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| **Name of Section or Activity** | Mowbreck Training Site  Blackpool District  Small Group use | **Date of risk assessment** | **27th July 2020** | **Name of who undertook this risk assessment** | M. Stubbs | **COVID-19 readiness level transition** | Red to Amber |

| **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?** | |
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| Maintaining social distance at drop off and pick up: higher risk of infection spread if social distancing not maintained. | | Young People  Leaders  Parents / Carers  Warden / Volunteers | Groups must pre-book visits to the site. Mowbreck Warden will forward joining instructions / Information pack to the person booking the visit. This includes:   * Arrival Time * Parking Instructions * A copy of this Risk Assessment * Requirement for confirmation from the group leader that no-one in the group has had any COVID symptoms in the last 7 days * A reminder that the group leader has a duty to inform the Warden / DC if any member of the party shows any signs of illness up to 14 days after the visit. * Instructions for drop off / pick up (Parents & carers) * Activities which may be booked * Notice that any parents remaining at site during the activity will be confined to the car park or (preferably) should leave. * First Aid Requirements * Site Briefing   The first volunteer arriving at site should sanitise their hands, then unlock and open the required gates and doors for the session before re-sanitising their hands.  The last volunteer leaving site should carry out the same procedure in reverse.  One car width should be maintained between parked cars.  Groups to provide the Warden with a copy of their own validated assessment at time of booking. | | |  | |
| Maintaining social distance during meeting: higher risk of infection spread if social distancing not maintained. | | Young People  Leaders  Warden / Volunteers | Groups are responsible for ensuring that their meeting follows the guidance.  Groups required to give site briefing prior to starting activities.  Posters and information displayed around the site to remind them of the requirements.  If anyone present feels that the meeting is unsafe or social distancing measures are not appropriate or being met, then the group leader will be asked to stop the activity and discuss the issues with the Warden / Site Volunteers.  If the group do not comply, they will be asked to leave and a report sent to their DC | | |  | |
| Hygiene of people: higher risk of infection spread if proper hand washing not carried out. | | Young People  Leaders  Parents / Carers  Warden / Volunteers | Hand sanitizer is available at numerous accessible points around the site  Contents will be checked regularly. Group Leaders will be encouraged to inform Warden of any shortages.  Hand sanitisation to be carried out before and after using Portaloos  **Group Leaders are responsible for the behaviour and hygiene of their party when using the Toilet facilities** | | |  | |
| Hygiene of toilets: higher risk of infection spread if hygiene not carried out. | | Young People  Leaders  Parents / Carers  Warden / Volunteers | All contact surfaces in use to be cleaned before and after all sessions.  Cleaning materials to BS EN 1276 will be provided along with gloves.  Inspections will be carried out regularly and time and date of inspections and cleaning recorded (**Checklist**)  Group Leaders will be encouraged to inform a member of Mowbreck Warden of any issues identified.  Specific portaloos will be allocated to groups to enable multiple group use in one day whilst maintaining cleaning. | | |  | |
| Hygiene of activity equipment: Higher risk of infection spread if hygiene not carried out. | | Young People  Leaders  Warden / Volunteers | Equipment available for activities will be restricted to those for which cleaning can be carried out with a BS EN 1276 cleaning product. (**Checklist**)  Equipment to be collected in in plastic bags for cleaning by Warden/Volunteers.  Cleaning materials to BS EN 1276 will be provided along with gloves.  A list of the activities available will be sent to the Leader booking the activity in the information pack | | |  | |
| Use of outdoor spaces: un-even ground, access to space less controlled, cannot be cleaned. | | Young People  Leaders | Mowbreck briefing pack highlights hazards.  Areas of concern which cannot be adequately controlled will be barriered off – this includes the maintenance and storage area and renovation locations. | | |  | |
| Parents / carers staying onsite during group activities. | | Parents / Carers  Warden / Volunteers | Any parents remaining at site during the activity will be confined to the car park.  Where possible they should be discouraged from staying  Briefing pack to highlight this. | | |  | |
| First Aid requirements in case of injury | | Young People  Parents / Carers  Warden / Volunteers | Groups should have their own designated first aider and appropriate first aid kit with respect to protection from COVID contamination.  First Aid form to be completed and a copy provide to Warden.  CPR – specific advice from National Resuscitation Council is available – to be made available in information pack.  PPE to be provided for Warden / Volunteers– including gloves, surgical masks and aprons.  Injured party and first aiders both required to wear face masks if possible. | | |  | |
| Illness after attending Mowbreck | | Leaders.  Parents / Carers  Young People | If a group member, parent or carer becomes ill with COVID 19 like symptoms after visiting Mowbreck, the group leader should inform the Warden / DC.  The Warden / DC will request that any potentially affected person self-isolate until the result of the test is known. If positive then all volunteers should request a test and self-isolate as required by current Government Regulations. | | |  | |
| ***Review:*** *This risk assessment is for a section to move from one COVID Readiness alert level to the next, an additional risk assessment should be produced for each move proposed.* | | | | | | | |
| **Checked by Line Manager** | Name,  Role / level  Date | | | **Checked by Executive** | Name,  Role / level  Date | |  |
| **Approved by Commissioner** | Name,  Role / level  Date | | | **Approved by Executive** | Name,  Role / level  Date | |  |
| **Notification of level change** | Date and by who | | | | | |  |

**Action Plan – Red to Amber**

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|  | ACTION | Who | When | Completed? |
| 1 | Social distancing – Devise area layouts, acquire markers and barrier tape. | Mowbreck Warden | Prior to 1st use |  |
| 2 | Social Distancing – Create and erect signage | Mowbreck Warden & Team | Prior to 1st use |  |
| 3 | Social distancing – Update RA’s / guidance as legislation moves on | DC / Warden | As Required |  |
| 4 | Hygiene – Acquire hand gel for use before/after | Mowbreck Warden | Prior to 1st use |  |
| 5 | Hygiene – Identify and produce a cleaning plan for all contact surfaces | Mowbreck Warden | Prior to 1st use |  |
| 6 | Hygiene – Acquire cleaning materials – Cleaning solution / wipes and paper towel | Mowbreck Warden | Prior to 1st use |  |
| 7 | Hygiene – Acquire PPE for cleaning (nitrile gloves) | Mowbreck Warden | Prior to 1st use |  |
| 8 | Equipment – identify hygiene requirement – cleaning or isolation for min 72 hours? | Mowbreck Warden & Team | Prior to 1st use |  |
| 9 | First Aid – Locate best advice on CPR / treatment and circulate | Warden | Prior to 1st use | Done |
| 10 | First Aid – Provide masks, gloves and aprons in first aid kits for Warden / site volunteers | Mowbreck Warden & Team | Prior to 1st use |  |
| 11 | Communicate all plans and processes to users | DC / Warden | Prior to 1st use |  |
| 12 | Generate a visitor pre-briefing pack | Mowbreck Warden & Team | Prior to 1st use |  |