

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

<b>Name of Section or Activity</b>	1st Fressingfield Scout Sections New HQ Activities	<b>Date of risk assessment</b>	11th September 2020 2nd October 2020 23rd October 2020 13th November 2020 27th November 2020 18th December 2020	<b>Name of who undertook this risk assessment</b>	Ciarán Carr Michael Knights	<b>COVID-19 readiness level transition</b>	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?
<p>Outline of activities: During the Autumn 2020, members of the Adventurer and Pioneer Scout Troops will be invited to attend hour long sessions between 1900 and 2000 at the New Scout HQ on Priory Road, Fressingfield. All activities will be fully socially distanced and will consist of team-building and engagement exercises. A summary of activities planned will be as follow:</p> <p>11th September 2020 – Fencing – outdoor with equipment assigned one per person at the start of the session</p> <p>2nd October 2020 - Fressingfield Scavenger Hunt - A hiking activity around Fressingfield with a list of naturally-occurring items to find along the way</p> <p>23rd October 2020 - Pumpkin Carving - An activity where pumpkins will be provided and carved. A campfire will also be set up.</p> <p>13th November 2020 - Fressingfield Photography Hike - An activity which will involve theoretical discussion of photography as well as a walk around Fressingfield with a start and finish from the New Scout HQ</p> <p>27th November 2020 - YouShaped Session - An activity which will be prepared by the Young People in a planning session and approved by the leadership team. Guidance of suitable activities will be provided.</p> <p>18th December 2020 - Christmas Themed Event - Activities which will involve a series of outdoor games and a campfire</p>			
<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 is not maintained.	Young People Leaders	Parents will be briefed via email on our expectations regarding dropping off and collecting. This consists of parents dropping off and collecting Scouts on the New Scout HQ field and Scouts heading straight for their respective cars, maintaining social distancing. Scouts will be staggered on closure of the session, with Scouts returning to parents two at a time.	
Maintaining social distancing during the meetings: higher risk of infection spread if social distancing is not maintained.	Young People Leaders	The group size will be limited to 15, as per the UK Scouts guidelines (inclusive of leadership team). Group sessions will be limited to one hour sessions to limit exposure. Expectations will be clearly outlined (both verbally and physically by placing cones and other suitable markers). Campfire circle, air rifle range, outdoor furniture will be marked out to allow for clear social distancing, Access to the equipment container will be limited to the leadership team and one person at a time. Face coverings will be worn when entering, hands washed before and after entry and the doors will be fully open to aid air flow.	
Develop a culture of honesty, integrity and social awareness of the possibility of passing the virus on: Clear expectations will reduce the risk of circulating the virus in the community.	Young People Leaders	Have clear expectations around the monitoring and reporting of ill-health. All attendees must ensure that they are fit and well to attend the activity. Parents will be informed of these expectations via email and will be mentioned on the programme itself. Any sign or symptom prior to the start of the activity, ie high temp, new and persistent cough, loss of taste or smell – the individual must not attend In the event of someone displaying/developing symptoms during a session, the session must be stopped immediately.	

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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		<p>The individual displaying symptoms should be isolated from the group immediately and sent directly home, instructed that c-19 test must be undertaken and to follow the PHE guidance in force at the time.</p> <p>Contact with all parents made, advising that symptoms have developed in an individual and that c-19 test must be undertaken and to follow the PHE guidance in force at the time.</p> <p>Attendance registers will be maintained and recorded on OSM, to support the need to implement the Track and Trace procedures in the event someone reporting a positive result within 14 days of an activity day.</p>	
Hygiene of people: higher risk of infection spread if proper hand washing is not carried out.	Young People Leaders	<p>Hand washing stations will be readily available and provisions stored safely, out of risk. Hands will be washed before, during and after the session regardless of whether contact with surfaces has occurred. All Scouts will be required to have a personal day bag which will include a suitable supply of hand cleanser and wipes.</p>	
Hygiene of toilets: higher risk of infection spread if hygiene not carried out.	Young People Leaders	<p>Scout toilets will be available, but recommendations will be sent to parents to ensure that the facilities will not be needed during the shorter sessions. If required, they will be readily available and will have been meticulously cleaned before and after the session. Cleaning equipment will also be available on site in a dedicated section of the container. The Scout will be provided with a key to the lockable cubicle which will be wiped with antibacterial product on return to the leader in charge.</p>	
Hygiene of activity equipment: Higher risk of infection spread if hygiene not carried out.	Young People Leaders	<p>Any use of equipment will be limited, and if used will be cleaned with either dilute bleach or antibacterial product before and after use. In most cases, Scouts will be requested to bring any required resources which will be achieved through effective preparation of each session. Consumables will be utilised where possible and disposed of at the end of each session. Each Scout will be required to bring a day bag with their own personal equipment which must be used exclusively by themselves. This includes: hand sanitiser, water bottle, first aid kit and any snacks. Where equipment is plentiful, any borrowed equipment will be assigned to a Scout for the duration of the session.</p>	
Use of outdoor spaces: uneven ground, access to space less controlled, cannot be cleaned.	Young People Leaders	<p>Location will be consistent [New Scout HQ] to ensure routines and practices are observed with greater clarity and effectiveness. Any movement outside of the Scouts HQ grounds will be considered carefully and traced by leaders prior to the event. Staying off public roads and avoiding village hot spots (such as shops and pubs) will be ensured. The obstacle course will not be in use during these sessions.</p>	
Managing inappropriate behaviour: Behaviour particularly around failure to follow social distancing measures could result in a higher risk of spreading infection.	Young People Leaders	<p>All Scouts, parents and leaders will be briefed with the expectations which have been set out. Deliberate breach of the measures set in place will result in early dismissal and a refusal of future attendance while C-19 measurements are in place. This will be clearly communicated in the brief and at the start of each session.</p>	
First aid incidents and medical emergencies: Higher risk of infection spread if appropriate protective measures are not in place	Young People Leaders	<p>All Scouts and leaders will be required to bring their own first aid kits with them in their day bags. Any minor incident will be performed by themselves. Should the dedicated first aider for the session be required to perform first aid on an individual in a way which breaks the social distancing measurement, full PPE must be worn including apron, gloves,</p>	

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		face mask and eye protection. At least two mobile phones must be operational (in terms of battery life and ability to make phone calls) in case further assistance is required by 999.	
Disposal of waste: Higher risk of infection if hygiene is not carried out	Young People Leaders	Bin bags will be provided on site and the leader in charge is responsible for the safe disposal of all waste from the site. Hand washing will follow any contact with waste.	
Inclement weather: May result in confined spaces being used and therefore increasing the risk of infection	Young People Leaders	Activities will be reconsidered prior to meeting if the forecast indicates poor weather conditions. Shelter will not be sought in the storage container. Coleman shelters are available and can be erected without side panels to ensure air flow. This must be disinfected upon collapse and storage.	
<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.			

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