

COVID-19 restarting face-to-face Scouts risk assessment

Name of section or activity	Beavers/Cubs & Scouts Return to Hunsworth	Date of risk assessment	11/04/2021	Name of who undertook this risk assessment	Rodney Holroyd	COVID-19 readiness level transition	Red to Amber (Hunsworth)
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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?
<p>Hazard: something that may cause harm or damage. Risk: the chance of it happening.</p>	Young people, leaders, visitors	<p>Controls: ways of making the activity safer by removing or reducing the risk from it. For example, you might use a different piece of equipment or you might change the way the activity is carried out.</p>	Keep checking throughout the activity in case you need to change or even stop it. This is a great place to add comments which will be used as part of the review.
<p>We've provided some examples of hazards and potential control measures to help start your thinking on developing your risk assessment and plans for restarting face-to-face Scouts. Make sure you customise all content in red so that it's relevant to your local situation and understood by those developing and reviewing it. Do not include any unnecessary data that could personally identify an individual, such as the name of a youth member.</p>			
<p>Hazard: Covid-19 Risk: Infection/transmission Situation: General Risk</p>	All	<p>UK Government guidance is clear that the risk of coronavirus infection/transmission is greatest in indoor/contrained environments. Therefore, additional vigilance will be required during meetings held in indoor settings.</p> <p>Those displaying or reporting symptoms of COVID-19 (fever, repetitive cough, loss of taste/smell) are not permitted to attend meetings.</p> <p>Where children display symptoms after they have been left by parents, the meeting is to end immediately per the incident process (below). GSL to be informed and guidance sought from DC/NHS track & trace as appropriate.</p> <p>Children who are vulnerable/shielding should not attend meetings. This decision should be taken together with the relevant parent(s) and an alternative virtual/remote offer agreed with them.</p> <p>Where, in the opinion of the Section Leader or Leader-in-Charge, an activity has become unsafe, it is to be stopped immediately.</p> <p>In the event of an incident requiring treatment, the meeting is to be ended immediately. Guidance to be sort from emergency services if necessary, parents to be asked to collect children early. One leader to be given responsibility for coordinating this in line with social distancing. Incident to be recorded in accident book and reported to GSL as usual.</p>	
<p>Hazard: Covid-19 Risk: Infection/transmission</p>	All	<p>For meetings at or near HQ, those using the facilities are to hand sanitize before and after visiting the facilities in addition to hand washing.</p> <p>Where using HQ toilets: only one person to use any toilet at any one time.</p>	

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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Situation: Toilets		Toilets will be cleaned after each meeting, prior to the building being left or the next section using the building	
Maintaining social distance during meeting: higher risk of infection spread if social distancing not maintained.	All	<p>Small groups at all times, all meeting sizes will be held in accordance with current Scout HQ guidance enough adults within each group to at least comply with recommended adult to child ratios for meetings</p> <p>A maximum of 18 people only to use the main hall in the HQ to maintain social distancing.</p> <p>Markers set out to show where each young person to sit/stand on arrival following current government and Scout HQ guidelines on social distancing.</p> <p>Social Distancing to be enforced inline with current government and Scout HQ guidelines, at all time during the meeting unless in an emergency.</p> <p>Activities designed with social distancing in mind. Young people may move around during activities but must still follow social distancing inline with government and Scout HQ guidelines.</p> <p>All participants will be reminded of social distancing rules prior to commencement of each meeting</p> <p>Any young person who fails to maintain social distancing repeatedly to sit out the rest of the evening. If after considerable reminders and sitting out the rest of a meeting they still fail to maintain social distancing at future meetings then will not be able to attend to future face to face sessions until such time that social distancing rules are relaxed or changed. Registers kept on OSM which can be referenced if contacted by Track and Trace.</p>	
Hygiene of people: higher risk of infection spread if proper hand washing not carried out.	All	<p>Hand sanitiser dispensed on arrival. Positioned on the floor or a foldable table to help maintain social distancing. Supervised by adult in appropriate PPE (mask minimum) to ensure it is done properly.</p> <p>Hand sanitizer available throughout the meeting.</p> <p>Parents provided information on how to use hand sanitiser appropriately prior to attendance and asked to share this with each young person</p>	

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		<p>If attendee (or member of attendee's household/bubble) has displayed symptoms within the previous 14 days, they are not allowed to attend unless the person with symptoms has a negative COVID test.</p> <p>Parents/leaders asked to certify no symptoms in initial consent.</p> <p>If an attendee begins to display symptoms during the meeting they should immediately be isolated away from others and parents called to collect them. If Leader is required to sit with young person whilst waiting for parents then leader must wear PPE (mask minimum)</p> <p>Any disposable gloves used and/or disposable masks used whilst under 2m distance from someone e.g. after administering first aid are to be removed carefully to avoid touching the outsides and placed immediately after use into a plastic bag and then double bagged and disposed of safely in a bin</p>	
Hygiene of activity equipment: Higher risk of infection spread if hygiene not carried out.	All	<p>Activities designed to minimise equipment being shared</p> <p>All equipment to be used should be sanitised by a Leader prior to use and after each use. Only equipment that can be sanitised (e.g. plastic balls) to be used.</p> <p>Activities such as crafts will be designed so that a young person can complete them by themselves and each young person will be given their own pack to complete the activity which will have been prepared in advance.</p>	
Food and drink risk of infection from contact with face	All	<p>All attendees to bring their own food and drink. All drinks bottles should be clearly labelled with members' names and there is to be no sharing.</p> <p>Hands must be cleaned using hand sanitizer before eating.</p>	
<p>Hazard: Covid-19</p> <p>Risk: Infection/transmission</p> <p>Situation: Drop-off and Pick-up (both indoor and outdoor meetings)</p>		<p>Social distancing to be maintained where possible. Where not possible, face coverings to be worn by all adults and young leaders who do not have a health condition exempting them from doing so.</p> <p>For outdoor meetings, arrival and departure times of any smaller groups to be staggered to facilitate social distancing.</p>	

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		<p>For indoor meetings, parents to remain outside, where social distancing can be applied, wherever possible. If they must enter the building for any reason, they must wear a face covering (unless exempt) and hand sanitise.</p> <p>Clear instructions should be given to parents in relation to collection and drop off requirements.</p> <p>Access to the Scout HQ car park to be restricted so Outdoor meetings can be held in a safe controlled manor, alternative parking to be used by parents, and care not to block local access roads.</p> <p>Controls to be clearly communicated to parents through all appropriate channels.</p>	
<p>Hazard: Covid-19</p> <p>Risk: Infection/transmission</p> <p>Situation: Indoor Meetings</p>		<p>Social distancing in line with government and Scout HQ guidelines to be maintained where possible. Face coverings to be worn by all members and Adults in line with Scout HQ Covid guidelines, and current government guidelines on the wearing of face coverings in an indoor environment.</p> <p>A one way system will be in operation to enter and exit the HQ. Entry will be via the main entrance and exit will be via the Fire Door in the main hall</p> <p>All surfaces and touchpoints (Door handles etc.) will be cleaned and sanitised after the meeting, before the building is either locked up or handed across to another section.</p> <p>Clear instructions relating to meeting organisation to be given to all children and leaders involved in the activity by the Section Leader or nominated Leader-in-charge for that meeting. This will include an instruction to avoid physical contact with non-family members.</p>	
Other Noes	All	<p>Express written consent required from parents/guardians for their child to be allowed to attend face to face sessions.</p> <p>Very clear instructions given to parents/guardians that their child MUST only attend sessions they are specifically invited to attend, no swapping sessions with other young people.</p>	

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		Risk assessment communicated in advance to leaders and parents. Young people reminded of rules each meeting. All adults to have DBS check and completed minimum of safety and safeguarding training.	
<p>Review: this risk assessment is for a section to move from one COVID-19 readiness level to the next. An additional risk assessment should be produced for each move proposed.</p>			

Checked by GSL	Name: Michael Holroyd Role and level: Group Scout Leader Date: 11/04/2021	Checked by Group Executive	Name: David Hirst Role and level: Group Chairman Date: 12/04/2021
Approved by approver	Name: David Sowden Role and level: District Commissioner Date: 14/04/2021		

We take personal data privacy seriously. The data in this form is used to assess the suitability for the return to face-to-face Scouts 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 UKHQ will retain this data for three 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: scouts.org.uk/DPPolicy

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