

Keeping our buildings safe and secure.

**Guidance for the maintenance of
Scout premises**

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Welcome

If you're in doubt about any of this guidance, please seek the advice of a professional. Guidance is also available [here](#)

Background

Scout premises need to be safe and ready for when face-to-face activities can restart. We've developed some guidance to help those responsible for properties to decide how best to maintain and prepare their buildings and equipment for use.

Who's responsible for this?

In most cases the responsibility of the premises will sit with the Trustees (Executive Committee), although often the practical management itself is delegated. In this case, the Trustees need to oversee the agreed maintenance along with the relevant Commissioner (for example District Commissioner for Group and District owned properties) who has responsibility for the volunteers who will be involved in undertaking the tasks.

The responsible Trustees and Commissioner will need to satisfy themselves that any maintenance activity can be undertaken safely and in line with the current government advice and guidance. This must be documented in a risk assessment (or multiple risk assessments) and the decisions documented. The risk assessment may be supported by a set of procedures which will show volunteers and staff what and how they are to do the tasks required.

Things to consider

As a premises owner/manager, there'll be a number of questions to ask as part of their risk assessment:

- Is the property in a safe state and is it secure?
- Does the property meet any regulatory requirements for safety?
- Is there any maintenance required to ensure it is safe for users?
- Is there any maintenance required to prevent deterioration?
- Are there any tasks which can be done safely and in line with the government guidance, given that the property is currently not in frequent use?
- Is there other equipment which is in need of maintenance?

When working through these questions you'll need to think about who will complete the tasks, how will they be done, and when will they be done. Each of these questions will require you to think through the implementation of the government advice on social distancing and limiting the spread of COVID-19. Maintenance must not be undertaken by those deemed high risk, with underlying medical conditions or those who have been in contact with COVID-19 within the timeframes for isolation stipulated by the government.

Checklist

We've provided a [handy checklist](#) to cover some specific things which you'll need to ensure are checked and safe before the property is used. You'll need to work through how, when and who does these tasks. In addition you'll need to consider specifics relating to COVID-19, this will include the following:

- Social distancing
 - How will this work on your property?
 - What's the maximum number of people you can have on the property at one time (remembering the current government advice on limits of social interaction)?
 - Can people work at different times and in different locations?
 - What's your plan to support lone working?
 - Can doors be propped open (taking into account fire safety and security) to reduce contact?
 - Do you have separate entrances which can be used?
 - Do you have sufficient space to operate a one-way system?
 - Do you need to recommend staggering of arrival and departure times to limit contact?
 - What system is in place to approve people to undertake visits to the premises?
 - What briefing and signage is required to support this?
 - Where tasks require people to be less than 2m apart, first consider if this is essential work, if so then how can risk be reduced? Are people who live in the same household able to undertake the work, can this be done by a contractor, is there another way of doing the task?
- Cleaning
 - What items are regularly touched and how will they be cleaned (door handles, light switches, tables, entry points)?
 - What can be done to reduce the need for cleaning?
 - What cleaning regime will be implemented? General cleaning advice from the government can be found [here](#).
 - Who will do the cleaning? Consider clean as you go as well as regular deep cleans, a combination of both will probably be best suited.
 - What briefing and signage is required to support this?
- Handwashing
 - Are you able to provide handwashing for users? Where this is not available is hand sanitiser available?
 - Are paper towels provided for drying hands? This is much better than hand driers which should not be used at the current time.
 - Is this readily available upon arrival and departure from the building?
 - Have you displayed handwashing posters in appropriate locations
- Welfare facilities
 - Do you have sufficient toilets to allow for social distancing? If not, how will you limit contact?
 - Will kitchen facilities be available? First consider alternatives which remove the need for using this type of facility, if an alternative is not practical then consider how you will reduce contact.
 - Do you need to change common systems, like people making drinks for others?
- Personal protective equipment (PPE)
 - Although face coverings are not a replacement for good hygiene, where people are in enclosed spaces with others they may be a tool to help reduce the spread of COVID-19, consider: how could this apply to your setting?
 - Are gloves or other items of PPE required in your setting?
 - How will PPE be acquired (not putting pressure on resources required for essential services), monitored, distributed and disposed of safely?

You'll also need to be clear on what to do if someone displays symptoms while at your premises, or after they have visited, and then follow government guidance.