

Name of hall User	All Users of the 14 th Midlothian Bonnyrigg Scout Hall	Date of Risk Assessment	11/09/2020	Name of Person who undertook this risk assessment	Trish Elder-Gracie	COVID-19 readiness level transition	Amber, Yellow and Green
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Hazard Identified? / Risks from it?	Who is at risk?	How the risks are already controlled? What extra controls are needed?	What has changed that needs to be thought about and controlled?
<p><i>Hazard – something that may cause harm or damage.</i></p> <p><i>Risk – the chance of it happening.</i></p>		<p><i>Controls – Ways of making the activity safer by removing or reducing the risk from it.</i></p>	
Maintaining social distance at drop off and pick up: higher risk of infection spread if social distancing not maintained.	Everyone using the hall	<p>Hall users require to adhere to Government guidance in relation to social distancing and COVID-19.</p> <p>Hall users require to consider in their risk assessment how all users will enter and exit the premises whilst maintaining social distancing where appropriate.</p> <p>This should be a one way system coming in the front door and exit via the double fire door at the back of the hall</p>	
Maintaining social distance during meeting: higher risk of infection spread if social distancing not maintained.	Everyone using the hall	<p>Social Distancing should be observed at all times in line with Scottish Government Guidelines.</p> <p>e.g. The numbers for 2 metre social distancing in the hall are:</p> <p>A maximum 30 people or less in the hall if appropriate social distancing cannot be maintained</p> <p>All areas of the hall should be checked before entering to maintain social distancing.</p> <p>Indoor activities will carry more potential risk so numbers must be adjusted accordingly to allow social distancing to be maintained, among those aged 12+.</p> <p>Adults don't need to wear a face covering when delivering activities – unless social distancing can't be maintained.</p>	
Hygiene of people: higher risk of infection spread if proper hand washing not carried out.	Everyone using the hall	On arrival, and at appropriate times during use of the hall, the hall participants should use the hand sanitiser provided - this is situated by the doors on entry and exit	
Hygiene of toilets: higher risk of infection spread if hygiene not carried out.	Everyone using the hall	<p>There are paper towels in all toilet areas. These should be deposited into the bin liner in the bin provided in each toilet area.</p> <p><u>The following should be cleaned both before and after sessions.</u></p> <p>Toilet seats, flushes, cisterns, taps and flat surfaces round basins plus handles or push plate on</p>	

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		<p>doors.</p> <p>Cleaning materials and gloves are provided for this purpose. And available in the hallway cupboard</p> <p>There will be a check sheet for each section to sign after doing this.</p>	
Hygiene of activity equipment: Higher risk of infection spread if hygiene not carried out.	Everyone using the hall	<p>All equipment used for the session should be cleaned regularly including before and after use.</p> <p>There is a fogging machine and chemicals in the hallway cupboard</p>	
Use of Kitchen Area: Higher risk of infection spread if kitchen equipment is used and hygiene not carried out.	Everyone using the hall	<p>The Kitchen must not be used and will be locked</p> <p>If the kitchen is used for any purpose, the work surfaces should be cleared and cleaned and with the cleaning products provided</p> <p><u>Young people should not be allowed into the kitchen area under any circumstances.</u></p> <p>Encourage Young people to bring own filled refreshment bottle</p>	
Hygiene of hall in general: Higher risk of infection spread if hygiene not carried out	Everyone using the hall	<p>Every group should clean door handles/push plates, light switches and table surfaces in all areas used both <u>before and after their session.</u></p> <p>There will be a check sheet for each group to sign after doing this.</p> <p>The hall will be deep cleaned on a monthly basis.</p>	
Safe Disposal of used paper towels in toilets: Higher risk of infection spread if not disposed of hygienically	Everyone using the toilets	<p><u>At the end of each session,</u> used paper towels for drying hands should have been disposed of into the bin liner in the bin provided in the toilet area. After each session the bin liner should be removed, tied off and deposited into the Grey bin at the front of the hall. A new bin liner should be placed into the bin for the next hall user.</p>	
Safe disposal of cleaning roll: Higher risk of infection spread if not disposed of hygienically.	Everyone using the toilets	<p>Used paper roll for cleaning toilet areas should be placed in the bin liner provided which should be tied off and placed into the grey bin at the front of the hall.</p>	
Danger from Chemicals used for Deep Cleaning	Cleaner	<p>Our cleaner has been COSHH trained and is fully cognisant of the dangers involved with using the chemicals provided been provided with the appropriate protection.</p> <p>These chemicals are kept in a the hallway cupboard, No young people should be allowed in this cupboard and the door should be kept locked</p>	

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Danger from using cleaning products for every day cleaning.	Leaders of all groups	All those involved with using the cleaning materials should read the instructions provided in the cleaning box before using them. They should also wear the gloves provided for them and immediately wash their hands when finished cleaning an area. Cleaning products should remain out of reach of the young people.	

All 'non-scouting' hall users are to provide their own written risk assessment to Trish Elder-Gracie no later than 7 days prior to their proposed return to the hall.

All 'non-scouting' hall users require to confirm to Trish Elder-Gracie no later than 7 days prior to their proposed return to the hall that they have read, understand and shall comply with their responsibilities in terms of this risk assessment.

In addition, the following checks have been made in preparation for opening the Hall.

Temperature of all taps to check for Legionella (Monthly)

Fire Extinguishers serviced yearly

Fire doors are working properly and escape route is clear (Weekly)

Boiler Serviced Yearly and Gas Safe Certificate issued.

Electrical status checked every 5 years

Fire Panel Service has been checked 17/07/2020.

Fridge in kitchen cleaned and has a thermometer to check internal temperature (0-4 degrees centigrade) (Currently switched off)

Floors are cleaned and disinfected monthly

Review Date	Reason for Review	Outcome

Checked by	Pauline Brodie Group Secretary 24/09/2020
Approved by Executive Committee:	Executive Meeting 24/09/2020
Notification of Level Change	Date and by who

We take personal data privacy seriously. The data in this form is used to assess the suitability for the return to face to face Scouting based on the controls put in place. The personal data in this form is used to identify the individuals who have completed and approved the risk assessment. This includes the individual who undertook the assessment, the line manager, Executive members and County Commissioner, who will all have access to this data. Scouts headquarters will retain this data for 3 years after the Covid-19 readiness level goes to 'Green' and does not return to 'Amber' or 'Red' to act as evidence of the assessment taking place. For further details on the Scouts data processing stance please visit our Data Protection Policy here. <https://scouts.org.uk/DPPolicy>