

## Covid-19 restarting face to face Scouting risk assessment

Name of Section or Activity	Atlantis ESU	Date of risk assessment	10/09/20	Name of who undertook this risk assessment	Graeme Stoodley	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?
<p><b>Hazard</b> – something that may cause harm or damage.</p> <p><b>Risk</b> – the chance of it happening.</p>	Young people, Leaders, Visitors?	<p><b>Controls</b> – Ways of making the activity safer by removing or reducing the risk from it.</p> <p><i>For example - you might use a different piece of equipment or you might change the way the activity is carried out.</i></p>	Keep <b>checking</b> throughout the activity in case you need to change it...or even <b>stop</b> it! This is a great place to add comments which will be used as part of the review.
Maintaining social distance at drop off and pick up: higher risk of infection spread if social distancing not maintained.	Leaders, young people, parents, visitors	<p>Parents will not enter the building or copse, make expectations clear</p> <p>Establish one-way system for access: parents and Explorers arrive through car park gate, and leave around the building (back to car park by end near the rugby club) put up laminated notices and explain in initial details.</p> <p>Explain system to parents in letter/email about restarting, parents drop off Explorers by gate or may come up to flat concrete area to speak to a leader outside if necessary, remind parents of need to socially distance in car park.</p> <p>Entry to copse through gate provide hand wash and/or sanitiser at gate entrance.</p> <p>Leader to go outside first at end of meeting, parents queue while maintaining social distance when collecting.</p> <p>Explorers will only be allowed to attend their registered unit meeting no other nights as previously allowed. They will also be required to wear a mask at all times.</p>	(dealing with subs/money?)

Additional information can be found in the [Safety Checklist for Leaders](https://scouts.org.uk/safety) and other information at [scouts.org.uk/safety](https://scouts.org.uk/safety)

HQ Template Published June 2020



## Covid-19 restarting face to face Scouting risk assessment

<p>Maintaining social distance during meeting: higher risk of infection spread if social distancing not maintained.</p>	<p>Leaders, young people, visitors</p>	<p>Limit group size to 15 including leaders as advised by SA, for us this is likely to mean 15 Explorers at a time plus 4 Leaders (Graeme, Neal, Amy and Roger. Possibly Jake or Emma) contact with each Explorer family before meetings to confirm numbers.</p> <p>Leaders to plan for activities which maintain social distance as far as possible. Space Explorers 1m apart minimum in circle near flagpole when addressing whole unit, explain and maintain distance between them by some leaders standing in the spread-out circle Maintain clear space between groups for activities, pre-plan how groups will be managed for each activity.</p>	<p>Review again when numbers are known, including YP moving up to Explorer and recruits starting explorer. Group size guidance may change.</p>
<p>Symptoms of Covid19 (and other illnesses) need to be recognised, higher risk of infection spread if anyone symptomatic attends a meeting</p>	<p>Leaders, young people, parents, visitors</p>	<p>Establish clear expectations to parents that no-one may attend if showing symptoms or has been in contact with others showing symptoms (for example a school "bubble" or a family member or friend they have been in contact with may have a confirmed case).</p> <p>If symptoms develop following a meeting, or a diagnosis is made, parents will inform leaders, then information will be shared without personal details.</p> <p>Leaders or parents of young people who may be higher-risk or shielding may need to assess their personal risk on an individual basis, this will be discussed in advance of first meeting, by phone call or email, and may change over time.</p>	
<p>Maintaining social distance and hygiene during the meeting, some young people may find this challenging due to behaviour, emotion/excitement or learning needs</p>	<p>Leaders, young people</p>	<p>Plan for frequent reinforcement of clear social distancing advice in a way Explorers can understand, this will be through games which require personal space, use of descriptive verbal praise and positive non-verbal signals (thumbs up, wide arms to indicate need to spread out). Plan a discipline ladder if necessary, in case social distancing is persistently broken by a young</p>	<p>Frequent communication with parents, before first meetings, and review once meetings are re-established</p>

Additional information can be found in the [Safety Checklist for Leaders](https://scouts.org.uk/safety) and other information at [scouts.org.uk/safety](https://scouts.org.uk/safety)

## Covid-19 restarting face to face Scouting risk assessment

		<p>person (such as: non verbal reminder, verbal reminder, warning, separate pairs or small groups who keep moving together, removal from a short activity....)</p> <p>Certain Explorers have special needs which may make it harder for them to understand social distancing, discuss strategies for this with parents ahead of meeting, (such as visual reminder cards), if necessary allocate one leader or ideally parent (will count in numbers/ratio) to supervise a Explorer at a safe social distance to prevent running about or contact with others.</p>	
Hygiene of people: higher risk of infection spread if proper hand washing not carried out.	Leaders, young people, visitors	Provide hand washing and/or sanitiser for members on arrival, departure and during as required. Provide disposable paper towels for hand drying and suitable bin. Remind young people not to touch faces, develop reminder routines over time.	
Hygiene of toilets: higher risk of infection spread if hygiene not carried out.	Leaders, young people, visitors	<p>Ask explorers to try to ensure they go to the toilet before coming to meetings to minimise need if possible.</p> <p>Use downstairs disabled toilet to avoid movement through building and keep it as one at a time. Sanitise door handle and taps each time it is used.</p> <p>Toilet facilities cleaned before and after sessions, cleaning equipment available to leaders with safe storage. Deep cleaning of the facility on a regular basis.</p> <p>If the upstairs toilets need to be used, doors will be blocked open to minimise contact with push panels and handles.</p> <p>Use disposable paper towels for hand drying and provide a suitable bin. Dispose of waste accordingly.</p>	
Transmission through droplets in breath may be higher risk in singing or projecting voice	Leaders, young people	<p>Avoid facing others closely when speaking loudly, plan for leaders to give group instructions, greetings and talks at distance such as Explorers at suitable spacing around the flagpole in the copse.</p> <p>Encourage and train young people in use of non-verbal signals such as the raised hand</p>	

Additional information can be found in the [Safety Checklist for Leaders](https://scouts.org.uk/safety) and other information at [scouts.org.uk/safety](https://scouts.org.uk/safety)

## Covid-19 restarting face to face Scouting risk assessment

		or clapping for attention.	
Hygiene of activity equipment: Higher risk of infection spread if hygiene not carried out.	Leaders, young people	Programme planning to minimise use of shared equipment. Where needed we will ensure 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. Give parents information about any items needed for the programme, so that any personal items for use by Explorers will be brought from home and used by that Person only (for example drinking bottle, pencil).	
Use of outdoor spaces: uneven ground, access to space less controlled, cannot be cleaned.	Leaders, young people	Outdoor activities will generally take place in our Scout cove beside the HQ or on the field, choose activities appropriate to the space available, briefing to leaders and young people on boundaries, check for hazards ahead of meeting activities by leaders, hand washing for all participants. Use indoor toilet facilities (downstairs disabled toilet as above) where necessary. Plan for adverse weather conditions, expectation to wear suitable footwear and bring a coat if rain is forecast. Adapt activities to suit weather conditions, including cancellation of outdoor activities if necessary.	Review outdoor activities dependent on weather conditions, season
Emergency first aid situations may require closer contact than recommended, higher risk of infection if face-to-face, indoors, or for prolonged time	Leaders, young people	Named leader will be designated for first response at each meeting/activity. First aid points in the HQ building will be equipped with face masks, aprons and disposable gloves for emergency first aid use. Where practical first-aid may be administered outdoors. Hygiene advice will be followed, parents informed, and suitable records kept.	

Additional information can be found in the [Safety Checklist for Leaders](https://scouts.org.uk/safety) and other information at [scouts.org.uk/safety](https://scouts.org.uk/safety)

HQ Template Published June 2020



## Covid-19 restarting face to face Scouting risk assessment

--	--	--	--

**Review:** This risk assessment is for a section to move from one COVID Readiness alert level to the next, an additional risk assessment will be produced for each move proposed.

Checked by Line Manager	Name, Role / DESC Date	Checked by Executive	Name, Role / DESA Date
Approved by Commissioner	Name, Role / level Date	Approved by Executive	Name, Role / level Date
Notification of level change	Date and by who		