

Version 3 September 2020

# Finding a safe place to meet.

**Guidance on buildings and facilities when restarting face-to-face Scout activities**

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#SkillsForLife



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# Welcome

This guidance will help you make sure your buildings and facilities are safe when returning to face-to-face meetings and activities. If in doubt about any aspect, please seek the advice of a professional. More Scout guidance is available [here](#).

This guidance should read in conjunction with The Scouts' Framework, which explains the overall process.

## Background

As face to face Scout meetings and activities begin again, we'll need to consider where meetings take place, as not all facilities we used before the COVID-19 crisis will be suitable or available. You'll need to make sure that Scout-owned premises are safe and suitable for use (see guidance on the maintenance of buildings during COVID-19). We'll also need to work with those we hire premises from and look at the suitability of outdoor spaces too.

## Things to consider

The key considerations will include:

- What type of facility is suitable for the operating level (Red/Amber/Yellow/Green)
- Is the building we usually use for our meetings suitable or available?
- What alternatives are available for us to use? Can we meet outdoors such as in a local park?
- Will others be meeting in the same location at the same time?
- Who owns and controls the space? What restrictions do they have on its use at this time?
- How big a space is required for the type of activity taking place and the number of people taking part
- Are there suitable facilities available for hand washing, hygiene, toilets etc.?
- Is shelter available (e.g. from sun or rain?)
- Are parents/carers able to safely drop off and pick up their children, both as planned, and in an emergency?

# Risks and mitigating actions

Operating level	Permitted activity	Key risks	Key control measures	Who is responsible for making sure this happen?
<b>Red</b>	No face-to-face Scout activity allowed. Scouting can be virtual (online/video/phone). Scouting at home/with family e.g. using The Great Indoors material encouraged.	Premises must be kept safe and secure and those involved in the management of this must be safe in the work they undertake	Clear management plan and oversight of those undertaking these tasks  Working in socially distanced pairs where tasks are more risky	The Executive Committee is responsible for the safe management of the premises and the Commissioner for the volunteers
<b>Amber</b>	Where permitted by, and following, government guidance Scouting activities in outdoor spaces can resume.  Groups in England and Scotland may meet indoors.  No residential activities.	The risk of transmission of the coronavirus is much lower outdoors than indoors  Outdoor spaces need to be sourced and risk assessed to ensure safe for Scouting activity  Groups in England and Scotland may use indoor spaces but outdoor spaces still preferable.  Buildings need to be assessed as safe to use following a period of non-use.	Grounds suitable for the activity being undertaken for example flat, well managed land, no obstructions  Proximity to roads and footpaths considered and risks managed  Ensuring the facility and programme allows for small group use of outdoor or indoor spaces (as applicable in your location) with sufficient distance or divide between the groups (see programme guidance)  Toilets and hygiene stations	The Executive Committee is responsible for the safe management of the premises and must ensure that where it is used it is safe to do so.  Commissioners are responsible for ensuring that appropriate plans are in place ahead of approving the restart of face-to-face Scouting for a group  Leaders must make sure that all young people and parents are clear on how the sessions will operate and where

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			<p>available</p> <p>Equipment limited and cleaned regularly</p> <p>Contingency plans in place for adverse or extreme weather</p> <p>Clear separation between multiple groups if operating at the same time in the same location.</p> <p>Buildings are compliant with all regulatory requirements and the restarting face-to-face Scouting maintenance checklist has been completed.</p> <p>Clear guidance given to all users.</p>	
<p><b>Yellow</b></p>	<p>Outdoors activities can be expanded, and indoor activities can resume subject to following government guidance</p>	<p>The risk of virus transmission indoors is much higher than outdoors.</p> <p>Buildings need to be assessed as safe to use following a period of non-use.</p>	<p>The location is compliant with all regulatory requirements and the restarting face-to-face Scouting maintenance checklist has been completed.</p> <p>Ensuring the programme allows for small group use of both outdoor and indoor spaces.</p> <p>Toilets and hygiene stations available.</p> <p>Facility cleaned prior to and after use.</p>	<p>The Executive Committee is responsible for the safe management of the premises and must ensure that where it is used, it is safe to do so.</p> <p>Commissioners are responsible for making sure that appropriate plans are in place ahead of approving the restart of face-to-face Scouting for a group.</p> <p>Leaders must make sure that all young people and parents are clear on how the sessions will operate, and where</p>

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			<p>Equipment limited and cleaned regularly.</p> <p>Clear separation between multiple groups if operating at the same time in the same location.</p> <p>Clear guidance given to all users.</p>	
<p><b>Green</b></p>	<p>Following government guidance, all Scouting activities may resume. Residential experiences and camps can take place.</p>	<p>Risk of coronavirus infection are almost zero.</p> <p>Members are resuming activities which have not been undertaken for some time.</p>	<p>The location is compliant with all regulatory requirements and the restarting face-to-face Scouting maintenance checklist has been completed.</p> <p>Ensuring the programme allows for large group use of both outdoor and indoor spaces.</p> <p>Toilets and hygiene stations available.</p> <p>Equipment limited and cleaned regularly.</p> <p>Clear guidance given to all users.</p>	<p>The Executive Committee is responsible for the safe management of the premises and must make sure that where it is used, it is safe to do so.</p> <p>Commissioners are responsible for ensuring that appropriate plans are in place ahead of approving the restart of face-to-face Scouting for a group.</p> <p>Leaders must make sure that all young people and parents are clear on how the sessions will operate and where</p>

# Your building and facilities checklist

This should apply to all levels, but if in conflict, default to Amber. Some of this guidance can be found in other guidance, which we've linked to below.

## Preparing your meeting place for use

Start talking with your landlord (if you have one). Some may be more reluctant to open than others. As we may be following behind the schools the principles of how we'll operate will already be in the public domain. This should give you a starting point for conversations on how to operate safely.

Assuming your premises have been shut up for some months complete the pre-occupation checks on your premises. This also contains details on how to manage shared responsibilities.

Calculate the space you have available. You should also consider furniture sizes such as tables. Work out how many members can be present **and how to maintain social distancing (appropriate to the age group based on the government guidance)** in the room. How many people can sit at each table and how will you set them out? Also consider the width of corridors and entrances and space between activity areas.

What type of furniture is available? Plastic or vinyl covered chairs are preferable as fabric covers cannot be cleaned easily. If you have fixed furniture consider how many usable seats you have and whether you will remove furniture or mark parts of it as out of use.

## Information for parents/carers

Some parents and young people may be nervous about returning. To reassure them, explain how you will be running meeting so they can understand how it will be done safely, be specific about things that will be different so the young people know what to expect. You could even make a short walk through video and share on your Facebook group or by email. If you would normally provide drinks consider asking young people to bring their own to avoid sharing of cups, or use disposable cups.

## Setting up for meetings

Ensure you have enough volunteers and that they can arrive early enough to set up the **location**, furniture and materials before any young people arrive.

**Make sure the space is clearly defined to the group, when running more than one limited size group in parallel, groups need to be in their own ~~dis~~distinct space. Clear procedures need to be in place to stop them mingling when arriving and departing and when using shared facilities like toilets and kitchen. Full details can be found in the programme guidance.**

If you have to pre-clean, make sure you have enough time and that suitable cleaning materials are available. Normal kitchen or bathroom cleaning products are acceptable for cleaning work surfaces, tables, door handles, hand wash basins and toilets. Use paper towels for cleaning or buy a stock of cheap cloths use a new one for each meeting and throw it away at the end of the evening. See separate guidance on programme planning, activities and activity equipment

## Getting there and back again

Congestion typically occurs at drop off and pick up. A one way system through one door and out another such as a fire exit is one way to address this, alternatively move drop off and pick up to outside. Where parents will queue to drop off, can you provide markings to help with social distancing. You can ask parents to stand in the same spot for pick up.

- Will there be other users in the building?
- Do you need to coordinate arrival and departure times?
- Make provision for hand washing or sanitiser as leaders and young people enter the building?
- Set the room up so that young people can maintain social distance, by setting out chairs or marking out the floor?

## During your meeting

- At the start of your meeting brief all your leaders and young people again about the new arrangements ensure everyone is clear about:
- How to maintain social distancing (and what is expected of them)
- What areas of the location / building they have access to and which facilities to use e.g. which toilets to use, where to wash hands, how to get a drink, who can use the kitchen
- Which equipment they can use.
- Have a plan in place for how to manage members of the public who don't observe social distancing, do you stop the activity, move to another area, politely request they move away?

## Key considerations

- Is the location clear of hazards, or are hazards clearly identified and managed?
- Are there clearly defined areas for multiple groups operating in the same location?
- Is the use of the property documented? Be clear on who has what responsibilities (especially useful when hiring from a third party)
- Is the location accessible to all members and sufficient in size to accommodate the groups required with appropriate distances in between?
- Are toilet facilities available and accessible for use during the sessions? How will these be managed and cleaned before, during and after the groups use?
- Is there suitable shelter, should it be required?
- Is there a safe space for drop off and collections?

