

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

<b>Name of Section or Activity</b>	1 <sup>st</sup> Owlsmoor Scout Group <i>(all sections, activities at the Scout HQ)</i>	<b>Date of risk assessment</b>	15 Oct 2020 (V1)	<b>Name of who undertook this risk assessment</b>	Ian Ferguson Chairman 1 <sup>st</sup> Owlsmoor	<b>COVID-19 readiness level transition</b>	Red to Amber <b>** INDOORS **</b>
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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?
<b>Hazard</b> – something that may cause harm or damage. <b>Risk</b> – the chance of it happening.	Young people, Leaders, Visitors?	<b>Controls</b> – Ways of making the activity safer by removing or reducing the risk from it. <i>For example - you might use a different piece of equipment or you might change the way the activity is carried out.</i>	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.
Hazard: Covid-19 Risk: Infection/transmission Situation: General Risk	Young people, Leaders, Parents, Family members	UK Government guidance is clear that the risk of coronavirus infection/transmission is greatest in indoor/constrained environments. Therefore, additional vigilance will be required during meetings held in indoor settings.	
Maintaining social distance at drop off and pick up: higher risk of infection spread if social distancing not maintained.	Young people, Leaders, parents	Clear instructions should be given to parents in relation to collection and drop off requirements. Only young people to be allowed into grounds and to follow designated route. Parents to remain outside of gateway. Young people to sanitise hands and wait in socially distanced group. Leaders to ensure young people have correctly sanitised their hands. Leaders also must sanitise their hands. One way route through building, entry through the main door, and exit through the fire door. Access to the toilets via the corridor will be allowed if absolutely necessary, and on a one-in/one-out basis.	
Maintaining social distance during meeting: higher risk of infection spread if social distancing not maintained.	Young people, Leaders	Group sizes will be limited to maximum of 15 young people per group (and up to 5 leaders, maintaining the correct young person/adult ratio). Young people to remain in allocated group for duration of meeting. Benches & tables to be marked out to maintain social distancing. All Scouts to wear face coverings at all times (not required for cubs or beavers). Leaders to wear face coverings unless actually leading an activity. The leader running an activity may remove their face mask while explaining it if this aids communication, but they must ensure they are appropriately socially distanced before doing so. Activities must be planned to allow young people social distancing of 2m from each other and from adults at all times. Avoidance of the face-to-face 'danger zone' should apply throughout. Programmes should be planned to avoid activities that involve shouting. Where, in the opinion of the Section Leader or Leader-in-Charge, an activity has become unsafe, it is to be stopped immediately.	

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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Hygiene of people: higher risk of infection spread if proper hand washing not carried out.	Young people, Leaders	Parents are required to ensure young people wash hands at home before travelling to their meeting. All members to sanitise hands on arrival & departure. Two hand sanitising points have been setup on "The Shack", additional hand sanitising will be provided in building. To be monitored by Leaders	
Hygiene of toilets: higher risk of infection spread if hygiene not carried out.	Young people, Leaders	Parents will be asked to ensure that young people use the toilet at home before travelling to their meeting to limit the use of the toilets. Toilets will be cleaned at the start & end of every session.	
Hygiene of activity equipment: Higher risk of infection spread if hygiene not carried out.	Young people, Leaders	All equipment to be used will be cleaned before & after use. Young people will not normally share equipment, but if there is a need to share then equipment will be cleaned between users. Programmes will be planned to limit the use of equipment.	
Use of building. Risk of infection if not cleaned properly.	Young people, Leaders, other users	Only the main hall will be available for use. All hard surfaces (i.e. tables, door handles, contact points etc) to be sanitised before & after each meeting.	
Administering First Aid: lack of social distancing, risk of spreading infection	Young people, Leaders, Visitors	Add surgical masks, aprons, hand sanitiser and resuscitation face shields to first aid kits. For minor injuries on young people & adults, encourage self-treatment to maintain social distancing. If breaking social distancing, first aider & casualty to wear surgical masks (not for facial injuries or where breathing is affected). Mask to be worn until casualty is handed over to parent/carer or ambulance. For resuscitation, consider just using chest compressions only for adults, but for children, mouth to mouth with compressions is more likely to be required and so a face shield should be used where possible. The decision as to how to respond should be based on assessing the risks in each specific situation.	
Risk of passing on Covid-19 infection	Young people, Leaders, Parents, Visitors	All communications to parents/carers must clearly state that no young person must attend if he/she or anyone in the household is showing symptoms of Covid-19. This also applies to Leaders. If any young people become unwell during a meeting, they are to be isolated in a safe area and their parent/carer called immediately. This area to be thoroughly cleaned/sanitised after use. Leaders will also have the right to isolate any young people who may be showing symptoms of Covid-19. Anyone sent home after showing symptoms of Covid-19 should be tested and the parents are requested to inform the leaders of the test result (either positive or negative).	
Participant displays symptoms after meeting, raising concerns that others may have been infected: Risk of passing on Covid-19 infection	Young people, Leaders, Parents, Visitors	<b>Participants</b> are all those attending a meeting, i.e. Leaders, helpers & young people. Ensure parents/carers have provided the most up-to-date contact and health details. Attendance records (kept securely for min 6 weeks) must be kept in case track and trace is required due to a later suspected case. Participants and/or Parents/carers to inform Scout Group immediately.	

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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>	Name, Andy Lowles Role / level Group Scout Leader Date 16 Oct 2020	<b>Checked by Executive</b>	Name, Ian Ferguson Role / level Chairman Date 16 Oct 2020
<b>Approved by Commissioner</b>	Name, Pam Pearce Role / level Dep DC South Berks Date 27 Oct 2020	<b>Approved by Executive</b>	Approved by 1 <sup>st</sup> Owlsmoor Executive Committee via online Zoom meeting on 22 Oct 2020.
<b>Notification of level change</b>	Date and by who		

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HQ Template Published June 2020

