

Covid-19 restarting face to face Scouting risk assessment

Name of Section or Activity	Jordans Close Site Access and use of toilet block.	Date of risk assessment	23 rd July 2020	Name of who undertook this risk assessment	Stuart Andrews – District Chair	COVID-19 readiness level transition	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?
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 it...or even stop it! This is a great place to add comments which will be used as part of the review.
Maintaining social distance at drop off and pick up: higher risk of infection spread if social distancing not maintained.	Young People, Leaders / Instructors, Parents / Carers	<ul style="list-style-type: none"> • Only Leaders and Instructors to have access to car park for parking vehicles. • Parents / Carers to park safely on road obeying local parking restrictions. • Parents / Carers should not access the site. • Young People to be dropped off at the gate and collected by a designated instructor who can answer parent/carer questions if needed. • At collection time parents to park safely and wait for Young People to be released by designated instructor. • If a participant / instructor is feeling unwell on the day of the activity then they should not attend the site / activity. • If a participant becomes unwell during the day then the Lead Instructor should notify the parent / carer to come and collect and all other parents / carers should be advised at the end of the day. 	
Maintaining social distance during meeting: higher risk of infection spread if social distancing not maintained.	Young People, Leaders / Instructors	<ul style="list-style-type: none"> ▪ In line with Scout HQ guidance the maximum number of people per group is 15, this includes leaders / instructors and young people. Where possible within this keep to bubbles of 6 to reduce risk if infection. ▪ Bedford and Ouse Valley Scout District will review and approve all Group risk assessments to ensure that social distancing is planned and maintained for the duration of the site visit. ▪ Use of site will be strictly controlled and can only be used when booked in advance with the Site Management Team to control numbers on site. 	

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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		<ul style="list-style-type: none"> ▪ Site Management Team will retain contact details of Lead Instructor in the event of a need for future track and trace. Lead Instructor to record contact details of all attendees for future track and trace. ▪ Signage at the site will direct users as to which buildings are closed and where appropriate, doors will be locked or access barred. There will be signage to reinforce messages on washing hands, maintaining social distancing and required cleaning. ▪ Instructors to give clear instructions on social distancing at the beginning of each day and how it should be applied at the start of each activity. ▪ Clear instructions to be given to young people on boundaries of where they can and cannot go within the site. ▪ Orange fencing is available on site for instructors to restrict access to areas for their young people. ▪ Wherever possible only one person / household bubble should access a building or store. ▪ In the event that first aid is required then the designated First Aider should use the Groups First Aid Kit and use masks and gloves to administer first aid. 	
Hygiene of people: higher risk of infection spread if proper hand washing not carried out.	Young People, Leaders / Instructors	<ul style="list-style-type: none"> • Hand sanitizer is available across the site and all visitors should use hand sanitizer on arrival and departure from site. • In addition to hand washing, hand sanitizer should be used when using the toilet block. • Hand washing to be carried out on a regular basis, especially before breaks for snacks, drinks and lunch. • Hand sanitizer should be used when accessing a store or activity. 	
Hygiene of toilets: higher risk of infection spread if hygiene not carried out.	Young People, Leaders / Instructors	<ul style="list-style-type: none"> • Groups can use the three toilet facilities to suit their mix of young people – male, female, disabled. 	

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		<ul style="list-style-type: none"> Ensure outer doors are wedged open to increase ventilation and reduce the need for touching the doors. Showers should not be used. Toilet blocks to be checked by Leader / Instructor at the beginning of the day to ensure toilet blocks are clean. Leaders / Instructors to manage and monitor a one in / one out process for use of toilets. Toilets to be cleaned on an appropriate basis during the day. Leaders / Instructors are responsible for ensuring toilets are cleaned with disinfectant provided, swept and left as found at the end of each day. Leaders / Instructors to report to site contact any issues or if any cleaning materials need replacing. Young People should not be involved with using chemicals for Covid-19 cleaning tasks. 	
Use of outdoor spaces: un-even ground, access to space less controlled, cannot be cleaned.	Young People, Leaders / Instructors	<ul style="list-style-type: none"> Leaders / Instructors should explore the site and make decisions on the best areas to use for the purposes of their activities. Instructors to explain to Young People the areas of the site they are permitted access to and this should be reinforced during the day. The only building Young People can access is the toilet block unless directed by a Leader / Instructor to access a store. Orange fencing is available on site to Leaders to control access if required. 	
<p>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.</p>			

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		Checked by Executive	Name, Ian Wright Role / level District Treasurer Date 24/7/20
Approved by Commissioner	Name, Greg Kilpin Role / level District Commissioner Date 27/7/20	Approved by Executive	Name, Stuart Andrews Role / level District Chairman Date 24/7/20
Notification of level change	Monday 6 th July 2020 by Scout HQ		

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>.