



## Covid-19 Assessment of the Risk to participants returning to face-to-face Cub Pack meetings

**PACK:**

**5<sup>th</sup> Carlton Cub Scouts**

**ACTIVITY: Cub Pack - Return to Face to Face Meetings**

**ASSESSOR:**

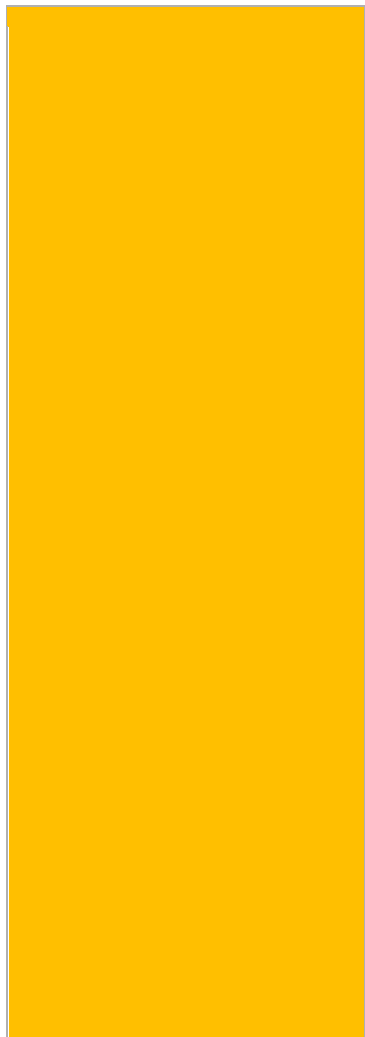
**Akela! (Mark Brown)**

Hazard (Cause and consequences)	Affected groups	Existing controls	Risk	Further Action Identified
<p>RETURNING TO <b>OUTDOOR</b> MEETINGS AND THE CONSEQUENT RISK OF CATCHING COVID-19</p> <p>IN THE GROUNDS OF:</p> <p>ST JOHN'S CHURCH OAKDALE ROAD CARLTON NOTTINGHAM NG4 1BP</p> <p>AT</p> <p><b>AMBER</b></p> <p>ALERT STAGE</p>	<p>Young People, Leaders, Volunteers, Visitors</p>	<ul style="list-style-type: none"> <li>Ensure all Leaders are adequately trained and DBS checked</li> <li>Ensure sufficient number of adults attend to safely run Pack Night in accordance with Scouts POR for each individual risk assessed activity.</li> <li>Risk assessments for Pack Nights, venue/s &amp; activities</li> </ul>	<p>M</p> <p>M</p> <p>M</p>	<ul style="list-style-type: none"> <li>Brief Leaders on Covid-19 prevention measures</li> <li>Ensure Leaders are willing and able to return to face to face meetings, and are willing to maintain Covid-19 protection systems</li> <li>Cubs who need support from Parents/Carers as COVID HELPERS to help Leaders maintain standards of cleanliness and hygiene before, during &amp; after meetings to be fully instructed by prior arrangement through Zoom, telephone or whatever mean are available and necessary to ensure they fully understand their responsibilities to the Risk Assessment and all necessary precautions and they fully commit to them</li> </ul>

- Re-assess each Pack Night and each activity for risk of infections etc., arising from Covid-19, and ensure any risk is minimised

**Additional Action:**

- Explanation of the changes in the way we operate in order to return to face-to-face meeting, obtaining parents' contentment and consent for their children to return to Scouting in face-to-face meetings and their confirmation that they understand and adopt the requirements of this Risk Assessment will be achieved by publication of it on the Group's website, its social media and bullet pointed in existing means of effective 2-way communication which already exists and is in operation between Leaders, parents & young people via the "CubzApp" WhatsApp group or whatever other means become necessary
- Updates on further changes will be achieved utilising the same means mentioned above which already exist and are in effective operation
- Due to the impracticalities and lack of facilities which outdoor face-to-face meetings present there will be no availability for "blending" face-to-face with Zoom or other online meeting facilities to include those who may be vulnerable or are shielding
- Attendance of young people, Leaders and volunteers for each face-to-face meeting will initially be recorded using the paper register. Attendance details will be transferred that same evening to the electronic Register section of OSM (Online Scout Manager) which must already include each attendee's details for the purpose of tracking & tracing BEFORE the meeting they attend



- Plan programmes satisfactorily with regard to distancing, etc.
- Games/activities that involve either close or possible touching or contact to be excluded.
- Section numbers to be kept sufficiently low to allow distancing up to the recommended maximum limit which is currently set at 15 young people and 5 adult Leaders (plus any individual carers) in each number of groups into which the Pack needs to be split operating a minimum distance apart of 25 metres apart across which Leaders movement is permitted but should be limited to only essential reasons
- In the event the Meeting is near to Church and its facilities are used – toilets, washrooms, touchpoints, etc, are to be cleaned & sanitised afterwards in accordance with Church's specifications
- Before, after & during, if appropriate, any equipment used to be cleaned & sanitised
- Leaders and anybody above Cub Scout age should wear face masks at least and other PPE deemed necessary where delivery of an activity does make it difficult for their use

Hazard (Cause and consequences)	Affected groups	Existing controls	Risk	Further Action
<p>RETURNING TO <b>INDOOR</b> MEETINGS AND THE CONSEQUENT RISK OF CATCHING COVID-19</p> <p>INSIDE OF:</p> <p>ST JOHN'S CHURCH OAKDALE ROAD CARLTON NOTTINGHAM NG4 1BP AT</p> <p><b>AMBER</b></p> <p>ALERT STAGE</p>	<p>Young People, Leaders, Volunteers, Visitors</p>	<ul style="list-style-type: none"> <li>• Ensure all Leaders are adequately trained and DBS Checked.</li> <li>• Ensure sufficient number of adults attend to safely run Pack Night in accordance with Scouts POR for each individual risk assessed activity.</li> </ul>	<p>M</p> <p>M</p>	<ul style="list-style-type: none"> <li>○ Brief Leaders with Covid-19 prevention measures and "Further Action" requirements below</li> <li>○ Ensure Leaders are willing and able to return to face to face meetings and are willing to maintain Covid-19 protection systems</li> <li>○ Cubs who need support from Parents/Carers as COVID HELPERS to help Leaders maintain standards of cleanliness and hygiene before, during &amp; after meetings to be fully instructed by prior arrangement through Zoom, telephone or whatever mean are available and necessary to ensure they fully understand their responsibilities to the Risk Assessment and all necessary precautions and they fully commit to them</li> </ul> <p><b>Additional Action:</b></p> <ul style="list-style-type: none"> <li>○ Explanation of the changes in the way we operate in order to return to face-to-face meeting, obtaining parents' contentment and consent for their children to return to Scouting in face-to-face meetings and their confirmation that they understand and adopt the requirements of this Risk Assessment will be achieved by publication of it on the Group's website, its social media and bullet pointed in existing means of effective 2-way communication which already exists and is in operation between Leaders,</li> </ul>

parents & young people via the “CubzApp” WhatsApp group or whatever other means become necessary

- Updates on further changes will be achieved utilising the same means mentioned above which already exist and are in effective operation
- A printed QR Code to be displayed at the entrance to each meeting entrance for use by those aged 16 years and over using the NHS Test & Trace app.
- Attendance of young people, Leaders and volunteers for each face-to-face meeting will initially be recorded using the paper register. Attendance details will be transferred that same evening to the electronic Register section of OSM (Online Scout Manager) which must already include each attendee’s details for the purpose of tracking & tracing BEFORE the meeting they attend
- Generally, Cub Pack nights will either be by face-to-face OR Zoom meeting. Notification of which will be clearly communicated to parents, Leaders and all others who require it by whatever communication channel is appropriate for each respective person. However, in order to include those who may be vulnerable or are shielding “Blended” Zoom meetings will be made available to any Leader or young person
- Facilities exist to enable the Cub Pack to be split into two groups of no more than 15 young people and 5 adults (plus any individual carers) and meet concurrently in two meeting places within St John’s Church separated entirely by a sealed glass screen

			<ul style="list-style-type: none"><li>○ Segregation of the two meeting places is to be achieved in its entirety by way of the provision of separate facilities including but not limited to their own entrance/exit, Leaders to operate, facilities, toilets, first aid kit and other equipment; all these and every other item or person utilised in one meeting place WILL NOT transfer between meeting places before and during Cub Pack Meetings</li><li>○ Toileting, eating, drinking &amp; thorough hand washing should be done before leaving home to attend Cub meeting</li><li>○ Cubs' own drinking bottle, if required, to be brought in and its used solely by its owner's</li><li>○ Programme satisfactorily planned with regard to distancing, etc.</li><li>○ Games/activities that involve either close proximity or possible touching to be excluded</li><li>○ Section numbers to be kept sufficiently low in accordance with prevailing Scout Association guidance; splitting Pack into 2 or more separate "bubbles" where necessary, with allocated Leaders for each where necessary</li><li>○ Meeting rooms to be kept well ventilated with doors &amp; windows remaining open whilst meetings are in session</li><li>○ Kitchen &amp; rooms other than the meeting halls to be made out of bounds</li><li>○ Enhanced Cleaning Practises to be adopted - wipe down or sanitize meeting room/s, toilets, etc., and ensure touch points are cleaned &amp; sanitised</li></ul>
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properly before & after each meeting STRICTLY in accordance with Church specifications

- Gloves, masks, spent first aid equipment and all other waste to be double-bagged and disposed of in wheelie bin for general waste outside
- Parents to drop children off **outside** – no entry inside permitted to anybody other than Cubs and Leaders/helpers whose attendance has been agreed prior to meeting with Akela
- For drop off by car – parents to stay in cars with Cub until Leader is at the appropriate door ready to greet
- Drop-off on foot; social distancing must be observed outside the church in accordance with current guidelines on distancing with/without masks, etc.
- Pick-up time – parents to observe social distancing outside or wait in car for their respective Cub to be shouted out of the meeting place and sent to parent by Leader on door
- Cubs & other meeting participants to sanitise hands on entry to respective meeting place and avoid touching walls, hand rails, etc, in the entrance halls, stairways, etc.

**For the purpose of accommodating separation of Pack into two groups:**

- Cubs & parents to be given prior notification into which group the Cubs will be allocated

				<ul style="list-style-type: none"> <li>○ Cubs and Leaders in each separate group will be isolated from each other and their Leaders throughout and after meetings</li> <li>○ Entry of all attendees into the meeting place is conditional upon a successful precautionary temperature screening (upto &amp; including 38°C)</li> <li>○ One group to meet in Narthex and the other in main Church.</li> <li>○ Access to Narthex – normal entrance at top of drive</li> <li>○ Entrance to main church - lower Lady Chapel doors</li> <li>○ Cubs in narthex meeting will, if necessary, use male toilet on strict one-out-one-in basis</li> <li>○ Cubs in church, if necessary, to use single church staff toilet on strict one-out-one-in basis</li> </ul>
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## Supplemental Elements

<p><b>RISK OF CATCHING COVID-19 FROM PERSONAL HYGIENE STANDARDS</b></p> <p><b>AT</b></p> <p><b>AMBER</b></p> <p><b>ALERT STAGE</b></p>	<p>Young People, Leaders, Volunteers, Visitors</p>	<p>General standard rules of personal hygiene, cleanliness, behaviour, privacy &amp; safeguarding applies.</p>	<p>M</p>	<ul style="list-style-type: none"> <li>○ Encouragement to be given for regular washing/sanitizing of hands throughout meeting</li> <li>○ Adult &amp; young Leaders to wear masks, gloves (and visor if necessary) at all times</li> <li>○ Sanitise already washed hands upon exit from Toilet area.</li> <li>○ Sanitise hands if face touched</li> <li>○ Deep clean of toilets at the end of each meeting</li> </ul>
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				<ul style="list-style-type: none"> <li>○ During activities, young people to work side by side, rather than face-to-face or around a table.</li> <li>○ Each supervising Leader to provide suitable activities for the badge requirements</li> <li>○ Avoid communal use of equipment e.g. pencils, etc.</li> <li>○ Equipment sanitised prior to meetings only to be used by one person and placed into quarantine area after use for sanitising after meeting finished.</li> <li>○ Everyone to sanitise hands or wash hands throughout the meeting</li> </ul>
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<p>RISK OF CATCHING COVID-19 AS A CONSEQUENCE OF MEETING ROOM CLEANING COVERING EQUIPMENT &amp; MATERIALS</p> <p>AT</p> <p><b>AMBER</b></p> <p>ALERT STAGE</p>	<p>Young People, Leaders, Volunteers, Visitors</p>	<ul style="list-style-type: none"> <li>○ Leave meeting place safe, clean, tidy and as we found it, respecting the Church who allow us the space for our meeting and those who follow us</li> </ul>	<p>M</p>	<ul style="list-style-type: none"> <li>○ Ensure sufficient stock of sanitising gels, boxes of tissues, PPE, disinfectant and other protection against Covid-19 risks is maintained</li> <li>○ Full cleansing and disinfection of toilets, meeting areas, touchpoints, toilets, other rooms used to be carried out before and after each meeting</li> <li>○ CHURCH'S CLEANING/DISINFECTING REQUIREMENTS AS THEY EXIST, AND FOLLOWING ANY UPDATE, ARE TO BE FOLLOWED AT ALL TIMES.</li> </ul>
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<p style="text-align: center;">SPREAD OF COVID-19 FROM SYMPTOMATIC ATTENDEE</p> <p style="text-align: center;">AT</p> <p style="text-align: center;"><b>AMBER</b></p> <p style="text-align: center;">ALERT STAGE</p>	<p>Young People, Leaders, Volunteers, Visitors</p>	<p>No Existing Covid-19 Controls Exists</p>	<p>M</p>	<ul style="list-style-type: none"> <li>○ Any member showing symptoms of COVID-19 (high temperature, new persistent cough, loss or change in normal sense of taste and smell, shortness of breath, sore throat or generally feeling unwell) will be asked to leave the session immediately.</li> <li>○ Cub displaying symptoms will be isolated in the Youth Room at St John's (located at the front of the building) whilst parents are contacted to collect Cub immediately.</li> <li>○ Symptomatic member from the Narthex meeting will be taken around the outside of the building to prevent other members from coming into contact with them.</li> <li>○ Should the isolation room need be used, windows to be opened and door kept closed, with the Young person inside and Leader supervising from outside the room</li> <li>○ Parent will collect from bottom of drive after Cub has been taken outside via the exit door (fire exit) in the Youth Room</li> <li>○ If used, Youth Room must be sealed off with doors closed, and with a deep clean to follow</li> <li>○ Notification of Youth Room being used for this purpose to be made to the Vicar</li> <li>○ A Leader displaying symptoms must leave immediately</li> <li>○ Infected Cub/Leader and their households will be advised to self-isolate and to arrange a COVID-19 Test.</li> </ul>
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<p>ADMINISTERING 1ST AID AND CONSEQUENT RISK OF CATCHING COVID-19 DURING A SCOUTING ACTIVITY</p> <p>AT <b>AMBER</b> ALERT STAGE</p>	<p>Young People, Leaders, Volunteers, Visitors</p>	<p>No Existing Covid-19 Controls Exists</p>	<p>M</p>	<ul style="list-style-type: none"> <li>○ 1st aider to wipe hands with hand gel and then to dress in PPE equipment (Apron, gloves, mask, visor) before attending to an injured member.</li> <li>○ Relevant 1<sup>st</sup> aid treatment will be given.</li> <li>○ Accident form to be filled in and handed to young member.</li> <li>○ Visor to be taken off and sanitised thoroughly.</li> <li>○ All wipes, packages (from plasters, bandages etc.), aprons, gloves, etc., to be placed into a double bagged black bag, tied and disposed of in the wheelie bin.</li> </ul>
<p>CATCHING COVID-19 FROM A SUSPECTED OR KNOWN INFECTED PERSON WHILST ATTENDING SECTION MEETINGS OF FROM SOMEONE WHO HAS BEEN IN CONTACT WITH AN INFECTED PERSON.</p> <p>AT <b>AMBER</b> ALERT STAGE</p>	<p>Young People, Leaders, Volunteers, Visitors</p>	<p>No Existing Covid-19 Controls Exists</p>	<p>M</p>	<ul style="list-style-type: none"> <li>○ All meeting attendees to complete a self-check before arrival</li> <li>○ Anybody symptomatic (with a high temperature above 37.8°C, new persistent cough, loss or change in normal sense of smell, shortness of breath, sore throat or generally feeling unwell) must not attend a meeting</li> <li>○ Anyone who has been in contact with anybody else showing symptoms or being diagnosed with COVID-19 within the last 2 weeks must not attend meetings, as per Government Guidelines.</li> </ul>
<p>SAFE ENGAGEMENT OF NEW VOLUNTEERS</p> <p>AT <b>AMBER</b> ALERT STAGE</p>	<p>Young People, Leaders, Volunteers, Visitors</p>		<p>M</p>	<ul style="list-style-type: none"> <li>○ New volunteers will be taken through this Risk Assessment, its requirements and other matters relating to their new role as a volunteer during an interview and training meeting either via Zoom or face-to-face</li> </ul>

Level	Impact (I)
V L	Very low, i.e. Splinters
L	Minor injury, i.e. Cut, Grazing
M	Medium, injury would stop casualty continuing with activity
H	Serious injury requiring medical attention, i.e. broken bone, deep cut, Safeguarding
VH	Extremely harmful, very serious injury or fatality, Safeguarding

The system set out by The Scouts Association which follows the National Youth Agency Framework (NYA) for returning to meetings is:

Readiness level	NYA level	Scout level
<b>Red</b> Rate of infection is remaining consistent or growing	<ul style="list-style-type: none"> <li>Online and digital youth services</li> <li>Detached youth services and 1-2-1 sessions with vulnerable young people outdoors</li> </ul>	<ul style="list-style-type: none"> <li>Digital programme delivery</li> <li>No face-to-face activity or meetings</li> <li>No residential activities</li> </ul>
<b>Amber</b> Rate of infection is reducing consistently in all parts of the country	<ul style="list-style-type: none"> <li>Online and digital youth services</li> <li>Small group sessions can take place</li> </ul>	<ul style="list-style-type: none"> <li>Digital programme delivery</li> <li>Small group sessions can take place outdoors</li> <li>No residential activities</li> </ul>
<b>Yellow</b> Number of cases low and decreasing, full Track and Trace system in place	<ul style="list-style-type: none"> <li>Online and digital youth services</li> <li>Indoor group sessions can take place</li> <li>Outdoor learning, trips and visits</li> </ul>	<ul style="list-style-type: none"> <li>Digital programme delivery</li> <li>Small group sessions can take place indoors and outdoors</li> <li>No residential activities</li> </ul>
<b>Green</b> No new cases or a vaccine is readily available	<ul style="list-style-type: none"> <li>All services open as per normal yearly operations</li> <li>Overnight trips and visits allowed</li> <li>International travel allowed within FCO advice</li> </ul>	<ul style="list-style-type: none"> <li>All activities can resume in line with government guidance</li> </ul>

### Getting back together safely: The COVID Code

1. A COVID-safe risk assessment has been completed and we have communicated control measures to volunteers, young people and parents and all are encouraged to raise concerns
2. Additional hygiene measures are in place
3. Social Distancing will be observed (check current distance determined by your Government)
4. Maximum group sizes will be limited and determined by scouts.org.uk and members will be consistent where possible
5. Make adjustments for young people and adults vulnerable or affected by COVID, and consult to make sure return plans are accessible and inclusive

<b>Checked by Line Manager</b>	Name: Steve Baker Role/level: GSL Date: 27 <sup>th</sup> October 2020	<b>Checked by Executive</b>	Name: Geoff Allen Role/level: Group Chairman Date: 27 <sup>th</sup> October 2020
<b>Approved by Commissioner</b>	Name: Lindsey Boaler Role/level: COVID-19 Risk Assessment Committee Member Date: 2 <sup>nd</sup> October 2020	<b>Approved by Executive</b>	Name: Daniel Bolstridge Role/level: District Commissioner Date: 2 <sup>nd</sup> October 2020
<b>Notification of level change</b>	Date and by who: 2 <sup>nd</sup> October 2020 by COVID-19 Risk Assessment Committee		