

# COVID-19 Restarting Face to Face Scouting Risk Assessment

10<sup>th</sup> Leicester (Syston) Scout Group | Charity Number: 503582

<b>Name of Section or Activity</b>	10 <sup>th</sup> Leicester (Syston) Scouts - Syston Scout Hall, Le7 2AT	<b>Date of Risk Assessment</b>	24.8.2020	<b>Name of who undertook this Risk Assessment</b>	Jackie Sheridan	<b>COVID-19 reediness level transition</b>	Red to Amber
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<b>Hazzard Identified? / Risks from It?</b>	<b>Who is at Risk?</b>	<b>How are the risks already controlled? What extra controls are needed?</b>	<b>What has changed that needs to be thought about and controlled?</b>
<p><b>Hazard</b> – something that may cause harm or damage.</p> <p><b>Risk</b> – the chance of it happening.</p>	Scouts, Leaders, Parents, Carer's & Visitors	<p><b>Plan to communicate with Parent/Carer's, Leaders, GSL. Email parents/carer's, on how we meet by introducing two teams, to attend alternate weeks.</b></p> <p><b>Outline control methods and how to everyone safe.</b></p> <p><b>Use OSM for consent to attend sessions.</b></p> <p><b>1 -Email Parents the plan to re-start &amp; which team their young person is attending.</b></p> <p><b>2- Control measures outlined to Parents, to keep young people safe.</b></p> <p><b>3 – Consent obtained via OSM</b></p>	Keep <b>checking</b> 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.
Concerns and personal situations of volunteers, parents, carers and young people to ensure inclusivity and accessibility and communicating back the control measures that will be followed.	Scouts, Leaders, Parents & Carer's	<p>Plan for communicating with parents, volunteers and young people</p> <ul style="list-style-type: none"> <li>• Email informing parents a about our plan to restart</li> <li>• Parent and Volunteer survey sent out to find out about any concerns they may have when returning</li> <li>• Vulnerable Young People to be included in programme via Home/virtual meetings</li> <li>• Email to parents outlining control measures and how we are keeping everyone safe</li> </ul>	

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

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		<ul style="list-style-type: none"> <li>We will use OSM to get consent on attending Sessions.</li> </ul>	
Volunteers meet POR safeguarding and training checks.	Scouts, Leaders, Parents & Carer's	inform GSL on leaders/helpers attending each session. GSL to check all Mandatory training is complete where required.	
Maintaining social distance at drop off and pick up: higher risk of infection spread if social distancing not maintained.	Scouts, Leaders, Parents, Carer's & Visitors	<p>We plan to have a one-way system in place, with clear floor marking dropping off &amp; pick up. Parents are advised to arrive &amp; leave straight away.</p> <p>Parents should queue up within the HQ premises along the side fence at 2m distance which will be indicated by floor markings. Young people can then be dropped off and parents follow a parallel walkway back out through the gate. Staggered drop off will not be needed as there is enough room for 2m distanced queues.</p>	
Maintaining social distance during meeting: higher risk of infection spread if social distancing not maintained.	Scouts, Leaders, Parents, Carer's & Visitors	<p>Limit group sizes to the volume of people a location can support with social distancing in place. Maintain &amp; mark clear space between groups. Pre-plan how groups will be managed for each activity. Leaders/helpers to keep the social distance have to hand a face mask if needed.</p> <p>One Team will be doing badges at home &amp; each team will swap each week, to attend.</p>	Scouts split in to 2 separate teams over two separate weeks. . Pre plan if required which schools they are from, potentially 6 different schools they attend.
Hygiene of people: higher risk of infection spread if proper hand washing not carried out.	Scouts, Leaders, Parents, Carer's & Visitors	Control: Clear expectations with all involved. Hand Sanitiser/hand washing for members on arrival, during and departure.	Guidance at the beginning for cleaning hands and throughout session.
Hygiene of activity equipment: Higher risk of infection spread if hygiene not carried out.	Scouts, Leaders, Parents, Carer's & Visitors	Clean activity equipment before & after group use. Assign specific items to individuals for the evening, limiting volume of equipment used, including consumables such as paper.	

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<p>Use of outdoor spaces: un-even ground, access to space less controlled, cannot be cleaned.</p>	<p>Scouts, Leaders, Parents, Carer's &amp; Visitors</p>	<p>Choose a location appropriate to the activity, briefing leaders &amp; young people on boundaries, check on the location ahead of use by Leaders.</p> <p>Checks on the location ahead of use by leaders and cleaning of items and surfaces when opening up (eg. Gate, padlocks, door handles etc), hand washing to be made available for all participants.</p>	
<p>Recording attendance for Track &amp; Trace purposes</p>	<p>Scouts, Leaders, Parents, Carer's &amp; Visitors</p>	<p>OSM will record attendance - Make sure register is complete at the beginning of the session. Make sure all parent/carer's have provided us with their correct contact details including address.</p>	
<p>Incident/injury or Covid signs during a meeting</p>	<p>Scouts, Leaders, Parents, Carer's &amp; Visitors</p>	<p>Face shields provided. Gloves provided. Accident details recorded. GSL informed or DC if required.</p> <p>Contact Parent/Carer if COVID-19 signs &amp; all young people to be picked up. Any person showing signs of Covid-19 will be quarantined and all young people parents will be informed to collect right away.</p> <p>Before dealing with any incident, first aiders will ensure they wear a mask, visor and an apron along with disposable gloves if distancing will be broken</p>	
<p>Hand washing and sanitising – people not washing or sanitising hands – high risk of transmission of the virus between people.</p>	<p>Scouts, Leaders, Parents, Carer's &amp; Visitors</p>	<p>Young people must be reminded at each meeting that they should frequently wash their hands with hot water and soap, failing that then the use of hand sanitiser is acceptable.</p> <p>Young people and leaders must wash their hands or sanitise on arrival and departure of the meeting place.</p> <p>Young people whom are repeatably unable to follow these instructions will have their parents spoken to.</p>	

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Access to Toilet Facilities	Scouts, Leaders, Parents, Carer's & Visitors	Toilet facilities to be cleaned before & after sessions, cleaning equipment available to Leaders with safe storage. One in and one out bases.	
Cleaning/Hygiene of building on route to the toilet	Scouts, Leaders, Parents, Carer's & Visitors	The Section Leader for the meeting is responsible for following the set-out cleaning schedule which they are aware of. The meeting place must be cleaned before and after the meeting has taken place by the Section Leader and Assistant Section Leaders only, to avoid adding any unnecessary risk to other adults by them coming onto the premises.	
Travel Implications to the venue	Scouts, Leaders, Parents, Carer's & Visitors	The Hall is in walking distance for most members and walking will be encouraged. We will also detail out that use of public transport or of car sharing is not advised.	
Adverse Weather	Scouts, Leaders, Parents, Carer's & Visitors	Wet weather shelters with open sides, parents on standby to collect early if required Appropriate clothing	
Use of HQ outdoor space: Un-even ground, access to space less controlled, cannot be cleaned.	Scouts, Leaders, Parents, Carer's & Visitors	Choose location appropriate to activity, briefing to leaders and young people on boundaries, checks on the location ahead of use by leaders, hand washing for all participants.	
Equipment & Activities	Scouts, Leaders, Parents, Carer's & Visitors	Non- sharing of equipment. Use tables to use to social distance on activities. Plastic bags to throw away items used Use non-contact games, advise before starting.	
<p><b>Review:</b> 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.</p>			

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This risk assessment was last edited by Callum Hancocks on 05/09/2020 10:17:00. Revision Number: 1

<b>Checked by Line Manager</b>	Chris Bodycot Group Scout Leader 03/09/2020	<b>Checked by Executive</b>	Callum Hancocks Group Communications Manager 04/09/2020
<b>Approved by Commissioner</b>	Paul Smith District Commissioner 4-09-2020	<b>Approved by Executive</b>	Callum Hancocks Group Communications Manager 04/09/2020
<b>Notification of level change</b>	21/08/2020 - Carol Black Leicestershire CC		

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