

Covid-19 restarting face to face Scouting risk assessment

Name of Section or Activity	1 st Weston Village Scout Group	Date of risk assessment	20/07/2020 (Revised 23/03/2021)	Name of who undertook this risk assessment	Kevin Chisholm (scout leader)	COVID-19 readiness level transition	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?
<i>Hazard – something that may cause harm or damage. Risk – the chance of it happening.</i>	Young people, Leaders, Visitors?	Controls – Ways of making the activity safer by removing or reducing the risk from it. <i>For example - you might use a different piece of equipment or you might change the way the activity is carried out.</i>	Keep checking throughout the activity in case you need to change it...or even stop it! This is a great place to add comments which will be used as part of the review.
Maintaining social distance at drop off and pick up: higher risk of infection spread if social distancing not maintained.	Young people, leaders, parents/carers	Arrange meetings where there is plenty of room for drop off and collection so that social distancing can be maintained. Ensure parents are aware of the need to follow social distancing guidelines by including information in the activity invite. Young people must not congregate in groups before the start of the activity. Consider staggering start and end times where social distancing might be difficult. If young people arrive on their own using bikes or scooters, provide a safe place to store these items and supervise the young people to ensure that they are maintaining social distance, this is especially important at the end of the activity when everyone is leaving at the same time.	Leaders to check meeting location beforehand to ensure that it is appropriate, and that social distancing can be maintained both at drop off and collection.
Maintaining social distance during outdoor meetings: higher risk of infection spread if social distancing not maintained.	Young people, leaders	Limit group sizes to the volume of people a location can support with adequate social distancing in place. Stagger start and finish times when space is limited, so that social distancing can be maintained whilst waiting for activities. Pre-plan how groups will be managed for each activity.	Closely monitor how young people are adhering to the guidance and limitations. Where leaders are working closely (at minimum social distance) with smaller groups, they should wear face coverings to reduce the risk of the spread of infection.
Maintaining social distance during indoor meetings: higher risk of infection spread if social distancing not maintained.	Young people, leaders	Young people to meet inside in batches of no more than 15, with up to 5 leaders/helpers. Young people to be met outside the venue and brought inside socially distanced. Parents not to accompany their children into the building. All adults and young people of 11 and over to wear face masks at all times, including when visiting toilets. All activities and games to adhere to social distancing requirements.	Closely monitor how young people are adhering to the guidance and limitations. Where leaders are working closely (at social distance) with smaller groups, they should remain with that group for the whole session.
Hygiene of people: higher risk of infection spread if proper hand washing not carried out.	Young people, leaders	Where washing facilities are available, ensure young people wash hands at start and end of meeting at a minimum. Hand sanitiser to be available for use throughout the meeting especially after handling materials.	Ensure hand sanitiser is always available and that a stock is maintained.
Hygiene of toilets: higher risk of infection spread if hygiene not carried out.	Young people, leaders	Check that any toilet facilities are maintained and clean. Visits to the toilet to be one person at a time. Where no toilet facilities are available at the outdoor location, keep the meetings short.	Leaders to check regularly to ensure that cleaning routines have been followed.
Hygiene of activity equipment: Higher risk of infection spread if hygiene not carried out.	Young people, leaders	Ensure cleaning of activity equipment before and after group use, assigning specific items to individuals for the evening, limiting volume of equipment used, including consumables such as paper. Where possible, ensure that equipment is not shared between participants during a session and if it is, hygiene is maintained. When meeting in The Campus, ensure that any tables used are disinfected, along with touch points such as cupboard handles.	Leadership team to ensure that equipment is cleaned and then not used again for 72 hours.

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

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Use of outdoor spaces: un-even ground, access to space less controlled, cannot be cleaned.	Young people, leaders	Outdoor location must be appropriate to the activity, briefing to leaders and young people on boundaries, checks on the location ahead of use by leaders, hand washing for all participants. Hand sanitiser available if no hand washing facilities are available.	Use of an outdoor location is preferable whilst readiness level is amber.
Attendee suspected of being infected by the coronavirus: Higher risk of transmission to others.	Young people, leaders, parents	Attendees have been advised not to attend if they are feeling ill or have any of the coronavirus symptoms. If we suspect that an attendee may have the virus, we should immediately isolate them and arrange for them to be collected and taken home.	A further reminder to be sent to parents. If the attendee is tested positive, test and trace protocols may need to be implemented for everyone in attendance at that session. Parents to advise the group if anyone in their family contracts or tests positive for the virus after a scout meeting.
Increased risk when administering first aid. Higher risk of infection.	Young people, leaders	First Aid kits to be kept fully stocked, including the provision of personal protective equipment (including masks and gloves) and hand sanitiser. Where injuries are minor (e.g. cuts and grazes) young people can be asked to administer their own first aid under supervision of the first aider. Where a first aider is required to deal with an injury, this should be done using the personal protective equipment provided with the first aid kit. PPE will be appropriate for both the first aider and the casualty. All adults to be advised of the revised procedures, including using PPE where social distancing is not possible, before attending an activity.	First Aid kits to be kept up to date and must include PPE such as masks, gloves and aprons. Requirement of a second first aid kit when two groups are meeting at the same time.
Disposal of possibly contaminated waste, e.g. gloves, tissues, used face masks. Risk of cross contamination from these items.	Young people, leaders, general public	Sturdy rubbish bags to be provided for disposal of contaminated waste. These bags should then be placed in the general waste, not recycling. Hands to be washed or sanitised after binning these items.	Ensure stock of waste bags maintained and that all parties know that these must be used for any non-recyclable waste generated during activities.
Maintain records for Track and Trace in case of an outbreak of Covid after a meeting.	Young people, leaders, general public	Attendance record for every meeting to be recorded within the Online Scout Manager system. This system also holds contact details which can be provided to Track and Trace if required.	Ensure attendance register continues to be taken at each meeting, including additional parent helpers.
Receiving parental acknowledgement of new procedures: Risk of a child arriving where permission not received.	Young people, leaders, parents/carers	All parents have been advised that they need to acknowledge their understanding of the new procedures and that they agree to their child restarting face-to-face scouting. Confirmation is provided by use of a personalised link within the email to Online Scout Manager, where the parent/carer can update their child's personal details record. Subsequently, when an invite is sent to a parent/carer for an activity, a reminder will be included that we must have had this confirmation before their child can attend. Paper copies of a permission form to be taken to activities in the event a scout arrives with no previously given consent.	Keep the Scout's Online Scout Manager record up to date and check that parental permission has been received. Send reminders if not initially received.
Leaders and supporting adults not following the Covid guidelines: Higher risk of infection where procedures not correctly followed.	Young people, leaders, parents/carers	Section to hold a briefing before the first face-to-face meeting to ensure that all leaders and supporting adults have read the guidance on the Scout site. Also ensure that they understand their additional responsibilities during the current situation.	Check for updates to the guidance on the Scout site regularly and ensure that any changes are cascaded to the other leaders and helpers.
Vulnerable children unclear of the new rules for meeting: Higher risk of infection where procedures not correctly followed.	Young people, leaders	Where a child requires one-to-one support, the supporting adult is additional to the permitted group size. They must be made aware of the procedures and their additional responsibilities during the current situation.	Check for updates to the guidance on the Scout site regularly and ensure that any changes are cascaded to the other leaders and helpers.
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.			

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Version 5 – 23 March 2021

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Checked by Line Manager	Jeremy Long, Group Scout Leader 10 July 2020	Checked by Executive	Jeremy Buchan, James Clay, Erin Newport Chair, Secretary and Treasurer 10 July 2020
Approved by Commissioner	Richard Hurst DC Team 26 th July 2020	Approved by Executive	Name, Role / level Date
Notification of level change	Date and by who		

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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