

Covid-19 restarting face to face Scouting risk assessment

Name of Section or Activity	Great Amwell Scout Group – Beavers, Cubs, Scouts & Young Leaders	Date of risk assessment	17/08/2020	Name of who undertook this risk assessment	Allison Lohead, Wendy Devonshire-Helps, Colin Haywood, John Cousins, Richard Clayden	COVID-19 readiness level transition	Red to Amber
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Hazard Identified? / Risks from it?	Who is at risk?	How are the risks already controlled? What extra controls are needed?	What has changed that needs to be thought about and controlled?
Maintaining social distance at drop off and pick up: higher risk of infection spread if social distancing not maintained.	Young People/Leaders	Controls would include: clear expectations with all involved, stagger arrival and pick up times. <ul style="list-style-type: none"> Brief parents/carers of procedures before evening activity YP to be dropped off in car park with clear guidance on where the parent drops off and picks up using social distancing If more than one group staggered start and end times to maintain separation of groups 	
Maintaining social distance during meetings/activities: higher risk of infection spread if social distancing not maintained.	Young people/Leaders	[Define expectations for social distancing, use of PPE if appropriate etc.] <ul style="list-style-type: none"> Brief YP/Leaders of procedures before evening activity. 	
Maintaining minimal usage of doors at HQ. Higher risk of infection spread if too many people are touching door handles	Young people/Leaders	Controls will include a leader to be in charge of opening all doors at HQ to ensure no one will be required to touch door handles. <ul style="list-style-type: none"> All door handles will be cleaned with wipes/spray before and after any hall usage Hand sanitiser will be provided by entrance and exits 	
Unsafe Behaviour	Young People	Controls will include: <ul style="list-style-type: none"> At the beginning of the session all members will be reminded of the code of conduct and how to behave 	

Additional information can be found in the [Safety Checklist for Leaders](https://scouts.org.uk/safety) and other information at scouts.org.uk/safety

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		<ul style="list-style-type: none"> Any young person who is not able to follow this code will be asked to be collected by their parents with an explanation as to why we having to take these steps. 	
Maintaining minimal usage of games/equipment cupboard	Leaders	Controls will include: <ul style="list-style-type: none"> One leader to open the cupboard and be responsible for distributing of all equipment for the evening's activities. Before and after any equipment has been handled the leader will be required to sanitise their hands. Only one leader to use the cupboard at anyone time – signage to be placed on door 	
Hygiene of toilets: higher risk of infection spread if hygiene not carried out. Restricted access through front entrance only: <i>higher risk of contaminating building if thoroughfare opened up</i>	Young People/Leaders	Controls will include: <ul style="list-style-type: none"> Toilet facilities cleaned before and after sessions Cleaning equipment available to all with safe storage. Hand washing posters displayed Only one person to use toilet facilities at anyone time (Girls/Boys/Disabled) – signage to clearly display Young person to hand sanitise on way to toilets Cleaning on a daily basis when in use with cleaner that kills virus Soap to be replenished on a daily basis by cleaner 	
Hygiene of Kitchen: higher risk of infection spread if hygiene not carried out.	Leaders	Controls will include: <ul style="list-style-type: none"> Door to be kept open by leader Only leaders will be allowed to use this facility All Young People will be asked to bring their own water bottles to the evening's activities 	

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		<ul style="list-style-type: none"> Surfaces cleaned before and after use Hand washing poster displayed No more than one person to use facility at any one time – Signage to be placed on door Cleaning on a daily basis when in use, with products that kill virus 	
Hygiene of Office: higher risk of infection spread if hygiene not carried out and social distancing not adhered to	Leaders	Controls will include: <ul style="list-style-type: none"> Minimal use of room Door to be kept open when session is in use Table surface to be cleaned before and after use Space will only be used by leaders No more than 4 leaders to use the space ensuring government social distancing is complied with – signage to be placed on door 	
Maintaining social distance during meeting: higher risk of infection spread if social distancing not maintained.	Young People/Leaders	Controls could include: <ul style="list-style-type: none"> limit group sizes: Beavers 1:6, Cubs 1:8, Scouts 1: 12, no more than 15 people in total with a minimum of 3 leaders Where group sizes exceed 15 the groups will be run at least 25metres apart with staggered start and end times Discuss with the young people how the sessions will work and what is expected of them with regards to government social distancing Activities can be run in small groups to ensure government social distancing Pre-plan the groups and where they will work from All activities will use the government social distancing measurement 	
Hygiene of people: higher risk of infection spread if proper hand washing not carried out.	Young people/Leaders	Controls will include: <ul style="list-style-type: none"> Clear expectations with all involved 	

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		<ul style="list-style-type: none"> Clear guidance given to all young people on how to wash hands properly. Clear guidance on how to dry hands properly Provide hand sanitiser/ hand washing for members on arrival, departure and during as required. Leaders will be supplied with personal handsanitiser that can be attached to their uniform to be used only by them at anytime throughout their session 	
Hygiene of activity equipment: Higher risk of infection spread if hygiene not carried out.	Young people/Leaders	Controls will include: <ul style="list-style-type: none"> cleaning of activity equipment where practicle or leave out of use for 3 days before next use (non-sanitised equipment in storage must be labelled with date of last use) Designing programme around the use of minimal equipment E-mailing parents/carers a kit list to bring to each session Hand sanitiser will not be used if the activity includes lighting a fire 	
Use of outdoor spaces: un-even ground, access to space less controlled, cannot be cleaned. Use of Presdale Woods	Young People/Leaders	Controls will include: <ul style="list-style-type: none"> choice of location appropriate to activity briefing to leaders and young people on boundries checks on the location ahead of use by leaders hand washing for all participants where necessary Social distancing rules will be adhered to Avoid touching surfaces where possible such as gates 	
First Aid higher risk of hygiene and not being able to maintain social distancing	Young People/Leaders	Controls will include: <ul style="list-style-type: none"> Be aware of risks to yourself & others 	

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		<ul style="list-style-type: none"> • Try to get casualty to self-administer first aid whilst socially distanced (with direction from first aider) if practicable NB self-administration is unlikely to be feasible for the younger age groups. • Keep safe by using PPE, mask, apron & gloves all provided • Dispose of all waste safely • Ensure hands are washed before and after treatment • Sanitize work surface(s) used • Accident book is written in and all details recorded • Speak to parents /carers maintaining government social distance on steps taken to deal with first aid situation 	
Visitors & Parent helpers	Young people/leaders & Visiotsrs	Controls will include: <ul style="list-style-type: none"> • Keeping a log of any other adult on OSM if they have assisted at a session to ensure that they can be informed if there has been a COVID case. • Ensuring any extra person has the appropriate checks where necessary 	
Anyone experiencing COVID symptoms	Young People & leaders	<ul style="list-style-type: none"> • Parents/carers reminded to keep young people at home if they present COVID-19 symptoms (high temperature, continuous cough, changed sense of smell/taste). • Young people presenting symptoms during the section meeting are separated from the group. A leader will contact their parent/carer to arrange collection. • Section leader to inform GSL of incident. 	
Bad weather	Young people & leaders	Controls will include: <ul style="list-style-type: none"> • Assessing the weather an hour before the session • If weather conditions are too bad where the evenings activities would not be safe to be carried out an e-mail will be sent to parents explaining the cancellation of the meeting 	

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		<ul style="list-style-type: none"> Possibly an alternative Zoom session may be appropriate 	
Cleaning of HQ	Cleaner & Leaders	Controls will include: <ul style="list-style-type: none"> Cleaning on a daily basis when the HQ is in use E-mail sent to cleaner advising of areas to concentrate on Keep the soap dispensers & sanitiser units filled on a daily basis Suitable products to be purchased from a supermarket that display contents on the bottle 	
Alcohol-based hand sanitiser - risk of poisoning or fire	Young people, adult volunteers	<ul style="list-style-type: none"> Supervision of young people when using hand sanitiser. Safe storage of products away from young people and sources of heat/ignition. Do not store unnecessarily large volumes of hand sanitiser in the Scout HQ. 	
<p>Review: This risk assessment is for a section to move from one COVID Readiness alert level to the next, an additional risk assessment should be produced for each move proposed.</p>			

Checked by Line Manager	Gail Stretch Group Scout Leader 18/08/2020	Checked by Executive	Andy Verdin Chairman 21/08/2020
Approved by Commissioner	Pat Horridge District Commissioner 03/09/2020	Approved by Executive	David Allen District Chairman 03/09/2020
Notification of level change			

We take personal data privacy seriously. The data in this form is used to assess the suitability for the return to face to face Scouting based on the controls put in place. The personal data in this form is used to identify the individuals who have completed and approved the risk assessment. This includes the individual who undertook the assessment, the line manager, Executive members and County Commissioner, who will all have access to this data. Scouts headquarters will retain this data for 3 years after the Covid-19 readiness level goes to 'Green' and does not return to 'Amber' or 'Red' to act as evidence of the assessment taking place. For further details on the Scouts data processing stance please visit our Data Protection Policy here: <https://scouts.org.uk/DPPolicy>.

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