

*1<sup>st</sup>. Fordingbridge Scout Group ----- Covid-19 Restarting Face to Face Scouting Risk Assessment*

|                                    |   |                                |                                      |   |  |  |  |
|------------------------------------|---|--------------------------------|--------------------------------------|---|--|--|--|
| <b>Name of Section or Activity</b> | Small groups meetings for indoor and outdoor activities. <b>All Sections.</b> | <b>Date of risk assessment</b> | <b>12/11/20 (Revised Guidelines)</b> | <b>Name of who undertook this risk assessment</b> | H. Christian (AGSL)<br>T. Parker (GSL) | <b>COVID-19 readiness level transition</b> | <b>Red to Amber<br/>Amber Revised<br/>12/11/20</b> |
|------------------------------------|---|--------------------------------|--------------------------------------|---|--|--|--|

| Hazard Identified? / Risks from it?   | Who is at risk?                         | How are the risks already controlled?<br>What extra controls are needed?   | What has changed that needs to be thought about and controlled?   |
|---|---|--|---|
| <i>Hazard - something that may cause harm or damage.<br/>Risk - the chance of it happening.</i>                           | <i>Young people, Leaders, Visitors?</i> | <i>Controls - Ways of making the activity safer by removing or reducing the risk from it.<br/>For example - you might use a different piece of equipment or you might change the way the activity is carried out.</i>  | <i>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.</i> |
| Maintaining social distance at drop off and pick up: higher risk of infection spread if social distancing not maintained. | YP, Leaders and Visitors                | <p>If multiple Groups meeting, Groups for each activity will be staggered in their drop of time leaving 15 minutes for assembly and disbursement to their activity between activity groups' meeting times.</p> <p>No group will exceed 15 Young People and 5 Leaders at stipulated POR ratios. If more than one group is present then a distance of 25 meters must be maintained between groups.</p> <p>Parents to be briefed that collection at end of activity should be prompt.</p> <p>Parents to be briefed to remain in their cars if meeting off site or to form a socially distanced queue outside the Hall if meeting indoors. Young People to be met or dismissed by section leader.</p>                      |   |
| Maintaining social distance during meeting: higher risk of infection spread if social distancing not maintained.          | YP, Leaders                             | <p>Programme activities should be planned to allow 2m social distancing between all individuals to be maintained.</p> <p>If SD is breached the Section Leader should ensure that the young people in question separate as soon as possible. Those involved should then sanitise their hands immediately. The incident will also need to be recorded by the Section Leader using the form Incident Report form. 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.</p> |   |
| Hygiene of people: higher risk of infection spread if proper hand washing not carried out.                                | YP, Leaders and Parents.                | <p>Communicate expectations to Parents and Young People in advance that they are to arrive having washed their hands before leaving for the meeting.</p> <p>Group to provide hand sanitiser while at outdoor meetings and hand washing facilities at indoor meetings. Young people may bring their own hand sanitiser if they have</p>   |   |

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|--|----------------------------|--|---|
|  |                            | <p>specific allergies.</p> <p>Hands to be sanitised/washed at start and finish of session and at 30 minute intervals throughout.</p>   |   |
| Hygiene of toilets: higher risk of infection spread if hygiene not carried out.            | YP and Leaders             | <p>Controls to include: toilet facilities cleaned before and after sessions, cleaning equipment available to leaders with safe storage.</p> <p>Deep cleaning of the facility on a regular basis.</p> <p>Where toilet facilities are available at an outdoor meeting place, such as Harry's Island Campground, then they will be cleaned before and after the meeting by the Leaders.</p> <p>Where toilet facilities are not available it is advised the Young People use the toilet at home before attending.</p> <p>Young people will be allowed into the toilets one at a time and will be supervised to and from toilets to ensure no loitering/groups.</p>   | If toilets are available at outdoor site then ensure cleaning supplies are available or transported safely and securely to site and additional time is allocated for the leaders. |
| Hygiene of activity equipment: Higher risk of infection spread if hygiene not carried out. | YP and Leaders             | <p>All required equipment will be placed in a ready state by nominated Leaders and helpers before the session, also for putting equipment away at the end of the session.</p> <p>Those undertaking these tasks should wash their hands before and after carrying or handling any equipment. Disposable gloves will be made available but general advice is that good hand hygiene is better than using gloves.</p> <p>Equipment is not to be shared between individuals during the session, such as paper, pen, compass.</p> <p>At the end of the session;<br/>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.<br/>Any other equipment should be quarantined for a period of 72 hours before being used again.<br/>Pens, Pencils and Stationery should either be quarantined or wiped down with BS EN14476 compliant wipes.</p> |   |
| Use of outdoor spaces: un-even ground, access to space less controlled, cannot be cleaned. | YP and Leaders             | Suitable choice of location appropriate to activity, briefing to leaders and young people on boundaries, checks on the location ahead of use by leaders, hand washing or hand sanitiser available for all participants.  |   |

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|--|------------------------|--|--|
| Injury                                     | YP and Leaders         | Suitable first aid equipment is to be present at all meetings with emergency contact lists and access to a telephone to call for additional assistance, this will continue.<br><br>Further PPE will be required should any first aid need to be administered and this is covered in the Group Action Plan – all Leaders will be given instruction prior to sessions commencing about the use of PPE and that the activity cannot take place if these supplies are not available. | The use of PPE – the Group Action Plan covers what is required. Appropriate supplies will be available at every session – the session Leader will ensure this is on site before the Young People arrive. |
| Dehydration                                | YP and Leaders         | YP are required to bring their own drinks and snacks to each session, as required. They must bring their own water bottle to each session. No bottles to be shared.<br><br>The leaders will have a supply of water for use IN AN EMERGENCY ONLY.   | Emergency water supply (sealed bottles) to be supplied to Leaders for use in an emergency (to prevent dehydration).  |

**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,** Tony Parker  
**Role / level** GSL  
**Date** 12 November 2020

**Approved by Commissioner**      **Name,** Robin Mair  
**Role / level** DC- NFN  
**Date** 25 November 2020

**Notification of level change**      **Date and by who**

**Checked by Executive**      **Name,** Kayte West  
**Role / level** Treasurer  
**Date** 12 November 2020

**Approved by Executive**      **Name,** Kayte West  
**Role / level** Treasurer  
**Date** 12 November 2020

We take personal data privacy seriously. The data in this form is used to assess the suitability for the return to face to face Scouting 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 headquarters will retain this data for 3 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 here. <https://scouts.org.uk/DPPolicy>.

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