

Covid-19 restarting face to face Scouting risk assessment

18th Ipswich Scout Group

Name of Section or Activity	18 th Ipswich Cubs	Date of risk assessment	8 th Sept 2020	Name of who undertook this risk assessment	Stuart Parker	COVID-19 readiness level transition	Red-Amber V1.1
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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?
<p>18th Ipswich HQ using the Outside (Driveway/Pathway and Carpark space) & Indoor area in poor weather. Also Holywell Park is a large council owned, which is next to the 18th Ipswich HQ. Activities Planned – Fire builders, Hikes (Local knowledge badge) , Pioneering, Quick Games (Socially distant), Other Badgework etc</p>			
<p><i>Hazard</i> – something that may cause harm or damage. <i>Risk</i> – the chance of it happening.</p>	<p>Young people, Leaders, Visitors?</p>	<p>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.</p>	<p>Keep checking throughout the activity in case you need to change it...or even stop it!</p>
<p>Maintaining social distance at drop off and pick up: higher risk of infection spread if social distancing not maintained.</p>	<p>All</p>	<ul style="list-style-type: none"> • Staggered drop off and collection times for each small group with at least 15 minutes separation. • Adult to meet Young Person outside gates, inform of group location and enforce social distancing down path. • On drop off and return parents encouraged to remain in cars, Young Person to walk to cars. If parents want to escort younger children social distancing reminded! • Parents to pre-book / confirm, their child’s attendance for each scout meeting they wish to attend. Failure to do so, could result in them being turned away 	
<p>Maintaining social distance during meeting: higher risk of infection spread if social distancing not maintained.</p>	<p>All</p>	<ul style="list-style-type: none"> • Start of the session Leaders to explain social distancing and that if it was not maintained the session will be ended early. • During the evening Leaders to monitor the young people and remind them if needed to keep social distancing. • Each group will have 2 adults + a leader in charge (Outside) • Each group must be able work independently • Small groups at all times, size in accordance with HQ guidance and space available to be able to social distance • No Young Person to join more than one group each day. • All Young Person must bring their own water bottles so there is no danger of cross contamination • Sports cones set out to show where each Young Person to sit/stand on arrival • 2m social distancing will be maintained wherever possible • Where closer contact necessary i.e. to apply first aid, PPE used to include face mask & face shield and apron minimum • Activities designed with social distancing in mind. Young Person may move around during activities, but social distancing should be maintained and accordance with HQ guidance (25m) away from other groups. • Any Young Person who repeatedly fail to maintain social distancing will not be invited to future sessions • Leaders/YP to wear a face covering indoors, except when delivering activities. • Warning Notices of Social Distancing to be in place and markings on Entrance Pathway. • Maximum Occupancy Notices on: - <ul style="list-style-type: none"> ○ Kitchen – 2, ○ Hall – 12 ○ Toilets – 1 (in each), Limit the numbers to one at a time!! ○ Leaders Room – 2, ○ Store Room – 1, ○ Loft Stores – 1, ○ Main Entrance Lobby – 2, ○ Camp Store Room – 1, 	<p>In the event of a session having to be ended early parents to be informed and they will be asked to come a pickup their child</p>

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18th Ipswich Scout Group

<p>Hygiene of people: higher risk of infection spread if proper hand washing not carried out.</p>	<p style="text-align: center;">All</p>	<ul style="list-style-type: none"> • Hand sanitiser dispensed on arrival/departure and during as required. • Instillation of Hand Sanitisers around the hall and entrances and exits, • Each group to have hand sanitizer available at all times • All visitors to the HQ, MUST wash their hands: <ul style="list-style-type: none"> ○ Before leaving home, ○ On arrival at the hall, ○ After using the toilet, ○ Before food preparation, ○ Before eating any food, including snacks, ○ Before leaving, • Contact every HQ and inform them of usage expectations: <ul style="list-style-type: none"> ○ Clean hands or use gel before using facilities, ○ Clean / wipe down surfaces, after use, ○ Restrictions or even suspensions of usage, ○ Advise the Scout Group Contact, within 24-hrs, if one of your members advises they have COVID19 symptoms. • No one displaying symptoms (or member of household/bubble) within the previous 7 days allowed to attend without a negative COVID test. Parents/leaders asked to certify no symptoms in initial consent and agree to inform section leader immediately if symptoms manifest within 7 days of any activity or known contact has positive COVID test. 	
<p>Hygiene of Scout Hut & toilets: higher risk of infection spread if hygiene not carried out.</p>	<p style="text-align: center;">All</p>	<ul style="list-style-type: none"> • HQ is cleaned and disinfected at the end of each use session/group. Gloves to be used and disposed of responsibly • Toilets deep cleaned thoroughly by adult before and after session and between each group. • Request that all young people have gone to the toilet before attending session. • Access to the toilets will be restricted to one at a time. • Young Person provided with disposable wipes to clean surfaces they have touched • Soap and paper towels available for hand washing (Wash hand for at least 20 seconds) • Paper Towels used to dry hands, must be disposed at end of each session. Wear Disposable Gloves and employ a Double Bag Technique, for all rubbish. • Ensure sufficient Stock Holding of Sanitising Gels, Cleaning solution, Facemask, Gloves, and boxes of tissues etc. 	
<p>Hazard: Members identified as at increased risk from COVID-19</p>	<p style="text-align: center;">Participants</p>	<ul style="list-style-type: none"> • People identified through Return to Scouting questionnaire. Members clinically extremely vulnerable are advised to follow government guidance. Members clinically vulnerable must follow medical advice provided by government. 	
<p>Hygiene of activity equipment: Higher risk of infection spread if hygiene not carried out.</p>	<p style="text-align: center;">All</p>	<ul style="list-style-type: none"> • First aid grab bags to be allocated to a specific group, after the session the bag to be wiped down and not used again for at least 72 hours. • Activities designed to minimise equipment being shared • Where equipment is shared between individuals sanitised before passing on • Equipment i.e. balls may be kicked from one person to another, but the equipment should not be touched by hands. • Equipment sorted into individual packs 72 hours before meeting or sanitised using approved cleaning products • Any equipment not sanitised must be in touched for 72 hours between use. 	
<p>First Aid: Higher risk of infection if first aid is required to be administered</p>	<p style="text-align: center;">All</p>	<ul style="list-style-type: none"> • Each group to be assigned a leader who is first aid trained. In the event of first aid having to be administered the leader will wear all provided PPE within the grab bag. The incident will be recorded in the incident records and any equipment will be replenished at an appropriate time. The young person's parent/guardian will be notified, and a follow up call will be performed. • In emergency, call 999 if they are seriously ill or injured or their life is at risk. • All waste from the potentially infected person is double bagged. 	
<p>Use of outdoor spaces: un-even ground, access to space less controlled, cannot be cleaned.</p>	<p style="text-align: center;">All</p>	<ul style="list-style-type: none"> • Young Person are familiar with the location • In the event of poor weather section leader to decide whether the activity needs to be cancelled or whether appropriate clothing i.e. waterproofs means it can continue. • Weather forecast looked at and Young Person asked to wear clothing appropriate to any anticipated weather. In the event of extreme unanticipated weather section leader to decide to end meeting early. 	<p>Outside (Driveway and pathway, park car space) area & Indoor area in poor weather (Max 12 people in Hall area). Also Holywells Park next to 18th HQ.</p>

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18th Ipswich Scout Group

Planning to Run Safe Meetings	All	<ul style="list-style-type: none"> • Consider Group Sizes for both venue and activities • Ensure each Section has sufficient Adults (in attendance) to safely run, in accordance with Scouts POR and where applicable, the individual Activity Risk Assessments. • Where possible, any Equipment needed, must be wiped clean / down prior to use and at the end of the evening. Gloves to be used and disposed of responsibly, • Keep the Hall 'well ventilated', i.e. Doors and Windows to remain open during the sessions. Though, keep an eye out for possible escapees or people walking in. • Programme Planning, to consider running 'Blended Nights', i.e. a mix of 'F2F' Meetings, Microsoft Teams Sessions and maximise Indoor/Outdoor Activities. • Leaders to regularly check (bi-weekly) both the movement / Scouts Association website, for relevant latest advice and ensure this is shared and followed. • RA's to be review and updated as appropriate 	Activities Planned – Fire builders, Hikes (Local knowledge badge) , Pioneering, Quick Games (Socially distant), Other Badgework
Other notes	All	<ul style="list-style-type: none"> • Express written consent required from parents likely to be by email/OSM • Ensure Young Persons & Parental Contact Details are up to date • Ensure 'Register' is taken & maintained (during the evening late arrivals) for every Meeting, to ensure 'Track & Trace' can be deployed effectively, • If someone shows symptoms or someone attending has contact with a confirmed or suspected case section leader to be informed. All parents to be informed without mentioning Young Person /adult names. All parents with children in the same small group to be told this without mentioning scout/adult name. Section leader to liaise with all stake holders, including, scouts, parents, and district contacts to decide on safety of future meetings. • All adults to have DBS check and completed minimum of safety and safeguarding training. 	Due to social distancing/hygiene measures one-person attending being infected should not pose any risk. BUT going beyond and being transparent is crucial.
Hiking	All	<ul style="list-style-type: none"> • Weather forecast looked at and Young Person asked to wear clothing appropriate to any anticipated weather. In the event of extreme unanticipated weather section leader to decide to end meeting early. • Small groups may go on hikes as long as social distancing is maintained • Hand sanitiser to be used after opening/closing gates. • Level 0 terrain only all other standard risk assessments in place as usual. 	

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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	Name: Denise Bloomfield Role: GSL Date: 08/09/20	Checked by Executive	Name : George Debman Role: Chairman Date: 08/09/20
Approved by Commissioner	Name: Martin Agar / Andrew Peck Role : Orwell DC Date 17 th Sept 2020	Approved by Executive	Name : Role : TSA Date : 17 th Sept 2020
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 County 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>.