

Covid-19 restarting face to face Scouting risk assessment

Name of Section or Activity	11 th Chelmsford Beavers for meetings at the Scout Hut	Date of risk assessment	30/09/2020	Name of who undertook this risk assessment	Joshua Looney - BSL	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>	Young people, Leaders, Visitors?	<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>	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.

We've provided some examples of hazards and potential control measures to help start your thinking on developing your risk assessment and plans for restarting face to face scouting. Make sure you customise all content in red so that it is relevant to your local situation and understood by those developing it and those reviewing it. Do not include any unnecessary data that could personally identify an individual, such as the name of a youth member.

Arriving and leaving the building higher risk of infection spread if social distancing not maintained.	Leaders Young People Parents and carers	<ul style="list-style-type: none"> • One-way systems into and out of the building. • Social distance floor marking outside the building while waiting to drop off and collect the young people. • Floor marking inside the building meeting the 2 metre social distance requirements. • Beavers will be welcomed individually at entrance by Leader and instructed to use hand sanitizer on entry before progressing into main hall. • Parents not allowed into building and will need to depart once they deliver their child. New Beavers will be met separately to allow parents to settle them – parent to wear mask. Adult numbers not to exceed limit. • Beavers will be dismissed individually at exit by Leader once their parent has been identified and will be asked to use hand sanitiser before leaving. 	<p>The reason for these procedures should be shared with Parents before F2F Scouting restarts.</p> <p>Be aware that everyone is reminded of the correct procedures each week.</p> <p>Also all Leaders and Helpers to be aware of process of isolation if someone shows symptoms during a meeting – guidance on the notice board in the Lobby.</p> <p>GSL to be advised who will notify everyone.</p> <p>The Scout Hut has a QR sign in for all Leaders and young people over the age of 16.</p> <p>A register is always kept for all meetings for young people and Leaders and Helpers – this was routine pre-Covid.</p> <p>If anyone shows symptoms their parent or emergency contact will be notified immediately, and they will be moved out of the Main Hall to a safe area – Quiet Room.</p> <p>The GSL will be notified too and it is her responsibility to notify all parents, that the young person is showing symptoms and waiting for testing.</p>
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Additional information can be found in the [Safety Checklist for Leaders](https://scouts.org.uk/safety) and other information at scouts.org.uk/safety

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			Parents will need to let GSL know if test is positive, GSL will phone all parents of young people who attended the same meeting as the Positive COVID, All attendees will then need to follow Covid-19 isolation guidelines and meetings will be suspended.
Main Hall higher risk of infection spread if social distancing not maintained.	Leaders/ Helpers/ Young people	<ul style="list-style-type: none"> A maximum of 15 Beavers plus up to 5 leaders /helpers allowed to attend a meeting. For Beavers a rota system may be arranged for alternate weeks. Social distance marking on the floor they will need to remain standing at the start and end of each meeting. 	<p>A register is kept to ensure correct Beavers are attending.</p> <p>Before start of each session, young people to be reminded why we have these procedures and that their parents will be advised if they consistently fail to comply. As a last resort they may be excluded.</p> <p>This to be advised to the parents in the pre-start procedures</p>
Hand washing higher risk of infection spread	Leaders/ Helpers/ Young People	<ul style="list-style-type: none"> Hand sanitiser/ hand washing will be required when arriving and leaving each meeting. All toilets have anti-bacterial hand wash and paper towels to dry hands and bin for collection. Will need to use anti-bacterial spray before re-entry into main hall. 'Catch it kill it and bin it' posters are displayed around the hall to remind the Beavers to follow the rules and will need to hand wash after toilet visits for members on arrival, departure and during as required. 	We are not planning to use the kitchen during meetings.
Hygiene of toilets higher risk of infection spread if hygiene not carried out.	Leaders/ Helpers/ Young People	<ul style="list-style-type: none"> Toilet facilities cleaned before and after each session Toilets may be accessed by only person at a time and will be cleaned after every use. This applies to both girls and boys toilets. Cleaning equipment, plus disposable gloves available to all 	

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		<p>leaders for use when cleaning at the start and end of each session (with a tick list to be completed with date)</p> <ul style="list-style-type: none"> • Deep cleaning of the facility on a weekly basis. 	
Hygiene of activity equipment: higher risk of infection spread if hygiene not carried out.	Leaders/ Helpers/ Young People	<ul style="list-style-type: none"> • Programmes organised to ensure that correct social distancing is observed and they can be adapted for young people not attending a meeting, • Each section will have own sport/game equipment locked in section cupboard to lower the spread – this to be wiped clean after each meeting. • Each Beaver will have own pencil case/equipment provided by the group - not allowed to share with others - to be wiped clean after each meeting • Tables and chairs will need to be wiped before start and at end of each session • Social distancing of Beavers if using tables to be wiped cleaned after use • Inhalers can be kept with the young person. Other medication to be kept in a zipped satchel and put it on the Leader desk and picked up on leaving. • Wherever possible we will ask parents to take home coats. • The back shelf will have name of each child on a sheet where they can put personal items, eg jumper/coat/drink. 	
First aid Lack of social distance	Leaders/ Helpers/ Young People	<ul style="list-style-type: none"> • PPE Mask, disposable apron and gloves will need to be worn if dealing with hands on first aid • If small cut or graze get young person to wipe it themselves and apply dressing if needed. 	
Programme/games/activities		<ul style="list-style-type: none"> • Ensure that programmes cover the necessary elements to ensure all young people can achieve their top awards. Activities to ensure that social distancing is able to be maintained at all times. 	All Leaders have been part of writing and agreeing the Risk Assessments
Premises and Leaders		All Leaders and YL will wear appropriate face covering when not delivering an activity and when admitting and dismissing Beavers. All Leaders to take away and dispose of waste safely.	Have a designated place for isolation if someone shows symptoms during a meeting whilst they wait for their parent to collect them

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		<p>In the event of the need to evacuate for an emergency the Group procedure is shown in the next section across.</p>	<p>– the Group has a Quiet Room. All Leaders aware of evacuation process in case the building needs to be evacuated in an emergency. Full PPE equipment available if required. The procedure follows our normal one which is to evacuate via the double doors at the front of the building and cross to car park to congregate on the grassed area in front of St Luke's Church. All Leaders will remind their young people that the need to socially distance is still important at that time too. Risk Assessments for all sections follow a similar pattern.</p>
<p>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.</p>			

<p>Checked by Line Manager</p>	<p>Name, Sherry Wright Role / level - GSL Date 07/10/2020/13/11/20</p>	<p>Checked and approved by Executive</p>	<p>Name, Josie Cornhill/Kevin Strutt Role / level Group Secretary/Chair Date 13/10/20/20/11/20</p>
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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>.