

## Covid-19 restarting face to face Scouting risk assessment

<b>Name of Section or Activity</b>	<b>15<sup>th</sup> Cheltenham Scout Group.</b> Applicable to all sections Beavers, Cubs & Scouts for meetings in green areas around the Shurdington HQ and or local hikes. RA to cover visits to Cranham Scout Centre	<b>Date of risk assessment</b>	<b>04/09/2020</b>  <b>Version 7</b> RA document - All section leaders are to review & sign-off.	<b>Name of who undertook this risk assessment</b>	Marie Louise Slee SL, GSL (Acting)	<b>COVID-19 readiness level transition</b>	<b>Red to Amber</b>
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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?
Maintaining social distance at drop off and pick up: higher risk of infection spread if social distancing not maintained.	Young People, Leaders and parents	<p>Once the activity is authorised clear instructions will be communicated to all parents/guardians/leaders prior to the activity by the section leader. The communication will set out all the social distancing and safety measures in place for the activity. This will include the instruction that car sharing for young people outside their household is not allowed. A reminder of the COVID-19 action plan will be included in the communication. The method of communication will be via closed, private WhatsApp groups with parents and via email. Acknowledgement to the instructions &amp; attendance by the young person will be required of the parents. Parents will also be reminded that it will not be possible to talk face-to-face to a leader at drop-off or pick-up.</p> <p>Risks can be mitigated through careful and methodical analysis of our activities. Once a risk is identified it then needs to be classified to determine the level of risk with the planned activity. To this extent, Shurdington Scout Group has compiled an extensive policy document known as <b>Group COVID-19 Policy</b> which is hosted on our website. The link can be found <a href="#">here</a></p> <p>The purpose of this policy document is to keep everyone safe and to prevent the spread of COVID-19, whilst slowly moving back to face to face meetings.</p> <p><b>The document has been read and digitally signed by all 7 Section leaders and assistants in Shurdington Scout Group.</b></p> <p>Parents will be advised of the <b>Group COVID-19 Policy</b> and the <b>approved COVID-19 RA for return to face-to-face scouting</b> and given the links to view via the Shurdington website. In addition, there will be a Zoom Q &amp; A session late August with parents to discuss any concerns. This will then give leaders the opportunity to adjust their programmes to meet parents' concerns or expectations.</p> <p>Young people have been contacted to come up with activity and game suggestions to meet the desire for Youth Shape programmes. These will be discussed and adopted if are feasible within the boundaries of AMBER phase</p> <p>Parents will also be given access to this COVID-19 Risk Assessment for alert level Amber.</p>	<p>Parents have been invited to participate in an anonymous online questionnaire to gauge the willingness to return to face-to-face Scouting in the different stages of readiness, AMBER, YELLOW, GREEN. The questionnaire also covered willingness to participate in digital Zoom Scouting. There was also an opportunity to leave comments. The results should provide us with an honest picture of parents' willingness for their Young People to return to face-to-face Scouting.</p> <p>Weekly digital sessions via Zoom &amp; or the submission of badgework via the WhatsApp Groups, will form part of the programme for all sections for the foreseeable future applicable where:</p> <ul style="list-style-type: none"> <li>• Young people prefer not to participate in face-to-face Scouting</li> <li>• Young people or adult leaders are shielding or have special needs which prevent face-to-face participation.</li> <li>• Bad weather cancels an outdoor activity</li> <li>• Young people wanting to attend face-to-face exceed the permitted group Young People number of 15.</li> </ul> <p>Group 'Buddy-up' system in place for Beavers &amp; Cubs and older Cubs and Scouts to ensure a safe, quality programme is delivered to all Young People.</p>

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

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1. Maintaining social distance at drop off and pick up: higher risk of infection spread if social distancing not maintained.	Young People, Leaders and parents	<p>The activity instructions should clearly state that any leaders or young people displaying symptoms of COVID-19 should not attend the activity. These symptoms include a fever, new persistent cough or loss of smell / taste. Section leaders need to be fully aware of all COVID-19 symptoms.</p> <p>No leader or young person should attend if in their household someone is awaiting COVID-19 test results or is isolating from known exposure to COVID-19 or in self isolation as a result of a trip abroad where government quarantine restrictions apply.</p> <p>If any leader / young person displays any symptoms of the above during the activity parents will be contacted to arrange immediate pick-up.</p> <p>Parents will be informed of potential COVID-19 exposure and government guidance will be sought as appropriate. In the event of a positive test the Group will provide the contact information to the government Track &amp; Trace system in order to isolate and contain any further infection. Parents have already agreed to their contact data being available for the Track &amp; Trace system.</p>	Where a young person or adult sneezes (into their elbows) common sense should prevail as the person may be displaying hay fever or an allergy. This scenario needs to be communicated to all participants to avoid over reaction and embarrassment.
2. Maintaining social distance during meeting: higher risk of infection spread if social distancing not maintained.	Young People, Leaders	<p>Temperature checks conducted at a distance will be undertaken upon arrival of leaders and young people and before their parent drives away</p> <p>Wearing of disposable or freshly washed face coverings OUTSIDE will be required of young people in Scout, Cub and Beaver sections <b>when requested by leaders</b> at 'pinch points' or where less than 2m between Young People is unavoidable. Leaders are recommended to wear face coverings, but it is not mandatory.</p> <p>Face coverings are mandatory for inside activities for Scout age Young People, except for those on the government list of mask covering exemptions - <a href="#">here</a></p> <p>A back-up stock of the face coverings will be available.</p> <p>Face coverings reminds all participants of their social responsibility to protect others including their leaders.</p>	Messages will be sent via WhatsApp prior to the section meeting to remind parents and Scouts of the face coverings/ pocket hand sanitizer / pocket first aid kit / water bottle required for each & every session.
3. Maintaining social distance during meeting: higher risk of infection spread if social distancing not maintained.	Young People, Leaders	<p>The current TSA advice on group numbers (max 15 Young People and 5 Leaders+ carers) will be maintained. Numbers attending will be known prior to arrival communicated by parents prior, via WhatsApp to allow the maximum to attend and thereby be as inclusive as possible.</p> <p><b>Carers are not included in the Maximum Group number</b></p> <p>Avoid pinch points - staggered arrival times split by patrols / sixes / lodges to allow for temperature and face coverings checks in an orderly and socially distanced manner.</p> <p>A large section of the social centre car park will be cordoned off to allow significant space for young people arriving.</p> <p>The car park will have chalked X / coned markers 2 metres apart to remind young people to maintain their social distance. This visual reminder at the start of a session will be a benchmark for the young people to remind them of the need for social distancing throughout the planned activities.</p>	<p>Leaders are aware of current minimum ratios of <b>Uniformed Leaders : Young People</b> Beavers 1:6 Cubs 1:8 Scouts 1:12.</p> <p>Beaver meetings will have a minimum of 3 leaders and maximum of 15 Young People, Cub and Scouting meetings will have a minimum of 2 leaders and a maximum of 15 Young People.</p> <p>All leaders are compliant in their safety, safeguarding and first aid qualifications.</p> <p>All young people will be reminded weekly of the new Code of Conduct as contained in the <b>Group COVID-19 Policy</b> found <a href="#">here</a>.</p>

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			Non-compliance of social distancing in the Scout age section will be taken seriously and will result in the suspension of activities.
4. Hygiene of people: higher risk of infection spread if proper hand washing not carried out.	Young People, Leaders	All young people and leaders will be required to bring to the activity a small named hand sanitizer bottle of no less than 70% alcohol. All young people and leaders will hand sanitize upon arrival, during the activities if they have touched equipment and at the end of the session prior to returning to their cars. Hand sanitizer station set up set up & available for use throughout activities.	Messages will be sent via WhatsApp prior to the section meeting to remind parents and Scouts of the PPE; face coverings/ pocket hand sanitizer / pocket first aid kit / water bottle required for each & every session.
5. Hygiene of toilets: higher risk of infection spread if hygiene not carried out.	Young People, Leaders	All children will be encouraged to use their own toilet facilities before they leave home. The toilet facilities available during Scouting activities are located at the church hall. The toilets will be checked & sanitised by the leader in charge prior to the activity starting. For the period of the meeting only 1 person at the time may enter the toilet facilities. Only young people/leaders from the same bubble group may use the toilet facilities. There will be a named leader in charge of the toilet cleaning rota. At the start and end of the meeting the toilets will be cleaned in accordance with the <a href="#">Group COVID-19 Policy found here</a> . The toilets will be a bio-protected area as only the same Scout bubble group of max 20 (Carers are not included in Group numbers) will be able to use the toilets for the period of hire. Hand sanitizer and disinfectant spray will be available in the toilet area. All tissues used for sanitizing equipment or personal hygiene must be placed in a plastic bag and removed from site for disposal by normal household waste.	Backup stock of hand sanitizer / plastic bags / bacterial wipes / disinfectant spray to be / disposable face coverings & first aid kit to be kept in Scout shed should resources be unexpectedly depleted.
6. Hygiene of activity equipment: Higher risk of infection spread if hygiene not carried out.	Young People, Leaders	At the start and end of each session all equipment will be wiped down with sanitizer wipes to maintain good hygiene standards of the equipment. If it is unavoidable to share equipment, then the equipment will be wiped down with sanitizer wipes between each use. All outside activities will be planned to avoid the use of shared equipment. Equipment for the activity will be prepared in advance and divided according to the number of participants. Games will, if necessary, be adapted to avoid hand contact. For example, football rounders, football golf.	A list of suitable games or adapted games will be compiled for use for all 3 sections.  Instructions for activities will be listed to ensure the activity can be carried out safely and without the need for sharing equipment.
7. Use of outdoor spaces including participating in local hikes, opening gates and climbing over stiles: un-even ground, access to space less controlled, cannot be cleaned.	Young People, Leaders	All outside activities are planned in advance with a written risk assessment specific to that activity. Where the planned activity is a local hike the route needs to have been reconnoitred to identify hazards and situations where social distancing and / or areas where there is an increased risk of contamination such as at gates or stiles. All activities commence with a briefing from the section leader explaining the activity, social distancing boundaries. Briefing to also include potential hazards such as tripping and the procedure at gates and stiles to minimise breach of social distancing and contamination when opening gates or climbing over stiles. Pocket hand sanitizers to be carried by all participants for use after touching gates & or stiles.	Continue the weekly leaders' meetings to go through upcoming activities confirming equipment, safety, replenishments to first aid and RAs are in place.

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8. Use of outdoor open wooden shelters and open marquees with limited cleaning	Young People, Leaders	Use of open shelters (at least 1 side open to the elements) can be used in inclement weather. Young people must maintain a distance of 2m from each other (if possible) and 2m from an adult leaders at all times.	Check latest TSA guidelines <a href="#">here</a> for use of indoor spaces
9. Use of indoor hall activity spaces	Young People, Leaders	The Church Halls will have been cleaned in advance of any Scouting sessions. Prior to the start of a meeting, the leader in charge will sanitise high contact areas such as door handles and activity tables. Toilets will be checked as per <b>section 5 above</b> Staggered arrival times by patrols / sixes / lodges as per <b>section 3 above</b> Young people will be temperature checked and wear face coverings as per <b>Section 2 above</b> . Young People should keep a distance from each other and maintain 2m distance from all adult leaders. Sedentary activities advised for indoor spaces to maintain distance and make using of masks more comfortable. Physical activity involving running or significant exercise by all Young People to be undertaken in the green park opposite the church hall.	Check latest TSA guidelines <a href="#">here</a> for use of indoor spaces
10. Increased risk of infection due to sharing of drinks / food whilst taking part in the activity.	Young People	. Each young person will be instructed to bring their own drink (labelled with their name) and not to share drinks or food or sweets.	Messages will be sent via WhatsApp prior to the section meeting to remind parents and Scouts of the face coverings/ pocket hand sanitizer / pocket first aid kit / water bottle required for each & every session.
11. Increased risk of infection if first aid is required.	Young People, Leaders	All leaders involved in the activity will be asked to read the recent guidelines on “Knowing what to do if something goes wrong” found <a href="#">here</a> , before the activity takes place.  Two stocked and separate first aid kits with appropriate PPE required to be available for meetings carried by separate first aiders.  Young people will be asked to bring a small pocket first aid kit so they can manage minor scrapes and reapply any plasters which may come loose during an activity.  Any disposable PPE waste will need to be contained in a sealed plastic bag, taken away and disposed in a household waste bin  Young people to carry their own inhalers / EpiPen	Messages will be sent via WhatsApp prior to the section meeting to remind parents and Scouts of the face coverings/ pocket hand sanitizer / pocket first aid kit / water bottle required for each & every session.
12. Non-compliance of new COVID-19 procedures at hire venue Cranham Scout Centre:		Cranham Scout Centre for latest COVID-19 procedures. <a href="#">here</a> . All leaders to be familiar with the new COVID-19 procedures at Cranham, hire boundary limits and sectioned off toilets.	Preliminary booking (subject to successful RA) for 04/09, 11/09, 18/09, 25/09 for Scout age and older Cubs.

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higher risk of infection spread if social distancing, rules not followed.		Parents will receive comprehensive instructions and be reminded each week regarding all risks (already identified above) and staggered arrival to avoid 'pinch' areas	
			COVID- 19 guidance Cranham Scout Activity Centre found <a href="#">here</a> COVID- 19 guidance Gloucestershire Scouts found <a href="#">here</a> COVID- 19 guidance The Scout Association found <a href="#">here</a> COVID- 19 guidance Government website found <a href="#">here</a>

**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	<b>Name, Godfrey Tarling</b> <b>Role / level</b> District Commissioner <b>Date</b> 04/09/2020	Checked by Executive	<b>Name, Paul Calleja-Gera</b> <b>Role / level</b> Treasurer <b>Date</b> 04/09/2020
Approved by Commissioner	<b>Name, Godfrey Tarling</b> <b>Role / level</b> District Commissioner <b>Date</b> 04/09/2020	Approved by Executive	<b>Name, Paul Calleja-Gera</b> <b>Role / level</b> Treasurer <b>Date</b> 04/09/2020
Notification of level change	<b>Date and by who</b>		

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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# Covid-19 restarting face to face Scouting risk assessment

## FIRST PASSING OF RISK ASSESSMENT AT AMBERREADINESS PRE NEW AMBEWR GUIDELINES - 03.09.2020

From: **Scout Info Centre via Smartsheet** <[automation@app.smartsheet.com](mailto:automation@app.smartsheet.com)>

Date: Fri, 7 Aug 2020 at 09:04

Subject: Approved Risk Assessment

To: GODFREY TARLING <[dc@cheltenham-scouts.org.uk](mailto:dc@cheltenham-scouts.org.uk)>



This Risk Assessment has been approved.

Please note that the link will only work once so download the attachments if you wish by clicking its file name below 'attachments added' towards the bottom of this page.

Row 1165

County/Area/Region	Gloucestershire
District	Cheltenham
Group	15th Cheltenham Scout Group
Submitter email	<a href="mailto:15thcheltenhamscoutgroup@gmail.com">15thcheltenhamscoutgroup@gmail.com</a>
Approval email	<a href="mailto:dc@Cheltenham-scouts.org.uk">dc@Cheltenham-scouts.org.uk</a>

Changes made by [automation@smartsheet.com](mailto:automation@smartsheet.com)

## SE COND PASSING OF RISK ASSESSMENT AT AMBERREADINESS POST NEW GUIDELINES- 03.09.2020



Thank you for submitting your entry. A copy is included below for your records.

Please wait for approval before taking next steps.

### Risk assessments

**Submitter name** Marie Louise Slee  
**Compass membership number** 226085  
**Submitter email** [15thCheltenhamScoutGroup@gmail.com](mailto:15thCheltenhamScoutGroup@gmail.com)  
**Country** England  
**County/Area/Region** Gloucestershire  
**District** Cheltenham  
**Group** 15th Cheltenham Scout Group  
**Readiness level** Amber  
**Name of approver** Godfrey Tarling  
**Email of approver** [dc@cheltenham-scouts.org.uk](mailto:dc@cheltenham-scouts.org.uk)

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