

Covid-19 Restarting Face-to-Face Scouting Risk Assessment – Outdoor and Indoor

Name of Section or Activity	2 nd Clevedon Aztec Scout Troop	Date of risk assessment	28/09/2020	Name of who undertook this risk assessment	Julian Stannard	COVID-19 readiness level transition	Red to Amber (outdoor and indoor)
------------------------------------	--	--------------------------------	------------	---	-----------------	--	-----------------------------------

	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?
	Hazard – something that may cause harm or damage. Risk – the chance of it happening.	Young people (YP) Leaders (L) Parents (Pa) Public (Pu)	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.	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.
01	Arrival and Departure – difficulty social distancing	Pa, L, YP	Nominally all meetings will take place outdoor, and therefore drop off/departure is not in a tight space (e.g. 2CS entrance hallway). As YP arrive leaders gently remind them to space themselves out. If meeting indoors is required, Scouts generally arrive on foot and will be informed in advance to ensure they distance and don't loiter upon arrival. If indoor meeting does occur YPs and adults will be informed in advance that face coverings are mandatory, and all YP's and adults will need to wear a face covering for the duration of the meeting.	These arrangements will be reviewed following each meeting to learn and modify arrangements for the following session.
02	Programme Activities – difficulty social distancing	YP, L, Pa and all YP's and adults will be expected to wear a face covering for the duration of the meeting.	Overall numbers are limited in Amber (no more than 15 YPs). Therefore, the programme will be designed with smaller numbers (approx. 10 – 12) and repeated on alternate weeks for each patrol. Programme activities selected and planned in advance to be appropriate for maintaining safe and effective distancing. Communication with YP and other L as part of activity briefing – how distancing will be maintained. If required, marking out (plastic marker cones or lengths of rope on grass / chalk on tarmac) may help people to keep apart. If indoor meeting and activities do occur YPs and adults will be informed in advance that face coverings are mandatory, and all YP's and adults will need to wear a face covering for the duration of the meeting.	These arrangements will be reviewed following each meeting to learn and modify arrangements for the following session.
03	Games – difficulty social distancing	YP, L	Limited numbers in the Amber stage. Games selected carefully to ensure distancing can be maintained and there is not hand-to-hand contact with bats or similar items – e.g. vocal games or those which take place in defined grids, using foot-to-ball contact only. For indoor games YPs and adults will need to wear a face covering.	These arrangements will be reviewed following each meeting to learn and modify arrangements for the following session.
04	Outdoor spaces - interaction with the general public	YP, L, Pu	Outdoor activities by their nature may be in the vicinity of members of the public. By the time the meetings have begun (approximately 19:30) the main body of crowds will have dispersed and so distancing will be easier, particularly as the nights draw in. Briefing to YPs will include a mention of avoiding confrontation and keeping themselves out of harms' way of members of the public as per any outdoor activity in normal times.	These arrangements will be reviewed following each meeting to learn and modify arrangements for the following session.

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

Covid-19 Restarting Face-to-Face Scouting Risk Assessment – Outdoor and Indoor

	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?
05	Outdoor spaces - uneven ground and less controlled areas cannot be cleaned.	YP, L	Locations selected to be appropriate to the programme, allowing enough space for arrival, briefing and undertaking activities (Marine Lake, Salthouse Fields, hike routes etc.). Briefing will be given to YP on boundaries amongst the other key information. Although environment cannot be cleaned (grass, handrails, trees, etc.) hand sanitising will be possible throughout the evening, and in particular before or after activities.	These arrangements will be reviewed following each meeting to learn and modify arrangements for the following session.
06	Indoor spaces – alternative hygiene arrangements and other users	YP, L, Pu	Prior to meeting at any indoor locations the facility or building manager will be contacted to confirm what arrangements are in place and the relevant risk assessments will be read, interpreted and relayed to the YP and Pa. Bookings will take place to ensure that we are the only users.	These arrangements will be reviewed following each meeting to learn and modify arrangements for the following session.
07	General hygiene - infection spread from normal activities.	YP, Pa, L	YP briefed in advance about the requirement for them to thoroughly wash hands before and after the evening activities and to wear an appropriate face covering. Also encouraged to bring own hand sanitiser, though hand sanitiser will also be provided for the YP and L to use. Sanitiser will be available inside the entry door to 2 nd Clevedon HQ.	These arrangements will be reviewed following each meeting to learn and modify arrangements for the following session.
08	Toilet hygiene - infection spread from using shared toilet facilities.	YP, L	Nominally all meetings will take place outdoor, and YP have been encouraged to use the loo before coming to the evening activities. If indoor activities do take place (or indoor toilets are used during the course of an outdoor evening), they will be cleaned before and after sessions by L using appropriate cleaning equipment (purchased in advance). Arrangements for the specific facilities (2 nd Clevedon Scout HQ, Glenny Wood Campsite, etc.) will be determined in advance by L and any required actions will be adhered to.	These arrangements will be reviewed following each meeting to learn and modify arrangements for the following session.
09	Activity equipment hygiene – infection spread if equipment not cleaned or shared.	YP, L	As much as possible, programme activities will be chosen to minimise the requirement for equipment. Where needed, however, shared activity equipment (footballs, tables, etc.) will be cleaned before and after group use with appropriate cleaning materials. Elsewise, items will be allocated to individuals for the evening (including consumables such as paper) and then following the activity quarantined for three days and then either disposed of or cleaned.	These arrangements will be reviewed following each meeting to learn and modify arrangements for the following session.
10	First aid – challenges delivering whilst maintaining hygiene and social distancing.	YP, L	Minor first aid incidents will be managed to maintain hygiene arrangement – distancing, allowing YPs to self-administer (plasters etc. for cuts) as well as hand cleaning in advance or after using first aid kits. In the event of more serious incidents, it is acknowledged that the greater risk comes from not acting to resolve the incident and so first aid will be administered. If practical and within time constraints, leaders administering first aid should don a mask, sanitise hands and use disposable nitrile examination gloves. Should the need arise to administer CPR, an appropriate CPR pocket mask will be used to prevent physical contact. All PPE used to be disposed of safely.	These arrangements will be reviewed following each meeting to learn and modify arrangements for the following session.

Additional information can be found in the [Safety Checklist for Leaders](https://www.scouts.org.uk/safety) and other information at [scouts.org.uk/safety](https://www.scouts.org.uk/safety)

Covid-19 Restarting Face-to-Face Scouting Risk Assessment – Outdoor and Indoor

	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?
11	Behavioural challenges	YP, L	Some YP may have difficult understanding or adhering to the rules required to maintain social distancing and proper hygiene. These have been communicated with Pa and YP in advance, and this includes and understanding that if behaviour is poor then they will need to be collected and taken home. Normal behavioural management practices to ensure that YP follow the requirements.	These arrangements will be reviewed following each meeting to learn and modify arrangements for the following session.
12	Positive infection case – managing the spread	YP, Pa, L	A complete log will be kept of the attendees for each evening activity (YP and L) using OSM, so that in the event of a positive case these can be used to inform others and to support the track & trace programme. It will be emphasised to YP and Pa that they MUST report a positive case in the household back to the leadership team who will communicate this with the parents of other members of the relevant patrol – these will be done via phone call and a log kept of those who have been informed. The GSL must also be informed. If symptoms present themselves during an evening (either rapid onset or a Scout turns up with it) the leadership team will be empowered to either send the individual home (if there has clearly been zero opportunity for spread), or stop the evening and send all YP home and inform the GSL. Similarly, any equipment used when there has been a suspected case will have extra caution taken on the cleaning regime (if not disposed of entirely) and if indoor activities are taking place the building/facility manager and/or GSL will be informed ASAP as well. QR code scanning is available at HQ entrance for those using the test and trace app.	These arrangements will be reviewed following each meeting to learn and modify arrangements for the following session.
<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>				

Checked by Line Manager	Name: Simon Kelly Role / level: GSL Date: 10.10.2020	Checked by Executive	Name: Caroline Waters Role / level: Executive Chair Date: 28.09.2020
Approved by Commissioner	Name: Steve Hamey Role / level: DC Date: 12.10.2020	Approved by Executive	Name: Steve Hamey Role / level: DC Date: 12.10.2020
Notification of level change	Date and by who		

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

Covid-19 Restarting Face-to-Face Scouting Risk Assessment – Outdoor and Indoor

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>.