



Checklist and risk assessment form

Checklist for planning to reopen a property owned by Girlguiding with Covid-19 considerations

If you manage a freehold or leasehold property, going through this checklist will help you reopen safely.

You need to:

- Complete this checklist
- Check official advice for your local area before planning to reopen and completing the risk assessment
- Complete the risk assessment template and update regularly as requirements change
- Share both documents with other staff, volunteers and hirers

You do not need to have your risk assessment signed off by anyone else, it is the responsibility of the property management committee.

Task	Done
Check up-to-date local government guidance on Covid-19 safety measures and restrictions. Make sure it is safe for you to reopen. Within your team, check that you can carry out the checklist and risk assessment. If this is not possible, then do not reopen your building.	✓
Contact the property's buildings and contents insurers, let them know that you plan to reopen, and when, and find out if they have any requirements. See also	✓
Carry out a Covid-19 risk assessment, involving any employees or committee members, if you have them. Our risk assessment template is pre-filled with some suggestions and will help you make sure all areas are covered.	✓
Cleaning	
Organise extra cleaning before you reopen. Consider arrangements for moving, storing and cleaning equipment. The property needs thorough cleaning before it reopens, and you'll need to plan the future cleaning arrangements. Ordinary household products can be used, PPE should be worn and hands washed thoroughly.	✓
Discuss with your caretaker/cleaner/contractor any changes in work patterns needed to make sure the space meets the Covid-19 Secure guidelines. HSE provides a leaflet of things to discuss with an employee. Agree any changes in writing with cleaners/employees.	✓
Ensure the caretaker/cleaner has appropriate PPE. Ordinary overalls and plastic gloves are usually sufficient. The overalls should be taken off when leaving and washed. A set of disposable PPE is also needed in case decontamination is required. Hirers should use their own equipment, but an employee should be provided with the necessary equipment.	✓
Property maintenance	
Flush through the water system, five minutes for each tap or shower head, to remove any risk of legionella or other bacterial build up and ensure U bends are full. Keep clear of spray (place showerheads in a container of water while flushing to avoid spray) and wipe up afterwards with household disinfectant. Check hot water system is set at a minimum 50C.	✓
Carry out the routine health and safety risk assessment of the whole premises. Check the electrical inspection (required every 5 years) and PAT testing are up to date and visually check leads. Ensure any fridge or freezer is working at correct temperature, and check the heating and hot water system are working. Check internet is working. Cut grass. Inspect trees on the property. Check perimeter fencing and security. Identify and address anything that needs attention, for example, replace broken light bulbs and remove trip hazards. See also	✓
Check first aid kit if on site, ensure all equipment is included and in date.	✓
Ensure the Fire Safety Risk Assessment and routine fire safety checks are up to date. For example, fire exit doors are clear, not sticking, fire extinguishers have been serviced, emergency lighting system and any alarm system are working. If you have automatic fire response, notify your provider of the date that the building will be re-opened. See also	✓
Ensure that the gas or heating oil/LPG supplies are turned back on and tested as appropriate. See also	✓

Preparing the property	
Provide hand washing and drying facilities: Hand sanitiser needs to be provided at entrance and exit routes. Tissues, soap, toilet rolls, paper towels or hand driers and cleaning products, including disposable cloths or paper roll, should be provided.	✓
Consider 'Engaged/Vacant' signage at the entrance to toilets to limit the number of people in these areas at any one time. Think about similar signage if you have other "pinch points". Clean any signs if they are regularly touched.	✓
Provide signage: Display at the entrances a notice showing you comply with Covid-19 Secure guidelines and a sign saying people must not enter if they have symptoms.	✓
The PHE posters encouraging frequent, good handwashing techniques and hygiene 'Catch It, Bin It, Kill It' available on the HSE and PHE websites should be displayed.	✓
Think about social distancing arrangements in corridors and at the entrance and exits. Consider using tape to mark out a 2m distance outside and inside the entrance, and outside fire exits, to encourage people to wait their turn to enter and exit the property.	✓
Prepare Covid-19 hire conditions and instruct booking secretary as to any changes in the property's hire policy during re-opening. This could include information on which bookings can be accepted, any changes to charges, and to provide hirers with a copy of the Covid-19 Secure poster. Allow appropriate time between bookings for cleaning. This might mean taking less bookings than usual. See also	✓
Identify designated space for someone with suspected Covid-19.	✓
Consider marketing and communications. Put your updated information on your website, including special conditions of hire. Advertise availability as appropriate. Ensure any answerphone message is up to date.	✓
Review your budget forecast for 2020-21.	✓
Working with hirers	
Share all information above with anyone planning to use the building or site, run through the checklist and make sure they know about any changes to the building and the steps you've taken to ensure safe maintenance.	✓
For a one off or casual hire, a specific risk assessment should be completed by the management committee and the hirer.	✓
Long term hirers and third party contractors must complete risk assessments for their activity and have given you a copy for review and approval.	✓
Make sure hirers understand their role in cleaning and disposing of waste and laundry in a secure way after use. And they understand the expectations of how they should use the property safely.	✓
Tell hirers to collect contact details of all those who enter the building, so if needed, contact tracing can be done.	✓

Risk assessment: Property

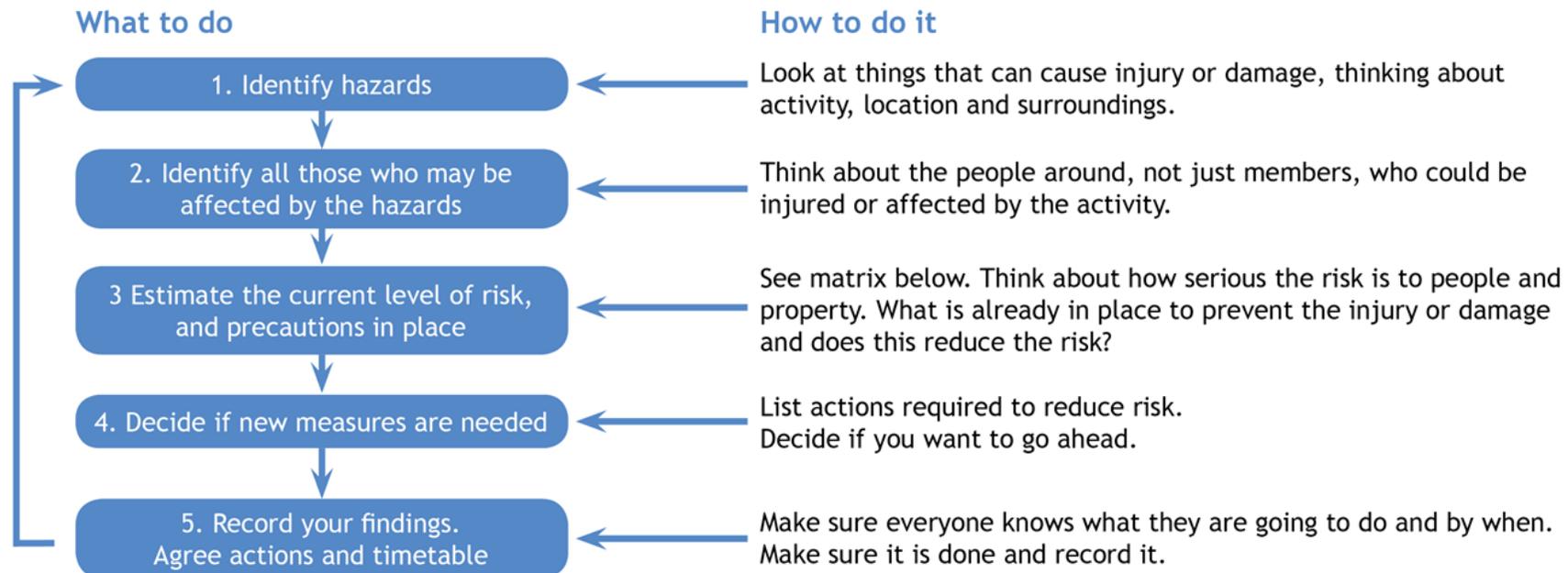
Including coronavirus considerations

Using this template, you should risk assess activities related to using a Girlguiding property (building or site) in line with Girlguiding' Risk Assessment Policy. Using the information on the website and this cover page, you should be able to identify effective risk management strategies and tasks to ensure that activities run safely and effectively.

For more information or support with risk assessments, please speak to your local commissioner.

- **Hazards** are anything that has the potential to cause harm (e.g. cars, trip hazards, exposed electrical wires, theft, etc.).
- **Risk** is the likelihood of something happening, combined with the severity of the harm that could be caused by one or more hazards

Risk management is a dynamic cycle that needs to be repeated in order to effectively manage risk. The frequency of reassessment will depend on activity, and new risks could occur that have not previously been assessed. In this instance, a dynamic risk assessment is required.



Severity Likelihood	Slight harm (Superficial injuries, minor cuts and bruises)	Harmful (Minor fractures, ill health leading to minor disability)	Extremely harmful (Multiple injuries, major fractures, fatalities)
Unlikely (Rarely happens)	Low risk	Low risk	Medium risk
Likely (Often happens)	Low risk	Medium risk	High risk
Very likely (Nearly always happens)	Medium risk	High risk	High risk

Property information:

Name of property/site:	Topstones County Campsite	Date risk assesment completed:	17/04/2021
Decision: once all the actions are carried out can you eliminate or safely manage the risk of harm to ensure you can safely go ahead with reopening the property (i.e. have degree of challenge, harm and risk whilst being confident the control measures in place will keep girls safe)		Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
Risk assessment completed by:	Sam Harrold		
Has the risk assessment been shared with all relevant committee members, staff and volunteers who will be responsible for ensuring safe practice?		Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
Risk assessment due for review (review in line with government guidelines and local restrictions):	Date:	21/06/2021	

Hazards What could cause harm or damage?	Who or what is at risk of being affected and how?	What are you already doing? How have you reduced the risk already?	Likelihood of risk occurring (L/M/H)	Severity of risk (L/M/H)	Are further controls necessary? What else needs to happen to reduce the risk to an acceptable level?	Action by: name/date
<p>Long term closure means that systems may not have been working for an extended period. This could mean that statutory compliance has not been maintained.</p>	<p>All users - may become ill or be put at greater risk because systems are not working correctly.</p>	<p>Topstones Committee have completed the checklist for reopening, including: Making sure that all systems have been checked. Fire Extinguishers & emergency lighting have been checked. A thorough clean has taken place. Water has been run through as required.</p>	<p>Low</p>	<p>High</p>	<p>Users are requested to report any issues they find to the Booking Secretary, Pam Gilbert.</p> <p>Tuesday working group check property weekly.</p>	<p>Tuesday working group</p>
<p>Coronavirus infection risks below are in consideration of this risk and reducing it to an acceptable level.</p>	<p>All people using the facility from spread of virus through close contact.</p>	<p>The premises and land are only available for use when the government / local authority has not imposed a lockdown in the area.</p>	<p>Low</p>	<p>High</p>	<p>Bookings Secretary, Pam Gilbert will cancel bookings if local restrictions are imposed. Cancellation policy in place</p>	<p>Booking secretary / Girlguiding Leicestershire</p>
<p>Staff, volunteers, contractors and users.</p>	<p>All could be at risk of exposure to virus through their roles, likely to include those carrying out cleaning, caretaking or maintenance.</p>	<p>Anyone who is at high risk / vulnerable should consider whether they need to attend the venue at this current time. There is no expectation from Girlguiding to attend.</p> <p>No one should attend if anyone in their household, is experiencing symptoms of COVID-19, or is in a school bubble that has closed, or has returned from abroad and is required to quarantine.</p> <p>QR code poster at entrance for track & trace purposes</p>	<p>Low</p>	<p>High</p>	<p>Request RA and procedure for Covid-19 from contractors and review them.</p> <p>Cleaning (as detailed in this document) is the responsibility of users and will be checked weekly by the working group. When cleaning, it is recommended that appropriate PPE is worn (eg gloves, apron and mask)</p> <p>Masks should be worn by all persons indoors who are Guide age or older. Those excluded for health reasons should make the person in charge aware.</p>	<p>Topstones Committee</p>

Hazards What could cause harm or damage?	Who or what is at risk of being affected and how?	What are you already doing? How have you reduced the risk already?	Likelihood of risk occurring (L/M/H)	Severity of risk (L/M/H)	Are further controls necessary? What else needs to happen to reduce the risk to an acceptable level?	Action by: name/date
All areas.	Potential for cross contamination and passing infection, between users.	Every user is required to complete all cleaning that is required, at the start and end of use. This must include: door handles, light switches, tables, chairs and all other equipment used and surfaces that have been touched.	Low	High	Hand sanitiser is available Cleaning materials are supplied in the toilet blocks. All other cleaning materials to be supplied by the users. Aprons, gloves and masks to be worn whilst cleaning.	
Entrances and corridors.	Capacity for social distancing is reduced thereby increasing the risk to all users.	<p>The number of users meeting at the venue at the same time is limited. Hirers to be clear numbers attending when booking.</p> <p>If multiple hirers wish to use the venue on the same night, their arrival and departure times will be specified on the booking form and checked to ensure they do not clash by booking secretary Field location will be specified when booking accepted.</p> <p>On arrival & departure, a leader must ensure everyone sanitises their hands. Users to ensure they have hand sanitiser available and encourage everyone to regularly reapply and always clean hands before and after any contact.</p> <p>Leaders to put a one-way system in place if necessary - use one door for entrance and one for exit.</p>	Low	High	<p>The Booking Secretary, Pam Gilbert will monitor the number of bookings to ensure numbers are not exceeded.</p> <p>Booking confirmation forms to specify arrival and departure times.</p> <p>QR code poster at entrance for track & trace purposes.</p> <p>Hirers required to clean all areas thoroughly when leaving and empty all bins.</p> <p>Rubbish must be taken away or placed in bins in the car park by the hirer.</p>	Topstones Committee

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Car parks/paths/ exterior areas.	Start and end of meetings creates risk of breaching social distancing guidelines for property users and those dropping off or picking up users.	Leaders need to agree a drop off and collection procedure to maintain social distancing. Leaders to make sure that parents/carers are told in advance about the drop off/pick up plans that have been put in place.	Low	High	Leaders to encourage those picking up and dropping off from cars to remain in their cars. Hirers to try to limit drop off and pick up to one parent/carer/adult. All drivers and other people not part of the event should remain in their vehicles in the car park. Make sure that there is a suitable gap between different hirers entering and exiting the site, to ensure there can be no cross-over between groups.	Hirer
Chalet Main room/meeting space.	Capacity for social distancing is reduced thereby increasing the risk to all users.	Numbers attending are limited by government rules - users to check relevant government guidance for the local area. Social distance guidance to be observed by hirers in arranging their activities. Masks worn by Guide age and above.	Low	High	All tables, chairs and equipment used by hirers must be sanitised and replaced in its original location before leaving the building. All door handles and light switches sanitised. All rubbish bagged and removed from building	Hirer
Activity Room Bedroom	Capacity for social distancing is reduced thereby increasing the risk to all users.	The bedroom is not to be used. Please do not enter this area. Activity room can be used for the isolation of an ill person who is awaiting collection.	Low	High	If the rooms are used, the chairs, door handles and light switch must be thoroughly sanitised.	Hirer

Hazards What could cause harm or damage?	Who or what is at risk of being affected and how?	What are you already doing? How have you reduced the risk already?	Likelihood of risk occurring (L/M/H)	Severity of risk (L/M/H)	Are further controls necessary? What else needs to happen to reduce the risk to an acceptable level?	Action by: name/date
Kitchen.	Capacity for social distancing is reduced thereby increasing the risk to all users.	<p>The kitchen is not in use as Girlguiding is not encouraging food activities currently.</p> <p>Hirers to encourage their participants to bring their own food and drink.</p> <p>Hirers may use the sinks to clean up. Please bring your own tea towels and cloths.</p> <p>Please sanitise all areas that have been touched.</p>	Low	High	<p>Cleaning materials to be supplied by the hirer.</p> <p>All rubbish to be removed from building</p> <p>All door handles, light switches and the cupboard door must be sanitised before leaving.</p>	Hirer
Use of shared resources.	Leads to risk of increased transmission to all person's present.	<p>There is a limited number of games equipment that can be used by hirers. Hirers should sanitise these before and after use.</p> <p>Ensure thorough cleaning between different groups if areas and resources are shared.</p> <p>Various areas are out of use to avoid use by hirers - eg bedroom, kitchen cupboards, some toilets, etc. Users are asked to avoid entering these areas.</p>	Low	High	<p>Hirers are encouraged to bring their own equipment.</p> <p>Ensure all personal items, coats, bags etc are stored in a designated area not touching.</p> <p>All areas should be cleaned after use - tables, chairs, door handles and light switches.</p> <p>Topstones Committee will carry out a visual inspection of the premises weekly Hirer will be contacted if the premises is found to be unsatisfactory.</p>	Hirer / Topstones Committee

Hazards What could cause harm or damage?	Who or what is at risk of being affected and how?	What are you already doing? How have you reduced the risk already?	Likelihood of risk occurring (L/M/H)	Severity of risk (L/M/H)	Are further controls necessary? What else needs to happen to reduce the risk to an acceptable level?	Action by: name/date
Toilets.	Social distancing difficult. Risk of increased transmission to all person's present.	Hirer to control access to toilets with particular attention to more vulnerable users. Only one person at a time to be permitted to use the bathroom. Leaders should ensure that the person sanitises their hands before leaving the area they are in and sanitises their hands upon return to the group. Signs on toilets out of use If multiple groups using site, identify specific toilets for each group.	Low	High	Leaders to ensure that anyone who uses the bathroom sanitises their hands before leaving the group and upon return. Hirer to clean all touchpoints (basins and other surfaces, toilet pans/seats/flush, door handles, light switches) before and after use by their group. Cleaning materials are provided for the bathroom and some toilets are closed to prevent use.	
Poor respiratory hygiene or poor handwashing hygiene on the part of meeting attendees.	Risk of increased transmission to all person's present.	Clear signage that reinforces cleaning and hygiene routine in line with Covid-19 Secure guidelines. Users to minimise contact with individuals who are unwell. 'Wash your hands' signs in bathroom. Catch it, kill it, bin it posters on display. Avoid touching mouth, eyes and nose. Dispose of tissues in a bin. Ensure regular cleaning of surfaces that are touched frequently. Maintain social distance where possible. All doors are capable of being opened for ventilation during meetings.	Low	High	Relevant posters displayed around the building. Unwell visitors to be isolated using the small room. (see below) Encourage all to bring their own tissues and provide spare tissues. Ensure that all used tissues are thrown away into a bin or disposable rubbish bag, then hands are washed or sanitised.	

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Someone becomes ill during the course of a meeting, or afterwards.	Risk of increased transmission to all person's present.	<p>The activity room is a designated safe area that should be used if someone becomes ill.</p> <p>Users must ensure cleaning arrangements are implemented after the room is used.</p>	Low	High	<p>Leaders should bring with them their own first aid kit and PPE.</p> <p>If this has been forgotten, there is a very limited supply of PPE with the onsite first aid kit. If it is used, please arrange to purchase/ pay for replacements.</p> <p>Users should inform their local Commissioner and the Bookings Secretary Pam Gilbert, if someone becomes unwell.</p>	
Property users do not adhere to guidelines.	Risk of increased transmission to all person's present.	<p>The property risk assessment is shared with the hirers in advance and is on the Topstones website.</p> <p>Users are expected to have completed the appropriate risk assessments for their group and activities and obtained the appropriate permissions from their local commissioner.</p> <p>No one should attend if anyone in their household, is experiencing symptoms of COVID-19, or is in a school bubble that has closed, or has returned from abroad and is required to quarantine, etc.</p>	Low	High	<p>Clear instructions about cleaning responsibilities, maintaining social distancing, maximum attendance numbers, disposal of rubbish and appropriate activities are provided to hirers.</p> <p>Users should refuse access to anyone who appears visually unwell when they arrive onsite.</p> <p>Topstones Committee will carry out a visual inspection of the premises weekly. Hirer will be contacted if the premises is found to be unsatisfactory.</p>	

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From members of the public	Girlguiding members, parents and general public	Topstones is private property and only accessed by groups who have booked to use the site or building. Public footpaths run across the field. COVID Socially Distancing signs placed at access points.	Low	High	Members of the public are not permitted on site, except to provide transport for an approved event. Leaders are asked to arrive before girls to ensure parents know not to leave their vehicles. Leaders should ask any members of the public they encounter to stick to the footpath and maintain social distancing.	
Fire Evacuation from the building	All persons present from spread of virus	Leaders to safely exit the premises with all participants through any fire exit deemed appropriate, maintaining social distancing if possible. On re-entry to the building, all fire doors to be wiped clean and closed.	Low	High	Leaders to agree an emergency signal with their members, should they need to evacuate and familiarise themselves with the meeting point (by flag pole) Smoke detectors are fitted in the premises.	

This document should be signed-off by the commissioner who supports your unit. Commissioner's signature: *Sam Harrold*