands are to be thoroughly washed before and after cleaning. Cleaning is to be carried out wearing disposable gloves, aprons and face masks	L	H		
Infection with COVID-19 from used materials/tissues/ cleaning supplies and towels	Staff/site volunteers, and site users	Paper towels are to be used instead of hand towels. The bins provided in the loo blocks are to be emptied after each group. Bin lids to be removed so there is no need to touch anything to dispose of the used items. Bins are also to be supplied outside of Donnington Lodge, in the carpark, the stables, the grass sledge store and the low ropes. These are to be emptied and cleaned after a group has been on site. Sani Bins are to be removed	L	H		
Spread of Infection (COVID-19) from visitors or delivery drivers	Staff/site volunteers, site users and visitors	Delivery drivers and visitors are not to enter buildings or the office and are to maintain social distancing following government guidelines. If this is not possible, face coverings are to be worn. Group Numbers are to be kept to the current Guidelines from Girl Guiding and staying within the Local	L	H		

		area guidance as well. Our current maximum numbers are 15 Young People plus minimum leaders.				
Spread of COVID-19 whilst using toilets	Staff/site volunteers, site users and visitors	<p>Site manager is to only use the toilet in his House.</p> <p>Site volunteers are to use the accessible toilet at the back of the toilet block as there is unlikely to be anyone else on site at the time. Cleaning is to be carried out after use. A "1 in 1 out" policy to be operated in the toilets, which leaders are to monitor, to reduce risk of infection. Groups are to be kept separate from each other, access routes for the toilets are to be kept separate and divided with a barrier to prevent accidental meeting of the two groups. Signs are to be used to ensure division of groups is maintained. Group leaders will be shown their access route to the facilities on arrival on site. Toilet doors and windows are to be kept open to allow good flow of air through the toilet block and to reduce contact with the doors. After use the toilet is to be thoroughly cleaned.</p> <p>Visiting groups are to only use their designated toilet area. Access to shower areas to be prohibited except in an emergency.</p>	L	H	Hand washing and COVID-19 signs to be displayed at key points around the site to remind groups of social distancing and safe use of the site.	

		<p>For single gender groups we can have up to two groups on site at one time.</p> <p>For mixed gender groups we can only have one group on site as the toilets will be split into male and female sides.</p> <p>With groups such as Outdoor Academy visiting they will inform us if they use the single toilet at the back, this will then be cleaned through and all surfaces wiped down with viricidal wipes. Should a single gender group have a helper of the opposite gender they can use the accessible toilet at the back of the loo block and the same cleaning provisions will apply.</p>				
Cleaning of toilets and facilities after use and safe storage of Alcohol hand sanitiser	Staff/site volunteers Site users and Visitors	<p>Toilets are to be cleaned through thoroughly after each group has used them.</p> <p>Staff/site volunteers to wear disposable gloves, apron and mask.</p> <p>Staff/site volunteers hands are to be washed thoroughly before and after cleaning.</p> <p>Gloves, aprons and masks are to be disposed of between each toilet area and fresh cloths are to be used for each area and disposed of after use.</p> <p>Keep amount stored to the minimum, store out of direct sunlight and confined places (car).</p>	L	H		

Arrival and departure	Staff/site volunteers, site users and visitors	Arrival and departure for groups is to be staggered at 30 minute intervals, with parents being asked to leave straight away and not hang around in the carpark. If the weather is suitable and the ground conditions allow, the summer overflow carpark will be used for the second group. Groups will be informed in advance. Signs/traffic direction will be in place at the main entrance to point parents in the correct direction. Group leader (the person who bookd the visit) Is responsible for ensuring their group numbers do not exceed the GUiding guidelines.	L	H		
Over use of site reducing the effectiveness of the cleaning	Staff/site volunteers and site users	Groups are to be kept to a maximum of two per day to allow time ot clean through and prepare for the next groups.	L	H		
Spread of COVID-19 between site users in their bubbles	Site users	Sanitiser stations will be deposited around the site at key points to allow groups to sanitise their hands. Use of these is to be encouraged. Leaders to be responsible for ensuring bubbles do not mix.	L	H		
First aid, Risk of Sanitiser squirting in eyes	Site users and site staff/site volunteers	Groups are to provide their own first aid kits and are to be responsable for any first aid incidents during their visit. For site staff/site volounteers there is a first aid kit in the office with medical face	L	H		

		masks, aprons and gloves. Minor injuries that can be treated by the casualty themselves should be done so. If this is not practicable then the first aider must use the facemasks, apron and gloves provided. If messing around or using the hand sanitiser bottles above waist height there is a risk of sanitiser getting in eyes, Bottles are to be kept below waist height on tables and usage is to be monitored by Leaders. Eye Wash Station in office.				
Drinking water taps	Site users and site staff/site volunteers	Groups and volunteers are to be encouraged to bring their own drinks with them. If they need to fill up their bottles they will be designated a tap and only one of the leaders must use it filling the bottles for the young people. After the groups leave the tap must be cleaned down with viricidal cleaner.	L	H		

Decision: once all the actions are carried out, can you manage the risk and go ahead with this event or activity? (ie have a degree of challenge and risk whilst keeping girls safe)	Yes X No
If you answered 'no' to the above 'Decision' questions please explain why:	
Risk Assessment completed by: Matthew Bonewell - Site Manager	Date 1/12/20

insert name and role	completed:	
Has the Risk Assessment been shared with the leadership team?		Yes X No
Risk Assessment due for review: insert date (no more than 12 months time)	Date:	1/1/21

Risk assessment form

What to do



How to do it

- ← Look at things that can cause injury or damage, thinking about activity, location and surroundings
- ← Think about the people around, not just members, who could be injured or affected by the activity
- ← See matrix below. Think about how serious the risk is to people and property. What is already in place to prevent the injury or damage and does this reduce the risk?
- ← List actions required to reduce risk. Decide if you want to go ahead.
- ← Make sure everyone knows what they are going to do and by when. Make sure it is done and record it

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	Low	Medium
Likely Often happens	Low	Medium	High
Very likely Nearly always happens	Medium	High	High