|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Name of Section or Activity** | 1st anytime scouts | **Date of risk assessment** | **18/08/20** | **Name of who undertook this risk assessment** | Leader x | **COVID-19 readiness level transition** | Red to Amber |

| **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?** |
| --- | --- | --- | --- |
| ***Hazard*** *– something that may cause harm or damage.*  ***Risk*** *– the chance of it happening.* | *Young people,*  *Leaders,*  *Visitors?* | ***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.* | *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.* |
| *1st anytime scout Group and Explorer Unit (ASG) Evening meetings outdoors at BP Scout Wood (BSW) or surrounding areas for park activities, countryside walk, treasure hunts, navigation, wide game, non-contact sports,*  *ASG intend for each of their 7 sections to meet once a week, rotating the children week by week to the maximum size of 15 inc adults. Beavers and Cubs will have 3 leaders and Scouts and Explorers will have a minimum of 2 adults in the 15. Meeting lenth with vary between 1 hour (for Beavers) to 1.5 hours for Scouts and Explorers.*  *BSW is ideal for use with the current restictions as it has a chemical toilet, running water, solar lighting and 2 separate open shelters for inclement weather*  *ASG have a well practiced communication process with OSM and Facebook which will ciontinue to be used, particularly for changes to the plan at short notice.* | | | |
| Increased risk of infection due to poor communication and management of the activity. | Young people, Leaders, parents | Clear instructions will be given to all parents / guardians prior to the meetings resuming. Instructions to be issued to parents in advance of each meeting, |  |
| Increased risk of infection due to poor communication and management of the activity. | Leaders, young people, parents | The parent instructions will clearly state that no leader or young person should attend the activity if showing symptoms of COVID-19. These symptoms include a fever, new persistent cough or lose of smell / taste. If any leader / young person shows any symptoms of the above during the activity they need to be isolated and will either go home or parents contacted to arrange collection. Leaders / parents should follow government guidance if symptoms are present. i.e you must stay at home / go home and arrange to have a test. |  |
| Increased risk of infection due to poor communication and management of the activity. | *Young people,*  *Leaders,* | In the event of a positive test, the group must be able to provide contact information to the government Track and Trace system in order to isolate and contain any further infection. As a group we will log and maintain activity registers vis the OSM system. In the event of an information request to the group GSL, the information will be readily available and can be supplied.  Instruction will be given to all leaders stating that correct records of all attending any activity including leaders must be kept via the OSM system (Register).  Parents will be prompted to review and check OSM contact details before starting back. |  |
| Higher risk of infection spread if social distancing not maintained | *Young people,*  *Leaders,* | Activities will be set up to cater for social distancing within the small number with the activity group taking part. This shall include 2 metre distancing between all attendees throughout meetings. |  |
| Hygiene of toilet: higher risk of infection spread if hygiene not carried out. | *Young people,*  *Leaders,* | Chemical toilet will be cleaned before and after sessions, cleaning equipment available to leaders. Chemical toilet will be regularly professionally emptied and cleaned |  |
| Hygiene of toilets: higher risk of infection spread if hygiene not carried out. | *Young people,*  *Leaders,* | All persons will be encouraged to use their own welfare facilities before they leave home. The toilet facilities at Scout Wood are basic and have no running water. The toilet shed will be cleaned (surface sanitizer) before use and maintained during the activity). Hand sanitizer will be available in toilet and in the activity area. |  |
| Hygiene of activity equipment: Higher risk of infection spread if hygiene not carried out. | *Young people,*  *Leaders,* | All equipment utilised in the outdoor meetings will be individual issued and wiped with disinfectant wipes prior to and after use. Used wipes will be properly disposed off. |  |
| First Aid Provisions risk to First Aider whilst treating minor injuries | Leaders | Usual First aid kits will be supplemented with PPE for the first aider (gloves, mask, apron) |  |
| Maintaining social distance during meeting: higher risk of infection spread if social distancing not maintained. | *Young people,*  *Leaders,* | Create separate areas for activities utilising wooden shelter, parachute shelter and campfire area to separate groups |  |
| Hygiene of people: higher risk of infection spread if proper hand washing not carried out. | *Young people,*  *Leaders,* | All will be asked to utilise hand sanitizer on arrival to meeting and leaders will have a ready supply of wipes to clean down equipment as required.  Also activities will have a hand washstand with anti-bac soap at the tap for ad hoc use. |  |
| Maintaining social distancing at drop off and pick up times: higher risk of infection if social distance not maintained. | Young people,  Leaders | Guidance will be issued to all parents in advance of meetings asking that they maintain the current social distancing requirements whilst dropping off and collecting. |  |
| Maintaining social distancing during meeting: Higher risk of infection if social distancing not adhered to. | Young people, Leaders | The limit for all group sizes will be 13 Scouts + 2 leaders. Leaders will make sure clear areas are identified to work in and activities are pre-planned and communicated. When formed up for flag break, will use this time to provide COVID safety briefing. | AM - parent helpers and young leaders will be included in the ratio / max number (Particulary for younger sections) Beaver / Cub ratio to be 12 +3, so careful planning is required to ensure the YL’s are fully utilised |
| Hygiene of people: higher risk of infection spread if proper hand washing not carried out. | Young people, Leaders | Controls could include: clear expectations with all involved, provide hand sanitizer/ hand washing for members on arrival, departure and during as required. Hand washing station needs to be set up |  |
| Risk of attendees touching the same surfaces of gates etc. | Young people, Leaders | Control by leaders being stationed at entry gates to open and close. Hand sanitizer to be available at gate prior to entering field |  |
| Hygiene of activity equipment: Higher risk of infection spread if hygiene not carried out. | Young people, Leaders | Controls include: cleaning of activity equipment before and after group use, assigning specific items to individuals for the evening, limiting volume of equipment used, including consumables such as paper. |  |
| Changing circumstances with localised lockdown or increased incidence of Covid Cases in the area | Young people, Leaders | Regular review of Scouts Scotland guidance and local guidance and keep continuation of meetings under regular review up to start of meeting |  |
| Risk of spread with adults dropping off and collecting | Young people, Leaders | Control is leaders accompanying attendees to and from meeting to pick up point on roadside. Traffic controls already in place.  Parents should not enter the woods but wait at the car park area unless specifically invited. | AM - Parents must not enter the woods but wait at the car park area unless specifically invited. |
| ***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, GSL X  Role / level GSL  Date 18/08/2020 | **Checked by Executive** | Name, Exec chair x  Role / level Chair  Date 18/08/2020 |
| **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>’.