

Covid-19 restarting face to face Scouting risk assessment – Phase Yellow

Name of Section or Activity	Granton Explorers	Date of risk assessment	1 st Oct 2020	Name of who undertook this risk assessment	Stuart Young	COVID-19 readiness level transition	Yellow
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Restarting Scouting risk assessment for Granton ESU – Craigmmond District

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?
Hazard – something that may cause harm or damage. Risk – the chance of it happening.	Young people, Leaders, Visitors	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.	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.

SUMMARY:

We will be running our activities outdoors in local parks which includes 87th Scout Group Grounds, Inverleith Park, Pilton Park, Gypsy Brae and Corstorphine Hill. We are also running activities indoors in 87th Scout Group Hall and Granton Church Hall. Parents can drop off and collect their child at the entrance of the Indoor/outdoor venue or Explorers can travel on foot. The meeting will consist of a maximum group size in line with current guidelines in place at the time(currently 30 persons) including Leaders and Explorers. Our present numbers currently allow for all Explorers and leaders to meet in one session with an typical ratio of 1 leader per 5 Explorers.

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1	PEOPLE			
1.1	Parents express anxieties or concerns. (about the arrangements that we have put in place to keep the Explorers safe – with respect to Covid 19).	Parents	We have produced a plan for how we intend to communicate with parents/carers and if required adult volunteers. We have a method for recording all attendance for each face-to-face session using OSM, including adult leaders and helpers (track & trace) and for keeping it secure for six weeks. We have informed parents, carers and young people via email about these processes and plans and will email a reminder before each meeting.	
1.2	Drop off and pick up: higher risk of infection spread if social distancing not maintained. <ul style="list-style-type: none"> ● Space at doors and in corridors may be restricted. ● Leaders may not be able to fully supervise. 	Young people, Leaders, Parents, Visitors	We have contacted parents and families about clear expectations for all involved, regarding staggered arrival and pick up times. As Explorers are 14-18 we have suggested they transport themselves to unit meetings by walking or cycling on their own which will lower the amount of adults, children and cars at pick up and drop off. Information will be emailed to parents on transport to/from hall/location containing advice on the need to observe social distancing	
1.3	Higher risk of infection spread if social distancing not maintained during activities.	Young people, Leaders	We have limited group sizes to the volume of people which our locations can support with social distancing in place. We have pre-planned how groups will be managed for each activity. As our current numbers are around 12 Explorers and 3 Leaders, this should not	

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			present a problem maintaining social distancing during indoor or outdoor meetings.	
1.4	Risk of infection spread by contact between hands and surfaces – need for hand hygiene.	Young people, Leaders, Visitors	<p>Clear expectations will be set out in emails and notices to all explorers, explorer parents and leaders.</p> <p>Hand sanitiser, spray cleaner and wipes will be available for Explorers and Leaders on arrival, at departure and during the meeting. A leader will monitor the use of Hand sanitiser at the start and end of each meeting.</p> <p>We will also request that all members bring their own hand sanitiser.</p> <p>Surfaces / equipment will need to be cleaned before and after being handled by participants.</p> <p>For indoor meetings there will be an enhanced cleaning regime in place which covers hand rails, points of contact on doors and toilets.</p>	
1.5	Modifications to our activities could impact on inclusion (some members might be restricted from participating)	Young people, Leaders	<p>Our venue and programme should allow all our members to participate in all activities due to our current numbers</p> <p>When program planning the leaders will where possible maintain inclusion aim during planning.</p> <p>During activities leaders will monitor participation to ensure that where number are restricted there is a fair rotation of Explorers.</p>	
1.6	Group sizes (risk that group sizes exceed the safe capacity of the space)	Young people, Leaders	<p>Sessions are being planned in line with latest guidelines on group size and meeting formats.</p> <p>If necessary, Explorers Leaders will request support from other section leaders within the group to ensure</p>	

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	or equipment (given the Covid risks)).		that we have enough leaders to run each session safely and within ratios. There will be a contingency plan for reducing numbers of Explorers if leader numbers are not adequate.	
1.7	Leaders are not able to maintain safety for activities (and demonstrate capability) due to mandatory training being incomplete or expired.	Leaders	<p>All adult leaders who are involved in face-to-face meetings have up-to-date PVGs (or are renewing within the allowed 90 days).</p> <p>All those in a leader role at an activity have safety and safeguarding training validation complete.</p> <p>Check on compass prior to restart and monitor the leader allocation and training status before each activity (</p> <p>The leader in charge for the evening will confirm with the DESC/DESA, the training status of all attending leaders prior to meeting commencement.</p>	
1.8	Inadequate First Aid cover (as a result of working in a larger number of smaller groups).	Young people, Leaders	<p>The leader in charge for the evening will review the first aid coverage of all attendees before each meeting ensuring that there is at least one individual with a current first aid certificate in each planned activity group.</p> <p>The Leader in charge for the evening will also ensure there is a fully stocked first aid kit per group prior to each meeting.</p> <p>Emergency first aid number should be posted on the hall notice board and visible to all.</p>	
1.9	Risk that inappropriate reliance is placed on Parent support (breaching required ratios for appointed leaders and /	Young people, Leaders, Visitors	<p>It is not envisaged that parents will be required to help support meetings.</p> <p>If for some reason parents support is required, the parent will stay in sight of leader at all time and will be sent a copy of the yellow card before attending.</p>	

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	PVG clearance / or completed training)		<p>All parents to be fully briefed with the plan and will have a chance to ask any questions, before the activity starts (ensure time for this).</p> <p>Parents will not be in charge of registers or emergency information and all leaders have access to OSM so can see details there.</p> <p>All casual helpers to sign a self declaration form, if any individual parent helps regularly (once a month or more) they will complete a PVG form</p>	
1.10	<p>Members of the public at Outdoor Meetings:</p> <ul style="list-style-type: none"> -creating a risk for our members - Being put at risk by our members <p>(during activities in outdoor public spaces)</p>	<p>Young people, Leaders, Members of the public</p>	<p>If any members of the public come near us, we will keep to government social distancing rules.</p> <p>If they have an issue with us being there running activity the leader will have a calm conversation with the member of the public. If it escalates we will contact the police.</p> <p>If location has many different groups spread apart we will contact the local police station to let them know we are there so they know a bunch of teenagers are at this location following government guidelines and not causing any trouble.</p> <p>Activity planning for public spaces will select locations that should have capacity for our activities without impacting on shared use of the space with other people.</p>	
1.11	<p>Vulnerable Members :</p> <ul style="list-style-type: none"> - Risk that Leaders or Explorers are vulnerable or are At Risk 	<p>Young people, Leaders.</p>	<p>Leaders or Explorers that are considered in the 'At Risk' or 'Vulnerable' category will be advised not to attend outdoor or indoor meetings during the Yellow phase.</p>	

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	(during activities in indoor/outdoor spaces)		It is expected individuals in the 'At Risk' category will not attend meetings until the Green phase.	
1.12	Parental Permission	Young people, Leaders. Parent	<p>Permission must be given by the Parent/Guardian/Carer of each Explorer before they will be permitted to attend each meeting. The process of a parent giving permission will be one of the following :</p> <ul style="list-style-type: none"> - OSM - Email (must be the parent email address stored in OSM) - Text (must be from the parent mobile phone number stored in OSM) <p>If no parent permission has been received the Explorer will not be allowed to take part in the meeting.</p>	
1.13	<p>Risk that a Leader or Explorer begins to feel unwell or show symptoms during the meeting</p> <p>(during activities in indoor/outdoor spaces)</p>	Young people, Leaders.	Any attendee feeling unwell or showing Covid-19 symptoms during the meeting shall be isolated from everyone else, however, remain in view. The parent/guardian/carer/partner of the isolated person shall be contacted and a plan agreed to have the individual removed and escorted home.	
2	PROGRAMME			
2.1	<p>Choice of suitable programmes and activities</p> <p>Risks:</p> <ul style="list-style-type: none"> ● Activities cannot be run within safety requirements 	Young people, Leaders, Parents, Visitors	<p>We will plan good quality programme activities, with challenges appropriate for the sections.</p> <p>They aim to be focused on Scouting Indoor and outdoor activities which our members have been missing out on.</p>	

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	<ul style="list-style-type: none"> Activities are not suitable as Scouting activities (as a result of safety modifications) 		The programme will support young people to achieve top awards, either as socially distanced/blended with online activities if needed. If needed, leaders can 'buddy up' with other sections/groups to ensure they can deliver a quality programme safely. We will make plans for those who are unable to attend face-to-face so they still feel included and engaged.	
2.2	Hygiene of activity equipment: Higher risk of infection spread if hygiene not carried out.	Young people, Leaders, Parents, Visitors	We will clean activity equipment before and after group use as appropriate and store appropriately in a space between meetings. As appropriate we may assign specific items to individuals for the evening, and limit the volume of equipment used, including consumables such as paper. minimal sharing of equipment. Material exchange between home and Scouts is minimised (follow schools' practice) We have asked Explorers to bring personal equipment if possible, to stop the spread even further.	
2.3	Session length: <ul style="list-style-type: none"> Challenge of providing activities for a longer period given the restrictions Challenge of members maintaining restrictions for a longer period 	Young people, Leaders,	We will plan to restrict face-to-face meetings to the shortest session that can contain an exciting and educational programme, this may be between 60 and 90 minutes for Explorers instead of 100 mins.	
2.4	Not changing plans if a problem arises. Not having options ready to deal with problems	Young people, Leaders, Parents,	All activity plans will have individual risk assessments in order to identify requirements for contingency plans.	

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	(resulting in not being able to maintain planned safe working)	Visitors	<p>The contingency plans will be communicated and discussed in advance with the leader team so that we are able to stop an activity and change how we are working, as appropriate depending on the issue that arises.</p> <p>Contingency options that will be considered are :</p> <ul style="list-style-type: none"> - hand wash, cleanse equipment, notify affected YP/parents, restrict attendance if repeated failure to observe guidelines. - reduce group size or number of groups if insufficient adults - amend activity if a safety issue arises - all YP to be aware of the need to respond to leader requests to pause or change activity. 	
3	PLACES			
3.1	Covid restrictions lead to increased use of outdoor spaces which we may not (all) be familiar with: un-even ground, access to space less controlled, spaces that cannot be cleaned.	Young people, Leaders, Parents	<p>We will:</p> <ul style="list-style-type: none"> ● chose locations appropriate for our programme and activities, ● brief leaders and young people on boundaries, ● check the locations ahead of use by our leaders, ● ensure hand washing (or sanisiting) facilities for all participants are available. ● Prepare and update risk assessments for each activity and setting/location (Indoor and Outdoor). ● Specify the maximum number of Explorers and groups which can be accommodated for each activity. 	

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3.2	Use of outdoor venue(s) and need to continue outdoors even in poor weather.	Young people, Leaders, Parents,	Provision for tarps, shelters, marquees without walls, etc., in case of wet weather. (Maintaining ventilation and being aware of shared contact surfaces). All members bringing appropriate clothing. new venues to be risk assessed before use.	
3.3	Use of indoor venue(s) while keeping everyone safe	Young people, Leaders, Parents,	We will follow the Granton Scouts - Hall Users Covid Risk Assessment (latest issue) when meeting indoors.	
3.4	Toilets create issues: <ul style="list-style-type: none"> ● Restricted spaces that may breach distancing ● Restricted ventilation ● Shared surfaces (which are difficult to continuously clean) 	Young people, Leaders, Parents, Visitors	We will request that Explorers and Leaders go to the toilet at home immediately before coming to Explorers. Outdoor: If Explorers need to go then we will have spots in nearby woodland areas for them to use. We will have toilet kit bags in each group with a trowel, tissues and hand sanitiser which will all be washed with disinfectant if used. Indoor: Separate Male and Female toilets will be identified. Only in the event of an emergency will one person be permitted per toilet. An enhanced cleaning regime will be adopted by all. A two metre distance will be adopted at all times while entering/exiting toilets. After using the toilet, washing of hands for a minimum of 20 seconds will be encouraged.	

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3.5	<p>Indoor Kitchens create issues:</p> <ul style="list-style-type: none"> ● Restricted spaces that may breach distancing ● Restricted ventilation <p>Shared surfaces (which are difficult to continuously clean)</p>	<p>Young people, Leaders, Parents, Visitors</p>	<p>When planning activities, no activities will be included that involve use of a kitchen.</p>	
3.6	<p>Indoor Walkways / Corridors create issues:</p> <ul style="list-style-type: none"> ● Restricted spaces that may breach distancing ● Restricted ventilation <p>Shared surfaces (which are difficult to continuously clean)</p>	<p>Young people, Leaders, Parents, Visitors</p>	<p>When meeting indoors a one-way system of entry/exit will be adopted, where the main door will be deemed 'Entry' only and the fire exit will be deemed 'Exit' only.</p> <p>Explorers/leaders will avoid congregating in corridors/passage ways and everyone will be encouraged to pass through as quickly as possible.</p>	
3.7	<p>Transport to venues away from our normal meeting place – hygiene precautions need to be maintained during travel</p>	<p>Young people, Leaders, Parents, Visitors</p>	<p>When planning an activity away from our normal meeting place, we will consider and agree the best method for getting young people to the venue considering the current Govt and Scouting requirements and guidance.</p> <p>We will work with parents to ensure inclusion so that parents or carers can get a young person to the meeting safely.</p> <p>We have check that there is enough space at the venue to cope with the number of vehicles arriving.</p>	

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			We have reminded people about checking and following current government guidance on use of public transport (currently not to use where this is possible) and car sharing (currently to avoid).	
3.8	Poor ventilation increases risk of transmission	Young people, Leaders, Parents, Visitors	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 these will be switched on at full power (5) in the extraction mode. Fresh air will enter the hall under the eaves.	
4	OTHER			
4.1	First Aid	Young people, Leaders, Parents,	<p>Each activity group will have a First Aid kit.</p> <p>First Aid kits will be expanded to include Face Mask, Disposable Aprons, more gloves and face shields.</p> <p>For minor injuries the first aider will encourage the Explorers to do personal first aid.</p> <p>If breaking social distancing or unit bubbles PPE must be worn by both First Aider and Explorer unless the use of PPE on the causality isn't appropriate. Use of sanitiser at the time of providing first aid to address physical contact</p>	
4.2	Unnecessary pressure on emergency services	emergency services	Certain activities to not be undertaken and strict measures to be taken with other activities. To be considered when planning activities.	

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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 should be produced for each move proposed.				

Checked by Line Manager	David Newton Craigalmond District Explorer Scout Commissioner 22 nd September 2020	Checked by Executive	Name, Role / level Date
Approved by Commissioner	Name, Role / level Date	Approved by Executive	Name, Role / level Date
Notification of level change	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 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>.