

COVID-19 restarting face-to-face Scouts risk assessment

Name of section or activity	1 st Ince & Elton – Scouts HQ Field and access to toilets.	Date of risk assessment	18/04/2021	Name of who undertook this risk assessment	Ashley Proctor	COVID-19 readiness level transition	Red to Amber
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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?
<p>Hazard: something that may cause harm or damage. Risk: the chance of it happening.</p>	Young people, leaders, visitors	<p>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.</p>	Keep checking throughout the activity in case you need to change or even stop 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 activities in the following outdoors areas (An activity risk assessment will be in place for the actual activity): Location 1: field behind 1st Ince & Elton Scout building with drop off and pick up on the track/lane outside the Scout building.</p>			
Participants and parents not following the procedures put in place: higher risk of infection if procedures are not followed.	Young people, Leaders, Parents/carers	<ul style="list-style-type: none"> Leaders will ensure that both participants and parents / guardians are informed of the risks and procedures being put into place to minimise the spread of COVID-19 by email before the term commences. All parents / guardians have been advised in writing of our intention to return and their views and needs of the young people sought. New behaviour rules and hygiene procedures will be shared with parents and they will be asked to go through them with their children before starting. A virtual meeting prior to face-to-face sessions will also be held for both parents/guardians and young people to discuss the procedures and ensure they are understood. A COVID-19 code of conduct as well as any sanctions will be agreed with the young people to ensure that everyone understands that the procedures must be followed. All families will be strongly encouraged to take part. The risk assessment and a simple document explaining the procedures will be shared with parents / guardians via email and attached to the event in OSM. A parent / guardian must complete a declaration on OSM to confirm that they have read, understood, and agree to the code of conduct (including any sanctions) prior to attending a face-to-face meeting or their young person will not be allowed to attend. 	
Scouting activity takes place without suitable covid-19 controls being communicated and being in place: Risk of infection to all	Young members, Leaders, Parents/carers	The following will be in place prior to the activity:	

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		<ul style="list-style-type: none"> • Parents/guardians must have previously provided informed consent for the young member to participate in face-to-face scouting activities. • 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. • As well as Leaders, Scouts must wear a face covering at all times when indoors (including when going to the toilet). All members should have face coverings with them. • Arrangements for maintaining Covid-19 safety during the activities will have been explained during 'on-line' scouting meeting to both young members and parents. • 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. 	
<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>	<p>Young people, Leaders, Parents/carers</p>	<ul style="list-style-type: none"> • It is important that participant's needs are understood prior to the activity: • Young people and their parents/guardians will be given the opportunity to contribute/comment on the procedures put in place. • 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. • 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 activity. • Current known additional need assistance will involve: <ul style="list-style-type: none"> ○ Familiarity with the new environment. The leaders will share photographs and a video of the outdoor area being used, with the 	

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		<p>additional signage, hand sanitisers and route to the toilets via the building entrance to the garden.</p> <ul style="list-style-type: none"> ○ 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. • Careful planning of the individuals in each group to provide familiarity of the participants, especially for those new to the section. 	
<p>Hazard: Ensuring participants do not attend if they are displaying COVID symptoms or should be isolating; Risk: increasing the risk of spread of infection</p>	<p>Young people, Leaders, Parents/carers</p>	<ul style="list-style-type: none"> • 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: <ul style="list-style-type: none"> ○ Have been in contact with any suspected or confirmed cases of COVID-19 in the last 10 days. ○ Have been instructed to isolate by NHS Test and Trace (UK government Covid-19 tracing service). ○ Have signs of a fever or elevated temperature. ○ Have a new or persistent cough. ○ Experienced a loss of, or change in, your normal sense of taste or smell. ○ Are required to quarantine after returning from abroad. • Participants or participant's parents/guardians will be asked to confirm the participant does not meet the above criteria prior to the meeting via an additional field on the event registration in Online Scout Manager. The process will be explained during a virtual meeting for parents/guardians and young people, outlining the procedures to allow any concerns to be addressed. • A health check poster at the drop-off point will instruct people not to enter the activity area and return home if they answer yes to any of the questions. 	

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Maintaining social distance at drop off and pick up: higher risk of infection spread if social distancing not maintained.	Young people, Leaders, Parents/carers	<ul style="list-style-type: none"> 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 of the track maintaining 2 metre spacing to the designated drop-off point where they will be met by the Leader in Charge (LIC). 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. 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.. 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. 	
Maintaining social distance during meeting: higher risk of infection spread if social distancing not maintained.	Young people, Leaders	<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"> Due to the current size of the section, there is no limit on number of Scouts who can attend at any one activity (unless this number is changed by the Scout 	

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		<p>Association or our section numbers significantly increase). The event attendance functionality in OSM will be used to enforce any limits.</p> <ul style="list-style-type: none"> • When outside and not able to observe social distancing, Leaders whilst not delivering verbal instructions will wear a face covering. • Leaders will maintain 2m spacing from others. • Paths less than 2.5 m wide will require single file walking and in one direction at a time. • Young people will be encouraged to keep their distance to 2 meters for the duration of the session, with activities specifically chosen and planned to facilitate this. Group sizes at any bases will be limited to ensure 2m distancing by marking out where young people and adults should stand to help keep everyone at the correct distance throughout the session. • Participants will be briefed prior to the session taking place during a virtual meeting for both young people and their parents / guardians as well as being reminded verbally as they arrive at the gate. • The leadership team will monitor activities to ensure social distancing is maintained. Should participants need reminding, Leaders will pause activities to encourage social distancing and if considered appropriate, implement the agreed "sanctions." There will be no hesitation to stop the meeting if social distancing is not being maintained. • The types of games and activities the young people will take part in will be non-contact and lend themselves to being distanced. • 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. All members should have face coverings with them. • The length of the meeting will be limited. Any non-essential elements of badge work that does not need to be completed face to face will be done as part of a blended programme through either virtual activities or badges at home. 	

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		<ul style="list-style-type: none"> Due to the size of the toilet facilities, only one person will be allowed in the toilets at a time. The route to the toilets will be a clearly marked from the rear entrance to the building and all doors propped open to reduce touch points. Other parts of the building will be marked as out of bounds (if not in use). If there is a queue for the toilet, this will take place outside of the building and will be managed by a leader. 	
Restricting respiratory spread: higher risk of infection from exhaled breath	Young members, Leaders	<p>The following activities pose higher risk of high aerosol load in exhaled breath and the controls specified shall be followed:</p> <ul style="list-style-type: none"> Shouting and raised voices lead to increased risk – Shouting should be discouraged 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. 	
Hygiene of people: higher risk of infection spread if proper hand washing not carried out.	Young people, Leaders,	<ul style="list-style-type: none"> The group will supply a hand sanitising station at the field entrance that everyone must use on entry and exit. There will be a sign in place as a reminder, as well as adult on the entrance point ensuring everyone sanitises their hands properly. The young people will be asked to bring their own miniature hand sanitiser and will be reminded to use it regularly throughout the session. Leaders will also have spare hand sanitiser. The recommended strength is 70% alcohol. Should anyone need the toilet, there will be a hand sanitising station by the building rear entrance that must be used prior to entry and after exit. There will be signage in place to remind all users to wash their hands after they have finished in the toilet. Signage to remind to wash hands and posters on how to wash hands will be at sinks, posters on how to sanitise hand hands correctly will be located near sanitiser points. 	
Hygiene of toilets: higher risk of infection spread if hygiene not carried out.	Young people, Leaders,	<ul style="list-style-type: none"> A one-way system has been developed. People will enter via the main building doors and exit via the rear doorway. Signage will be put in place to ensure it is 	

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		<p>clear which door is an entrance and exit as well as the direction of the flow of the traffic.</p> <ul style="list-style-type: none"> • The corridor in the building is only wide enough for people to maintain social distancing while walking in single file with 2 metre distancing. • All Scouts, Young Leaders and Adults using any toilet facilities or Leaders supervising young members accessing toilets will wear a face covering. • Scouts who wish to wear face coverings outside are responsible for looking after them. Care should be taken to avoid unnecessary touching of face prior to sanitising hands. • Only one person may be in the toilet at a time. • After using any toilet facilities, the participant's hands must be washed for at least 20 secs with soap and water, and well sanitised after leaving the building. Only once hands have been sanitised should face coverings be removed. • Toilets must be cleaned at the start and end of each meeting. It is the responsibility of the leader in charge to ensure this is implemented. No young member including young leaders can be involved in any cleaning activity. • Non-contact soap dispensers are provided for hand and face washing. • Cloth towels are not to be used for drying of hands and faces and have been replaced with paper towels. An open bin is in place to collect used paper towels in a refuse bag. At the end of a meeting, all paper towels will be double bagged and disposed of off-site safely by a designated leader. • Paper towel and sanitiser levels will be checked at least weekly by a HQ Committee member and replenished as required. • Toilets will be cleaned as follows: <ul style="list-style-type: none"> ○ Flush all toilets and urinals with bleach/toilet cleaner. ○ Wipe all toilet seats with disposable paper cleaning cloth and disinfectant spray. 	

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		<ul style="list-style-type: none"> ○ Wipe all sinks, taps and mirrors with disposable paper cleaning cloth and disinfectant spray. ○ Mop floor with diluted bleach. The mop must be used for the toilet areas only. ○ Clean the mop handle with an anti-viral disinfectant wipe/spray. ○ Clean any touch points such as door handles, keypads, padlocks, towel dispensers with disinfectant wipe/spray. ○ While cleaning, disposable pvc gloves should be worn and disposed of immediately after use in with the other double bagged waste. ○ After cleaning, the cleaner must wash their hands with warm water and soap for at least 20 seconds. ○ Any waste must be double bagged and sealed then removed at the end of the session to dispose of and disposed of by a designated leader as controlled waste. <ul style="list-style-type: none"> ● During the weekly deep clean, the cleaner will ensure there is an adequate supply of hand soap and cleaning materials. Should a leader notice that the toilets have a low stock, they must notify the Quartermaster and the leader of the next section expected to use the HQ to arrange for the stock to be replenished. ● All cleaning chemicals will be stored out of the reach of young people in the locked cupboard in the kitchen. A COSHH assessment has been completed by the group executive. 	
<p>Hygiene of activity equipment: Higher risk of infection spread if hygiene not carried out after being recently used by others</p>	<p>Young people, Leaders</p>	<ul style="list-style-type: none"> ● Any equipment required for the activities 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. ● If equipment is shared it must be sanitised using an anti-viral wipe before, between and at end of use by each person before it is used by another person. 	

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		<ul style="list-style-type: none"> Equipment will be distributed and collected by Leaders/Adult helpers whilst wearing gloves to prevent cross contamination of their hands and avoid standing face to face with the equipment user. The gloves will then be disposed of in a sealed plastic bag safely offsite by a designated leader. Any non-disposable equipment used will be cleaned using anti-viral wipes / disinfectant spray or put into quarantine in a pre-designated area. All equipment in quarantine will be labelled as such with a date and time that it was put into quarantine and not be used for a period of 48-72 hours. If shared equipment such as compasses and tents are used, the other sections leaders must be informed in advance and that they have been used and are in quarantine. Leaders must not take equipment from the cupboard of another section without their agreement. Any additional items needed will be bought and sanitised before they are used. 	
Hygiene of touched and contaminated outdoor surfaces: higher risk of infection spread if good hygiene not carried out.	Young members, Leaders	<ul style="list-style-type: none"> Whilst out in parks/fields many different items may need to be touched, such as gates, benches, bins etc Leader should consider wiping any items to be touched with an anti-viral wipe before the participants touch them. Young people warned about not to pick anything up from the ground that wasn't allocated to them as equipment as part of the activity. After passing through a gate, touching a bench, or touching any other items participants should be encouraged to sanitise their hands. Leader to ensure sanitising takes place and issue squirt of sanitiser as required. Young people as part of the briefing will be reminded to avoid touching their face. 	

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Refreshments: Transmission through the making and consumption of food and drink	Young people, Leaders	<ul style="list-style-type: none"> • Participants will be asked to bring their own water bottle (with their name on) if they are likely to want a drink during the meeting that they will need to carry around with them in a backpack. • Any cooking activities will use disposable plates/cutlery, tin foil etc and young people will bring with them their own ingredients. 	
Administration of first aid: Risk of infection as may not be able to maintain social distance	Young people, Leaders	<ul style="list-style-type: none"> • Most incidents requiring first aid do not involve getting close to a casualty and where possible, leaders will guide a casualty to self-administer things like plasters etc. • First aiders will ensure that they do not cough or sneeze over a casualty when they are being treated. • Before and after treating a casualty, hands will either be washed or sanitised with alcohol gel. If there is not enough time to sanitise, then the first aider will put on a pair of nitrile gloves instead. • If performing a primary survey, first aiders will avoid proximity to a casualty's mouth or face. • If the casualty requires more than first aid, then a leader contact the emergency services immediately on 999 or 112 as well as follow the procedures on the purple card. • 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: https://www.resus.org.uk/covid-19-resources/covid-19-resources-general-public/resuscitation-council-uk-statement-covid-19 • The group first aid kits for inside and outside use of the building have been checked for any out-of-date items and upgraded to include a suitable quantity of the following items: <ul style="list-style-type: none"> ○ Faceshield ○ A pack of surgical face coverings (Type IIR Masks) 	

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		<ul style="list-style-type: none"> ○ Plastic aprons ○ Nitrile gloves ○ Resuscitation face shield 	
A participant/leader falls ill during a session: Possible spread of the virus to those who came in contact with them as well as any contaminated surfaces	Young people, Leaders	<ul style="list-style-type: none"> • Parents to be phoned and young person to be sent home as soon as possible if they develop symptoms and then will be asked to get a test. If the test is positive the child must self-isolate for 10 days. • If a leader or young person is sent home with symptoms, then the Section Leader will inform the Group Executive and District Commissioner. Advice will be sought from Public Health England the DC/their delegate will facilitate contact tracing. • All leaders and children who display symptoms should be tested & completed the required quarantine before being allowed to return. • If a child has symptoms of coronavirus, The Parent/ Guardian will be called for the to be collected as soon as possible, a Leader (wearing PPE) will escort the child (maintaining social distancing) away from the other children and accompany the symptomatic child staying outdoors at all times until he/ she is collected. 	
A participant is found to have COVID19 after a session: Possible spread of the virus to those who came in contact with them as well as any contaminated surfaces	Young people, Leaders	<ul style="list-style-type: none"> • 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, young leaders and adult helpers taking part. • During the meeting, a record of attendance will be kept using the OSM register, which may be also used to track other non-contact activities running in parallel and therefore should not be used to track and trace face-to-face activities without checking against the event attendance data. 	

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		<ul style="list-style-type: none"> Leaders will remind parents / guardians on a weekly basis via email to ensure that contact details are correct in OSM using the parent portal prior to the session taking place. A direct link to the parent portal will be inserted into the footer of every email. All adult leaders have access to the OSM records and will be shown how face-to-face activity attendance is being recorded. If we are notified that a participant has COVID-19 after a meeting, the Group Executive Committee and District Commissioner will be informed. Advice will be sought from Public Health England the DC/their delegate will facilitate contact tracing. Contact information will be provided to NHS Test and Trace if requested by a government agency. All areas where the person has been and surfaces, they have touched will then be disinfected. In a confirmed case of COVID-19 a professional company will be contracted to deep clean the building. The cleaner must wear visor, disposable gloves, visor, apron. All waste must be put in a refuse bag, double bagged, sealed, quarantined for 72 hours before disposing of it safely. 	
Waste: Handling of packaging, tissue etc: transmission through handling.	Young people, Leaders	<ul style="list-style-type: none"> All waste must be disposed of at the end of each session by the section along with the cloths used to disinfect the space. This will be double bagged, sealed and disposed of in accordance with all legal responsibilities. 	
<p>Review: 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>			

Checked by GSL	Name: Oliver Chambers Role and level: Acting Group Scout Leader Date:	Checked by Group Executive	Name: Nat Tudor Role and level: Group Chairperson Date:
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Approved by approver	Name: Colin Chambers Role and level: Mersey Weaver Date:
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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

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