

COVID-19 restarting face-to-face Scouting risk assessment

Formally Reviewed and Updated 12/12/20

New text in Green. Redundant text in red/strikethrough

Name of Section or Activity	87th Craigalmond Beavers	Date of risk assessment	25/09/20	Name of who undertook this risk assessment	Anne Macintosh (BSL) and Scott Macintosh (ASBL)	COVID-19 readiness level transition	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?
<i>Hazard – something that may cause harm or damage. Risk – the chance of it happening.</i>	<i>Young people, Leaders, Visitors</i>	<i>Controls – 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.</i>	<i>Keep checking throughout the activity in case you need to change it...or even stop it! This is a great place to add comments which will be used as part of the review.</i>

SUMMARY

This section essentially unchanged (even though some of it relates to initial start-up in Autumn 2020) other than one aspect. From January 2021, we plan to hold weekly indoor meetings at the Scout Hut with occasional activities outside in the grounds, weather permitting. There is an option to hold virtual meetings by Zoom if required. This Risk Assessment covers both outdoor and indoor meetings under the Yellow readiness level Phase. It is noted that a maximum group size of 30 is permitted. Young people under the age of 12 (i.e. Beaver Scouts) do not need to socially distance between each other but Leaders and Young Leaders must distance themselves between other leaders and young people. Where this is not possible for a short period, then a face covering will be used.

Following a Beaver Leader planning meeting by Zoom, our intention is to follow a gradual approach back to the new normal indoor meetings. We plan to hold one face to face meeting OUTDOORS in our Scout Hut grounds on Tuesday 29th September. Activities will be sports, games and craft. No food will be involved. Our Scout Hut grounds are fully enclosed by fence, hedge and gate with adequate grassed space for activities. Shelters will be available in case of poor weather.

We will then hold a couple of virtual meetings by Zoom during early October.

We plan to re-start INDOOR weekly meetings on Tuesday 27th October. There will be a maximum of 21 Beaver Scouts, 5 adult leaders and 2 Young leaders. i.e. the maximum of 30 will be respected. Parent helpers will not be required. Our hall has adequate space for leaders to socially distance from each other and from Beaver Scouts. In advance of the meeting, the hall will have been deep cleaned. In particular, a single toilet will be cleaned and available for use in emergencies. This will be cleaned after each use.

COVID-19 restarting face-to-face Scouting risk assessment

For both outdoor and indoor meetings, the activities will have been adapted with social distancing and increased hygiene in mind. Equipment that is to be shared will be cleaned before and after use. Parents will be advised of the requirement to socially distance at drop-off and pick-up, and will be asked to positively sign up in advance **each week** (see item 1 below) using the Events functionality on OSM.

During the preparation of this Risk Assessment for Beaver Scouts, the generic RA for the premises has been fully referenced. All of the relevant sections have been included in this RA and the control measures have been adapted as appropriate for Beaver Scout meetings.

Two of the Beaver Scout Leaders are part of the review team (Group Exec) for the generic RA and as such will be fully aware of any changes or additions that are made. If appropriate, the Beaver RA will be updated and communicated to other leaders, parents etc. as appropriate.

PEOPLE

1. Parents express anxieties or concerns over resumption of face-to-face meetings.	Parents	<p>We will send an email to parents/carers, advising them of the Covid-19 arrangements and their requirements. A separate email will be sent to leaders and young leaders.</p> <p>We will use the events functionality in OSM for parents to sign up for each session. By doing this, they are agreeing to comply with adult SD requirements and that they will emphasise to their child the need to maintain SD from adults and to follow hand sanitising instructions.</p> <p><u>Update December 2020:</u> We will no longer require weekly sign-ups via OSM but EVERY CHILD must have had at least one sign-up by a parent which confirms reading and understanding of our E Mail to parents including a summary of Risk Assessment. This particularly relates to new members expected to join in January.</p> <p>We will use OSM to register attendance for young people and leaders which will keep the information for as long as necessary for track and trace.</p>	
2. Increased risk of infection spreading if social distancing is not maintained at drop-off and pick-up.	Young people, Leaders, Parents, Visitors	<p>We are contacting parents and carers to communicate clear expectations for all involved, emphasising the importance of adhering to specified drop-off and pick up times/locations, and of social distancing. Beavers will be "handed over" at the pedestrian gate to a Leader who will direct them to the hand sanitisation station.</p> <p>At the end of the meeting, parents will be encouraged to wait in the East end of the grounds (with enough room for SD) and Beavers will be</p>	

COVID-19 restarting face-to-face Scouting risk assessment

		<p>handed back one at a time after sanitising their hands and they will exit by the large gate.</p> <p>We will liaise with other sections meeting on the same night at the same place to avoid conflicting pick up / drop off times.</p>	
3. Increased risk of infection spreading if social distancing is not maintained during activities.	Young people, Leaders	<p>Children under 12 do not need to socially distance from each other but adults and Young Leaders do. Leaders and Young Leaders will maintain distance from others. Where this is not possible for short periods, face coverings will be worn.</p> <p><u>Update December 2020: Additionally, all Leaders and Young Leaders will wear face coverings during the entire meeting.</u></p> <p>Each activity will be chosen and adapted in advance to ensure they are COVID-safe.</p> <p>Clear advice will be given to all adults and young leaders regarding social distancing.</p>	
4. Increased risk of infection spreading if proper hygiene is not maintained.	Young people, Leaders, Visitors	<p>Hygiene requirements for every activity will be clearly advised when the activity is introduced during the meeting.</p> <p>Communal equipment will be cleaned before use.</p> <p><u>Update December 2020: Additionally, all leaders will wear disposable gloves which allows handling of equipment after it has been sanitised.</u></p> <p>Every person attending the meeting will be encouraged to wash their hands before arrival (i.e. at home).</p> <p>On arrival, they will sanitise their hands and then during the meeting as required. Finally, they will sanitise their hands before leaving and they will be encouraged to wash their hands when they get home.</p> <p>Five hand sanitisation dispensers have been installed in the hall at appropriate locations. Portable stations will be available for activities outdoors in the Scout Hut Grounds.</p>	
5. Exclusion of members affected by, or vulnerable to, COVID-19.	Young people, Leaders	<p>Parents and carers will be asked prior to our first face to face meeting (29th September) if any special support is required for their Young People in order to ensure our programme is inclusive.</p> <p>Where children with additional needs are identified that require individual assistance, we will request that an adult from their own</p>	

COVID-19 restarting face-to-face Scouting risk assessment

		household attends the meeting to provide specific support since distancing rules don't apply. Leaders will be encouraged to share concerns with each other during the planning stages.	
6. Increased risk of infection due to group size.	Young people, Leaders	Sessions are being planned in line with latest guidelines on group size and meeting formats. Currently a maximum of 30 people. We expect a maximum of 21 Beaver Scouts, 4 adult leaders and 2 Young Leaders. Update December 2020: Maximum adult leaders is now 5. There is not a specific adult: young person ratio for outdoor activities at the usual meeting place (2 adult minimum for indoors and 1:6+1 for outdoors and away from usual meeting place). We feel it is reasonable to have 4 adults present at outdoor meetings in our Scout Hut grounds. We have sufficient leaders to run each session safely and within defined ratios. If some adult leaders are not available on a particular session, there are many other Leaders within the Group who will be able to attend – bearing in mind required ratios and maximum group size of 30.	
7. Deficiencies and lapses in adult training	Leaders	All adult leaders who are involved in face-to-face meetings have up-to-date PVGs. All have safety and safeguarding training validation complete.	
8. First Aid Training	Leaders	At least one adult leader will have up to date First Aid (First Response) training. (This is an established part of the normal Risk Assessment for Beaver Scout Meetings)	
9. Increased risk of infection when dealing with first aid incidents	Leaders, Young People, Parents, Visitors	Leaders will wear face covering and protective gloves when administering first aid. For outdoor meetings, the first aid kit will be available in the grounds. Adults will minimise physical contact with the injured party. If CPR is necessary, only chest compressions will be used.	
10. Development of symptoms during a meeting	Leaders, Young People, Visitors	If a young person develops symptoms of Covid-19 during the meeting, they will be isolated from the rest of the group, kept within view by the leaders and the carer will be called. If an adult develops symptoms of Covid-19 during a meeting, they will physically isolate themselves from the rest of the group and may need	

COVID-19 restarting face-to-face Scouting risk assessment

		to go home. If leader ratios become compromised, the meeting may need to be abandoned and all parents called to collect their child or another warranted leader may be called at short notice to stand in.	
11. Group Leaders are at greater risk if they are not familiar with this Risk Assessment	Leaders	<p>This is an easy to follow checklist for group leaders to follow. Printed copies will be available in the hall.</p> <p>At least 7 days before arriving for the first meeting:</p> <ul style="list-style-type: none"> ● Read and fully understand the Risk Assessment (this document) <p>Before each session:</p> <ul style="list-style-type: none"> ● Clean surfaces before participants arrive. ● Check supply of sanitiser at all sanitiser stations. Top up if required. ● Ensure social distancing is observed by leaders during meeting preparation. <p>During the session</p> <ul style="list-style-type: none"> ● Ensure social distancing is observed (over 12s) ● Encourage frequent hand sanitising. ● Disinfect equipment before and after use. <p>After each session</p> <ul style="list-style-type: none"> ● Ensure social distancing is observed by leaders after the meeting during clear up. ● Clean surfaces after participants leave. ● Check supply of sanitiser at all sanitiser stations. Top up if required. ● Complete the log at www.grantonscouts.org.uk/log 	
12. Participants are at greater risk if they are not familiar with this Risk Assessment	Leaders	<p>Suitable signage has been drafted and will be finalised and displayed in the building before our first meeting on 29th September.</p> <p>Draft signage: https://drive.google.com/file/d/1eYuid4Egcjg5NH2c8gAvroE9dse4uZPX</p>	

COVID-19 restarting face-to-face Scouting risk assessment

		/view?usp=sharing	
13. Track and Trace authorities need to know who has been using the hall	Leaders	A register of names and contact details for everyone attending each session shall be kept using OSM – including Beavers and leaders. These lists will be made available to Track and Trace authorities if required (if a case is confirmed in anyone who has used the hall)	
14. Signing the hall use sheet carries a risk of infection (paper and pen)	Leaders	A mobile-friendly web page has been developed at www.grantonscouts.org.uk/log and this will be completed by the group leader at the end of each meeting to confirm start and end times, and that cleaning has been carried out before and after the meeting.	

PROGRAMME

15. Lack of choice of suitable programmes and activities.	Young people, Leaders, Parents, Visitors	We have been issuing at-home activity ideas and running virtual meetings with our Young People for over six months. We plan to offer as near normal Beaver Scout programme activities, Games, etc. over the coming months. The programme will promote the social “Fun and Friends” element of Beaver Scouting in a safe and secure fashion. Programme themes will be selected and adapted with Covid-Safe in mind. We will make use of Covid-safe activities and programmes provided by the Scout Association where appropriate.	
16. Increased risk of infection spreading from unhygienic activity equipment.	Young people, Leaders, Parents, Visitors	All activity equipment will be cleaned before and after being used, and will be stored appropriately between meetings. The volume of equipment used will be limited as much as is feasible, and sharing will be minimised. Equipment that is easily sanitised will be favoured.	
17. Increased risk of infection spreading due to meeting duration.	Young people, Leaders,	Meetings will last no longer than one hour, which is appropriate for the age range.	

COVID-19 restarting face-to-face Scouting risk assessment

<p>18. Increased risk of infection spreading due to meeting place size</p>	<p>Young people, Leaders,</p>	<p>Children under 12 do not need to socially distance from each other. The size and layout of the Scout Hut grounds lend themselves well to social distancing, further reducing the demonstrably low risk of infection outdoors.</p> <p>For indoor meetings, social distancing will be respected as required between adult-to-adult and adult-to-YP, ensuring the risk of infection spreading is minimised.</p> <p>Additionally, leaders will wear Hi-Vis vests over their uniform to further highlight the need to maintain SD.</p> <p><u>Update December 2020: Hi-Vis vests no longer required as they were not deemed to be effective.</u></p> <p>The hall is approximately 13m x 8m. A few generic photos are available at https://www.grantonscouts.org.uk/contact-us/hall-bookings/</p>	
<p>19. Increased risk of infection spreading due to poor contingency planning.</p>	<p>Young people, Leaders, Parents, Visitors</p>	<p>Leaders will be encouraged to monitor everybody's compliance with social distancing requirements with reminders as required.</p> <p>Leaders will temporarily stop any activity if social distancing rules between adult-to-adult or adult-to-YP are compromised. The activity will re-start after necessary adjustments.</p> <p>Leaders will report any serious concerns to the GSL.</p> <p>For outdoor meetings, in case of poor weather or a deterioration in weather – suitable shelters will be used. We have purchased 2 pop-up gazebos and 2 others can be supplied by leaders. In such cases, leaders will remain outside the shelters and each will use a large umbrella for personal shelter.</p> <p>In case a meeting needs to be abandoned for any reason, Leaders will have mobile phone numbers of parents and carers (via OSM), and will ask them to remain available during meetings.</p>	

COVID-19 restarting face-to-face Scouting risk assessment

PLACES			
20. Suitability of outdoor venue.	Young people, Leaders, Parents,	<p>Our outdoor meetings will take place in the Scout Hut grounds, which is our regular meeting place and well known to all leaders, Beavers and parents. Adequate on-street parking is available for parents and carers to drop off and pick up at the prescribed time. Young People will be asked to visit the toilet before leaving home but will be allowed to use the indoor toilet at the hut if needed. (One toilet will be available for emergency use).</p> <p>Parents will be asked to ensure that their children are dressed appropriately for the weather for outdoor meetings.</p> <p>If weather is really unsuitable for an outdoor meeting, we will cancel as far in advance as possible via the Group Facebook group and OSM SMS.</p>	
21. Suitability of indoor venue - ventilation	Young people, Leaders.	<p>There are 2 powerful wall-mounted fans already installed in the hall. One on the North wall and one on the West wall. Each can be set to blow into or out of the building. During each indoor meeting, we will switch both fans on at full power (5) in the extraction mode. Fresh air will enter the hall under the eaves.</p> <p><u>Update December 2020: The fans are quite noisy and may occasionally and temporarily be turned off or down to allow discussion/instructions.</u></p> <p>(These fans were installed as part of our Hall re-build in 1994 with compliance to the appropriate building regulations. We have estimated that the volume of the hall is approximately 500m³. <u>A similar current model of fan</u> has an extraction volume of 133 litres per second which is equivalent to approximately 480m³ per hour. Each of the 2 fans will therefore give a complete forced air change per hour which we believe is adequate and better than natural air flow via open doors.)</p> <p>(There are no windows in the building to open. It is not practical to keep the main entrance doors open during the meetings as this may pose a security and/or child safety risk. Additionally, it may be possible to retain the main hall fire exit door open although this is not our preferred method of ventilation.)</p>	

COVID-19 restarting face-to-face Scouting risk assessment

<p>22. Use of Kitchen: Higher risk of infection spread if kitchen equipment is used and hygiene not carried out.</p>	<p>Everyone using the hall</p>	<p>The kitchen will be closed and out of bounds until further notice. However, it will not be locked and can be used in emergencies - e.g. to get fresh drinking water or reach the communal first aid kit. If the kitchen is used in an emergency, then the group using it is responsible for disinfecting all surfaces touched (door handles, taps, cupboard handles, etc).</p>	
<p>23. Hygiene of hall in general: Higher risk of infection spread if hygiene not carried out.</p> <p>*Deep Clean in this context is the HSE definition "Deep cleaning is a thorough clean of all frequently touched surfaces..".</p>	<p>Everyone using the hall</p>	<p>Leaders will clean and disinfectant surfaces touched both before and after the meeting. Leaders will complete the hall use and cleaning log on smartphones at www.grantonscouts.org.uk/log after each meeting to confirm that they have cleaned in accordance to the guidance. Surfaces such as the following will be cleaned before and after meetings and confirmed on the log.</p> <ul style="list-style-type: none"> ● Handles on all doors ● All light switches ● All power switches ● All door push plates ● All taps ● All toilet flushes <p>Additionally, the hall will be deep cleaned* on a weekly basis.</p> <p>Used paper roll for cleaning toilet areas should be placed in the bin liner provided which should be tied off and placed into the grey bin at the front of the hall.</p>	
<p>24. Hazards associated with outdoor space: tripping hazards; lack of access control; lack of cleaning.</p>	<p>Young people, Leaders, Parents</p>	<p>Our Scout Hut grounds are physically enclosed by fencing, hedge and lockable gates. Programme planning will include additional non-covid risk assessments as per normal practice. Games, activities, etc. will be explained and potential dangers highlighted where required. Leaders will always be in sight of Beavers in the grounds (maintaining SD).</p>	

COVID-19 restarting face-to-face Scouting risk assessment

25. Increased risk of infection spreading due to poor toilet hygiene.	Young people, Leaders,	For both outdoor and indoor meetings: One toilet (the accessible one) can be used and will be cleaned/sanitised before and after every meeting. Anyone using the toilet will be asked to use hand sanitiser before and after their visit, and to use the hot water and soap available in the toilet. Used paper towels for drying hands will be disposed of into the bin liner in the bin provided in the toilet. After each session, the bin liner will be removed, tied off and deposited into the grey bin at the front of the hall. A new bin liner will be placed into the bin for the next hall user.	
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Review: This risk assessment is for a section to move from one COVID Readiness alert level to the next, an additional risk assessment will be produced for each move proposed.

Checked by Line Manager	Name, Charles Macintosh Role / level GSL Date 27.09.2020	Checked by Executive	Name, David Robertson Role / level ASU Manager Date 27.09.2020
Approved by Commissioner	Name, Role / level Date	Approved by Executive	Name, Andrew Dean Role / level Group Chair Date 27.09.2020
Notification of level change	Date and by who		

Reviewed and approved 14 December 2020

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 Regional 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>.