

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

Name of Section or Activity		Date of risk assessment		Name of who undertook this risk assessment		COVID-19 readiness level transition	Red to Amber
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Hazard Identified? / Risks from it?	Who is at risk?	What is the situation?	How are the risks already controlled? What extra controls are needed?	What has changed that needs to be thought about and controlled?
<b>Hazard</b> – something that may cause harm or damage. <b>Risk</b> – the chance of it happening.	Young people, Leaders, Visitors?	ADDED BY DISTRICT - THIS IS NOT A COLUMN ON THE RISK ASSESSMENT FORM, JUST SOMETHING WE'VE ADDED FOR YOUR DIFFERENT SITUATIONS TO CONSIDER TO HELP YOU COMPLETE YOUR ASSESSMENT	<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.	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.
Planning to Run Safe Meetings in the face of possible COVID19 infection	Young People Leaders	Is everyone happy to return?	Confirm your leaders are happy to return, explain and work together to plan the additional precautions the group is taking. Confirm that parents/guardians are happy for their young people to return to scouting and explain the additional precautions the group is taking.	What will you do if a leader chooses not to attend or may still be shielding? What will you do if a young person chooses not to attend or may still be shielding? How will you still include them going forwards?
		What about those that aren't happy to return?	Programme planning, to consider running 'blended nights', i.e. a mix of 'F2F' meetings, zoom sessions and maximise outdoor activities	
Maintaining social distance at drop off and pick up: higher risk of infection spread if social distancing not maintained.			Controls could include: clear expectations with all involved, stagger arrival and pick up times.	
Maintaining social distance at drop off and pick up: higher risk of infection spread if social distancing not maintained.	Young people Leaders Parents	Dropped off by parents or walked in with parents?	Provide parents/guardians with clear guidelines for how you would like them to drop off and pick up their young people to remain socially distanced. Plan any smaller groups with those that may travel together/family members to be in groups together	Guidelines could include having cones spaced out and asking each young person to stand at one when they arrive so you can take the register from there. If the car park is not visible from the meeting place, ask parents/guardians to walk young people to a designated spot. On pick up, have cones for parents/guardians to wait at to ensure young people are picked up. If your meeting space has a small walkway to enter, perhaps ask parents/guardians to stagger when they arrive to avoid crowds in these areas.
		Parents giving lift shares?	Advise parents against this due to the increased risks	If this is absolutely necessary, ensure they can socially distance in the car

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		Arriving by public transport?	Should not be used until YELLOW status	
		Using a group minibus to go to an activity?	Ensure you can socially distance within the vehicle and arrange for cleaning between uses. Try to plan meetings where this would not be needed.	Ensure usual vehicle roadworthiness checks are undertaken
Maintaining social distance during meeting: higher risk of infection spread if social distancing not maintained.			Controls could include: limit group sizes to the volume of people a location can support with social distancing in place, maintain and mark clear space between groups, pre-plan how groups will be managed for each activity.	
Maintaining social distance during meeting: higher risk of infection spread if social distancing not maintained.	Young people Leaders	Do you have enough space?	Chose a suitable place to meet for the numbers you are meeting with	
		Do you need to give a visual guide for social distancing?	With younger sections you could use a cone or marker for each young person to use as their base to stand at during the meeting.	
		Do the young people need reminding about social distancing?	Give a reminder about space, no touching etc. Would you end the meeting if a young person is not following the expectations set?	In the event of a session having to be ended early parents/guardians to be informed and they will be asked to come a pick up their child.
Hygiene of people: higher risk of infection spread if proper hand washing not carried out.			Controls could include: clear expectations with all involved, provide hand sanitiser/ hand washing for members on arrival, departure and during as required.	
Hygiene of people: higher risk of infection spread if proper hand washing not carried out.	Young people Leaders	Can people wash their hands at your meeting place?	Have an organised method for washing hands on arrival with social distanced access to the facilities	Will you arrange a one-way system to use the facilities or another organised method of knowing they are unoccupied?
		Is there no facility to wash hands at the meeting place?	Will you ask young people to bring their own hand sanitiser for use during meetings or will you as a group provide this?	
Hygiene of toilets: higher risk of infection spread if hygiene not carried out.			Controls could include: toilet facilities cleaned before and after sessions, cleaning equipment available to leaders with safe storage. Deep cleaning of the facility on a regular basis.	
Hygiene of toilets: higher risk of infection spread if hygiene not carried out.	Young people Leaders	At a meeting place with toilets? (not necessarily your hut)	Advise young people on the plan during meetings. Allow only 1 person to go at a time. Poster reminders to wash hands in the toilets. Arrange to clean toilets before and after meetings.	Ensure that leaders have access to cleaning equipment needed in safe storage. Planned deep cleaning on a regular basis

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		If meeting near your hut?	Access to the hut restricted to access to toilets. Main door propped open during the open and closing sections so young people do not need to touch handles if they need to get to the toilets. Handles to be wiped down at the end of the session with antibacterial wipes	Do you need to physically block off any areas so young people only access the toilets?
		At a meeting place without toilets?	Provide parents/guardians with clear guidelines for your meeting place, reminding them there are no toilets there, encouraging them to get their young people to go before they leave and be prepared to wait till they get home. Tailor the length of your meetings for this too.	Potential plan B if someone is desperate - would you call parents/guardians to collect them, allow them to go behind a bush?
Hygiene of activity equipment: Higher risk of infection spread if hygiene not carried out.			Controls could include: cleaning of activity equipment before and after group use, assigning specific items to individuals for the evening, limiting volume of equipment used, including consumables such as paper.	
Hygiene of activity equipment: Higher risk of infection spread if hygiene not carried out.	Young people Leaders	Activity Equipment?	Any other equipment used during the session to be wiped down using disinfectant wipes and not used for at least 72 hours	
		Group size?	What group size will you plan to have at your session including what leaders will support?	
		Session Length?	How long will your meeting last? (Suggested no more than an hour for beavers/cubs and no more than ninety minutes for scouts/explorers)	
		Inclusion?	Do you have any additional needs within your group and how will you include them?	How would you help a young person who is struggling with instructions or physical ability?
		Equipment?	What will be used? Will it be shared between members? How will you clean it between uses? Think about small handheld items, as well as larger items like tables.	Equipment touched intensively with hands should be given one each. Less frequently touched equipment could be shared - with a hand hygiene plan between activities
		Activity length?	Keep activities short and simple where possible. Watch out for the Pink Dinosaurs (If you know what this means)	Can activities be finished off at home where needed?
Use of outdoor spaces: un-even ground, access to space less controlled, cannot be cleaned.			Controls could include: choice of location appropriate to activity, briefing to leaders and young people on boundaries, checks on the location ahead of use by leaders, hand washing for all participants.	
Use of outdoor spaces: un-even ground, access to space less controlled, cannot be cleaned.	Young people Leaders	Meeting place in open green space?	Discuss boundaries with young people at the start of meetings. Check the location ahead of your meeting for any additional hazards. Request young people wash hands before and immediately after meetings.	Will anyone else be entering this area whilst you are meeting?

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		Meeting place in closed green space?	Check the location ahead of your meeting for any additional hazards. Request young people wash hands before and immediately after meetings	
		Meeting place in concreted area like a car park?	Slightly higher risk of injury from slips and falls - consider what activities you will be doing in these areas. Consider meeting elsewhere in a greener space if possible, for more active activities	Will anyone else be entering this area whilst you are meeting?
		Adverse weather conditions?	Have a contingency plan in place, depending on the section - ensure young people have waterproofs, have a shelter (with no side panels) that will still enable you to keep distanced, warn parents/guardians that adverse weather could mean a session ending early and have a plan for contacting parents/guardians.	
		More than 1 group meeting at the same place?	Ensure you have clear separation between groups	
Confirmed case of Covid-19: higher risk of infection from other sources than the young people and leaders at meeting		What will you do if there is a confirmed case within your group?	ADDED BY MICHELLE - THIS IS NOT A SECTION ON THE RISK ASSESSMENT FORM, JUST SOMETHING I'VE ADDED AS SOMETHING SENSIBLE TO CONSIDER AND HAVE A PLAN FOR	
Confirmed case of Covid-19: higher risk of infection from other sources than the young people and leaders at meeting		One of the group is confirmed to have a case of Covid-19 or reports symptoms	Ensure registers are always taken at sessions & parents are told not to bring any young people that feel unwell. Request that parents inform a nominated person - section leader or GSL of any confirmed cases. Leader can then inform all other people in the group.	Confirmed case of Covid-19: higher risk of infection from other sources than the young people and leaders at meeting
First Aid: Higher risk of infection if first aid is required to be administered		What will you do in the case of a first aid incident?	ADDED BY DISTRICT - THIS IS NOT A SECTION ON THE RISK ASSESSMENT FORM, JUST SOMETHING WE'VE ADDED AS SOMETHING SENSIBLE TO CONSIDER AND HAVE A PLAN FOR	
First Aid: Higher risk of infection if first aid is required to be administered		Access to first aid equipment	Provide PPE for use in first aid situations along with multiple first aid kits in case of multiple incidents. Record the incident and notify the parents as usual. Ensure the first aid kit is suitably cleaned and replenished before it can be used again. Ensure leaders in all meeting groups are first aid trained. Purple cards shared with all adults as a reminder of the process should an incident occur.	Ensure you have multiple first aid kits available in case of multiple events. Leaders to ensure that first aid equipment and training are up to date. Leaders must ensure that all young people and parents/guardians are clear on what you plan to do in the event of an incident. Depending on the injury and age of the young person, you could be able to talk them through administering aid to themselves.
		Access for emergency services	Ensure your meeting location is accessible as needed	

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<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>				

Checked by Line Manager	Name, Role / level Date	Checked by Executive	Name, Role / level Date
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>.