

# Getting your section back together safely.

## Requestor Guide


Below is a user - guide detailing the process journey for members **REQUESTING** to re-start their Scout group. Before completing the risk assessment, the requestor must speak to their line manager about their request and if possible complete the risk assessment alongside them.

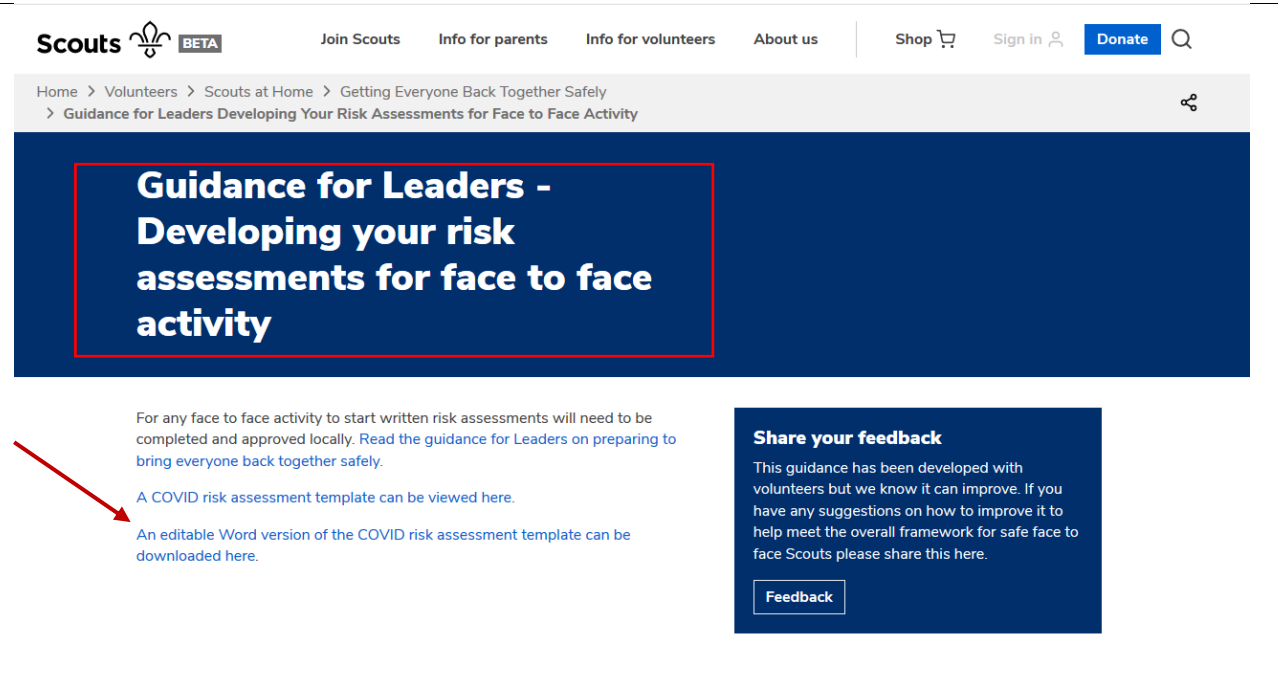
It is the requestor's responsibility to consult and gain approval from their GSL and Executive, if the person submitting is not one of these roles.

You can [view the guide for Approvers here](#).

You can [view the guide for CCs/DCs here](#).

Step one: A requestor visits the [Guidance for leader's page](#) and downloads a [word copy](#) of the risk assessment to complete.






The screenshot shows the Scouts website interface. At the top, there is a navigation bar with the Scouts logo, a 'BETA' tag, and links for 'Join Scouts', 'Info for parents', 'Info for volunteers', and 'About us'. On the right side of the navigation bar are links for 'Shop', 'Sign in', and a 'Donate' button. Below the navigation bar is a breadcrumb trail: 'Home > Volunteers > Scouts at Home > Getting Everyone Back Together Safely > Guidance for Leaders Developing Your Risk Assessments for Face to Face Activity'. The main content area has a dark blue header with the title 'Guidance for Leaders - Developing your risk assessments for face to face activity'. Below the header, there is a paragraph of text: 'For any face to face activity to start written risk assessments will need to be completed and approved locally. Read the guidance for Leaders on preparing to bring everyone back together safely.' A red arrow points from this paragraph to a link: 'A COVID risk assessment template can be viewed here.' Below this link is another link: 'An editable Word version of the COVID risk assessment template can be downloaded here.' To the right of the main content area is a 'Share your feedback' section with a 'Feedback' button.

Step two: The requestor visits the [Risk Assessment form page](#) and completes details. The fields marked with a red asterisk are compulsory.



  
Scouts

### Risk assessments

Submitter name \*

Compass membership number \*

Submitter email \*

Country \*  
 British Scouting Overseas  
 England  
 Northern Ireland  
 Scotland  
 Wales

County/Area/Region \*

District \*

Group

Name of approver \*

Approval email \*

File Upload \*  

Drag and drop files here or [browse files](#)

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Once all fields have been completed, a copy of the completed risk assessment form has been attached and the requestor selects the submit button, a copy of the form will be sent to the named approver who will review and approve the form.

If the named approver **APPROVES** the form, then the requestor will receive and update notifying them that it has been approved.

If the form is **DECLINED**, then the requestor will be notified accordingly and will be required to make the necessary changes and resubmit the form again using the [Risk Assessment form page](#).