

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

<b>Name of Section or Activity</b>	22 <sup>nd</sup> Odiham Beavers, Cubs and Scouts	<b>Date of risk assessment</b>	12.10.20	<b>Name of who undertook this risk assessment</b>	Ruth Scott Pat Oldham	<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?
<p><b>Hazard</b> – something that may cause harm or damage. <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.
INDOOR & OUTDOOR MEETINGS			
<p>Hazard: Building out of use for 6 months Risk: faulty fixtures &amp; fittings, bacteria (lefiionella), expired safety equipment</p>	Everyone present	<p>Fire Extinguishers – regular annual check already completed on schedule. Water - checked by SL, 26<sup>th</sup> Den Fixtures &amp; Fittings – checked by GSL First Aid Kit – checked by GSL</p>	
<p>Hazard: Drop-off &amp; Pick-up Risk: infection spread if social distancing not maintained Risk: Safeguarding of YP</p>	Everyone present & Cubs following Beavers	<p>The main entrance will only be used for the Leader opening and locking the Den. This Leader will wash hands prior to doing so. This door will remain unlocked, and if possible, open to allow airflow. The road immediately outside will be coned off to traffic level with the end of the Den Other Leaders will enter the Den via the fire doors before any of the YP arrive and exit after they have all left. One Leader will remain outside, 2m distanced, wearing a face covering, until all Beavers / Cubs have arrived and before they are collected. YP will enter the Den alone through the fire doors. Parents will not be permitted inside the Den at any time. If a parent wishes to discuss with a Leader they will be encouraged to do so remotely at another time, or with the outside Leader. YP will exit the Den through the Fire Doors to waiting parents. Signage – to be displayed on all exterior doors. 15 YP and up to 5 leaders Beavers and Cubs meet on the same day, with 30 minute gap between. No YP to be permitted to stay within the Den between meetings. Cub Leaders not permitted to enter the Den until Beaver Leaders have left. Scouts meet on separate day.</p>	

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<p>Hazard: Hygiene – handwashing &amp; masks Risk: infection spread if hygiene not maintained</p>	<p>Everyone present</p>	<p>All entering and exiting the Den will be required to anti-bac hands upon arrival and before departure. One Leader will be responsible for supervising this. Scouts and adults to wear face-coverings at all times. Leaders - to remind, encourage and practise good hygiene regime.</p>	
<p>Hazard: Hygiene – Toilets &amp; access corridor in shared space Risk: infection spread if social distancing &amp; hygiene not maintained</p>	<p>Everyone present &amp; those following</p>	<p>A leader will be nominated to supervise access to shared space. One section meeting only permitted across both Dens, with the exception of Thursday, 7-8pm, when extra vigilance will be required by that leader. Access to this space permitted for one person at a time. The door to this space to be kept open as usual when YP is in the space. Sinks – handwashing signage on sinks. Paper towels already in use. Anti-bac pump action soap provided. Bins – to be emptied at the end of each meeting, with that section responsible for disposal of the rubbish. Signage – on all doors Cleaning – all surfaces to be cleaned after each section meeting, as per Cleaning Checklist. Each Group to use its own cleaning equipment. Section Leader is responsible for ensuring adherence to Cleaning routine. (Cleaning Checklist (shared space): all high touch/contact points to be cleaned with disposable anti bac wipes or single use cloths and anti bac spray. Disposable gloves and apron to be provided, plus bin bags. Checklist to be signed after each section meeting by Section Leader after ensuring compliance). Monthly deep clean regime to be maintained in addition to all new Covid measures.</p>	
<p>Hazard: Hygiene – Kitchen &amp; access corridor in shared space Risk: infection spread if social distancing &amp; hygiene not maintained</p>	<p>Everyone present &amp; those following</p>	<p>Kitchen – no YP to access kitchen. Adults only to use kitchen for handwashing or access to clean water if required, one person only. Paper towels only, all soft cloth items removed. Included in end of meeting Cleaning Checklist. Sink – handwashing signage in place. Drinks – no drinks to be prepared. Signage on door.</p>	
<p>Hazard: Equipment Risk: infection spread if social distancing &amp; hygiene not maintained</p>	<p>Everyone present &amp; those following</p>	<p>Only hard surfaced equipment to be used. All cleaned before first use. Minimal equipment to be used, and not shared without cleaning. Equipment to be cleaned after use with anti bac spray or wipes. Leaders to provide and keep their own pens.</p>	
<p>Hazard: First Aid Risk: infection spread if hygiene not maintained</p>	<p>Everyone present</p>	<p>Sections Leaders – First Response up to date, to include Covid extension. First Aid Kit – additional items placed in Kit to include: disposable masks, disposable apron, bin bags, handgel. Reporting – incident reports will be on separate sheets of paper rather than in a shared book. CPR – only chest compressions.</p>	

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		Minor Injuries – encourage members where possible and appropriate to self treat (eg plasters, cold compress).	
Hazard: Symptoms Risk: infection spread if social distancing & hygiene not maintained	Everyone present	Symptoms – any YP displaying symptoms during a meeting will be isolated, within the Den, the parents contacted and asked to collect asap. They will be encouraged to follow government guidance and seek medical advice. Test & Trace – Section Leader will hold the Section Register and be the first point of contact. If a member receives a positive test within 6 days of attendance, they must inform the Section Leader. The rest of that Section will be contacted, the Section will close for 2 weeks. Register – Section Leader will be responsible for gathering and maintaining the enhanced Register for 6 weeks after each meeting.	
Hazard: Covid symptoms displayed Risk: infection spread	Everyone present	All parents advised (through Scouting provided template letter to parents) that if they or anyone in their household shows any Covid-19 symptoms or who has been in contact with anyone who has COVID-19 symptoms (within the last two weeks), their YP shouldn't come to any face-to-face activities, and should follow government guidelines on self-isolation and testing. Section Leaders to regularly remind members not to attend if they may have symptoms	
Hazard: High Risk Individuals (vulnerable or shielding/shielded) Risk: infection spread if social distancing & hygiene not maintained	High risk individuals, or members of their household, present	Those within this category will be invited to attend meetings. Their decision to attend will be based solely upon their own judgement of the risks and mitigations in place. Section Leader to discuss with them and agree any appropriate adjustments to ensure they can still be engaged at some level (where they wish to be).	
Hazard: non-compliance with Covid measures Risk: infection spread	Everyone present and their households	Covid guidance will be shared with all members prior to restart. Covid Leadership roles and responsibilities will be shared and agreed with Leadership Team prior to restart. Section Leaders will be responsible for ensuring all other adult helpers are aware of, and adhere to, the Covid guidance, to include one Leader taking responsibility for access to and from shared space, and handwashing at drop-off and pick-up.	
OUTDOOR MEETINGS			
Hazard: Hygiene - if not entering the Den Risk: infection spread if hygiene not maintained	Everyone present	Anti bac provided and to be used upon arrival and departure, plus during the meeting where appropriate. Disposable tissues used if required. Adults and Scouts recommended to wear face coverings.	
Hazard: Social distancing – public park Risk: infection spread if social distancing not maintained	Everyone present	15 YP and up to 5 leaders Distance of at least 2m to be maintained from members of the public.	

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<p>Hazard: Social distancing Risk: infection spread if social distancing not maintained</p>	<p>Everyone present</p>	<p>YP will distance by 2m from each other where possible, and from Leaders at all times. Leaders from different households (and those not in mutual support bubbles) will distance from each other by 2m at all times. Maintain and mark clear space between groups, pre-plan how groups will be managed for each activity.</p>	
<p>Hazard: Public equipment – benches, play park Risk: infection spread if hygiene not maintained</p>	<p>Everyone present &amp; those following</p>	<p>If possible / appropriate, to be cleaned with anti bac spray or wipes before and after use. If not possible / appropriate members to be reminded not to touch face during and after use until they have cleaned hands with anti bac.</p>	
<p>Hazard: Toilet &amp; access to shared space Risk: infection spread if social distancing &amp; hygiene not maintained Risk: Safeguarding</p>	<p>Everyone present</p>	<p>YP and Leader will enter via Den fire door, anti bac hands and YP access toilet facilities as detailed above.</p>	
<p>INDOOR MEETINGS</p>			
<p>Hazard: Social distancing Risk: infection spread if social distancing not maintained</p>	<p>Everyone present</p>	<p>15 YP and up to 5 leaders Face coverings will be worn by Scouts and all Leaders at all times. Leaders may remove face covering when delivering an activity. YP will distance by 2m from each other where possible, and from Leaders at all times. Leaders from different households (and those not in mutual support bubbles) will distance from each other by 2m at all times. Maintain and mark clear space between groups, pre-plan how groups will be managed for each activity, including new permanent floor markings. Floor – to be cleaned after each meeting.</p>	
<p>Hazard: Hygiene - 22<sup>nd</sup> Den Risk: infection spread if hygiene not maintained</p>	<p>Everyone present &amp; those following</p>	<p>Windows – to remain open during the meeting if possible, to assist airflow. Singing / shouting – not permitted. Bikes &amp; Scooters – not permitted inside the Den. Pearl Room – not to be used. Storeroom – adults only, one person only.</p> <p>Cleaning – Section Leader to ensure that cleaning regime is completed after the meeting. This includes completion of the Cleaning Checklist for the shared space, and that for the Den. They are also responsible for safe removal of collected rubbish. (Cleaning Checklist (Den) all high touch/contact points to be cleaned with disposable anti bac wipes or single use cloths and anti bac spray. Plus, any extraordinary touch points. Disposable gloves and apron to be provided, and bin bags. Checklist to be signed after each section meeting by Section Leader to ensure compliance).</p>	

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		<p><u>Den Rental:</u> Explorers Arrowhead Unit (Friday)</p> <p>The Risk Assessment for this unit will be reviewed and approved by 22<sup>nd</sup> GSL and Group Exec prior to approval being given for them to meet in the Den to ensure compliance with all 22<sup>nd</sup> and shared space procedures.</p> <p>Cleaning materials will be provided for their use.</p> <p>Rubbish – they are responsible for removal of their rubbish created during their meeting and whilst cleaning.</p> <p>First Aid – they will provide their own First Aid equipment.</p> <p>Equipment – they will not use any 22<sup>nd</sup> equipment.</p> <p><u>Maintenance &amp; External Workmen</u></p> <p>GSL or Chair (whichever engages the work) to be responsible for cleaning after any maintenance or external (visiting) workmen.</p>	
Hazard: Hygiene - Personal Risk: infection spread if hygiene not maintained		<p>Drinks - all present may bring their own, sealed drink. YP drink bottles will be stood on marked worktop in Den, in Lodge/Six/Patrol area. Worktop will be cleaned after meeting.</p> <p>Hands – anti bac gel and tissues available at all times.</p> <p>Jumpers – when removed to be placed individually on worktop, in Lodge/Six area.</p> <p>Coats – to be retained by parent on arrival &amp; collection.</p>	
<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.</p>			

<b>Checked by Line Manager</b>	Ray Oldham GSL Date: 12 Oct 2020	<b>Checked by Executive</b>	David Bunclark Chair Date: 12 Oct 2020
<b>Approved by Commissioner</b>	David Millen DDC Odiham District Date: 12 Oct 2020	<b>Approved by Executive</b>	Irene Tabb Secretary Date: 12 Oct 2020
<b>Notification of level change</b>			