**A picture containing drawing, food

Description automatically generatedReturning to Face-to-Face Activities**

**Covid-Ready Risk Assessment for Residentials**

This risk assessment is for all risks related to Covid-19 and should be completed and used in addition to risk assessments for residential activities being undertaken. It is important that this remains a LIVE document and be updated as necessary.

**Residentials are ONLY permitted if the current Operating Status and specific guidance for your Region permits such activities, see** [**https://boys-brigade.org.uk/coronavirus-update/**](https://boys-brigade.org.uk/coronavirus-update/)**.** This is only a template with common hazards/risks and **MUST** be reviewed and completed locally, to identify all hazards/risks and the control measures which will be put in place to reduce the likelihood of these occurring during residential activities. You should also identify who will be responsible for making sure control measures are in place by putting a name or role into the ‘Leader Responsible’ box for each hazard/risk. Once **ALL** control measures are in place for a specific hazard/risk please put a tick in the box to confirm this.

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| **Company/Battalion/District:** |  | **Age Group/Section:** |  |
| **Venue / Location:** |  | **People at Risk:** |  |

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|  | **Hazard / Risk Identified** What’s the hazard and the risk of harm? | **Control Measures** What measures will you put in place to reduce the hazard/risk identified? | **Control Measures in Place**  **✓** | **Leader Responsible** |
| 1. | **High Risk of Infection spread to attendees should any person(s) who are following relevant government guidance on self-isolation after symptoms/ positive test/contact tracing etc attempt to join in face-to-face activities.** | *Control measures could include:*   * *Communication with parents/carers, young people and leaders in advance of face-to-face activities re-commencing.* * *Those with symptoms and/or positive test, self-isolating asked to not attend face-to-face activities.* * *Participants required to carry out a Covid test (negative result) before going on residential.* |  |  |
| 2. | **High risk posed to Vulnerable persons including young people, leaders, parents/carers who have been advised not to attend face-to-face activities.** | *Control measures could include:*   * *Communication with parents/carers, young people and leaders in advance.* |  |  |
| 3. | **High Risk of infection spread should too many people attend the venue meaning that social/physical distancing cannot be maintained effectively.** | *Control measures could include:*   * *Limited group sizes (based on current guidance)* * *Maximum capacity set for venue (consult with your venue provider)* * *Sole usage of venue or separation from other groups using the venue (based on current guidance)* |  |  |
| 4. | **High Risk of infection spread should small or confined spaces be used meaning that social distancing cannot be maintained effectively.** | *Control measures could include:*   * *Maintain social/physical distancing as required.* * *Reduced occupancy / capacity of small or confined spaces in line with current guidance (i.e. bedrooms and/or tents).* * *Use of outdoor spaces where possible.* |  |  |
| 5. | **Risk of infection spread through poor implementation of current government guidance on social/physical distancing,** | *Control measures could include:*   * *Keeping up to date with guidance issued.* * *Communication with parents/carers, young people and leaders in advance of residential activities.* |  |  |
| 6. | **Risk of infection spread as a result of an individual(s) having symptoms during an activity or testing positive after having attended an activity.** | *Control measures could include:*   * *Action plan in place.* * *Leaders briefed on actions to be taken if activity in progress.* |  |  |
| 7. | **Risk of infection spread due to poor hand hygiene for those attending face-to-face activities.** | *Control measures could include:*   * *Ensuring hand washing facilities or hand sanitiser available as required (i.e. hand sanitiser to be carried by leaders/young people when out and about).* * *All participants to maintain good hand hygiene during residentials particularly when sharing equipment and/or changing activities and/or entering venues.* |  |  |
| 8. | **Risk of infection spread as a result of contaminated /unclean surfaces at venue.** | *Control measures could include:*   * *Ensure enhanced cleaning by venue provider prior to arrival and/or cleaning of venue by leaders beforehand.* * *Regular cleaning of high-contact surfaces/items (i.e. door handles, tables, toilets, etc) during activities.* * *Cleaning materials including appropriate PPE available to leaders with safe storage.* |  |  |
| 9. | **Risk of infection spread through physical contact between persons from different households.** | *Control measures could include:*   * *Programme planned to not include activities which promote physical contact, all activities to be able to maintain current social/physical distancing guidelines.* * *Sole usage of venue or separation from other groups using the venue (based on current guidance).* * *Limited group sizes (based on current guidance)* * *Members of group carrying out a Covid test (negative result) before going on residential.* |  |  |
| 10. | **Risk of infection spread through use of contaminated/unclean activity equipment.** | *Control measures could include:*   * *Cleaning of activity equipment before usage.* * *Cleaning in between usage by different groups or individuals.* * *Assigning specific equipment to individuals and/or small groups.* |  |  |
| 12. | **Risk of infection spread through access to venue or activity area by persons outside of your control (i.e. in a public space).** | *Control measures could include:*   * *Where possible using a venue or activity space which is designated for sole use.* * *Establish boundaries by setting out and briefing all participants.* * *Appropriate leader supervision and knowledge of venue and/or area undertaking activities.* |  |  |
| 13. | **Risk of infection spread through preparation and/or serving of food and drinks.** | *Control measures could include:*   * *Good hand hygiene and other PPE to be worn by those serving/preparing food or drink.* * *All surfaces used to serve/prepare food or drink should be cleaned before usage and at regular intervals.* * *Good hand hygiene by ALL before eating or drinking.* * *Maintaining social/physical distancing as required.* * *Reducing use of shared equipment and/or ensuring all equipment is thoroughly cleaned before use.* |  |  |
| 14. | **Risk of infection spread through sharing overnight accommodation.** | *Control measures could include:*   * *Reduced occupancy / capacity of small or confined spaces in line with current guidance (i.e. bedrooms and/or tents).* * *Increasing ventilation where possible (i.e. opening windows)* * *Maintaining social/physical distancing in shared accommodation.* |  |  |
| 15. | **Risk of infection spread through use of shared bathroom and/or toilet facilities.** | *Control measures could include:*   * *Limited use of shared facilities in line with current guidance (i.e. maximum number at any time based on social/physical distancing and/or other specific guidance).* * *Regular cleaning of facilities.* * *Increasing ventilation where possible (i.e. opening windows).* |  |  |
| 16. | **Risk of infection spread through collection of money or other documents from members or parents/carers.** | *Control measures could include:*   * *Encouraging use of electronic communication and payment.* * *Leaders to be aware of handling items and ensure appropriate PPE and/or hand hygiene.* * *Special Activity Consent Forms to be collected 72 hours+ in advance.* |  |  |
| 17. | **Higher risk of infection spread through inability to maintain social distancing in an Emergency or First Aid Situation.** | *Control measures could include:*   * *For minor injuries the First Aider provides resources and instructions for injured person to administer first aid themselves.* * *PPE equipment (face mask, apron, gloves and hand sanitiser) to be located with First Aid kit to ensure social distancing mitigations where First Aid needs to be administered.* |  |  |
| 18. | **Higher risk of infection spread when using transport to get to and from activities in vehicles due to small and confined spaces.** | *Control measures could include:*   * *Maintaining social/physical distancing in line with current government guidelines.* * *All passengers must wear a face covering as required.* * *Ensure good ventilation of vehicle by opening windows throughout journey.* * *Cleaning of vehicle(s) before and after usage.* * *Hand hygiene on entering and exiting the vehicle.* |  |  |
| **Other Risk Assessments:** In completing this risk assessment you should ensure you have reviewed the risk assessments for any venues and or activity providers being used as part of your residential, and include any additional hazards/risks identified and the control measures to reduce the risks in the above risk assessment. | | | | |
| **Review:** This risk assessment should be **reviewed regularly and when there is any transition between stages/levels** of operating. Any additions/changes to this risk assessment should be recorded in the ‘Update Log’ below. | | | | |

**APPROVAL**

This risk assessment **MUST** be **completed and signed off prior to completing the Residential or Expedition Notification to BB Headquarters**, as BB Headquarters may request a copy of the completed risk assessment. You can complete the residential or expedition notification form by going to [**leaders.boys-brigade.org.uk/onlinenotify.htm**](http://leaders.boys-brigade.org.uk/onlinenotify.htm). A reminder that this risk assessment is only for Covid related risks and a separate risk assessment for the residential and all activities being undertaken MUST also be completed. ALL existing Brigade policies & procedures should continue to be followed.

This risk assessment must be signed off by the following individuals:

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| **Approved by Company Captain** | Name:  Role: Date: | **Approved by Leader-in-Charge of Residential** | Name:  Role: Date: |

Please note: Approval for activities being run by Battalion/Districts should be by a minimum of two Officer Bearers (Secretary, President, Treasurer, Vice-President).

If you have not already completed the **local approval process** for your Company as part of the BB framework for returning to face-to-face activities then this **MUST** also be completed. This includes the ‘Covid-Ready Risk Assessment’ and ‘Company Action Log’. Find out more about the Framework at [**boys-brigade.org.uk/ourframework/**](https://boys-brigade.org.uk/ourframework/)

**UPDATE LOG**Once approved, all updates to this risk assessment **MUST** be detailed below:

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| --- | --- | --- | --- |
|  | **Changes (provide details of any changes made)** | **Date Changed** | **Changed By** |
| 1. |  |  |  |
| 2. |  |  |  |
| 3. |  |  |  |

**REVIEW LIST**

All leaders involved in running activities should be listed below and **MUST** review this risk assessment once approved.

All future updates **MUST** also be shared with all leaders on the review list below.

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| **Name** | **Role** | **Date Reviewed** |
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