

Covid-19 restarting face to face Scouting risk assessment

Name	Fan Woods Activity Centre	Date of risk assessment	23/09/20	Name of who undertook this risk assessment	S Sowden	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 about and controlled?
Maintaining social distance: high risk of infection	Young people, leaders, duty warden	<p>Fan Woods will be open initially to Spen Valley district scouts and guides.</p> <p>Booking is essential via the website/booking forms and will be subject to scout association covid 19 guidance. Arrival and departure times must be adhered to.</p> <p>Signage around the site reminding visitors of the one way system, social distancing and hand washing/sanitizing.</p> <p>Spen Valley scout council reserve the right to close the site at any time without warning if local or national lockdown guidance changes.</p> <p>Numbers on site will be predetermined and limited to designated areas.</p> <p>This risk assessment will be emailed to a group when a booking has been received.</p> <p>On arrival a leader must report to the duty warden and supply a list of names of adults and young people with a leader contact number. This risk assessment must be signed by the leader on arrival to the site.</p> <p>Site covid rules will be issued to leaders on arrival</p> <p>On leaving the site the leader must report to the duty warden.</p> <p>The list of names to be kept by the leader for test and trace purposes for 21 days.</p> <p>A duty warden/s will be available on site at all times whilst the site is in use.</p> <p>The duty warden will observe social distancing when speaking with leaders and young people.</p> <p>All duty wardens to be up to date with safety and safeguarding training.</p>	
Maintaining social distance at drop off and pick up: higher risk of infection spread if social distancing not maintained.	Young people, adult visitors and leaders	<p>Parents to park in the site carpark where a leader will collect the child from their car. On collection parents to wait in their car in the car park where the leader will bring their child to the car.</p> <p>Parents to be advised not to walk around the site or congregate with others.</p>	
Maintaining social distance during meeting: higher risk of infection spread if social distancing not maintained.	Young people,, leaders	<p>Numbers of young people and leaders to attend the site as per current scout rules on covid 19.</p> <p>Each scout group- both children and leaders should not mix with another group.</p> <p>Leaders to continue to social distance from children as much as possible and/or wear a face covering.</p> <p>GSL's are responsible for ensuring their activity programme carried out at Fan Woods is in line with relevant guidance and a risk assessment has followed due process. This should be forwarded with the booking.</p>	
Hygiene of people: higher risk of infection spread if proper hand washing not carried out.	Young people, leaders	<p>Each scout group/adult/child to bring their own hand sanitiser when using the site which is to be used on arrival, frequently throughout their stay and on departure.</p> <p>Hand sanitiser points will be available on site at the entrance to the field.</p>	

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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Hygiene of toilets: higher risk of infection spread if hygiene not carried out.	Young people, leaders	Each scout group to encourage children to use their own toilet at home before visiting the site 2 individual toilets will be available for use Each toilet/sink will be cleaned at four hourly intervals. More frequently depending on the numbers on site and at the end of the day. There will be cleaning documentation signed and dated Signage will be in place to remind of handwashing. Paper towels and hand soap will be supplied for use in the toilets with a dustbin for waste paper towels. Leaders to regularly check the toilets throughout their stay and report any concerns to the duty warden	
Hygiene of activity equipment: high risk of infection spread if systems not in place	Young people, leaders, duty warden	Site activities and equipment will not be available at amber time of restrictions. Groups to bring their own equipment	
Risk of infection to duty warden	Duty warden	PPE equipment to be provided for use Social distancing measures to continue when dealing with visitors	
Lack of clarity of site rules: high risk causing risk of spread of infection	Young people, leaders, duty warden	Risk assessment to be emailed to all GSL's and when booking received from a group. Covid rules to be issued to leaders when booking in on site Rules to be communicated on social media and on fan woods website.	

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.

Checked by Line Manager	Name, David Hirst Role / level Chair of Fan Woods Activity Centre Date 23 September 2020	Checked by Executive	Name, David Sowden Role / level District Commissioner Date 23 September 2020
Approved by Commissioner	Name, Role / level Date	Approved by Executive	Name, Reg Trueman (at the Virtual District Exec meeting) Role / level District Chair Date 23 September 2020
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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