

# 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) Beavers - Syston Scout Hall, Le7 2AT | <b>Date of Risk Assessment</b> | 1st October 2020 | <b>Name of who undertook this Risk Assessment</b> | Jonathan Goodman / Chris Bodycot | <b>COVID-19 reediness level transition</b> | Red to Amber |
|------------------------------------|--|--------------------------------|------------------|---|----------------------------------|--|--------------|

| <b>Hazzard Identified? / Risks from It?</b>   | <b>Who is at Risk?</b>                                | <b>How are the risks already controlled?<br/>What extra controls are needed?</b>   | <b>What has changed that needs to be thought about and controlled?</b>   |
|---|---|--|--|
| <b>People</b>   |   |  |  |
| 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. | Beavers, Parents, Visitors, Leaders and Young Leaders | Plan for communicating with parents, volunteers and young people <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> <li>We will use OSM to get consent on attending Sessions.</li> </ul> |  |
| Volunteers meet POR safeguarding and training checks.   | Beavers, Parents, Visitors, Leaders and Young Leaders | 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.   | Beavers, Parents, Visitors, Leaders and Young Leaders | A one-way system with clear floor markings for dropping off and pick up. Parents are advised to Arrive and leave straight away. 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.   | <b>Face Coverings</b> - Parents are asked to wear face coverings when picking up and dropping off Young people (in line with Local Education guidelines for schools)       |
| Maintaining social distance during meeting: higher risk of infection spread if social distancing not maintained.  | Beavers, Parents, Visitors, Leaders and Young Leaders | The programme is to support social distancing by using non-contact game and activities they do not share any equipment. Each young person will be given their own activity area for the session.<br><b>Outdoors</b> - There is room within the HQ external boundaries for 15 young people socially distanced.  | <b>Indoors</b> - The HQ has adequate room for 15 Young People and up to 5 Leaders to socially Distance. Leaders will wear face coverings indoors not delivering activities |

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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| Hygiene of people:<br>higher risk of infection spread if proper hand washing not carried out.             | Beavers, Parents, Visitors, Leaders and Young Leaders | Clear expectations with all involved, provide hand sanitiser/ hand washing for members on arrival, departure and during as required whilst outdoors & <b>Indoors</b> .  |  |
| Incident, injury or someone showing signs of Covid-19 during the meeting.                                 | Beavers, Parents, Visitors, Leaders and Young Leaders | <p>Ensure that at least one Adult Leader is adequately First Aid trained.<br/>Ensure that any First Aid taking place is in line with the Action Plan which includes wearing mask, visor and an apron along with disposable gloves as distancing will be broken.</p> <p>Ensure that the First Aid form is completed.</p> <p><b>Outdoors</b> - we will make sure there is appropriate lighting. If not, extra temporary lighting needs to be brought in to minimise this.</p> <p>Ensure young people know the boundaries of the site.<br/>Physical contact must not be used – leaders to outline to young people the rules on this and follow the COVID code of conduct.<br/>Ensure that the Section Leader and Assistant Section Leaders are supervising the activity responsibly.<br/>Any person showing signs of Covid-19 will be quarantined and all young people parents will be informed to collect right away.</p> |  |
| Recording attendance for track and trace scenario and keeping the data secure for 6 weeks                 | Beavers, Parents, Visitors, Leaders and Young Leaders | Use the OSM attendance feature for every face to face session and group, ensuring all leaders and network members are recorded, including their contact details.  |  |
| Engaging with and supporting new volunteers.  | Beavers, Parents, Visitors, Leaders and Young Leaders | Outlining a safe process for engaging and supporting new volunteers without compromising on ratios, group size or other COVID-safe practices.   |  |
| <b>Programme</b>  |   |   |  |
| Loss of good quality programme activities, lack of challenge, young people not able to achieve top awards | Beavers, Parents, Visitors, Leaders and Young Leaders | The Beaver session will be split in to 2 groups and each group will meet every other week face to face and also take part in home activities while not at the hall. Badge work will be recorded for both Home and face to face meetings.  |  |

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| Hygiene of activity equipment:<br>Higher risk of infection spread if hygiene not carried out.               | Beavers, Parents, Visitors, Leaders and Young Leaders | Clean activity equipment before and after group use.<br>Assign specific items to individuals for the evening, limiting volume of equipment used, including consumables such as paper.  |   |
| <b>HQ Indoors &amp; Outdoor Space</b>   |   |  |   |
| Use of <b>outdoor spaces</b> :<br>Un-even ground, access to space less controlled, cannot be cleaned.       | Beavers, Parents, Visitors, Leaders and Young Leaders | 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.  |   |
| Use of <b>indoor spaces</b> : Ventilation   | Beavers, Parents, Visitors, Leaders and Young Leaders | When using Indoor space windows and doors will be opened to increase total airflow supply to the indoor area.  |   |
| Access to toilet facilities   | Beavers, Parents, Visitors, Leaders and Young Leaders | Access to Toilet facilities will be available at the hall to all persons on a one in and one out bases.<br><br>Sanitizer to be provided directly outside of the toilets and users of toilets to sanitize upon exiting the toilets  | Parents advised for their young people to use the toilet at home before attending to reduce usage of Toilets.<br><br>Limited to usage of 1 toilet to reduce cleaning time.  |
| Hygiene of the toilets area, kitchen and Main Hall – high risk of transmission of the virus between people. | Beavers, Parents, Visitors, Leaders and Young Leaders | The Section Leader for the meeting is responsible for following the set-out cleaning schedule which they are aware of.<br>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.<br><br>Leaders are to follow the laid-out cleaning schedule that has been provided for them that has been set out by the Executive Committee that defines the cleaning required for indoor or outdoor areas. | <b>Cleaning Equipment</b> – Each Section have been allocated their own cleaning equipment box for usage during their session.<br><br><b>Cleaning after indoor session</b> - Extra cleaning materials are supplied for leaders to clean walls and other surfaces indoors.<br><br><b>Deep Cleaning</b> – A weekly deep clean will be taking place and organised by the Executive Committee. |
| Hygiene of activity equipment – high risk of transmission of the virus to people.                           | Beavers, Parents, Visitors, Leaders and Young Leaders | Activity equipment should be used to a minimum; however, Section Leaders can choose to use it providing that they follow the cleaning schedule provided for activity equipment before and after use.   |   |

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| Travel implications to the venue   | Beavers, Parents, Visitors, Leaders and Young Leaders | 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.  |  |
| Drop off and Collection – high risk of transmission of the virus between people.   | Beavers, Parents, Visitors, Leaders and Young Leaders | Parents or those responsible for dropping off or collecting young people to the meeting place must adhere to previous communication sent to them about drop off and collection. Ensure 2m distance is kept during this time.<br>There should be a minimal number of parents when dropping off or collecting, maximum one parent per young person.<br>Further information can be found in the action plan which is also available on our website. |  |
| Hand washing and sanitising – allergic reactions to soap / sanitiser.  | Beavers, Parents, Visitors, Leaders and Young Leaders | Parents must ensure that OSM has been updated to include any known allergies.<br>No young person is allowed to attend any meeting unless their OSM profile has been updated recently.  |  |
| Hand washing and sanitising – people not washing or sanitising hands – high risk of transmission of the virus between people.  | Beavers, Parents, Visitors, Leaders and Young Leaders | 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.<br>Young people and leaders must wash their hands or sanitise on arrival and departure of the meeting place.<br>Young people whom are repeatably unable to follow these instructions will have their parents spoken to.   | <b>Hand Sanitising Stations</b> – Wall mounted Hand Sanitising stations have been added to the Internal and external parts of the building to encourage regular usage. |
| <b>Outdoor Programme</b> - Adverse weather   | Beavers, Parents, Visitors, Leaders and Young Leaders | Wet weather shelters with open sides, parents on standby to collect early, appropriate clothing.   |  |
| <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> <p>This risk assessment was last edited by Chris Bodycot on 09/10/2020 08:06:00. Revision Number: 3</p> |   |  |  |

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| <b>Checked by Line Manager</b>      | Paul Smith<br>DC – Charnwood Leicestershire<br>08/10/2020 | <b>Checked by Executive</b>  | Rachel Lattimore<br>Group Chair<br>05/10/2020 |
| <b>Approved by Commissioner</b>     | Paul Smith<br>DC – Charnwood Leicestershire<br>08/10/2020 | <b>Approved by Executive</b> | Rachel Lattimore<br>Group Chair<br>05/10/2020 |
| <b>Notification of level change</b> | 21/08/2020 - Carol Black Leicestershire CC                |                              |   |