

Covid-19 restarting face to face Scouting risk assessment

Name of Section or Activity	1st Benson Scouts	Date of risk assessment	7 Sep 20	Name of who undertook this risk assessment	Martin Lock	COVID-19 readiness level transition	Red to Amber
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This Risk Assessment has been compiled IAW Scout Association Guidance leaflet and online video. Specifically

- Including a variety of meeting locations on the initial risk assessment so we won't have to revise and get approval again ([Scouts.Org.UK FAQ dated 26 Aug 20](#))
- The inclusion of all additional risks relevant to our setting and circumstances, producing risk assessments for each activity and setting.
- Keeping the RA simple and concise, focussing on the key differences between the current situation and our normal meetings, the RA focusses on broad areas as outlined in the template and is detailed enough to be useful whilst not overwhelming ([Scouts.Org.UK FAQ dated 26 Aug 20](#))
- The RA is focussed on the main impacts, not a 50 page document. It covers the main activities that we plan to undertake, not the detail of every activity we plan to do whilst at Amber. ([Scouts.Org.UK FAQ dated 26 Aug 20](#))

The Risk Assessment complies with the Scout Association COVID Code:

1. A COVID-safe risk assessment has been completed (below) and we will communicate control measures to volunteers, young people and parents/carers once it is approved and ahead of activities taking place. At all times, all will be encouraged to raise concerns.
2. Additional hygiene measures will be in place for each activity.
3. Social Distancing will be observed (with reference to current distances determined by UK Government (England)).
4. Maximum group sizes will be limited and determined by scouts.org.uk and members will be consistent where possible.
5. If applicable (none are known at time of writing) we will make adjustments for young people and adults vulnerable or affected by COVID, and we will consult to make sure return plans are accessible and inclusive

Communication Plan

1. Communication has already started with parents and carers to inform them of the intent to start Face to Face activities as soon as the Risk Assessments have been approved.
2. Draft Risk Assessments have been made available to all parents across the Group for them to view and provide comment on if they wish.
3. Once Risk Assessments have been approved, electronic consent will be obtained from parents via OSM to attend activities and meetings based on our approved Risk Assessment.
4. Once Risk Assessments have been approved and activities have been programmed, parents will be sent event invites for specific activities for their young people and these activities will have specific measures that we will implement during sessions, and specific recommendations that we will make for their drop-offs and collections (as a Scout Group we can't legally mandate any activity when the young people are not in our care, we can only recommend).

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

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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>Hazard – something that may cause harm or damage.</p> <p>Risk – the chance of it happening.</p>	Young people, Leaders, Visitors?	<p>Controls – Ways of making the activity safer by removing or reducing the risk from it.</p> <p>For example - you might use a different piece of equipment or you might change the way the activity is carried out.</p>	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.
Misunderstanding of the requirements for Amber level face to face Scouting; higher risk of infection if requirements not adhered to	Young people, leaders, helpers and parents	Young people and parents need to understand and accept the requirements of Amber level activities. These will be communicated to participants in advance iaw 1st Benson Communication Plan (above). As part of the communication plan we will obtain electronic confirmation that adults (and their young people) understand and can fulfil the requirement during meeting sessions. The requirements for meeting will be part of each meeting invite and will be implicit in their acceptance of the invite.	
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	<p>Not all activities are in areas where it would be easy or safe for young people to walk to so this must be left to parental discretion (a Scout Group cannot legally mandate how parents choose to transport their young people to a meeting). Communication to parents will take place on activities and social distancing requirements expected of them and their children prior to, during and after the activity.</p> <p>For meeting invites, parents will be asked to not wait at drop off points and to social distance at pick up if there is a delay in pick up times. At drop off and pick up points, one way systems will be detailed to allow efficient flow of people which will aim to minimise social interaction. Best effort will be undertaken for parent control in public car parks and public areas inline with that undertaken nationally in public spaces. Social distancing will be maintained for Scout members throughout all activities and environments whilst young people are in the care of leaders during session times.</p>	
Maintaining social distance during meeting: higher risk of infection spread if social distancing is not maintained.	Young people, leaders and helpers	Group sizes limited to maximum permitted under Scout regulations (currently 15 young people plus up to 5 leaders). Activities, where possible, will be geographically displaced to further reduce risk of interaction. Group locations will be sent at invite so parents are clear where their children will be meeting. If the group is meeting in the same geographical location, areas will be marked out with geographical features to allow clear segregation of smaller groups/bubbles. Specific activity-related measures are covered later. Groups will not be mixed during activities to ensure they remain in “bubbles”. The underlying principle is that each activity will operate in isolation without mixing during a session. Each activity will be planned in isolation for a particular session and may or may not be repeated again in the future (not on the same day), with the same young people or with different groups. England’s social distancing rule of 2 metres will be applied to adults and young people with a reduction to 1 metre + extra precautions if 2 metres is not physically possible.	
Hygiene of people: higher risk of infection spread if proper hand washing is not carried out.	Young people, leaders and helpers	Hand sanitiser provided at activity location. All those present and involved with the activity will be made to use sanitiser at start and end of activity, and at regular intervals during the activity. Requirements for hygiene will be advertised in the meeting invite. Hand wash and paper towels will be available during activities at Bertie West Field (area adjacent to 1st Benson HQ)	
Hygiene of toilets: higher risk of infection spread if hygiene not carried out.	Young people, leaders, helpers and parents	The use of toilets at 1st Benson HQ will be strictly controlled if activities are taking place on Bertie West Field. Only 1 person will be allowed in the Scout HQ at any one time. Additional cleaning equipment has been placed in the HQ and safely stored out of reach of children. Toilets to be cleaned before and after each session.	

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Covid-19 restarting face to face Scouting risk assessment

Hygiene of activity equipment: Higher risk of infection spread if hygiene not carried out.	Young people, leaders and helpers	Activities will be undertaken a maximum of twice per week (although once a week is more likely, there may be opportunities to run some activities twice in one week to allow the maximum participation across the Scout section with the maximum group size available). Any equipment used is for the sole use of 1st Benson. Any utensils and cooking equipment will be washed with warm soapy water before and after cooking activities at Bertie West Field.	
Use of outdoor spaces: uneven ground, access to space less controlled, cannot be cleaned.	Young people, leaders and helpers	All activities will be undertaken in public spaces so will be managed by leaders/helpers in terms of access. Access will be controlled into, out of and during all activities to maintain social distancing in current government guidelines. All areas are familiar to leaders as they have been frequently used prior to lockdown. Leaders will be briefed as part of pre-activity checklist to look out for new hazards outwith standard activity risk assessments which are recorded on OSM. Hand washing only available at activities near Scout HQ. Where possible, commonly used public touch points such as handles, catches and latches will be wiped down with alcohol gel at the start and end of each activity.	
Vulnerable or Shielding People	Young people, leaders and helpers	There are currently no vulnerable people on the 1st Benson OSM Scouts register and leaders are not aware of any specific issues that require shielding. Meeting invites will state clearly that any parents who have concerns over the vulnerability of their child (or vulnerability over parent helpers/leaders as applicable) should make this known to the leaders. An assessment will then be made, and recorded over whether this person could/should be included in the activity or if the activity needs to be modified to accommodate the situation. It is likely that any vulnerable or shielding people will be asked not to participate in face to face meetings to reduce the risk to them.	
Parent Helpers/additional leaders DBS and Safeguarding	Leaders and helpers	All leaders and helpers must have in-date DBS, safeguarding and First Aid training. A final check of this will be checked via the GSL prior to commencement of Face to Face activities and this check is already part of the RA approval process.	
Incident Management	Young people, leaders and helpers	Other than PPE, there is no change to First Aid management as a result of COVID. Incident management will be dealt with dynamically based upon the situation. In general, minor injuries will be dealt with using first aid with a follow up call to the parents as required. Moderate injuries will be dealt with using first aid and a call to the parents will be made (or emergency contact) to allow the parent(s) to collect their child. Serious injuries will be dealt with by the emergency services. In all cases, activities will stop and all people attending the activity will socially distance together so they can be monitored by at least one adult whilst the other adult manages the casualty. If practical and time permitting, face masks will be worn whilst treating casualties, gloves should also be worn as part of extant first aid procedures. Gowns/face shields will not be worn as they do not form part of COVID prevention measures unless in a clinical environment	
Symptomatic individuals	Young people, leaders and helpers	If someone is showing symptoms of illness at the start of a meeting they will be safely isolated from the rest of the group and their parent(s) will be asked to take them home. If illness presents during the meeting, the parent(s) will be contacted and they will be asked to collect their child. Any isolation will be undertaken sympathetically so as not to cause distress to the isolated individual. If there is any doubt whether the illness is COVID related, all parents will be positively informed (a phone call, not an email) to inform them so that self-isolation of all those present at the activity can start. OSM will be used as the Trace and Trace database in case we need to identify who was at a particular meeting.	
Food and Drink	Young people, leaders and helpers	No centralised food or drinks will be provided during meetings or activities minimising and cross-contamination risk. Any snacks or drinks that are brought by individuals may only be consumed by themselves and not shared.	

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HQ Template Published June 2020



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Serial	In addition to the measures above, the following activity-specific measures will be put in place.		
1	Outdoor Scouting, Cooking and Fire Lighting Specific Measures - Bertie West Field, Benson	Young people, leaders and helpers	Maximum group sizes will be inline with Scout guidance. Scouts will be given clear boundaries of the areas they can work in and fire or activity groups will be limited to as small as practical for the scouting activity, fire lighting and/or cooking. Ideally this should be no more than 3 or 4. Access to the Scout HQ will be strictly limited to 1 at a time. Any food cooked will only be consumed by the person that cooked it. This activity is weather dependent and will be cancelled in poor weather.
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.			

Checked by Line Manager	Adam Wood Group Scout Leader 7 Sep 2020	Checked by Executive	Tara Mead Group Chair 7 Sep 2020
Approved by Commissioner	Name, Role / level Date	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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