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| **Name of Section or Activity** | 4th Knowle Sea Scouts  (Millennium Beavers)  Welly Wander | **Date of risk assessment** | **04/08/2020** | **Name of who undertook this risk assessment** | Penny Parker | **COVID-19 readiness level transition** | Red to Amber |

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| **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?** |
| ***Hazard*** *– something that may cause harm or damage.*  ***Risk*** *– the chance of it happening.* | *Young people,*  *Leaders,*  *Visitors?* | ***Controls*** *– Ways of making the activity safer by removing or reducing the risk from it.*  *For example - you might use a different piece of equipment or you might change the way the activity is carried out.* | *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.* |
| **Venue: Knowle Park Nature Reserve, Knowle Park, Longdon Road, Knowle**  **Activities planned: Welly Wander A-Z spotting activity** | | | |
| Hazard: Leader Competence  Risk: Personal injury | Beavers and Leaders  parent/responsible adult | Section leaders must check that all leaders at the activity have up to date safety and safeguarding accreditations.  At least one leader present must have current first aid certification. |  |
| Hazard: insufficient supervision  Risk: personal injury | Beavers and leaders  parent/responsible adult | The correct leader to Beaver ratios must be met as per POR for each group |  |
| Hazard: Insufficient daylight  Risk: personal injury | Beavers and leaders  parent/responsible adult | Daylight hours checked on line before event  Timings of the event pre planned to make use of the daylight available  Regular meeting time and meeting length adapted to suit light available |  |
| Hazard: COVID-19  Risk: Infection spread at event location | Beavers and leaders  parent/responsible adult | Limit group size to 15 people (3 leaders and 12 Beavers) as per current scouting requirements  Group to meet at an outside venue – Knowle Park, Knowle  Beavers reminded during safety briefing, and if needed during the event, to socially distance from others |  |
| Hazard: COVID-19  Risk: Infection spread at arrival and pick up at location | Beavers and leaders  parent/responsible adult | Car share discouraged via parent email prior to event  Drop off: Parents/responsible adults will be asked to deliver the Beavers to the car park at the specified time. If they drive to the location, they will be asked to remain in the car and let their Beaver out to meet the Leaders who will be waiting on the adjacent grassy area within easy view  Parents encouraged to stay in vehicles and leave as soon as possible.  If they walk to the location, they will be asked to leave the Beaver to walk to meet the leaders once they are able to see them from a safe distance of at least 2 metres. Again, parents should leave promptly. Reverse occurs at end of meeting.  Social distance and isolation reminder and COVID-19 symptom list included on event instructions via email  Leader to check Beavers are symptom free and not been asked to isolate as part of check and trace – Beavers sent home who have symptoms or isolation instructions.  Safety briefing including the Scout Association COVID code at start of event |  |
| Hazard: COVID19  Risk: Infection spread due to improper hand washing | Beavers  Leaders  Responsible adults | Beavers to arrive in clean uniform to each meeting. We recommend it is washed after each meeting it will be the responsibility of the parent/carer to ensure this is carried out.  Beavers will be asked to wash their hands prior to each meeting and as soon as they get home. Hand sanitiser will be available, under Leader supervision during the meeting. |  |
| Hazard: COVID 19  Risk: Infection spread if hygiene not carried out | Beavers  leaders  Responsible adults | If desired, own reusable drink bottle may be brought to the meeting. No drinks will be provided and drinks should not be shared. There are no toilet facilities in the park. Parents/carers will be asked to ensure Beavers go to the toilet immediately prior to leaving home. Meeting duration is limited to maximum 60minutes. If it is particularly hot, measures will be taken to ensure the safety of the Beavers, by using shade or limiting the meeting to 30 mins |  |
| Hazard: Incorrect footwear  Risk: Personal injury | Beavers and Leaders  Responsible adults | Beavers, responsible adults and leaders asked to wear wellies or boots as part of event instructions  Footwear checked prior to event starting  Incorrect footwear will mean that person cannot take part in the activity |  |
| Hazard: Infection from animal excrement  Risk: illness | Beavers and leaders  Responsible adults | Leaders to check area before start of event  Using appropriate equipment, remove and dispose of any excrement  Reminders to wash hands after event and use hand gel before eating or drinking |  |
| Hazard: Slips, trips and falls on uneven trail  Risk: Personal injury | Beavers and Leaders  Responsible adults | Beavers and leaders instructed to wear appropriate footwear and this to be checked before the event starts  Beavers and leaders warned of potential hazards (wet grass, uneven ground) prior to event starting  First aid kits (one per group) to be available  At least one leader per group to be first aid trained |  |
| Hazard: adverse weather  Risk: increased slipping, mud, wet clothing | Beavers and leaders  Responsible Adults | Weather to be assessed two hours before event start. Leaders to agree if safe to proceed.  Beavers asked to bring waterproofs in event instructions sent via email. This is checked at drop off  In the event of weather deterioration during the evening, Beavers instructed to wear waterproofs  Remind Beavers to take care on wet grass/mud  Trail maybe stopped part way through the event if weather deteriorates. |  |
| Hazard: vegetation-thorns, nettles, fungi  Risk: Personal injury/poisoning | Beavers and leaders  Responsible adults | Area checked before event and safety briefing given to beavers. Asked to LOOK and NOT TOUCH relevant plants/fungus  First Aid kit available to all adults. Mobile phones charged and ready for use in an emergency. |  |
| Hazard: COVID-19  Risk: Infection spread through contact with other users of the park | Beavers and leaders  responsible adults | Beavers reminded to not approach other users of the park (members of the public) |  |
| Hazard: COVID-19  Risk: Infection spread through use of equipment | Beavers and leaders  responsible adults | Equipment (clip boards, pens, spotter sheets) will be sanitised using disinfectant or alcohol wipes. Any paper will be laminated to ensure that it can be cleaned. It will be cleaned prior to the activity and again as soon as the activity is completed. Any equipment used will be kept within the small groups, Beavers and Leaders, and will not be shared with any other groups until after it has been sanitised.  Hands to be sanitized under supervision |  |
| Hazard: COVID 19  Risk: Infection spread through first aid procedures | Beavers and leaders  responsible adults | Masks, aprons, gloves, face shield (CPR) and hand sanitizer to be included in first aid kits  Where possible, encourage the patient to administer their own first aid to maintain social distancing  Mask, apron and gloves to be worn by leader and mask worn by beaver in the event of close personal first aid becoming necessary  Record kept of first aid administered for check and trace purposes  If CPR is required, use face shield  All used PPE to be bagged and disposed of correctly  Access for emergency services is easy, directly off Longdon Road, Knowle |  |
| Hazard: Beaver feels unwell or injured during event  Risk: personal injury | Beavers | Leader to administer first aid if necessary, following COVID guidelines  Leader to contact parent/carer and request collection or call emergency services if appropriate  Access for emergency services is easy, directly off Longdon Road, Knowle  All parent contact details available to leaders and all leaders to carry charged mobile phone  Mobile phone coverage of area checked before event  Medical history known to leaders especially asthma and any physical or coordination issues |  |
| Hazard: Beaver not collected by parent/carer at the end of the event  Risk: Distress | Beavers | Beaver to remain with two leaders until collected  Leader to make contact with parent |  |
| Hazard: COVID-19  Risk: member develops symptoms after the event | Beavers and leaders responsible adult | Event register(stored on OSM) to be kept for three weeks after the event to enable track and trace to be utilised if required |  |
| Hazard: Event has to be stopped and pick up of all Beavers required  Risk: Beaver not collected | Beavers | Leaders to have access to contact details for their group  In touch person identified and briefed with contact procedures |  |
| ***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.* | | | |

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| **Checked by Line Manager** | Name, Julia Hill  Role / level GSL  Date 8/8/20 | **Checked by Executive** | Name, Phil Green  Role / level Chairman  Date 8/8/20 |
| **Approved by Commissioner** | Name,  Role / level  Date | **Approved by Executive** | Name, Phil Green  Role / level Chairman  Date 8/8/20 |
| **Notification of level change** | Date and by who | | |

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>’.