

## COVID-19 restarting face-to-face Scouts risk assessment

<b>Name of section or activity</b>	1 <sup>st</sup> Harwell (St. Matthew's) Scout Group  (Ridgeway Beavers, Ridgeway Cubs, Ridgeway Scouts, Driftway Beavers, Driftway Cubs, Driftway Scouts)  1 <sup>st</sup> Harwell ESU	<b>Date of risk assessment</b>	03/06/2021	<b>Name of person doing this risk assessment</b>	Alison Gale George Laing Brian Zimmerman	<b>COVID-19 readiness level transition</b>	Amber to yellow / indoors
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What hazard have you identified? What are the risks from it?	Who is at risk?	How are the risks already controlled? What extra controls are needed?	What's changed that needs to be thought about and controlled?
<b>A hazard</b> is something that may cause harm or damage. <b>The risk</b> is the chance of it happening.	For example, young people, adult volunteers, visitors.	<b>Controls</b> are ways of making the activity safer by removing or reducing the risk. For example, you may use a different piece of equipment or you might change the way you do the activity.	Keep <b>checking</b> throughout the activity in case you need to change what you're doing or even <b>stop</b> the activity.  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 you start thinking about your risk assessment and plans for restarting face-to-face Scouts. Make sure you customise all of the content in the table so that it's relevant to your situation and make sure that everyone doing and reviewing the risk assessment understands it all. Don't include any data that could personally identify someone, such as a member's name in the risk assessment itself, only in the details of who has done, checked and approved it.			
Young People do not have their parent's or legal guardian's consent to attend face-to-face meetings.	All present	<ul style="list-style-type: none"> <li>An OSM event will be created to provide all information regarding return to face-to-face scouting within the Group and provide a mechanism to record consent.</li> <li>OSM Event provides audit trail for consent – leaders must not manually update this record.</li> <li>No Young People may attend any face-to-face meeting unless Parents have given permission via this method.</li> <li>Leaders to be given list of members who have not consented to restart.</li> </ul>	<ul style="list-style-type: none"> <li>Monitoring this OSM event around the restart date for each section and reminders sent periodically.</li> </ul>
Not following procedures: risk of infection spread	All present	<ul style="list-style-type: none"> <li>Procedures shared and agreed (via OSM Consent Event) with Parents/Carers prior to recommencement of face-to-face scouting.</li> </ul>	

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		<ul style="list-style-type: none"> <li>Parents/Carers to share all information with children and ensure understanding.</li> <li>Any child who consistently (3 or more times) fails to follow procedures will be safely and sensitively isolated and Parents/Carers will be asked to collect child.</li> </ul>	
Operating indoors: higher risk of COVID-19 spread	All present	<ul style="list-style-type: none"> <li>Meetings will be held outdoors – facilities will be open for members use of toilets and for collecting and returning equipment as required.</li> <li>Hand sanitizing on entry and exit of buildings.</li> <li>Young People may only enter the building to use the toilet or if instructed to do so by a Leader.</li> <li>Only one Young People person to be in the building at any one time – Scouts and Explorers must wear a face mask – Leader designated to ensure this occurs.</li> <li>Leaders may enter to collect and return equipment and use the facilities.</li> <li>More than 1 adult may enter the building at the same time but must wear a face mask and keep socially distanced.</li> <li>No Young People may be in the building at the same time except in emergencies.</li> </ul>	
Maintaining social distance when young people are dropped off and picked up: higher risk of COVID-19 spread if social distancing not maintained.	All present	<ul style="list-style-type: none"> <li>All Young People must be in good health and showing no signs of any infection.</li> <li>Designated Leader to do registration/collection – Parent to sign Young People in and then leave.</li> <li>An Adult Leader must complete the OSM Attendance Register for all Adults and Young People – this is our document that is required to support NHS Test and Trace.</li> <li>At the end of the meeting, Young People to wait in designated area with Leaders – Parents/Carers queue and sign out child with designated leader.</li> <li>All adults (Parents/Carers and Leaders) to wear face masks during the registration and collection process.</li> <li>Maintain 2 m distance in queue to register and collect:</li> </ul>	<ul style="list-style-type: none"> <li>Leaders to monitor drop off / collection – adjust plan and communicate to other sections if issues occur.</li> </ul>

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Maintaining social distance during the meeting: higher risk of COVID-19 spread if social distancing not maintained.	All present	<ul style="list-style-type: none"> <li>Meetings to take place outdoors only in venues where space will support the maximum number of people who might be present (e.g. the recreation ground, Youldbury, hiking routes around the village, etc);</li> <li>Leaders will not be providing transport for any activities.</li> <li>Only 1 section to meet at any one time.</li> <li>Activities to be chosen which encourage and enable social distancing.</li> <li>Young People may not move closer than 2m to another person (even if they do so in school).</li> <li>Smaller groups within the section to be avoided wherever possible (we have many school bubbles within each section and wish to maintain distance between these bubbles). Where small groups are required for an activity, Leaders must plan for these on the risk assessment for the activity and ensure social distancing is maintained.</li> </ul>	
People's hygiene: higher risk of infection spread if people don't wash their hands properly.	All present	<ul style="list-style-type: none"> <li>All Young People to be advised to use the toilet and wash their hands thoroughly before leaving for the meeting.</li> <li>Hand sanitiser will be provided for use at registration (any YP who has an allergy should provide their own) and throughout the meeting.</li> <li>Young People to be reminded of 'hands, face, space' at the start of each meeting.</li> <li>Young People to wash their hands thoroughly after using the toilet facilities.</li> <li>Young People will be reminded to sanitise their hands, as necessary.</li> <li>Signage to remind of hand washing and sanitising, and how to wash posters near sanitation points.</li> </ul>	<ul style="list-style-type: none"> <li>Ongoing reminder of 'Hands, Face, Space'.</li> </ul>
Hygiene of toilets: higher risk of COVID-19 spread if toilets aren't kept hygienic.	All present	<ul style="list-style-type: none"> <li>Access to toilet facilities restricted – see earlier point.</li> <li>Soap and paper towels will be available at all times.</li> </ul>	

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		<ul style="list-style-type: none"> <li>Rubbish to be bagged and cleared away after each session.</li> <li>Toilet facilities will be cleaned by an adult before and after sessions.</li> <li>Cleaning equipment will be available to leaders and stored safely.</li> <li>Deep cleaning toilet facilities on a regular basis.</li> </ul>	
Hygiene of activity equipment: higher risk of COVID-19 spread if equipment is shared without proper hygiene.	All present	<ul style="list-style-type: none"> <li>Activities will be chosen to limit the amount of equipment required and shared.</li> <li>Any shared equipment will be cleaned as appropriate before and after use by an adult based on the activity specific risk assessment.</li> </ul>	<ul style="list-style-type: none"> <li>Leaders advised to keep equipment a minimum and evaluate cleaning and sanitizing requirements.</li> </ul>
Hygiene of indoor facilities	All present	<ul style="list-style-type: none"> <li>As per earlier point – all meetings will take place outdoors and minimal indoor facilities used only as specified.</li> <li>Contact surfaces (door handles, taps, tables etc) will be cleaned by an adult prior to group arriving and after the session.</li> <li>Doors will be kept open where safe to do so to reduce contact.</li> </ul>	
Emergency Aid required	Those involved in the emergency and those dealing with the emergency	<ul style="list-style-type: none"> <li>Group First Aid Kit at all sessions including appropriate PPE.</li> <li>At least one valid First Aider to be present at all times during the meeting.</li> <li>Follow guidance provided by The Scout Association: <a href="https://www.scouts.org.uk/volunteers/getting-back-together-safely/knowning-what-to-do-if-something-goes-wrong/">https://www.scouts.org.uk/volunteers/getting-back-together-safely/knowning-what-to-do-if-something-goes-wrong/</a></li> </ul>	
<p>Members showing signs of COVID-19 during meeting:</p> <p>The main symptoms of COVID-19 are:</p> <ul style="list-style-type: none"> <li>a high temperature</li> <li>a new, continuous cough –</li> </ul>	All present	<ul style="list-style-type: none"> <li>An Adult to be designated to look after Young People - this must not be the leader in charge of the activity.</li> <li>Appropriate PPE must be used.</li> <li>Young People to be isolated safely and sensitively.</li> <li>Parent/Carer to be informed immediately and requested to collect Young People.</li> </ul>	

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<p>this means coughing a lot, for more than an hour, or 3 or more coughing episodes in 24 hours.</p> <ul style="list-style-type: none"> <li>a loss or change to sense of smell or taste – this means they cannot smell or taste anything, or things smell or taste different to normal.</li> </ul> <p>Source: NHS</p>		<ul style="list-style-type: none"> <li>The Adult that was designated to look after Young People should themselves return home and follow government procedures.</li> <li>GSL to be informed.</li> <li>HQ to be informed by GSL via smartsheet: <a href="https://app.smartsheet.com/b/form/f16aec805bee49cdbc4d12c82b5e7d2b">https://app.smartsheet.com/b/form/f16aec805bee49cdbc4d12c82b5e7d2b</a></li> </ul>	
Someone attending a meeting is confirmed with COVID-19 within 14 days of attending a meeting	All present	<ul style="list-style-type: none"> <li>GSL to be informed.</li> <li>HQ to be informed by GSL via smartsheet: <a href="https://app.smartsheet.com/b/form/f16aec805bee49cdbc4d12c82b5e7d2b">https://app.smartsheet.com/b/form/f16aec805bee49cdbc4d12c82b5e7d2b</a></li> </ul>	
Members who do not wish to attend f2f	All Members	<ul style="list-style-type: none"> <li>Young People that do not wish to attend must contact their Section Leader, who will respond appropriately.</li> <li>Consider providing an alternative activity which can be done at home without a requirement for Leaders.</li> <li>Consider using an on-line communication method to allow Young People to take part at home;</li> </ul>	<ul style="list-style-type: none"> <li>Adult members must not feel pressured to resume face-to-face meetings – any issues should be discussed with their Section Leader.</li> </ul>
<b>Review:</b> this risk assessment is for a section to move from one COVID-19 readiness level to the next. An additional risk assessment should be produced for each proposed move.			

<b>Checked by GSL</b>	Name: Brian Zimmerman Role and level: GSL Date: 03/06/2021	<b>Checked by Group Executive</b>	Name: Robin Glover Role and level: Chair Date: 03/06/2021
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Approved by approver	Name: Role and level: Date:
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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 Scouts 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 the County Commissioner, who will all have access to this data. Scouts UKHQ will retain this data for three 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 Scouts' data processing stance, please visit our Data Protection Policy: [scouts.org.uk/DPPolicy](https://scouts.org.uk/DPPolicy)

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