

## COVID-19 restarting face-to-face Scouts risk assessment – Indoor Risk Assessment

<b>Name of section or activity</b>	1 <sup>st</sup> Newton Cubs / Beavers & Scouts	<b>Date of risk assessment</b>	20-04-2021	<b>Name of person doing this risk assessment</b>	Steve Holness	<b>COVID-19 readiness level transition</b>	Amber to yellow / indoors
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<b>What hazard have you identified? What are the 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's changed that needs to be thought about and controlled?</b>
<p><b>A hazard</b> is something that may cause harm or damage.</p> <p><b>The risk</b> is the chance of it happening.</p>	For example, young people, adult volunteers, visitors.	<p><b>Controls</b> are ways of making the activity safer by removing or reducing the risk.</p> <p>For example, you may use a different piece of equipment or you might change the way you do the activity.</p>	<p>Keep <b>checking</b> throughout the activity in case you need to change what you're doing or even <b>stop</b> the activity.</p> <p>This is a great place to add comments which will be used as part of the review.</p>
Maintaining social distance when young people are dropped off and picked up: higher risk of COVID-19 spread if social distancing not maintained.	Young people and parents	<ul style="list-style-type: none"> <li>Setting clear expectations with all involved. Displaying social distancing signs at entrance to building</li> <li>Notice for in &amp; out of building displayed by tape &amp; arrows on the floor.</li> <li>Signage and markers on entrance and exit points</li> </ul>	
Maintaining social distance during the meeting: higher risk of COVID-19 spread if social distancing not maintained.	Young people and volunteers	<ul style="list-style-type: none"> <li>Limiting group sizes to maximum of 30 people in main hall (Specified by Rosemount Church committee)</li> <li>Limiting group size to maximum of 20 people in small hall</li> <li>General toilets &amp; kitchen doors taped up &amp; signage indicating no entry, (as space unavailable to maintain social distancing.)</li> <li>Keeping clear space between groups, Cubs in main hall, Beavers in small hall. Start &amp; finish times at different times to minimise number of parents. Scouts meet on separate night so would be only group &amp; would be alone in building.</li> <li>Planning how groups will be managed for each activity.</li> </ul>	Cub/ Beaver & Scout Leader at start of meeting to give clear instructions of parameters of use & expectations.

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		<ul style="list-style-type: none"> <li>Choose activities which encourage and enable social distancing setting out large tables 2 metres apart no more than 4 people to each table.</li> </ul>	
People's hygiene: higher risk of infection spread if people don't wash their hands properly.	All present	<ul style="list-style-type: none"> <li>Setting clear expectations with all involved.</li> <li>Providing hand sanitiser or hand washing facilities for members when they arrive and leave and during the meeting as required available in disable toilet.</li> <li>Hand sanitizer is available at entrance to church hall.</li> <li>Signage to remind of hand washing and sanitising, and how to wash posters near sanitation points</li> </ul>	Hand sanitizer available at entrance / exit
Hygiene of toilets: higher risk of COVID-19 spread if toilets aren't kept hygienic.	All present	<ul style="list-style-type: none"> <li>Cleaning toilet facilities before and after sessions</li> <li>Making sure cleaning equipment is available to leaders and stored safely.</li> <li>Deep cleaning toilet facilities on a regular basis.</li> <li>Provide sanitizer wipes in toilet &amp; notice to individuals to use.</li> </ul>	Leaders to attend session at least 30 mins prior to group arrival to ensure toilets are sanitised. Leaders to sanitize again at end of session. Deep cleaning materials stored in locked cleaning cupboard. Keys stored in boiler room to which leaders have own key access. Sanitizer wipes available inside toilet. Leaders to remind to use bins provided & not to flush. Leaders to monitor throughout session
Hygiene of activity equipment: higher risk of COVID-19 spread if equipment is shared without proper hygiene.	Young people	<ul style="list-style-type: none"> <li>Cleaning activity equipment before and after use.</li> <li>Giving specific items to individuals for the evening (so no one shares equipment).</li> <li>Limiting the amount of equipment you use, including consumable items such as paper.</li> </ul>	Sanitizing wipes available in large & small halls.
Operating indoors: higher risk of COVID-19 spread if toilets aren't kept hygienic.	All present	<ul style="list-style-type: none"> <li>Cleaning of contact surfaces (door handles, taps, tables etc) prior to group arriving.</li> <li>Notice on door displaying only 1 person at a time.</li> <li>Disabled toilet only to be used. Vacant / Engaged sign on door.</li> <li>Normal Ladies &amp; Gents toilets sealed off</li> </ul>	Leaders to attend session at least 30 mins prior to pack /colony/ group arrival to carry out cleaning tasks.

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Spread of Covid 19	Everyone	<ul style="list-style-type: none"> <li>Brief parents and young people in advance on expectations for face coverings. Hand sanitizing &amp; social distancing. Communicate in advance on “Whatsapp group message”</li> <li>Leaders to wear masks/face coverings – can be removed to deliver a program but social distancing should be followed</li> <li>Scout section to wear masks/face coverings</li> </ul>	
Anyone showing symptoms prior to meeting	Everyone	<ul style="list-style-type: none"> <li>Communicate prior to meeting on “Whatsapp group message” to all who intend to attend that if there are any signs of symptoms prior to meeting, DO NOT ATTEND, advise to follow national guidelines on testing.</li> </ul>	Leaders monitor session to be observant should anyone show symptoms during meeting.
Anyone showing signs during meeting	All present	<ul style="list-style-type: none"> <li>Ensure social distancing is maintained, face covering to be worn. If child? Leader to contact parent to advise &amp; arrange for parent to collect &amp; advise to follow national guidelines on testing. If adult leave the meeting &amp; advise to follow national guidelines on testing.</li> </ul>	Ensure that leader to young person ratio is adequate to continue meeting. GSL on standby to either provide additional leader coverage or cancel meeting.
Ventilation	All present	<ul style="list-style-type: none"> <li>Main doors into large &amp; small halls to remain open when reasonably practical</li> </ul>	Leader to assess situation
Track and Trace Tracing of attendees	All present	<ul style="list-style-type: none"> <li>Attendance records &amp; contact details of all attendees maintained</li> <li>District form to be signed by all parents – Form to be kept for 21 days</li> </ul>	Each section leader responsible to ensure accurate & up to date information stored.
1 <sup>st</sup> Aid	All Present	<ul style="list-style-type: none"> <li>Trained 1<sup>st</sup> aider to be in attendance at each meeting</li> <li>COVID PPE to be in 1<sup>st</sup> aid boxes</li> </ul>	
HMG Guidelines / restrictions change	Other venue users & all participants	<ul style="list-style-type: none"> <li>Re-assess this document &amp; adjust as &amp; when necessary</li> </ul>	GSL & each section leader to vigilate

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**Review:** 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 proposed move.

<b>Checked by GSL</b>	Name: Robert Sexton Role and level: Group Scout Leader Date: 13 <sup>th</sup> May 2021	<b>Checked by Group Executive</b>	Name: Dominic Sexton Role and level: Group Chairperson Date: 13 <sup>th</sup> May 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 the 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 Scouts' data processing stance, please visit our Data Protection Policy: [scouts.org.uk/DPPolicy](https://scouts.org.uk/DPPolicy)

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