

## Covid-19 restarting face to face Scouting (indoors) - Risk Assessment – 45<sup>th</sup> Cheltenham (Bethesda) Scout Group – Version 0.6

Name of section or Activity	Thursday Beavers & Cubs, Scouts, Monday Beavers & Cubs	Date of risk assessment	22/03/2021	Name of who undertook this risk assessment	Steve Reis on behalf of Bethesda Scout Group (based on the signed off version for Emmanuel Church Hall)	COVID-19 readiness level transition	Amber (outdoors) to Amber (indoors & outdoors)
Checked by Line Manager (name)		Steve Reis (GSL)		Checked by Group Exec (Name)		Tom Harding	
Approved by DC/delegate:	Name	Godfrey Tarling		Approved by Exec:	Name	Tom Harding	
	Role	DC			Role	Chairman	
	Date	??/??/????			Date	22/03/2021	
Meeting Place(s):	Bethesda Church, Great Norwood Street, Cheltenham – Indoor ‘Meeting’ location						
Comments / Notes or Other Required Information							
<ul style="list-style-type: none"> <li>• <b>The purpose of this Risk Assessment is to keep everyone safe and to prevent the spread of COVID-19, whilst allowing the provision of indoor face to face meetings.</b></li> <li>• <b>A prerequisite for this risk assessment, we have <u>consulted our parents/carers and members</u> on the move to offer indoors face-to-face scouting opportunities</b></li> <li>• <b><i>Communications at a group level will be circulated to our parents / carers and members which will give them the opportunity to feedback concerns / expectations or suggestions in our endeavour to ensure that our planning to embrace the return to safe indoor meetings (or where not possible – see second hazard / risk below) is met. A continued dialogue to be encouraged</i></b></li> <li>• <b>All sections have successfully met together outdoors; some are still occasionally doing so, but due to the unpredictable spring weather, we require a safe indoor meeting option.</b></li> <li>• <b>See NYA guidance for a wealth of specific measures, that have informed the scout association approach - <a href="https://nya.org.uk/wp-content/uploads/2020/08/NYA-Guidance-version-2.pdf">https://nya.org.uk/wp-content/uploads/2020/08/NYA-Guidance-version-2.pdf</a></b></li> <li>• We have now had the ‘go-ahead’ to start using the indoor space at Bethesda church hall again (met with the church committee on Thursday 4<sup>th</sup> March 2021), as they now have their own comprehensive Covid-19 risk-assessment in place.</li> <li>• It’s been agreed where possible to just use the main hall, accessed by the fire exits for the young people, parents helpers and leaders who aren't designated to open up / close the hall through the side entrance. But where circumstances require then other areas of the church premises can be used. See diagram and key (comments) at the end of this risk assessment which shows this.</li> <li>• We are seeking to make a plan for all sections to have some access to Bethesda facilities as part of their weekly programme, should the leaders and all parties be comfortable with doing so. See proposed timetable at the end of this document, as section meeting time will need to be adjusted to accommodate this.</li> <li>• Majority of members live close enough to encourage walking to/from the venue to avoid congestion when dropping off in Great Norwood Street (parents are encouraged to use the Bath road carpark a few minutes' walk away).</li> <li>• <b>The venue (Bethesda Church) has guidelines for use and a health &amp; safety policy, as well as now their own comprehensive COVID risk assessment &amp; operating procedures.</b></li> <li>• All activities being undertaken, will have their <b>own</b> specific risk assessment as per <a href="https://www.scouts.org.uk/volunteers/staying-safe-and-safeguarding/risk-assessments/">https://www.scouts.org.uk/volunteers/staying-safe-and-safeguarding/risk-assessments/</a>.</li> </ul>							
<b>Hazard/Risk</b>	<b>Who is at risk?</b>		<b>How are the risks controlled?</b>			<b>Has anything changed since the last RA?</b>	

<p><b>Attending whilst required to self-isolate.</b> High risk of infection spread if the individual may be infected.</p>	<p>Adult Volunteers Young People Families dropping off</p>	<ul style="list-style-type: none"> <li>• Communicate that all members must follow the law and must not attend face-to-face meetings if they are supposed to be self-isolating or <a href="#">displaying COVID symptoms</a>. Alternative self-led activities to be offered, with check-ins via email or Zoom. Use of OSM Badges at Home or Programme at Home where able.</li> <li>• Be aware for obvious signs of illness and follow up with the appropriate person to gain more context and seek advice for what action to take. Be aware that leaders are not trained medical professionals.</li> <li>• For adult volunteers unable to attend, opportunities will be offered for them to contribute e.g. via Zoom meetings, facilitation of getting resources to young people, advice &amp; help to contribute to OSM resources for the young people to access. Refer to <a href="https://prep-cms.scouts.org.uk/media/7103/supporting-those-made-most-vulnerable-by-the-crisis.pdf">https://prep-cms.scouts.org.uk/media/7103/supporting-those-made-most-vulnerable-by-the-crisis.pdf</a></li> </ul>	<p>Continued weekly virtual on-line sessions via Zoom and or the submission of badgework via OSM / email / arranged pickups, will form part of the inclusive programme for all sections for the foreseeable future which will be applicable where:</p> <ul style="list-style-type: none"> <li>· Young people who prefer not to participate in face-to-face Scouting</li> <li>· Young people or adult leaders are shielding or have special needs which prevent face-to-face participation.</li> <li>· Bad weather cancels an outdoor activity</li> <li>· Young people wanting to attend face-to-face outdoor meetings exceed the permitted attendee limit of 15 young people.</li> </ul>
---	--	--	--

<p>Maintaining social distance at <b>drop off</b>: higher risk of infection spread if social distancing not maintained. To ensure 2m distancing use marker cones in Chapel Lane.</p>	<p>Young People, Leaders, Parents/Guardians/Siblings (older/younger), members of the public</p>	<ul style="list-style-type: none"> <li>• Letter/Email sent to all parents, explaining advised drop off and pick-up procedures, prior to first meeting at Bethesda Church. <b>Drop off at the Fire Escape door (at the back of the hall adjacent Chapel Lane - see diagram at the end of this document).</b> &gt; <b>Emphasis that there are occasional vehicles using Chapel Lane and care is needed.</b></li> <li>• Parents not allowed to enter (where a parent wishes to talk to the leaders this will be done outside - see later point below).</li> <li>• Parents are reminded that their children are the parent's responsibility until the leaders are present and have announced they are starting the meeting, therefore are reminded to consider implications of arriving early.</li> <li>• Parents reminded to follow <a href="#">government advice for car sharing</a>. However, leaders can't enforce this rule and will encourage everyone to walk.</li> <li>• Prior to arrival, leaders will have already established physically distanced marker points for arriving families, and erected reminder signage (in Chapel Lane).</li> <li>• Families will be reminded to maintain safe distances prior to arrival, and young members will be directed to the entrance, to be supervised into the building and directed to a socially distanced marker (tape on floor). Hands to be sanitised upon entering the building.</li> <li>• Leaders to be watchful for any signs of illness upon arrival and have the right to refuse anyone feeling unwell.</li> <li>• Any parents wishing to speak to leaders, need to do so by telephone or give 24-hour's notice so it can be planned appropriately. If urgent, told to wait until all the other parents have done their drop off.</li> <li>• Specific time allocated in programme for hand sanitising at start and end of meeting.</li> </ul>	<p>Update 19/9/20: Use NHS official symptom list: <a href="https://www.nhs.uk/conditions/coronavirus-covid-19/symptoms/">https://www.nhs.uk/conditions/coronavirus-covid-19/symptoms/</a></p>
--	---	---	---

<p>Maintaining social distance <b>during meeting</b>: higher risk of infection spread if social distancing not maintained.</p> <p><u>The indoor space consists of the main hall, which will accommodate up to 15 young people and the upstairs room, which will accommodate a further 12 young people.</u></p> <p><u>Put up appropriate signage (on inside of hall doors and upstairs room) to remind the young people not to leave the space they are using without prior permissions from their leaders.</u></p>	<p>Young people, Leaders, members of the public</p>	<ul style="list-style-type: none"> <li>• At the start of every meeting state the requirement to maintain 2m social distance between <u>everyone</u> at all times except in an emergency and ramifications of breaking social distancing, which includes recalling parents and finishing the meeting early.</li> <li>• Relevant code-of-conduct to be updated with each section to reflect social distancing rules.</li> <li>• During the evening Leaders to monitor the young people and remind them to keep social distancing.</li> <li>• Maximum of 15 young people and up to 5 leaders/young-leaders present during the indoor meeting. Carers (if needed) can be in addition to these numbers.</li> <li>• Face coverings to be worn indoors as per latest guidance on <a href="https://www.scouts.org.uk">scouts.org.uk website</a>. Currently Scouts wear face coverings at all times, adults at all times unless they are leading an activity.</li> <li>• Open a selection of windows to create circulation of fresh air.</li> <li>• Make use of the full space offered by the main hall at Bethesda to ensure distancing is maintained. Where the 'Upstairs Room' is used, follow the same rules and guidelines.</li> <li>• Pre-plan the layout of activities to ensure they are socially distanced, including space for leaders to move to assist an individual directly if desired. Ensure movements between activities are coordinated and communicated clearly to allow for social distancing. Activities should be stopped before moving to ensure everyone is paying attention.</li> <li>• Where required, only the plastic chairs to be used and allocated to a single person for the meeting, pushed to edge of the room if floor space is required (these chairs can be easily disinfected after the meeting has finished, but where possible it's better and easier not to use them).</li> </ul>	
--	---	---	--

<p>Maintaining social distance at <b>pick-up</b>: higher risk of infection spread if social distancing not maintained.</p> <p>Same fire exit doors will be used for pick-up, to avoid any confusion.</p>	<p>Young People, Leaders, Parents/Guardians/Siblings (older/younger), members of the public</p>	<ul style="list-style-type: none"> <li>• Leaders to ensure meeting finishes in good time, allowing sufficient time for hand sanitising. If children are being collected by parents, then arriving parents to stand at a socially distanced marker point, outside in Chapel Lane (as per Drop-off), and young people sent out to meet them one by one, via <b>the Hall fire escape doors</b>.</li> <li>• Again, Parents not to enter the Hall.</li> <li>• Marker cone will already be positioned from drop off, to maintain 2m distancing for pick-up.</li> <li>• Advertise a time period (instead of an exact time) for pick up to encourage a natural variation in arrival and departure times.</li> </ul>	
<p><b>Not maintaining social distance when talking to parents.</b> Higher risk of infection spread if social distancing not maintained.</p>	<p>Adult Volunteers Families dropping off</p>	<ul style="list-style-type: none"> <li>• Where possible, prefer to communicate with parents/guardians using other methods instead of face-to-face.</li> <li>• Allocate a specific time after each meeting once the majority of young people have left for parents/guardians to talk to leaders one at a time, maintaining social distancing, outside.</li> <li>• Provide the opportunity to arrange another mutually beneficial time to talk.</li> </ul>	
<p><b>Hygiene of people:</b> higher risk of infection spread if proper hand washing not carried out.</p>	<p>Young People leaders parent helpers</p>	<ul style="list-style-type: none"> <li>• Leaders to plan appropriate time into the programme for hand hygiene, provide hand sanitiser of necessary strength/hand washing for members on arrival, departure and during meeting as required, for example if eating and drinking.</li> <li>• All young people and leaders will be required to bring to the activity a small named hand sanitiser bottle of no less than 70% alcohol as part of their personal equipment. We will not be able to verify the alcohol content of the personal hand sanitiser. We will vary this rule based on age and maturity of the participants.</li> <li>• The leaders will provide bowls/buckets of water (to be used where required before applying hand sanitiser) as per activity – e.g., if painting for example. Paper towels for drying hands.</li> <li>• Hand sanitiser station set up &amp; available for use for any participants who forget to bring their own.</li> </ul>	

		<ul style="list-style-type: none"> <li>• Provisions to be made for individuals with medical conditions who cannot use alcohol hand sanitizer on a case-by-case basis.</li> </ul>	
Use of <b>toilet/washroom</b> facilities at the location.	Young People leaders parent helpers	<ul style="list-style-type: none"> <li>• <b>All to be reminded to visit the toilet before they arrive!</b></li> <li>• Upon arrival, toilets should have been left clean by previous users (but cannot be guaranteed), leaders to check cleanliness of toilets and wipe down high touch areas with disinfectant prior to meeting (toilet seat/flush/door handles).</li> <li>• <b>Toilets reserved for emergency use only.</b> As we have sole use of the facilities, can allocate a toilet per 'emergency user' during the evening, and a leader will clean them to the church's requirement when the meeting finishes.</li> <li>• Use paper towels for hand drying. Use 20 second rule for handwashing.</li> <li>• Paper towels to be placed in a rubbish bag, doubled bagged and placed in outside bin or taken home and put in leaders outside waste bin. (not taken inside).</li> <li>• A Logbook (and pen) will be displayed clearly outside the toilets and completed as appropriate, to show the date, time and who last cleaned the toilet area. In addition, a record needs to be kept by each section of if the toilets were used and cleaned.</li> </ul>	
Hygiene of <b>activity equipment</b> : Higher risk of infection spread if hygiene not carried out.	Young People leaders parent helpers	<ul style="list-style-type: none"> <li>• Any equipment used during the session to be wiped down using disinfectant wipes and not used again for at least 72 hours.</li> <li>• With the programme in mind, members will be asked to bring their own equipment where practical and affordable, to minimise the giving out of equipment and subsequent cleaning requirements. This would form part of a kit bag we would expect them to bring, to include personal snacks, water bottles, (filled), in</li> </ul>	

		<p>keeping with their age and degree of personal responsibility.</p> <ul style="list-style-type: none"> <li>• Add time in the programme to perform hand sanitising when required by the RA of the activity.</li> <li>• There will strictly be no sharing or touching of other people's personal equipment, leader will have spare items as a last resort which will be carefully issued, recalled, sanitised and quarantined.</li> <li>• Where shared equipment from the Den has been used (only use if really essential i.e. keep access to the Den to a minimum), then a log must be kept of what has been used, by whom and when. This logbook will be clearly displayed within the Den and must be completed where any equipment has been used.</li> </ul>	
<p><b>Out of bounds:</b> Foyer, Toilets and Stage (exception being emergency use). Where any of these areas are used then the appropriate cleaning is required.</p>	<p>Young People Leaders Parent Helpers</p>	<ul style="list-style-type: none"> <li>• No access allowed to the Foyer or Toilets</li> <li>• <u>These areas are only to be used in an emergency</u></li> <li>• The stage area will not be used</li> <li>• See use of Toilets section above.</li> </ul>	
<p>Use of <b>shared indoor spaces</b>, risk of infection spread if hygiene not carried out.</p>	<p>Young People leaders parent helpers</p>	<ul style="list-style-type: none"> <li>• Upon arrival, leaders to wipe down all high-touch surface areas (door handles, light switches) with suitable domestic cleaning product, adhering to COSHH requirements. There is no requirement to deep clean the floors – practice good hand hygiene instead.</li> <li>• Open a selection of windows to ensure space is ventilated. There is no need to prop doors wide open, especially any that are marked as fire doors, so long as a window is open, the heat in the building will cause a natural circulation.</li> <li>• If using chairs (only use the plastic ones) – these are to be allocated to the same person all evening (coats to be draped over back of their chair) and be wiped down afterwards with appropriate cleaning product. <b>Don't use any fabric chairs or cushions. Don't touch any curtains (including stage ones).</b> <i>Agreed with Bethesda that the fabric chairs will be stored on the stage which won't be used for meetings. Full size plastic chairs to be resourced from upstairs room.</i></li> </ul>	

- |  |  |   |  |
|--|--|---|--|
|  |  | <ul style="list-style-type: none"><li>• Where required, the Kitchen can be used, but must be limited to 2 people at a time; must include a leader.</li><li>• A 20 to 30 minute period of time will be implemented between departure of one group and arrival of the next, toilets (if used) and high-touch areas to be cleaned by outgoing leaders where necessary. See <a href="#">GOV.UK cleaning advice</a></li><li>• A cleaning logbook / checklist will be prominently displayed within the main hall and will be updated, signed and dated once all the relevant cleaning has been completed.</li></ul> |  |
|--|--|---|--|



<p><b>First Aid:</b> Higher risk of infection if first aid is required to be administered</p>	<p>First Aider and Casualty</p>	<ul style="list-style-type: none"><li>• Young people (age appropriate) will be asked to bring a small pocket first aid kit as part of their personal equipment so they can manage minor scrapes and reapply any plasters which may come loose during an activity. This may be provided by the section leader as part of first evening activities, to be confirmed and communicated to parents in advance.</li><li>• Young people to carry their own inhalers / EpiPen (unless maturity of child prevents this from being safe). (EpiPen would still be administered by first aid qualified leader if required)</li><li>• Two stocked and separate first aid kits with appropriate PPE required to be available for meetings carried by separate first aiders. In the event of first aid having to be administered the leader will use all provided PPE (apron, gloves, facemask, sanitiser) within a grab bag / first aid box.</li><li>• 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.</li><li>• Depending on injury and state of the casualty try to get the person to do as much of the first aid themselves if possible.</li><li>• Follow the Scout association supplementary first aid factsheet (page 7 of <a href="https://cms.scouts.org.uk/media/7394/knowning-what-to-do-if-something-goes-wrong-version-2.pdf">https://cms.scouts.org.uk/media/7394/knowning-what-to-do-if-something-goes-wrong-version-2.pdf</a>)</li></ul>	
---	---------------------------------	---	--












<p><b>Confirmed case of Covid-19</b> amongst the membership and close contacts: as the young people in the group attend a number of schools there is a higher risk of infection from other sources than the young people and leaders presently in Contact with.</p>	<p>Members (young people and adults) who attended the specific meeting(s)</p>	<ul style="list-style-type: none"> <li>• Register of attendees to the session to be recorded (e.g. in OSM), including all adults and helpers. Keep track of separate 'bubbles' if more than 1 group of 15 meeting on same evening.</li> <li>• Parents requested to inform the relevant Section Leader of any confirmed cases of Covid-19. Section Leaders to notify GSL and inform all other people in the meeting that a positive case was reported, whilst maintaining GDPR requirements.</li> <li>• Sharing contact information with NHS Track and Trace is a necessary purpose and thus does not need GDPR consent.</li> </ul>	
<p><b>Insufficient adult supervision</b> for the session to take place: Risk is Medium; occasionally we have insufficient Section Leaders and Assistant Sections leaders to run each meeting without a parent rota</p>	<p>Young People</p>	<ul style="list-style-type: none"> <li>• Ensure Parent help is organised (from already established parent rota) prior to meeting when it is known that insufficient Leader cover will be available (above and beyond normal rota to cover start and end of the meeting).</li> <li>• Clear guidance to be provided prior to parent helpers to help them stay safe and follow this risk assessment.</li> <li>• Real risk of meetings needing to be cancelled due to short notice of illness or work/childcare commitments, therefore good communications with parents is essential.</li> </ul>	
<p><b>Access to Equipment Store;</b> only leaders allowed to access the Den (i.e. no helpers or members) and this must be only where a piece of equipment is needed that is essential to run the meeting.</p>		<ul style="list-style-type: none"> <li>• As highlighted in the 'Hygiene of activity equipment' section above, entry to the Den to be kept to the bare minimum. Where equipment is used, then this must be sanitised before being put back and an entry made in the logbook (on prominent display in the Den).</li> </ul>	
<p>Associated nonspecific COVID risks are documented within our generic activity / hall RAs – Example of the areas covered are:</p> <ul style="list-style-type: none"> <li>- Uninvited Unknown Persons</li> <li>- Litter and Rubbish</li> <li>- Weather / Poot Light Conditions</li> <li>- First Aid</li> <li>- Activity</li> </ul>			

**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.

Proposed area of indoor use, and overview of the site



Key:

	Not to be used*		* Toilets only to be used in Emergencies
	Only to be used if required**		** Where required only two people to use the kitchen at once
	Meeting / activity space		
	Entrance / Exit only for nominated Leaders		
	Entrance / Exit only for members / other leaders		
	Chapel Lane to be used for drop off / pick-up		

**Proposed Timetable of use, based on 60min meetings**

<b>Monday</b>	<b>Thursday</b>
17:30 – 17:45: Arrive, wipe down high-touch areas, Set-up	17:00 – 17:15: Arrive, wipe down high-touch areas, Set-up
17:45 – 18:45: Beavers Meeting (max 15 YP, max 5 leaders) - Meet in HALL	17:15 – 18:15: Beavers Meeting (max 15 YP, max 5 leaders – Meet in HALL
18:45 – 19:15: Departure & Cleaning	18:15 – 18:45: Clean & Depart
19:15 – 20:15: Cubs Meeting (max 15 YP, max 5 leaders) - Meet in HALL	18:45 – 19:45: Cubs Meeting (max 15 YP, max 5 leaders) - Meet in HALL
20:15 – 20:30: Cleaning & departure	19:45 – 20:05: Cleaning & departure
	20:05 - 21:05: Scouts Meeting (max 15 YP, max 5 leaders) - Meet in HALL
	21:05– 21:30: Cleaning & departure

\*Where a section is too large to be accommodated in the main hall (e.g. Scouts), then a separate 'bubble' to use the upstairs room.