|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Name of Section or Activity** | 4th Knowle Sea ScoutsCamp fire | **Date of risk assessment** | **01/09/2020** | **Name of who undertook this risk assessment** | Susie Hawker | **COVID-19 readiness level transition** | Red to 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: Ladywood Farm, Elvers Green Lane, Knowle, B93 0AA****Activities planned: Campfire with some backwoods cooking (no raw meat)** |
| 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 as per current scouting requirementsGroup to meet at an outside venue – Ladywood Farm – the allocated fields and campfire area are large enough for social distancing to take placeLeaders 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 othersGroup to remain in allocated areas 25m apartHands sanitized (with supervision) |  |
| Hazard: COVID-19Risk: Infection spread at arrival location | Scouts and leaders | Car share discouraged via parent email prior to eventStaggered arrival time decided in advanceDrop off in layby (parking for approximately 10 cars)Leaders 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: Struck by vehicleRisk: Personal injury | Scouts, leaders and parents | Parents to be encouraged to stay in vehicle and leave drop off point as soon as is possibleStaggered drop off and pick up times to minimise number of cars in the area at one timeParents asked to enter the lane from the Knowle end and operate a one way system to minimise congestion at drop off and pick upScouts to be supervised by leaders at the side of the road and walked a short distance along the verge to the activity fieldsLeaders to wear high vis jacketsLeader cars parked in field if allowed by land owner. Leaders to arrive and leave at least 10 minutes before and after the scouts |  |
| 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 field allocated |  |
| 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: Electricity pylonRisk: personal injury | Scouts and leaders | At safety briefing at the start of the event, scouts told about the pylon and the need to avoid it.Pylon is not in the area we will be using for the night but we do walk through the field it is in. Route used is at a safe distance from the pylon |  |
| Hazard: COVID-19Risk: Infection spread sharing of drinks or food | Scouts and Leaders | Food and cooking implements provided by leaders, one per scoutOwn hand sanitiser to be bought to the eventOwn water bottle 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: 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 Adjacent small river identified to all at event as source of water if requiredAt least one leader to be first aid trainedLeaders to monitor behaviour and safety close to the fire |  |
| Hazard: Animal faeces Risk: personal injury | Scouts and leaders | At safety briefing, scouts informed that the site is a working farm. There is no livestock in the fields we are using. Scouts to avoid touching animal related products like wool on fences or faeces)Scouts reminded to leave the site as we found it and to avoid leaving any litter etc |  |
| Hazard: Burn from hot equipmentRisk: Personal injury | Scouts and leaders | Safety briefing before lighting fireWater containers to be filled prior to the eventAdjacent small river identified to all at event as source of water if required |  |
| 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 area is a designated campfire circle with space for all scouts to access safely whilst socially distancingPrevailing wind identified to all at event and taken into consideration when lighting fireFire size kept to a reasonable size for the environmentFire size to be monitored by leaders |  |
| Hazard: RiverRisk: personal injury | Scouts and leaders | All attendees to be made aware of the small river running through the site during safety briefing and the boundaries of the space we are usingNo scouts to enter the river waterIf water is required, a leader is to access the water by stepping into it off the bank at a low pointWeather conditions monitored and in the case of heavy rain prior to the event, the river levels will be checked and the event cancelled if they are too high |  |
| 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: 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 not to swop groupsScouts reminded to not approach other users of the site (other scouts)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 scoutsEquipment 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 fair at Barston Ford, B93 0AA |  |
| 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 appropriateAccess for emergency services is as at Barston Ford, B93 0AA 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 | Staggered group departure at the agreed place (Layby) to minimise contact with other peopleLeaders 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.*  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Checked by Line Manager** | Name, Julia HillRole / level GSL 4th Knowle Sea Scout GroupDate 05/09/20 | **Checked by Executive** | Name, Phil GreenRole / level Chairman 4th Knowle Sea ScoutsDate 04/09/20 |
| **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>’.