

Log Cabin	COVID-19 Risk Assessment for re-opening the Log Cabin – July 2020		
Assessment Date	31-Aug-2020	Assessor	Giles Gooding

The Log Cabin is first a Scout Hut for use by young people aged 5 to 17 and their adult leaders. It is also a community space available to hire regularly by community groups and adhoc hire for children’s parties and other family celebrations.

The following organisations currently use the Log Cabin

- 1) 11th Winchester Scout Group
- 2) Winchester Explorers Trident and Excalibur
- 3) Toast & Tea, Pre and post school childcare/holiday clubs
- 4) Adult Fitness/Pilates groups
- 5) Adhoc community bookings for younger children’s parties

The site comprises the Log Cabin, The Store building (For scouts use only) and a large garden area.

The Store building is out of bounds and only accessible with permission from the GSL.

This Risk assessment will be for the general use of the Log Cabin by people of all ages. It will not cover any particular activities. These will be done as necessary by individual organisers. All users are required to read and abide by this risk assessment.

The potential mitigations are in three categories colour coded as follows:

Red – **Actions based on Government advice (i.e. should be considered mandatory)**

Orange – **Actions that are strongly recommended**

Green – **Actions that you might like to consider**

Area or People at Risk	Risk identified	Actions to take to mitigate risk	Notes
All users	Infection from people to people.	All users must adhere to current Government guidelines for size and mix of groups of people allowed to meet both inside and outside	Current capacity of the Log Cabin Indoors is 23 people Outdoors is 30 people
All users	Cleaning surfaces infected by people carrying the virus. Disposing of rubbish containing tissues and cleaning cloths.	Stay at home guidance if unwell at entrance and in Main Hall. Cleaning equipment provided Cleaners provide their own PPE Advised to wash clothes after cleaning duties	Clean surfaces before activity and after. Focus on surfaces you want to use including switches, door handles and toilet handle/press. Deep cleaning will be done by the cleaners
All users	Vulnerable people	Anyone in the vulnerable category is advised not to organise or attend events at the Log Cabin	Invite volunteers to talk to GSL if have concerns about returning to work
Cleaners	Deep cleaning premises if someone falls ill with CV-19 on the premises.	Cleaners are notified of any known positive tests so they can take extra necessary precautions and arrange a deep clean.	All users of the Log Cabin from previous 48 hours will need to be warned immediately if someone develops symptoms. Test & Trace will contact users if tests are positive for COVID-19. All users are obliged to provide contact details to Test & Trace of

			attendees.
Car Park	Social distancing is not observed as people congregate before entering premises or when waiting to pick up children. Parking area is too congested to allow social distancing.	Mark out 2metre waiting area along disabled ramp to encourage care when queueing to enter.	Transitory lapses in social distancing in outside areas are less risky, the main risk is likely to be where people congregate or for vulnerable people. Children are the responsibility of parents or guardians until they enter the Log Cabin
Bin Store	Potential for transmission via bin bags and bin	Organisers to take all rubbish home with them Bin bags provided	
Entrance	Possible "pinch point" where risk is social distancing is not observed in a confined area. Door handles, light switches in frequent use.	Organisers are required to clean door handles and light switches at beginning and end of session. Cleaning materials to be provided Hand sanitiser to be provided Encourage attendees to move straight through to main hall and sanitise hands on arrival. Encourage parents or guardians to remain outside	Levels of hand sanitiser need to be checked and refilled every 48 hours Levels of cleaning materials need to be checked and restocked weekly

		<p>when dropping off older children. For younger children, create two way system when dropping off so parents or guardians enter via main entrance and can exit through garden.</p>	
Toilets	<p>Possible "pinch point" where risk is social distancing is not observed in a confined area.</p> <p>The Log Cabin has four cubicles comprising three toilets and one urinal all accessed by the same entrance.</p> <p>Surfaces in frequent use = door handles, light switches, basins, toilet handles, seats etc. Baby changing surfaces.</p>	<p>Organisers are required to clean door handles, light switches and toilet handles/button presses at beginning and end of session.</p> <p>Cleaning materials to be provided</p> <p>Hand sanitiser to be provided</p> <p>Maximum three people using the toilets at a time. Young people should routinely ask to go to the toilet so adults can monitor and limit</p> <p>Paper towels to be used to dry your hands</p>	<p>Levels of hand sanitiser need to be checked and refilled every 48 hours</p> <p>Levels of cleaning materials need to be checked and restocked weekly</p> <p>Posters encouraging washing your hands properly</p> <p>Provide bin in toilet area specifically for used paper towels</p>

<p>Kitchen and Kitchen hatch</p>	<p>Possible "pinch point" where risk is social distancing is not observed in a confined area.</p> <p>Working surfaces, sinks, cupboard/drawer handles. Fridge/freezer Crockery/cutlery Kettle/hot water boiler</p>	<p>Organisers are asked to control numbers using kitchen so as to ensure social distancing, especially for those over 70.</p> <p>Organisers to clean all areas likely to be used before use</p> <p>Wash, dry and stow crockery and cutlery after use.</p> <p>Cleaning materials to be provided</p> <p>Hand sanitiser to be provided</p> <p>The kitchen hatch should only be used by organisers only distributing food/drink.</p> <p>Hands to be washed prior to handling plates/food</p>	<p>Levels of hand sanitiser need to be checked and refilled every 48 hours</p> <p>Levels of cleaning materials need to be checked and restocked weekly</p>
<p>Main Hall</p>	<p>Door handles, light/heat switches, window catches, tables, benches, chair backs and arms.</p> <p>Social distancing to be observed during activities in the main hall</p> <p>Activities that cause people to</p>	<p>Organisers are required to clean door handles, light/heat switches, window catches, tables, benches and chairs at beginning and end of session.</p> <p>Organisers to bring own tea towels.</p>	<p>Levels of cleaning materials need to be checked and restocked weekly</p> <p>Regular air flow will reduce the risk of transmission in an indoor setting</p>

	<p>expel air more often or deeply such as athletic activities, shouting and singing.</p>	<p>Cleaning materials to be provided</p> <p>Social distancing guidance to be observed by organisers in arranging their activities.</p> <p>Attendees encouraged to wash hands regularly</p> <p>Recommend Garden door and windows to be kept open to increase air flow</p> <p>Recommend non athletic indoor activities and no singing</p> <p>Recommend face coverings when social distancing becomes difficult to manage</p>	
Scout Store Room	<p>Social distancing more difficult Door handles in use. Equipment needing to be moved not normally in use</p>	<p>Organiser to control accessing and stowing equipment to encourage social distancing</p>	<p>Poster saying room closed to general users</p>

Wet Room	Social distancing more difficult Door handles in use. Cleaning equipment stored away	Organiser to control accessing the cleaning equipment	Poster saying room closed to general users
Garden	Social distancing easier is garden	Organiser to ensure Government guidelines on groups meeting are followed	Transitory lapses in social distancing in outside areas are less risky.



Surface cleaner
Hand soap
Washing up liquid
Paper towels
Cleaning cloths