

# COVID-19 risk assessment

Name of section or activity	1 <sup>st</sup> Ince and Elton Scouts Outdoor Single Day Urban Area Walks	Date of risk assessment	23/04/2021	Name of who undertook this risk assessment	Ashley Proctor	COVID-19 readiness level transition	Red to Amber
-----------------------------	--	-------------------------	------------	--	----------------	-------------------------------------	--------------

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>	e.g. Young people, leaders, visitors	<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>	Keep <b>checking</b> throughout the activity in case you need to change or even <b>stop</b> it. This is a great place to add comments which will be used as part of the review.
<p>This risk assessment only addresses the Covid-19 risks associated with outdoor walking activities in the following urban locations (An activity risk assessment will be in place for the actual activity): Location 1: <b>Ince and Elton (Local Area)</b> with drop off and pick up at <b>1<sup>st</sup> Ince and Elton Scout HQ</b></p>			
<p>Scouting activity takes place without suitable covid-19 controls being communicated and being in place: Risk of infection to all</p>	Young members, Leaders	<p>The following will be in place prior to the walk / hike:</p> <ul style="list-style-type: none"> <li>Parents/guardians must have previously provided informed consent for the young member to participate in face-to-face scouting activities.</li> <li>Parents/guardians will have to provide consent for the young member to participate in the actual activity by responding to OSM event invitation. Event invitation will include specific instructions for the planned drop off and pick up and clearly set out the requirement not to attend if risk criteria below apply.</li> <li>Arrangements for maintaining Covid-19 safety during walks and hikes will have been explained during 'on-line' scouting meeting to both young members and parents.</li> <li>Covid arrangements and need for 2m spacing etc will be repeated at the start of the activity to ensure it is fully understood by all.</li> </ul>	
<p>Young people and adults with additional needs: Members with additional needs may be more vulnerable to infection and/or increased anxiety levels. They may not understand the need to maintain social distance</p>	Young members, Leaders	<p>Failure to communicate correctly may lead to some participants being unable to follow guidelines and rules to keep everyone safe. Failure to accommodate a participant's anxiety may lead to exclusion. It is important that participant's needs are understood prior to the walk / hike:</p> <ul style="list-style-type: none"> <li>Young people and their parents/guardians will be given the opportunity to contribute/comment on the procedures put in place.</li> <li>Young people with known additional needs and their parents / guardians will be communicated with on a one-to-one basis to ensure they are happy with the procedures any concerns can be discussed and mitigated.</li> </ul>	

## COVID-19 risk assessment

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?
		<ul style="list-style-type: none"> <li>• Where additional adult carer is required for a young member the leader will ensure the carer is fully briefed with regard to Covid-19 procedures prior to the walk / hike.</li> <li>• Current known additional need assistance will involve:               <ul style="list-style-type: none"> <li>○ Familiarity with the new environment. The leaders will share photographs and a video of the outdoor area being used, with the additional signage, hand sanitisers and route to the toilets via the building entrance to the garden.</li> <li>○ Allocating individuals with additional needs to the first group arriving on site so they have longer to familiarise themselves with the meeting place before more people arrive.</li> </ul> </li> </ul>	
Ensuring participants do not attend if they are displaying COVID symptoms or should be isolating minimising spread of infection	Young members, Leaders	<ul style="list-style-type: none"> <li>• <b>No one is to attend if they are showing any symptoms of COVID-19. They will be asked to return home if they meet any of the following criteria:</b> <ul style="list-style-type: none"> <li>○ <b>Have been in contact with any suspected or confirmed cases of COVID-19 in the last 10 days.</b></li> <li>○ <b>Have been instructed to isolate by NHS Test and Trace (UK government Covid-19 tracing service).</b></li> <li>○ <b>Have signs of a fever or elevated temperature.</b></li> <li>○ <b>Have a new or persistent cough.</b></li> <li>○ <b>Experienced a loss of, or change in, your normal sense of taste or smell.</b></li> <li>○ <b>Are required to quarantine after returning from abroad.</b></li> </ul> </li> </ul>	
Knowledge of who has been involved in scouting activity: ability to track and trace infection	Young members, Leaders	<ul style="list-style-type: none"> <li>• Leaders shall maintain an accurate register of all those that attended the scouting activity using OSM for members and leaders. Records of any non-members participating shall including full name, address, telephone number, date and time participation.</li> </ul>	

## COVID-19 risk assessment

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?
		<ul style="list-style-type: none"> <li>• Non-member participant records shall be retained for 21 days</li> <li>• Leaders will have informed consent from all attendees to share their contact details with NHS track and Trace and the scout group / district / county if required.</li> </ul>	
<p>Maintaining social distance at drop off and pick up: higher risk of infection spread if social distancing not maintained</p>	<p>Young members, Leaders, Parents</p>	<ul style="list-style-type: none"> <li>• Due to the current size of the section, there is no limit on number of Scouts who can attend any one walk/hike (unless this number is changed by the Scout Association or our section numbers significantly increase). The event attendance functionality in OSM will be used to enforce any limit.</li> <li>• When two separate groups are walking at similar times start times and routes shall be planned to avoid groups meeting and exceeding the 15 young member rule.</li> <li>• Parents/guardians will be encouraged not to share transport with people outside of their household. If using public transport / taxis additional controls as set out in government guidance, including the use of face coverings, must be followed.</li> <li>• Drop off and collection will be organised in a way to maintain social distancing. The scout HQ or locations with large car parks or laybys will be used for starting and finish points.</li> <li>• Leader in charge (LIC) shall be positioned to be able to receive and register participants, the participants shall wait with 2m spacing with the other leaders in a location away from drop off point and members of the public.</li> <li>• Specific measures for each location (location of LIC, group waiting location):             <ul style="list-style-type: none"> <li>○ Location 1: <b>Ince and Elton (Local Area)</b> with drop off and pick up at <b>1<sup>st</sup> Ince and Elton Scout HQ</b> <ul style="list-style-type: none"> <li>▪ Where parents choose to accompany Scouts at Drop Off, parents will bring the Scout down the left side of the track maintaining 2 metre spacing to the designated drop-off point where they will be met by the Leader in Charge (LIC). Scouts attending on their own will walk down the left side</li> </ul> </li> </ul> </li> </ul>	

## COVID-19 risk assessment

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>of the track maintaining 2 metre spacing to the designated drop-off point where they will be met by the Leader in Charge (LIC).</p> <ul style="list-style-type: none"> <li>▪ The parent shall wait with 2 metre spacing to handover their young person. The parent will then be directed to crossover to the opposite (container side) of the track and to return keeping to that side of the track (nearest to the primary school) to the main road whilst maintaining 2 metre spacing from others on the track.</li> <li>▪ The LIC will receive and register the Scout then direct the Scout to another Leader 2 metres behind them who will take the Scout to the field via a designated route..</li> <li>▪ At the pick up, parents will wait keeping 2 metres apart queuing back from the pickup point in a line on the left hand side of the track until the LIC brings their young person forward to the pick-up point and they will then be directed to crossover to the opposite (container side) of the track and to return keeping to that side of the track (nearest to the primary school) to the main road whilst maintaining 2 metre spacing from others on the track. Scouts attending on their own will be directed to crossover to the opposite (container side) of the track and to return keeping to that side of the track (nearest to the primary school) to the main road whilst maintaining 2 metre spacing from others on the track.</li> </ul>	
<p>Maintaining social distance during walk / hike: higher risk of infection spread if social distancing not maintained.</p>	<p>Young members, Leaders</p>	<p>Although the activity will be in the open air it is necessary under scouting rules to maintain 2m social distance between different households. This is different to procedures used within school settings as such regular reminders may well be required to ensure compliance.</p> <ul style="list-style-type: none"> <li>• Many locations will require single file walking due to narrowness of pavements.</li> <li>• Young people will be encouraged to keep their distance to 2 metres for the duration of the walk, where the location permits, i.e. open spaces small groups</li> </ul>	

## COVID-19 risk assessment

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>will be permitted to stand in groups with 2m spacing and activities / discussions held such as discussions and observations etc.</p> <ul style="list-style-type: none"> <li>• The leadership team will monitor activities to ensure social distancing is maintained. Should participants need reminding, Leaders will pause activities to encourage social distancing. There will be no hesitation to stop the meeting if social distancing is not being maintained.</li> <li>• If for any reason a 2m distance cannot be maintained, then additional control measures must be considered for a short period of time such as face coverings. <b>All members should have face coverings with them.</b></li> <li>• Walking and activities in urban areas will invariably involve meeting of passing members of the public, the following controls are required:               <ul style="list-style-type: none"> <li>○ Route will be planned to avoid busy locations such as shopping parades</li> <li>○ Routes should be planned to avoid narrow pavements where people will be forced to walk in the road to pass the group.</li> <li>○ Adults will be spread through the group to ensure distancing and good party management.</li> <li>○ Groups will walk with suitable gaps between them with a leader, close enough to have line of sight to next group but far enough apart to permit a group to be held back and allow members of public to pass by.</li> <li>○ Leaders will keep a record of locations/timings so that we can retrospectively determine where we were at a given time if the need arises.</li> </ul> </li> </ul>	
Restricting respiratory spread: higher risk of infection from exhaled breath	Young members, Leaders	The following activities pose higher risk of high aerosol load in exhaled breath and the controls specified shall be followed:	

## COVID-19 risk assessment

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?
		<ul style="list-style-type: none"> <li>• Shouting and raised voices lead to increased risk – Shouting should be discouraged</li> <li>• Physical exertion leads to increased risk – Where a participant is breathing heavily due to exertion then the participant will be asked to wear their face mask and additional space should be given to them.</li> <li>• Avoid routes with steep continuous uphill routes</li> </ul>	
Hygiene of people: higher risk of infection spread if proper hand washing not carried out.	Young members, Leaders	<ul style="list-style-type: none"> <li>• Hand sanitiser will be available at all times from leaders who will carry enough for themselves and the group.</li> <li>• When a leader is giving sanitiser to a young member, they should stand to one side and reach sideways to the young member, they should avoid standing face to face with each other.</li> <li>• Scouts will be required to bring their own sanitiser and take personal responsibility for their own hand sanitisation. Unless absolutely necessary leaders should not be required to give sanitiser to scouts or young leaders due to risk of close proximity.</li> <li>• The recommended strength of sanitiser is minimum 70% alcohol.</li> <li>• Everyone to sanitise their hands up on arrival and prior to leaving and after touching signs, street furniture or other items touched by public / other participants.</li> </ul>	
Hygiene of toilets: higher risk of infection spread if hygiene not carried out.	Young members, Leaders	<p>Toilet facilities do not exist on many walk/hike routes, where publicly accessible toilets are used the following controls are required:</p> <ul style="list-style-type: none"> <li>• All adults using any toilet facilities or supervising young members accessing toilets will wear a face covering</li> <li>• Scouts and young leaders will be responsible for their own face covering and be required to use face coverings whilst accessing and using toilets</li> </ul>	

## COVID-19 risk assessment

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?
		<ul style="list-style-type: none"> <li>After using any toilet facilities, the participant's hands must be washed, if washing facilities exist, and well sanitised after leaving the building / toilet. Only once hands have been sanitised should face coverings be removed.</li> </ul>	
Hygiene of activity equipment: higher risk of infection spread if good hygiene not carried out.	Young members, Leaders	<ul style="list-style-type: none"> <li>Any equipment required for the activities planned will be allocated per young person and not swapped during the session. Wherever possible young people will be asked to bring their own if they have it.</li> <li>Maps, local history or activity sheets etc will be printed and are disposable. Participants will be asked to take these home with them for reuse/disposal.</li> <li>Prior to handing out equipment the leader will sanitise their hands well and avoid standing face to face with the recipient.</li> <li>All equipment will be collected up, ideally by the user putting into a bag, if the leader needs to touch the equipment, they should sanitise hands afterwards.</li> <li>Any non-disposable equipment used will be cleaned using anti-viral wipes / disinfectant spray or left unused for the required quarantine period (in most cases 48 hours).</li> </ul>	
Hygiene of touched and contaminated surfaces: higher risk of infection spread if good hygiene not carried out.	Young members, Leaders	<ul style="list-style-type: none"> <li>Whilst out walking handrails, street furniture etc may need to be touched.</li> <li>Leader at front may consider wiping any handrails (steps, stairs) with an anti-viral wipe before the participants touch them.</li> <li>After passing through a gate, using handrails or touching street furniture participants should be encouraged to sanitise their hands. Leader to ensure sanitising takes place and issue squirt of sanitiser as required.</li> </ul>	
Administration of first aid: risk of infection transmission	Young members, Leaders	<ul style="list-style-type: none"> <li>Scout Group's First aid kits must be checked for any out-of-date items and upgraded to include a suitable quantity of the following items:                             <ul style="list-style-type: none"> <li>Face shield</li> <li>A pack of surgical face coverings (Type IIR Masks)</li> <li>Plastic aprons</li> </ul> </li> </ul>	

## COVID-19 risk assessment

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?
		<ul style="list-style-type: none"> <li>○ Nitrile gloves</li> <li>○ Resuscitation face shield</li> <li>○ Bags for used masks, gloves and debris</li> <li>● Even the most minor injury can lead to fainting. To avoid having to catch a fainting injured party ask the injured party to sit down on the floor if there is the mildest indication of upset or draining of colour from face.</li> <li>● Most incidents requiring first aid do not involve getting close to a casualty and where possible, leaders will guide a casualty to self-administer with wipes and plasters etc.</li> <li>● First aiders will ensure that they do not cough or sneeze over a casualty when they are being treat and that they wear a medical grade mask and a face shield whenever practical.</li> <li>● Provided it does not impede treatment or cause excess anxiety the injured party should wear a face mask</li> <li>● Before treating a casualty, hands will either be washed or sanitised with alcohol gel. Nitrile gloves should be worn if bodily fluids are involved. If there is not enough time to sanitise, then the first aider must wear nitrile gloves.</li> <li>● If performing a primary survey, first aiders will avoid proximity to a casualty's mouth or face.</li> <li>● If the casualty requires more than first aid, then a leader contact the emergency services immediately on 999 or 112 as well as following the procedures on the purple card.</li> <li>● If CPR is necessary, rescue breaths are optional. A resuscitation face shield is highly recommended and will be available in all first aid kits. Follow guidance here: <a href="https://www.resus.org.uk/covid-19-resources/covid-19-resources-general-public/resuscitation-council-uk-statement-covid-19">https://www.resus.org.uk/covid-19-resources/covid-19-resources-general-public/resuscitation-council-uk-statement-covid-19</a></li> <li>● Once first aid is completed the injured party shall sanitise their hands thoroughly and then remove the mask which if disposable should be bagged up by the first aider for disposal.</li> <li>● Once first aid is completed and the injured party has returned to normal activity the first aider shall bag up all debris, wipe clean all surfaces that may have been contaminated and bag up all wipes. Only then shall the first aider remove gloves (if worn) thoroughly wash or sanitise hands and only then remove their face shield and/or mask. After first aid that required close proximity between injured party and first aider all masks should be replaced with a clean / new mask.</li> </ul>	



## COVID-19 risk assessment

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?
A participant is reported to have COVID19 symptoms after attending a session: risk of further transmission	Young members, Leaders	<ul style="list-style-type: none"> <li>• Intention to attend will be captured using the Event functionality in OSM where parents/guardians give explicit consent using an additional field. However, following the acceptance, the young person may fail to attend, so the event should be updated by the leader as soon as possible to ensure they are removed from the attendee list. The same system will be used to record all leaders and adult helpers taking part.</li> <li>• During the meeting, a record of attendance will be kept using the OSM register.</li> <li>• Leaders will remind parents / guardians regularly via email to ensure that contact details are correct in OSM using the parent portal.</li> <li>• When informed about a participant displaying symptoms the GSL and DC shall be informed as soon as practical</li> <li>• The District / Scout Group will seek advice from Public Health England / track and trace</li> <li>• Scout leaders must cooperate with NHS Track and Trace as required to track and trace infections.</li> <li>• Scout leaders will not contact other parents until advised to do so by Track and Trace or the District Commissioner.</li> </ul>	
Handling and disposal of Waste: risk of infection	Young members, Leaders	<ul style="list-style-type: none"> <li>• All waste shall be bagged up and disposed of by the leader at the end of the session in domestic waste.</li> </ul>	
<p><b>Review:</b> this risk assessment is for a section to move from one COVID-19 readiness level to the next. An additional risk assessment should be produced for each move proposed.</p>			

<b>Checked by GSL</b>	Name: Oliver Chambers Role and level: Acting Group Scout Leader Date:	<b>Checked by Group Executive</b>	Name: Nat Tudor Role and level: Group Chairperson Date:
---------------------------	---	---------------------------------------	---

## COVID-19 risk assessment

<b>Approved by approver</b>	Name: Colin Chambers Role and level: Mersey Weaver Date:
---------------------------------	--

We take personal data privacy seriously. The data in this form is used to assess the suitability for the return to face-to-face Scouts 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 UKHQ will retain this data for three 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: [scouts.org.uk/DPPolicy](https://scouts.org.uk/DPPolicy)