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| **Name of Section or Activity** | 1st Anytime Scouts | **Date of risk assessment** | 4 September 2020 | **Name of person undertaking this risk assessment** | Group Scout Leader x | **COVID-19 readiness level transition** | Red to Amber |

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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?** |
| ***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.* |
| **GENERAL NOTE. The principle hazard dealt with by this risk assessment is the Coronavirus (COVID-19) and the principle risk is the infection of/transmission to young people, leaders or family members. For the purposes of making this document more accessible. This hazard/risk combination has been broken down into a number of key ‘situations’ which will have specific controls attached. While additional hazards are also dealt with, regard should be had, where appropriate, to existing risk assessments.** | | | |
| Hazard: Covid-19  Risk: Infection/transmission  Situation: General Risk | * Young people * Leaders * Parents / Family members | * UK Government guidance is clear that the risk of coronavirus infection/transmission is greatest in indoor/contrained environments. Therefore, additional vigilance will be required during meetings held in indoor settings. * Those displaying or reporting symptoms of COVID-19 (fever, repetitive cough, loss of taste/smell) are not permitted to attend meetings. * Where children display symptoms after they have been left by parents, the meeting is to end immediately per the incident process (below). GSL to be informed and guidance sought from DC/NHS track & trace as appropriate. * Children who are vulnerable/shielding should not attend meetings. This decision should be taken together with the relevant parent(s) and an alternative virtual/remote offer agreed with them. * Where, in the opinion of the Section Leader or Leader-in-Charge, an activity has become unsafe, it is to be stopped immediately. * In the event of an incident requiring treatment, the meeting is to be ended immediately. Guidance to be sort from emergency services if necessary, parents to be asked to collect children early. One leader to be given responsibility for coordinating this in line with social distancing. Incident to be recorded in accident book and reported to GSL as usual. * All leaders involved in meetings must have in-date DBS, safety & safeguarding training. * Maximum group size (**15**, plus up to 5 leaders, per Scout Association guidance) to be maintained for all meetings provided that scouting ratios can also be met. This may require a section to be split into smaller groups. For indoor meetings, the meeting timetable is unlikely to allow multiple smaller meetings so this should be avoided. Where this is not possible, meetings will need to run on alternate weeks. * Attendance registers are crucial for track + trace purposes. OSM to be completed as usual for each meeting. Where the section is split, separate registers to be recorded for each group. Children should remain in the same group once split. |  |
| Hazard: Covid-19  Risk: Infection/transmission  Situation: Equipment Hygiene | * Young people * Leaders | * Equipment required and specific controls associated with the activity (e.g. items assigned to specific individuals where possible) to be considered, agreed and implemented ahead of each meeting. * Only equipment required should be used. Where items are consumable, available spares are to be kept to a minimum. No sharing of items should occur. * All re-usable equipment utilised to be cleaned before and after each individual use. Where equipment cannot be easily cleansed, it should not be used. * Clear instructions relating to the activity to be given to all children and leaders involved in the activity by the Section Leader or nominated Leader-in-charge at the beginning of the meeting. |  |
| Hazard: Covid-19  Risk: Infection/transmission  Situation: Personal Hygiene (specifically hand/face hygiene of individuals) | * Young people * Leaders * Other people in the vicinity of the meeting | * Hand sanitiser to be available for use throughout the meeting and all adults/children involved to sanitise as a minimum on arrival and departure. Additional sanitising to be undertaken during meeting as required. * Clear instructions relating to hand hygiene to be given to all children and leaders involved in the activity by the Section Leader or nominated Leader-in-charge at the beginning of the meeting. This will include instructions to avoid contact between hands and face, muffle sneezes/coughs, hand sanitise immediately following a sneeze, cough or, if appropriate, after touching face – applies to both leaders and young people. |  |
| Hazard: Covid-19  Risk: Infection/transmission  Situation: Toilets | * Young people * Leaders * Other people using the facilities | * For meetings at Thornes Park, meetings to be time-limited to avoid the need for toilets as the park does not provide easy access to these facilities. Parents to be advised ahead of the meeting that there will not be ready access to a toilet and requested to ensure the children are appropriately prepared. * For meetings at or near HQ, those using the facilities are to hand sanitize before and after visiting the facilities in addition to hand washing. * Where using church toilets:   + Only one person to use any toilet at any one time.   + Additional cleaning down of surfaces to be undertaken in line with Church cleaning risk assessment. |  |
| Hazard: Covid-19  Risk: Infection/transmission  Situation: Drop-off and Pick-up (both indoor and outdoor meetings) | * Young people * Leaders * Parents / Family members * Other people in the vicinity of the meeting | * Social distancing (2m distance) to be maintained where possible. Where not possible, face coverings to be worn by all adults and young leaders who do not have a health condition exmpting them from doing so. A minimum 1m distance and avoidance of the face-to-face ‘danger zone’ should apply throughout. * For outdoor meetings, arrival and departure times of any smaller groups to be staggered to facilitate social distancing. * For indoor meetings, parents to remain outside, where social distancing can be applied, wherever possible. If they must enter the building for any reason, they must wear a face covering (unless exempt) and hand sanitise. * Clear instructions should be given to parents in relation to collection and drop off requirements. * Controls to be clearly communicated to parents through all appropriate channels. |  |
| Hazard: Covid-19  Risk: Infection/transmission  Situation: Indoor Meetings | * Young people * Leaders * Other people in the vicinity of the meeting | * Social distancing (2m distance) to be maintained where possible. In addition, face coverings to be worn in proximity to young people by all adults and young leaders who do not have a health condition exmpting them from doing so. A minimum 1m distance and avoidance of the face-to-face ‘danger zone’ should apply throughout. * The leader running an activity may remove their face mask while explaining it if this aids communication, but they must ensure they are appropriately socially distanced before doing so. * Access/egress to and from HQ for members to be via the door adjacent to the toilets only (except in the event of a fire). * All meeting attendees to remain downstairs at all times. Only key holders to use upstairs access upon initial entry and to lock up. Hand sanitiser must be used before and after doing so, in line with Church risk assessment. * Additional cleaning down of surfaces to be undertaken in line with Church cleaning risk assessment. * Clear instructions relating to meeting organisation to be given to all children and leaders involved in the activity by the Section Leader or nominated Leader-in-charge for that meeting. This will include an instruction to avoid physical contact with non-family members. * Generally, operation of meetings to be in line with church instructions for ground floor lettings. |  |
| Hazard: Covid-19  Risk: Infection/transmission and other ‘normal’ risks such as uneven ground, hard surfaces, bodies of water and ‘stranger-danger’.  Situation: Outdoor Meetings | * Young people * Leaders * Other people using the site | * Meetings to be held only in Thornes Park or at the greenspace local to HQ unless an alternative venue subject to its own separate Covid Risk assessment is available (e.g. Calder Drift Scout Campsite). * Clear instructions relating to risks associated with the park to be given to all children and leaders involved in the activity by the Section Leader or nominated Leader-in-charge for that meeting. This will include: * All attendees to take care on uneven ground; * Climbing trees is prohibited, * All attendees to remain within the agreed vicinity for any activity, * Children are not to engage with strangers; * [Thornes Park only] All attendees to remain clear of the duck pond at all times, * [Local Greenspace] All attendees to remain clear of the cricket pitch and golf course. * Drinks to be provided in hot weather, to be arranged by Leaders using either disposable cups or single use bottles to avoid the risk of cross contamination associated with multiple water bottles. * First aid kit and first aid trained leader to be on site throughout the activity. * Programmed activities to be appropriate to social distancing (see notes for section leaders). |  |
| **Review Note: This risk assessment is to allow the Group to move from the Red COVID Readiness alert level to Amber (including the amendment to allow indoor meetings), an additional risk assessment will likely be required for any further move between alert levels.** | | | |

### Confirmation of Checks

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| **Checked by Line Manager** | Name: leader b  Role / level: Assistant Group Scout Leader  Signed: *xxxxx*  Date: 4/9/20 | **Checked by Executive** | Name: Chair x  Role / level: Group Chairman  Signed: *xxxxx*  Date: 4/9/20 |
| **Approved by Commissioner** | Name:  Role / level:  Signed:  Date: | **Approved by Executive** | Name:  Role / level:  Signed:  Date: |
| **Notification of level change** | On date of final confirmation signature. | | |

### Notes for Leaders

### This **risk assessment** is a key element of our return to face-to-face scouting.

### Its contents should be shared and discussed with all members of the leadership team (including young leaders) before any activities/meetings are run. Everyone needs to be comfortable with it.

### It is vital that regular, effective communication with other leaders, parents and the Group Scout Leader (or, in his absence, the Assistant Group Scout Leader) is maintained. Any concerns arising during meetings should be raised with the Section Leader and (if necessary) the Group Scout Leader as soon as is possible after the event in order to allow this risk assessment to be reviewed ahead of the next activity. It may be that other meetings, both of your own section and others within the 12th, need to be stopped while the review takes place. Time will be of the essence.

### An appropriate term/half term programme and **meeting plan** must be completed ahead of every meeting and, ideally, all members of the leadership team briefed on it ahead of the meeting. While it is acknowledged that the detail of many of these will be similar, the plan must also be agreed with the Group Scout Leader (or Assistant) before each meeting. The plan should note any activity- or site-specific risks that the leader completing it feels are not covered by this assessment and how these will be mitigated. This will form part of the usual Programme plan which will need to be appropriate for social distancing.

### Should you become aware that any member of your section (young person or adult) has tested positive for the coronavirus, you must contact the Group Scout Leader as soon as is possible. No planned meeting should go ahead without the agreement of the Group Scout Leader (who may need to speak to a District Representative). Any guidance received from the NHS ’Test and Trace’ service must also be implemented.

### The content of this risk assessment adds to existing risk assessments and/or controls that are in place for normal meeting nights. It does not overwrite the need to be aware of safeguarding risks or more ’normal’ health & safety concerns. Particular regard should be had to the suite of documents that Church have prepared to address the Coronavirus pandemic.