|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Name of Section or Activity** | 4th Knowle Cubs  Four Ashes Crazy Golf | **Date of risk assessment** | 11th August 2020 | **Name of who undertook this risk assessment** | Lorraine Green | **COVID-19 readiness level transition** | Red to Amber |

|  |  |  |  |
| --- | --- | --- | --- |
| **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?* | ***Gol*** | *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.* |
| Maintaining social distance at drop off and pick up: higher risk of infection spread if social distancing not maintained. | Parents/responsible adults  Young people  Leaders | Drop off and pick up will take place in the car park at Four Ashes Golf club. This is a large car park area hence there is adequate space for all arriving at the same to to remain socially distanced and there is a clear view of young people walking to/from the collection area.  Drop off: Parents/responsible adults will be asked to deliver the young people to the car park at the designated time. If they drive to this location, they will be asked to remain in their car and let the young person/people out to meet the leaders who will be waiting on the adjacent grassed area within easy view. If they walk to the meeting location, they will be asked to leave their young person/people to walk to meet the leaders once they are able to see them and from a distance of at least 2 metres.  Parents/responsible adults will be asked to leave promptly as soon as their young person/people are safely with the leaders.  Pick up: At the time of collection parents/responsible adults will be asked to arrive promptly at the designated time. Those collecting by car will be asked to remain in or beside their car and the young people will be sent by the leaders from a distance of at least 2 metres to meet them (all within easy view). Those who walk to this pick-up location will be asked to wait at a safe distance and the young people will be sent over to them by the leaders.  Parents/responsible adults will be asked to leave promptly as soon as they have their young person/people in their care. They will be made aware of the risks of leaving whilst young people are still walking to the car park to ensure safety is maintained at all times.  Lifts should not be shared – if there is a problem getting young people to the drop off location – parents/responsible adults will be asked to let us know so that safe arrangements can be made. |  |
| Maintaining social distance during meeting: higher risk of infection spread if social distancing not maintained. | Leaders  Young people | Cubs will be three leaders and up to 12 Cubs.  The allocated leader will talk to each group of young people at the start of each meeting to ensure that they understand the rules of social distancing and the COVID code.  1 metre social distance will be observed as far as possible. Each group will ensure that they maintain a minimum of 2 metre distancing from the any other group of people at all times. |  |
| Hygiene of people: higher risk of infection spread if proper hand washing not carried out. | Young people  Leaders | Young people will be asked to arrive wearing clean uniform to each meeting. We will recommend that this is washed after each meeting and it will be the responsibility of their parent/carer to ensure that this is followed.  Young people will be asked to wash their hands thoroughly before attending the meeting and as soon as they arrive home after the meeting.  Hand sanitiser will be available under leader supervision, to be used when touching of objects cannot be avoided. |  |
| Hygiene of toilets: higher risk of infection spread if hygiene not carried out. | Young people  Leaders | Young people will be asked to bring a reusable drink bottle with them if desired. Drinks will not be provided by the leaders. Attendees will be instructed that they must not share drinks. There are no toilet facilities in the club. Parents/carers will be asked to ensure the young people go to the toilet immediately prior to leaving home.  The meeting duration will be limited to a maximum of 60 minutes. If it is particularly hot, we will take measures to ensure the safety of the young people, which may include using shaded areas to meet or reducing the meeting duration to 30 mins. |  |
| Hygiene of activity equipment: Higher risk of infection spread if hygiene not carried out. | Young people  Leaders | The equipment for this activity (clubs & ball) 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 young people and leaders and not shared with other groups until after it has been sanitised. |  |
| Safe use of outdoor spaces | Young people  Leaders | All leaders are familiar with the Four Ashes Crazy Golf. Leaders will ensure that their group members are within their sight at all times and that they do not leave the boundaries of the park.  Young people will be made aware at the start of this meeting that they are to start the activity at short intervals apart adhering to the rules laid down by Four Ashes.  Leaders will all carry a mobile phone and have contact numbers for one another. There will also be an additional= leader contact who is not present but contactable in case of any emergency situation occurring.  A first aid kit will be available to all leaders throughout the activity. This first aid kit will contain a face masks, gloves and hand sanitiser in the event that emergency care needs to be given safely to a young person, where social distancing will not be possible. |  |
| Ensuring that contact tracing can take place if any participants develop symptoms during or after attending a meeting | Young people  Leaders | Records will be kept of which leaders and young people have attended each meeting together with their contact details. This will be available on OSM for at least 6 weeks after each meeting.  If any participant young person develops symptoms of a temperature or cough during a meeting, they will be separated from the group immediately and their parent/responsible adult contacted. The young person will stay on their own with an adult keeping a 2 metre distance wherever possible (but within sight of the main group to maintain safeguarding standards) until they are collected from the pickup area. |  |
| Mandatory Precautions | Leaders, Young people, Volunteers,  Parents/responsible adults | All participants to be briefed on the SA COVID Code.  A register of all attendees at each activity must be compiled and maintained (via OSM) for at least 21 days after the activity, to enable the Track and Trace system to be informed if an attendee is subsequently tested positive for COIVD-19.  Section leaders must check that all Leaders accompanying young people on activities have up-to-date First Aid, Safety and Safeguarding accreditation's.  The GSL must have been informed of the activity taking place and received formal notification of acceptance of a suitable and sufficient Risk Assessment. |  |
| ***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, Julia Hill  Role / level GSL  Date | **Checked by Executive** | Name, Philip Green  Role / level Chairman  Date |
| **Approved by Commissioner** | Name,  Role / level  Date | **Approved by Executive** | Name,  Role / level  Date |
| **Notification of level change** | Date and by who | | |