|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Name of section or activity** |  | **Date of risk assessment** |  | **Name of person doing this risk assessment** |  | **COVID-19 readiness level transition** | Amber to yellow / indoors |

| **What hazard have you identified? What are the risks from it?** | **Who is at risk?** | **How are the risks already controlled?**  **What extra controls are needed?** | **What’s changed that needs to be thought about and controlled?** |
| --- | --- | --- | --- |
| **A hazard** is something that may cause harm or damage.  **The risk** is the chance of it happening. | For example, young people,  adult volunteers,  visitors. | **Controls** are ways of making the activity safer by removing or reducing the risk.  For example, you may use a different piece of equipment or you might change the way you do the activity. | Keep **checking** throughout the activity in case you need to change what you’re doing or even **stop** the activity.  This is a great place to add comments which will be used as part of the review. |
| We’ve provided some examples of hazards and potential control measures to help you start thinking about your risk assessment and plans for restarting face-to-face Scouts. Make sure you customise all of the content in the table so that it’s relevant to your situation and make sure that everyone doing and reviewing the risk assessment understands it all. Don’t include any data that could personally identify someone, such as a member’s name in the risk assessment itself, only in the details of who has done, checked and approved it. | | | |
| Maintaining social distance when young people are dropped off and picked up: higher risk of COVID-19 spread if social distancing not maintained. | Young people and parents | Controls could include:   * Setting clear expectations with all involved. * Staggering arrival and pick up times. * Signage and markers on entrance and exit points |  |
| Maintaining social distance during the meeting: higher risk of COVID-19 spread if social distancing not maintained. | Young people and volunteers | Controls could include:   * Limiting group sizes to however many people your location can support with social distancing in place. * Keeping clear space between groups, including by marking out spaces. * Planning how groups will be managed for each activity. * Choose activities which encourage and enable social distancing |  |
| People’s hygiene: higher risk of infection spread if people don’t wash their hands properly. | All present | Controls could include:   * Setting clear expectations with all involved. * Providing hand sanitiser or hand washing facilities for members when they arrive and leave and during the meeting as required. * Signage to remind of hand washing and sanitising, and how to wash posters near sanitation points |  |
| Hygiene of toilets: higher risk of COVID-19 spread if toilets aren’t kept hygienic. | All present | Controls could include:   * Cleaning toilet facilities before and after sessions * Making sure cleaning equipment is available to leaders and stored safely. * Deep cleaning toilet facilities on a regular basis. |  |
| Hygiene of activity equipment: higher risk of COVID-19 spread if equipment is shared without proper hygiene. | Young people | Controls could include:   * Cleaning activity equipment before and after use. * Giving specific items to individuals for the evening (so no one shares equipment). * Limiting the amount of equipment you use, including consumable items such as paper. |  |
| Operating indoors: higher risk of COVID-19 spread if toilets aren’t kept hygienic. |  | Controls could include:   * Cleaning of contact surfaces (door handles, taps, tables etc) prior to group arriving. * Prop doors open where safe to do so to reduce contact. * Scouts and Explorers to wear face coverings indoors unless exempt, leaders to wear them if they wish but not required when delivering programme * Brief parents and young people in advance on expectations for face coverings |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
| **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 proposed move. | | | |

|  |  |  |  |
| --- | --- | --- | --- |
| **Checked by GSL** | Name:  Role and level:  Date: | **Checked by Group Executive** | Name:  Role and level:  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 the 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 Scouts’ data processing stance, please visit our Data Protection Policy: [scouts.org.uk/DPPolicy](https://scouts.org.uk/DPPolicy)