

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

<b>Name of Section or Activity</b>	87th Craigalmond Scouts	<b>Date of risk assessment</b>	13/04/21	<b>Name of who undertook this risk assessment</b>	Paul Gunderson (SL)	<b>COVID-19 readiness level transition</b>	Amber
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<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>
<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 Risk Assessment covers outdoor meetings under the Amber readiness level Phase, which will be split in the grounds of our Scout Hut and at other locations. A separate risk assessment will be undertaken and held on OSM for each weekly meeting, whether that is at the Scout Hut or otherwise.
- Following a Leader planning meeting by Zoom, our intention is resume face-to-face weekly meetings after the Easter holidays (starting on Monday 26<sup>th</sup> April).
- It is noted that a maximum group size of 15 is currently permitted (including leaders). National guidelines will be monitored and if group size allowance changes, the risk assessment will be modified accordingly.
- Current numbers exceed the maximum of 15 (23 Scouts and 5 adult leaders). The intention is to 1 session each Monday: 8pm to 9pm. Expectation is that there will be no more than 12 Scouts plus 3 leaders each week. Parent helpers will not be required.
- Young people under the age of 12 do not need to socially distance between each other but Leaders and Scouts aged 12+ must distance themselves between one another. Adults and Scouts aged 12+ will wear face coverings at all times except when giving instructions for an activity, and that will be done from a distance. Additionally, all Scouts under 12 have also been asked to wear masks, though this is not mandatory.
- The troop has been split into two groups – one group with Scouts predominantly aged 12+ (though a few under 12 are also in this group) and the second group with Scouts all under the age of 12.
- Programme activities will be chosen and/or modified appropriately.
- Activities will include sports, games, challenges 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.
- A single toilet will be available inside the hall and will be available for use in emergencies. This will be cleaned before each session and after each use.
- 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 their child in advance to a specific session using the Events functionality on OSM.

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- During the preparation of this Risk Assessment for 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 Scout meetings. The Scout Leader is 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 Scouts 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 responsibilities.</p> <p>We will use the events functionality in OSM for parents to positively sign up each week for a specific 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>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. Scouts 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 Scouts will be leave 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>Young people under the age of 12 do not need to socially distance between each other but Leaders and those aged 12+ must distance themselves between other leaders and young people under the age of 12. Troop meetings will be split in two groups. One group will be Scouts predominantly aged 12+, and the other group is Scouts all under 12.</p>	

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		<p>Adult and Scouts aged 12+ <u>will</u> wear face coverings at all times except when giving instructions for an activity and that will be done from a distance. (Guidance states that face coverings are optional outdoors, unless physical distancing <u>can't</u> be maintained for short periods). 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> <p>Additionally, Scouts aged under 12 have been asked to wear a face covering where possible, though this is not mandatory.</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>All leaders will wear disposable gloves which allows handling of equipment after it has been sanitised.</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>Portable stations will be available for activities outdoors in the Scout Hut Grounds. Five hand sanitisation dispensers have been installed in the hall at appropriate locations.</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 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 household attends the meeting to provide specific support since distancing rules don't apply.</p>	
6. Increased risk of infection due to group size.	Young people, Leaders	<p>Sessions are being planned in line with national guidelines on group size and meeting formats. Currently a maximum of 15 people.</p>	

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		<p>Current numbers exceed the maximum of 15 (23 Scouts and 5 adult leaders). The intention is to hold 1 session each Monday: 8pm to 9pm. Expectation is that there will be 12 Scouts plus 3 leaders. Equipment will be used before and after use. Parent helpers will not be required.</p> <p>There is not a specific adult: young person ratio for outdoor activities at the usual meeting place (2 adult minimum for indoors and 1:12+1 for outdoors and away from usual meeting place). There will be at least 2 adult leaders at each session. If some Scout Leaders are not available for 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 15.</p>	
7. Deficiencies and lapses in adult training	Leaders	<p>All adult leaders who are involved in face-to-face meetings have up-to-date PVGs.</p> <p>All adult leaders have safety and safeguarding training validation complete.</p>	
8. First Aid Training	Leaders	At least one adult leader at each session will have up to date First Aid (First Response) training. (This is an established part of the normal Risk Assessment for 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	<p>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.</p> <p>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 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.</p>	
11. Group Leaders are at greater risk if they are not familiar with this Risk	Leaders	<p>All leaders have been involved in the drafting and review of this risk assessment</p> <p>Each leader will be issued with an electronic copy of the final approved</p>	

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Assessment		version. Each leader will be requested to confirm understanding. A printed copy of the approved risk assessment will be available at each session.	
12. Participants are at greater risk if they are not familiar with this Risk Assessment	Leaders	Suitable signage has been displayed in the building relating to hygiene and social distancing. A summary of the key points of the risk assessment will be sent to parents. The approved risk assessment will be posted on the Group website.	
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 Scouts 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 <a href="http://www.grantonscouts.org.uk/log">www.grantonscouts.org.uk/log</a> 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 plan to offer as near normal Scout programme activities, Games, etc. over the coming months. Be delivered 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. This includes cleaning between each session on the same evening. 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.	

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17. Increased risk of infection spreading due to meeting duration.	Young people, Leaders,	Meetings will last no longer than one hour where possible, longer meetings will ensure extra space is available for distancing to be maintained.	
18. Increased risk of infection spreading due to meeting place size	Young people, Leaders,	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. There is ample space in the grounds for the group of Scouts aged 12+ to be able to maintain social distancing.	
19. Increased risk of infection spreading due to poor contingency planning.	Young people, Leaders, Parents, Visitors	<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>	

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PLACES			
20. Suitability of outdoor venue.	Young people, Leaders, Parents,	Our outdoor meetings will take place in the Scout Hut grounds and also at other locations. The grounds are our regular meeting place and well known to all leaders, Scouts 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). Parents will be asked to ensure that their children are dressed appropriately for the weather for outdoor meetings. 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.	
21. Suitability of indoor venue - ventilation	Young people, Leaders.	N/A. Outdoor meeting only	
22. Use of Kitchen: Higher risk of infection spread if kitchen equipment is used and hygiene not carried out.	Everyone using the hall	N/A. Outdoor meeting only	
23. Hygiene of hall in general: Higher risk of infection spread if hygiene not carried out.	Everyone using the hall	<p>Not directly applicable although the indoor toilet may need to be accessed via the main hall occasionally.</p> <p>Leaders will clean and disinfectant surfaces touched both before and after the meeting.</p> <p>Leaders will complete the hall use and cleaning log on smartphones at <a href="http://www.grantonscouts.org.uk/log">www.grantonscouts.org.uk/log</a> 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"> <li>● Handles on all doors</li> <li>● All light switches</li> <li>● All power switches</li> <li>● All door push plates</li> </ul>	

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		<ul style="list-style-type: none"> <li>• All taps</li> <li>• All toilet flushes</li> </ul> <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>	
24. Hazards associated with outdoor space: tripping hazards; lack of access control; lack of cleaning.	Young people, Leaders, Parents	<p>Our Scout Hut grounds are physically enclosed by fencing, hedge and lockable gates.</p> <p>Programme planning will include additional non-COVID risk assessments as per normal practice.</p> <p>Games, activities, etc. will be explained and potential dangers highlighted where required.</p> <p>Leaders will always be in sight of Scouts in the grounds (maintaining SD).</p>	
25. Increased risk of infection spreading due to poor toilet hygiene.	Young people, Leaders,	<p>One toilet (the accessible one) can be used and will be cleaned/sanitised before and after every meeting.</p> <p>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.</p> <p>Used paper towels for drying hands will be disposed of into the bin liner in the bin provided in the toilet.</p> <p>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.</p>	
<p><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 will be produced for each move proposed.</p>			

<b>Checked by Line Manager</b>	Name: Chas Macintosh Role: GSL Date: 14.04.2021	<b>Checked by Executive</b>	Name: Role / level: Date:
<b>Approved by Commissioner</b>	Name: N/A Role / level: Date:	<b>Approved by Executive</b>	Name: Role / level: Date:



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<b>Notification of level change</b>	Date and by who
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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>.