

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

<b>Name of Section or Activity</b>	East Goscote Scout Troop – Amber (meeting indoors variant) at East Goscote Scout Hall	<b>Date of risk assessment</b>	3 March 2021	<b>Name of who undertook this risk assessment</b>	Phillip Bott, Section Leader	<b>COVID-19 readiness level transition</b>	Amber (indoor variant)
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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.</p> <p><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.
Maintaining social distance at drop off and pick up: higher risk of infection spread if social distancing not maintained.	Young people Leaders Parents / carers	<p><b>Drop off of child</b> Young people and parents / carers to maintain social distancing while dropping off their Young People. (Except same households / bubbles).</p> <p>No parents / carers to cross the ‘drop off zone line’ unless agreed with the leader in charge. This will be marked with cones. Leader will be present to ensure parents / carers stay the right side of the line. Any parental queries will be dealt with outside.</p> <p>One way system to operate for the building. Main doors for going in. Double fire doors for going out. Doors to be left open at all times to avoid touching.</p> <p><b>Collection of child</b> Young People and parents / carers to maintain social distancing while collecting their young people. (Except same households / bubbles).</p> <p>No parents / carers to cross the ‘drop off zone line’ unless agreed with the leader in charge. This will be marked with cones. Leader will be present to ensure parents / carers stay the right side of the line. Any parental queries will be dealt with outside.</p> <p>One way system to operate for the building. Main doors for going in. Double fire doors for going out. Doors to be left open at all times to avoid touching.</p> <p>It will be recommended that members do not car share with others outside</p>	

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		their household / bubble.	
Maintaining social distance during meeting: higher risk of infection spread if social distancing not maintained.	Young people Leaders Parents / carers	Social distancing to be maintained in accordance with current government / scouting recommendations (i.e. max group size 15 children, 5 adults & 1m+ separation).  Parents to advise leader in charge if any child is in vulnerable category and discussion undertaken as to any extra precautions for that young person.	
		Upon presenting of badges etc. handshake routine to remain suspended.	
Hygiene of people: higher risk of infection spread if proper hand washing not carried out.	Young people Leaders Parents / carers	Hand sanitiser to be used on arrival by all members who cross the 'drop off zone' line.  Hand washing must be undertaken after using toilet facilities and after coughing/sneezing.  Hand sanitiser should be used before & after using any shared equipment; or equipment that cannot be wiped clean immediately. All non-washable items will also be quarantined after use, in accordance with Government guidance: <a href="https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings">https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings</a>	
Hygiene of activity equipment: Higher risk of infection spread if hygiene not carried out.	Young people Leaders	Where possible non-contact games to be played.  Specific written risk assessments to be undertaken for all activities undertaken that take consideration of COVID-19 risks.  Clean equipment (including tables) before and after use with anti-bac. If it is not possible to clean after use, due to type of material etc. it should then be quarantined in accordance with current Government guidance: <a href="https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings">https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings</a>  Use of equipment made of fabric should be avoided (e.g. beanbags)  Limit use of equipment where possible. Consider: <ol style="list-style-type: none"> <li>1. Reduction in the use of equipment</li> <li>2. Whether additional equipment can be purchased to ensure enough for all. Assign equipment to child (no swapping if possible).</li> </ol>	

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		<p>Hand sanitiser to be applied by all members before and after using any shared equipment.</p> <p>All members should arrive and leave in the clothing needed for the activities of the night. This will be communicated to parents in advance. There must be no changing of clothes. Uniforms will not be suitable for most activities. Group t-shirts to be encouraged.</p> <p>All members to be strongly encouraged to bring their own chairs i.e. camp / deck chairs. No sharing to be allowed.</p> <p>All members must bring their own water bottle for the evening. There will be no cups / water supplied. These mustn't be shared with other members. All young people's bottles to be named.</p>	
Hygiene of toilets: higher risk of infection spread if hygiene not carried out.	Young people Leaders	<p>Toilets will be deep cleaned at least once a week and disinfected after each section night. Hand washing after use is compulsory.</p> <p>One person at a time to enter each toilet block (all blocks are now unisex).</p> <p>Urinals to be taken out of use. Toilet cubicles to be made 'unisex' and wherever possible a separate toilet cubicle assigned to each bubble.</p> <p>Main hall door will be propped open to reduce 'touching' surfaces.</p> <p>Touch points will be disinfected before and after each meeting.</p> <p>Cloth hand towels to be removed and replaced with paper towels. Lidded bins are provided for disposal of paper towels &amp; tissues etc.</p> <p>Posters to be displayed showing correct method of handwashing.</p>	
Members show Covid-19 symptoms	Young people Leaders	<p>All parents / carers to be reminded that their child cannot attend if they or any of their household / bubble is showing any symptoms.</p> <p>Anyone who is showing symptoms must be isolated immediately. If an adult they are to be sent home and if a young person their parent / carer is to be contacted to arrange immediate collection.</p> <p>Young person to be isolated &amp; monitored until collection, outside or if not possible, in the designated isolation room in the Scout Hall.</p> <p>Isolation room must be deep cleaned before it can be used again.</p> <p>Any adult supervising young people displaying symptoms must wear appropriate PPE provided.</p>	

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		<p>Parents to be reminded that anyone displaying symptoms should follow the current NHS Test and Trace guidance:  <a href="https://www.nhs.uk/conditions/coronavirus-covid-19/testing-and-tracing/">https://www.nhs.uk/conditions/coronavirus-covid-19/testing-and-tracing/</a></p> <p>Parents must keep the Section Leader informed of the results of any Covid-19 testing.</p> <p>Upon request attendance registers will be made available to NHS Test and Trace Service. Registers will be kept securely in line with GDPR and Scouting retention guidance.</p> <p>GSL to be informed immediately of any suspected case.</p>	
<p>Coronavirus – additional measures to reduce risk of infection spread whilst meeting indoors.</p>	<p>Members, Leaders, Parents/Carers, Visitors</p>	<p>Indoor meeting is not permitted until 12th April 2021 onwards, as per the Scout Association guidance dated 2nd March 2021. .</p> <p>All activities will continue to take place outdoors where possible.</p> <p>A full Covid building risk assessment was originally completed and approved in December 2020. This has been reviewed and updated to include the latest Government &amp; Scout Association guidance, including but not limited to:</p> <p>All scouts and leaders are required to wear face coverings whilst indoors – exception to this is anyone who is exempt or for a leader who is delivering an activity. A supply of face masks is available for anyone who has arrived without one.</p> <p>Doors will be propped open to reduce touch points and provide fresh air circulation and ventilation. Hand sanitizer will be available in the corridor, hall and kitchen. Anyone entering or leaving the building should sanitize their hands immediately.</p> <p>The public areas of the building are deep cleaned at least once a week. Touch points and toilets will be disinfected before and after each meeting.</p> <p>All members &amp; visitors are encouraged to maintain social distancing whilst indoors. Chairs and tables will be set out accordingly to promote this. Social distancing posters are displayed.</p>	

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		Where possible, members will enter the building via the main door into the corridor and will exit through the hall fire doors.	
Training	Leaders & volunteers	In accordance with current Scouting guidance, Leader in Charge to ensure all leaders in attendance have their statutory training up to date. Leader in charge to be checked by GSL.  All relevant permits and qualifications should be in place for adventurous activities.	
Meetings away from the hall i.e. campsites increases the risk as members will need to travel	Young people Leaders Parents / carers	Parents responsible for transporting their children to and from the venue. Leaders to travel in their own vehicles. No vehicle sharing / minibus travel to take place. Ensure no travel is into an area with local restrictions in place that prohibit the planned travel / activities.  Ensure drop off zones are put in place as outlined above. Leaders to arrive early to set this up.  Risk Assessments for venue will be obtained and acted upon.  Specific venue risk assessment will be completed and approved before the trip takes place.	
Use of public open spaces - Loss of children - Slips, trips etc.	Young people Leaders Parents / carers	Young people to be given clear boundaries and rules. Regular headcounts to be undertaken.  Area to be assessed before use for any significant trip hazards, divots etc. Young people to arrive wearing suitable clothing and footwear for terrain, activity, weather etc.	
Communication - Handing out of letters etc. increases risk due to cross-contamination.	Young people Leaders Parents / carers	All communication will be made electronically; via email, WhatsApp, Online Scout Manager, text messages.  Copy of this risk assessment to be made available to all members / parents via our website.  Use Events facility on Online Scout Manager to obtain permissions (including specific permission to attend indoor face-to face meeting).  General information to be made available on website.	

**Review:**

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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. This risk assessment will be reviewed once a month; and updated with any addition control measures made during the activity.

<b>Checked by Line Manager</b>	Dawn Manning, GSL, 06/03/2021	<b>Checked by Executive</b>	Sarah Haywood, Chair
<b>Approved by Commissioner</b>		<b>Approved by Executive</b>	06/03/2021
<b>Notification of level change</b>	Scout Association 02/03/2021 Email Newsletter.		

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>.

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