

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

<b>Name of Section or Activity</b>	1 <sup>st</sup> Chalfont St Peter Scout Group	<b>Date of risk assessment</b>	04.10.2020	<b>Name of who undertook this risk assessment</b>	Mark Morrison	<b>COVID-19 readiness level transition</b>	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?
<b>Hazard</b> – something that may cause harm or damage. <b>Risk</b> – the chance of it happening.	Young people, Leaders, Visitors?	<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.
Generic Risk assessment for <b>indoor activities only</b> within 1 <sup>st</sup> Chalfont St Peter building. For all Leaders, Beavers, Cubs & Scouts. This risk assessment covers the entire Group. Members will be taken through the risk assessment by their respective leaders in a manner appropriate for their age group.			
Maintaining social distance at drop off higher risk of infection spread if social distancing not maintained.	<b>All</b>	Parents will be asked to remain in car when dropping off in Scout carpark. Members dropped off will be directed to building. Members walking will be told to go directly to building and follow signs painted on ground to wait until given entry.  Contact Tracing QR code will be mounted on site gate and parents asked to use.  <b>Government social distancing guidelines to be maintained, the ground has been painted to assist with social distancing when queuing. Leaders to limit numbers in queue.</b>	
Maintaining social distance at pick up: higher risk of infection spread if social distancing not maintained.	<b>All</b>	Parents asked to wait in cars inside 1 <sup>st</sup> CSP grounds. Finish will be on time to avoid parents gathering for pick up. Signs and emails will be used to remind them to social distance, Beavers/Cubs/Scouts will be escorted to parked cars under social distancing rules.	
Maintaining social distance during meeting: higher risk of infection spread if social distancing not maintained.	<b>Members, Leaders</b>	Maintain group sizes of no more than 20 including leaders. Normally this will be 15 members max and 5 leaders max. . NO MORE THAN 15 YP and 5 leaders. 20 TOTAL PER GROUP.	
Hygiene of people: higher risk of infection spread if proper hand washing not carried out.	<b>Members, Leaders</b>	All members attending will use hand sanitiser which will be located at the entrance to the building. Halfway through the session and between activities hand sanitiser will be used by all taking part. Hand sanitiser used again by all when leaving.  All young people will be instructed and guided by leaders.  All members will be told to bring their own water bottle labelled with their name. Also no sweets/snacks are permitted.	

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

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Hygiene of toilets & environment: higher risk of infection spread if hygiene not carried out.	Members, Leaders	<p>The building will be deep cleaned before reopening.</p> <p>All taps will be run to ensure fresh water is in the system.</p> <p>The toilet will be cleaned before and after each session.</p> <p>Only wheelchair accessible toilet to be used by all, one person at a time.</p>	
Hygiene of toilets. Higher risk of infection spread through the mixing of bubbles at the toilets	Members, Leaders	<p>Only wheelchair accessible toilet to be used one person at a time.</p> <p>Signs telling everybody to wash hands have been installed. Younger members will be told to wash hands before leaving toilet. On returning to activity all members will re sanitise using gel.</p> <p>Only one group (bubble) at each session each week to remove the possibility of cross contamination.</p> <p>Entrance to other areas of the hall will be blocked off or locked and all members informed not to enter. If areas are entered eg kitchen then disinfection will take place at the end of the session.</p> <p>All members to be encouraged to use the toilet before attending so as to limit numbers using.</p>	
Hygiene of activity equipment: Higher risk of infection spread if hygiene not carried out.	Members, Leaders	All equipment will be cleaned before and after the session. All activities will have a separate item of equipment for each member. Depending on activity members will be told to bring their own equipment/supplies.	
Use of hall spread of infection from other users	All	Grounds and hall are locked to prevent entry from the public. The Art Club are the only other user and they have their own risk assessment and will ensure all toilets and kitchen are sanitised after use. All to be reminded not to touch their faces with their hands.	
Risk of spread of infection of virus	Members, Leaders	<p>Maintain group sizes of no more than 20 including leaders. Normally this will be 15 members max and 5 leaders max. . NO MORE THAN 15 YP and 5 leaders. 20 TOTAL PER GROUP.</p> <p>Scouts will be required to wear PPE ((face masks) inside at all times. <b>Beavers and Cubs do not need to wear PPE.</b></p> <p>Leaders will be required to wear PPE (face masks) at all times unless leading an activity.</p>	
Risk of spread of infection of virus by leaders from bubble to bubble (group to group).	Members, Leaders	To accommodate limited numbers per group the leaders will split the sections into 2 groups. Each group will attend the hall every two weeks, at the discretion of the section leaders online sessions will be held for the group that is not at the hall that week if possible. The leaders will be responsible for deciding how their section will be split and parents will be informed of the weeks that members are to attend.	

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First aid incidents. Risk of spread of infection as social distancing guidelines cannot be maintained	Members, Leaders	<p>First aider to put on mask, face shield and gloves. Patient will also be given a mask to put on if appropriate (not required if patient is suffering from breathing difficulties). These are located in kitchen and added to first aid kits.</p> <p>Any waste from treatment shall be bagged and given to parents to dispose of. This includes bandages and in the case of a person vomiting this shall also be cleaned and all waste cloths etc shall be bagged and given to the parents to dispose of. Parents will be notified of the need to hold on to waste for 72 hours before disposing of in normal waste bins. In line with Bucks Council Guidelines.</p> <p>First Aid to be self administered where possible.</p> <p>Leaders briefed on CPR under covid 19. Face shield provided in first aid kit.</p> <p>Accident book to be filled in.</p>	
Risk of not knowing who is at the meeting in case a participant is later ill with Covid 19	Members, Leaders	<p>Register taken as usual. All information will be retained for at least six weeks to support track and trace.</p> <p>QR code on site gate. Parents to be encouraged to use.</p> <p>Attendance will be checked against each specific group register. Only members allocated to that group will be allowed to attend.</p>	
Risk of spread of infection by lack of social distancing at drop of and pick up.	All	Leaders will be present in 1 <sup>st</sup> CSP carpark to ensure social distancing rules.	
Risk of spread of infection	Members, Leaders	Keep the session to a minimum time. Each session will last 1 hour.	
Risk of spread of infection by members arriving at the wrong time or in the wrong group or unexpectedly and compromising social distancing	All	In the invitation email parents will be told that members must turn up on time as the gate will be closed during session.	
Risk of spread of infection if the members are not aware of what is expected of them regarding hygiene and social distancing	Members, Leaders	Parents will receive an email with an outline of the mitigation processes we have put in place. There will be some simple specific rules for the parents to pass on to the members. On arrival all will be reminded of the expectation and any further reminders throughout the meeting.	

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Risk of spread of infection if social distancing is not maintained	All	Signs will be deployed to remind all to maintain social distancing. To include the pickup, drop off area and toilet.	
<b>Review:</b> This risk assessment is for a the entire Group to move from one COVID Readiness alert level to the next, an additional risk assessment will be produced for each move proposed.			

<b>Checked by Line Manager</b>	Name, Mark Morrison Role / level Group Scout Leader Date 4.10.2020	<b>Checked by Executive</b>	Name, Martin Beard Role / level Chairman Date 4.10.2020
<b>Approved by Commissioner</b>	Name, Role / level Date	<b>Approved by Executive</b>	Name, Martin Beard, Sarah Slade Role / level Chairman, Assistant GSL Date 4/10/2020
<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>.