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| **Name of**  **Section or**  **Activity** | 18th Ipswich Beaver Scout Colony | **Date of**  **risk**  **assessment** | 17/03/2021 | **Name of who**  **undertook this risk**  **assessment** | Ryan Chapman | **COVID-19**  **readiness level**  **transition** | **Red to 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?** |
| ***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!* |
| 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 Beavers up to, we can therefore control the colony 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 Beavers 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 6 Beavers, the meeting will have a total number not exceeding 15 Beavers and 5 Leaders/Adults 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 any suspected contact with a confirmed or 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 talk to executive members, parents/carers and district contacts to decide on the 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, Beavers 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 Beavers, 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 for use before, during and after the meeting. |  |
| Social Distancing | Young People, Leaders, Parental Helpers & Visitors | For now, all persons present must continue to socially distance by 2 meters from each other where possible |  |
| Face Coverings / Masks | Young People, Leaders, Parental Helpers & Visitors | Currently Beavers are not required to wear Face Coverings/Masks, however all Leaders will be wearing Face Coverings/Masks unless exempt or delivering activities. |  |
| 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 designated 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 is not limited to) the Leader’s 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 or visitor. All First Aid incidents will be recorded, the young person's parent/carer notified, and a follow-up 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 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 toilets | Young People, Leaders, Parental Helpers and Visitors | Toilet 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/or Facebook asking that their Beaver 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 Beavers wish to use the toilets facilities on site, then they will be limited to one at a time to reduce the risk of infection. |  |
| Hydration of Young People, Leaders, Parental Helpers & Visitors | Young People, Leaders, Parental Helpers & Visitors | Beavers, 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 at all times whether 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 child from a meeting place and to socially distance along the HQ driveway. Beavers 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 Beavers, Leader, parental helper and visitor will be given their own personal piece of equipment which will be only be used for the entire meeting. |  |
| 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 Beavers, 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 Stores: 1 |  |
| Risk assessment | Young People, Leaders, Parental Helpers & Visitors | This risk assessment will be read and understood by every Leader, parental helper and visitor before the meeting takes place and Beavers will be 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. | Holywells park: Hiking, orienteering, Games and Scavenger Hunt  HQ Hut: Fire Lighting, Knots & Lashings, Pioneering, Cooking Challenges, Games and Crafts |  |

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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.* |

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| **Checked by**  **Line Manager** | Name, Denise Bloomfield  Role / level GSL  Date 19/03/21 | **Checked by Executive** | Name, George Debman  Role / level Chairman Date 20/03/21 |
| **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 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>’.