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| **Name of Section or Activity** | 4th Knowle Sea Scouts  Online Meetings (Zoom) | **Date of risk assessment** | **22/12/2020** | **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: Zoom**  **Activities planned: Activities and games**  **Note: This should be read in conjunction with the Scout Website: Staying Safe Online** [**Click here**](https://www.scouts.org.uk/volunteers/scouts-at-home/taking-scouts-online/staying-safe-online/) **to view.**  **\*These settings are pre set in the official Scout Zoom Account belonging to 4th Knowle** | | | |
| Hazard: Safeguarding breach  Risk: danger to scouts | Scouts | No single young person to be left on their own with an adult either in the main meeting or in a breakout room.  The two adults must be last to leave the meeting and must be present before the young people are admitted.  Operate a waiting room for the scouts to be in to ensure that the two adults are present first  In settings switch off join before the host for participants \*  In settings switch off one to one remote support \*  Meetings are not to be recorded  In settings switch off live streaming \*  Individual chat function on Zoom switched off \*. One to one chats between a scout and a leader is not allowed and must be reported to safeguarding.  If a young person messages a leader, one to one, on an instant messaging service like What’s App, the leader must not reply and speak to the parents. If it happens a second time, report to safeguarding.  Chat function must be monitored by two adults to ensure it is appropriate  Follow the Scouting Yellow Card reporting process if concerned about a young person’s welfare |  |
| Hazard: Inappropriate behaviour  Risk: exposes group to offensive material or content | Scouts and Leaders | Outline expected behaviour at the start of the meeting and remind scouts, if necessary, during the event.  Leaders and scouts to make other household members aware that they are on a scout Zoom meeting so that they also behave appropriately within camera shot and audio range.  Scouts and leaders should be dressed appropriately as for any other scout event  Appropriate backgrounds should be used. Scouts have some you can use [Here](https://www.scouts.org.uk/volunteers/scouts-at-home/taking-scouts-online/zoom-backgrounds/)  Leaders not to drink alcohol whilst online or have alcohol in view  Do not allow screen sharing  Any videos (personal or from the web) used in a meeting must be pre watched to ensure appropriate. If a leader or scout makes a video, there should be no personal information included and an appropriate background.  In settings, switch on the report participants for inappropriate behaviour to Zoom \*  In settings, switch off allow another user to take control of the camera \* |  |
| Hazard: Inappropriate behaviour  Risk: Bullying | Scouts | Individual chat function on Zoom switched off \*  Chat function must be monitored by two adults to ensure no bullying |  |
| Hazard: Safeguarding  Risk: Meeting hacked | Scouts and leaders | Use the most up to date version of Zoom and the scout account for 4th Knowle  Operate a waiting room  Do not let people into the meeting unless you recognise them  Confirm the identity of all present if video is switched off  In settings switch off allow participants to rename \*  Meeting ID only emailed to those that need it  Enable the password and change it every meeting  In settings switch off embed password in link \*  In the settings, restrict access only to those with an invite  In the settings, do not allow ejected persons to re-join \*  In the settings only allow signed in users to join \*  If the meeting is hacked, close it immediately and tell the parents, report it to the police if a criminal activity had taken place and report to scout safeguarding |  |
| Hazard: insufficient supervision  Risk: personal injury | Scouts | The correct leader to scout ratios must be met as per POR for each group. This is at least two adults for the scout age group. This can be two leaders or a leader and a parent volunteer.  A responsible adult is to be in the same building as a scout online. They do not need to be in the meeting. Under no circumstances is there to be “home alone scouting”. |  |
| Hazard: COVID-19  Risk: Infection spread at event | Scouts and leaders | Any equipment provided to the scouts by the leaders must be one use and for one person.  They are to be individually wrapped and quarantined for 72 hours before collection  Collection point is in a leader’s porch for a reasonable number of days to allow for social distancing  Where possible, to reduce the number of visits, several meeting’s equipment will be available  When online, scouts reminded of good hygiene practices. |  |
| Hazard: Damage to computer equipment  Risk: electrocution | Scouts and leaders | If an activity involves liquid, remind scouts stay away from any electrical equipment. |  |
| Hazard: Dangerous activities  Risk: Personal injury | Scouts and Leaders | Activity for the meeting chosen to minimise risk to scouts.  If cooking, remind scouts to take appropriate precautions and in the pre - meeting email ask a parent or adult in the home to supervise.  If using sharp instrument like scissors, sewing needle, dinner knife etc, remind scouts to take appropriate precautions and ask a parent or an adult in the home to supervise if needed. |  |
| Hazard: Safeguarding  Risk: Instant messaging | Scouts and Leaders | If a service like What’s App is required, permission must be sought from each scout’s parents.  There must be more than one adult in the group  There must be no one to one contact between a scout and a leader. These must be reported to safeguarding.  If a young person messages a leader, one to one, the leader must not reply and speak to the parents. If it happens a second time, report to safeguarding. |  |
| ***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 | **Checked by Executive** | Name, Phil Green  Role / level Chairman 4th Knowle Sea Scouts  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>’.