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| **Name of Section or Activity** | 4th Knowle Sea Scouts  Wide games | **Date of risk assessment** | **2/09/2020** | **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: Ladywood Farm, Elvers Green Lane, Knowle, B93 0AA**  **Activities planned: Wide games** | | | |
| 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: Insufficient daylight  Risk: personal injury | Scouts and leaders | Daylight hours checked on line before event  Timings of the event pre planned to make use of the daylight available  Regular meeting time and meeting length adapted to suit light available |  |
| Hazard: COVID-19  Risk: Infection spread at event location | Scouts and leaders | Limit group size as per current scouting requirements  Group to meet at an outside venue – Ladywood Farm – the allocated fields and campfire area are large enough for social distancing to take place  Leaders allocated to a specific group of scouts and to stay with that group for the whole event  Scouts reminded during safety briefing, and if needed during the event, to socially distance from others  Group to remain in allocated areas 25m apart  Hands sanitized (with supervision) |  |
| Hazard: COVID-19  Risk: Infection spread at arrival location | Scouts and leaders | Car share discouraged via parent email prior to event  Staggered arrival time decided in advance  Drop 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 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  Safety briefing including the Scout Association COVID code at start of event  Hands to be sanitized under supervision |  |
| Hazard: Late arrivals  Risk: Scout left unattended | Scouts | Use of event register to book scouts in as they arrive  Contact parent/carer if scout does not arrive as planned and no contact has been made  Ten minute time allowance in plan of evening for arrivals before moving to the field allocated |  |
| Hazard: Struck by vehicle  Risk: Personal injury | Scouts, leaders and parents | Parents to be encouraged to stay in vehicle and leave drop off point as soon as is possible  Staggered drop off and pick up times to minimise number of cars in the area at one time  Parents asked to enter the lane from the Knowle end and operate a one way system to minimise congestion at drop off and pick up  Scouts to be supervised by leaders at the side of the road and walked a short distance along the verge to the activity fields  Leaders to wear high vis jackets  Leader cars parked in field if allowed by land owner.  Leaders to arrive and leave at least 10 minutes before and after the scouts |  |
| Hazard: Incorrect footwear  Risk: Personal injury | Scouts and Leaders | Scouts and leaders asked to wear walking boots or stout boots as part of event instructions  Footwear checked prior to event starting  Incorrect footwear will mean that person cannot take part in the activity |  |
| Hazard: COVID-19  Risk: Infection spread sharing of drinks or food | Scouts and Leaders | Own hand sanitiser to be bought to the event  Own water bottle 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: 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 (wet grass, uneven ground) prior to event starting  First aid kits (one per group) to be available  At least one leader per group to be first aid trained |  |
| 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: Electricity pylon  Risk: 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: River  Risk: 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 using  No scouts to enter the river water  Weather 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: adverse weather  Risk: increased slipping, wet clothing | 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 off  In the event of weather deterioration during the evening, scouts instructed to wear waterproofs  Remind scouts to take care on wet grass  Games modified to suit conditions or maybe stopped part way through the event |  |
| 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 contact with other users of the field | Scouts and leaders | Leaders assigned to a group stay with that group.  Scouts or leaders not to swop groups  Scouts reminded to not approach other users of the field (other scouts)  Leaders to ensure a 25m gap between groups is maintained at all times |  |
| 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 and does not involve contact  Equipment to be cleaned at start of event  Equipment to be cleaned at the end of event  Equipment not to be shared between the two groups of scouts  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 fair at Barston Ford, B93 0AA |  |
| 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 at Barston Ford, B93 0AA  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 | Staggered group departure at the agreed place (Layby) to minimise contact with other people  Leaders to walk scouts to pick up point ensuring social distancing is maintained.  Parents encouraged to stay in vehicles  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 |  |
| ***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 05/09/20 | **Checked by Executive** | Name, Phil Green  Role / level Chairman 4th Knowle Sea Scouts  Date 04/09/20 |
| **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>’.