

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

<b>Name of Section or Activity</b>	12 <sup>th</sup> Chichester Scout Group All Sections	<b>Date of risk assessment</b>	07/09/2020	<b>Name of who undertook this risk assessment</b>	Tony Tunnell	<b>COVID-19 readiness level transition</b>	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?
Hygiene of people: higher risk of infection spread if proper hand washing not carried out.	Young people Leaders Adult helpers	Automated Hand Sanitiser Dispensers fitted at entrance to Scout HQ, Toilets, Kitchen and Store. Hand sanitiser available for each group when outside. Scouts, Leaders and Adult helpers advised to sanitise hands before starting, during activity and prior to pick up. Regular hand sanitising throughout the activity and after the use of any equipment.	
Maintain social distance: what to do in an Emergency / First Aid	Young people Leaders Adult helpers	The standard Scout HQ First Aid kit should always be available; taken outside if the activity demands it. The Group has also provided a list of additional PPE equipment (masks, gloves, visors, aprons) as laid out in the "Knowing what to do if something goes wrong" Guidance document; a laminated copy of which is kept with the equipment.	
Hygiene of toilets: higher risk of infection spread if hygiene not carried out.	Young people Leaders Adult helpers Other HQ Users	Weekly deep clean of the facility. Wipe down of taps, handles, dispensers at the beginning of every session. Hand sanitiser to be used on entry prior to use.	
Use of Scout HQ	Young people Leaders Adult helpers Other HQ Users	Leaders to ensure that hard surfaces, particularly door handles and surfaces are wiped down with sanitiser or mild disinfectant solution at the start of each session when the Scout HQ is to be used, even for just toilet facilities. Scout HQ can be used by other users; however, the Scout Group are only responsible for providing an additional hand sanitiser dispenser at the entrance over and above normal hygiene provisions in the toilets and kitchen. User MUST provide their own Risk Assessment to cover their group and the use / sanitisation of any equipment used.	
Hygiene of activity equipment: Higher risk of infection spread if hygiene not carried out.	Young people Leaders Adult helpers	Avoid using unnecessary equipment. Ensure any equipment used is sanitised using antibac wipes prior to use and after use. Ensure a supply of wipes is available during the activity. Each YP will be requested to bring their own craft, eating utensils etc related to the particular activity for that evening. The items should be brought in a named bag and returned there immediately after the activity.	
Maintaining social distance during meeting: Use of indoor spaces eg Toilet & Stores	Young people Leaders Adult helpers	Stores may be used only by Leaders. Use of the toilet facilities must be managed by a Leader ensuring a) safeguarding is maintained b) ensuring that only one person is in the toilet area at any one time. This may mean that all YP have to ask to use the toilet and access into the building is controlled by the Leader. The Leader should stay outside the Scout HQ to ensure safeguarding protocols are maintained.	
Maintaining social distance during meeting. Use of all spaces	Young people Leaders Adult helpers	All meetings must adhere to the most current guidelines available from The Scout Association, ensuring that members maintain their social distance and that members do not inter-mix between groups. Where possible, multiple groups of members should be as far away from one another as possible / different locations to maintain the separation.	

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

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Maintain social distance: higher risk of infection spread if government guidance not followed	Young people Leaders Adult helpers Parents	Regular reviews of these Risk Assessments and Activities to ensure we maintain appropriate levels of control that follow the government and Scout Association guidelines. All parents to confirm Scouts attendance at activity. Children should not attend sessions if they or anyone in their family is self-isolating, in quarantine, or suffering from any of the known symptoms of COVID-19.	
Maintain social distance: higher risk of infection spread if social distancing not maintained	Young people Leaders Adult helpers	Carefully select location for activity that can support the numbers required and maintaining safeguarding ratios. Consideration should include outside, easy open parking, lots of space. Consideration should also include whether the area has public access.	
Use of outdoor spaces: un-even ground, access to space less controlled, cannot be cleaned.	Young people Leaders Adult helpers	Ensure the choice of the location is suitable for the activity. Group leaders to brief YP on where is out of bounds etc. Carry out a check of the location prior to going ahead to make sure there have been no fundamental changes.	
Maintain social distance at drop off and pick up: higher risk of infection spread if social distancing not maintained	Young people Leaders Adult helpers Parents	Apply suitable controls to drop off and pick up to avoid too many people in the same location at once. This could be staggered arrival or requesting parents not to use the car park. When numbers are known, split into appropriate size of groups, including leaders, for the activity. On arrival, clear signage or leader to a) direct YP to their group and b) oversee social distancing at the entrance.	
Maintaining social distance during meeting: higher risk of infection spread if social distancing not maintained.	Young people Leaders Adult helpers	Each group leader to give group a clear brief on the expectations in terms of social distancing for the duration of the activity and a clear brief for the evening's activity incl standards RA considerations. YP to stay within their groups for the duration of the activity and not mix. Free time during the session should be kept to a minimum to ensure that no mixing between groups that may be meeting in the same location occurs.	
Maintain Social distance from members of the public who maybe present in area of activity	Young people Leaders Adult helpers Public	If using public spaces, ensure social distancing is maintained by observing there is no interaction with members of the public. Stop, move to one side to allow safe passage if the path is narrow, remain to one side until member of the public has passed by.	
Hygiene of people: higher risk of infection spread if proper hand washing not carried out.	Young people Leaders Adult helpers	Drinks and refreshments will not be provided using the normal equipment (jugs and cups) to avoid cross contamination. Each YP should bring with them a suitable water bottle that is marked with their name.	
<p><b>Review:</b> 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. The assessment has been carried out in conjunction with ALL Section Leaders and a physical review of the Scout HQ Building with a medical professional.</p>			

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<b>Checked By Beaver Section</b>	Peter Burt, Section Leader, Beavers 18/09/20	<b>Checked by Cub Section</b>	Michael Merritt, Section Leader, Cubs 08/09/2020
<b>Checked by Scout Section</b>	Rachael Grantham, Section Leader, Scouts 18/09/2020		
<b>Checked by Line Manager</b>	Tony Tunnell Group Scout Leader 18/09/2020	<b>Checked by Executive</b>	Chris Barrett Chair 29/09/2020
<b>Approved by Commissioner</b>		<b>Approved by Executive</b>	Kate Crockford District Approver 02/10/2020
<b>Notification of level change</b>			

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>.

Row 232

**Approval**

Approved

**County/Area/Region**

West Sussex

**District**

Chichester

**Group**

12th Chichester Scout Group

**Name of approver**

Kate Crockford

**Approval notes**

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