

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

Name of Section or Activity	1 <sup>st</sup> Stanstead Abbots & St Margaret's Scout Group – Beavers, Cubs, Scouts & Young Leaders	Date of risk assessment	07/12/2020	Name of who undertook this risk assessment	Neil Johnson, Will Drury, Lucy Isham, Elaine Alles, Debbie Gilbert & Mike Williamson	COVID-19 readiness level transition	Red to Amber, with indoor activities
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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?
Social Distancing at drop off and pick up - higher risk of infection spread if Social Distancing not maintained.	Parents, young people, adult volunteers	<p>Social distancing (2m distance) to be maintained where possible. Where not possible, face coverings to be worn by all adults and young leaders who do not have a health condition exempting them from doing so. A minimum 1m distance and avoidance of the face-to-face 'danger zone' should apply throughout.</p> <p>10-minute window for drop-off and pick-ups to minimise bunching.</p> <p>Clear drop off / collection area, large enough to accommodate everyone with Social Distancing.</p> <p>Leader supervision at drop off and collection to allow parents to drop / collect without delay and to supervise Social Distancing.</p> <p>Sufficient time between sections to ensure no overlap of groups.</p> <p>No parents or visitors to enter the building unless by specific invitation by a Leader.</p>	
Social Distancing during transport to and from activity venues – higher risk of infection spread if Social Distancing not maintained.	Parents, young people, adult volunteers	<p>Recommend to parents no car sharing or mixing outside of households in vehicles.</p> <p>Encourage walking to venue to minimise congestion near venue.</p> <p>No shared transport to be organised by the Scout Group.</p>	
Hygiene of people - higher risk of infection spread if proper hand washing not carried out.	Young people, adult volunteers	<p>Activity to include time slots for hand hygiene.</p> <p>Everyone to clean hands with either soap and water or hand sanitiser on arrival, before departure and as required during the activity.</p> <p>Everyone to clean hands with either soap and water or hand sanitiser on entering and leaving the building for any reason e.g., using toilets or collecting equipment.</p>	

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		Signage in the Scout HQ to encourage improved hygiene.	
Hygiene of toilets and high touch surface - higher risk of infection spread if hygiene not carried out.	Young people, adult volunteers	All non-essential items to be removed from communal areas (de-clutter) to minimise contact opportunities. Internal doors to be kept open to minimise touch points. Toilets and high touch surfaces to be wiped after each activity session with an appropriate product. Toilets and high touch surfaces to be cleaned regularly.	
Maintaining Social Distancing during meeting (indoor or outdoor) - higher risk of infection spread if Social Distancing not maintained.	Young people, adult volunteers	Social distancing (2m distance) to be maintained where possible. In addition, face coverings to be worn in proximity to young people by all adults and young leaders who do not have a health condition exempting them from doing so. A minimum 1m distance and avoidance of the face-to-face 'danger zone' should apply throughout.  For activities being run outdoors, young people should remain outdoors and only enter a building for toilets under adult supervision. Adults should only enter a building for toilets, getting or returning equipment, accessing the kitchen or when cleaning. Face covering are not required for outdoor activities where Social Distancing is maintained.  Signage at venue to encourage Social Distancing.  Plan to minimise number of people in the building at any one time.  Group size for activity limited to current TSA rules for Amber, including adults.  No parents or visitors to remain at the activity venue unless specifically invited by the Leader.  Communicate clear instructions to all present on need for Social Distancing.  Leaders to pre-plan activity to ensure Social Distancing is always supported.  Avoid face-to-face working, huddles or close proximity. Plan for young people to work apart, in larger circles, in lines, etc.	

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		<p>Leaders to pause the activity and remind everyone of the need for Social Distancing if Social Distancing is broken. Activity will be stopped if Social Distancing cannot be restored.</p> <p>If any young person continues to behave in an unsafe way their parents will be called and asked to collect their child without delay.</p> <p><b>If two or more limited size groups are meeting at the same venue and time, then they must remain in their own distinct space as per current TSA guidance.</b></p>	
Increased risk of infection for indoor activities	Young people, adult volunteers	<p>UK Government guidance is clear that the risk of coronavirus infection/transmission is greatest in indoor/constrained environments. Therefore, additional vigilance will be required during meetings held in indoor settings.</p> <p>For activities being run indoors, all Scouts, Explorer Scouts and adults must wear face coverings (unless exempt).</p> <p>All Scouts, Explorer Scouts and adults to be advised to bring their own face covering(s). A stock of disposable face coverings to be maintained for those who forget or have lost their face covering.</p> <p>The leader running an indoor activity may remove their face mask while speaking with the group if it aids communication, but they must ensure they are appropriately socially distanced before doing so.</p> <p>Leaders to consider how a specific activity impacts on the participants' ability to maintain Social Distancing – smaller groups will be able to maintain Social Distancing easier, especially when movement is expected. 'Traffic management' may be required in some situations, especially in restricted areas such as corridors.</p> <p>Leaders are encouraged to keep external doors and windows open where practical to increase airflow.</p> <p>Equipment and surfaces to be cleaned after each indoor session as appropriate.</p>	

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Hygiene of activity equipment - higher risk of infection spread if hygiene not carried out.	Young people, adult volunteers	<p>Limit sharing of equipment or consumables wherever practical.</p> <p>Where sharing is necessary, limit sharing to small groups.</p> <p>For equipment touched intensively with the hands, e.g. compasses, scissors, cooking utensils, members should be given one each. Less frequently touched equipment (e.g. most games equipment) can be shared.</p> <p>After use, shared equipment must either be wiped cleaned with an appropriate product or taken out of use for 48 hours to allow infection risk to diminish.</p>	
Hygiene of food and drink - higher risk of infection spread if hygiene not carried out.	Young people, adult volunteers	<p>Risk of infection from food or drink itself is considered very low.</p> <p>Everyone to bring their own personal drink bottle in a named unbreakable bottled. These to be kept safe by Leaders or young people dependant on age or activity.</p> <p>Additional hand hygiene to take place before handling any shared food, drinks or related equipment e.g. handing out biscuits, marshmallows, plates, cutlery.</p> <p>All shared food and drink related equipment to be washed between use.</p>	
Use of outdoor spaces - access to space less controlled, cannot be cleaned.	Young people, adult volunteers, general public	<p>Choice of location appropriate to activity and age group e.g. Scout HQ car park and neighbouring field, open access areas off Marsh Lane, High Street and surrounding streets, wider network of rural footpaths.</p> <p>Clear instructions given to all participants over boundaries and Social Distancing.</p> <p>Maintain Social Distancing from the general public.</p> <p>Risk of infection from touching surfaces is considerably lower outside due to effect of environment on the virus over time.</p> <p>Avoid touching any surfaces where possible e.g. gate handles, styles.</p> <p>Use hand sanitiser after unavoidably touching potential sources of infection.</p> <p>Use hand sanitiser before, during and after activity where soap and water is unavailable.</p>	

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COVID-19 infection - risk of infection from person with suspected or confirmed COVID-19 infection	Young people, adult volunteers	<p>Clear communication to all participants that anyone experiencing recognised symptoms of COVID-19 or with a confirmed positive diagnosis must not attend any sessions and must follow current Government advice.</p> <p>Young people developing recognised symptoms of COVID-19 during an activity session will be isolated immediately and their parents asked to collect them without delay. Their parents should be advised to follow current Government advice and keep the Leaders informed of any positive diagnosis.</p> <p>Adults developing recognised symptoms of COVID-19 during an activity session must remove themselves immediately and follow current Government advice.</p> <p>Leaders will maintain accurate attendance register for both young people and adults to allow cooperation with NHS Test and Trace service if required.</p>	
Administering first aid – risk of infection due to lack of Social Distancing	Young people, adult volunteers	<p>Encourage self-treatment where possible e.g. give the casualty antiseptic wipes and plaster to apply themselves or instruct the casualty to apply pressure to their own wound.</p> <p>Leaders should be aware of and follow current guidance for first aid, including resuscitation, during the COVID-19 pandemic e.g. St John Ambulance &amp; Resuscitation Council UK.</p> <p>Where Social Distancing is unavoidably broken, first aiders and casualty to wear face masks wherever possible. First aider to wear disposable gloves and apron wherever possible. Do not delay first aid for a life-threatening injury – risk of infection is low compared to risk of death from serious injury.</p> <p>For resuscitation use a face mask if possible. Do not delay resuscitation waiting for a face shield – risk of infection is low compared to high risk of death without resuscitation.</p> <p>Maintain records of accidents using usual procedures.</p> <p>Dispose of used first aid equipment and PPE in a tied plastic bag in the usual waste.</p>	

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Alcohol-based hand sanitiser - risk of poisoning or fire	Young people, adult volunteers	Supervision of young people when using hand sanitiser.  Safe storage of products away from young people and sources of heat/ignition.  Do not store unnecessarily large volumes of hand sanitiser in the Scout HQ.	
<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.			

Checked by Line Manager	Name: Paul Stretch Role / level: Group Scout Leader Date: 07/12/2020	Checked by Executive	Name: Gavin Miles Role / level: Group Chair Date: 07/12/2020
Approved by Commissioner	Name: Pat Horridge Role / level: District Commissioner Date: 08/12/2020	Approved by Executive	Name: David Allen Role / level: District Chair Date: 08/12/2020
Notification of level change	Date and by who		

Review	
Date	By who
07/03/2021	Paul Stretch

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

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

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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HQ Template Published June 2020

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'Social Distancing' is defined by the current UK Government regulations, and further modified by TSA if appropriate.

### References:

TSA: Coronavirus - Guidance and support for frequently asked questions (FAQ's)

<https://www.scouts.org.uk/coronavirus/>

TSA: Getting everyone back together safely

<https://www.scouts.org.uk/volunteers/getting-back-together-safely/>

UK Gov: COVID-19: cleaning in non-healthcare settings outside the home

<https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings>

St John Ambulance: COVID-19 Advice for First Aiders

<https://www.sja.org.uk/get-advice/first-aid-advice/covid-19-advice-for-first-aiders/>

Resuscitation Council UK Statement on COVID-19 in relation to CPR and resuscitation in first aid and community settings

<https://www.resus.org.uk/covid-19-resources/covid-19-resources-general-public/resuscitation-council-uk-statement-covid-19>

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