

COVID-19 restarting face to face Scouting Risk Assessment

Name of Section or Activity	Windle Womble s ESU	Date of risk assessment	15/09/2020	Name of who undertook this risk assessment	Chris Maw	COVID-19 readiness level transition	Amber inc Indoors
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Hazard Identified?	Risk	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?	Who is responsible
Infection Preclusion						
Infection by a Unit Member or a Leader who has already pre-existing Covid-19 or symptoms	Spread of infection	Unit Members Leaders, General Public	Nil	<p>Inform leadership team, Parents and Unit members not to attend meetings if they or if another household member has Covid-19 or suspect they might have Covid-19 or present symptoms of the Virus.</p> <p>Parents should not to send Unit Members if they have been advised to self-isolate from school due to class or bubble possible infection.</p>		Leaders / Parents / Unit Members
A Leader or Unit Member develops symptoms Covid-19 or during the meeting	Spread of infection	Unit Members / Leaders	Nil	<p>If anyone show signs of coronavirus. They should isolate 25m away from the rest of the group , be asked to wear a face mask (unless unable to do so) and parents or home contact to be called to collect early. Wherever possible keep isolated from main unit as per leaving procedures.</p> <p>Any Leader in contact with the person should wear appropriate PPE in order to isolate themselves from infection, which should be disposed of appropriately after the Leader/Unit member has left.</p> <p>They should sanitise their hands effectively using soap and water or alcohol-based sanitiser.</p> <p>Advise leader / parents should symptoms persist they should be advised to enter self-isolation and undergo COVID-19 testing via the NHS.GOV website</p>		Leaders / Unit Members
A Leader or Unit member develops Covid-19 or symptoms following the meeting	Spread of infection	Unit Members / Leaders	Nil	<p>The Unit will keep a register via OSM of all unit members and Leaders who attended each evening, this information will be submitted to Test and Trace to aid with contact tracing should anyone show symptoms and give a 'POSITIVE' result if tested..</p> <p>It should be noted that should a Leader be notified of a POSITIVE test result; they should advise the parent to leave the notification of others to the NHS GOV 'Track & Trace system.</p>		Leaders / Unit Members

Additional information can be found in the [Safety Checklist for Leader](#) and other information at scouts.org.uk/safety

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Use of Building – Indoor Activities – Before Meeting	Infection Prevention	Unit Members / Leaders	Pre-existing risk assessments for building maintenance / COVID- 19 procedures	Leaders should walk around the premises and undertake visual inspections of all areas to be used. Liaise with building managers to discuss infection prevention and sanitation procedures		Leaders
Use of Building – Indoor Activities – Before Meeting	Infection Prevention	Unit Members / Leaders	Pre-existing risk assessments for building maintenance / COVID- 19 procedures	After a meeting Leaders should follow cleaning and sanitising procedures as set down within Building Managers Covid - 19 RA. All touch surfaces should be wiped down, floors and toilets cleaned. Remember it is your responsibility to ensure the building is safe for others to use without undue cleaning before a meeting – leave as you wish to find!		Leaders
Social Distancing and Activity Risks						
Maintaining social distance at Leader arrival and Unit member drop off	Spread of Infection	Unit Members / Leaders	Nil	<p>Unit members should be advised to stay 2m apart from others if walking to HQ, the use of face masks on public transport and general use supported.</p> <p>Leaders and Unit members who attend each meeting should be registered via OSM as they arrive for Track and Trace information if required.</p> <p>When Unit Members arrive, current social distancing advised separation should be observed, if possible, mark 2m distancing for unit members to stand before the meeting commences.</p> <p>Advise Unit Members and Parents that if dropping off they should arrive on time - early is just as bad as late.</p> <p>Leader to meet Unit Members on arrival. Where meeting inside No parents to be allowed in building unless they are Carers for special needs members.</p> <p>When Unit members are allowed entrance to the building Track and Trace register should be completed and hands sanitised.</p> <p>If available temperature checks can be taken with a non -contact infrared scanner. Anyone displaying a high temperature (>37.8) should not be allowed entry. Follow procedure for Unit Members showing Covid - 19 symptoms.</p> <p>Leader greeting Unit members to wear a mask.</p>		Leaders / Unit Members

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				Leader to remind Unit of the 2m social distancing rule		
Maintaining social distance during meeting	Spread of Infection	Unit Members / Leaders	Nil	<p>Group sizes currently limited to 15 Unit member plus 5 leaders – should carers be required for special need members these will not be included in the group count.</p> <p>Contact games should not be played</p> <p>If throwing or launching activities are undertaken members should be reminded not to run after equipment as this will mean possible infraction of the 2m social distancing guidance.</p> <p>All hands and equipment to be sanitised before games and at regular intervals</p> <p>Activities should be planned with 2m social distancing rule in mind.</p> <p>If tables are used, only 2 Unit members to a table (at either end) to keep 2m apart Table to be sanitized before and after use</p> <p>If a Leader needs to help a Unit member then the Leader should hand sanitise beforehand and ensure they are properly wearing a mask</p> <p>No equipment or materials to be passed between Unit members</p> <p>Where equipment is required to be reused as part of an activity, they should be sanitised using anti-bacterial wipes to avoid contamination. Ensure they are thoroughly dry between each use.</p> <p>Use of physical objects for games is to be minimised and any objects should be sanitised before use and after use.</p> <p>All Leaders and Unit members to hand sanitise before touching scout equipment</p>		Leaders / Unit Members

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				When activities are inside all Unit Members and leaders are to wear masks at all times – due to current members special needs, clear masks will be issued to all to aid in lip reading.		
Personal hygiene of Unit Members	Spread of Infection	Unit Members / Leaders	Nil	<p>Hand sanitisers with >70% alcohol present throughout the building and outside dependant on activity.</p> <p>All users to be verbally reminded at the beginning of the meeting to maintain good hand hygiene</p> <p>It should be noted that the use of alcohol-based sanitiser is not appropriate for activities where naked flames are present – soap and water should be used for personal hygiene in these cases.</p>		Leader / Unit Members
Hygiene of toilets:	Spread of Infection	Unit Members / Leaders	Nil	<p>Where activities are outside Unit Members should be advised to go to the toilet before attending meeting .</p> <p>When available only 1 Unit Member or Leader should be allowed to use a toilet at any time .</p> <p>Leaders and Unit Members to be informed to wash hands after using toilet and hand sanitise after</p> <p>Ensure adequate paper towels are available for drying hands and appropriate disposal units</p> <p>Leader to wipe toilet seat after use with antibacterial wipe . (Unit Members can be asked to do so)</p>		Leader / Unit Members
Hygiene of activity equipment after use	Spread of infection	Unit Members / Leaders	Nil	<p>Use of physical objects for games is to be minimised and any objects should be sanitised after use.</p> <p>It is important that any equipment used during an activity be thoroughly cleaned after use, it is suggested the use of anti-bacterial wipes compliant to BS EN14476 where possible.</p> <p>If items cannot be thoroughly cleaned, Unit Members should clean their hands thoroughly after the activity, equipment quarantined for a period of 72 hours before used again.</p>		Leader / Unit Members

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Requirement to break social distancing to administer First Aid	Spread of Infection	Unit Members / Leaders	Nil	<p>Ensure all Leaders have current up to date first aid training</p> <p>Standard first aid procedures do not include COVID-19 conditions</p> <p>If a Unit Member or a leader requires first aid during a meeting masks, gloves and aprons must be worn by the first aider.</p> <p>If medical exemption applies. in this situation another appropriately trained adult should be sought to administer first aid if possible.</p> <p>The person receiving first aid should also wear a mask except if there is difficulty breathing e.g. asthma, choking or the person has a facial injury .</p> <p>If the person requires resuscitation then you should deliver this in accordance with the current government advice which recommends chest compressions only for adults, but in children mouth to mouth with compressions is more likely to be required and so a face shield should be used where possible.</p> <p>If a Unit Member or Leaders show signs of coronavirus. they should isolate 25m away from the rest of the group and wear a mask, parents to be called to collect early. Leader in contact with the Unit member should wear appropriate PPE to guard against infection and when unit member leaves PPE should be disposed off or sanitised as appropriate.</p> <p>All first aid should be recorded in the accident book , treatment fully documented in case of COVID positive test result post meeting. The first aider should monitor themselves for symptoms and if present within 14 days and isolate until a 'NEGATIVE' test result is given or isolation period is over. Should a 'POSITIVE' test result been given post meeting the NHS GOV track & trace procedures should be followed.</p>		Leaders / Unit Members
Maintaining Social Distance when Unit Members depart	Spread of infection	Unit Members / Leaders	Nil	<p>Unit Members to be collected by parent from meeting on time (not late).</p> <p>Parents to be reminded about social distancing .</p> <p>All Unit Members to use hand sanitiser before departing site .</p> <p>Unit Members who travel home by themselves should be reminded about social distancing and use of masks.</p>		Leaders / Unit Members

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Post meeting hygiene	Spread of infection	Unit Members / Leaders	Nil	<p>All equipment, materials and areas used during the meeting to be sanitised by leaders at end of meeting .</p> <p>Leaders to use masks and hand sanitiser while and after putting equipment away</p> <p>Equipment that can not be completely sanitised should be quarantined for 72 hours or longer.</p> <p>All high touch areas within the building to be wiped with detergent wipes</p> <p>Floors to be brushed and mopped before leaving</p> <p>Follow any procedures as set down by building managers in the building RA</p>		Leaders / Unit Members
Maintaining Social Distance when Leaders depart	Spread of infection	Leaders	Nil	<p>All leaders to stay 2m apart while closing the building , if this is not possible masks must be worn .</p> <p>Leaders to use hand sanitiser when leaving the building.</p> <p>Any necessary breaches of social distancing, first aid requirements, development of COVID- 19 symptoms or other incidents should be noted if required post meeting in case of NHS Track & Trace contact.</p>		Leaders

Notes:

Attendance Recording- It is important to maintain a record of all Unit Members and Leaders who attend meetings. This information should be centrally recorded via OSM as it is readily available to be provided to medical authorities should anyone show symptoms post meeting, as defined with the "Back to Scouting" guidelines published by the Scouts. Records are advised to be kept for at least 6 weeks, OSM facilitates this requirement. As part of the Parent contact they will be asked to check their child's records via the Parent Portal.

Transport/drop off & pick up- Transport to and from the venue is the responsibility of the explorer/parent , lift sharing should be avoided and all participants should wear masks should be worn at all times and all touch surfaces cleaned after use. Leaders to inform parents of a clear notable meeting point. The parent should bring the unit member to the meeting point or ensure the young person knows where to meet if travelling by themselves. Current Social Distancing distances and practices should be observed. Meetings should start on time and should not over run as this creates opportunity for social distancing infractions.

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Peer Bubbles–Due to the age ranges across the section creating 'bubbles' in the way the Young People are divided based upon a school/college is not possible to create cross contamination. This is where accurate registers are of importance and should be checked to ensure that no member or leader show COVID symptoms within a period of 14 days post meeting.

Communication–Usual communication routes should be utilised (OSM, email, facebook, website, etc.), however it may be necessary to contact the unit due to unforeseen circumstances, change in weather, alert level etc., it may be then necessary to contact parents by phone or text message to get consent as an opportunity for them to check their child's contact information within OSM via Parent Portal Access. Also it may be prudent for the activity leader to hold a hard copy of contact details for the Unit.

Meeting Duration–where meeting outdoors it may be advisable to reduce the length of meeting as the evenings will be darker in the Autumn/Winter months.. Activity RA's should take into consideration weather conditions.

Checked by Line Manager	Name: Chris Valentine Role: District Commissioner Date: September 2020	Checked by Executive	Name: Frank Grayson Role: District Executive Chairman Date: October 2020
Approved by Commissioner	Name: Chris Valentine Role: District Commissioner Date: September 2020	Approved by Executive	Name: Role: Date:
Notification of level change	December 2020 - Amber		

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>.