



Risk Assessment - COVID-19

This risk assessment details how visitors, volunteers or staff could be exposed to COVID-19 at Seven Springs, who could be at additional risk, and how to control the risk of contracting disease from COVID-19.

Venue: Seven Springs, Corks Lane, Disley SK12 2AZ	Updated on: 14 April 2021 Written by: Ann Shackleton	Reason for review: updated after trustee meeting	To be reviewed by: 16 May 2021
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Hazard	Who may be affected and how?	Controls already in place	Initial Risk level	Additional controls to put in place	Residual Risk Level	Action by who and by when?
Spreading or contracting COVID-19 by not social distancing	Visitors Contamination by airborne droplets or physical contact	<ul style="list-style-type: none"> Groups must follow current government guidance about group sizes, social distancing, face coverings and isolation of people with symptoms or positive test for Covid-19. Visitors will only be able to use outside space and the toilet block. There will be a maximum of two groups on site at any time including the Forest School. Starting / finishing times will be staggered to reduce risk of different groups mixing in the car park. The toilet block should have a maximum of 2 people inside so there is no queue inside. 	Medium	<ul style="list-style-type: none"> Provide clear communication to hirers before they arrive about current guidance. Provide signage to communicate what visitors need to do to maintain social distancing. Provide signage to advise visitors they are not permitted to attend if they have symptoms or a recent positive test. Provide guidance to leaders to leave entrance door to toilet block open at all times when site is in use to allow ventilation. Put up signage to indicate no more than two people allowed in toilet block at any one time Put up signage asking people to queue 2m apart. 	Low	Trustees, by 16 May

Hazard	Who may be affected and how?	Controls already in place	Initial Risk level	Additional controls to put in place	Residual Risk Level	Action by who and by when?
	Volunteers / staff Contamination by airborne droplets or physical contact	<ul style="list-style-type: none"> • Volunteer working arrangements policy provided to all volunteers. • Meetings held online where possible. • Volunteers should only enter buildings to carry out essential maintenance, use the toilets, or take rest breaks. • Volunteers should wear face coverings when inside if not eating or drinking. • Volunteers should follow current government guidance about social distancing when inside or outside. • Maintenance volunteers should not be on site at the same time as visitors. If this is unavoidable then volunteers should not mingle with the visitors and use different toilets to the visitors. • If a task cannot be done while social distancing, consider not doing the task or put additional measures in place such as additional handwashing. 	Low	<ul style="list-style-type: none"> • Implement “drop zones” for passing equipment between people. • 	Low	Maintenance volunteers, ongoing
Spreading or contracting COVID-19 by not washing hands adequately	Visitors, volunteers & staff by not washing hands or by not washing them adequately	<ul style="list-style-type: none"> • Hand sanitiser provided at four points on site • Soap provided in all toilet facilities. • Hand sanitiser provided in volunteer’s base. • Volunteers bring their own towel each session. • Volunteers regularly check soap and sanitiser provision and replace when needed. 	Medium	<ul style="list-style-type: none"> • Paper towels to be provided in all toilet facilities. • Put up signage to remind people to wash their hands properly. • 	Low	Trustees by 16 May

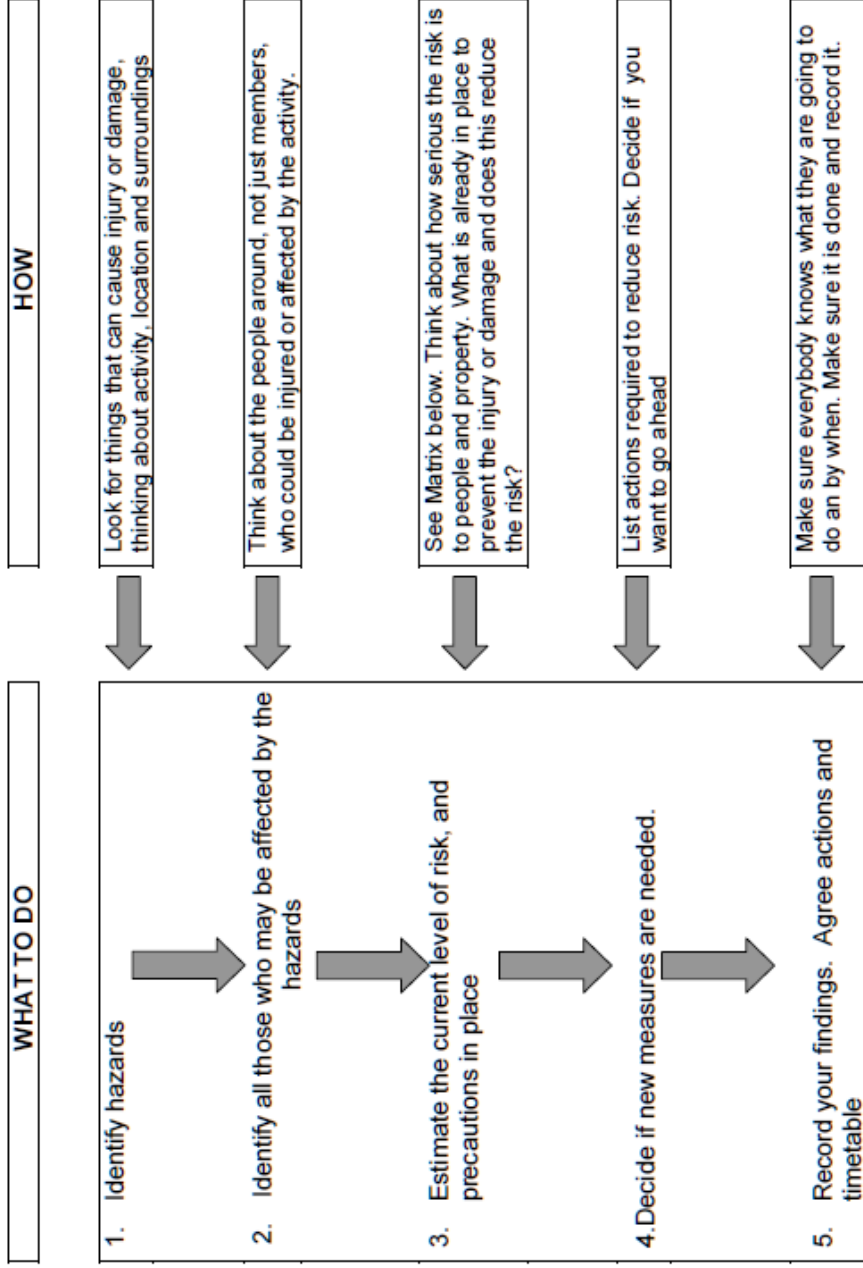
Hazard	Who may be affected and how?	Controls already in place	Initial Risk level	Additional controls to put in place	Residual Risk Level	Action by who and by when?
Spreading or contracting COVID-19 by touching contaminated surfaces	Visitors, volunteers & staff by touching contaminated surfaces	<ul style="list-style-type: none"> Equipment is not available to hire. Conditions of hire include requirement to thoroughly clean toilets before leaving site. Volunteers will check toilets each week. Bookings encouraged/preferred on Mondays or Tuesdays to allow volunteers to check toilet block cleanliness on their regular Wednesday session. Bookings encouraged to be at least 48 hours apart to allow any contamination on the playground to disperse. Volunteers clean each piece of equipment before and after each use. 	Medium	<ul style="list-style-type: none"> Provide cleaning checklist for leaders of visitor groups on wall of toilet block. Provide phone number to report problem with toilet facilities. Provide cleaning materials and arrange for them to be replenished as needed. Provide hand sanitiser station on the outside of the toilet block. Review adherence to conditions of hire every two weeks. If it is discovered that a person with COVID-19 was on site, additional cleaning in line with current guidance must be carried out before any other visitors can be allowed on site. 	Low	Trustees by 16 May
People at risk of severe disease from COVID-19	Volunteers who are identified as being high risk e.g. over 70 / pregnant / BAME etc	<ul style="list-style-type: none"> Volunteers and visitors who are advised that they are extremely clinically vulnerable should follow government advice. No volunteer should feel pressured to be on site even once they have been vaccinated. 	Low			
Tracing people who contract Covid-19	If we are contacted by Test and Trace	<ul style="list-style-type: none"> Current procedures ensure we have contact details for each booking / group of visitors and this is kept for at least 21 days. Volunteers write their name / date in the diary when they are on site. 	Low	<ul style="list-style-type: none"> 	Low	

Guidance used to inform this risk assessment:

<https://www.gov.uk/government/publications/covid-19-guidance-for-the-safe-use-of-multi-purpose-community-facilities/covid-19-guidance-for-the-safe-use-of-multi-purpose-community-facilities>

<https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings>

RISK MANAGEMENT



RISK ASSESSMENT MATRIX

	Slight Harm	Harmful	Extremely Harmful
Severity	superficial injuries, minor cuts and bruises	minor fractures, ill health leading to minor disability	multiple injuries, major fractures, fatalities
Likelihood	LOW	LOW	MEDIUM
UNLIKELY Rarely happens	LOW	MEDIUM	HIGH
LIKELY Often happens	MEDIUM	HIGH	HIGH
VERY LIKELY Nearly always happens			

Helpful websites www.Girlguiding.org.uk

www.hse.gov.uk