

Covid-19 restarting face to face Scouting risk assessment

Name of Section or Activity	1 st Markfield - Outdoor Risk Assessment	Date of risk assessment	September 2020	Name of who undertook this risk assessment	Liam Mawhinney	COVID-19 readiness level transition	Red to Amber (Outdoor Only)
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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><i>Hazard – something that may cause harm or damage.</i></p> <p><i>Risk – the chance of it happening.</i></p>	<p><i>Young people, Leaders, Visitors?</i></p>	<p><i>Controls – Ways of making the activity safer by removing or reducing the risk from it.</i></p> <p><i>For example - you might use a different piece of equipment or you might change the way the activity is carried out.</i></p>	<p><i>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.</i></p>
<p><i>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 scouting. Make sure you customise all content in red so that it is relevant to your local situation and understood by those developing it and those reviewing it. Do not include any unnecessary data that could personally identify an individual, such as the name of a youth member.</i></p>			
<p>Venue/location of meetings and getting to the meeting safely:</p> <ul style="list-style-type: none"> • higher risk of infection spread if social distancing not maintained. • Ability of venue to cope with likely increased traffic • Parents/carers offering lifts to others therefore increased risk of infection 	<p>Young people Parents Leaders</p>	<p>Our programme will not be based at the Scout Hut, but instead making use of the surrounding country parks and outdoor community areas. These venues/locations are well known to the Leaders and many of our parents and young people.</p> <p>All venues/locations will be large enough to safely run our sessions and we will try our best to ensure the venues/locations are accessible to all. We will be using different venues/locations to ensure if one session cannot be attended, the next can.</p> <p>Car parks/drop off/collection points will be scoped out in advance to ensure they are large enough to maintain social distancing and to ensure appropriate measures can be put in-place to promote safety of all. The drop off/collection points will be shared with parents/carers alongside the measures introduced below in-advance of our meetings.</p> <p>Parents/carers will be asked not to offer lifts, unless absolutely necessary and if necessary, to take precautions (such as wearing masks or staggering car seats) to promote social distancing and to lower the risk of contact.</p>	
<p>Maintaining social distance at drop off and pick up: higher risk of infection spread if social distancing not maintained.</p>	<p>Young people Parents Leaders</p>	<p>Leaders will stand in an area away from car parks and main gates for drop-off. Parents will be told in advance the need to maintain social distancing and to drop-off Young people swiftly and not to stay and chat with other parents. For collection, parents will either be told to wait by their cars or position themselves apart in a safe place depending on the venue. Young people will be returned to parents/guardians individually. If needed Leaders will position themselves at intervals to ensure young people can reach their parents/guardians safely (for example, in car parks).</p>	

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

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Risk of bad weather affecting programme	Young people Leaders	All of our sessions will be weather permitted and parents are used to being contacted through Facebook, e-mail and text – so notice can be given if cancelling a session. Each of the leaders has access to parents contact details so should during the session the weather mean the session needs to close, parents can be contacted. As each venue/location will be known to Leaders and most parents, and will be local, 'safe spaces' will be identified where social distancing can be maintained and young people and leaders will be able to remain until either the weather passes or parents are called. Young people will be asked to dress appropriately for the session.	
Maintaining social distance during meetings (general): higher risk of infection spread if social distancing not maintained.	Young people Leaders	Our colony size will be limited to TSA guidance, currently 15 Young people at any one time. Our programme will not be based at the Scout Hut, but instead making use of the surrounding country parks and outdoor community areas where we can utilise space to create distance. All of our sessions will be pre-planned and activities will promote social distancing and limit the use of equipment, limiting the chance of contacts and risk of infection spread. We will tell young people and leaders about the need for social distancing and reasonably enforce – for example, repeat instructions, use environment and activities to increase distancing and not needing contact.	
Maintaining social distance during meetings (adults): higher risk of infection spread with more adults	Leaders Parents	Due to the number of adult leaders now being 4 and the limited colony size, we will not be asking parents to join sessions. Leaders will maintain social distancing from one another. With the number of leaders at 4 – we will still be able to maintain safeguarding and safety rules.	
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.	
Hygiene of people: higher risk of infection spread if proper hand washing not carried out.	Young people Leaders	Hand sanister bottles will be available for leaders and young people at the beginning, during and end of each sessions. These will follow national guidelines for suitability.	
Hygiene of toilets: higher risk of infection spread if hygiene not carried out.	Young people Leaders	As our programme will not be based at the Scout Hut, we will not be using toilets. Sessions will not exceed 1hr 15 minutes to minimise need of children needing to use toilets.	
Hygiene of activity equipment: Higher risk of infection spread if hygiene not carried out.	Young people Leaders	Activity equipment will be cleaned before and after group use following national guidance for cleaning frequently used items. It is only the beaver section that will use this equipment and sessions will be held at least 5 days after one another. Time delay between sessions exceeds recommended 72 hours for virus to disperse from most surfaces (those which cannot easily be cleaned). Activities will involve limited equipment use.	

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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.	
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 Readiness alert level to the next, an additional risk assessment should be produced for each move proposed.			

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Checked by Line Manager	Name, Alan Brine Role / level GSL Date 19/09/2020	Checked by Executive	Name, Alan Brine Role / level Acting Chair / GSL Date 19/09/2020
Approved by Commissioner	Name, Duncan Watts Role / level District Commissioner Date September 2020	Approved by Executive	Name, Role / level Date
Notification of level change	Date and by who		

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>.

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