

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

Name of section or activity	1 st Markfield - Indoor Risk Assessment	Date of risk assessment	28 th October 2020	Name of who undertook this risk assessment	Liam Mawhinney	COVID-19 readiness level transition	Amber to Amber (Change from Outdoors to Indoors)
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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?
Hazard: something that may cause harm or damage. Risk: the chance of it happening.	Young people, leaders, visitors	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 or even stop it. 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 start your thinking on developing your risk assessment and plans for restarting face-to-face Scouts. Make sure you customise all content in red so that it's relevant to your local situation and understood by those developing and reviewing it. Do not include any unnecessary data that could personally identify an individual, such as the name of a youth member.			
Changes to guidance: higher risk of infection spread	Young people, leaders, helpers and parents	All Leaders have a responsibility for ensuring they are up-to-date with changes to legislation and guidance. This includes national and local changes. They should at the very least, frequently (at least fortnightly) visit https://www.scouts.org.uk/ and follow the guidance issued by the TSA (the scout association) and NYA (national youth agency).	
Maintaining social distance at drop off and pick up: higher risk of infection spread if social distancing not maintained.	Young people, leaders, helpers and parents	Guidance will be issued to all parents in advance of meetings asking that they maintain the current social distancing requirements whilst dropping off and collecting. If at the hut, parents will be asked to drop young people off at the main gates, rather than the building. Signs will be put up at key entrance/exit points to reinforce messages. Gates/doors will be positioned open at entry/exit times to avoid frequent touching. If away from the scout hut – parents will be informed in advance of drop off / pick up instructions and reminded to socially distance.	
Maintaining social distance during meeting: higher risk of infection spread if social distancing not maintained.	Young people, leaders and helpers	The limit for all groups will not exceed national youth association/scout association guidance . Leaders will make sure clear areas are identified to work in and activities are pre-planned to be socially distanced and communicated to other leaders/helpers in advance, and to young people through a relevant and appropriate COVID safety briefing at the beginning of each session and reminders throughout.	
Hygiene of people: higher risk of infection spread if proper hand washing not carried out.	Young people, leaders and helpers	Leaders will remind everyone to wash their hands on arrival, departure and during as required – this will be reinforced by posters in key areas of the building. Time will be built into programmes to enable this to happen safely (i.e. stagger the number of young people accessing sink areas). A hand satiser station is also located in the hallway. Where hand washing facilities are not available, for instance – when running a session outside of the hut – hand sanitiser will be provided.	
Hygiene of the Scout Hut: higher risk of infection spread if hygiene not carried out.	Young people, leaders and helpers	Leaders are expected to clean high-touch areas and equipment used at the end of each session. Session leaders are required to complete a high-touch cleaning checklist at the end of sessions after cleaning, and should check this upon entering the building to ensure cleaning has been carried out. Cleaning equipment will be available to leaders, stored safely in the cleaning cupboard. In addition, hand sanitiser and cleaning wipes are easily locted in	

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		kitchen area and/or hall. Deep cleaning will be carried out frequently (at least weekly) by an employed cleaner.	
Hygiene of toilets: higher risk of infection spread if hygiene not carried out.	Young people, leaders and helpers	As above, toilet facilities will be cleaned before and after sessions. There are two toilets at the scout hut – which will be made gender neutral. Leaders will ensure there are no queues for toilets.	
Hygiene of activity equipment: higher risk of infection spread if hygiene not carried out.	Young people, leaders and helpers	Wherever possible, activity equipment will be limited or ensure enough is available for each young person. In any case, cleaning of activity equipment is required before and after group use. Wherever possible, it is recommended that equipment is not used for 72 hours post session for virus to disperse from most surfaces (those which cannot easily be cleaned).	
Use of outdoor spaces: uneven ground, access to space less controlled, cannot be cleaned.	Young people, leaders and helpers	A risk assessment was previously submitted for outdoor face-to-face meetings. This will continue to be in place for outdoor meetings.	
Making meetings accessible to all: risk of exclusion of young people or adults, especially those vulnerable or shielding.	Young people Parents Leaders And families of..	All leaders, parents and young people will be consulted with about these new arrangements. We will do all that is possible to ensure our programme is safe, accessible and enjoyable to all. Running alongside our programme of face-to-face sessions, we will continue our online work through Facebook or e-mail. If a leader, parent or young person wishes not to take part in face-to-face sessions, they will not be disadvantaged and we are committed to continuing to offer an online scouting offer. This offer includes national online programmes and locally made resources.	
Adult leaders training and checks: increased risk to safety of all if training and checks are not complete	Leaders Young People Parents	All leaders will take responsibility for their own training and will as reasonably as can be expected read up-to-date guidance issued by TSA and local government relating to the youth sector and running sessions. The GSL will continue to act as line-manager to ensure all necessary training and checks are completed and in-date. If they are not, the usual process will apply. Leaders will follow TSA guidance on the delivery and access to training during COVID-19. Including, following guidance on mandatory training and extensions to renewals dates if required.	
Risk of young people with symptoms attending sessions	Young people Parents Leaders And families of..	Parents will be issued with this risk assessment and an e-mail updating that we are starting back indoors. This e-mail will clearly state that no leader or young person should attend the activity if showing symptoms of COVID-19. These symptoms currently include a fever, new persistent cough or lose of smell / taste. If any leader / young person shows any symptoms of the above during the activity they need to be isolated and will either go home or parents contacted to arrange collection. Leaders / parents should follow government guidance if symptoms are present. i.e you must stay at home / go home and arrange to have a test. Read more below...	

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If there is an incident, someone is injured, or shows signs of COVID-19 increased risk to person being treated and person treating	Young people Leaders	Leaders will ensure that they have PPE (to include medical grade masks, apron and gloves) and a first aid kit available at all sessions. If an incident occurs, whether this is covid-related or otherwise, one leader will take charge of the incident, directing other leaders to disperse other children from the scene whilst remaining in sight. The incident leader will talk with the young person and make an assessment as to whether they need to treat the young person, or if they suspect the young person is showing symptoms of COVID. If assessed as needing treatment/suspect symptoms, then the leader will tell the young person what is happening and why, they will put on PPE and request that the young person wears a mask (if practice and able to do so) and the leader must assess at the time whether they must forgo social distancing to treat the young person. Once assessed and treated an assessment will be made as to when to contact, parents/guardians (this will depend on the seriousness of the incident). If the leader believes covid-19 related symptoms are present, parents/guardians must be called and they will be asked to go home – this will be done in a sympathetically supportive manner. All incidents and treatments will be recorded and monitored inline with usual first aid/safety policy. Courtesy check-in call/text will be made as usual to update records.	
Maintaining a record of attendance: should it be needed for track & trace	Young people Leaders	Session attendance has been recorded for many years, and will continue to be recorded. These records will be safely stored and will be available from leaders at request from Track and Trace. Up-to-date addresses and contact details are available for every beaver – if new starter, this is collected at the first meeting and added to our list at the earliest convenience. This is regularly updated and checked frequently in-line with our GDPR/data protection policy.	
Maintaining contact with parents/guardians	Parents	Parents/guardians have access to our private Facebook group, which most frequently use. Where important information is shared, this is also done over e-mail and text. Parents/guardians are informed of this when they first start and can select their preferences. We have and will continue to communicate during this period – sharing TSA updates, activities and local updates as necessary.	
Other/additional info: Engaging and supporting any parents/carers/new volunteers who may have expressed an interest in volunteering?	New helpers	If a parent or local person wishes to volunteer, leaders will take their contact details which will be given to the GSL to act upon. They will be advised that given the current situation, we will be happy to support them and answer any questions over the telephone or e-mail.	
Review: 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 move proposed.			

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Checked by GSL	Name: Alan Brine Role and level: GSL Date: 28 th October 2020	Checked by Group Executive	Name: Alan Brine Role and level: GSL / Group Exec Leader Date: 28 th October 2020
Approved by approver	Name: Duncan Watts Role and level: District Commissioner Date: 28 th October 2020		

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 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 the Scouts data processing stance, please visit our [Data Protection Policy](#):

Context	<p>A risk assessment was previously submitted for outdoor face-to-face meetings. This will continue to be in place for outdoor meetings.</p> <p>The hut is a brick building positioned at the end of a driveway, which is fenced and gated some distance from the hut but within eyeline of the front door. The building has a main entrance and a double-fire exit in the main hall. There is a kitchen, fitted with a sink. Two separate toilets, with separate sinks. A small meeting room. A large hall. And an indoor and exterior stores room. There is a large grass area outside and a fire pit/gravelled area to the side of the hut. Markfield has a community centre, sports field, nature reserve and groups frequently meet in the local countryside parks and woodland.</p> <p>Groups have facebook groups and regularly send e-mails/texts to parents to keep them informed.</p>
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