

Covid-19 restarting face to face Scouting risk assessment

Name of Section or Activity	16 th Spen Valley Scout Group - Scouts	Date of risk assessment	5 th September 2020	Name of who undertook this risk assessment	Phil Bisby	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?
<i>Hazard – something that may cause harm or damage. Risk – the chance of it happening.</i>	<i>Young people, Leaders, Visitors?</i>	<i>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.</i>	<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.</i>
Small Group Section Meetings - Outside			
Keeping COVID-19 away from section meetings: Higher risk of infection spread from infected people.	Young People, Leaders and Parents	<ul style="list-style-type: none"> Inform and remind all adult volunteers, leaders, Young People and Parents to stay at home and follow government guidance should they or any members of their household display symptoms of COVID-19 Inform and remind all adult volunteers, leaders, young people and parents to stay at home if they have been told to self-isolate by the NHS Track and Trace service. If anyone appears to develop symptoms, they will be immediately separated from the rest of the group and sent home. If any member receives a positive test result for COVID-19, we notify all members who may have been in contact, in line with the Governments Track and Trace system. All Leaders, Adult Volunteers and Young People advised to wear clean clothing and put it straight in the wash after each meeting. Parents asked to communicate via email, Online Scout Manager, Facebook or Phone, rather than approaching Leaders face-to-face. Parents advised not to congregate at drop off and pick up times. All Adult volunteers, leaders and young people are expected to adhere to social distancing rules. 	

Additional information can be found in the *Safety Checklist for Leaders* and other information at scouts.org.uk/safety

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Maintaining social distance at drop off and pick up: higher risk of infection spread if social distancing not maintained.	Young People, Leaders and Parents	<ul style="list-style-type: none"> • Stagger pick up and drop off times • operate a one-way system at meeting locations • Inform all parents of procedures for dropping off and collecting and that we expect them to adhere to COVID-19 Government Guidelines • Wherever possible only one adult to drop off and pick up their young person for each meeting • Parents/ Carers to minimise interaction with adult volunteers wherever possible (all non-face to face communications will still be available) • Parents/ carers and Young People to socially distance from other households by 2 meters and follow the one-way system during drop off and pick up times. 	
Maintaining social distance during meeting: higher risk of infection spread if social distancing not maintained.	Young People and Leaders	<ul style="list-style-type: none"> • Restricted Group Sizes to accommodate Social distancing in line with guidance set out by UK Scout HQ • All parents to notify section leader in advance if they want their young person to attend a meeting. • Dual meetings to be run if numbers exceed guidance set out by UK Scout HQ • Remind Adult Volunteers, Leaders and young people on arrival and re-enforce message during meeting of social distancing guidelines. • Pre-plan how groups will be managed for each activity and ensure all are aware of the process of moving between activities. • Ensure suitable adult supervision of young people at all times • A register will be taken at each meeting (in line with Group Policies), so that we are able to contact participants, if needed, in line with the Government's Track and Trace scheme. 	
Hygiene of people: higher risk of infection spread if proper hand washing not carried out.	Young People and Leaders	<ul style="list-style-type: none"> • All adult volunteers and young people reminded and expected to use hand sanitiser on arrival, departure and before and after using any equipment 	

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		<ul style="list-style-type: none"> Hand sanitiser to be provided by the 16th Spen Valley Scout Group and will be made available to all participants at all times. Parents to ensure all known allergies are updated and recorded on OSM via the Parent Portal 	
Hygiene of activity equipment: Higher risk of infection spread if hygiene not carried out.	Young People and Leaders	<ul style="list-style-type: none"> All adult volunteers and leaders to ensure the cleaning of activity equipment is carried out before and after group use Assign specific items to individuals for the evening Limit the volume of equipment used, including consumables such as paper. Anti-bacterial wipes and rubbish to be double bagged before disposing in a bin. 	
Use of outdoor spaces: un-even ground, access to space less controlled, cannot be cleaned.	Young People and Leaders	<ul style="list-style-type: none"> Review choice of location appropriate to activity, ensure location has suitable lighting, access for emergency services and can accommodate social distancing and one-way system for pick-up and drop off. All Adult Volunteers and young people to be briefed on boundaries and will be expected to remain within the boundaries at all times. All locations to be checked ahead of use by leaders and regularly throughout the meeting. All adult volunteers will be expected to challenge any unpermitted persons attempt to enter 'our' area. Young People will be reminded of stranger danger and encouraged to notify a leader if they notice an unfamiliar person attempting to enter 'our' area All adult volunteers, leaders and young people to wear sensible footwear, warm/ waterproof coats, sun hats sun cream as appropriate. A torch will be available for each section meeting All adult volunteers, leaders and young people will be expected to sanitise their hands regularly All young people to be informed and reminded of safety rules. 	

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Poor weather: people becoming uncomfortable or unwell from being outside for too long in poor weather.	Young People and Leaders	<ul style="list-style-type: none"> • Ensure all Adult volunteers, leaders and young people arrive with suitable clothing for the weather. • Reschedule meeting if weather conditions are too poor • Limit running time of session/ activity so that people are exposed to poor weather for a short amount of time. 	
Hygiene of toilets: Higher risk of infection spread if hygiene not carried out.	Young People and Leaders	<ul style="list-style-type: none"> • No toilets available • Adult volunteers, leaders and young people advised to use the toilet at home prior to each section meeting. 	
First Aid: Higher risk of infection spread when working at proximity to others whilst administering first aid.	Young People and Leaders	<ul style="list-style-type: none"> • First Aid kit kept stocked and in date by section leader. A torch and PPE, including gloves and facemasks to be included. • All adult volunteers and leaders informed of and expected to use PPE provided when administering first aid. NOTE: If risk to life is increased by Leader/ adult volunteer putting on PPE then First Aid can be administered without PPE • All used PPE and first aid equipment to be double bagged before disposing in a bin • Hand sanitiser to be used before and after (and during as appropriate) administering first aid. • Minimise the number of people involved in administering first aid as much as safely possible. • Medical information and emergency contact details held by section leader (or nominated leader in their absence) • All adult volunteers and leaders to be made aware of any medical conditions and special needs as appropriate. 	
		Small Group Section Meetings - Inside	

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<p>Keeping COVID-19 away from section meetings: Higher risk of infection spread from infected people.</p>	<p>Young People, Leaders and Parents</p>	<ul style="list-style-type: none"> • Inform and remind all adult volunteers, leaders, Young People and Parents to stay at home and follow government guidance should they or any members of their household display symptoms of COVID-19 • Inform and remind all adult volunteers, leaders, young people and parents to stay at home if they have been told to self-isolate by the NHS Track and Trace service. • If anyone appears to develop symptoms, they will be immediately separated from the rest of the group and sent home. • If any member receives a positive test result for COVID-19, we notify all members who may have been in contact, in line with the Governments Track and Trace system. • All Leaders, Adult Volunteers and Young People advised to wear clean clothing and put it straight in the wash after each meeting. • Parents asked to communicate via email, Online Scout Manager, Facebook or Phone, rather than approaching Leaders face-to-face. • Parents advised not to congregate at drop off and pick up times. • All Adult volunteers, leaders and young people are expected to adhere to social distancing rules. 	
<p>Maintaining social distance during meeting: higher risk of infection spread if social distancing not maintained.</p>	<p>Young People and Leaders</p>	<ul style="list-style-type: none"> • Restricted Group Sizes to accommodate Social distancing in line with guidance set out by UK Scout HQ • All parents to notify section leader in advance if they want their young person to attend a meeting. • Dual meetings to be run if numbers exceed guidance set out by UK Scout HQ • Remind Adult Volunteers, Leaders and young people on arrival and re-enforce message during meeting of social distancing guidelines. 	

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		<ul style="list-style-type: none"> • Pre-plan how groups will be managed for each activity and ensure all are aware of the process of moving between activities. • Ensure suitable adult supervision of young people at all times • A register will be taken at each meeting (in line with Group Policies), so that we are able to contact participants, if needed, in line with the Government's Track and Trace scheme. 	
Hygiene of people: higher risk of infection spread if proper hand washing not carried out.	Young People and Leaders	<ul style="list-style-type: none"> • All adult volunteers and young people reminded and expected to use hand sanitiser on arrival, departure and before and after using any equipment • Hand sanitiser to be provided by the 16th Spen Valley Scout Group and will be made available to all participants at all times. • Parents to ensure all known allergies are updated and recorded on OSM via the Parent Portal 	
Hygiene of activity equipment: Higher risk of infection spread if hygiene not carried out.	Young People and Leaders	<ul style="list-style-type: none"> • All adult volunteers and leaders to ensure the cleaning of activity equipment is carried out before and after group use • Assign specific items to individuals for the evening • Limit the volume of equipment used, including consumables such as paper. • Anti-bacterial wipes and rubbish to be double bagged before disposing in a bin. 	
Use of Indoor space: Higher risk of infection spread indoors.		<ul style="list-style-type: none"> • Use of indoor space to be used when not viable to go outside • All Leaders, Adult volunteers and young people (Scouts, Explorers and Young Leaders) to wear face coverings throughout meeting. • Adult volunteers and leaders to ensure all door handles, surfaces and other areas that will be touched are wiped with anti-bacteria wipes before and after the meeting. • Doors and Windows to be left open to improve ventilation into the building. • Parents to be informed of Drop off and Pick Up process before the meeting. 	

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		<ul style="list-style-type: none"> • Young people to only bring themselves and any medical/ allergy equipment they require into the building, Parents will remove coats / bags from young person prior to them entering the building. • All planned activities must allow for social distancing and be appropriate for the size of space available. • All adult volunteers, leaders and young people must sanitise their hands upon entering and exiting the building. • Hand Sanitiser should be made available to all participants during the meeting. 	
Hygiene of toilets: Higher risk of infection spread if hygiene not carried out.	Young People and Leaders	<ul style="list-style-type: none"> • Adult Volunteer / Leaders to ensure all toilet facilities are cleaned before the meeting starts • Adult Volunteer / Leaders to ensure a deep clean of toilet facilities at the end of the session / meeting. • Any items used to clean and sanitise the toilets should be double bagged and put in a bin. • Adult volunteers, leaders and Young people to be reminded of the importance of washing hands after visiting the toilet. • All adult volunteers, leaders and young people to be advised to use the toilet at home prior to section meeting to reduce the usage of toilet facilities during the meeting. • Toilet facilities will be limited to one person at a time to maintain social distancing. • All Adult Volunteers / Leaders to wear PPE whilst carrying out cleaning. 	
First Aid: Higher risk of infection spread when working at proximity to others whilst administering first aid.	Young People and Leaders	<ul style="list-style-type: none"> • First Aid kit kept stocked and in date by section leader. A torch and PPE, including gloves and facemasks to be included. 	

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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	Carl Nelson Group Scout Leader 16 th Spen Valley Scout Group 6 th September 2020	Checked by Executive	David Denham - Group Treasurer 16 th Spen Valley Scout Group - 15 th September 2020
Approved by Commissioner	David Sowden District Commissioner Spen Valley District Scouts 28 th September 2020	Approved by Executive	Mike Terry Deputy District Commissioner Spen Valley District Scouts 28 th September 2020

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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