

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

|                      |  |                                |                                |   |           |  |       |
|----------------------|--|--------------------------------|--------------------------------|---|-----------|--|-------|
| <b>Name of Group</b> | 1 <sup>st</sup> Hathersage Scout Group | <b>Date of risk assessment</b> | 3 <sup>rd</sup> September 2020 | <b>Name of who undertook this risk assessment</b> | T. Crooks | <b>COVID-19 readiness level transition</b> | Amber |
|----------------------|--|--------------------------------|--------------------------------|---|-----------|--|-------|

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| <b>Hazard</b> – something that may cause harm or damage.<br><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.<br>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. |
| <p>Context: In line with the Scout and associated government guidance, we have controls place to prevent the risk of transmission of Covid-19. Following current social distancing guidance, Young People and adults will maintain distance where possible, and avoid any persistent close contact.</p> <p>We will involve our youth members in considering how to manage the risk of infection, while still running exciting and entertaining evenings. The advice is clear that young people are most likely to follow and support advice when they are involved in shaping the approach and discussing how to protect themselves and others while still having fun.</p> <p>It is important to note that in line with government advice, the health risk to young people themselves is very low (unless they have serious pre-existing health conditions). The primary purpose of our precautions and guidance is to prevent transmission with impact on adults, families and the wider community. Current evidence is moderately strong that young children are less likely to catch the disease or pass on than adults, but risk remains, so it is essential to take all precautions and in any case to fully observe scout guidelines.</p> <p>Our regular venue will be the Hathersage Scout Hut. We may use other venues during term (including nearby woodland, fields, and potentially scout campsites if available, in each case specific risk assessments will be conducted for the venue, and we will also consider any relevant risk assessments by the venue owner.</p> <p>All parents will receive a Group level and Section level email in advance of the start of face-to-face scouting, setting out the provisions which will be put in place and what is expected of all parents and young people before, during and after sessions. They will be able to communicate concerns/questions by email, as set out subsequently.</p> <p>All adult volunteers will be provided with a copy of this Risk Assessment a minimum 5 days in advance of the session/meeting, to allow them the opportunity to understand its content and raise any concerns./questions All adult volunteers will be required to arrive a min. 10 minutes before the start of a session and the safety provisions and session plan are to be discussed with all adult volunteers for that session, so that everyone knows what they are doing and the tasks allocated to them before the session starts.</p> <p>All adult <u>leaders</u> meeting face-to-face are to have the appropriate, up-to-date DBS, Safety and Safeguarding training completed and validated. Occasional Helpers are only required to have a valid DBS check. Non-DBS-checked adults cannot be included in any ratios, but are allowed to assist with section meetings, so long as they are not left alone with the children at any one time.</p> |                                  |   |  |
| General Running of Sessions   | Adults                           | <b>All leaders to familiarise themselves with TSA Framework and associated guidance prior to running any sessions.</b><br><br>Guidance is available on the Scout Website and all leaders have been directed to it and regular updates provided by email from TSA and County and forwarded onto leaders. |  |

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| Maintaining social distance at drop off and pick up: higher risk of infection spread if social distancing not maintained. | Everyone        | <p>Encourage parents to walk to reduce congestion and allow safer spreading out across car park.</p> <p><b>Activities in hut (when allowed):</b> Ask parents to remain in cars if another child/parent has just arrived and wait until it is less busy. Ask everyone to remain outside the building and leader/responsible adult is to control entry into building to take off shoes, etc. until they get into the main hall.</p> <p>Take shoes and coats off and leave in corridor to avoid bottleneck in Porch or cross contamination of shoes as they try to find their own. New hooks and benches put down corridor to keep everything tidy. Leaders to implement further measures as they see fit (outlined in Section RAs) such as young people bringing bags to put everything in, or laminated name sheets on which to place shoes.</p> <p>If more than 15 young people at the session (when allowed) consider staggered drop off by 5-10 mins. to reduce risk. If multiple batches running concurrently (25m apart) then stagger arrival times of each batch.</p> <p><b>Meeting outside, at hut:</b> If using Cricket pitch, suggest meeting directly on pitch to aid social distancing.</p> <p><b>Meeting away from hut:</b> Above procedures to be implemented as appropriate, but avoid confined areas where there is a concentration/funnelling of arrivals. If unavoidable, stagger arrival. Have only one or two adults/leaders at point of arrival to minimise numbers.</p> <p><b>Pick up:</b> Reverse of arrival, allowing one or two to leave at a time, to mitigate against bottlenecks, particularly leaving hall, allowing YP to collection shoes and coat and then leave quickly.</p> <p><b>Awaiting Pickup:</b> Remind parents to maintain social distancing when waiting in carpark, outside hut (or at away venue).</p> |   |
| Maintaining social distance during meeting: higher risk of infection spread if social distancing not maintained.          | Everyone        | Limit group sizes to the max. permitted by TSA, but also no greater than building (based on hut capacity for safe social distancing, not COVID restrictions) to enable safe and effective social distancing to achieve Government's & TSA prevailing social distancing rules at the time. At time of writing, this is 2m distance to be maintained between all adults and other adults and YP and YP to maintain 2m social distancing from each other where possible.  |   |

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|  |                 | <p>All meetings will take place in line with current government guidance (at the time of the meeting) on social distancing. At the start of the meeting YP will be reminded to maintain distance with others. YP should be kept in small groups for activities, as far as possible with children they are in close contact with regularly anyway through school.</p> <p>At times where YP are stationary (for example, being given instructions, section specific measures will be implemented to encourage social distancing. Mark out on floor of hut, if needed, to help with social distancing in activities (e.g. in rope or tape). Leaders to run introductory session (digital or F2F) for YP to explain the rules and run an activity/game early on to teach the younger ones about the rules and how far 2m is.</p> <p>We will consider room layouts in line with scout advice – for example using semi circles for teams to avoid facing each other, and separating out while activities take place. Equipment will be set up in advance as far as possible to avoid lots of moving around and potential contacts during the meeting. Individual meeting risk assessments will consider appropriate approaches for each activity.</p> <p>When in public places, YP will be reminded at the start of the session to avoid contact with any members of the public in the vicinity.</p> <p>Ensure all parents are provided with information on social distancing, as appropriate, in advance, by way of email from GSL and individual Section communications (e.g. parent meetings/emails/etc.) and convey that to their children. Repeat social distancing rules to young people at the start of each session.</p> <p>If multiple batches of 15 are meeting at the same, maintain TSA minimum distances between batches (currently 25m) and avoid any “cross-contamination”. Leaders are allowed to move between batches.</p> <p>Plan activities and games which enable or promote social distancing where possible – see TSA website for ideas (links below):</p> <p><a href="#">Beavers</a><br/> <a href="#">Cubs</a><br/> <a href="#">Scouts</a></p> <p>Run sessions outdoor where possible.</p> |  |

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|  |                 | <p>Limit room capacity to 2 people in the kitchen, one in the craft room and one in the North wing at any one time.</p> <p>Adults leaders will maintain social distancing between each other, and between adults and children in line with current guidelines throughout the session (risk of adult to adult transmission is higher than adult to child or child to child, or child to adult). All young people must continue to social distance by 2m from each other, where possible and from adult volunteers at all times. Where reducing this is unavoidable (e.g. administering First Aid), 1m with appropriate protection such as a face mask.</p> <p>If meeting in a public area, explain to YP at start of meeting about staying away from members of the public.</p>   |   |
| Hygiene of people: higher risk of infection spread if proper hand washing not carried out. | Everyone        | <p>New trough sink is to be installed externally to further allow for hand washing, etc. for activities inside and outside the hut, without having to go in and before and after sessions rather than hand gel (once operational).</p> <p>Hand sanitiser gel provided immediately inside entry door and inside main hall.</p> <p>All adults and young people to sanitise on arrival and departure and immediately prior to and after going to the toilet (should have washed their hands though!) and/or using any shared equipment, the kitchen, etc. (subject to individual section/meeting RAs).</p> <p>Prior to installation of the sink trough, a washing station with hot water and soap and paper towels will be setup outside the hut at the start of each session.</p> <p>Symbolised signage to be put up next to hand sanitisers and around Scout Hut to encourage social distancing and hygiene at all times and leaders to regularly remind everyone outside hut.</p> <p>Pre-prepared COVID packs (a "bag" with (non-latex) gloves, masks, aprons, goggles sanitiser and wipes) to be carried by leaders at all times to ensure safe operation away from building.</p> <p>Typically, a leader/adult within each session will be allocated to be responsible for hand sanitization and hygiene.</p> |   |

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| Hygiene of toilets: higher risk of infection spread if hygiene not carried out.            | Everyone                                 | <p>Section leaders to clean toilets before and after sessions, sanitatising all surfaces. Suggest section assigns a leader/adult to be responsible for sanitising.</p> <p>Hand-towels have been replaced with paper-towels to be used in toilets and kitchen instead of towels to minimise risk of transmission. Throw away in new bins provided.</p> <p>Ensure regular (weekly) deep cleaning of toilets by the cleaner.</p> <p>Leaders to ensure hand soap and paper towels are full at start of sessions.</p>  |  |
| Hygiene of activity equipment: Higher risk of infection spread if hygiene not carried out. | YP & Leaders                             | <p>Minimise the use of shared equipment where possible. Leaders to sanitise all equipment before and after sessions and try to ensure 72 hours between uses to minimise risk of transmission – essential for items not easily sanitised, such as foam balls, ropes, etc.</p> <p>Try to plan to use equipment which is easily sanitised. Session RAs should include specific reference to maintaining hygiene with all equipment used in session.</p> <p>Where possible put equipment on tables / in spaces rather than asking young people to collect it from one single point (maintaining 2m separation from young people).</p> <p>Ensure everyone sanitises before and after use.</p> <p>Parents to be given the option of sending their children with key craft materials e.g. pens/colouring pencils, if they prefer to do this. Section leaders to decide this.</p> |  |
| Use of outdoor spaces: un-even ground, access to space less controlled, cannot be cleaned. | Wider community transmission, adults, YP | Choice of location appropriate to activity, briefing to leaders and YP on boundaries, checks on the location ahead of use by leaders, hand washing for all participants. Follow guidelines outlined above.  |  |
| Use of outdoor spaces:   | Wider community transmission, adults, YP | <p>We will ensure that all activities take place within line of sight of adults. YP will be given clear instructions - for example in fast games - to avoid huddles. In line with Government guidance for youth activities, the risk of transmission outdoors during fleeting contact – i.e. running past each other (for example during a wide game) is very low.</p> <p>We won't use public play grounds. We may use play equipment at activity centres which is for our sole use. Covid-19 only survives on surfaces for a short term outdoors, so the surface transfer risk is very low.</p>  | As with maintaining distance in general, review both during the meeting and afterwards, and consider adapting as needed. |

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| Multiple section meetings. This could increase risk of transmission between sections.   |                 | <p>Section leaders with sessions on the same night to liaise over use of building and equipment. Increase time between sessions to allow for toilets to be cleaned, high-contact points and surfaces to be wiped down and all previous session members to have left before next session arrives – this will require session times to be adjusted to provide min. 30 minutes between meetings.</p> <p>Wherever possible, alternate weeks using building to have only one session/section type meeting in the hut per weeknight. E.g. Cubs (2 sessions) meet in the hut one Thursday and Scouts meet outside and vice-versa the next week. Due to member's availability, it is not proposed to change nights for any sessions.</p> |   |
| External groups using the hut, increasing risk of transmission.   | YP & Leaders    | <p>Hut is fully cleaned every Friday before visiting groups arrive and a specific COVID list of instructions is provided to all visiting groups to ensure they clean the hut on vacating. Suggest Beaver sessions are not held in hut on weeks when hut is hired at weekend, wherever possible, to maintain 72 hours gap between uses.</p> <p>Leaders to clean the hut down prior to all sessions to ensure premises are fully sanitised.</p> <p>Dorm rooms and shower only used at weekends allowing more than 72 hours between uses, as well as being cleaned on Fridays.</p>  |   |
| Sessions incorrectly planned out and considering all risks (normal and COVID) could place attendees and leaders at risk.  | YP              | All leaders are to ensure a session/activity specific RA is provided in advance of each session/activity and uploaded to OSM, covering all risks and how those are to be minimised/mitigated as well as how social distancing and hygiene is to be maintained at all times, with reference to this group RA as necessary.  |   |
| Wearing of facemasks can reduce the risk of transmission, particularly inside.  | Everyone        | <p>Leaders, Beavers and Cubs are not required to wear face masks during sessions but may do so if they or their parents wish to do so. Scouts and Young Leaders must wear face masks to sessions and it is recommended that leaders do too, to set an example.</p> <p>All leaders using spaces other than the corridor and main hall, when other people are in the same room (so the dorms, kitchen, North wing, office, craft room, etc.) must wear a mask. Disposable masks are provided at the hut in case someone doesn't have one.</p>  |   |
| Adult ratios – excessive adults present can result in an increased risk of transmission and make social distancing more difficult, but too few adults can make management | YP              | Leaders, as part of the session/activity RAs to ascertain the appropriate number of adults to run the session safely. No more adults to be present.  |   |

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| of the sessions under stricter rules, more difficult.          |  |   |  |
| YP, adults, or relatives with health conditions                | YP, relatives                              | We should already be aware of any health conditions through OSM reporting. We will ask parents to let us know of any wider issues and all parents will be required to have updated all health information on OSM before their child will be allowed to return to Scouting – we can see when records were last updated, so can check this before the session. Where YP are shielding, or chose not to return on any (safety) grounds we will consider online alternatives and support. For YP who wish to take part, but have some reason to consider themselves at higher risk, we will discuss additional controls with parents and record the discussion. | Regular review, including considering how to support engagement for YP who cannot attend regular meetings.   |
| Wider risk if infection is identified in a member of the group | YP and leader families and wider community | Registers will be maintained through OSM for every session to record attendance at each meeting. Should any YP or adult be found to have contracted Covid-19 we will work with NHS test and trace to ensure all other YP and adults are contacted if appropriate (based on infection period and when the individual attend ended a meeting) and action is taken as advised. Again, no child will be allowed to return to scouting unless their full OSM record has been checked/updated within the past 3 months and all details are entered online.  | We will escalate any cases where a member of the scout group has contracted covid-19 to the exec so they can consider our action plan, in addition to following government guidance. |
| Maintaining track and trace                                    | Wider population                           | We will maintain track of attendance at meetings through Online Scout Manager invitations and register – both for young people and for all adult volunteers. Parents will be asked to consent to sharing data with NHS track and trace in order for their children to be able to attend face to face activities.  | Extra importance of recording adult helper attendees   |
| Failure to observe policy leading to additional risk           | Wider population, families, YP             | We will give YP reminders to follow guidance at the beginning of sessions and where necessary, mid-session, including maintaining distancing where possible, we are highly confident these will be followed and they will have lots of fun. In the unlikely event we judged guidelines were not being sufficiently followed, we have emergency contact details to end the session early and would run a stationary activity until YP could be collected. Should there be a serious breach, leading to additional risk it will be recorded and discussed with parents.   | Regular review   |
| Aerosol transmission   | Families, wider population, YP             | When indoors we will ensure good ventilation through opening windows or doors. This is key to preventing aerosol transmission   | Review – consider impact during colder weather, may need to get everyone to wear warmer clothes.   |

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| Poor supervision leading to risks   | Beavers                             | We will ensure that standard ratios are applied at all times (See POR). We will consider the supervision requirement of activities and how to handle supervision pressure points around hand sanitization, or around arrival and departure.   | Review after first meeting and then periodically                               |
| Administering first aid most likely results in close contact. Strict protection measures to be put in place to minimise increased risk of transmission.                                 | All                                 | <p>Strict protection measures to be put in place to minimise increased risk of transmission.</p> <p>Within each pre-prepared COVID safety kit are gloves, aprons, sanitiser, safety glasses, masks, etc. to be used during administering first aid. Suggest that both parties sanitise beforehand and first aider wears full PPE and "patient" wears face mask where possible. All PPE disposed of afterwards and both parties sanitise.</p> <p>(Above guidance to be sensibly applied. If emergency or first aid to face then they will need to be adapted to suit case in hand. While maintaining distance (where possible) and wearing PPE should be observed wherever possible – this should not be at the detriment to applying fast and effective first aid where urgent attention is required.)</p> <p>First aid kits will be updated to include further safety PPE.</p> | Review after each incident. Record and report any significant incident to GSL. |
| Drinks and refreshments during sessions, if not properly handled could result in increased risk of transmission.  |                                     | <p>We will make sure all utensils are either new or freshly cleaned. Leaders will sanitize hands before preparing any food, and children will also sanitise before eating. We will consider using food in packets which is easier to remain sanitized. We will ensure children do not touch each other's food.</p> <p>We will ask YP to bring their own, filled water bottles to keep things simple.</p>  | Include in regular session review  |
| Managing evacuation   | YP, adults, wider transmission risk | Should the fire alarm go off we will evacuate in a calm manner, as far as is possible and safe, through the fire door and into the parking area next to the hut. The YP will be spread out in their teams and counted.  | Review after any events  |
| <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<br>Line Manager | Name,<br>Role / level<br>Date | Checked by Executive | Name,<br>Role / level<br>Date |
|----------------------------|-------------------------------|----------------------|-------------------------------|

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## Abbreviations:

|     |   |                               |
|-----|---|-------------------------------|
| YP  | - | Young Person / Young People   |
| F2F | - | Face-to-face                  |
| GSL | - | Group Scout Leader            |
| TSA | - | The Scout Association         |
| RA  | - | Risk Assessment               |
| OSM | - | Online Scout Manager          |
| POR | - | Policy, Organisation & Rules. |

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