

Covid-19 restarting face to face Scouting risk assessment.

Name of Section or Activity	24 th Ipswich Scout Group.	Date of risk assessment	30/09/2020	Name of who undertook this risk assessment	Thomas Cresswell	COVID-19 readiness level transition	
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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?
<i>Hazard – something that may cause harm or damage. Risk – the chance of it happening.</i>	<i>Young people, Leaders, Visitors?</i>	<i>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.</i>	<i>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.</i>
This risk assessment is to look at activities conducted indoors at the 24 th Ipswich Scout Hall			
Risk during drop-off and pick-up	Young people, parents, Leaders	<p>We have shared this risk assessment with parents and all those taking part and have produced a guide for parents on what is expected of them and includes the following.</p> <ul style="list-style-type: none"> • The expectation of social distancing of parents and Young People. • Ensure that parents understand that Young People must socially distance while at the meeting and taking part in activities • One-way system will be used but were this is not possible a controlled access will be operated. • Parents are required to stay in their cars but if dropping off or collecting on foot to stand in designated area observing social distancing • Everyone attending the meeting will use hand sanitiser at start and hand washing or hand sanitising stations will be available during the meeting which can be accessed at any time as and when required during the meeting and at the end. • Young People will be dismissed from the meeting in a controlled way observing social distancing overseen by a leader e.g. one at a time leaving a gap to ensure social distancing. 	
Not observing social distancing	Young people, Leaders	<ul style="list-style-type: none"> • Young people will at the start of each meeting be required to stand socially distanced and will be briefed on the activity to be undertaken what they will need to do to maintain social distancing and what to do in the case of this occurring 	

Additional information can be found in the [Safety Checklist for Leaders](#) and other information at scouts.org.uk/safety

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		<ul style="list-style-type: none"> The activity chosen must allow social distancing and all equipment used is sanitised with a suitable cleaner e.g. alcohol wipes, washing with appropriate cleaners or by isolating for 72 hours or a mixture of these. Asking participants to supply own equipment or items e.g. full water bottle Register is kept of all those at the meeting observing GDPR 	
Spread of COVID due to poor hygiene routines (hand washing).	Young people, Leaders	<ul style="list-style-type: none"> Hand sanitiser for everyone on arrival, departure, before entering building and between/during activities as necessary. 	
Toilets as a Multiple use area pose a risk of spreading COVID.	Young people, Leaders	<ul style="list-style-type: none"> Toilet facilities cleaned before and after sessions and as needed with appropriate cleaning chemicals. Only one person allowed into the toilet facilities and a face covering is to be worn if possible. On entering the hall everyone must use hand sanitiser. Everyone must wash their hands for 20 seconds with liquid soap and as an additional precaution use hand sanitiser on leaving the hall. 	
COVID spread from use of equipment	Young people, Leaders	<ul style="list-style-type: none"> If equipment has to be shared during meeting, to be sanitised between each use with an appropriate cleaner which is affective against COVID Any equipment that is likely to be used by another section to be sanitised before and after use (e.g. tables and chairs) using a suitable cleaner that will destroy COVID Everyone to bring their own drinks, if required single use cups must be used or individual bottled water (single use and sealed) these should not be handled by multiple people and good hygiene should be observed in the process All waste will be placed into bins with no lids or foot operated lids to avoid multiple contacts. 	

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		<ul style="list-style-type: none"> Games must avoid different young people touching the same surfaces without appropriate cleaning taking place. Examples of this could be catching games or contact games. 	
Possible spread of COVID due to being symptomatic or risk if health-related incidents occur	Young people, Leaders	<ul style="list-style-type: none"> Keep a Register of everyone attending a meeting to be kept securely, should it be necessary can be used to trace possible contacts Parents to be made aware that any young person with a Covid-19 like symptoms should not come to meetings, or if any member of their household has symptoms. If any young person is believed to be showing symptoms of Covid-19 during a meeting they will be kept apart from other Young People while waiting for parent. Young person will be asked to wear a face covering if able to reduce the spread. Leaders will also wear face covering as role model to the young person. First Aid kits to contain IIR masks and disposable aprons, Gloves Young People to be encouraged to do their own First Aid where possible. Where this is not possible, First Aider to wear disposable gloves, mask and apron as well as a face shield or eye protection and injured person to wear mask if appropriate. Record to be made in first aid book and confidential meeting notes which must include names of all involved and current address. Guidance will be place with first aid kits on appropriate interventions for different age groups. With instructions on how to wear the PPE provided. In addition to this the information will be sent to the leaders by email. 	

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Concentration of people in one area with limited space and risk of not being able to social distance e.g. storage cupboards	Young people, Leaders	<ul style="list-style-type: none"> • Only person to enter the stores or garages at any one time. • Wear a face mask for entering equipment cupboard or stores to prevent, in our hall and inside areas we have taken the decision that as far as possible leaders shall wear face coving to set a good example to the young people of the group. • Items stored in confined spaces should be able to be lifted by one person • Heavy items should be placed onto trolleys etc to allow one person to move them where possible. 	
Kitchen Facilities/food preparation	Young People, Leaders	<ul style="list-style-type: none"> • Only one person to be allowed into the kitchen at a time • Surfaces and oven door handles to be cleaned down before uses, between uses and to be clean thoroughly after the meeting. • Hand washing during cooking sessions to be undertaken and the uses of gloves. • Face coverings are to be worn if appropriate or a face shield if more appropriate, this is dependent on the age group of the young people if they need to wear them but in our hall leaders shall were possible wear face coving to set a good example to the young people of the group. This is in addition to the guidance given by the scouts. • Each young person to have a work station (e.g. table) with own set of equipment which has been cleaned to a standard that will remove COVID. • Cooking trays are collected from the tables once cooked items must not be handled using bare hands unless using disposable gloves which must not touch any other surfaces including face before handling the food preferred option would be to handle with utensils which are sanitised between uses, good levels of hygiene must be maintained at all times. • Any cooking equipment to be cleaned thoroughly using appropriate cleaning method that will tackle COVID 	

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Hall evacuation e.g. Fire, gas escape or major incident	Young People, Leaders	<ul style="list-style-type: none"> To social distance if at all possible while evacuating the building in a planned way. But due to possible immediate risk to life the preservation of life must take priority and this may not be possible. At the designated Muster point in car park which is a safe distance from the building. All involved should be encouraged to wear a face covering or standing back to back but not touching where social distancing may not be achievable due to the incident as to do this could place people at an immediate risk. Once roll call is completed move to an area where better social distancing can be achieved in a planned and controlled way. 	
Traveling around the Hall	Young people, Leaders	<ul style="list-style-type: none"> This must be done in a planned way either by use of one-way system or a one direction of travel to an area by one or multiple people (social distancing) to prevent two-way traffic in the area e.g. access stairs to another floor or using a connecting corridor. 	
Ratio of Leaders to Young People	Young People, Leader	<ul style="list-style-type: none"> 5:15 as the maximum amount for groups meeting indoors due to social distancing requirements due to size of hall. 	

Checked by Line Manager	Name, Role / level Date	Graham Parker GSL 30/09/2020	Checked by Executive	Name, Role / level Date	Ingrid Landin Chair 30/09/2020
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>.

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