

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

<b>Name of section or activity</b>	1 <sup>st</sup> Dinting Scout Group – Beavers, Cubs & Scouts	<b>Date of risk assessment</b>		<b>Name of who undertook this risk assessment</b>	Darren Harbut	<b>COVID-19 readiness level transition</b>	Red to Amber
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This risk assessment is for meetings held at 1<sup>st</sup> Dinting Scout Centre, Adderley Lane, Dinting, Glossop, SK13 6PA.  
 Programme activities are available on request and all activities undertaken will follow TSA COVID Code.  
 All programmes will be planned.

<b>Hazard Identified? Risks from it?</b>	<b>Who is at risk?</b>	<b>How are the risks already controlled? What extra controls are needed?</b>	<b>What has changed that needs to be thought about and controlled?</b>
<b>Hazard:</b> something that may cause harm or damage. <b>Risk:</b> the chance of it happening.	Young people, leaders, visitors	<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.	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.
<b>Preparation to meet indoors.</b> Higher risk of infection spread if social distancing not maintained	Leaders	The building is to be prepared before members arrive. <ul style="list-style-type: none"> <li>• Doors are to be propped open where safe to do so to remove contact with surfaces.</li> <li>• Door handles, taps, toilet facilities to be cleaned.</li> <li>• Relevant signposts and posters to be up before members arrive.</li> <li>• All equipment to be used is cleaned before use.</li> </ul>	
<b>Maintaining social distance at drop off.</b> Higher risk of infection spread if social distancing not maintained.	Members, parents & leaders	<ul style="list-style-type: none"> <li>• Stagger the arrival time for Members. Full details to go out in a letter,</li> <li>• A COVID-19 Declaration form to be completed by parent/guardian to confirm that members have no covid symptoms. This is to be completed and returned before each meeting. These will be stored and be used as a register for NHS Track and trace purposes.</li> <li>• Leaders to give clear direction to Members on where to go and if necessary, where to queue on their arrival if there is a backlog.</li> <li>• Members and leaders to congregate at a minimum distance of 2 metres apart while waiting for everyone to arrive.</li> </ul>	

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

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<b>Hygiene of people.</b> Higher risk of infection spread if proper hand washing not carried out or masks worn	Members & leaders	<ul style="list-style-type: none"> <li>• Members and leaders to wash or sanitise hands upon arrival at the HQ</li> <li>• .. at the end of activities and before they leave to go home.</li> <li>• Hand sanitising station to be set up so Members and leaders can sanitise their hands at any time during the meeting.</li> <li>• All scouts will be required to wear a face covering if they wish to attend an indoor meeting (unless exempt from wearing one) – these are to be provided by the individual to ensure their personal comfort.</li> <li>• Leaders will be required to wear face coverings inside unless leading, giving instructions or exempt from wearing one – these are to be provided by the individual to ensure their personal comfort</li> </ul>	
<b>Maintaining social distance during meeting.</b> Higher risk of infection spread if social distancing not maintained.	Members & leaders	<ul style="list-style-type: none"> <li>• Group size will be as per Head Quarters guidance,</li> <li>• Members will be allocated a specific group/week to attend</li> <li>• Refreshments will not be provided during the evening, but if Members and leaders want to bring their own water bottle to use, they can do.</li> </ul>	
<b>Hygiene of toilets.</b> Higher risk of infection spread if hygiene not carried out.	Members & leaders	<ul style="list-style-type: none"> <li>• A designated toilet will be clearly signposted.</li> <li>• The toilet will be cleaned before the meeting starts and at the end of the evening.</li> <li>• Members and Leaders will be encouraged to wipe the toilet seat and handle before and after use.</li> </ul>	
<b>Hygiene of activity equipment.</b> Higher risk of infection spread if hygiene not carried out.	Leaders	<ul style="list-style-type: none"> <li>• Equipment to be used will be cleaned before and after use,</li> <li>• If shelters are required due to bad weather, they will be erected by leaders prior to the meeting starting. They will not have sides on them to allow for ventilation.</li> <li>• See separate risk assessment for each individual activity.</li> </ul>	

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<b>Maintaining social distance at collection time.</b> Higher risk of infection spread if social distancing not maintained.	Members, parents & leaders	<ul style="list-style-type: none"> <li>Members and leaders to congregate at a minimum distance of 2 metres apart while waiting for everyone to leave.</li> <li>Members are to wash / sanitise their hands before leaving.</li> <li>Stagger the departure time for Members. Full details to go out in a letter,</li> </ul>	
<b>Clearing away at the end of the evening.</b> Higher risk of infection spread if social distancing not maintained.	Leaders	<ul style="list-style-type: none"> <li>Door handles, taps, toilet facilities and any surfaces that might have had contact are to be cleaned.</li> <li>All equipment used during the meeting to be cleaned before being put away.</li> <li>The hall is to be mopped.</li> </ul>	
<b>First Aid provision.</b> Higher risk of infection spread if hygiene not varied out	Members & leaders	<ul style="list-style-type: none"> <li>First Aid kits will be supplemented with PPE for the first aider (gloves, mask, and apron).</li> <li>If CPR is required will be given in line with national guidance at the time.</li> </ul>	
<i><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.</i>			

<b>Checked by GSL</b>	Name: Darren Harbut Role and level: Group Scout Leader Date: 09.04.2021	<b>Checked by Group Executive</b>	Name: Brad Hartney Role and level: Chairperson Date: 12.04.2021
<b>Approved by approver</b>	Name: Andrew Wilson Role and level: District Commissioner Date: 12.04.2021		

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)

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