

## Covid-19 restarting face to face Scouting risk assessment

<b>Name of Section or Activity</b>	1 <sup>st</sup> Catisfield Scout Group (including Merlin Explorer Scout Unit) Routine Low Risk Activities	<b>Date of risk assessment</b>	29/08/2020	<b>Name of who undertook this risk assessment</b>	John Campbell	<b>COVID-19 readiness level transition</b>	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?
<p><b>Hazard</b> – something that may cause harm or damage. <b>Risk</b> – the chance of it happening.</p>	Young people, Leaders, Visitors?	<p><b>Controls</b> – 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 <b>checking</b> throughout the activity in case you need to change it...or even <b>stop</b> it! This is a great place to add comments which will be used as part of the review.
<p><b>Group (low risk) activities are defined as small groups of people from different households taking part in low risk activities. At the time of writing the group size is up to 15 which would typically consist of 1 Leader (wood badge appointment with First Aid, Safety, Safeguarding and DBS in date), an additional Adult with current DBS, and up to 13 young people, but will vary based on the current stipulated guidance from the Scout Association applicable to England. Social distancing shall be maintained throughout the activity based on no additional control measures (masks, etc). This risk assessment is aimed at addressing the following types of activities; simon says, camp fire, showing how to put up a tent, etc. and covers the following types of locations; 1<sup>st</sup> Catisfield Scout Group Headquarters; Public parks, Urban area (for example if on a hike); Established public footpaths and bridleways. Activities with a high perceived element of risk such as parascending, zip lines, etc. are outside of the scope of this risk assessment. In the event these are considered, then a new Risk Assessment is required and the section leader will consult with the Group Scout Leader in advance of scheduling.</b></p>			
High and Moderate Risk Groups	All participating Adults and Young People	If you are in the government defined High or Moderate Risk groups then you should inform the event leader and not attend the event. Details can be found at <a href="https://www.nhs.uk/conditions/coronavirus-covid-19/people-at-higher-risk/whos-at-higher-risk-from-coronavirus/">https://www.nhs.uk/conditions/coronavirus-covid-19/people-at-higher-risk/whos-at-higher-risk-from-coronavirus/</a> .	Communication and regular reminders to all parents and young people regarding the requirement.
Showing signs/symptoms relating to Covid-19.	All participating Adults and Young People	If you or someone from their household is showing any signs/symptoms of Covid-19 then you should inform the event leader and not attend the event. If anyone shows any signs/symptoms of Covid-19 during the event then they shall inform the event leader and the event will be brought safely to an end. If anyone or someone from their household shows any signs/symptoms of Covid-19 within 14 days of the event taking place then they shall notify the relevant Section Leader and Group Scout Leader, and comply with relevant track and trace government process.	Communication and regular reminders to all parents and young people on the need to comply with reporting of Covid-19 symptoms. Forewarning to parents and Leaders on possible short notice cancellations of events, including reminder of text / email notification and importance of checking prior to journey to Scout meeting.
Maintaining social distance at drop off and pick up: higher risk of infection spread if social distancing not maintained.	All participating Adults and Young People	No more than 1 Group shall organise to meet at a venue/car park within 20 minutes of each other to ensure that everyone is dropped off picked up with no interaction between groups. Start and End times of section meetings adjusted to provide 30 minute gap between section meetings. All Parents reminded that Young People should only arrive for their section meeting on time, and not early (to avoid overlap of section meetings).	Forewarning to parents and Leaders on new section meeting times and importance of prompt arrival for section meetings. Reminder that parents should not linger once young person is at the drop off. Car parks and local road busier than expected, leaders to arrive early and be prepared to send out message cancelling activity if necessary.
Interaction between Sections / Groups	All participating Adults and Young People	If more than 1 Scouting group/section are at the same location then ensure a minimum of 25m between both groups (as varied and compliant with Scout Association guidelines). This could be a section meeting in 2 different halves.	Communication at the beginning of events and regularly during for young people that they are to stay within the group that they are allocated too.

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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Group sizes	All participating Adults and Young People	The individual group size shall not exceed that as defined as by the Scout Association for activities.	Group sizes need to be carefully managed, utilising OSM events where feasible to help ensure no more attending than currently permitted. Review and compliance with Scout Association guidelines.
Maintaining social distance during meeting: higher risk of infection spread if social distancing not maintained.	All participating Adults and Young People, Members of the Public	A reminder about current UK social distancing guidelines shall be included with details of the activity. At the start of the meeting participants to also be reminded of social distancing guidelines currently in place. If members of the public approach, then they are to be asked politely to stay away from the Scouting Group.	Chosen location exceptionally busier than expected, leaders to arrive early and be prepared to send out message cancelling activity if necessary.
Hygiene of people: higher risk of infection spread if proper hand washing not carried out.	All participating Adults and Young People	As a minimum hands shall be washed or hand sanitiser used at the start and end of each session, and young people reminded to avoid touching their faces. Additional hand washing facilities shall be available throughout and regular hand washing should be encouraged. Group will provide Hand Sanitiser and Hand Wash facilities as required.	Communication at the beginning of events and regularly during for young people that they should follow hygiene requirements. Group will provide Hand Sanitiser and Hand Wash facilities as required.
Hygiene of toilets: higher risk of infection spread if hygiene not carried out.	All participating Adults and Young People	For activities on Group premises; <ul style="list-style-type: none"> <li>• Toilet facilities cleaned in advance of all sessions (with cleaning equipment available to leaders with safe storage)</li> <li>• Deep cleaning of the toilet facilities on a regular basis.</li> <li>• People to be encouraged to use the toilet before arriving</li> </ul> For activities off of Group Premises; <ul style="list-style-type: none"> <li>• People to be encouraged to use the toilet before arriving</li> <li>• Keep activity time low, reducing the potential requirement for use of public toilets.</li> </ul>	For activities on Group premises; <ul style="list-style-type: none"> <li>• Leaders to ensure sufficient time at premises prior to event start to ensure facilities are clean</li> <li>• Ensure sufficient cleaning materials are available at premises</li> </ul> For activities off of Group premises; <ul style="list-style-type: none"> <li>• All public toilets closed at planned location, inform families and allow them to make informed decisions.</li> </ul>
Hygiene of activity equipment: Higher risk of infection spread if hygiene not carried out.	All participating Adults and Young People	The following 3 options should be considered in this order: <ol style="list-style-type: none"> <li>1. Where possible; participants to bring along own materials required.</li> <li>2. Individual disposable kit to be provided per family unit, for example; to build the highest tower, consider things such as marshmallows and spaghetti instead of lego.</li> <li>3. Where equipment is to be used by more than 1 household it should be thoroughly cleaned inbetween households (before and after each use) with a suitable disinfectant and a track and trace system used for each set of equipment used. For example set 1 was used by household X and then household Y, while set 2 was only used by household Z.</li> </ol> If for whatever reason equipment can not be cleaned at the end of a session it should be marked up in some clear way and left to furlough for 72 hours until next use.	If you require specialist equipment that has to be shared between different households then this needs to be thoroughly cleaned between use, and consider staggering opportunities over a longer period to minimise the number of people using the equipment in close succession (even if thoroughly cleaned). This will include effective cross-section planning of equipment use so sections do not repeat activities with the same equipment within the same week.
Use of outdoor spaces: un-even ground, access to space less controlled, cannot be cleaned.	All participating Adults and Young People	This risk assessment does not remove the need for well planned events. Normal control measures to be in place for leaders to prepare and check area ahead of event. Social distancing to be maintained.	Normal risk assessments to be completed

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First Aid	All participating Adults and Young People	The primary method of first aid shall be self administered by the injured party with instructions being given by the Leader in Charge. If a life threatening incident then Leader to get involved and follow Covid-19 guidance. Additional items to be included in first aid kit are face masks and gloves for both the injured party and the person treating.	Ensure first aid kit has extra items such as face shields, hand sanitiser, etc.
Allergies, reaction to any products used for cleaning.	All participating Adults and Young People	Parents are to ensure that medical records, allergies, InTouch information, etc. are updated and verified on OSM at least once every 3 months or a change in circumstances. Leaders to ensure that their records on OSM are also up to date and confirmed attendance for events.	If medical records are not up to date be prepared to turn people away. Regular communication to parents re allergies.
Recording of attendance	Section Leaders	Section Leaders must accurately record attendance at Section Meetings <u>at the time of the start of the meeting</u> within Online Scout Manager. In the event of an outbreak, this will ensure there is effective information to support Track and Trace.	Ensure Online Scout Manager records re attendance are entered at the start of meetings on the system.
<p><b>Review:</b> 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>			

<b>Checked by Line Manager</b>	Lesley Bruton Group Scout Leader 30/08/2020	<b>Checked by Executive</b>	Andrew Prescott Group Chair 30/08/2020
<b>Approved by Commissioner</b>	Name, Mike McHugh Role / level DC Fareham East Date 3 <sup>rd</sup> Sept 2020	<b>Approved by Executive</b>	Name, Paul Squire Role / level Chair Fareham East Exec Date 3 <sup>rd</sup> Sept 2020
<b>Notification of level change</b>			

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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