

Covid-19 restarting face to face Scouting risk assessment

Name of Section or Activity	Royal Forest Scouts Use of Beaver Lodge indoors	Date of risk assessment	13/10/20	Name of who undertook this risk assessment	Gareth Ovens	COVID-19 readiness level transition	Red to Amber Indoors
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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! This is a great place to add comments which will be used as part of the review.
Management of Leadership adults, parents, and young people who have symptoms or suspected symptoms	Adults and young people	All adults will be asked to let the section leadership know if there is any Covid 19 symptoms within their home, school bubble, work place (if attending), If section leadership have symptoms then contact will be made with GSL to see if section can meet either by getting extra help or cancelling the session and contact being made with young people's parents/carers	
Maintaining social distance at drop off and pick up: higher risk of infection spread if social distancing not maintained.	Parents and young people	Parents / carers stay in their vehicle, and wait until leader in charge and team arrives to run session Once at least 2 adult leaders arrive, meet on area away from but in view of the car park so Scouts can walk across. Leaders to brief and remind Scouts about maintaining 2m distance. Leaders to register Scout as in attendance on printout of event from OSM. Parking in car park not on road Collection parents / carers to stay in cars and wait for the young people to come to them.	
Group Management	Adults and young people	Group (bubble) size to be as dictated by size of building and Gov recommendations Each section to record on OSM young people attending each session to make sure bubble size is maintained Where bubble size needs splitting then siblings should be in same bubble and groups should stay the same each session, they attend Numbers will be managed by parents needing to book their Scout in to an event on OSM that has limited places. If a Scout turns up that hasn't been booked in, they will be sent home	

Additional information can be found in the [Safety Checklist for Leaders](https://scouts.org.uk/safety) and other information at scouts.org.uk/safety

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		Attendance records of each session should be kept in case track and trace is required	
Interaction with Public whilst at Beaver Lodge	Adults and young people	Whilst it may be impossible not to meet general public whilst on activities, all young people and adults should try and maintain the current distance recommended by HM Gov for England or Wales. If entering a premise then all should follow current guidelines	
Toilet facilities	Adults and young people	Request that scouts use the toilet before coming to Scouts to minimise use of the toilet. Only one person at a time to use the toilet facilities Identify which toilets to be used for young people and which for adults Use of electric hand dryers to dry hands Hand sanitiser installed in main lodge entrance	
Kitchen	Adults	Kitchen area to be accessed by side door if required Out of bounds to adults and participants	
Hygiene of toilets: higher risk of infection spread if hygiene not carried out.	Adults and young people	toilet facilities cleaned after sessions; cleaning equipment available to leaders with safe storage.	
Hygiene of activity equipment: Higher risk of infection spread if hygiene not carried out.	Adults and young people	Brief scouts at beginning of session to stay 2m apart. Each Scout to be given their own, pencil and set of instructions that have been cleaned with antiviral spray and handed out by a leader wearing gloves. Scouts to clean hands with alcohol gel at beginning and end of session.	
Supply of hand wash stations outside for when Adults and young people arrive during sessions	Adults and young people	Supply alcohol gel to avoid need to supply drying facilities Automatic hand sanitiser units to be issued to leaders or made available externally Pack of disposable gloves to be available if automatic hand sanitiser is not available for adults to dispense hand sanitiser via pump dispenser,	
Refreshments during sessions	Adults and young people	All to bring drink and snack in their own bag	

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Equipment in store within main room	Adults and young people	.All participants will be briefed on out of bound areas within the building	
Use of building Risk of spreading infection	Adults and young people	Briefing at start of session about keeping safe in indoor spaces Sessions to be 60 min tasters booked prior to arrival All young people under 14 to have parent attend and stay during session Separate in and out access routes Anti bac hand cleaner to be used before entering the main room Tables set to recommended spacing between people All adults out side of family group to where mask when approaching tables or moving around the main lodge area.	
Use of IT equipment Risk of spreading virus	Adults and young people	All young people will be asked to bring their own laptop or tablet Where RF kit is used mice, keyboards and screens will be sanitised using anti bac wipe between uses	
1 st aid equipment	Adults and young people	Use of Beaver lodge first aid kit	
Accident recording	Adults and young people	If any accident occurs during section meetings, then details should be filled in the accident book Electronic version to be made during Covid if used to be sent to GSL and Secretary by e mail	
Emergency calls Ambulance / Police / Fire	Adults and young people	Additional Phone to be placed in main hallway of Beaver Lodge. Leaders to carry mobile phones on walk.	
Evacuation of site	Adults and young people	Emergency congregation point to be moved from small gate entrance to wooded area and placed by stile.	
Adults helping Scouts and Explorers Leaders	Adults, Young people, Leaders	Family groups will stick to one table separated to recommended distance so will not require masks as they are same house hold Leaders or adults visiting the table will require a face covering Scouts , Explorers moving from table will require a mask	

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<p>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.</p>			

Checked by Line Manager Name, Gareth Ovens Role / level GSL Date 13/10/20	Checked by Executive Name, Steve McAuliffe Role / Chair Date 14/10/20 
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>.

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