

| | | | | | | | |
|------------------------------------|-------------------------------------|--------------------------------|------------|---|-------------|--|--|
| Name of Section or Activity | 1 st Marwood Scout Group | Date of risk assessment | 23/03/2021 | Name of who undertook this risk assessment | Alan Cruden | COVID-19 readiness level transition | Red to Amber Outdoor Session at 1 st Marwood HQ |
|------------------------------------|-------------------------------------|--------------------------------|------------|---|-------------|--|--|

| Hazard Identified? Risks from it? | Who is at risk? | How risks are already controlled? What extra controls are needed? | What has changed that needs to be thought about and controlled? |
|--|---|---|---|
| <p><i>Hazard – something that may cause harm or damage.</i></p> <p><i>Risk – the chance of it happening.</i></p> | <p>Young people, Leaders, Visitors?</p> | <p>Controls – Ways of making the activity safer by removing or reducing the risk from it.</p> <p>For example - you might use a different piece of equipment or you might change the way the activity is carried out.</p> | <p>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.</p> |

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 scouting. Make sure you customise all content in red so that it is relevant to your local situation and understood by those developing it and those reviewing it.

| | | | |
|---|---|---|---|
| <p>Using OSM Events to manage attendance:</p> <p>Reduce the risk of someone coming to a session is / was unwell with Covid19 symptoms.</p> <p>Highlight parental obligations to ensure a safe return to face to face scouting.</p> | <p>Young People Leaders Parents</p> | <p>Sent as part of the invite to attend every scout session;</p> <p>Consent</p> <ul style="list-style-type: none"> • Please do not say YES! Until you have read the entirety of this and the risk assessment, and have discussed it with your scout to the point they understand how things will work. • By saying "YES" on OSM, you are giving explicit consent to your child attending and that you and they agree to follow the processes outlined below and in the risk assessment. • By saying "YES" on OSM, you are giving explicit consent to your child using Group Hand Sanitiser and other PPE as necessary. <p>Symptoms</p> <ul style="list-style-type: none"> • If you or anyone in your household experiences symptoms in the 14 days leading up to the session please say no, even at the last minute. • If you or anyone in your household experiences symptoms in the 14 days after the session, please inform Bugsy as soon as practical. • Please inform your scout of what the symptoms are, and let them know they must tell the leader if they experience them during the session. <p>Social Distancing</p> <ul style="list-style-type: none"> • Please talk to your scout about the attached risk assessment and how things will be working. • Please stress the importance of keeping 2m away from everyone. This may well be different to the way schools / families / friends are working, but it's the only way 1st Marwood are allowed face to face scouting. • Please explain that if individual scouts can't keep 2m away from others then we have no option but to ask them to not attend future events, and potentially to be collected immediately. <p>Weather</p> <ul style="list-style-type: none"> • If a weather warning is in force the session will not run and the session will revert to a zoom meeting. <p>All communication with parents will be done by email or OSM. No notices or letters will be handed out on the evening of the session. Parents to be encouraged to inform the Leader at least 24 hours in advance if not attending the session by declining the invitation on OSM.</p> | <p>Monitor the information provided in the advance notice and change it to reflect the current requirements.</p> <p>Listen to parents and amend and update the pre-event information that's sent out.</p> |
|---|---|---|---|

| | | | |
|---|--|---|---|
| <p>Use of outdoor safe spaces: Control of the use of outside spaces</p> | <p>Young People Leaders Parent Helpers</p> | <p>1st Marwood HQ comprises a: Zone A] Large outside tabled seating area to the front of the building, a traversing wall with an adjacent trim trail all with soft rubber crumb surface. Zone B] Large camping field adjacent to the HQ car park Zone C] Partly wooded gently sloping grassed area with a fire-pit at the top and a large snail shaped seating area off to one side. Zone D] ½ size football pitch with goal posts and an open-sided, slate roofed, windowless outdoor classroom to one corner. Zone E] Shipping container storing scout equipment with a cinder parade area and a grassed area with a raised semi-circular grass mound adjacent to the school car park All zones are linked by a cinder track of approximately a ½ kilometer in length. To maintain social distancing each zone can only be used once per session by one section, any equipment or fixed structures to be cleaned to stop cross contamination. The planned use of any structure in an outside zone will be cleaned prior to and following its use, and remain unused for a minimum of 72 hours.</p> | <p>Prior to its use any structure will be cleaned using an Ammonia Spray which will be part of the section PPE, which is: 1 x Litre Ammonia spray disinfectant 1 x 500ml Hand Sanitiser & Dispensing top Box of Gloves Large Box of face masks 5 x Face Shields 10 x Aprons 1 x Pillow Case (face covering for CPR) Packet of Anti-bacteria wipes First Aid Kit</p> |
| <p>Safe Spaces:</p> | <p>Young People Leaders</p> | <p>The list of Zones above to be used, that comply with the safe space's checklist, where social distancing can be maintained, have safe areas for dropping off and collection, and that can manage with the extra traffic flow. Risk assessment for the Safe Zones A to E have been undertaken by the group executive and approved for Face to Face sessions.</p> | <p>All new face to face locations to be risk assessed to ensure they are; a) Appropriate for activity, and b) Comply with the requirements of this document.</p> |
| <p>Maintaining social distance at drop off and pick up: Higher risk of infection spread if social distancing not maintained.</p> | <p>Young People Leaders Parents</p> | <p>Outdoor session: Leaders to meet Young People in the Safe Zone Indicated in the OSM Invite sent to parents. No parents to come up to the Safe Zone unless on the parent rota. Parents to remain in cars when dropping off young people. If it is not possible to remain in cars, parents must maintain social distancing of 2m when in the Car Park. Parents will be requested not to "Car Share" and to only bring their children to and from the section evening. All young persons and leaders to sanitise their hands on arrival. Leaders to have hand sanitiser but individual young people should bring their own, as part of the kit list for restarting face to face.</p> | <p>Pick up and drop off arrangements require control measures to avoid contact between adults and young people.</p> |
| <p>Change of Alert Level: Managing change</p> | <p>Leaders Parent Helpers</p> | <p>As of 12th April 2021, advice from Scout UK in conjunction with the NYA states the size of groups will revert to Scout UK POR adult child ratios and recommended section size.</p> | |
| <p>A young person does not respect the social distancing rules: Higher risk of infection spread if the Code of Conduct is not followed.</p> | <p>Young People</p> | <p>The section specific Code of conduct to be discussed with the group at the beginning of every session. [Leader to read from prompt card][Yellow / Red Card enforcement system] If any young person continually breaches social distancing rules, they will not be able to stay at the session and a parent will be called to come and collect them. Behaviour of young people and adults will be incorporated into the section Code of Conduct on keeping safe when scouting. Any Young person who continually breaches social distancing rules will be removed from the group immediately by the Leader and remain isolated until they are collected. Anybody involved in a breach of social distancing rules must sanitise hands immediately. A log of any breaches of social distancing rules will be maintained by the Section Leader in the register.</p> | <p>Maintaining new social distancing rules to meet face to face in a safe and appropriate manner. Maintain register.</p> |
| <p>Maintaining social distance during session overlap: Higher risk of infection spread</p> | <p>Young People Leaders</p> | <p>A Beaver session will meet from 5pm to 6pm with an overlap of 1 hour to allow for the safe collection of Beavers and for a Leader to clean 2 x Toilets and the Safe Zone. A staggered start time means the risk of social distancing being compromised is reduced.</p> | <p>Leaders to monitor social distancing at all times. 1st Marwood Group should monitor & review this risk after each session and in discussion with</p> |

| | | | |
|--|--|---|--|
| <p>if social distancing not maintained, when session changeover.</p> | <p>Parent Helpers</p> | <p>A Cub/Scout Integrated session will meet from 7pm to 8pm but only start when all of the Beavers have left HQ and the Leader has completed the cleaning of the toilets and the Safe Zone.</p> <p>The Group Administrator will ensure that: Activities, Safe Zones and Equipment intended to be used is planned on OSM and managed to ensure that 72 hours elapses between each use.</p> <p>Parents who are not part of the parent rota will not be permitted to stay as part of the group. Any parent on the rota must be included within the ratio adult to young person.</p> <p>These control measures must be used in conjunction with activity risk assessments and Leaders will remain responsible for their group and maintaining safe scouting procedures.</p> | <p>Leaders, if necessary increase the time gap between sessions to allow a smoother transition from one session to the next.</p> <p>Group Administrator to co-ordinate the review.</p> |
| <p>Safeguarding:</p> | <p>Young People Leaders Parent Helpers</p> | <p>The section evening will run in line with scouting guidance and the individual section ratios as detailed above. All leaders will have completed their Safety & Safe Guarding Training. In the event of any safeguarding issues the leaders must follow the Scout Association yellow card procedures.</p> | <p>This risk assessment must be used in conjunction with safe scouting procedures and inform existing activity risk assessments</p> |
| <p>Hygiene of people: Higher risk of infection spread if proper hand sanitising is not carried out.</p> | <p>Young People Leaders Parent Helpers</p> | <p>Leader to brief group at start of each session on need to maintain good hygiene procedures in addition to social distancing. No sinks are available Outdoors therefore the regular use of hand sanitiser is required.</p> <p>As a guide hands will be cleaned a <u>minimum</u> of 3 times during a session:</p> <ul style="list-style-type: none"> • before session commences, • during the session and or after each activity and • at the end of session before being collected <p>Hands will also be sanitised after touching any shared equipment and surfaces, and before and after using the toilet and handling food and drinks.</p> <p>Any equipment or fixed assets used during these sessions will then be quarantined for a minimum of 72 hours after it has been cleaned. Activities will be programmed to avoid any unnecessary direct contact with hands, eyes, mouth or nose.</p> <p>Groups are to be reminded that when sneezing or coughing to cover their mouth with a disposable tissue or their elbow. Should any young person or adult display symptoms of Covid19 they must be isolated from the group and a call made to the parent or carer to collect them immediately.</p> <p>Plus; a record must be made in register and parents or carers of other children must be advised of the potential Covid19 contact and self-isolation criteria as set out by HM Government guidelines.</p> <p>All leaders, adults, cubs and scouts must wear face masks outdoors unless leading an activity where they are exempt from wearing. Those exempt from wearing face coverings for medical reasons do not have to follow this requirement but must advise the Leader in charge, in advance.</p> <p>All Cubs & Scouts to bring a face mask from home as part of the back to face to face scouting kit list as agreed by the Executive committee for use in emergency. Beavers are exempt.</p> <p>Appropriate aids will be used during a session to maintain social distancing. These may be activities to support the awareness of 2m distancing e.g. Parading at Arm's Length. These represent the minimum acceptable distance we will work further apart than the recommended guidance, providing this is possible within the activity risk assessment.</p> <p>Outdoor activities will be planned to avoid the need of help from others. Boundaries will be set for young people when playing games and will include reinforcement of social distancing rules.</p> | <p>Maintaining hand cleaning and hygiene procedures that have been introduced</p> <p>Ensure supply of soap and hand sanitiser</p> <p>PPE to be available</p> <p>All leaders to be aware of Track and Trace guidelines and report any incidents to Executive Committee and District Commissioner if required.</p> <p>Scout Kit list: every member attending the session to have with them;</p> <ul style="list-style-type: none"> • Face mask • Hand sanitiser • Own drink in named container for personal use only <p>Leader Kit List:</p> <ul style="list-style-type: none"> • Group First Aid Kit with approved PPE • Spare PPE for Leaders & Scout use. <p>Leader to have documented list of anyone exempt from wearing a face mask for medical reasons – to be sent out ahead of return.</p> <p>Leader to collect and safely dispose of any used PPE.</p> |

| | | | |
|--|--|---|---|
| <p>Hygiene of toilets: Higher risk of infection spread if hygiene not carried out.</p> | <p>Young People Leaders Parent Helpers</p> | <p>1 Able & 1 Disabled Toilet is available at 1st Marwood HQ only 1 person to be allowed into a toilet cubicle at a time to maintain social distancing. Before and after the session, the toilets, sink, taps, and door handles will be cleaned by a leader, wearing appropriate PPE using approved disinfectants.</p> <p>All chemicals used for cleaning will be kept in a secure place (in accordance with COSHH regulations) away from the young people, in line with existing risk assessment protocols. All Chemicals and wipes used for cleaning will be BS EN14467 compliant. Leader will collect & remove all waste PPE.</p> | <p>Leader to clean prior to session starts and is wearing appropriate PPE for the task.</p> <p>Parents to be advised in advance re toilet availability at HQ.</p> |
| <p>Hygiene of the Safe Zones: Higher risk of infection spread if hygiene not carried out.</p> | <p>Young People Leaders Parent Helpers</p> | <p>Wipe Down areas with appropriate Spray Disinfectant & Antibacterial Wipes, in:</p> <p>Safe Zone A: Benches, Seats; Traversing Wall holds; Posts & Rails on the Trim Trail.</p> <p>Safe Zone C: Snail Seating</p> <p>Safe Zone D: Outside Classroom seating, Window opening ledges, Door Frame.</p> <p>All chemicals used for cleaning will be kept in a secure place (in accordance with COSHH regulations) away from the young people, in line with existing risk assessment protocols. All Chemicals / wipes used for cleaning will be BS EN14467 compliant.</p> <p>The leader carrying out the cleaning is to wear appropriate PPE</p> | <p>Leader ensures cleaning is carried out pre and post session.</p> |
| <p>Hygiene of activity equipment: Higher risk of infection spread if hygiene not carried out.</p> | <p>Young People Leaders Parent Helpers</p> | <p>Programmes will be planned & executed to ensure that there is no sharing of equipment.</p> <p>Any equipment used by one Group must be quarantined for a minimum of 72 hours before being reused by anyone else. Hand contact with equipment will be reduced wherever possible as part of activity planning e.g. kicking instead of throwing balls.</p> <p>All cleaning chemicals & wipes used for cleaning of equipment will be BS EN14467 compliant.</p> | <p>Rules and regulations need to be introduced to minimise risk of cross contamination from using equipment & activity packs</p> <p>Groups will plan what equipment is required for each outdoor activity and it should be kept to a minimum.</p> |
| <p>First Aid:</p> | <p>Young People Leaders</p> | <p>A trained first aider must be present at all sessions. Session specific First aid kits must be available and in accordance with best practice and SA guidelines these must now include PPE; hand sanitiser, facemasks, disposable gloves and aprons.</p> <p>The First Aider and the Injured person must wear face masks where they have to break social distancing rules. If Social distancing rules are breached a record will be made in the register of those people involved. In the event of an emergency young people are to be re-called to a designated safe area and social distancing rules maintained. Locations of the section evening must be accessible to emergency vehicles.</p> <p>Should any young person or adult display symptoms of Covid19 they must be isolated from the group and a call made to collect them immediately. A record of the incident must be made in register and all parents & carers of other children must be advised of the potential Covid19 contact, and the need for self-isolation guidelines</p> | <p>Leaders to adopt procedures for delivering First aid considering Covid19 risks of infection and a Section First Aid Kit with Covid19 PPE included.</p> |
| <p>Test and Trace</p> | <p>Young People Leaders Parent Helper</p> | <p>Use OSM to register all Adults & Children who attend a session hold details for a minimum of 42 days, in case they are required for track and trace purposes.</p> <p>A Covid19 Premises QR code to be in place on the exterior door of 1st Marwood HQ and poster displayed. Anyone over the age of 16 to register if a smart phone is available.</p> <p>Should any member of the Group or parent helper become unwell they must advise section leader immediately. All members within that Group should be advised to contact NHS test and trace. All members who attended that Group should self-isolate and will be not be able to attend section meeting for a minimum of 14 days.</p> | <p>Additional records will be maintained in accordance with government test and trace guidelines</p> <p>A link for NHS track and trace to be available to all – a poster on the exterior door of HQ with a QR code to be used by anyone over the age of 16.</p> |

| | | | |
|---|--|--|--|
| <p>Returning to face to face scouting</p> | <p>Young People Leaders</p> | <p>This Risk Assessment to be published on 1st Marwood website and Facebook page.</p> <p>The group will ask for the parent's consent that they are happy for their child to return to face to face scouting. [see parent communications above]</p> <p>The group will ask for parents to confirm that anyone in their family bubble does not have any of the recognised symptoms of Covid19 now or in the previous 14 days prior to the session taking place, this confirmation will mandatory for every session. [see parent communications above]</p> <p>Parents will be fully informed of all measures that the group are putting in place for keeping everyone safe.</p> <p>Should any young person or adult display symptoms of Covid19 or suspect they may have been in contact with someone with Covid19, or been contacted as part of NHS test and trace they may not attend section meeting for a minimum of 14 days. The young people, parents & carers in the section will be fully briefed by email on the new rules and regulations that are required to allow a return to face to face scouting before any session date and will also be discussed at the start of the session to remind all present.</p> <p>The section leader will contact all parents that wish to speak to them about the implications for the return to face to face scouting and the safety measures that the group is putting in place.</p> | <p>Additional consent for participating activities will be required and increased communication of safety measures being put in place to parents, carers and young people.</p> <p>Ensuring inclusivity for vulnerable individuals or those nervous and or unsure about the return to face to face sessions through good communication</p> <p>Safety Briefing Card to be agreed and Leader to read out to each section before starting.</p> |
| <p>Increased risk of infection and complications for vulnerable people:</p> | <p>Young People Leaders</p> | <p>The group will need to communicate with leaders and young people to identify if anyone falls into the following categories:</p> <ul style="list-style-type: none"> • Clinically extremely vulnerable • Self-Isolating • People with symptoms of Covid19 <p>Individual plans will then be made identifying when they can join face to face sessions and what special arrangements, if any, will need to be introduced. If required additional specific risk assessments will be required.</p> | <p>Additional protection for vulnerable groups or those with existing symptoms</p> <p>This is currently unknown, so prior to start back this will be part of the written communication to parents.</p> |
| <p>Weather when meeting outside:</p> | <p>Young People Leaders Parent Helpers</p> | <p>Parents to ensure that young people bring the appropriate clothing for the session (sun hats, sun cream, waterproofs, and warm clothing). Individual drinks will be required. Regularly check young people and adults are all ok. Continuous assessment of weather conditions during group session.</p> <p>In the event of an extreme weather warning prior to the session commencing the section will revert to a zoom session. If there is a risk of bad weather the section will revert to a zoom session.</p> | <p>Face to face sessions outside will mean extra attention needs to be paid to weather conditions and the welfare of participants.</p> <p>If in doubt, groups will revert to a Zoom session.</p> |
| <p>InTouch:</p> | <p>Young People Leaders Parent Helpers</p> | <p>The leader running the session will have access to contact details of young people and leaders on OSM in the event of an incident, accident or emergency.</p> <p>Parents are to ensure that contact details on OSM are correct before the return to face to face scouting.</p> <p>A good mobile phone signal exists in all Safe Zones.</p> | <p>Remote or outdoor sessions mean we need to review contact procedures to ensure safety can always be maintained.</p> <p>Add regular reminders to parent communication to keep contact details up to date on OSM.</p> |
| <p>Use of outdoor safe spaces: Un-even ground, access to space less controlled, cannot be cleaned.</p> | <p>Young People Leaders Parent Helpers</p> | <p>The Safe Zone, listed above will be chosen appropriate to the programmed activity being undertaken.</p> <p>Risk assessment of the programmed activity to be informed by this document which must be incorporated at all times. The Group to be fully briefed of any hazards relating to the location at the start of a game or activity.</p> <p>Torches will be included in kit list for the section when activity will not be completed in daylight. Any wide games must be carried out in a suitable, risk assessed area when not wanting torches to be used.</p> | <p>Ensuring the location of sessions is appropriate to the planned activity and meets the requirements of our return to "Face to Face" scouting risk assessments below.</p> |

| | | | |
|---|---|--|---|
| The Face to Face Session: | Young People Leaders Parent Helpers | <p>All standard scouting best practice must incorporate these control measures. Section leaders in charge of the session must ensure that the following checklists from the Scout Association are completed as part of the planning of program or activity and that those plans are adapted to include any applicable control measures required.</p> <p>Additionally, these control measures will also need to be reviewed to ensure the sessions are able to run safely and comply with the SA Covid guidance.</p> <ul style="list-style-type: none"> • Planning a safe and enjoyable program checklist. • Finding a safe space checklist. • Getting everyone there safely checklist. • Knowing what to do if something goes wrong checklist <p>Checklists and this risk assessment must be available at every session and will be available to parents & carers upon request and on the Group website.</p> | These checklists will need to be reviewed to ensure keeping safe when scouting incorporates these Covid19 secure measures |
| Mental Health: | Young People Leaders | <p>Regular communication of activities & sessions to ensure young people, parents, carers and leaders are kept updated with what is happening so they can feel reassured.</p> <p>The young people will be actively involved in writing a Covid19 code of conduct for the section. Leaders are to follow yellow card instructions and listen to a young person.</p> | We need to ensure inclusivity and returning to the new normal will help young people's well being |
| Note: | | This risk assessment must be used in conjunction with other risk assessments. Normal risk assessments for activities must still be carried out for the planned session and be informed by this document. On-going risk assessments during sessions must be maintained and be informed by this document. | |
| 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: Role / Level: Date: | Nick Jupp GSL 1 st Marwood Scouts 21/3/21 | Checked by Executive | Name: Role / Level: Date: | Sophia Roberts Group Chairman 1 st Marwood Scouts 21/3/21 |
| Approved by Commissioner | Name: Role / Level: Date: | | Approved by Executive | Name: Role / Level: Date: | |
| Notification of level change | Date & By Who | | | | |