|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Name of Section or Activity** | 1st Keswick Scouts, cubs, beavers  meeting at the back of Fitz park | **Date of risk assessment** | **Aug 2020**  **Revised September** | **Name of who undertook this risk assessment** | G.H | **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.* |
| Maintaining social distance at drop off and pick up: higher risk of infection spread if social distancing not maintained. | All | * Drop off location: Football Club Car Park   + Meeting times chosen to avoid busiest periods   + Parents stay in vehicles, YP remain with vehicles until called.   + Leader sends YP up to park bench singly (or in family groups)   + Once at bench, hand sanitiser and directed to a point at appropriate distance apart.   + Collection will be reverse of procedure - parents say with cars, YP sent down once parent arrives. * Instructed to avoid carpooling if at all possible. And not to attend if they, anyone in family or bubble at school is unwell or tested positive. * Remind about expectations - social distancing hygiene etc. - will be sent out before meeting, and leader will go through at start of meeting * Different groups will be scheduled at least 15 mins apart to allow for longer drop off / collection times & cleaning between. * Nobody may be in more than one group per day (per HQ guidance) |  |
| Maintaining social distance during meeting: higher risk of infection spread if social distancing not maintained. | All | 1. Maximum permitted group size maintained (as of 3.9.20, 15 cubs or scouts or beavers, and 5 leaders, young leaders and other adults, carers excepted). 2. Social distancing of 2 m between all individuals in the group to be maintained at all times. 3. Where close contact is necessary, for example to apply first aid, PPE will be used, including face mask, gloves and apron with waste bag for disposal. Where possible, the individual will be encouraged to, for example, apply their own plaster. 4. The activity will be designed with social distancing in mind, utilising the large amount of open space in the woods, with cubs working as individuals in a well-contained space. 5. Reminders as to social distancing will be given throughout the activity as appropriate.   All taking part will have been reminded in advance of the social distancing requirements for the activity. Failure to observe the requirements may mean exclusion from a future activity or, in extremis, parents might be requested to collect a cub from the activity |  |
| Hygiene of people: higher risk of infection spread if proper hand washing not carried out. |  | * There is no running water or hand washing facilities on site * Hand sanitiser to be used at start of meeting * Each person instructed to bring a bottle of hand sanitiser with them, to be used whenever they feel it's necessary and when passing items between people. (Except beavers & younger cubs- hand sanitiser to be used under supervision) * No one displaying symptoms (or member of household/bubble) within the previous 7 days allowed to attend without a negative COVID test. Parents/leaders asked to certify no symptoms in initial consent and agree to inform section leader immediately if symptoms manifest within 7 days of any activity or known contact has positive COVID test. * If a YP or adult begins to display symptoms during the meeting they should immediately be isolated away from others and parents called. If necessary an adult sitting with the YP must wear full PPE (mask, apron, visor) |  |
| Hygiene of toilets: higher risk of infection spread if hygiene not carried out. |  | * Hand sanitiser to be used after use. * YP asked to use the toilet before they leave home |  |
| Hygiene of activity equipment: Higher risk of infection spread if hygiene not carried out. |  | * Activities designed to minimise equipment being shared * Equipment and first aid kits assigned to section / groups and quarantined for at least three days between uses (if not possible thoroughly sanitise equipment) * Where equipment is shared between individuals sanitised before passing on * Where equipment is passed between people (e.g. ball games) hands should be sanitised before and after, minimise use of hands during, and sanitise equipment before and after. Participants reminded not to touch face until hands have been sanitised. * Where equipment will be needed sort into packs per person before the session |  |
| Use of outdoor spaces: un-even ground, access to space less controlled, cannot be cleaned. |  | * Any surfaces likely to be touched that can reasonably be sanitised, sanitised before start of meeting * Warn YP and adults of drop hazards, plan activities that avoid them. * Shelter set up if weather looks poor (reduce group size to fit) Instruct to bring waterproofs to all meetings, cancel if weather looks too bad and be prepared to cancel in middle of meeting if it gets too bad. |  |
| Food and Drink |  | * YP / Adults to bring their own drinks / snacks & keep under own supervision * Must sanitise hands before eating / drinking * Suggest bottles / food that does not require touching anything that will go in mouth. * No sharing |  |
| Other |  | * Express written consent required from parents * Risk assessment communicated in advance to leaders and parents with child friendly guide sent to children. * If someone shows symptoms or someone attending has contact with a confirmed or suspected case section leader to be informed. All parents with children in the same small group to be told this without mentioning YP/adult name. Section leader to liaise with all stakeholders, including, scouts, parents and GSL to decide on safety of future meetings. * All leaders to have DBS check and completed minimum of safety and safeguarding training. |  |
| ***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,  Role / level  Date | **Checked by Executive** | Name,  Role / level  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>’.