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| **Name of section or activity** | Delivering face to face (f2f) validation of First Response | **Date of risk assessment** |  | **Name of who undertook this risk assessment** |  | **COVID-19 readiness level transition** | **Amber / Yellow**  **(indoors)** |

| **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?** |
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| **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 or even **stop** it. 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 start your thinking on developing your risk assessment and plans for restarting face-to-face Scouts. Make sure you customise all content in red so that it’s relevant to your local situation and understood by those developing and reviewing it. Do not include any unnecessary data that could personally identify an individual, such as the name of a youth member. | | | |
|  |  | **Controls could include:** |  |
| Adults, Scouts or Family members showing signs of Covid -19 |  | * Ask anyone showing signs of infection or with family members showing signs of infection not to attend any face to face meeting. * Arrange an alternative, safe time/date in the future to carry out any required face to face validation |  |
| Knowing who has attended – at risk from any any undetected infection |  | * Attendance list to be maintained by the organiser and stored for 21 days or the local retention period which ever is longer * QR code poster to be obtained by organisers or managers of premises and displayed at arrival /entry point * Ask attendees to use Track and Trace app |  |
| Maintaining social distance at arrival: higher risk of infection spread if social distancing not maintained. |  | * Email clear expectations of arrival details with all involved * Stagger arrival and departure times between validation groups. * Reduce group sizes as small as possible (in line with local restrictions on adult social gatherings) |  |
| Maintaining social distance during validation session: higher risk of infection spread if social distancing not maintained. |  | * Limit numbers attending to very small groups (in line with local restrictions on adult social gatherings) * Maintain and mark clear safe space to help individuals * Face coverings are advised to be worn as much as possible * Trainers may need to remove whilst instructing but then to ensure an increased safe distance is maintained (if possible) |  |
| Hygiene of people: higher risk of infection spread if proper hand washing not carried out. |  | * Email clear expectations in joining instructions * Provide easily accessible hand sanitiser or hand washing for all on arrival and as required throughout, including at departure. |  |
| Hygiene of toilets: higher risk of infection spread if hygiene not maintained. |  | * Toilet facilities cleaned before and after sessions * Cleaning equipment available to leaders with safe storage, * Deep cleaning of the facility on a regular basis. |  |
| Hygiene of training activity equipment - higher risk of infection spread if hygiene not maintained. |  | * Cleaning of activity equipment before and after every use, allow time between sessions to clean equipment * Strict cleaning regime of all shared rescussitation training kit * Individuals are not to move between equipment, use only what is assigned to them |  |
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| ***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 move proposed.* | | | |

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| **Checked by Line manager** | Name:  Role and level:  Date: | **Checked by appropriate 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 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)