

# Covid-19 restarting face to face Scouting risk assessment

## 18<sup>th</sup> Ipswich Scout Group

<b>Name of Section or Activity</b>	18 <sup>th</sup> Ipswich Scout Troop	<b>Date of risk assessment</b>	22/09/2020	<b>Name of who undertook this risk assessment</b>	Chris Warren	<b>COVID-19 readiness level transition</b>	<b>Red to Amber Version 1.1</b>
------------------------------------	--------------------------------------	--------------------------------	------------	---	--------------	--	---------------------------------

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><b>Hazard</b> – something that may cause harm or damage. <b>Risk</b> – the chance of it happening.</p>	<p>Young people, Leaders, Visitors ?</p>	<p><b>Controls</b> – 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 <b>checking</b> throughout the activity in case you need to change it...or even <b>stop</b> it!</p>
Controlling attending troop numbers	Young People, Leaders, Parental Helpers & Visitors	Invites will be sent out for meetings/events via OSM (online scout manager) for parents/carers to sign their Scouts up to, we can therefore control the troop numbers for each meeting/event. This also gives us control over who is and is not at each meeting or event. Each meeting may now have up to 15 Scouts and 5 leaders which may include young leaders. An attendance register will be completed at each meeting/event through OSM and held for no less than 6 weeks to comply with the Scout association guidelines.	
Enough leaders and parental helpers for the meeting	Young People, Leaders, Parental Helpers & Visitors	A check will be made to ensure there is enough leaders and parental helpers if required for the meeting/event to run safely and within ratios according to POR and Scout association's Covid19 guidelines. There will be 1 leader in charge and then a ratio of at least 1 leader for every 12 Scouts, the meeting will have a total number not exceeding 20 for each group run.	
Training	Young People, Leaders, Parental Helpers & Visitors	All leaders attending any meeting face to face will required to have a current and in date DBS check and have completed the safety & safeguarding programme as a minimum.	
Incident reporting	Young People, Leaders, Parental Helpers & Visitors	All young people, leaders, parental helpers & visitors will be reminded to report any Covid19 symptoms or have had any contact with a conformed suspected case to the section leader without delay. All parents/cares with young people within the same group will be informed of a suspected case without mentioning the person in question. The section leader will then liaise with all stake holders, executive members, parents/carers and district contacts to decide on safety of future meetings.	
Potential risk of infection spreading if social distancing is not maintained at drop off	Young People, Leaders, Parental Helpers & Visitors	A message via text, OSM, Email and Facebook will be sent to every parent/carer asking and reminding them to remain in their vehicles when arriving at an outdoor meeting and to social distance along the HQ driveway for an indoor meeting, Scouts will be called forward from their vehicle or motioned in to the hall one at a time therefore we are able to maintain the social distancing guidelines.	
Potential risk of infection spreading if hygiene and hand washing/sanitising not carried out	Young People, Leaders, Parental Helpers & Visitors	Clear instructions will be given to Scouts, leaders, parental helpers & visitors involved within the meeting/event regarding hygiene and sanitation before, during and after the meeting. Hand washing/sanitiser will be provided constantly before, during and after the meeting.	

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

### 18<sup>th</sup> Ipswich Scout Group

Social Distancing	Young People, Leaders, Parental Helpers & Visitors	For now, all Scouts must continue to social distance by 2 meters from each other where possible and from leaders at all times.	
Face Coverings / Masks	Young People, Leaders, Parental Helpers & Visitors	When meeting indoors Scouts must always wear a face covering / mask, exceptions as per national guidelines are permitted. Leaders do not need to wear a face covering / mask when delivering activities- however, it's recommended to wear one in all other circumstances while indoors.	
Close contact while administering first aid to young people, leaders & parental helpers	Young People, Leaders, Parental Helpers & Visitors	For every meeting a leader will be assigned as the delegated first aider and be given the P.P.E grab bag and a clearly marked first aid box, the P.P.E grab bag will include (but not limited to) the leaders individual face shield, face masks, disposable aprons and disposable gloves to minimize/eliminate the spread of infection while administering first aid to any Scout, leader, parental helper & visitor. All first aid incidents will be recorded, the young person's parent/carer notified, and a follow call will be performed. All P.P.E will be disposed of correctly and the P.P.E grab bag replenished before the next meeting takes place. All young people, parental helpers and visitors will be asked to bring a face mask to each meeting in case they require first aid treatment. There will be at least 1 extra leader at the meeting that is first aid trained in case the delegated leader requires first aid treatment.	
Hygiene of Scout Hut & toilets	Young People, Leaders, Parental Helpers and Visitors	HQ is cleaned and disinfected at the end of each use session/group. Gloves to be used and disposed of responsibly.  Toilets facilities where provided will be cleaned before and after each meeting, also during the meeting if or as required. Each parent will be sent a message via text, OSM, Email and Facebook asking that their Scout where possible to use the toilet facilities at home before coming to the meeting, this then minimises the number of times the toilet facilities on site are used. If Scouts wish to use the toilets facilities on site, then they will be limited to one at a time where possible to reduce the risk of infection.	
Hydration of Young People, Leaders, Parental Helpers & Visitors	Young People, Leaders, Parental Helpers & Visitors	Each Scout, leaders, parental helpers & visitors will be advised to bring a water bottle prefilled from home to each meeting, each water bottle will be named and kept upon that person's body at all times weather it is held or carried in a bag or pocket.	
Potential risk of infection spreading if social distancing is not maintained at pick up	Young People, Leaders, Parental Helpers & Visitors	A message via text, OSM, email and Facebook will be sent to each parent/carer asking and reminding them to remain in their vehicles when picking up their Scouts from a meeting place and to socially distance along the HQ driveway. Scout will be asked to return to their parent/carer's one at a time therefore we are able to maintain the social distancing guidelines.	
Hygiene of equipment	Young People, Leaders, Parental Helpers & Visitors	All equipment will be cleaned and sanitised before and after every meeting and during the meeting if required. Where possible each Scout, leader, parental helper and visitor will be given their own personal piece of equipment and used only by them for the entire meeting.	

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

### 18<sup>th</sup> Ipswich Scout Group

Outdoor spaces	Young People, Leaders, Parental Helpers & Visitors	When a meeting will be held at an outdoor space it will be risk assessed before any meeting takes place, therefore we can control the area used by implementing boundaries for the activity, enabling a distance of more than 25 meters apart with only leaders being able to cross over from one group to the other if two meetings meet on the same night at the same location, briefing all Scouts, leaders, parental helpers and visitors on rules and restriction for the meeting and ensuring hand washing/sanitising with social distancing is maintained within guidelines.	
Indoor Spaces (Racket Hall)	Young People, Leaders, Parental Helpers & Visitors.	Social distancing, Covid19 safety posters, hand sanitiser stations and occupancy restrictions have been put in place and adhered to at every meeting / activity. Maximum occupancy in the Hall:12, Kitchen:2, Toilets: 1 at a time, leaders Room:2, Storeroom:1, Loft Stores:1, Main Entrance Lobby:2 and Camp Sores:1	
Risk assessment	Young People, Leaders, Parental Helpers & Visitors	This risk assessment will be read and understood by every leader, parental helper and visitors before the meeting takes place and Scouts briefed before the activity begins. This risk assessment will be checked, and the activity stopped if needed to reinforce the safety steps during the meeting. If required, this risk assessment will be changed and resubmitted for checking before the next meeting takes place.	
Activities and Place	Young People, Leaders, Parental Helpers & Visitors.	Hallowtree: Hiking, Fire Lighting, Dutch Arrows & Wide Games. HQ Hut: Tabletop Escape Rooms, Axe, Knife & Saw Work, Fire Lighting, Knots & Lashings, Pioneering, Parliament Night & Cooking Challenges Microsoft Teams: Den Building, Camp Pancakes.	

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

### 18<sup>th</sup> Ipswich Scout Group

**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.

<b>Checked by Line Manager</b>	Name, : Denise Bloomfield Role : GSL Date : 26 <sup>th</sup> Sep 2020	<b>Checked by Executive</b>	Name, George Debman Role : Chair Date : 28 <sup>th</sup> Sept 2020
<b>Approved by Commissioner</b>	Name, Martin Agar/ Andrew Peck Date 30 <sup>th</sup> September 2020	<b>Approved by Executive</b>	Name, TSA level Date 30 <sup>th</sup> September 2020
<b>Notification of level change</b>	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>.