

## COVID-19 restarting face-to-face Scouts risk assessment

<b>Name of section or activity</b>	2 <sup>nd</sup> Bognor Sea Scout Group	<b>Date of risk assessment</b>	12/12/2020	<b>Name of who undertook this risk assessment</b>	Elizabeth Bilham AGSL	<b>COVID-19 readiness level transition</b>	Red to Amber
------------------------------------	--	--------------------------------	------------	---	--------------------------	--	--------------

<b>Hazard Identified? Risks from it?</b>	<b>Who is at risk?</b>	<b>How are the risks already controlled? What extra controls are needed?</b>	<b>What has changed that needs to be thought about and controlled?</b>
<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 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.	Young People Leaders	<ul style="list-style-type: none"> <li>• A “Terms and Conditions” letter to be sent out explaining to parents the procedures put in place and how to follow them.</li> <li>• A designated leader to be responsible for queuing guidance during drop off and pick-up times, ensuring social distancing and procedures are followed.</li> <li>• Where possible parents asked to drop off alone with young person(s) instead of both parents.</li> <li>• Designated queuing area with government guidance of social distancing, away from the meeting hall to be implemented for parents to drop off and pick up.</li> <li>• All people over the age of 10 Years asked to wear a mask while in the queue.</li> <li>• Signs put up reminding parents to keep social distancing guidelines.</li> <li>• Every young person to be handed one at a time to the designated leader at the gate to be temperature checked and registered before entering the hall/school field. No parents to enter the hall/school field.</li> <li>• Every young person to be handed back to the designated parent one at a time. No parents to enter the hall/school field.</li> </ul>	
Maintaining social distance during meeting: Higher risk of infection spread if social distancing not maintained.	Young People Adults Guests	<ul style="list-style-type: none"> <li>• Group sizes adhered to the standard set by The Scout Association for Amber Alert</li> <li>• Government guidelines followed on social distancing keeping to the maximum recommended distance at all times. This includes distancing between both young people and adults.</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)

## COVID-19 restarting face-to-face Scouts risk assessment

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?
		<ul style="list-style-type: none"> <li>• When running multiple groups at the same time, each group must be a minimum of 25 meters apart from each other. Staggered arrival and departure times to be organised for each group to help with congestion at pick up and drop off place reducing cross contamination between multiple groups.</li> <li>• Clear boundaries using cones, tape or other prominent marker to be set out for each group to ensure no confusion of group's activity zone.</li> <li>• When in the hall all young people 10 years upwards and all adults to wear face coverings at all times, with the exception of eating and drinking activities.</li> <li>• A strike system to be put in place. Explaining to the young people of the group, if rules of the government guidelines for social distancing are not adhered to then this may result in a ban, in which the young person can not return under the current Scout Association's amber alert system.</li> <li>• When programme planning the leaders need to consider the activities being organised. Wherever possible they must consider social distancing and the practicality of the activity under current restrictions and guidelines. If it is not practical to run activity under current guidelines then the activity is not to be run.</li> </ul>	
<p>Excess Kit. High risk of social distance breach and infection due to lack of space to store extra kit brought along with young people</p>	<p>Young People Adults Parish Hall Users</p>	<ul style="list-style-type: none"> <li>• Young people to hand back any excess kit to allocated drop off parent such as coats and school bags on arrival before being handed to registration leader.</li> <li>• Any personal kit needed for the night to be worn/kept with the young person at all times.</li> <li>• At pick up young person to be prompted by designated leader to ensure that no property is left behind.</li> <li>• Sweep of meeting area at end of session by leaders to ensure no property has been forgotten. All Property to be placed in a sealed box and untouched for at least 3 days.</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)

## COVID-19 restarting face-to-face Scouts risk assessment

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?
		<ul style="list-style-type: none"> <li>All leaders to wear gloves when collecting property and disposed of safely once finished.</li> </ul>	
Hygiene of gate padlocks, handles and outside locking systems. Higher risk of infection through multiple users	Young People Adults Parish Hall Users	<ul style="list-style-type: none"> <li>Once school gate and hall is opened, leader to sanitise hands and spray both gate and outside door handles with disinfectant spray.</li> <li>At end of night handles to Parish hall door, Gate handled mechanisms and padlock all to be sprayed with disinfectant once locked.</li> <li>Field gate padlock to be sprayed and wiped at the beginning and end of a session as well as after each use.</li> </ul>	
Cross contamination of school populus. Higher risk of spreading infection through multiple mixing of school children.	Young People Adults Local Schools	<ul style="list-style-type: none"> <li>Groups to be arranged and sent out to parents before the 1<sup>st</sup> session of face to face scouting. Parents will be informed that these groups will remain the same until further notice. Groups will be reviewed everytime new guidance is released by The Scout Association Headquarters.</li> <li>Where possible groups to be split down based on school attended to avoid mixing of multiple schools. Home schooled children to be placed in groups where space is available.</li> <li>To help with programme planning and activities young people where possible, to be placed in similar age ranges per each group.</li> </ul>	
Hygiene of hall doors, handles, Oven, chairs, tables and other communal equipment. Higher risk of infection through multiple users	Young People Adults Parish Hall Users	<ul style="list-style-type: none"> <li>Before and at the end of each session Leader(s) to sanitise hands, antibacterial spray and wipe down; all working sides, all door handles, and any other parish hall equipment required/used for the session. Leader(s) to use hand sanitiser after cleaning.</li> <li>Where possible the session should be carried out using the scout groups own equipment. At the end of each session the equipment to be cleaned, put away and unused for at least 3 days. Any same night follow on group sessions should always use fresh equipment where possible.</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)

## COVID-19 restarting face-to-face Scouts risk assessment

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?
		<ul style="list-style-type: none"> <li>A full clean of the kitchen sides, oven and sink with antibacterial cleaner should be carried out at the end of each session. Any tea towel(s) to be removed and sent home with a leader to be cleaned and brought back.</li> <li>Any parish equipment to be left out after cleaning for inspection of the school upon their return. This is inline with the schools wishes.</li> </ul>	
Hygiene of people: higher risk of infection spread if proper hand washing not carried out.	Young People Adult Guest Parish Hall Users	<ul style="list-style-type: none"> <li>All young people, adults and guests at the beginning and end of sessions to use hand sanitiser at entrance of meeting hall/school field.</li> <li>Hand sanitisers and soaps to be checked, cleaned and refilled at the end of each session to ensure hygiene is up kept.</li> <li>Hand sanitiser bottles placed around the hall/school field for easy access use and to serve as a reminder to the young people and adults.</li> <li>Young people reminded to not put hands near face, however if this happens to wash hands in line with the recommended government guidance before touching other equipment.</li> <li>Two leader(s) to be on hand washing duty to ensure when washing their hands young people to use soap and wash hands in line with the recommended government guidance.</li> </ul>	
Children showing signs of infection. Higher risk of infection if controls and protocols not put in place	Young People Adults Guests Parish Hall Users	<ul style="list-style-type: none"> <li>Temperature taken with non-contact temperature gun. If temperature above 38 degrees or 100.4 farenheight the young person will be sent away with parents.</li> <li>If young person shows symptoms during the session, the young person will be isolated away from the rest of the group and parent(s) rung for immediate collection.</li> <li>If young person showing symptoms needs medical attention, leader to wear full PPE including apron, gloves, visor and mask. PPE and medical disposables to be disposed off in a secure way, Visor to be sprayed, wiped and put away and hands to be sanitised by the leader giving the medical attention.</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)

## COVID-19 restarting face-to-face Scouts risk assessment

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?
		<ul style="list-style-type: none"> <li>• If young person needs collecting social distancing always maintained, and parent informed that the young person is showing symptoms.</li> <li>• Young person to take a test. If the test comes back positive the parent is to inform Assistant Group Scout Leader Elizabeth Bilham, who will then follow the procedures to contact track and trace in line with government guidance.</li> </ul>	
Young People testing positive. High risk of infection if correct procedures are not followed	Young People Adults Guests Parish Hall Users	<ul style="list-style-type: none"> <li>• A Register to be taken every session to ensure records are kept accurately.</li> <li>• Parents asked via the Online Scout Manager email system to up to date records on their young person's OSM account.</li> <li>• Parent(s) reminded regularly to ensure a test is taken if a young person is showing COVID19 symptoms. If the test comes back positive and they have been at the group sessions the parent is to inform Assistant Group Scout Leader Elizabeth Bilham who will then follow the procedures to contact track and trace in line with government guidance.</li> </ul>	
Hygiene of toilets: higher risk of infection spread if hygiene not carried out.	Young People Adult Guest Parish Hall Users	<ul style="list-style-type: none"> <li>• Before and at the end of each session Leader(s) to sanitise hands and with antibacterial spray; wipe all sides, basins, taps, cubicle door handles, toilets and all other touch surfaces. Once completed Leader(s) to santise hands.</li> <li>• Soaps to be cleaned, wiped, refilled at the end of each session. Once all meetings have been completed for the day soaps to be put away untouched for at least 3 days.</li> <li>• The above procedures to be followed for both the school field toilets (when meeting outside) and the inside toilets (when meeting inside).</li> </ul>	
Use of toilets. Higher risk of infection if toilets overcrowded and social distancing is not carried out.	Young People Adults Guests	<ul style="list-style-type: none"> <li>• One toilet co-ordinator allocated to each session. This adult will be responsible for crowd control of the toilets.</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)

## COVID-19 restarting face-to-face Scouts risk assessment

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?
		<ul style="list-style-type: none"> <li>All young people told to ask the toilet co-ordinator if they are allowed to use the toilets. Once back from the toilets the young people must let the co-ordinator know they are out.</li> <li>No more than 2 young people are allowed in the toilets at one time.</li> <li>Young people reminded that social distancing rules still apply in the toilet areas and to “make space” between each other in line with government guidelines.</li> </ul>	
<p>First Aid. Higher risk of infection through contact of administering First Aid.</p>	<p>Young People Adults Guests</p>	<ul style="list-style-type: none"> <li>First aid supplies should all come sealed and in manufacturing packaging. Any first aid supplies where the seals have been broken will be chucked away and replenished with fresh stock.</li> <li>First aid should only be administered by adult members who are over 18 years and are fully first aid trained.</li> <li>Where possible older children and adults can be asked to administer their own first aid on minor injuries with guidance.</li> <li>Full PPE to be available with first aid supplies and to be worn in full everytime medical attention is required and social distancing guidelines are broken. This includes a young person to wear a mask, whenever possible while being treated. Full PPE includes aprons, visors, masks and gloves.</li> <li>Before administering first aid, first aider to use hand sanitiser and put-on full PPE. In the case of severe emergencies where resuscitation is required, this should be delivered in accordance with the current government advice. Using chest compressions only for adults, however if a young person is needing CPR then rescue breathes will need to be issued with a face shield where possible.</li> <li>After medical treatment has been received all disposable PPE and first aid rubbish to be disposed off in a safe secure way by the leader. Visors to be cleaned and wiped with antibacterial spray and put away untouched for at least 3 days.</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)

## COVID-19 restarting face-to-face Scouts risk assessment

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?
		<ul style="list-style-type: none"> <li>• After every use first aid box to be sprayed and wiped with anti-bacterial cleaner ready for the next incident.</li> </ul>	
<p>Hygiene of activity equipment: higher risk of infection spread if hygiene not carried out.</p>	<p>Young People Adults Guests Parish Hall Users</p>	<ul style="list-style-type: none"> <li>• Sanitised table to be set up as collection point for handing out materials/equipment to young people. Leader to sanitise hands, place items on table, step back and allow young person to collect one at a time.</li> <li>• Where possible each child to be given individual packed materials for the activity. Where possible the materials should be pre-packaged or prepared and placed in zip-lock bags 3 days before the session. The leader prepping to sanitise hands and surfaces before preparing.</li> <li>• If group activity sessions are required due to lack of materials, craft utensils or other equipment; young people to be split down into smaller groups, face masks worn by all members and the minimum government social distancing guidelines kept.</li> <li>• Where possible the session should be carried out using the scout groups own equipment. At the end of each session the equipment to be cleaned, put away and unused for at least 3 days. Any same night follow on group sessions should always use fresh equipment where possible.</li> <li>• </li> <li>• After each activity has been completed all activity equipment to be returned back to the collection point one at a time. Leader(s) to spray and wipe equipment with antibacterial cleaner and put away for at least 3 days. Each young person to dispose of any one-use equipment into the black bin bags one at a time.</li> <li>• Young People and adults to use hand sanitiser provided before and after the activity.</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)

## COVID-19 restarting face-to-face Scouts risk assessment

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?
Hygiene at drinking station. Higher risk of infection if hygiene and social distancing not carried out.	Young People Adults Guests	<ul style="list-style-type: none"> <li>Sanitised table to be set up as collection point for handing out drinks to young people. Leader to sanitise hands, place drink on table, step back and allow young person to collect one at a time.</li> <li>One Leader to serve wearing gloves, disposable mask and visor. Once finished serving gloves and mask to be disposed of safely and visor sprayed, wiped, put away and untouched for at least 3 days.</li> <li>Where possible young people asked to bring their own bottles for drinks; to be always carried with them. Young people to place bottle on table, step back, allow adult to fill and place bottle back on the table and sanitise hands before handling bottle.</li> <li>One use paper cup's to be supplied for young people without bottles.</li> </ul>	
Hygiene of food activities. Higher risk of infection if hygiene and social distance not carried out	Young people Adults Guests	<ul style="list-style-type: none"> <li>Sanitised table to be set up as collection point for handing out ingredients/ food to young people. Leader to sanitise hands, place items on table, step back and allow young person to collect one at a time.</li> <li>Each young person to be given their own set of plate, knives, forks and cooking equipment where required.</li> <li>Where possible each child to be given individual packed ingredients for the activity. Where possible the ingredients should be pre-packaged or prepared and placed in zip-lock bags 3 days before the session. The leader prepping to sanitise hands and surfaces before preparing.</li> <li>When not possible to be pre-packed, food that is dished out on the night will need to be prepared by one adult with mask, gloves and visor. Gloves and masks to be disposed off safely and visor sprayed, wiped and untouched for at least 3 days.</li> <li>If group cooking sessions are required due to lack of gas stoves, oven or other equipment; young people to be split down into smaller groups, face masks worn by all members and the minimum government social distancing guidelines kept.</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)

## COVID-19 restarting face-to-face Scouts risk assessment

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?
Rubbish. High risk of infection if rubbish is not cleared and disposed off in a safe secure way.	Young People Adults	<ul style="list-style-type: none"> <li>• Black sacks placed in bin holders with lids removed placed in central location at each end of event shelter, meeting place or parish hall.</li> <li>• Hand sanitising systems placed next to bins for regular sanitation.</li> <li>• Young people and adults given responsibility to dispose of own rubbish after every activity and session.</li> <li>• Final sweep of school field / meeting place to be carried out by leaders with gloves and fresh bin bags. Gloves to be disposed off safely along with rubbish and hands sanitised.</li> <li>• Rubbish bags to be cleared from meeting, taken with leader(s) and disposed off in a safe secure way</li> </ul>	
Use of outdoor spaces: uneven ground, access to space less controlled, cannot be cleaned.	Young People Adults School	<ul style="list-style-type: none"> <li>• Where possible group sessions to be run in the school field. Easier to control the area due to high gates and number lock code on main entrance/exit to the field.</li> <li>• If school field can not be used research should be carried out of the local area and location picked to ensure the best practice can be carried out for Covid risk management.</li> <li>• All equipment for the sessions to be stored in really, useful boxes for easy and secure transportation, including cleaning equipment. Where possible the area chosen for the meeting should be cleaned, such as a place with gate access and a litter sweep at the beginning and end of sessions should be carried out. Leaders to sanitise hands before and after cleaning and litter sweep.</li> <li>• Where area's are not enclosed clear boundaries using cones, tape or other prominent marker to be set out for each group to ensure no confusion of group's activity zone.</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)

## COVID-19 restarting face-to-face Scouts risk assessment

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?
Shorter daylight hours. Vision impaired, lack of control of social distancing. Higher risk of infection.	Young People Adults General Public	<ul style="list-style-type: none"> <li>Group sessions to run at weekends during the day. This will continue through early spring to early summer until the days become longer. During the summertime group sessions moved to Friday nights due to longer daylight hours.</li> <li>Whenever it is not possible to run sessions during daylight hours, lanterns and other light sources to be placed in activity zones to give best coverage.</li> <li>Young people reminded to adhere to government social distancing guidelines during sessions where light is dim. Leaders to be vigilant around boundary areas keeping young people within their separate groups.</li> <li>Where vision may seem impaired group sizes to be reduced into smaller activity groups, to allow greater control of the young people and the safety of the session.</li> </ul>	
Maintaining of social distancing outside of the hall in public spaces. Harder to set controls.	Young People Adults General Public	<ul style="list-style-type: none"> <li>Adult leaders to be vigilant of the public and government social distancing guidelines. Leaders to be aware of potential risk of public walking through group sessions and to plan their activities.</li> <li>When programme planning for sessions run in public areas, the leaders need to consider the activities being organised. Wherever possible they must consider the general public and the practicality of the activity under current restrictions and guidelines. If it is not practical to run activity under current guidelines in the public area then the activity is not to be run.</li> <li>Where possible leaders to research local area popularity and to pick areas where footfall is lower during the key times of the group sessions.</li> <li>Where footfall traffic may seem high group sizes to be reduced into smaller activity groups, to allow greater control of the young people and the safety of the session.</li> </ul>	
Maintaining social distancing during hikes; uneven footing/levels, less control of the area.	Young People Adults General Public	<ul style="list-style-type: none"> <li>When planning the route for the hike/walk leader(s) to consider footfall of route and encouraged to pick areas where footfall is less such as across the countryside.</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)

## COVID-19 restarting face-to-face Scouts risk assessment

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?
		<ul style="list-style-type: none"> <li>• Hikes/walks to be planned during daylight hours. This will give the greatest control and allow all leaders to upkeep and maintain social distancing guidelines of the group.</li> <li>• Before heading out for a walk/hike young people reminded to always follow government social distancing guidelines</li> <li>• Young people and adults to bring own drinks. Everyone reminded before the day to bring own bottle filled as sharing will not be allowed in line with guidelines. These same rules would apply to food and all rubbish would be kept by the young person in their back packs.</li> <li>• When coming across pedestrians during the hike/walk the leaders to be vigilant and give instruction to the young people to make way, with a clear gap in line with goveremnt social distancing guidelines.</li> <li>• Groups to split into smaller sub-groups within the session to allow leaders to take control of designated young people allowing social distance government guidelines to be followed.</li> <li>• All leaders to carry anti-bacterial gel on them for regular hand sanitising.</li> </ul>	
Hand out of Badges. Higher risk of infection if Hygiene is not carried out.	Young People Adults	<ul style="list-style-type: none"> <li>• Bag inserts to be brought and all badges to be placed in the sealed bag inserts at least 3 days before meeting.</li> <li>• Leader(s) who deal with badges to sanitise hands and work surfaces before proceeding to place badges in insert bags.</li> <li>• When badges are handed out each young person to collect badges one at a time.</li> <li>• Leaders to sanitise hands, place each bag onto a sanitised table and step back, allowing the young person to collect safely.</li> </ul>	
Investiture of young people. High risk of social distance measures being broken.	Young People A.dults	<ul style="list-style-type: none"> <li>• Investiture flag to be placed on to a santised table laid out. Two hoops either side of the table, opposite each other, to be spaced 1 meter away from the table.</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)

## COVID-19 restarting face-to-face Scouts risk assessment

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?
		<ul style="list-style-type: none"> <li>• Young person's investiture pack, badges, scarf and woggle to be placed on a sanitised chair, next to the table by a leader who has sanitised their hands. This process to be repeated one at a time for each investiture.</li> <li>• Leader to stand on one side of table and invested young person on other side in the designated hoops. Once promise is made young person to take investiture packs and return to designated space.</li> <li>• No young person to touch flag during investiture. Instead, the flag is a representation of the investiture procedure.</li> </ul>	
<p><b>Review:</b> this risk assessment is for a section to move from one COVID-19 readiness level to the next. An additional risk assessment should be produced for each move proposed.</p>			

<b>Checked by GSL</b>	Name: Elizabeth Bilham Role and level: Assistant Group Scout Leader Date: 21/01/2021	<b>Checked by Group Executive</b>	Name: Mark Wisby Role and level: Group Chair Date: 22/01/2021
<b>Approved by approver</b>	Name: Role and level: Date:		

We take personal data privacy seriously. The data in this form is used to assess the suitability for the return to face-to-face Scouts 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 UKHQ will retain this data for three 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: [scouts.org.uk/DPPolicy](https://scouts.org.uk/DPPolicy)

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