

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

Name of Section or Activity	5 <sup>th</sup> Carlton Scouts	Date of risk assessment	14 <sup>th</sup> September 2020	Name of who undertook this risk assessment	Natalie Bashton Ross Bashton	COVID-19 readiness level transition	Red to Amber
-----------------------------	--------------------------------	-------------------------	---------------------------------	--	---------------------------------	-------------------------------------	--------------

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>

**Note:- This Risk Assessment has been completed for indoor and outdoor meetings and activities located at St John's Church, Oakdale Road.**

*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.*

Catching COVID-19 or passing on COVID-19 at Start and End times of meeting.	Young members Leaders Parents	<p>Parents will to be asked to remain in their cars, or at a safe distance outside meeting location when bringing / collecting their Scout; no parent or carer to be allowed in meeting venue.</p> <p>Leaders, from a safe distance, to call Scouts in or out one by one, to ensure social distancing measures are followed. All members to sanitize hands upon entry and exit of the building.</p> <p>Door to be wedged open during this time, to limit touch points.</p> <p>As parents won't be present for notices at the end of the meeting, we will make use of the OSM Parent Portal which will allow us to email parents direct with the latest information. In addition to this, any group notices will be posted on the Group website which, in turn, emails out an update daily to registered email addresses. Parents will be informed of a 'Bubble' system, and will be notified by email of which bubble their young person(s) will be in, and any equipment that will be required (ie. Water bottle for dinks etc.)</p>	<p>Anyone seen to be touching their nose, mouth or face will be asked to wash or sanitize their hands immediately.</p> <p>Group Leadership to regularly check that contact details are correct and up to date.</p>
Catching COVID-19 or passing on COVID-19 when using Toilets	Young members Leaders	<p>Toilets to be cleaned before and after session. Young people will be encouraged to use the toilet at home before meetings to limit use at HQ. If toilet is needed during meeting time, males to use the Men's toilet, and female members to use the Disabled Toilet. (use of Ladies toilet is restricted to Playgroup).</p> <p>Toilets, sinks, taps, door handle and other high touch points to be cleaned down before and after use. All members to wash hands with soap and warm water for 20 seconds. Hand dryer not to be</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](https://scouts.org.uk/safety)

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

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>used, to limit possibility of transmission. Alternatively use paper towels</p> <p>Sanitize hands upon exit from Toilet area.</p> <p>Deep clean of toilets at the end of each meeting.</p>	
Catching COVID-19 or passing on COVID-19 during Section Meeting	Young members Leaders	<p>Scouts and All Leaders to wear Face coverings at all times, excluding when running an activity as per the Scout Association Guidelines.</p> <p>Windows will be opened before members arrive to provide plenty of fresh air and ventilation into the meeting rooms.</p> <p>Leaders to be allocated to a bubble, and attendances of Young People, Leaders, helpers and anyone else present to be recorded on OSM for Track and Trace purposes.</p> <p>On badgework activities, young people to work side by side, rather than face-to-face or around a table. Each bubble Leader will be responsible for providing a suitable activity for the badge requirements and the number of young people in the bubble. There will be no communal use of equipment – eg. Pencils etc. (such equipment will be already separated prior to the meeting.)</p> <p>Everyone to sanitise hands / wash hands throughout the meeting.</p>	
Catching COVID-19 or passing COVID-19 whilst giving 1 <sup>st</sup> aid treatment.	Young members Leaders	1 <sup>st</sup> aider to wipe hands with hand gel and then dress in PPE equipment (Apron, gloves, mask, visor) before attending to injured member. Relevant 1 <sup>st</sup> aid treatment will be given. Accident form to be filled in and handed to young member. Visor to be taken off and	

Additional information can be found in the [Safety Checklist for Leaders](https://scouts.org.uk/safety) and other information at [scouts.org.uk/safety](https://scouts.org.uk/safety)

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

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?
		sanitised thoroughly. All wipes, packages (from plasters, bandages etc.), aprons, gloves to be placed into a double bagged black bag and tied. Black bag then to be disposed of into the wheelie bin.	
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.	Young members Leaders	<p>All Young People and Leaders proposing to attend will be asked to complete a self check before attending the meeting. Anyone with the following symptoms will not be permitted to attend the meeting:</p> <ul style="list-style-type: none"> <li>• A high temperature (above 37.8C)</li> <li>• A new persistent cough</li> <li>• Loss or change in normal sense of smell</li> <li>• Shortness of breath, sore throat or generally feeling unwell.</li> </ul> <p>In addition to this anyone showing symptoms of COVID-19 or who has been in contact with anyone showing symptoms or being diagnosed with COVID-19 within the last 2 weeks must not attend meetings, as per Government Guidelines.</p>	
Welcoming and supporting Volunteers / parents / visitors whilst preventing transmission of COVID-19	Young People Leaders New Volunteer / visitors	<p>Should a parent, carer or new volunteer express an interest in volunteering, we would make use of the Group Zoom account to explain the risk assessments that have been put into place to ensure the safety of our members and Leaders. Following this the new volunteer would then be invited to attend, having read through the risk assessment.</p> <p>Should a parent or carer require support, we will also make use of the Zoom account to offer initial support virtually. Should a physical support session need to take place, social distancing would be observed.</p>	

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

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?
Member shows Symptoms of COVID-19 during a Scouting Activity	Young People Leaders Parents Other Users	<p>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. Young person 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 come and collect immediately. Symptomatic members will be taken around the outside of the building to prevent other members from coming into contact with said young person.</p> <p>Should the isolation room need be used, windows must be opened and the door must be closed with the Young person inside. Leader to then supervise Young Person from outside of the Youth Room. When the parent arrives, the young person will be taken outside, via the exit door (fire exit) in the Youth Room to meet the parent outside at the bottom of the Drive. Following this, all doors to the room must be closed, and then a deep clean must take place. All cleaning materials that have been used will be placed into a double bagged bin liner and safely disposed of.</p> <p>Vicar then to be notified of room being used, who will then not use the room for 72 hours to ensure there is no risk of the virus being spread.</p> <p>If a Leader displays symptoms they will be instructed to leave immediately.</p> <p>Both parties and their households will be advised to self isolate, and to arrange a COVID-19 Test.</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](https://scouts.org.uk/safety)

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

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?
Catching COVID-19 from others during travel to/from the meeting place.	Young members Leaders	In line with the Government guidelines on travel, a parent/carer or another adult from the family or support bubble should travel with the young member/s to the venue together or via a socially distanced method (i.e. walking with a 2 metre distance). There should be no car sharing with anyone outside of each household or support bubble.	
Catching COVID-19 during gatherings of members at sections meetings	Young members Leaders	<p>Plan A (Should Young person and Adult ratio allow):- The Troop will be split into 2 groups with a maximum of 13 scouts and 2 leaders per bubble. One bubble will meet in the church narthex (hall) and the other bubble will meet in the Lady Chapel (and entrance if needed).</p> <p>Plan B (Should young person and Adult ratio not allow):- 1<sup>st</sup> week - Bubble A will meet in the Narthex for the 1<sup>st</sup> meeting whilst Bubble B remains at home, with badgework being set for them to complete. 2<sup>nd</sup> Week:- Bubble B will meet in the Narthex with Bubble A remaining and home and completing the badgework set.</p> <p>Parents will be sent information of which bubble their Scout/s are in along with the leaders they will be with. No member is to swap bubbles during meetings or at any time.</p> <p>If a young person or Leader doesn't feel comfortable attending meetings they will be advised to remain at home. Work can be set for Scouts to achieve. (hence plan A&amp;B)</p> <p>Scouts will be briefed about social distancing and the location/space they need to stay in for the remainder of the meeting. If needed, areas can be marked out (esp. for younger members). Risk assessments will be available on the website for parents/carers and young members to read before attending their Section meeting.</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](https://scouts.org.uk/safety)

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

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?
Catching COVID-19 or Spreading COVID-19 when handling water bottles	Young Leaders	Young members will be asked to bring their own individual water bottle that is marked with their name on it. Once in the building they will be asked to put their bottle in their confined area.	
Catching or spreading COVID-19 from use of equipment.	Young members Leaders	Each section will have a cupboard specifically assigned to them (Beavers, Cubs, Scouts, Flag/1 <sup>st</sup> Aid). The Section Leader will be responsible for getting equipment out of the cupboards and spitting it into two (if required, hand gel must be used before doing this.) Equipment will then be handed out to each Scout maintaining the social distance. If Section is taking part in a particular activity, young members will be asked to bring in their own supplies (e.g creative challenge of making bird feeder, light up lantern, etc – bring own milk bottle, pop bottle, etc.) Once all equipment has been used it will be wiped down with anti-viral spray and will then be placed into the yellow container (labelled 1 per Section) and placed into the loft until the next meeting. This gives over 72 hours, during which time germs on the surface will die off and the equipment will be ready for use again at the next meeting.	
Catching or Passing on Covid 19 from surrounding outdoor areas at St John's Church. (Front Lawn, Driveway, Vicarage Garden, Garden of Rest)	Public Young People Leaders Vicar Church Staff	Young people and Leaders will be informed of a 'safe boundary' area, and told not to touch or venture anywhere outside of that boundary. This boundary would be identified, assessed and agreed by the Leaders and any other relevant parties, 3 days prior to any meeting taking place in that location.	
Supporting Young People with limited mobility during phased return to face-to-face Scouting.	Young People Leaders Carers	Should a young person need support during a Scouting Activity (toilet/movement/game etc.) Leader and young person to sanitise hands before Leader supports the member with the activity.	

Additional information can be found in the [Safety Checklist for Leaders](https://scouts.org.uk/safety) and other information at [scouts.org.uk/safety](https://scouts.org.uk/safety)

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

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>For extra precaution, Leader to wear face visor in addition to their face mask and, where possible, observe 2m social distancing guidelines.</p> <p>Scout and member to sanitise following conclusion of support for that activity.</p>	

Checked by Line Manager	<b>Name</b> , Steve Baker <b>Role / level</b> GSL <b>Date</b> 20 <sup>th</sup> September 2020	Checked by Executive	<b>Name:</b> Geoff Allen <b>Role / level;</b> Group Chairman <b>Date;</b> 20 <sup>th</sup> September, 2020
Approved by Commissioner	<b>Name</b> , <b>Role / level</b> <b>Date</b>	Approved by Executive	<b>Name</b> , <b>Role / level</b> <b>Date</b>
Notification of level change	<b>Date and by who</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>.