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| **Name of Section or Activity** | 4th Knowle Sea ScoutsBackwoods Cooking | **Date of risk assessment** | **07/08/2020** | **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: Rough Close, Tanners Lane, Berkswell, CV7 7DD.****Activities planned: Campfire building and lighting. Backwoods cooking by scouts** |
| Hazard: Leader CompetenceRisk: 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 certificationAt least one leader present has experience of backwoods cooking and lighting fires |  |
| Hazard: insufficient supervisionRisk: personal injury | Scouts and leaders | The correct leader to scout ratios must be met as per POR for each groupGroups of scouts to be close enough together that they can be supervised appropriately |  |
| Hazard: Insufficient daylightRisk: personal injury | Scouts and leaders | Lighting to be provided, if needed, in the form of battery operated lanterns.All to have a working head torches |  |
| Hazard: COVID-19Risk: Infection spread at event location | Scouts and leaders | Limit group size to 15 people (leaders and scouts) as per current scouting requirementsGroup to meet at an outside venue – Rough CloseLeaders allocated to a specific group of scouts and to stay with that group for the whole eventScouts reminded during safety briefing, and if needed during the event, to socially distance from othersNumber using a fire limited to 4-5 to enable the scouts to socially distance whilst at the eventCOVID-19 procedures identified by Rough Close adhered toGroup to remain in allocated areas |  |
| Hazard: COVID-19Risk: Infection spread at arrival location | Scouts and leaders | Car share discouraged via parent email prior to eventArrival time and drop off point decided in conjunction with Rough Close to minimise contact with other groups using the siteParking arrangements as stipulated by Rough Close adhered toLeaders to meet with their group at drop off point Parents encouraged to stay in vehicles and leave as soon as possibleSocial distance and isolation reminder and COVID-19 symptom list included on event instructions via emailLeader 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 Safety briefing including the Scout Association COVID code at start of event Hands to be sanitized under supervision |  |
| Hazard: Late arrivalsRisk: Scout left unattended | Scouts | Use of event register to book scouts in as they arriveContact parent/carer if scout does not arrive as planned and no contact has been madeTen minute time allowance in plan of evening for arrivals before moving to the allocated area |  |
| Hazard: Incorrect footwearRisk: Personal injury | Scouts and Leaders | Scouts and leaders asked to wear walking boots as part of event instructionsFootwear checked prior to event startingIncorrect footwear will mean that person cannot take part in the activity |  |
| Hazard: COVID-19Risk: Infection spread sharing of drinks or food | Scouts and Leaders | Own food and cooking equipment as part of kit list in event instructions sent via emailOwn hand sanitiser to be bought to the eventLeaders to carry spare hand sanitiser At safety briefing a reminder not to share drink or food and to sanitise hands before drinking or eatingHands to be sanitized under supervision |  |
| Hazard: COVID-19Risk: Infection spread at toilet block | Scouts and leaders | Procedures stipulated by Rough Close over use of the toilet block adhered to.Hands to be sanitized on exiting toilet facilitiesScouts to be reminded not to approach other users of the site when making their way to and from the toilet block |  |
| Hazard: Slips, trips and fallsRisk: Personal injury | Scouts and Leaders | Scouts and leaders instructed to wear appropriate footwear and this to be checked before the event startsScouts and leaders warned of potential hazards (wet grass, uneven ground, tree roots) prior to event startingFirst aid kits to be availableAt least one leader to be first aid trained |  |
| Hazard: Burn from fireRisk: personal injury | Scouts and leaders | Safety briefing before lighting fires.Hand gel (flammable) to be kept away from fires and not in pockets etcHand gel to be applied away from sources of ignition and allowed to dry thoroughly before approaching the fireSafe distance from the fire when lighting, cooking etcSleeves to be rolled upWater containers to be filled prior to the event Closest running water tap identified to all at eventAt least one leader to be first aid trainedLeaders to monitor behaviour and safety close to the fires |  |
| Hazard: Burn from hot equipmentRisk: Personal injury | Scouts and leaders | Safety briefing before lighting firesProtection such as oven glove to be worn when touching hot pans (Scouts advised to bring as part of their equipment)Hot pans to be placed on the floor and a verbal warning given to others nearbyWater containers to be filled prior to the eventClosest running water tap identified to all at event |  |
| Hazard: fire gets out of controlRisk: Damage to property and personal injury | Scouts and leaders | Water containers filled prior to the eventSufficient containers used to enable all fires to be extinguishedOnly allocated areas to be used for fire lighting.Ensure area is cleared of dry flammable material such as leaves before fire lightingFire areas chosen such that there is a sufficient gap between fires alight at the same timePrevailing wind identified to all at event and taken into consideration when siting firesFire size kept to a reasonable size for the environmentFire size to be monitored by leaders |  |
| Hazard: Nails in wood Risk: personal injury | Scouts and leaders | All at event to wear walking or stout bootsIf the wrong footwear is worn, the person will not be able to take part in the eventThe wood used for the fire is to be such that minimises the occurrence of nails for example, no pallets |  |
| Hazard: Allergens presentRisk: allergic reaction | Scouts and leaders | Scouts or leaders with food allergies identified to all leadersMedication location known to all leadersAt least one leader first aid trained in group Scouts to identify themselves to their group and describe the allergensCare taken with food to prevent cross contaminationSeparate utensils and food for each scout |  |
| Hazard: Raw meatRisk: food poisoning | Scouts and leaders | Safety briefing before lighting the firesHands that come into contact with raw meat products are to be washedScouts encouraged to use a utensil to handle the raw meat rather than their handsScouts to check that the food is hot throughout before consumption.Leaders to monitor as appropriate |  |
| Hazard: SmokeRisk: difficulty breathing | Scouts and leaders | Dry wood to be used to minimise smokeThe appropriate wood is to be used, for example, no treated wood to be usedPrevailing wind to be identified to all at event and scouts encouraged to think about this when siting themselves near a fire Scouts or leaders with asthma identified to all leaders. Leaders to ensure the location of inhaler is known |  |
| Hazard: hot embersRisk: personal injury, fire hazard | Scouts and leaders | At the end of the event, all fires to be extinguished using water.Embers to be raked over to ensure that they are completely extinguished All at event to be made aware of where the embers are located |  |
| Hazard: adverse weatherRisk: increased slipping, wet clothing, fire spread risk increases | Scouts and leaders | 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 offIn the event of weather deterioration (rain) during the evening, scouts instructed to wear waterproofsRemind scouts to take care on wet grassEvent modified to suit conditions or maybe stopped part way through the event (wind/rain) |  |
| Hazard: damaged equipment or poor use of equipmentRisk: Personal injury | Scouts and leaders | Equipment used to be checked by the leaders prior to the eventScouts reminded of the proper use of the equipmentEquipment removed if any damage occurs during the event  |  |
| Hazard: COVID-19Risk: Infection spread through contact with other users of the site | Scouts and leaders | Leaders assigned to a group stay with that group.Scouts or leaders not to swop groupsScouts reminded to not approach other users of the site (other scouts or members of the public)Leaders to ensure a 25m gap between groups is maintained at all times |  |
| Hazard: COVID-19Risk: Infection spread through use of equipment | Scouts and leaders | Equipment to be cleaned at start of eventEquipment to be cleaned at the end of eventEquipment not to be shared between scoutsScouts to provide their own cooking equipment from homeEquipment to be cleaned before it is given to the next personRemind scouts to sanitise hands before and after use of equipmentHands to be sanitized under supervision |  |
| Hazard: COVID 19Risk: Infection spread through first aid procedures | Scouts and leaders | Masks, aprons, gloves, face shield (CPR) and hand sanitizer to be included in first aid kitsWhere possible, encourage the patient to administer their own first aid to maintain social distancingMask, apron and gloves to be worn by leader and mask worn by scout in the event of close personal first aid becoming necessaryRecord kept of first aid administered for check and trace purposesIf CPR is required, use face shield All used PPE to be bagged and disposed of correctlyAccess for emergency services is easy, directly off Kixley Lane, Knowle |  |
| Hazard: Scouts feels unwell or injured during eventRisk: personal injury | Scouts  | Leader to administer first aid if necessary, following COVID guidelinesLeader to contact parent/carer and request collection or call emergency services if appropriate and inform Rough Close of their arrivalAccess for emergency services is as per the Rough Close procedures All parent contact details available to leaders and all leaders to carry charged mobile phoneMobile phone coverage of area checked before eventMedical history known to leaders especially asthma and any allergies |  |
| Hazard: Scout behaviourRisk: exposes group to danger or injury | Scouts and leaders | Scouts reminded of behaviour expectations before the event via parental emailScouts reminded of behaviour expectations at the start of the eventLeaders to monitor behaviour and issue reminders as necessary during the eventLeaders to stop the event if behaviour becomes a danger to others |  |
| Hazard: Scout not collected by parent/carer at the end of the eventRisk: Distress | Scouts and leaders | Scout to remain with two leaders until collectedLeader to make contact with parent |  |
| Hazard: COVID-19Risk: infection spread at collection location | Scouts and leaders | Group departure at the agreed time and place with Rough Close to minimise contact with other groupsLeaders to walk scouts to pick up point ensuring social distancing is maintained.Parents encouraged to stay in vehiclesSocial distance reminder given in event instructions via emailHands to be sanitized under supervision |  |
| Hazard: COVID-19Risk: 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 requiredRisk: 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 HillRole / level GSL 4th Knowle Sea Scout GroupDate 9/8/20 | **Checked by Executive** | Name, Phil GreenRole / level Chairman 4th Knowle Sea ScoutsDate 9/8/20 |
| **Approved by Commissioner** | Name, Role / levelDate | **Approved by Executive** | Name, Role / levelDate |
| **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>’.