

Type of Assessment:	COVID-19 Restrictions for private hire of Base 2000	
Task/Activity/Headquarters under assessment:	Base 2000 Scout HQ	
Risk Assessment Reference Number	BAS/C-19/01	
Location of assessment:	Microsoft Teams (COVID-19 Restrictions)	
Date of Current Risk Assessment:	10/09/2020	
Name and post of Competent Risk Assessor:	Colin Karlake	Group Scout Leader
Name and post of Responsible Manager:	Keith Hawkins	District Commissioner
Name and post of person(s) involved in the risk assessment:		
Doug Gowan – Assistant Group Scout Leader		

Review history					
Date	Reason for Review	Risk Assessor	Other persons involved	Additional Controls?	Responsible Manager

Key

Hazard/activity

Consider each potential hazard or activity in turn.

Who might be harmed and how?

Anyone who could be affected by the hazard or activity, such as Hirers, Users, Visitors or others (please state), and how they would be harmed – the risk.

Assessing Risk

Identify any existing precautions used to control the risk. Establish the likelihood of occurrence and severity of consequence to determine current level of risk. If necessary, identify the additional measures required to reduce / control the level of risk. Remember that once agreed these control measures **must** be applied whenever the activity is carried out in future. To determine the risk rating, simply multiply the likelihood by the severity using the tables shown below:

The Likelihood			Multiplied by:	The Consequence		
Almost Certain	5	Will happen at some time or other		Insignificant	1	No risk of injury or financial loss/damage
Likely	4	Probably will happen at some time or other		Minor	2	Risk of very minor injury /near miss and some financial loss/damage
Possible	3	May happen at some time or other		Moderate	3	More serious injury (possibly RIDDOR reportable) and moderate financial loss/damage
Unlikely	2	Do not expect it to happen but could		Major	4	Major injury (RIDDOR reportable) and significant loss/damage
Rare	1	Very unlikely to happen		Catastrophic	5	Fatality likely and severe financial loss/damage incurred.

Equals the Severity						
Likelihood	Consequence	1 - Insignificant	2 - Minor	3 - Moderate	4 - Major	5 - Catastrophic
5 - Almost Certain		(5) Low	(10) Medium	(15) High	(20) High	(25) High
4 - Likely		(4) Low	(8) Medium	(12) High	(16) High	(20) High
3 - Possible		(3) Low	(6) Low	(9) Medium	(12) High	(15) High
2 - Unlikely		(2) Low	(4) Low	(6) Low	(8) Medium	(10) Medium
1 - Rare		(1) Low	(2) Low	(3) Low	(4) Low	(5) Low

Ref	Hazards associated with activity	Who may be harmed, What are the risks	Existing control measures	Risk ranking L x C = S			Rating HML	Accept Risk Y/N	Additional control measures required?	Risk ranking L x C = S			Rating HML	Accept Risk Y/N
				L	C	S				L	C	S		
1. Entering the building														
1.1	Hirer/s arriving at HQ for meeting.	Risk that social distancing is not maintained.		5	3	15	H	N	Hirer/s to brief hall users on social-distancing and requirements to achieve this.	2	3	6	L	Y
1.2	Hirer/s preparing HQ for meeting.	Hirer/s coming into contact with surfaces that may be un-sanitised.		5	3	15	H	N	Hirer/s to have adequate anti-bacterial wipes/cleaners to clean surfaces. PPE – Suggested use of gloves and face coverings. Measures in place from previous hall users or for Scout HQ Exec Committee to ensure effective cleaning was completed previously.	2	3	6	L	Y
1.3	Dropping off of users outside of building.	Risk that social distancing is not maintained.		4	3	12	H	N	Signage to remind of the need to socially distance. Queuing system to ensure effective socially distanced drop off. One way system at front of building for drop off and collection. Users encouraged not to enter the building unnecessarily.	2	3	6	L	Y
1.4	Passing casuals popping in to use toilet facilities.	All. Cross contamination of all persons using the facilities.		3	3	9	M	N	Keeping front door closed to discourage casual use of toilets.	2	3	6	L	Y
1.5	Spare													

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				L	C	S				L	C	S		
2. Toilets														
2.1	Cleaning of toilets.	Users coming into contact with surfaces that may be unsanitary.	Cleaning materials available to clean toilets.	4	3	12	H	N	Hirer/s to have adequate anti-bacterial wipes/cleaners to clean surfaces including door handles, taps, toilets and all other touch points. Measures in place from previous hall users to ensure effective cleaning was completed.	2	3	6	L	Y
2.2	Use of toilets.	Users coming into contact with surfaces that may be unsanitary.	Cleaning materials available to clean toilets.	4	3	12	H	N	Hirer/s to have adequate anti-bacterial wipes/cleaners to clean surfaces including door handles, taps, toilets and all other touch points.	2	3	6	L	Y
2.3	Hand washing.	Users coming into contact with surfaces that may be unsanitary.	Hot and cold running water and soap available.	4	3	12	H	N	Sanitising Soap refills in soap dispensers. Reminder to wash your hands signs fitted in each toilet.	2	3	6	L	Y
2.4	Hand drying.	Users inhaling airborne particles that may be present from hand dryers.	None	5	3	15	H	N	Removal or disconnection of hot air hand dryers. Fitment of paper towel dispensers.	2	3	6	L	Y
2.5	Overcrowding of toilets.	Risk that social distancing is not maintained.	None	5	3	15	H	N	Strict control of numbers entering toilets at any one time. One urinal put out of use in male toilet. Maximum occupancy signs.	2	3	6	L	Y
2.6	Spare													

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				L	C	S				L	C	S		
5. Kitchen														
5.1	Cleaning of Kitchen.	Users coming into contact with surfaces that may be unsanitary.	Cleaning materials available to clean kitchen.	4	3	12	H	N	Hirers to have adequate anti-bacterial wipes/cleaners to clean surfaces including door handles, taps, and all other touch points. Measures in place from previous hall users to ensure effective cleaning was completed.	2	3	6	L	Y
5.2	Use of Kitchen.	Users coming into contact with surfaces that may be unsanitary.	Cleaning materials available to clean kitchen.	4	3	12	H	N	Users to have adequate anti-bacterial wipes/cleaners to clean surfaces including door handles, taps and all other touch points.	2	3	6	L	Y
5.3	Hand washing.	Users coming into contact with surfaces that may be unsanitary.	Hot and cold running water and soap available	4	3	12	H	N	Soap dispenser fitted. Reminder to wash your hands signs fitted.	2	3	6	L	Y
5.4	Hand drying.	Users inhaling airborne particles that may be present in air stream.	Hot air hand dryers	5	3	15	H	N	Removal or disconnection of hot air hand dryer. Fitment of paper towel dispenser.	2	3	6	L	Y
5.5	Overcrowding of kitchen.	Risk that social distancing is not maintained.	None	5	3	15	H	N	Strict control of numbers entering kitchen at any time. Maximum occupancy signs. Suggested max capacity of two persons.	2	3	6	L	Y
5.6	Provision of drinks or refreshments during meeting.	Cross contamination to other hall users from cups, plates, cutlery and other	Washing-up equipment provided.	3	3	9	M	N	All existing communal cups, plates, cutlery etc and all other utensils removed from kitchen.	1	3	3	L	Y

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				L	C	S				L	C	S		
		utensils.							Above to supplied by individual groups. Kitchen staff to wear appropriate PPE.					
6. Meeting room														
6.1	Meeting room – environment	Lack of ventilation allowing the spread of Covid-19		4	3	12	H	N	Doors and Windows to be kept open (as much as possible) to allow for good air circulation Extractor fans can be used to increase air circulation.	2	3	6	L	Y
6.2	Overcrowding of hall.	Users not maintaining social distancing.		4	3	12	H	N	Strict control of numbers of users to maintain social distancing. Large hall max capacity at two meter distancing = 24 persons. Small hall max capacity at two meter distancing = 12 persons.	2	3	6	L	Y
6.3	Spare													
7. End of meeting														
7.1	Persons awaiting collection inside hall.	Users not maintaining social distancing.		3	3	9	M	N	Signage to request social distancing. Hirers to ask users to wait outside.	2	3	6	L	Y

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				L	C	S				L	C	S		
7.2	Persons awaiting collection outside hall.	Users not maintaining social distancing.		3	3	9	M	N	Signage to request social distancing. Users to be released family unit at a time. One way system for drop off and collection.	2	3	6	L	Y
7.3	Spare													
8 Closing the premises down														
8.1	General cleaning, Toilet cleaning Kitchen cleaning Hall Cleaning		Hirers/users coming into contact with surfaces that may be un-sanitised Hirers/ users not maintaining social distancing	3	3	9	M	N	Measures in from Scout Exec Committee to ensure effective cleaning regime in place for the end of meeting. Hirer/s to be briefed on social-distancing and requirements to achieve this. Hirer/s to have adequate anti-bacterial wipes to clean surfaces PPE – Suggested use of gloves and face coverings.	2	3	6	L	Y
8.2	Emptying of bin, removal of rubbish.	Hirer/s coming into contact with surfaces/items that may be un-sanitised.		3	3	9	M	N	Removal of bin bags etc by Hirer. PPE – Suggested use of gloves and face coverings.	2	3	6	L	Y
8.3	Cleaning when another Hirer comes in immediately afterwards	No time to clean the surfaces before next section starts meeting		3	3	9	M	N	Adjust start time/length of meeting to ensure that adequate cleaning has taken place	2	3	6	L	Y
8.4	Spare													

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				L	C	S				L	C	S		

The above risk assessment has been carried out in accordance with the requirements of the current Management of Health & Safety at Work Regulations.

NOTE: This risk assessment should be taken in conjunction with any safe system of work, procedure or method statement for the task being carried out.

Summary of issues specific to this location: (Guidance, the responsible Manager/Leader must use this section to list any controls that are not considered practicable together with the reasons why).

Recommendation Tracking

This section must be completed if there are any recommendations following this risk assessment that need to be formally tracked to closure through the company recommendation tracking database.

Action to be tracked	Responsible Manager	Timescale



Base 2000 Scout Headquarters

This risk assessment is valid until there is a significant change to infrastructure, plant or procedures or until the review date is due.

I accept the findings of the above assessment. I agree to implement the required additional control measures identified above as soon as is practical.

I will brief all affected staff on the significant findings of the risk assessment, ensuring that they understand the safe method of carrying out the work covered by this assessment. I will retain proof of this briefing on file.

Reviewed and accepted by (Name/Role) Date: