

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

Name of section or activity	1 st Ince and Elton Scouts – Queen Charlotte's Wood	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.
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: Queen Charlotte's Wood			
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"> • 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 Association or our section numbers significantly increase). Each zone at QCW however does have a maximum limit of 25 people per zone, including adults. The event attendance functionality in OSM will be used to enforce any limits. • Drop off and collection will be in line with the QCW one way system ensuring social distancing between participants. Parents will be encouraged to remain in their cars. This includes staggering pick up/drop off between different Scout bubbles. • Young people will congregate on the allocated QCW activity zone to avoid mixing with any other groups in the car park. We will notify Scouts which Activity zone we will be using prior to the meeting. • The group will remain socially distanced while waiting for all participant to arrive and to be collected. Socially distanced activities may be played whilst waiting, such as buzz, charades, articulate. This will take place on the allocated activity zone. • Only the agreed participants will be allowed past the car park into the QCW grounds. Parents will be notified of the need for punctuality. Leaders will follow on the QCW guidelines and lead the group to the pre-booked activity zones at Queen Charlotte's Wood using the allocated route. • Parents/guardians will be encouraged not to share transport with people outside of their household. If using public transport, additional controls must be in place including the use of face coverings. • 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. 	
Maintaining social distance during meeting: higher risk of infection spread if social distancing not maintained.	Young people, Leaders	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.	

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		<ul style="list-style-type: none"> • Young people will be encouraged to keep their distance to 2 metres for the duration of the session, with activities specifically chosen and planned to facilitate this. We will limit the group sizes as much as possible. Adults will remain with the same group of young people for the evening. • 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. • 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 such as face coverings. All participants will be asked to bring a face covering with them in case this proves necessary. • Due to the size of the toilet facilities, only one person will be allowed in the toilets at a time using the facilities provided by QCW. Face coverings must be worn. • There may be other users on site at the same time as 1st Ince and Elton. We will ensure the troop follow the activity zone allocation provided by the QCW Bookings Manager and only use the designated route to the toilet facilities. 	
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 	

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		<ul style="list-style-type: none"> 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. <p>Activities that involve fire lighting or campfires have the potential to cause smoke which could cause though nearby to cough. The following precautions will be taken</p> <ul style="list-style-type: none"> Participants will be encouraged to position themselves upwind of the fire Participants will remain 2.0m apart when participating in the activity Those who are over the age of 10 ½ may be asked to wear face coverings Dry wood will be used where possible to reduce the amount of smoke 	
Use of shared space,; risk of infection from lack of social distancing with other groups	Young members, Leaders	<ul style="list-style-type: none"> Queen Charlotte's Wood has been segregated into three activity zones with 25m of segregation. Young people will be briefed prior to the session to explain what the boundaries are. There is a map in the carpark which can be used to show young people and leaders. Young people to be encouraged not to engage with other groups that may be attending separate areas in QCW. Young people will be given a clear boundary of the activity and areas are out of bounds will be explained. They will be closely supervised by an adults and young leaders. We will only use the routes to and from the activity zones and toilets provided by the QCW Team We will impress the importance with parents and leaders the need to arrive within the allocated arrival/departure time so that we do not encroach on another group's allocated time. 	
Hygiene of people: higher risk of infection spread if proper hand washing not carried out.	Young people, Leaders	<ul style="list-style-type: none"> There is a hand sanitiser station on the car park and provided within each of the activity zones at QCW. Participants must use this on entry to and exit from the site, as well as at appropriate intervals throughout. 	

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		<ul style="list-style-type: none"> • 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. • Hot water and soap are provided in the toilets for use after using the toilets. There is also hand sanitiser co-located. 	
Hygiene of toilets: higher risk of infection spread if hygiene not carried out.	Young people, Leaders,	<ul style="list-style-type: none"> • QCW protocols for cleaning will be followed • Face masks to be worn inside at all times including the toilets • The toilets will be cleaned weekly by the QCW staff as well as a leader before and after any meeting. No young member including young leaders can be involved in any cleaning activity. This will include: <ul style="list-style-type: none"> ○ Flushing toilets and urinals with bleach/toilet cleaner ○ Wiping Toilet seats with disposal paper/cloth & disinfectant spray ○ Wiping the edge of urinal with disposal paper/cloth & disinfectant spray ○ Wiping sinks and taps with disposal paper/cloth & disinfectant spray ○ Mopping floor with diluted bleach. The mop will be used for the toilet areas only. ○ Wiping the mop handle with an anti-viral disinfectant wipe/spray. ○ Wiping any touch points such as door handles with an anti-viral disinfectant wipe/spray. ○ When cleaning, gloves should be worn and immediately bagged up by the user and disposed of. ○ The cleaner must wash their hands with hot water and soap once they are finished. • Refuse will be removed, double bagged by a leader, and disposed of appropriately. 	

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Hygiene of activity equipment: Higher risk of infection spread if hygiene not carried out after being recently used by others	Young people, Leaders	<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. Prior to handing out equipment the leader will sanitise their hands well and avoid standing face to face with the recipient. 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. 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. 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 for example. 	
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. 	

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		<ul style="list-style-type: none"> • 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) ○ Plastic aprons ○ Nitrile gloves ○ Resuscitation face shield 	
<p>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</p>	<p>Young people, Leaders</p>	<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 	

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		<p>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.</p>	
<p>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</p>	<p>Young people, Leaders</p>	<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. • 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. 	

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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:
Approved by approver	Name: Role and level: 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

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