

Macc Parish Scout and Guide Group Covid-19 / General working party risk assessment

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|-----------------------------------|--|--------------------------------|-----------------|---|------------|--|--------------|
| Name of Sectionor Activity | 6 th Macclesfield/2 nd Macclesfield (Macclesfield Parish) Premises Working Parties | Date of risk assessment | 13/03/2021 v1.2 | Name of who undertook this risk assessment | Mike Brown | COVID-19 readiness level transition | Red to Amber |
|-----------------------------------|--|--------------------------------|-----------------|---|------------|--|--------------|

| COVID SPECIFIC RISKS | | | |
|--|-----------------|--|---|
| Hazard Identified? / Risks from it? | Who is at risk? | How are the risks already controlled? What extra controls are needed? | What has changed that needs to be thought about and controlled? |
| Maintaining social distance arrival and departure: higher risk of infection spread if social distancing not maintained. | All volunteers | Arrival on site in own transport – only share lifts if in the same bubble. Volunteers to avoid congregating at gate | |
| Tracing participants in case of positive Covid19 test up to 10 days after visit (Track and Trace) | All volunteers | All volunteers to check in on NHS track and trace app using barcode on door All work parties/participants to be recorded (Advance notice + update to GSL or delegate) | |
| Maintaining social distance during volunteering activities : higher risk of infection spread if social distancing not maintained | All volunteers | Brief on who is working in which areas on the premises Social distancing in place for the site in line with Scouting guidelines – maintain family group/bubbles if working in close proximity. Prior notification of volunteers to GSL/Delegate on site to control numbers Groups to be working in distinct areas (Main hall / Kitchen / Toilets / Rear rooms / Front patio / rear pathway + storage / rear lawn Face masks to be worn where multiple volunteers from different families/bubbles are on site | |
| Maintaining air circulation/ventilation | All volunteers | Front windows to be opened on arrival and closed on departure by keyholder External doors to be kept open | |
| Hygiene of people: higher risk of infections spread if proper hand washing not carried out. | All volunteers | Hand sanitizer provided for volunteers on arrival, departure and during as required. Located by front door and entrance to kitchen area. Participants encouraged to bring their own Regular hand washing to be encouraged | |
| Hygiene of toilets: higher risk of infections spread if hygiene not carried out. | All volunteers | Toilet facilities to be disinfected/cleaned before and after sessions. | |
| Hygiene of activity equipment Higher risk of infections spread if hygiene not carried out. | All volunteers | Cleaning materials available to sanitise equipment before and after use Volunteers use own gloves where possible | |

Additional information can be found in the *Safety Checklist for Leaders* and other information at scouts.org.uk/safety

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| First Aid: Risk of infection if First Aid administered and cannot maintain social distance | First Aiders | Any first aiders administering First aid must wear the following PPE: Full face mask Disposable first aid mask Gloves After any first aid administered, Gloves and face mask to be disposed of and rubbish taken off site for disposal The Full face shield must be disinfected before putting away for next use As soon as possible, all outer clothing worn by First Aider to be changed and washed. | |
| Working at height and heavy lifting- social distancing | All volunteers | All works involving ladders to be conducted by 2 people from same "bubble" where possible, to ensure ladder can be "footed" correctly. All heavy lifting requires 2 people Where this is not possible; 2 people still required, face masks to be worn. Ladders to be sanitized before and after use | |

COVID RISK ASSESSMENT APPROVAL

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|-------------------------------------|----------------------------|------------------------------|---|
| Checked by Line Manager | - To be completed by DDC | Checked by Executive | Neil Owens – Group Chairman Date 10th March 2021 |
| Approved by Commissioner | Name, Role / level Date | Approved by Executive | Name, Role / level Date |
| Notification of level change | Date and by who | | |

Non-Covid related risks

| Hazard Identified? / Risks from it? | Who is at risk? | How are the risks already controlled? What extra controls are needed? | What has changed that needs to be thought about and controlled? |
|---------------------------------------|-----------------|--|---|
| Falls from height | Everyone | Ensure ladder is used Ensure ladder locking mechanism is engaged correctly Ensure ladder is "footed" by a second person who also acts a spotter for footing Ensure ladder is stable prior to climbing | |
| Drilling/screwing items into surfaces | Everyone | Ensure appropriate location is identified prior to starting work Check for trip hazards Ensure wall/surface is tested for presence of electrical wiring – do not assume all wiring is shielded inside walls: use a cable tester Use appropriate tool for the job | |

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| Trips/slips/falls | Everyone | <p>Assess all areas for trip hazards prior to starting work and make good any issues</p> <p>Take personal responsibility – safety first, job second. Consider shoe laces, loose clothing, mental and physical capability. Do not operate equipment if tired, dizzy, feeling unwell.</p> <p>Watch out for others.</p> <p>Never take on a job outside your capability</p> <p>NEVER BE AFRAID TO STOP THE WORKING PARTY IF A HAZARD IS IDENTIFIED</p> | |
| Heavy lifting injuries | Everyone | <p>Ensure that heavy objects are lifted by 2 people</p> <p>Ensure lifts are done with thought correct posture</p> <p>Ensure heavy items are not stored at height</p> | |
| Injury from use of tools | Everyone | <p>Ensure correct tools are selected for the job</p> <p>Ensure any tools used are safe prior to use (check electrical cabling, loose or damaged equipment)</p> <p>Ensure correct PPE is used for the tool – Gloves/Goggles</p> <p>Ensure tools are stored correctly prior to, during and after doing the work</p> <p>Ensure a clear exclusion zone is maintained while using tools – use a person to “spot” hazards</p> | |
| Use of cleaning fluids/chemicals/paints | Everyone | <p>Ensure warning labels on chemicals/paints/fluids are checked prior to use</p> <p>Wear PPE recommended on label</p> <p>Ensure chemicals/fluids are not mixed together</p> <p>Ensure adequate ventilation</p> | |
| Under 18's involved in working party | Under 18's | <p>Avoid having under 18's on site as much as possible.</p> <p>Where adult must bring child to site, ensure parent remains responsible for child at all times. Define safe areas for child to be in. Ensure all activities are age appropriate and low risk. There should be no running or moving between working areas apart from access to the toilets.</p> <p>Separate risk assessment required for Explorer or Ranger working parties as per section RA requirements.</p> | |
| Lone working | Everyone | <p>Lone working to be avoided - keyholder to remain present on site where possible</p> <p>For keyholder lone working, text message to GSL – 07901 852604 – on arrival to confirm expected departure time, and text message on departure to confirm site secured and all clear.</p> <p>For GSL home working, text message to AGSL on arrival and departure, same process as above.</p> <p>In the event of departure message not being received at expected time, GSL/AGSL to contact lone worker to validate all is well</p> | |
| Accident/near miss reporting | Everyone | All accidents to be recorded in accident book, and notification send to GSL and Trustees trustees@mpcsg.co.uk | |
| GENERAL RISK ASSESSMENT APPROVAL | | | |
| Checked by GSL | (Written by GSL) | Checked by Executive (if written by GSL) | Neil Owens – Group Chairman Date 13th March 2021 |

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HQ Template Published June 2020

