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| **Name of Section or Activity** | 4th Knowle Sea Scouts | **Date of risk assessment** | **23/12/2020** | **Name of who undertook this risk assessment** | Susie Hawker | **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: Dorridge Village Hall, Grange Road, B93 8QA.**  **Activities planned: Meeting at Village Hall with Colours, activities, games and woodwork (both indoors and outdoors)** | | | |
| Hazard: Leader Competence  Risk: Personal injury | Scouts 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 | Scouts and leaders | The correct leader to scout ratios must be met as per POR for each group |  |
| Hazard: COVID-19  Risk: Infection spread at event location | Scouts and leaders | Limit group size to 15 scouts as per current scouting requirements  Scouts reminded during safety briefing, and if needed during the event, to socially distance from others  High frequency touch points to be cleaned at start of meeting by a leader and again at the end using the appropriate cleaner and gloves. Dispose of the cloths and gloves in a sealed, double bag and put in the appropriate place for rubbish as specified by the Dorridge Village Hall Covid Secure Risk Assessment  QR code (for NHS test and trace) printed and scanned by all adults attending the meeting.  Masks to be worn by all scouts and leaders when indoors unless a leader is delivering an activity |  |
| Hazard: COVID-19  Risk: Infection spread at arrival location | Scouts and leaders | Drop off at Dorridge Village Hall Car Park.  Scouts to line up at main entranced door to the left hand side as you look at the door. Leader will be on the car park to receive the scouts. Car share discouraged via parent email prior to event  Parents encouraged to stay in vehicles and leave as soon as possible  Social distance and isolation reminder and COVID-19 symptom list included on event instructions via email  Leader to check scouts are symptom free and not been asked to isolate as part of check and trace – scouts sent home who have symptoms or isolation instructions  Leader to check mask and hand sanitizer has been brought by every scout  Safety briefing including the Scout Association COVID code at start of event  Hands to be sanitized under supervision  Scouts and adults to enter the hall through the main front door only (one way system in place as per the Dorridge Village Hall Risk Assessment)  Masks to be worn by all on entering the hall. |  |
| Hazard: COVID-19  Risk: Infection spread sharing of drinks or food | Scouts and Leaders | Own drink reminder in event instructions sent via email  Own hand sanitiser to be bought to the event  Leaders to carry spare hand sanitiser  At safety briefing a reminder not to share drink or food and to sanitise hands before drinking or eating  Hands to be sanitized under supervision |  |
| Hazard: COVID-19  Risk: Infection spread during colours | Scouts and Leaders | Scouts and leaders to wear masks.  Scouts and leaders to stand in two lines in the hall, facing each other. The two lines will be at least 5m apart. The scouts and leaders will be at least 2m away from adjacent individuals.  The flag rope will be cleaned at the start of the meeting and at the end. The same scout will operate the flag rope at the start and end colours  Piping is part of our normal colours but we will not be implementing this for the foreseeable future |  |
| Hazard: Slips, trips and falls  Risk: Personal injury | Scouts and Leaders | Scouts and leaders instructed to wear appropriate footwear and this to be checked before the event starts  Scouts and leaders warned of potential hazards prior to event starting  First aid kit to be available  At least one leader to be first aid trained |  |
| Hazard: COVID-19  Risk: infection spread through use of toilet facilities | Scouts and leaders | Wearing of masks will apply to using toilet facilities  One person in each toilet at a time.  Scouts will notify leaders before use of toilets  On entering and leaving of toilets hands to be sanitized  Before and after each group touch points with toilet (taps, door handles etc.) will be wiped down and cleaned |  |
| Hazard: damaged equipment or poor use of equipment  Risk: Personal injury | Scouts and leaders | Equipment used to be checked by the leaders prior to the event  Scouts reminded of the proper use of the equipment  Equipment removed if any damage occurs during the event |  |
| Hazard:  Risk: Indoor Activities |  | Scouts and leaders to wear masks.  Scouts and leaders to be spaced apart at least 2m away from each other  Where possible all equipment to not be shared  Scouts to use hand sanitiser before and after the activity.  A safety briefing will be given for all indoor activities |  |
| Hazard:  Risk: Outdoor activities / games on hall grounds |  | Where possible scouts and leaders will apply social distancing rules at all times  Clear boundaries to be shown and walked with scouts  Rules and safety briefing before activity  Weather to be assessed two hours before event start. Leaders to agree if safe to proceed.  Scouts 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, scouts instructed to wear waterproofs  Remind scouts to take care on wet grass  Games / activities modified to suit conditions or maybe stopped part way through the event |  |
| Hazard: Infection from animal excrement  Risk: illness | Scouts and leaders | 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: COVID-19  Risk: Infection spread through contact with other users of the car park (small meeting room may be in use but it has its own entrance, toilets etc so is self contained but shares the car park) | Scouts and leaders | Scouts not to swop groups  Scouts reminded to not approach other users of the car park  Scouts to line up at the LHS of the entrance door if they arrive early (away from the car park)  A leader will be on the car park to supervise |  |
| Hazard: COVID-19  Risk: Infection spread through use of equipment | Scouts and leaders | Leaders pre plan games that limit the use of equipment that uses hands  Equipment to be cleaned at start of event  Equipment to be cleaned at the end of event  Equipment to be cleaned before it is given to the next person  Remind scouts to sanitise hands before and after use of equipment  Hands to be sanitized under supervision |  |
| Hazard: COVID 19  Risk: Infection spread through first aid procedures | Scouts 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 scout 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 Kixley Lane, Knowle |  |
| Hazard: Scouts feels unwell or injured during event  Risk: personal injury | Scouts | 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.  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: Scout behaviour  Risk: exposes group to danger or injury | Scouts and leaders | Scouts reminded of behaviour expectations before the event via parental email  Scouts reminded of behaviour expectations at the start of the event  Leaders to monitor behaviour and issue reminders as necessary during the event  Leaders to stop the event if behaviour becomes a danger to others |  |
| Hazard: Scout not collected by parent/carer at the end of the event  Risk: Distress | Scouts and leaders | Scout to remain with two leaders until collected  Leader to make contact with parent |  |
| Hazard: COVID-19  Risk: infection spread at collection location | Scouts and leaders | Scouts to leave through the side hall doors as per the Dorridge Village Hall Risk Assessment instructions for their one way system.  Exiting scouts told to go straight to their parents cars.  Social distance reminder given in event instructions via email  Hands to be sanitized under supervision |  |
| Hazard: COVID-19  Risk: member develops symptoms after the event | Scouts and leaders | Event register 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 scouts required  Risk: scout not collected | Scouts | Leaders to have access to contact details for their group  In touch person identified and briefed with contact procedures |  |
| Hazard: Use of equipment for whittling | Scouts and leader | Scouts to set out at same distances and in a location away from Scouts not undertaking the activity.  Scouts to be provided with safety equipment as necessary  Group size limited based on number of leaders to ensure enough supervision  Leader will demonstrate what to do, how do it, rules and safety issues at the start of each session of Scouts (whether Scouts have done this activity before or not) |  |
| Hazard: Use of equipment for pyrography | Scouts and leader | Scouts to set out at same distances and in a location away from Scouts not undertaking the activity.  Scouts to be provided with safety equipment as necessary  Group size limited based on number of leaders to ensure enough supervision  Leader will demonstrate what to do, how do it, rules and safety issues at the start of each session of Scouts (whether Scouts have done this activity before or not) |  |
| ***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 4th Knowle Sea Scout Group  Date 23/11/20 | **Checked by Executive** | Name, Phil Green  Role / level Chairman 4th Knowle Sea Scouts  Date 23/11/20 |
| **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>’.