

Covid-19 restarting face to face Scouting risk assessment

Name of Section or Activity	Sketty Scout Group	Date of risk assessment	03.05.21 ver8	Name of who undertook this risk assessment	Jen Aazem	COVID-19 readiness level transition	Amber to Yellow (Indoor activities BUT restricted group size)
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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>
Spread of Covid-19 infection	Leaders, youth members, parents/ carers	All leaders, parents/ carers and young people will be advised prior to the restarting of scouting activities that if they, or anyone in their household displays any Covid-19 symptoms (high temperature, a new continuous cough, a loss or change in sense of smell or taste) then they must not attend these activities. They should contact either the GSL or Section Leader to make them aware. They should then seek appropriate guidance on self-isolating and testing. https://www.nhs.uk/conditions/coronavirus-covid-19/symptoms/ If a Leader or youth member displays any of the Covid-19 symptoms described above they will be taken to a safe place away from the main group, but still in visible contact. The parent/ carer or family member will be contacted immediately. All required signage will be clearly displayed on entry to the building. These will include social distancing, hand washing and one-way system. All leaders, parents/ carers and young people will be provided with information highlighting specific procedures to follow when on premises and land belong to Sketty Scout Group or undertaking activities organised by Sketty Scout Group. This includes the following: made aware and accept that risk of spreading Covid-19 during scouting activities or on Group premises cannot be totally mitigated; aware and accept that should they develop symptoms they should not attend any scouting activities or premises; made aware of social distancing requirements while on Group property or during	

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		Group activities; made aware of specific guidance issued by The Scouting Association; made aware that the consequences of not following the Group's safe ways of working are that the young person will be required to leave the activity; parents/ carers and young people will have to agree to the Group's safe ways of working prior to attending their first meeting. Virtual programmes are the safest meetings and should be used whenever possible. However, it is recognised that this form of meeting is not always ideal for our youth members. An activity should only be carried out indoors if it is not safe or appropriate to do it outside.	
Maintaining social distance at drop off and pick up: higher risk of infection spread if social distancing not maintained.	Leaders, youth members, parents/ carers	Drop off: Access to Hall via Gower Road gate entrance only. No young person or adult to access Hall via the field. All young people are required to be dropped off at Gower Rd gate entrance. All young people and adults to maintain social distancing along path to Hall and then walk left around the building to Field at rear of Hall. Once the young person has been seen by the Section Leader the parent/ carer can continue walking along the path and exit onto Gower Road. A one-way system around the perimeter of the Hall will be established to ensure social distancing is maintained. Priority should be given to adults and young people coming up the path from Gower Road. Pick up: Parents/ carers will access the Hall via Gower Road gate entrance only. Parents/ carers will maintain social distancing along path to Hall and then walk left around the building to Field at rear of Hall. They will collect their child and continue walking along the path and exit onto Gower Road. Priority should be given to adults and young people coming up the path from Gower Road. Parents/ carers and young people should exit the grounds as quickly and safely as possible, maintaining social distancing.	

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		 An aerial photograph of the Sketty Saint Paul Churchyard area. The map shows Gower Road (A4118) running diagonally across the top right. Key locations labeled include Saint Paul's Church, Sketty Saint Paul Churchyard, Church Hall, and Sketty Scout Hall. A red arrow points from the Church Hall towards the churchyard, accompanied by a 'No entry' sign and a blue box stating: 'Please do NOT park in Church car park and do not enter the hall over the field.' To the right of this, there is a vertical line of seven red prohibition signs (a circle with a diagonal slash). Another blue box says: 'Give priority to those coming UP the path from the pavement.' Yellow arrows indicate a route starting from the road, passing the churchyard, and leading to the Sketty Scout Hall. A blue oval near the Scout Hall says: 'Drop off & collect here.' If parents/ carers need to discuss any issues with a Leader this should be carried out in the first instance via telephone/ email/ WhatsApp. If this is not appropriate then an appointment should be made via the above communication platforms to the relevant Section Leader so that a socially distanced meeting can be arranged.	
Maintaining social distance during meeting: higher risk of infection spread if social distancing not maintained.	Leaders, youth members, parents/ carers	Outside the Hall: There is no limit to the number of young people that can attend an outdoor session. There is a limit of 30 adults that can attend an outdoor session. However, adults attending a session should be limited to those delivering the session. All outdoor scouting activities are subject to the relevant adult: young person ratios. These are section specific. Outdoor sessions will be restricted to an individual Scouting section. Adults and young people can attend multiple section meetings or activities on the same day. Leaders will socially distance from adults and young people. Those young people in the 11+ age group must also socially distance from each other. Carers who are providing 1-2-1 care are able to attend outdoor sessions. They are exempt from distancing from the child or adult they care for.	

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		Inside the Hall: Explorer Section – group size will be limited to 15 people over the age of 11 yrs old; allowing for social distancing; adult: young person ratios. Indoor organised activities should consider if 15 people is too many people for the activity to continue safely. There is no limit on numbers for those aged under 11 yrs old. However, those over 11 yrs old must maintain social distancing. There is a duty to take all reasonable measures to ensure that activities take place in a way that minimises exposure to Coronavirus. Consideration will be given to the space available; the activities taking place; not maximising the number of young people that can attend; and consistent groups where possible. Scout Section – group size will be limited to 12 young people; with a maximum of 3 leaders, allowing for social distancing; adult: young person ratios. Cub Scout & Beaver Sections – Each colony and pack will therefore split into two groups, which will meet fortnightly (e.g. Kerbside recycling Pink and Green weeks). Monday and Wednesday Beaver colonies – group size will be limited to 12 young people; with a maximum of 4 leaders, allowing for social distancing; adult: young person ratios. Tuesday and Thursday Cub Packs – group size will be limited to 16 young people; with a maximum of 4 leaders, allowing for social distancing; adult: young person ratios. In this way the sections are limiting the number of contacts within the Scout Hall setting and thereby reducing chains of transmission. To provide an additional protective measure, Leaders where possible should only mix with their Primary section unless it is necessary to support the adult: young person ratios in other sections.	

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		Face coverings must be worn by all Adults; Scout and Explorer Sections (i.e. 10.5 yrs +) in all indoor settings and where social distancing is not possible. No young person or adult volunteer can move between different groups on the same day. Leaders will socially distance from adults and young people. Those young people in the 10+ age group (i.e. Scout and Explorer sections) must also socially distance from each other. If two sections meet on the same day consideration will be given to start and finish times to maintain social distancing. There needs to be sufficient time between meetings for the dispersal of parents/ carers, youth members and leaders; plus disinfection of 'touch points' and equipment, if necessary. Each Section will have planned a Programme to establish how youth members and leaders will be grouped to manage each activity safely. A register of attendance and copy of the Programme Plan will be kept on OSM for 21 days to aid Track, Trace and Protect if necessary. The Scout Hall has a QR code which can be scanned using a smartphone by visitors to the premises (aged over 16yrs). Users must have the NHS Covid-19 app on their phone. The QR code is displayed on the main entrance door to the premises. If different locations are used e.g. beach, promenade, Singleton Park, Moorlakes Activity Centre, Silver Cross Activity Centre then consideration needs to be given to interaction with the public and specific guidance relating to the Activity Centres. This will be included in the Programme Plan and Risk Assessment associated with the specific location. All leaders involved with face 2 face scouting activities will hold a current DBS certificate plus valid Safety and Safe Guarding certificates.	
Hygiene of people: higher risk of infection spread if proper hand washing not carried out.	Leaders, youth members, parents/ carers	All doors (including fire doors) to the Hall, male and female toilets should be kept open to minimise 'touch points' and provide natural ventilation. Windows (1, 3, 4, & 6) in the Hall will now be opened when the Hall is in use to aid natural ventilation during this readiness level. The windows will be in the tilt position rather than fully open. Keys can be found in the Key Cabinet on a green fob. (Window 1 use JMA key; windows 3, 4, & 6 use Hoppe key). The Hall entrance door will be locked only for the Beaver and Cub sections during this readiness level for safeguarding reasons.	

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		All youth members and adults are required to bring hand sanitizer. Older Scouts may wish to keep the hand sanitizer on them. For the younger sections it may be advisable to keep individual hand sanitizer on the window ledge nearest the fire exit door. There will be a hand sanitizer dispenser on the window ledge if leaders wish to dispense hand sanitizer to the younger sections. Access to the toilets and kitchen will be restricted during this readiness level. On entry and exit to the Hall from the field hand sanitizer will be used. Hand washing/ sanitisation should occur on arrival to the Hall, after each activity, before food, after toilet use, where there has been physical contact and on departure. Coats can be placed near the wall adjacent to the kitchen hatch. Water bottles can be placed on the window ledge under windows 4,5 and 6. All adults and young people will be made aware at the beginning of their first restart session how hands should be washed and sanitizer used. Leaders to check that adequate supply of hand sanitizer in the Hall. If stock is running low then please WhatsApp/ email Elaine Clark as soon as possible. Leaders and young people will be encouraged not to touch their face. Use of a tissue or elbow to cough or sneeze into and the use of bins for tissue waste. Where possible non-contact activities must take place. Whenever possible use of outdoor space is recommended. If some tasks do not allow social distancing to be maintained (e.g. manual handling) then reduce the amount of time when in close proximity and where required PPE must be worn.	
Hygiene of toilets: higher risk of infection spread if hygiene not carried out.	Leaders, youth members,	All doors (including fire doors) to the Hall, male and female toilets should be kept open to minimise 'touch points' and provide natural ventilation. The Hall entrance door will be locked only for the Beaver and Cub sections during this	

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	parents/ carers	readiness level for safeguarding reasons. Parents/ carers will be encouraged to ensure that their child uses the toilet facilities at home rather than at the Hall. On leaving and entering the Hall and prior to using the toilet adults and young people should use hand sanitizer. When using the toilets adults & young people should wash their hands before and after using the toilet. Hands can be dried using blue roll/ kitchen roll. The hand driers should not be used (fuses have been removed so they won't now work). Blue roll/ kitchen roll should be placed in the bins provided only. Only one young person or adult to use the toilets at any given time. A Leader can supervise the young person entering and exiting the toilet by standing adjacent to the double doors into the Hall. Leaders to check adequate supply of soap and blue roll/ kitchen roll in the toilets. If stock is running low then please WhatsApp/ email Elaine Clark as soon as possible. If the Hall has been entered all 'touch points' to be disinfected with 1:8 bleach solution prior to and after the meeting (i.e. 20ml bleach in 1 litre of water). Touch points include door handles, sink taps, toilet flush, light switches, and alarm keypad. 'Touch points' will then be wiped dry with kitchen roll/ blue roll to ensure that there is no residual disinfecting agent left on the surface. NB do not spray bleach solution directly onto electrical sockets, light switches, electrical equipment or alarm keypad. Spray solution onto kitchen roll/ blue roll first. Waste to be placed in a bag for disposal. Cleaning & disinfection equipment will be available to leaders. Cleaning & disinfection products will be stored safely in a locked cupboard in the open stores. The toilets will be cleaned and disinfected regularly in accordance with the Group's Covid Cleaning Protocol	
Hygiene of activity equipment: Higher risk of infection spread if hygiene not carried out.	Leaders, youth members, parents/ carers	Through Programme Planning each Section should know what equipment is required for each activity. Each Section has a black bin in which stationery items and basic equipment has been stored. It will not be necessary to disinfect these items as they will not be used for over 72 hrs.	

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		If equipment needs to be disinfected after use a 1:8 bleach solution or appropriate anti-viral wipes should be used. If equipment can't be disinfected then it should be 'quarantined' in a box/ bag labelled with date of use and then left in the Office. After 72 hrs the equipment can be returned to its original location so that it can be used again. Sections should communicate with each other to ensure that if equipment is quarantined it will not affect another Sections meeting. It would be advisable at this stage to minimise the amount of equipment used including consumables e.g. paper. If handling tarpaulins please use disposable gloves. Wash hands with soap and water (20 secs) before putting on gloves. After removing and disposing of gloves then wash hands with soap and water (20 secs). If tarpaulin needs to be dried hang over chairs in the main Hall. Please make other leaders aware via WhatsApp that equipment has been left in the Hall. Once dry the tarpaulin needs to be placed back into the stores by the user. A young person will not share equipment that they have brought with them. In order to assist in infection control the Hall will be cleared of all unnecessary equipment and materials; equipment will be kept in its designated area; all window ledges will be kept clear. The Hall will be cleaned and disinfected regularly in accordance with the Group's Covid Cleaning Protocol	
Use of outdoor spaces: uneven ground, access to space less controlled, cannot be cleaned.	Leaders, youth members, parents/ carers	Programme Planning will have established which locations are going to be used. Risk assessments used to authorise re-starting face 2 face activities are for the place or environment a section is planning to operate in. These risk assessments do not replace regular weekly risk assessments in relation to specific activities, they are complementary. Activity risk assessments to be stored on OSM. All leaders and young people will be briefed on what behaviour is expected; activity boundaries explained; use of hand sanitizer/ hand washing prior to, during, and after the activity.	

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		Use of outdoor spaces is recommended whenever possible.	
Emergency Evacuation	Leaders, youth members, parents/ carers	On activation of the fire alarm, leaders and young people to follow Evacuation procedure At the assembly point a register will be taken and leaders will ensure that appropriate social distancing is maintained.	
First Response Provision	Leaders, youth members, parents/ carers	First aid box (green) is located on the wall adjacent to the notice board. The first aid box should be fully stocked. Please contact GSL if further supplies are required. Minor injuries on teenagers and adults – encourage self treatment to maintain social distancing. If maintaining social distancing is not possible then 1st responder and casualty should wear surgical masks. Casualty should not wear a surgical mask if facial injury or where breathing is affected) Due to heightened awareness of the possibility that the casualty may have Covid-19, the Resuscitation Council UK offers the following advice: recognise cardiac arrest by looking for the absence of signs of life and the absence of normal breathing. Do Not listen or feel for breathing by placing your ear and cheek close to the patient's mouth. If you are in any doubt about confirming cardiac arrest, the default position is to start chest compressions until help arrives. Do Not undertake rescue breaths. Make sure an ambulance is on its way, if Covid-19 is suspected, ensure you inform the operator when you call 999. If there is a perceived risk of infection, rescuers for their own protection should place a cloth/ towel over the casualties mouth and nose and attempt compression only CPP and early defibrillation until the ambulance arrives. Put hands together in the middle of the chest and push hard and fast. Early use of a defibrillator significantly increases the person's changes of	

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		survival and does not increase the risk of infection. If the rescuer has access to PPE (e.g. FFPS face mask, disposable gloves, eye protection) these should be worn. After performing compression-only CPR, all rescuers should wash their hands thoroughly with soap and water; alcohol-based hand gel is a convenient alternative. They should also seek advice from the NHS111 coronavirus advice service or medical adviser. Paediatric advice: Paediatric cardiac arrest is unlikely to be caused by a cardiac problem and is more likely to be a respiratory one, making ventilation crucial to the child's changes of survival. The importance of calling an ambulance and taking immediate action is very important. If a child is not breathing normally and no actions are taken, their heart will stop and full cardiac arrest will occur. Therefore, if there is any doubt about what to do, please consider the following – it is likely that the young person having a cardiac arrest will be known to you. It is accepted that doing rescue breaths will increase the risk of transmitting the Covid-19 virus, either to the rescuer or the young person. However, the risk is small compared to the risk of taking no action as this will result in certain cardiac arrest and the death of the young person.	
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, Jen Aazem Role / level Group Scout Leader Date 16 th November 2020 (amendments made 03.05.21 in line with TSA guidance).	Checked by Executive	Name, Rob Jones Role / level Chair Date 16 th November 2020
Approved by Commissioner	Name, Role / level Date	Approved by Executive	Name, Rob Jones Role / level Chair Date 16 th November 2020
Notification of level change	Date and by who		

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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>.