

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

Name of Section or Activity	1 <sup>st</sup> Melbourne Scouts Meetings in hut or outdoors in open space	Date of risk assessment	8 <sup>th</sup> May 2021	Name of who undertook this risk assessment	Richard Chapman	COVID-19 readiness level transition	Red to Amber / Yellow
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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><b>Hazard</b> – something that may cause harm or damage. <b>Risk</b> – the chance of it happening.</p>	Young people, Leaders, Visitors?	<p><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.</p>	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.
Maintaining social distance at drop off and pick up: higher risk of infection spread if social distancing not maintained.	All	<p>Controls:</p> <ul style="list-style-type: none"> <li>Expectations regarding social distancing to be clear with all leaders, parents, other adults and young people.</li> <li>Maintain a register for the parents and young people to ascertain their health with a register upon arrival, anyone showing or having had symptoms cannot stay.</li> <li>One way system to be implemented when meeting in Hut, Enter via corridor, and leave via Main Hall.</li> <li>One parent to meet young person, to remain socially distant and be managed by a leader at drop off point</li> </ul>	
Maintaining social distance during meeting: higher risk of infection spread if social distancing not maintained.	Leaders, Helpers & Young people	<p>Controls:</p> <ul style="list-style-type: none"> <li>Follow current TSA guidance on group sizes, while maintaining section ratios.</li> <li>If multiple bubbles meet on same night they will be distanced in line with current TSA guidelines</li> <li>Activities will be planned to meet social distancing rules as per current TSA guidelines</li> </ul>	
Session Size and Bubble Choices: higher risk of infection spread if social distancing not maintained.	Leaders, Helpers & Young people	<p>Controls:</p> <ul style="list-style-type: none"> <li>Each section leader or delegate will be responsible for creating bubbles (where necessary) for both young people and leaders in line with the TSA guidelines on group sizes and POR ratios for each individual section.</li> <li>Where multiple bubbles meet on the same night, staggered drop off and collection times will be used.</li> <li>Maintain school based bubbles where possible.</li> </ul>	
Hygiene and face coverings	All	<ul style="list-style-type: none"> <li>Wearing of facemasks for adults and young people to be in line with current TSA guidelines.</li> <li>On arriving and leaving everyone, will be asked to wash their hands thoroughly for at least 20 seconds using soap and water or to use hand sanitiser</li> </ul>	
Hygiene of people: higher risk of infection spread if proper hand washing not carried out.	Leaders, Helpers & Young people	<p>Controls:</p> <ul style="list-style-type: none"> <li>We will provide hand sanitiser for everyone to use before, during and at the end of the meeting.</li> </ul>	

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

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Hygiene of toilets: higher risk of infection spread if hygiene not carried out.	Leaders, Helpers & Young people	Controls: <ul style="list-style-type: none"> <li>Parents to be advised that toilets are for emergency use only when meeting indoors. For outdoor meetings there will be no provision.</li> <li>Toilet facilities to be cleaned before and after the session</li> <li>Cleaning equipment provided and available to leaders with safe storage.</li> <li>PPE will be provided by the group to clean with.</li> </ul>	
Hygiene of building:	Leaders, Helpers & Young people	Controls: <ul style="list-style-type: none"> <li>Leaders from each meeting will be responsible for cleaning the high traffic areas and touch points such as door handles / tables</li> </ul>	
Hygiene of activity equipment: Higher risk of infection spread if hygiene not carried out.	Leaders, Helpers & Young people	Controls: <ul style="list-style-type: none"> <li>Leaders from each meeting will be responsible for cleaning the activity equipment where necessary before and after use and only use what is necessary for the night's activity.</li> <li>Consider assigning specific items to individuals for the evening, limiting volume of equipment used wherever possible.</li> <li>Where practical / possible request YP bring their own equipment for their own use.</li> </ul>	
Use of outdoor spaces: access to space less controlled, cannot be cleaned.	Parents, Leaders, Helpers & Young people	Controls: <ul style="list-style-type: none"> <li>We will endeavour to choose the best location appropriate to the activity we have planned, participants and equipment as needed</li> </ul>	
Money: Medium risk of infection spread if hygiene not carried out. – cash, cheque, online, bacs	Parents, Leaders	Controls: <ul style="list-style-type: none"> <li>Move on to cashless payments eg BACS, OSM, Squared up.</li> <li>When handling cash have sanitiser or hand washing facility standing by if required.</li> </ul>	
Transmission	Parents, Leaders, Young people/Family's	<ul style="list-style-type: none"> <li>Should anyone exhibit symptoms of COVID19 during a meeting, they will be isolated and all parents contacted to pick up young people.</li> <li>A register of everyone in attendance will be taken and retained for 6 weeks to enable Track and Trace if necessary</li> <li>NHS Track and Trace QR code to be displayed for adults to use as per Government guidance.</li> <li>Food and drinks will not be provided by the sections, , If activities require food or drinks young people will bring their own.</li> <li>If young people bring their own drinks to sessions, they will not be shared</li> </ul>	
Transferring germs to members – High risk of infection spread if hygiene not carried out	Parents, Leaders, Helpers & Young people	Controls: <ul style="list-style-type: none"> <li>We will actively discourage all adults and young people from touching their face to reduce the spread of infection.</li> </ul>	
First Aid: High risk of infection spread if hygiene not carried out	Parents, Leaders, Helpers & Young people	Controls: <ul style="list-style-type: none"> <li>First aid kit to be stocked as per current TSA guidance</li> <li>First aiders (where practical) are to wear gloves, apron and face mask when dealing with the incident,</li> </ul>	

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		<ul style="list-style-type: none"> <li>Once home the TSA guidelines must be followed to record the incident and of any first aid administered.</li> <li>A separate rubbish bag will be used for contaminated first aid waste and be placed in domestic waste bin.</li> </ul>	
Communication to parents: Low risk of infection.	Leaders, Helpers & Young people	<b>Controls:</b> <ul style="list-style-type: none"> <li>We will email details of the meetings to parents so they can read and if necessary, query any issues they may have.</li> <li>We will communicate any changes of location that occur if for example we are unable to maintain social distancing at the original location.</li> <li>Leaders to use 'WhatsApp' group ensuring two way communication available via Leader mobile phones</li> <li>Discourage car sharing to be briefed to parents</li> </ul>	
R Rate: High Risk of infection	All	<b>Controls:</b> <ul style="list-style-type: none"> <li>Be aware of the R rate and local news regarding infections in our area, checking TSA / NYA alert level for our district before meeting.</li> <li>Consider if it is safe to meet face to face and if necessary revert to online meeting or postpone session.</li> </ul>	
General: Non adherence to RA controls	All	<b>Controls:</b> <ul style="list-style-type: none"> <li>Share procedures with parents and ask them to discuss the rules with their YP.</li> <li>Leaders to re-iterate rules to YP at their initial session.</li> </ul>	
<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>			

<b>Checked by Line Manager</b>	Name, N/A, SL & GSL Same person, and no DC in post Role / level Date	<b>Checked by Executive</b>	Name, Debbie Bruce Role / level: Treasurer Date: 8 <sup>th</sup> May 2021
<b>Approved by Commissioner</b>	Name, Role / level Date	<b>Approved by Executive</b>	Name, Role / level Date
<b>Notification of level change</b>	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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