Covid-19 restarting face to face Scouting risk assessment

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| **Name of Section or Activity** | 4th Knowle Sea Scouts  Games Evening | **Date of risk assessment** | **18/10/2020** | **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: Meetings at Village Hall with Colours, activities and games (both indoors and outdoors)**  **Note: The Dorridge Village Hall Risk Covid Assessment is attached to the bottom of this document** | | | |
| Hazard: Fire  Risk: personal injury | Scouts and leaders | Fire exits not to be blocked  No smoking, fireworks, naked flames on the premises  Fire extinguishers not to be moved from their positions  Follow the conditions of hire document copied below |  |
| 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 and up to five leaders 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. Spare of this is provided by the Dorridge Village Hall Association in a box in the kitchen.  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  Hall to be kept well ventilated with windows and doors open where possible as per the Dorridge Village Hall Covid Risk Assessment (to be closed on leaving hall)  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 (unless exempt) when indoors unless a leader is delivering an activity where their mask may be removed as per the scout recommendations. |  |
| 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 – |  |

Additional information can be found in the ***Safety Checklist for Leaders*** and other information at scouts.org.uk/safety

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|  |  | scouts sent home who have symptoms or isolation instructions  Leader to check mask (unless exempt) 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 (unless exempt) to be worn by all on entering the hall as per the scout recommendations |  |
| 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  Only leaders allowed into the kitchen area.  Social distancing in the kitchen area is more difficult so only two leaders allowed at a time.  If the kitchen area is used, it will be cleaned before and after use as per the Dorridge Village Hall Covid Risk Assessment.  Any kitchen equipment is to be cleaned in hot soapy water and dried with clean tea towels as per the Dorridge Village Hall Covid Risk Assessment |  |
| Hazard: COVID-19  Risk: Infection spread during colours | Scouts and Leaders | Scouts and leaders to wear masks (unless exempt) as per the scout recommendations  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  No piping will take place during colours at the current COVID-19 readiness level |  |
| 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 (unless exempt) will apply to using toilet facilities as per the scout recommendations  One person in each toilet area (male or female) at a time.  Scouts will notify leaders before use of toilets  On entering and leaving the toilets hands, to be sanitized  At start and end of event, touch points within the toilet area (taps, door handles etc.) will be wiped down and cleaned as per the Dorridge Village Hall Covid Risk Assessment |  |
| 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: COVID-19  Risk: infection spread through indoor Activities |  | Scouts and leaders to wear masks (unless exempt) at all times unless a leader is delivering instructions, when their mask may be temporarily removed as per the scout recommendations.  Scouts and leaders to be spaced apart at least 2m away from each other at all times  Where possible all equipment to not be shared  If scouts are using tables, this will be on a one person to one table where possible. Where this is not possible, Scouts will be sat at least 2m apart and not sat face to face.  Chairs, if used, will be at least 2m apart as per the Dorridge Village Hall Covid Risk Assessment  Tables and chairs to be cleaned before use and afterwards. Gloves to be worn. Cleaning materials double bagged and disposed of as per the instructions on the Dorridge Village Hall Risk Assessment  Scouts supervised using hand sanitiser before and after the activity. |  |

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|  |  | A safety briefing will be given for all indoor activities |  |
| Hazard: COVID-19  Risk: Infection spread through outdoor activities / games on hall grounds | Scouts and Leaders | Where possible scouts and leaders will apply social distancing rules at all times  Rules and safety briefing before activity  Masks do not need to be worn outside as per current scout recommendations |  |
| Hazard: Slips, trips and falls  Risk: personal injury through outdoor activities / games on hall grounds | Scouts and leaders | 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 including tables and chairs and chairs as per the Dorridge Village Hall Covid Risk Assessment  Cushioned chairs not to be used as per the Dorridge Village Hall Covid Risk Assessment  Equipment to be cleaned at the end of event including tables and chairs as per the Dorridge Village Hall Covid Risk Assessment  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 |  |
| Hazard: COVID-19  Risk: Infection spread by a person developing symptoms during an event | Scouts and leaders | If a person develops symptoms of COVID-19 during an event, they are to be removed to the designated safe area in the entrance area adjacent to the kitchen as per the Dorridge Village Hall Covid Risk Assessment.  Leader to contact parent to collect scout immediately |  |
| 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 |  |

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| 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  Inform Dorridge Village Hall Association as per the Dorridge Village Hall Covid Risk Assessment |  |
| 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 |  |
| ***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 19/10/20 | **Checked by Executive** | Name, Phil Green  Role / level Chairman 4th Knowle Sea Scouts  Date 19/10/20 |
| **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>’.