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| **Name of Section or Activity** | **1st Oulton Broad Sea Scout Group** | **Date of risk assessment** | **04th September 2020** | **Names of who undertook this risk assessment** | Christine Moore, Hazel Densham, Matt Chilvers, Alan Gosling | **COVID-19 readiness level transition** | **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.* |
| **Use of Group Headquarters:** | | | |
| Maintaining records of all attendees:  Higher risk of infection of others not able to be traced. | Young People & Leaders | Ensure a complete register is kept on OSM of those attending every event, including details of phone number, email and address of each parent (primary contact). |  |
| Maintaining social distance at arrival and departure:  Higher risk of infection spread if social distancing not maintained. | Parents, Young People & Leaders | 2m social distancing lines / cones on path outside Den. Parents to drop off at main entrance, then leave. Only one Young Person to enter at a time (controlled by leaders).  All temperatures to be taken prior to Parent’s departure.  At end, the evening pick up point will be fire exit with parents gathering and following social distancing rules. No Parents to be allowed in the hall unless in an emergency.  Fix door open on hooks during arrival and departure. |  |
| Maintaining social distance during meeting:  Higher risk of infection spread if social distancing not maintained. | Young People & Leaders | All group / bubble sizes will be as per the most recent Government guidelines.  Maintain and mark clear space between groups, pre-planning how groups will be managed for each activity (Risk assess activities separately).  Run multiple sessions each week/night dependent on demand / numbers of young people. |  |
|  |  | First Floor and Kitchen to be out of bounds to all Young People.  Only one Leader in Kitchen at a time and to serve anything required through the hatch. Only one Leader in store at a time, lock when not in use. |  |
|  |  | **Scouts and Explorers must wear Face Coverings when indoors**  Exceptions as per National Guidelines are permitted. |  |
| Hygiene of people:  Higher risk of infection spread if proper hand washing not carried out. | Young People & Leaders | Hand sanitising on arrival, before and after using any activity equipment, before and after visits to the toilet and on departure from the Den.  Encourage regular hand washing using soap dispensers provided.  Regularly remind Young People to avoid touching faces.  Coughs and sneezes should be caught in a tissue, which should then be binned or flushed, hands then to be washed or sanitised with gel. |  |
|  |  | **N.B. Hand gel is flammable and be used in accordance with manufacturers instructions. Ensure hands are dry of gel before starting activities.**  **Ensure no naked flames near liquid gel and clear-up any spillages immediately.** |  |
| Hygiene of toilets:  Higher risk of infection spread if hygiene not carried out. | Young People & Leaders | Toilet facility touch points thoroughly cleaned after each session using safely stored cleaning equipment and PPE. Leaders are to familiarise themselves with individual product hazards and record each cleaning activity (time / by who).  Leaders to monitor toilets regularly during sessions and provide additional cleaning if required. Additional deep cleaning of the facility to be carried out on a regular basis.  Only one person to use each toilet at at any time.  Instruct use of hand sanitiser before and after using the toilets. |  |
| Hygiene of building:  Higher risk of infection spread if hygiene not carried out. | Young People & Leaders | After each meeting, the Leaders to arrange spray and wipe-down of surfaces with sanitising spray and Fogger. In particular clean door handles, sinks, taps, toilet-flush levers, soap and gel dispensers, kitchen worksurfaces (if kitchen has been used), light switches and any tables / chairs that are to be / have been used.  **When cleaning electrical items put the spray onto a paper towel and wipe the item carefully, do not spray directly.**  **Any use of Fogger requires PPE in accordance with manufacturers instructions followed by immediate evacuation for a minimum of 30 minutes.**  After each meeting, all floors to be swept.  Leaders are to familiarise themselves with individual product hazards.  Hands to be thoroughly washed before and after all cleaning activities.  Used paper towels to be put in bin bag and disposed of as household waste after each meeting, unless suspected of being contaminated with Covid. |  |
| Hygiene of activity equipment: Higher risk of infection spread if hygiene not carried out. | Young People & Leaders | Clean activity equipment before and after use. Where possible, assign specific items to individuals for the evening.  Limit the overall amount of equipment used and prioritise use of equipment which can be easily cleaned.  Provide individual equipment (pens/scissors/ craft materials) in individual named folders. Quarantine select items to a secure storage location so they can not be reused until safe (minimum period of 72 hours).  No cooking activities are allowed until readiness level is at Green. |  |
| Personal belongings:  Higher risk of infection spread if personal equipment is handled by others. | Young People & Leaders | Each Young Person to be allocated their own personal chair/area, to put their personal belongings on.  Young People to be allowed to bring in drinks in named water bottle. |  |
| Volume of chairs being used:  Higher risk of infection from additional surfaces | Young People & Leaders | Reduce the number of chairs in hall at one time based on group size, to minimise unnecessary surface areas and cleaning requirements.  Surplus chairs to be moved to a secure and separate location. |  |
| Colours/ Flag Break:  Higher risk of infection spread if social distancing not maintained. | Young People & Leaders | Only one Leader / Young Person to raise and lower flag during each session.  Once completed the Leader / Young Person must wash their hands.  No usage of Bosun’s Calls until further notice. |  |
| Awarding of Badges:  Higher risk of infection spread if social distancing not maintained. | Young People & Leaders | Badges to be awarded individually to Young People.  Young People to collect their own badges from a table or tray.  No hand shaking is allowed when awarding badges. |  |
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| **Use of Outdoor Spaces:** | | | |
| Maintaining records of all attendees:  Higher risk of infection of others not able to be traced. | Parents, Young People & Leaders | Ensure a complete register is kept on OSM of those attending every event, including details of phone number, email and address of each parent (primary contact). |  |
| Maintaining social distance at drop off and pick up at an outdoor event: Higher risk of infection spread if social distancing not maintained. | Parents, Young People & Leaders | Indivdual activity risk assessments to be written prior to each event.  Parents to drop off and pick up at previously communicated locations.  Parents instructed not to unnecessarily socialise and to maintain social distancing at all times. |  |
| Use of outdoor spaces:  Un-even ground, access to space less controlled, cannot be cleaned. | Young People & Leaders | Choice of location appropriate to activity to be undertaken and checked prior to event.  Leaders and Young People to be briefed on boundaries of where Young People are able, and not able, to go.  If hand washing not available, Leaders to bring anti-bac wipes or hand sanitizer.  Social distancing to be maintained to current Government guidelines. |  |
| Hygiene of activity equipment: Higher risk of infection spread if hygiene not carried out. | Young People & Leaders | Clean activity equipment before and after use. Where possible, assign specific items to individuals for the evening.  Limit the overall amount of equipment used and prioritise use of equipment which can be easily cleaned.  Quarantine select items to a secure storage location so they can not be reused until safe (minimum period of 72 hours). |  |
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| **Covid specific actions, Safeguarding, First Aid and Inclusivity:** | | | |
| Safeguarding | All | Safeguarding the young people should remain the top priority and, should the rules of this risk assessment need to be broken in order to prevent serious harm or injury of a young person then, this should happen without question.  Should this happen the GSL must be informed of the incident and a near miss report submitted using the scout website. |  |
| Persons displaying Covid symptoms prior to an event:  High risk of infection to others. | Parents, Young People & Leaders | Parents and Leaders to be instructed, prior to restarting, that anyone who is known to be Covid-positive or displaying any of the known symptoms **MUST NOT ATTEND THE MEETING.** Instead they must self-isolate according to Government guidelines.  Similarly, those known to have been a contact of a Covid-positive person must not attend until the guidelines permit it. |  |
| Persons displaying Covid symptoms during the event:  High risk of infection to others. | Parents, Young People & Leaders | Move the person well away from the rest of the group.  If person displaying symptoms is an Adult, he/she should immediately go home.  If person is a Young Person, a Leader should stay with them but remain more than 2m away and wear appropriate PPE. Arrange for a Parent to immediately collect the Young Person and take them home.  Describe the symptoms seen to the Parent of the person affected and advise that he/she should be tested, according to government advice; ask that the result be relayed to the GSL as soon as possible.  Wear disposable gloves and immediately use sanitising spray to clean any surfaces touched by the individual. Wash hands afterwards (even though gloves were worn). Paper towels and gloves used must be double-bagged and stored for at least 72 hours before disposing as household waste.  Leaders must inform the GSL and an incident report must be completed.  Leaders to email the primary contact of each of those who were at the meeting, telling them of the event (no names), but that our control measures are designed to prevent transmission. Their child does not need to isolate unless he/she shows symptoms, or they are contacted by an official contact-tracer.  Be prepared to assist with official contact-tracing if requested.  GSL to consider if a deeper clean of the HQ is warranted / beneficial. |  |
| Person at meeting requires first aid: Higher risk of spreading virus from close contact. | Young People & Leaders | Leaders to try to assist at a safe distance from the casualty as much as possible and to minimise the time sharing a breathing zone.  If the casualty is capable, tell them to do things for themselves, however, treating the casualty properly must remain the first priority.  Wear a mask and shield if it is necessary to approach closer than 2m, and disposable gloves and apron if first aid needs to be administered.  Any disposable masks, aprons and gloves used must be bagged and stored for at least 72 hours before disposal as household waste.  Where possible try to treat person in the open air, but if it is necessary to enter the HQ try to avoid touching surfaces. Spray clean afterwards, as necessary.  Major first aid which requires an immediate response should be carried out regardless of social distancing and PPE, the health and wellbeing of the young people and volunteers should be put above all concerns. In the event that this happens the GSL must be informed. |  |
| Person at meeting requires CPR: Higher risk of spreading virus from close contact. | Young People & Leaders | CPR (if required) should be carried out where possible with a mask over the casualty’s mouth and nose as a mimnimum level of PPE. No rescue breaths are to be given instead the first aider must only deliver chest compressions. 999 must be called in this event and guidance should be followed from the call. |  |
| Visitors to Site:  Higher risk of infection spread if social distancing not maintained. | Young People & Leaders | Visitors must be pre-arranged, and no unauthorised visitors may be present on site. |  |
| Track & Trace:  High risk of infection to others. | All | All leaders coming on to site will be required to provide their details for track and trace.  Leaders will be required to keep a detailed register of all the young people in attendance.  Leaders will be expected to hold details for all the young people attending and be able to share these should the need for track and trace arise.  Parents must be informed that their details may be shared and that they may be contacted in relation to the track and trace procedure laid out by the government.  It will be the responsibility of the individual to report their symptoms or confirmed Covid case to public health England.  In order to comply with track and trace information sharing the Leader should provide all individuals attending their contact information and be a central point of contact for all others attending. |  |
| Inclusivity and Reasonable Adjustments: | All | The Group requires notification from users who may need adittional adjustments, allowances or support due to Covid-19 in Oder to help them attend, take part and enjoy scouting. We will actively seek to meet the needs of all where we can. |  |
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| ***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** | **Ray Hawkes**  **GSL**  25/8/2020 | **Checked by Executive** | **Malcolm Howard**  **Group Chairman**  25/8/2020 |
| **Approved by Commissioner** | **Mel Buck**  **DC**  06/09/2020 | **Approved by Executive** | **Brian Everett**  **District Chairman**  06/09/2020 |
| **Notification of level change** | The Group will work closely with the District Commissioner who will inform of any changes.  The Grop Executive will notify all users of any changes to the readiness level.  If readiness level intensifies to **RED**. We will immediately apply the controls necessary and inform the DC when we have done so.  Any users within the HQ will be asked to leave the site when safe and appropriate to do so, we will postpone all other HQ reservations until further notice | | |
| 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>’ | | | |