

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

<b>Name of Section or Activity</b>	Cookridge Village Scout Group – All Sections	<b>Date of risk assessment</b>	17/09/2020	<b>Name of who undertook this risk assessment</b>	Steven Sheppard	<b>COVID-19 readiness level transition</b>	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.
For this risk assessment, we have taken approved outdoor risk assessment 'COVID-19-restart-risk-assessment CVSG v1 26.08.20.doc' and added additional lines in green for indoor setting and removing request for parents to wait onsite due to 'rule of six'. Resubmitted as 'COVID-19-restart-risk assessment CVSG v2 17.09.2020'			
Persons with COVID symptoms on site: higher risk of infection spread	Young people, Leaders, helpers	Newsletter issued with COVID Code and instructions not to attend if symptoms present. A reminder prior to face to face meeting issued that anyone with COVID-19 symptoms, or who has been in contact with anyone who has COVID-19 symptoms (within the last two weeks), should not come to any face-to-face activities, and should follow government guidelines on self-isolation and testing.	
Persons vulnerable to COVID: higher risk of person becoming severely ill	Young people, Leaders, helpers	Newsletter issued to request to members to inform GSL of higher risk. Currently anyone deemed vulnerable is unable to attend until specific risks addressed and accepted with parent / carer. Anyone who needs to shield at the time of the session must not attend.	
Maintaining social distance at drop off and pick up: higher risk of infection spread if social distancing not maintained.	Young people, Leaders, helpers	To maintain social distancing the child will be the only one that gets out the car and there will be a one-way system in place. Dropped off one by one at the left entrance of the site if members are meeting outside or by the front door if members are meeting inside the hut. A leader will be standing in the appropriate location to greet your child, ensuring they are 2m from the door. Parent / carer is expected to park as far up as possible, if they cannot get out of Pinfold Lane whilst other cars are arriving and remain in car. Once Pinfold Lane access is clear they can leave the site. If they have any issues, need to contact leader beforehand not at point of drop off. Leaders will be in car park monitoring situation. At the end of meeting, parents should arrive and park up outside the hut. Once cars have arrived and stopped moving, children will be released in small groups to find parent/ carer in car. At pick up the children will wait social distanced until they are released.	
Maintaining social distance during arrival and departure of indoor face to face meeting: higher risk	Young people, Leaders, helpers	As members arrive at the hut, they will follow the marked one-way route into the hut and stand in a marked space as far back into the hut as possible. This marked space will allow for 2m between members. Leaders will have their own marked space at the front of the hut. Members will then leave one-by-one using the one-way system out the back door of the hut.	

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)

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of infection spread if social distancing not maintained.			
Hygiene of people: higher risk of infection spread if proper hand washing not carried out.	Young people, Leaders, helpers	All leaders and helpers will be briefed on what is expected of them in maintaining best hygiene for each session run. All leaders and helpers will hand sanitise and wash hands before any activity. All children will use hand sanitiser when they arrive and between each change of activity. Hand sanitising will also be done at the end of the session.	
Maintaining social distance during meeting: higher risk of infection spread if social distancing not maintained.	Young people, Leaders, helpers	Leaders need to outline social distancing expectations to the members to highlight the fact that they are not in a bubble at Scouts. Leaders to ensure that all activities planned will be able to social distance keeping the 2m (or 1m+ if necessary) or the recommended social distance at the time of the session from each other and the members. Leaders to maintain 2m at all times currently. The use of marks/cones to help visual the social distancing to all and the area that the group will be running in.	
Maintaining group size during meeting: higher risk of infection spread if social distancing not maintained.		Limit group size to recommended numbers (currently 15 in Amber). <b>Maximum group size will be 13 members and up to 5 leaders at this time.</b> We will be on site, on the grounds of HQ so no additional persons in marked out area.	
Minimising access within the hut: higher risk of contamination if members allowed in more areas of the hut. Harder to clean and maintain		<b>When meeting outdoors, only the small toilet will be accessible by all members. For indoor meetings, access is limited to the main hall and small toilet. Access will be one way via the front door, through the porch into the main hall and out of the back door. All doors that can be propped open, will be, to minimise contact. Leaders should minimise the use of kitchen. They should nominate one adult to use the kitchen if needed, during a section night. That adult should hand sanitise prior to entering the kitchen and wash/clean any equipment used.</b>	
Hygiene of toilets: higher risk of infection spread if hygiene not carried out.	Young people, Leaders, helpers	Prior to first use, toilets will be given a deep clean following government guideline. Toilet needs to be cleaned before and after sessions and after each use. Cleaning equipment available to leaders with safe storage. Deep cleaning of the facility on a regular basis. The small toilet at the entrance of the hut to be used, All doors propped open before the session to minimise touch points as the it will be two way. <b>During outdoor meetings,</b> Leader will not enter the hut and will wait in sight of another adult assisting in the session. Only one member at a time to use the toilet. Hand sanitisation required <b>before and after</b> use of toilet and toilet cleaning. <b>During indoor meetings,</b> leader should first ensure that the front door is closed then wait by hall door for member to return and ensure that they hand sanitise as they re-enter the main hall.	

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Hygiene of activity equipment: Higher risk of infection spread if hygiene not carried out.	Young people, Leaders, helpers	Equipment will be wiped cleaned before and after use, Leaders to minimise use of equipment where possible, assigning specific items to individuals for the evening. E.g. hoop / cone / paper / pens. Members will be asked to bring their own equipment such as: mat or chair to sit on, pen to write with. No drinks will be provided.	
Use of outdoor spaces: un-even ground, access to space less controlled, cannot be cleaned.	Young people, Leaders, helpers	Existing members are familiar with the grounds. Leaders will brief members on the boundaries the members need to stay within, Grounds are private so no members of public are present.	
All leaders need to have safety and safeguarding completed	Young people, Leaders, helpers	Group Scout Leader will ensure that all leaders have their safety and safeguarding training completed and validated.	
First Aid	Young people, Leaders, helpers	Use normal first aid whilst following the COVID plan. For outdoor meetings, a first aid kit needs to be outside in a safe place with a leader responsible for it. For indoor meetings, first aid kit should be available in the office. Should you need to break the 2m rule, assess whether you can contact the parent to deal with child away from the group. If not, need to put on appropriate PPE which will be available to leaders and helpers. Dispose of following government guidelines. The extent of first aid administered will be for minor injuries.	
Record Keeping	Leaders	For track and trace, a register must be kept of all attending. Any first aid or near misses recorded as usual. Inform GSL of any incidents. If anyone has been infected or suspected, GSL will inform all relevant parties.	
YP breaks social distancing or may be infected: risk of transmission of disease is higher		If a member breaks social distancing, hand sanitisation repeated and adult / carers of those involved informed of incident. Reminded of code of conduct. Persistent social distance breakers will be asked not attend.	

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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.

<b>Checked by Line Manager</b>	Steven Sheppard GSL 17/09/2020	<b>Checked by Executive</b>	Sarah Smith Chair 17/09/2020
<b>Approved by Commissioner</b>	Alex Mutch DC 28/09/2020	<b>Approved by Executive</b>	Sarah Smith Chair 17/09/2020
<b>Notification of level change</b>	28/09/2020 – Amber		

### Appendix

#### SECTION SPECIFIC RESPONSIBILITIES

	<b>SPECIFIC PERSON(S) MUST BE NAMED (as there may be a rota)</b>
Who will invite participants to attend the session?	
Who will make sure that each participant has parental consent for the session?	
Who will provide the cleaning materials for people and equipment?	
Who will supervise queueing before and after the session?	
Who will amend the activities to ensure correct social distancing?	

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Who will ensure that handwashing takes place before and after each activity?	
Who will clean surfaces, WCs, and handles before and after the session?	
Who will ensure that equipment is cleaned before and after use?	
OUTDOORS: Who is the person who will barrier off the session area?	

### Scouts' 'COVID Code':

- New control measures will be in place for all activities
- Additional hygiene measures will be put in place
- Social distancing will be observed
- Group sizes will be limited
- Adjustments will be made for young people who are vulnerable or affected by COVID-19

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