

Covid-19 restarting face to face Scouting risk assessment

Name of Section or Activity	61 st Cardiff – Scouts Section	Date of risk assessment	16 th July 2020	Name of who undertook this risk assessment	Lee Puckey	COVID-19 readiness level transition	Amber - Yellow
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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 it...or even stop it! This is a great place to add comments which will be used as part of the review.
Maintaining social distance at drop off and pick up: Increase contact with others and higher risk of infection if not maintained.	<ul style="list-style-type: none"> • Young People • Leaders • Parents & Guardians • Pedestrians 	<ul style="list-style-type: none"> • Minimise number of young persons in each session (Bubbles of 10 or less) so that less people in same an area at any time. • Stagger start times across all sections by 15 minutes so that no sections drop off or pick-up at the same time. • Parents/guardians to stay outside of the church grounds and observe young people entering the building. • Dedicated Marshalls (x2) for the carpark and main entrance to ensure parents remain in cars while young people are safe transitioning from parents/guardians to the building and vice versa. 	<ul style="list-style-type: none"> • Bubbles sizes to be agreed in advance and the members to remain consistent for duration of “Yellow” status. • Start times to be agreed and communicated in advance. • Communicate to parents/guardians the process for drop off and collection including remaining in vehicles or outside of church grounds. • Marshalls (x2) to be confirmed and rota agreed. • Marshalls to be briefed, wear Hi-Viz and face mask PPE.
Maintaining social distance during meetings at Park End Church: Increase contact with others and higher risk of infection if not maintained.	<ul style="list-style-type: none"> • Young People • Leaders 	<ul style="list-style-type: none"> • Minimise number of young persons in each session (Bubbles of 10 or less) so that less people in same an area at any time. • Use 3 different entrances for each section so that bubbles not cross contaminated. • Use 3 separate rooms, toilets and thorough fares so no cross contamination with other sections/bubbles. 	<ul style="list-style-type: none"> • Dedicated entrances to be agreed and communicated to parents/guardians in advance. • Dedicated routes for each section to be clear with barriers or tape to restrict access outside of bubble zones. Fire escape routes and equipment to remain open at all times.
Hygiene of people: higher risk of infection spread if hygiene not carried out.	<ul style="list-style-type: none"> • Young People • Leaders 	<ul style="list-style-type: none"> • Cleaning of room and touch points before each session and after. • Hand sanitiser application 3 times per session – entrance, middle of session and leaving the building. • Identify any symptoms of Covid-19 and isolate individuals before entry to the Church building. 	<ul style="list-style-type: none"> • Cleaning of rooms to be agreed and appropriate cleaning products purchased. • Hand sanitiser to be purchased with provision for all persons at the required locations. • Instruct and monitor young persons on hand cleaning during sessions. • Facemasks for Team Leaders.
Hygiene of toilets: higher risk of infection spread if hygiene not carried out.	<ul style="list-style-type: none"> • Young People • Leaders 	<ul style="list-style-type: none"> • Hand sanitiser to be used for every toilet visit. • Only one person to use toilet at a time. • Dedicated toilet for the section so each section does not contact another and remains in its bubble. 	<ul style="list-style-type: none"> • No use of toilet facilities for Scouts in first 30 minutes to be communicated to parents/guardians. • Toilets to be sanitised (after Beavers have finished and left the building) for use by Scout bubble.

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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Hygiene of activity equipment: Higher risk of infection spread if hygiene not carried out.	<ul style="list-style-type: none"> • Young People • Leaders 	<ul style="list-style-type: none"> • Minimise use of equipment where practicable. Any equipment used to be sanitised before and after use by the bubble. 	<ul style="list-style-type: none"> • Programmes to be agree in advance identifying any equipment to be used.
Use of outdoor spaces: un-even ground, access to space less controlled, cannot be cleaned.	<ul style="list-style-type: none"> • Young People • Leaders • Parents & Guardians • Pedestrians 	<ul style="list-style-type: none"> • Restrict outdoor activity to open park areas with space for parents/guardians to drop and collect. • Parents/guardians to stay outside of the area and observe young people entering from cars or at distance. • Hand sanitiser to be available at outdoor space and follow same controls as indoors. • Area to be clear of pedestrians or other activities. 	<ul style="list-style-type: none"> • Programmes to be agree in advance identifying any outdoor activity.
First Aid: Higher risk of infection spread if hygiene not carried out.	<ul style="list-style-type: none"> • Young People • Leaders 	<ul style="list-style-type: none"> • Dedicated PPE for first aid (Gloves, Gown, Facemask, Cloth) to allow for minimising infection spread. • Parents/guardians to stay outside of the area and observe young people entering from cars or at distance. 	<ul style="list-style-type: none"> • First aid kits to include additional PPE for all sections.

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.

Checked by Line Manager	Name, Role / level Date	Checked by Executive	Name, Role / level Date
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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