|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Name of Section or Activity** | 4th Knowle - use of outside space at URC (United Reformed Church) | **Date of risk assessment** | **04/09/2020** | **Name of who undertook this risk assessment** | Lorraine Green | **COVID-19 readiness level transition** | 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?* | ***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 - Station Road.**  **Activities planned: Generic risk assessment for using outside space at United Reformed church, Station Road. Knowle** | | | |
| Hazard: Leader Competence  Risk: Personal injury | YP (young people) and Leaders | 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 a current first aid certification |  |
| Hazard: insufficient supervision  Risk: personal injury | YP and leaders | The correct adult to YP ratios must be met as per POR for all activities  Members are supervised at all times, the space is such that YP can be seen from all positions in the garden. |  |
| Hazard: Insufficient daylight  Risk: personal injury | YP and leaders | There is no lighting outside but Leaders can create some adequate light by switching on the URC hall lights inside before outside activities commence. (See indoor risk below)  Adults will position camping lanterns and torches to be used as required depending on activities. |  |
| Hazard:COVID-19  Risk: Infection at indoor location | Leaders and YP | **When entering building to switch on lights or retrieve equipment.**  Keys: Leaders have personal keys so these are not at risk of cross contamination.  Door handles/ light switches/ rails : All will be cleaned prior to use as per the risk assessment carried out by the URC (copy attached) and will be cleaned after use with anti bacterial wipes.  Antibacterial hand gel is positioned at all entry/exit points within the building so will be utilised before using each area. Additional hand gel will be carried by Leaders in case of inadequate gel available in dispensers.  **Toilets**: YP will be encouraged to not go to the toilet and should not be necessary for short meetings. If required a YP will be taken by an adult through the main entry door and asked to use the hand sanitiser available. The next door is the toilet door which will be wiped before and after use. The toilet will be cleaned prior and after use as per the guidelines in the URC RA. Hands will be washed and sanitised after toilet use. |  |
| Hazard: COVID-19  Risk: Infection spread at arrival location | YP and leaders | Drop off point all in large car park with space for cars to park and turn.  Parents will be asked to drop off YP in the parking area, this is an in and out driveway so a flow should be able to be achieved without adults leaving vehicles and a YP is not at risk of a car passing.. An adult/ leader will be available to receive the YP and direct them to the next adult in the garden area.  Parents encouraged to stay in vehicles and leave as soon as possible to encourage a flow of arrivals.  Social distance and isolation reminder and COVID-19 symptom list included on event instructions via email  Leader to check YP are symptom free and not been asked to isolate as part of check and trace – YP sent home who have symptoms or isolation instructions. This will be asked in email prior to the event and confirmed at the location.  Safety briefing including the Scout Association COVID code at start of event. |  |
| Hazard: COVID-19  Risk: Infection spread at event location (outside space) | YP and leaders | Limit overall group size to 20 people (leaders and YP) as per current scouting requirements.  YP will be reminded during safety briefing, and if needed during the event, to socially distance from others. Hands to be sanitized under supervision if necessary. Hand gel will be held by a Leader.  There is a safety rail which could be used by other hall uses which will be extremely tempting for YP to swing on. YP will be made aware that this rail and adjoining pathway is out of bounds. (In case of accidental touching of the rail it will be cleaned prior to the meeting with an anti bac wipe.) |  |
| Hazard: Slips, trips and falls  Risk: Personal injury | YP and Leaders | YP and leaders instructed to wear appropriate footwear and this to be checked before the event starts  YP and leaders warned of potential hazards (wet grass, uneven ground) prior to event starting.  Out of bounds areas are the safety rail, the shed and the sides of the building. This instruction will be included as part of the safety briefing.  First aid kits to be available |  |
| Hazard: COVID-19  Risk: Infection spread through use of equipment | YP and leaders | Equipment is dependent upon activity but all equipment will be cleaned prior to use. Shared use of equipment will be limited. |  |
| Hazard: COVID 19  Risk: Infection spread through first aid procedures | YP and leaders | 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 YP in the event of close personal first aid becoming necessary.  Record kept of first aid administered for check and trace purposes.  All used PPE to be bagged and disposed of correctly |  |
| Hazard: YP feels unwell or injured during event  Risk: personal injury | YP | Leader to administer first aid if necessary, following COVID guidelines  Leader to contact parent/carer and request collection or call emergency services if appropriate  All parent contact details available to leaders and all leaders to carry charged mobile phone.Medical history known to leaders especially asthma and any physical or coordination issues |  |
| Hazard: COVID-19  Risk: member develops symptoms after the event | YP and leaders | Event register to be kept for three weeks after the event to enable track and trace to be utilised if required. Details held in OSM. |  |
| ***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 4th Knowle Sea Scout Group  Date | **Checked by Executive** | Name, Phil Green  Role / level Chairman 4th Knowle Sea Scout Group  Date |
| **Approved by Commissioner** | Name,  Role / level  Date | **Approved by Executive** | Name,  Role / level  Date |
| **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>’.