

COVID-19 Action Plan



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Contents

Definitions.....	3
Introduction.....	4
Current Alert Level.....	5
Plan for the Group (to enable face to face Scouting).....	6
Training	7
GDPR	7
First Aid.....	8
First Aid Policy.....	8
CPR During COVID-19	8
PPE, Cleaning and Sanitising.....	9
Personal Protective Equipment	9
Cleaning.....	10
Cleaning equipment.....	10
Hall Cleaning.....	11
Equipment Cleaning:	11
Sanitising.....	12
Sanitising Equipment	12
Group Sizes and Distancing.....	13
Section Meeting Times, Days and Locations.....	14
Communicating with Parents	16
Annex 1 - Code of Conduct	17
Annex 2 – Updated First Aid form.....	19
Annex 3 – Hall Cleaning Sign Off Check Sheet	20
Annex 4 – Incident Report Form	21

Definitions

The following terms are used through this Action Plan:

COSHH	Control of Substances Hazardous to Health Regulations
Exec	The Executive Committee for The Group
GDPR	General Data Protection Regulation
Group Scout Leader	Martine Coatham (Acting GSL)
Explorer Scout Leader	John Hayes
District Explorer Scout Leader	David Evans
Online Scout Manager	This is a cloud-based database used to manage each section and the group waiting list
Helper	As defined at 1.2 of POR
Minimum Standards	As defined at 3.7n, 3.8n and 3.9n of POR.
Parents	This is a generic term but will include Parents, Stepparents, Guardians, Carers and any other person who is a primarily responsible for a Young Person
POR	The Scouts Policy, Organisation and Rules
Readiness Level	The level set by The Scouts
Section Leader	As defined at 3.7 c & d, 3.8 c & d and 3.9 c & d of POR.
Social Distance	The minimum distance set by the Government in relation to how far each person needs to stay apart from someone not from their household
The Group	1 st Fordingbridge Scout Group
The Scout Hut	Our Group premises/HQ
The Scouts	The Scout Association for the UK
Track and Trace System	The system created and used used by the Government in order to track those who have come into contact with someone who has tested positive for COVID-19
Young People	The members of the Scout Group whether they are Beavers, Cubs, Scouts or Explorers

Introduction

This Action Plan has been created to focus on returning to Scouts for 1st Fordingbridge Scout Group. The purpose of this plan is to keep everyone safe and to prevent the spread of COVID-19, whilst slowly moving back to face to face meetings.

It follows Government guidance and guidance released by the Scout Association – all of which is available online.

The system set out by The Scouts follows the National Youth Agency (NYA) framework for returning to meetings. There are four levels of alert which are as follows:

Readiness level	NYA level	Scout level
Red Rate of infection is remaining consistent or growing	<ul style="list-style-type: none"> • Online and digital youth services • Detached youth services and 1-2-1 sessions with vulnerable young people outdoors 	<ul style="list-style-type: none"> • Digital programme delivery • No face-to-face activity or meetings • No residential activities
Amber Rate of infection is reducing consistently in all parts of the country	<ul style="list-style-type: none"> • Online and digital youth services • Small group sessions can take place 	<ul style="list-style-type: none"> • Digital programme delivery • Small group sessions can take place outdoors and indoors • No residential activities
Yellow Number of cases low and decreasing, full Track and Trace system in place	<ul style="list-style-type: none"> • Online and digital youth services • Indoor group sessions can take place • Outdoor learning, trips and visits 	<ul style="list-style-type: none"> • Digital programme delivery • Small group sessions can take place outdoors and indoors • Camping in the UK (or in your home country for BSO)
Green No new cases or a vaccine is readily available	<ul style="list-style-type: none"> • All services open as per normal yearly operations • Overnight trips and visits allowed • International travel allowed within FCO advice 	<ul style="list-style-type: none"> • All activities can resume in line with government guidance

Note: Another level of readiness has been introduced (March 2021) Amber Indoors – where indoor sessions may take place from 12th April 2021.

Getting back together safely: The COVID Code

1. A COVID-safe risk assessment has been completed and we have communicated control measures to volunteers, young people and parents and all are encouraged to raise concerns
2. Additional hygiene measures are in place
3. Social Distancing will be observed (check current distance determined by your Government)
4. Maximum group sizes will be limited and determined by [scouts.org.uk](https://www.scouts.org.uk) and members will be consistent where possible
5. Make adjustments for young people and adults vulnerable or affected by COVID, and consult to make sure return plans are accessible and inclusive

The COVID Code shows the basic steps of getting back to Face to Face Scouting:

Revised risk assessments to support each level must be submitted electronically to the Scout Association and be approved by the District Commissioner or one of their delegates, prior to any face to face meeting taking place. These are in addition to the standard risk assessment for each planned activity.

It is a requirement that all Section Leaders read and understand this Action Plan.

Current Alert Level

The Readiness Level moves to Amber on 29th March 2021 and Amber Indoors on 12th April 2021, this action plan has been updated to accommodate these levels.

Group Programming Agreement

At this time 1st Fordingbridge Scout Group plans to return to face to face Scouting in April of the Summer term 2021, each section return date to be agreed with GSL once all procedures and protocols are in place.

It is likely that due to reduced group sizes, initial meetings may not be in the usual weekly format depending on leader availability.

Communication will continue with parents and a standard programme will resume in the Summer term.

Plan for the Group (to enable face to face Scouting)

Task	Description	Date to be Completed	Responsibility	Date Completed
Action Plan	This document	27/07/20	GSL/AGSL	Revised 18/4/21
Draft Risk Assessments	Risk Assessment – Amber	January 2021	Activity and Section Leaders	Reviewed April 2021
	Risk Assessment – Yellow	January 2021		
	Risk Assessment – Green	January 2021		
Leaders Survey	Leaders meeting held to ascertain when leaders are prepared to return	09/09/20	GSL	Reviewed April 2021
Parents Survey	Email sent to parents asking for confirmation of return dates	02/01/21	GSL	Reviewed April 2021
Surveys Reviewed	The results of the Surveys shall be reviewed and if necessary, this Action Plan shall be updated	12/11/20	Exec	Reviewed April 2021
Action Plan agreed	A copy the Agreed Action Plan is to be sent to all parents with invitation to comment on this Action Plan, together with a further request to confirm who would be happy to return	12/12/20	GSL/Exec	Revised documents to be made available on the website
Programme Planning	Put together a four week plan for the approved sections, start date to be agreed. This should include planning for small face to face groups and virtual meetings.	April 2021	Beavers	
			Cubs	
			Scouts	
			Explorers	
Purchase PPE	Once the Action Plan has been agreed then the additional PPE and cleaning equipment required will need to be purchased and then stored appropriately at the Scout Hut	April 2021	Exec	

Things to Consider

Training

It is the responsibility of the Group Scout Leader to ensure that all Section Leaders training is up to date and in accordance with Rule 3.43 of POR. Programme plans will need to ensure there is appropriate first aid cover.

GDPR

It has been argued that data sharing is going to be required in relation to COVID-19 and as such cooperation is going to be crucial to the process. This may include sharing with the Government and in particular with their Track and Trace system. The Group will review this as necessary and make appropriate plans, following agreement with members.

First Aid

First Aid Policy

Before dealing with any incident, first aiders will need to ensure they wear a mask, visor, and an apron along with disposable gloves as distancing will be broken. Sanitiser should also be used prior to and after treating the injury. All materials need to be disposed of properly especially items that have blood or other bodily fluids on. If it is possible and sensible the person being treated should also wear a mask. The masks should not be removed until the care of the person injured is transferred to either a parent and/or ambulance service. Should it be the latter then follow any instruction given by them.

In accordance with The Scouts policy full detailed records need to be kept of any incident in case an outbreak occurs, this information will be needed by the Track and Trace System. An updated First Aid form can be found in Annex 2. The first aider should monitor themselves for symptoms of COVID-19 and if present should isolate, until a “negative” result is given as a result of being tested or until the isolation period is over.

CPR During COVID-19

In adults the current governmental advice is that a cloth or some other covering should be placed over the mouth and nose and no rescue breaths should be given, only chest compressions at the normal rate (5-6cm compression at 30 beats followed by a break where normally rescue breaths are given but in this case they aren't). The other leader/adult present should be phoning 999 as soon as the incident occurs, they should then place the phone on speaker and maintain the Social Distance from the casualty and the first aider.

For children, the guidance is different and this statement from the national resuscitation council explains why:

“It is likely that the child/infant having an out-of-hospital cardiac arrest will be known to you. We accept that doing rescue breaths will increase the risk of transmitting the COVID-19 virus, either to the rescuer or the child/infant. However, this risk is small compared to the risk of taking no action as this will result in certain cardiac arrest and the death of the child.”

To this end, it is important that you take all necessary precautions by using a rescue face shield or pocket mask. Those involved should monitor themselves for the following 14 days and if appropriate should isolate themselves and those living with them until tested and given a “negative” result or until the isolation period is over.

PPE, Cleaning and Sanitising

Personal Protective Equipment

PPE (Personal Protective Equipment) Facemasks are required to be worn by leaders when indoors, unless they are delivering activities, facemasks are required by all Scouts and Explorers when indoors. Exceptions as per national guidelines are permitted.

PPE is required when leaders and/or adults are coming into contact with young people at a distance closer than 2 metres. The only reason the 2-metre distance should be breached is if it is necessary and with the minimum leaders needed to deal with the incident i.e. first aid or safety incident.

The group will have at all **on site meetings** a minimum of:

- 10 Medical Grade Masks
- 4 Visors (CE Marked)
- At least 10 Plastic Aprons
- At least 20 Medical Grade Disposable Gloves
- 2 Single Use Resuscitation Masks or Pocket Masks
- Appropriate Bags for Contaminated Material
- Regular First Aid Kit in accordance with The Scouts Fact Sheet FS14048.

A plastic box will be kept in the storage room, designated for the Safe Storage of all PPE which is easily accessible and clearly labelled so an Adult Helper can locate the same should there be an emergency. Please remember that PPE is only effective if it is worn properly.

The group will have at **all meetings offsite** a minimum of:

- 5 Medical Grade Masks
- 2 Visors (CE Marked)
- At least 10 Plastic Aprons
- At least 20 Medical Grade Disposable Gloves
- 2 Single Use Resuscitation Masks or Pocket Masks
- Appropriate Bags for Contaminated Material
- Regular First Aid Kit in accordance with The Scouts Fact Sheet FS14048.

As soon as any PPE is used an email must be sent to the **GSL** so that replenishments can be topped up and replacements ordered. **A meeting cannot be held if the minimum PPE as mentioned above is not maintained at the Scout Hut prior to the meeting.**

If any Section Leaders are unsure then they should speak with the Executive Committee for further guidance.

Cleaning

Regular cleaning is another important job which must be carried out before and after each face to face session. Equipment sharing is not encouraged and activities should aim to give each young person their own equipment which others will not have contact with. There should also be minimal items sent home and minimal items bought from home. All of these measures help to prevent the spread of COVID-19.

Stage:	What Needs Cleaning?
Amber	Equipment and Hall (Amber Indoors only)
Yellow	Equipment and Hall
Green	Equipment and Hall

Sign off check sheets can be found in the HQ office, these will need to be completed and left in the Office (Hall), to confirm completion of the above activities.

Cleaning equipment

In addition to the PPE the Group will need to keep a constant stock level of cleaning equipment and as such the minimum of the following should be kept:

- 2 packs of cleaning wipes compliant with BS EN14476 – 1 of which must be sealed
- 2 number 5 litres of suitable cleaning solution – 1 of which must be sealed
- 2 number 5 litres of suitable Sterilising Solution – 1 of which must be sealed

Due to the toxicity nature of the cleaning products, these will be stored in the locked cleaning/supply cupboard (located in the extension) and out of the reach of the younger Young People.

All COSHH Data sheets for each of the cleaning solutions purchased will be kept with the cleaning products stored at the Hall and are annexed to this document.

Hall Cleaning

The Scouts guidance in relation to keeping the Scout Hall safe and secure can be found online but the Group has decided that the Scout Hall will need to be cleaned before and after every meeting and as such sufficient time should be given to ensure that this is carried out properly. As the Section Leaders are volunteers the Groups meetings times may be shortened to allow this. Should there be two meetings held in one night then the Hall will need to be cleaned between each meeting.

Whenever cleaning is taking place the Section Leader and/or Adult Helper must wear disposable gloves and an apron.

The Hall will be deep cleaned once a week, by external professional cleaners as organised by the Executive Committee.

The following must be carried out before and after the meeting:

- Toilets Cleaned with a D10 Cleaning Solution
- Kitchen Cleaned with a D10 Cleaning Solution
- Floor Mopped with a BS EN14476 Compliant Cleaning Solution
- Touch Points wiped down with a D10 Cleaning Solution and/or antibacterial wipe
- Tables and chairs (if really necessary and should really be avoided wherever possible) that are used wiped down with D10 Cleaning Solution

Equipment Cleaning:

- Plastic Equipment, Ropes and any other equipment which will not be damaged by bleach and water should be placed in a food crate which should then be soaked in a Milton solution in a storage crate for at least 15 minutes.
- Any other equipment should be quarantined for a period of 72 hours before being used again.
- Pens, Pencils and Stationery should either be quarantined (72 hours) or wiped down with BS EN14476 compliant wipes and left to air dry before storing.

Sanitising

At the start of every meeting every person in attendance will be advised to wash their hands for at least twenty seconds using soap and hot water upon entering and leaving the Hall. It will also be advisable for everyone in attendance to wash their hands after every activity or every half hour whichever the earliest. All hand-wash should be anti-bacterial at the very least and dispensed from hands free container wherever possible.

For those meetings which will be held outside and away from the Hall sanitiser will be available. As with handwashing everyone who is in attendance must use it at the start and finish of the meeting as well as using it after every activity or every half hour whichever the earliest. It should be noted that sanitiser should be alcohol based as this has proved effective against COVID-19

In addition to the above anyone in attendance must wash their hands and/or use hand sanitiser if they touch their face/mouth/nose/eyes or before eating anything.

Sanitising Equipment

In addition to the PPE and Cleaning Equipment the Group will need to keep a constant stock level of sanitising equipment and as such suitable and appropriate levels of the following should be kept:

- 5 bottles of anti-bacterial handwash
- 5 bottles of alcohol based hand sanitiser

Group Sizes and Distancing

Group Sizes in our HQ -

Due to the size of the hall, maximum group size will be kept at - **Amber** level: 9 young people and up to 3 Leaders / Adults. Leaders can also include Young Leaders, (3rd September 2020). Carers can be in addition and will not be counted in these numbers.

This applies to both indoor and outdoor activities.

Notwithstanding the maximum size of groups, the Scouts POR must be followed in relation to the minimum ratios and these adults will occupy a space in the maximum group size.

Bubbles

The Group should aim to implement a system of a “bubbles” and keep the young people in these bubbles wherever possible, to minimise risk. With this in mind the Section Leaders should consider the following elements:

- Siblings (Try to keep siblings in one bubble, that way there is not cross bubble contamination)
- Schools (Try to reduce the number of different schools in one bubble)

The Section Leader of each group/bubble will also need to keep an accurate register of who was in attendance using Online Scout Manager (OSM).

Distancing

As was stated in the All Members Meeting on 24 June 2020 by Graeme Hamilton (Deputy Chief Commissioner) the distance between each unit or group must be at least 25 metres. This means as long as the ratios as above are met then multiple groups can meet simultaneously as long as they are 25+ metres apart. As such it will not be possible to have a several groups/bubbles meeting at the Hall, although other outdoor meeting spaces could allow this.

Adults are permitted to move between the groups across the 25m space, Young People must not move between groups (3rd September 2020).

Section Meeting Times, Days and Locations

It may be the case that meeting days and times will shift to allow for the number of young people involved.

The key concern will be the use of toilets, changing facilities and handwashing facilities. It will be important to remind the young people to go to the toilet before leaving their home when meeting outdoors.

An additional key consideration is the prevailing weather conditions. Although this can be mitigated with the correct gear such as coats and torches.

Outdoor activities should be chosen in preference to indoor activities wherever possible

Transport to and from meetings

A reminder should also be sent to parents that lift shares should be avoided at all costs.

Drop Off and Pick Up

The Hall – inside/outside

Section Leaders should confirm to the parents that their young person will be attending the Hall for their meeting and the following process should be followed for the drop off:

1. Parents to drop young people off (**parents must not enter the hall**) and remind them that social distancing must be observed before joining the group. Floor markers at 2m intervals leading up to the door can be applied for any **waiting parents**. Parents to leave the area via the indicated one way system.
2. The young person must wash their hands for at least twenty seconds or use hand sanitiser provided (if outside), maintaining social distance at all times (this may require waiting in line).
3. After they have washed their hands they will be given instructions by a leader to proceed to their designated group/bubble

With regards to the pickup the following process should be adhered to:

1. As with the drop off **parents are to remain outside** at 2m spacing and young people will be released individually and observe the one-way system.
2. The Section Leader will see the order that the parents are queued in and will recite that order. The young people are to exit their group / bubble in that order and on their way out they are to wash their hands/will be given hand sanitizer. Whilst waiting the young people will remain in their designated area/socially distanced queue.

Off Site Meetings

The Section Leader should confirm to the parents that their young person will be attending an off-site location for their meeting. Parents are to drive to the parking area and remain in their car whilst the young person gets out of the car and joins the Section Leader keeping to the minimum Social Distance.

Hand sanitiser will be available on arrival and prior to collection, when meeting off site.

For pick up the reverse is to happen.

Communicating with Parents

As a Group we wish to engage with Parents as much as possible in the process of returning to face to face meetings. It is appreciated that in view of the seriousness of COVID-19 that they may have additional concerns which will need to be considered. As such usual Communications should be sent to parents via the email system on OSM, however, it may be necessary to cancel a meeting at the last minute due to unforeseen circumstances such as a change in the alert level. In such circumstances the Section Leader will email all parents via OSM.

OSM

In view of the seriousness of the current pandemic it is imperative that all parents have logged back on and ensured that all information contained within OSM is up to date. In particular as new fields have been added "Have you read our COVID-19 Code of Conduct and agree to abide by the same" and "I confirm that I have explained the COVID-19 Code of Conduct and my Young Person understands it" must be completed before the Young Person attends the meeting.

NO YOUNG PERSON WILL BE ABLE TO ATTEND UNTIL SUCH TIME AS OSM HAVE RECORDED THAT THE DETAILS HAVE BEEN UPDATED AND/OR CONFIRMED BY A PARENT.

In the initial communication with the parents it needs to be made absolutely clear that if someone within the bubble tests positive for COVID-19 then the Group will have no alternative but to provide contact information to the Track and Trace System.

Annex 1 - Code of Conduct

As a result of the new framework additional points will need to be included in the Groups/Sections Code of Conduct. The following will need to be communicated to the parents and the young people:

1. I will listen and follow all instructions given by my Section Leader.
2. I will always maintain a minimum of 2 metres distance (or any other such distance introduced by the Government) from the closest person unless it is an emergency.
3. I will bring a named bottle of water to each session and will not share this with other members attending the meeting. I understand that no water will be available on site.
4. I will not attend a face to face meeting if I am presenting any COVID-19 symptoms.
5. I will inform my Section Leader if I develop COVID-19 symptoms after a meeting.
6. I will not be disappointed if a meeting is cancelled at last minute due to COVID regulations.
7. I agree that if unfortunately, another member of my bubble or group tests positive then I will follow the guidance set by the Government in relation to self-isolation.
8. I consent to the Section Leader providing my contact details to the Government's Track and Trace System if unfortunately another member of my bubble or group tests positive.
9. I understand that if I breach any of these rules then I may be suspended from the Group for a period of 14 days.

The above additions to the Code of Conduct must be emailed to the parents as a separate document when the Action Plan is emailed to them, together with an invite to review and update OSM and the relevant fields to OSM must be updated.

It is acknowledged that Code 5 may breach GDPR, but any parent/guardian accepts this by allowing their Young Person to attend any face to face meeting.

What Happens if a Young Person Breaks the Distancing?

For now, all young people in all sections should continue to social distance by 2m from each other where possible and from adult volunteers at all times (April 2021).

The Section Leader should ensure that the young people in question separate as soon as possible. Those involved should then wash their hands immediately and if there are no toilet facilities then those involved should sanitise their hands. The incident will also need to be recorded by the Section Leader using the form Incident Report form (Annex 4). A copy of the form should be emailed to the parents of those involved. In addition to this the parents will have to monitor the young person for any COVID-19 symptoms. If symptoms do occur, then the details of all those who were at that meeting will be needed for the Track and Trace System.

If a young person repeatedly breaks the minimum Social Distance rules they may not be allowed to return to face to face meetings for a period of a minimum of 14 days and possible further if deemed necessary by the Group Scout Leader, the Section Leader and/or Executive Committee.

Annex 2 – Updated First Aid form

1st Fordingbridge Scout Group Accident Reporting Form

Leader Information	
Section Leader:	
Address	
Contact Tel	
Email	

Injured person Information	
Name of Young Person	
Date of Birth	
Gender	
Are they presenting with COVID-19 Symptoms	Yes / No

Accident Information	
Date of Accident	Time of Accident
Date Reported	Time Reported
Accident reported by	
Location of Accident	
Details of Injury	
Nature and how accident happened	
Did anyone witness the accident	
Name of witnesses	
First aid provided (if yes provide details)	
Parents/Guardian Notified (if yes provide details)	
Recommended action to be taken	

Form completed

by:

Date

Time

Annex 3 – Hall Cleaning Sign Off Check Sheet

Will the Section Leader please initial each box to confirm that each location has been cleaned?

Area	Description	Prior to the meeting	After the meeting
Toilets	Toilet Basin cleaned with a suitable Solution		
	Sink and taps cleaned. Toilet pan cleaned with suitable Cleaning Solution		
	Floor Mopped with a BS EN14476 Compliant Cleaning Solution		
	Door handles wiped with an anti-bacterial and/or D10 Cleaning Solution		
	Light cord wiped with an anti-bacterial and/or D10 Cleaning Solution		
Kitchen	Sink, taps, draining board and worktops Cleaned with D10 Cleaning Solution		
	Floor Mopped with a BS EN14476 Compliant Cleaning Solution		
	Door handles wiped with an anti-bacterial and/or D10 Cleaning Solution		
	Light switch wiped with an anti-bacterial and/or D10 Cleaning Solution		
Corridor	Floor Mopped with a BS EN14476 Compliant Cleaning Solution		
	Door handles wiped with an anti-bacterial and/or D10 Cleaning Solution		
	Light switch wiped with an anti-bacterial and/or D10 Cleaning Solution		
Hall	Floor Mopped with a BS EN14476 compliant cleaning solution		
	Door handles wiped with an anti-bacterial and /or suitable cleaning solution		
	Light switch wiped with an anti-bacterial and / or suitable Cleaning Solution		
Office & side rooms	Flat surfaces, door handles wiped with an anti-bacterial and / or Cleaning Solution		
	Light switch wiped with an anti-bacterial and/or D10 Cleaning Solution		

Signed:

Dated

Annex 4 – Incident Report Form

1st Fordingbridge Scout Group Incident Reporting Form

Leader Information	
Section Leader:	
Address	
Contact Tel	
Email	

Injured person Information	Person 1	Person 2	Person 3
Name of Young Person			
Are they presenting with COVID-19 Symptoms	Yes / No	Yes / No	Yes / No

Incident Information	
Date of Incident	Time of Incident
Date of Incident	Time Reported
Accident reported by	
Location of Incident	
Details of Incident	
Did anyone witness the accident	
Name of witnesses	
Parents/Guardian Notified (if yes provide details)	
Recommended action to be taken	

Form completed

by:

Date

Time