|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Name of Section or Activity** | 12th Lewisham North | **Date of risk assessment** | **15/09/2020** | **Name of who undertook this risk assessment** | Dan Noakes | **COVID-19 readiness level transition** | 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.* |
| General risk assessment applicable to all situations |
| Guidance changes suddenly: risk of rules not being followed correctly. Low Risk | Young people, volunteers, leaders. | Before each meeting the leader in charge will ensure that they have checked the scout website and government guidance for any changes that may need to be taken into consideration.Risk assessments and plans will be updated accordingly and all those concerned briefed. |  |
| Training and certifications not up to date. Low Risk | All | All adults should have a* valid DBS
* current mandatory training in place

GSL/AGSL is responsible for validating and checking and discussing with individualsNeed to have a first aid trained person at every meeting. GSL to inform group who has and does not have a valid First Aid certificate and who will need to renew in next year. |  |
| Shielding and vulnerable - risk of passing infection on | All | Whilst shielding is in force we will communicate Groups 1 and 2 criteria to leaders, parents and members and then have a detailed discussion with any that are in group 1. (Risk and mitigation actions for shielding members document) |  |
| Shielding and vulnerable household members: risk of passing infection on to these | Household members | Parents/carers need to let the leader know before attending any meetings if any members of their household are vulnerable or shielding. If they are then appropriate guidance will be followed after discussing with the Group Scout Leader. |  |
| Shielding and isolating Young Persons not able to attend meetings and feeling left out. Low risk | Young person | Young person concerned will be identified through the communication of the restart process. We will work out an action plan for the young person involving the young person/Leaders and Parents when numbers affected are known.Young person would naturally be included in all Zoom calls when they run.  |  |
| Unable to identify who attended meetings in the event of needing to track and trace | All  | Attendance will be entered onto Online Scout Manager (OSM) for all meeting attendees including leaders.Any additional people that are not on OSM will be recorded on OSM under the meeting notes section. |  |
| First aid needs to be administered.: higher risk of infection than usual | Young people, volunteers, leaders. | First aid kit will be carried as usual but will contain the following items.Disposable glovesAntibacterial wipes for equipmentFace masksIn the instance of an injury, leader to assess seriousness of injury. If urgent medical care needed leader to wear mask, gloves and face shields to give first aid as necessary and follow normal guidelines. Treating the casualty properly should be your first concern – act accordinglyOther-wise child to wait until parent can return to collect and deal with minor injuryTry to assist at a safe distance from the casualty as much as you can and minimise the time you share a breathing zone.Try to treat person in a well ventilated area (outside if possible)Spray clean afterwards, as necessary. |  |
| Not enough leaders present – risk of harm  | Young people, volunteers, leaders. | Have sufficient adults/leaders to ensure the activity can be run safely, and within POR ratios, but not an excessive number.Have a contingency plan to get additional help at short notice if a leader cannot attend as planned. If enough adults/leaders cannot attend then the session will need to be cancelled. |  |
| Hygiene of people: higher risk of infection spread if proper hand washing not carried out. | Young people, volunteers, leaders. | Clear expectation issued prior to restarting that all attending must wash their hands immediately before leaving home and immediately on returning.Hand sanitiser will be available during the session.Gel provided needs to be approx. 70% alcohol.Each young person will be required to sanitise hands at drop off and pick up and if they come into contact with equipment etc. |  |
| Young people using their own hand sanitiser or not being able to use any: risk of it not being high enough strength/ not effective | Young people, volunteers, leaders. | Young people will need to use the sanitiser provided by the troop unless parents/ carers have informed us beforehand of any medical reason that they cannot use it. Each case will be assessed individually and appropriate steps taken.  |  |
| Hand gel contains ~70% alcohol, thus is flammable  | Young people, volunteers, leaders. | Hand gel to be used in accordance with recommended procedure; ensure hands are dry of gel before other activities. No naked flames near liquid gel. Clear-up any spillages. |  |
| Hygiene of activity equipment: Higher risk of infection spread if hygiene not carried out. | Young people, volunteers, leaders. | If it is feasible to sanitise the activities’ equipment before and at intervals during use do so.Equipment will not be shared – leaders will ensure that each young person is aware that they cannot change or swap equipment with anyone else. If the equipment they have been assigned is not suitable they must put up their hand and ask a leader about it.Young people will be instructed where to put the equipment after use. Leaders must clean their hands before and after handling all equipment.After the session any equipment used will be cleaned if feasible.Use hand-gel when changing activity (e.g. mid-session or changing to different equipment)Communal cooking activities must be kept off the programme until the alert is Green. However, individuals cooking over an open fire may be possible, with specific risk assessment. Separate arts and crafts packs for each individual child named and not shared. |  |
| Drink and food: risk of spread of infection and risk to environment from single use plastic | Young people, volunteers, leaders. | We will not be providing any food or undertaking any indoor cooking activities while social distancing is in place. All parents/carers will be advised that each child must bring a clearly labelled bottle of water (preferably reusable).Young people will be advised where to store this during activities.If child has not brought water then leaders can provide some in disposable paper cups in case of emergencyWater fountains will not be used. |  |
| Covid-positive person attending a meeting and spreading the virus: Low chance, but high impact if it occurs  | Young people, volunteers, leaders. | Clear expectation issued to parents and leaders prior to restarting that anyone who is known to be Covid-positive, or displaying any of the known symptoms, must NOT attend the meeting, but must self-isolate according to national guidelines.Similarly, those known to have been a contact of a Covid-positive person must not attend until the guidelines permit it. Note: Not all Covid-positive individuals display symptoms, therefore control measures during the meeting are still necessary. |  |
| Person at meeting displays Covid symptoms, risking spread of virus to others: Very low chance, but very high impact if spread occurs | Young people, volunteers, leaders. | Ensure a complete register is kept of those attending the meeting, including details of phone number, email and address of each parent (primary contact).Move the person well away from the rest of the group and if possible, preferably outside.If person displaying symptoms is an adult, he/she should immediately go home. If person is a young person, a leader should stay with him/her but more than 2m away.Arrange for parent to collect the young person and take him/her home.As far as possible, immediately use sanitising spray to clean any surfaces touched by the individual. Gel hands afterwards.Paper towels used must be doublebagged and placed in bin. Section Lead must inform GSL, who will complete an incident report. Since the young people are likely to tell their parents anyway, Section Lead 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. 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. GSL to inform Section Lead. If result positive be prepared to assist with official contact-tracing if asked. |  |
| Maintaining social distancing during meeting to reduce risk of spreading virus | Young people, Leaders | Remind Young people at beginning of session about social distancing.Restrict activities and numbers as required by TSA requirements as of 15/09/2020 up to 15 Young people can meet with up to 5 leaders but this may change, in which case the numbers will be adjusted accordingly.For indoor meetings,, Scouts section will be split into 2 groups because of number of members who normally attend. If we can use the small hall as well as our normal meeting place then both sessions will run at the same time each week. If not. there will be a face to face meeting every other week for each group.If we can’t use any hall, then Zoom meetings will be held instead.For effective running of the programme the leaders may later change this arrangement within this risk assessment, as the Covid risk has not been altered.For outdoor meetings, it should be possible to meet as two distinct groups maintaining 25 meters between sections, acting and working independently with no overlap of people.Plan programme with social distancing guidelines and mitigation in mind (e.g. kicking, a ball, rather than throwing). | April 2021 The 15 young people limit no longer applies. |
| Young people not adhering to the social distancing | Young people, Leaders | Ensure Young people stay apart from each other by at least 2m when possible (otherwise 1m+); and at least 2m from adult volunteers (except if first aid is needed).If Young people are breaking social distancing regularly, review with the Young people the code of conduct and add additional points to it relating to social distancing.If the Young people refuse to adhere to the social distancing rules, and despite numerous attempts to remind them, their parents will be asked to collect the persistent offender. |  |
| Risk of children not understanding the importance of the measures taken | Young people,Leaders | Some activities and games directly aimed at teaching how to keep themselves and others safe.Parents given clear guidelines and asked to support us and our policies at all times.Covid safety incorporated in our code of conduct.Young members with additional needs to be assessed separately and parent asked to stay if necessary. |  |
| Mental health and well-being | All | Parents worries and concerns addressed with clear guidance on risk assessments and health and safety procedures.Young members given opportunity to discuss worries and concerns in a group setting or privately with Leader whilst maintaining safeguarding and social distancing.Games and activities to promote positivity and confidence dealing with the current situation.Games and activities unrelated to the current situation. |  |
| Handing out badges following Scout process (handshake etc), risk of passing on infection | Young people, Leaders | Instead of handing badges to Young people they are placed on a table in front of the leaders at an appropriate social distance.Young people will come and pickup badges.. No handshake, just a salute and a clap at the end. |  |
| Late arrivalsrisk of not following process and spreading covid | All | Parents/ carers to be advised of the importance of being on time.If at the hall, a notice will be placed on the doors to tell late arrivals of the procedure, eg. hand sanitizing and social distancing. A leader will ensure it has been followed.If parent/carer is late to collect young person then a leader will wait in the entrance hall if at Kingswood Halls with the young person until they are collected.  |  |
| Early departures | All | Parents/carers must inform us if they need to collect early and what time that will be. A leader will bring the young person to the door to be collected.  |  |
| Getting to the venue | All | Parents/carers will be encouraged to walk to the venue where possible and reminded not to car share.For other more venues  we will not provide communal transport and will remind parents/carers not to travel together. |  |
| Kingswood halls - specific additional risks |
| Maintaining social distance at drop off and pick up: higher risk of infection spread if social distancing not maintained. | Young people, volunteers, leaders, parents | Letters sent out to parents clearly explaining the drop off / collection procedure and what is expected of them.Only one parent drops off/collects Young person.Parents to queue outside building with 2m distance clearly marked. Child dropped off promptly at door, Leader call children in one at time, no parents allowed inside building.Hand sanitiser at the door for child. Children enter hall, meeting held with social distancing in place.Section leaders will run their own risk assessments for duration of meeting.Separate departure door. Children sent out to parent as they arrive.30 min break between section meetings for cleaning and sanitising.Appoint one leader as liaison who can deal with any socially distanced parent enquiries thus preventing parents entering the hall.If required one way system to be setup with signage. |  |
| Maintaining social distance during meeting: higher risk of infection spread if social distancing not maintained. | Young people, volunteers, leaders. | Hall capacity 100-150.Section sizes kept at 15 children as per TSA guidelines.If seated, Young people allocated a place to sit at a table in accordance with social distancing.All games suitable for social distancing.Leaders to maintain 2m distance at all times and wear a face covering when not delivering the programme.Scout section to wear face covering throughout meeting when indoors.Leaders will pre-plan how groups will be managed for each activity to ensure social distancing maintained. | April 2021 The 15 young people limit no longer applies. |
| Social distancing in confined spaces in the hall - kitchen/toilet | All | Only one person at a time in toilets as space is very restricted.Avoid unnecessary touching of surfaces, hands to be washed afterwardsOnly one person at a time in the kitchen as space is restrictedOnly one person at a time in the small room next to the kitchen as space is restricted. |  |
| Hygiene of toilets: higher risk of infection spread if hygiene not carried out. | Young people, volunteers, leaders. | Toilets cleaned and sanitised before and after each section meeting.Facilities deep cleaned daily by the hall provider.Taps, door handles etc sanitised frequently during and between meetings.Parent asked to make sure children go to the toilet before arriving.Meeting only 1 hour long toilet used kept to a minimum.Only one person at a time in the toilets due to social distancing. |  |
| Covid-specific preparations required, before and after each meeting, to reduce transmission of virus | All | Before and after each meeting the Section Lead is to arrange spray and wipedown of surfaces with sanitising spray unless already completed by the previous section.In particular clean door handles, sinks, taps, toilet-flush levers, soap and gel dispensers, kitchen worksurfaces, light switches and any tables and chairs that are to be used.When cleaning electrical items put the spray onto a paper towel and wipe the item carefully, do not spray directly.If the meeting is being held in the grounds outside the hall focus on the route that would be used to toilets and the kitchen (if drinks are to be provided).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 – see later. |  |
| Blackheath (open heath land) & Manor Park meeting specific |
| Maintaining social distance at drop off and pick up: higher risk of infection spread if social distancing not maintained. | Young people, volunteers, leaders. | Emails and OSM should contain clear instructions regarding pick up and drop off.Drop off will be in an appropriate area away from places where people gather such as cafes, car parks etc. Each group of 15 will be assigned their own meeting place.On arrival young people will be asked to stand in a line with a leader and reminded to keep 2 metres apart at all times. At pick up the same routine will be followed. Young people will be told it is important for them to stay in the line until a leader tells them they can go.Hand sanitizer will be used at pick up and drop off.Young people will be briefed about social distancing rules.The attendance register will be taken and recorded on OSM (for both leaders and young people ). | April 2021 The 15 young people limit no longer applies. |
| Maintaining social distance during meeting: higher risk of infection spread if social distancing not maintained. | Young people, volunteers, leaders. | Group size will be limited to 15 plus leaders. A clear space will be marked between groups using cones 25 meters apartLeaders will pre-plan how groups will be managed for each activity to ensure social distancing maintained. | April 2021 The 15 young people limit no longer applies. |
| Hygiene of people: higher risk of infection spread if proper hand washing not carried out. | Young people, volunteers, leaders. | Hand sanitiser will be available during the session.Each young person will be required to sanitise hands at drop off and pick up and if they come into contact with equipment etc. |  |
| Hygiene of toilets: higher risk of infection spread if hygiene not carried out. | Young people, volunteers, leaders. | Prior to meeting parents/carers should be reminded that there are no toilets on the heath and all young people should go to the toilet before arriving at the venue.At Manor Park- Prior to meeting parents/carers should be reminded that toilets at the park should not be used and all young people should go to the toilet before arriving at the venue.If public toilets are open use should be discouraged unless there is an emergency need for them. Leader should clean toilet / door handles etc with appropriate wipes if they have to be used in an emergency |  |
| Use of outdoor spaces: un-even ground, access to space less controlled, cannot be cleaned. | Young people, volunteers, leaders. | Locations on the heath will be chosen before the meeting that are appropriate to each activity, Location will be checked for any hazards ahead of use by leaders e.g. rubbish, uneven ground, trip hazards, proximity to roads or other groups of people.Boundaries will be clearly marked and leaders and young people briefed. Leaders will try to ensure that persons outside of the Scout group do not cross the boundaries. |  |
| More than one section meeting on the heath at one time - increased risk of infection | Young people, volunteers, leaders. | Young people, leaders and volunteers all reminded that 25 metres must be kept between the different sections at all times |  |
| Frylands Activity days meeting specific |
| Getting to the venue | Young people, Parents | Parents/carers will have to make their own way to Frylands following current government guidance on social distancing. |  |
| Social distancing, spread of Covid virus on arrival | Young people, Leaders | Young people will be in groups of 12 plus appropriate POR leaders ratios.Young people will be informed before arrival who their group is and on arrival will make their way to their leader avoiding other groups. |  |
| Social distancing, spread of Covid on departure | Young people, Leaders | Young people will assemble at the car park when due to be picked up.Young people will make their way to parents car when they arrive.Parents will be encouraged to stay in vehicle and await their Young person. |  |
| Social distancing at Frylands | Young people, Leaders | Young people will maintain social distancing at Frylands and will remain in their groups. Groups will avoid contact with other groups. |  |
| Wide games | Young people, /Leaders | Wide games will be chosen to reflect the need to social distance. Young people will be told to avoid other groups and maintain 25 meters distance from other groups. |  |
| Open fire cooking | Young people, /Leaders | Cooking will be on an open fire. Fires will be built so that Young people can socially distance around them. |  |
| Other Activities | Young people, /Leaders | Other activities at Frylands decided nearer the time and will follow social distancing and TSM guidelines/risk assessments. |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Checked by Line Manager** | Paul HoughtonGroup Scout Leader15/09/2020 | **Checked by Executive** | Jim JohnsonGroup Chairman15/09/2020 |
| **Approved by Commissioner** |  | **Approved by Executive** |  |
| **Notification of level change** |  |

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>’.