

Covid-19 restarting face to face Scouting - Risk Assessment – 45th Cheltenham (Bethesda) Scout Group – Version 7.0

Name of section or Activity	Thursday Beavers & Cubs Scouts Monday Beavers & Cubs	Date of risk assessment	24/03/2021	Name of who undertook this risk assessment	Will Jenkins & Tams Jenkins - Thursday Cubs Tufty Perks & Rachel Beaton - Monday & Thursday Beavers Matthew Boyd - Scouts	COVID-19 readiness level transition	Red to Amber
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	24/03/2021	
Meeting Place(s):	Any outdoor space (as a group we use a variety of locations, due to no outdoor space at our usual meeting place)						
Comments / Notes or Other Required Information							
<ul style="list-style-type: none"> • The purpose of this Risk Assessment is to keep everyone safe and to prevent the spread of COVID-19, whilst allowing the provision of outdoor to face to face meetings. • A prerequisite for this risk assessment, we have surveyed the parents, and will send out a 'back to scouting' letter along with a copy of this Risk Assessment, to ensure the parents are clearly informed about our plans. • 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 outdoor meetings (or where not possible – see second hazard / risk below) is met. • Ongoing updates have already been provided through the lockdown period, from which positive feedback and offers of help have been given, which have been welcomed and continues to be followed up. • All activities being undertaken, will have their own specific risk assessment as per https://www.scouts.org.uk/volunteers/staying-safe-and-safeguarding/risk-assessments/. • Majority of the outdoor spaces we use consist of an area of publicly accessible open space, with some form of small car park. People could also arrive from different directions at several of these locations - leaders to consider this when arranging drop off. Most places we use have a meeting point where marker points can be established for socially distanced waiting. • We would need to deal with the fact that members of the public also use some of these locations, and whilst we have some experience of their busy-ness prior to lockdown, we can't be sure it is the same now, so we will need to bear that in mind, as highlighted in the risk assessment. • All locations have no toilet or washing facilities, reflected in this risk assessment. (Any use of toilet facilities to be reviewed in conjunction with the venue's own risk assessment) 							
Hazard/Risk	Who is at risk	How are the risks controlled	Has anything changed since the last RA				

<p>Collecting equipment from our storeroom/cupboards (at Bethesda Church): Risk of COVID infection from prior visitors and risk of passing on infection to subsequent visitors. Or risk of violating social distancing regulations at the church.</p>	<p>Leaders Other users of the building (church)</p>	<ul style="list-style-type: none"> • Abide by any of the conditions, signage and rules set out by the church. • Do this as little as possible, by planning ahead! Try to use the same equipment each week. • Regularly used items to be stored at leader's home (quarantined for 72 hours between meetings) to minimise required trips to the storeroom/cupboards. • Leaders to bring cleaning equipment with them to wipe down surfaces as they enter and leave. • Maximum of 2 adults in the building, bring mobile phone in case of emergency, particularly important if on own. • Plan ahead to avoid using the washroom facilities at the church. • Every time enter and exit the building, use hand sanitiser (bring own alcohol-based gel). • Any rubbish to be double bagged and put in an outside bin, or taken home and put in leaders outside waste bin (not taken inside) 	
<p>Attending whilst required to self-isolate. 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"> • 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 displaying COVID symptoms. 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. • 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. • 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 & help to contribute to OSM resources for the young people to access. Refer to https://prep-cms.scouts.org.uk/media/7103/supporting-those-made-most-vulnerable-by-the-crisis.pdf 	<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"> • Young people who prefer not to participate in face-to-face Scouting • Young people or adult leaders are shielding or have special needs which prevent face-to-face participation. • Young people wanting to attend face-to-face outdoor meetings exceed the permitted group number of 15 young persons and 5 adults (excluding Carers where required to support a young person).

<p>Maintaining social distance at drop off: higher risk of infection spread if social distancing not maintained</p>	<p>Young People, Leaders, Carers Parents/Guardians/Siblings (older/younger), members of the public</p>	<ul style="list-style-type: none"> • Letter sent to all parents, explaining drop off and pick up procedures, prior to first meeting back. • Parents are reminded that their children are the parents responsibility until the leaders are present and have announced they are starting the meeting, therefore are reminded to consider implications of arriving early. • One Family per car rule will be communicated, and hence notify parents of expected increase in traffic as a result. Consider choice of venue and encourage other forms of transport. • Prior to arrival, leaders will have already established physically distanced marker points for arriving families, and erected reminder signage. • Advertise a time period (instead of an exact time) for drop off to encourage a natural variation in arrival times. • Drop-off location will be clearly communicated, and warning given with regards to mulitple entrances to the area, arrangements made to ensure marker points are easily reached without breaking social distance rules. • Families will be reminded to maintain safe distances prior to arrival, and young members will be directed to a marker point. • Leaders to be watchful for any signs of illness upon arrival and have the right to refuse anyone feeling unwell. • Any parents wishing to speak to leaders, need to do so by telephone or give 24-hours notice so it can be planned appropriately. • Specific time allocated in programme for hand sanitising at start and end of meeting. 	
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<p>Movement of vehicles in car parking areas: risk of injury from moving cars, potentially increased due to unfamiliar surroundings, nervousness about face-to-face, and/or darker evenings as the nights draw in for the winter</p>	<p>Young People, Leaders, Carers Parents/Guardians/Siblings (older/younger), members of the public</p>	<ul style="list-style-type: none"> • The controls will vary by age of the members, and behaviours. • Seek for just 1 parent to exit the vehicles to bring the child forward to drop off or collection point. • Parents advised of need for caution and to respect speed limits and signage in the car parks. • Parents asked to remind older children arriving under own steam of need for care when arriving due to moving vehicles and social distancing. 	
<p>Maintaining social distance during meeting due to location becoming too busy: higher risk of infection spread if social distancing not maintained</p>	<p>Young People, Leaders,Cares,Parents/Guardians/Siblings (older/younger), members of the public</p>	<ul style="list-style-type: none"> • As part of planning, the location will be visited prior to the event, at a similar time/day to get feel for likely busy-ness. • Leaders plan to be able to call a halt to the meeting at any time if the location becomes unsafe, and use the InTouch process to send people home. Therefore, for the younger section's parents must be warned to be available but distanced during the meeting should they need to be recalled by telephone. • Be prepared to define a clear boundary for the meeting to enable the public to understand how to keep socially distanced from the group. Use of uniforms, highlight the presence of an organised group event, thus projecting the right image to the public. Signage displayed to give public confidence that we are following COVID-safe rules and procedures, reinforcing a positive reputation. 	

<p>Maintaining social distance during meeting: higher risk of infection spread if social distancing not maintained.</p>	<p>Young people, Leaders, Carers, members of the public</p>	<ul style="list-style-type: none"> • At the start of every meeting state the requirement to maintain social distance between everyone at all times except in an emergency and ramifications of breaking social distancing, which includes finishing the meeting early. • Relevant code-of-conduct to be updated with each section to reflect social distancing rules. • During the evening Leaders to monitor the young people and remind them to keep social distancing. • An unlimited number of young people allowed and 5 adults can be present during the meeting. • Limit group sizes to a number appropriate for the venue to allow for social distancing, this may be less than the maximum allowed by Scout rules (Unlimited young people and 5 adults). Identify the space required for each activity and ensure it can be allocated. • 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. • Ensure members of the same household are in the same group (including adults). 	
<p>Maintaining social distance at pick-up: higher risk of infection spread if social distancing not maintained</p>	<p>Young People, Leaders, Parents/Guardians/Siblings (older/younger), members of the public</p>	<ul style="list-style-type: none"> • Leaders to ensure meeting finishes in good time, allowing sufficient time for hand sanitising. If children are being collected by parents, then arriving parent to stand at a socially distanced marker point. • Advertise a time period (instead of an exact time) for pick up to encourage a natural variation in arrival and departure times. 	

<p>Not maintaining social distance when talking to parents. Higher risk of infection spread if social distancing not maintained.</p>	<p>Adult Volunteers Families dropping off</p>	<ul style="list-style-type: none"> • Where possible, prefer to communicate with parents/guardians using other methods instead of face-to-face. • 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. • Provide the opportunity to arrange another mutually beneficial time to talk. 	
<p>Hygiene of people: higher risk of infection spread if proper hand washing not carried out.</p>	<p>Young People, Leaders, Carers, Parent Helpers</p>	<ul style="list-style-type: none"> • 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. • 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. • The leaders will bring at least 2 litres of water reserved for hand rinsing (to be used where required before applying sanitiser). • Hand sanitiser station set up & available for use throughout activities, older children to be asked to bring own hand sanitiser as part of equipment for the evening. • Provisions to be made for individuals with medical conditions who cannot use alcohol hand sanitizer on a case by case basis. 	
<p>Lack of toilet/washroom facilities at the location.</p>	<p>Young People, Leaders, Carers, Parent Helpers</p>	<ul style="list-style-type: none"> • All to be reminded to visit the toilet before they arrive! • For handwashing, as necessary and required, leaders to ensure a supply of clean water, bowl and soap. Use paper towels for hand drying. Use 20 second rule. (therefore for 20 people, allow 10 minutes for handwashing). 	

		<ul style="list-style-type: none"> • 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) 	
<p>Hygiene of activity equipment: Higher risk of infection spread if hygiene not carried out.</p>	<p>Young People, Leaders, Carers, Parent Helpers</p>	<ul style="list-style-type: none"> • Any equipment used during the session to be wiped down using disinfectant wipes and not used again for at least 72 hours. • 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 keeping with their age and degree of personal responsibility. • Add time in the programme to perform hand sanitising when required by the RA of the activity. • 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 and quarantined. 	
<p>Use of outdoor spaces: un-even ground, access to space less controlled, cannot be cleaned.</p>	<p>Young People, Leaders, Carers, Parent Helpers</p>	<ul style="list-style-type: none"> • Choice of location appropriate to activity, briefing to leaders and young people on boundaries, checks on the location ahead of use by leaders, hand washing for all participants before during and after the session. 	

<p>First Aid: 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">• Young people 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.• 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)• 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.• 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.• Depending on injury and state of the casualty try to get the person to do as much of the first aid themselves if possible.• Follow the Scout association supplementary first aid factsheet (page 7 of https://cms.scouts.org.uk/media/7394/knowning-what-to-do-if-something-goes-wrong-version-2.pdf)	
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<p>Confirmed case of Covid-19 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. Lockdown is also generally relaxing and bringing more people together.</p>	<p>Members (young people and adults) who attended the specific meeting(s)</p>	<ul style="list-style-type: none"> • Register of attendees to the session to be recorded (e.g. in OSM), including all adults and helpers. 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. • Sharing contact information with NHS Track and Trace is a necessary purpose and thus does not need GDPR consent. 	
<p>The below risks are not COVID specific risks, but which are relevant in an outdoor public environment which we are targeting for face-to-face during Amber</p>			
<p>Unknown adults accessing the site may present a hazard.</p>	<p>Young People and leaders</p>	<ul style="list-style-type: none"> • Constantly maintain supervision of the Young People • If any young people are uncomfortable about the proximity of any unknown adults to return to Section Leader maintaining Social Distancing if possible. • Remind Young People of Stranger Danger. 	
<p>Insufficient adult supervision for the session to take place: Risk is high as we are meeting away from our normal meeting place, and 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"> • Parent Rota to be established. • Clear guidance to be provided prior to parent helpers to help them stay safe and follow this risk assessment. • Real risk of meetings needing to be cancelled due to short notice illness or work/childcare commitments, therefore improved communications with parents are required. 	
<p>Dog walkers with uncontrolled dogs. Cyclists.</p> <p>Risk of dog bite, or pushed over by a dog jumping up. Risk of collision with cyclists.</p>	<p>Young People and leaders</p>	<ul style="list-style-type: none"> • Leaders to politely ask any dog walkers to put their dog on a lead. • Leaders to remind young people to stand still and ignore any loose dogs and keep their arms folded. • Leaders watch out for cyclists, and give appropriate directions to young people and/or cyclists. 	

<p>Litter and rubbish</p> <p>Being a public place, there is potential for small amounts of litter. Risk of injury from litter, e.g. Broken glass or sharp metal. Risk of encountering discarded PPE such as face masks. Risk of dog fouling</p>	<p>Young People</p>	<ul style="list-style-type: none"> • Everyone encouraged to look out for hazardous litter, point it out to others and keep away from it, do not touch. • Hands washed before eating. • Young people reminded to look where they step, and tell others! • Leaders to report persistent littering to the council as it may affect subsequent meetings. 	
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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.