

Name of Section or Activity	1 st Hardingsstone Scouts Troop Meetings at hut or Rec	Date of risk assessment	15/09/20	Name of who undertook this risk assessment	Stuart Walton / Gary Thompson / Patrick Howard	COVID-19 readiness level transition	Red to Amber
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This risk assessment does not take the place of any other risk assessment for any scouting activity. All scouting activities must still have all the normal risk assessments associated with that activity in place in line with PORs before they can take place.

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, Volunteers, 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.
Higher risk of infection at drop off	Parents, Volunteers, and young people	<ul style="list-style-type: none"> Parents briefed in advance by e-mail communication through OSM. Staggered drop off, arranged as part of the briefing communication if required Volunteers meet young people at agreed point for handover, (varies on location but agreed upfront) Each person's attendance to be registered in OSM to enable track and trace if required Everyone to sanitise their hands immediately upon arrival. 	
Risk of someone found to have symptoms during meeting	All	<ul style="list-style-type: none"> Person should be further distanced from rest of group. If it is a Volunteer they should go home. A decision will then need to be taken as to whether the session can continue. Young person with symptoms should not be left alone. Volunteer should stay with them wearing a face mask and await parents. Parents should be called for immediate pickup Appropriate hygiene requirements such as hand washing or sanitising should be carried out by the volunteer before they can re-join the group All parents of those present notified of issue. (If social distancing has been carried out, then no need to isolate) 	
Higher risk of infection at pick up	Parents, Volunteers, and young people	<ul style="list-style-type: none"> Parents briefed in advance by e-mail communication through OSM. Parents to be briefed to remain socially distanced at the pickup point. Scouts to be reminded to remain socially distant on way home Scouts reminded to social distance before leaving Consider staggered release of young people 	

Higher risk of infection during the session.	Volunteers and young people	<ul style="list-style-type: none"> • All young people and Volunteers to be briefed and walked through expectations of being at the Scout Hut. • Scouts to wear face coverings (subject to national exemption) Leaders to have coverings available • Everyone should bring their hand sanitiser if possible • Programme should be chosen to minimise risk, i.e. low aerosol generating activities. No shouting/singing, observe social distancing • All activities to take place outside where possible, with toilets only inside. • Spare face coverings available in case anyone does not have one. • Hand sanitiser to be available throughout and use encouraged regularly (intervals dictated by programme) • Hut to be deep cleaned by Exec's cleaning contractor once a week (Coshh and other risks contained in cleaners RA) • Hut touch surfaces to be cleaned before and after each meeting using approved and supplied cleaning materials. (in store) 	
Higher risk of infection due to toilet use.	Volunteers and young people	<ul style="list-style-type: none"> • All young people and Volunteers to be briefed on the use of the toilet area.. <ul style="list-style-type: none"> ◦ Entry through one door and exit through the other, all doors propped open so young people do not have to touch them (when meeting outside) • Soap and hand sanitiser available in the toilets. • Paper towel dispensers provided. (spares in store) • Hand sanitiser to be available throughout. (spare in stores) • Surfaces that can be touched must be wiped at the start and end of every meeting using approved and supplied cleaning materials. (in store) • Hand wash posters in both toilets <p>Deep cleaning of the hut has been scheduled on a weekly basis.</p>	
Higher risk of infection due to sharing of equipment	Volunteers and young people	<ul style="list-style-type: none"> • Use of corporate (not personally owned) equipment is to be minimised by programme choice. • All equipment to be cleaned using the cleaning equipment provided before and after each person has used it and at the end of the meeting. No equipment is to be placed in the store without being cleaned first. • Monitoring of young people or adults to make sure that they do not react to the chemicals in the detergent. Should any reaction take place follow the medical advice on the cleaning equipment and first aid risk assessment, inform parents and GSL. 	

		<ul style="list-style-type: none"> Parents asked to monitor all young people after the session for any rash or irritation that may have been caused using disinfectants. 	
Risk of injury due to the uneven ground of the outside space being used	Volunteers and young people	<ul style="list-style-type: none"> Locations need to be chosen with care and a separate risk assessment carried out as per normal activities. If using an area away from the hut, then hygiene sprays must still be available and carried by the Volunteers. First Aid kits must be taken to whatever venue is used in case it is required for first aid. 	
Risk of infection due to unsanitary area	Volunteers and young people	<ul style="list-style-type: none"> Volunteers to perform a site check before using the area and they must make sure that the area is clear of debris, sharp objects, dog faeces, etc. 	
Risk of transmission due to using shared cups / bottles / crockery / cutlery	Volunteers and young people	<ul style="list-style-type: none"> Kitchen cleared of all equipment. Young people and Volunteers to bring their own drinks in a labelled reusable bottle. Section to have a supply of single-use paper cups or bottles of water for emergencies. There should be no need for any person to enter the kitchen (no entry sign on door, made out of bounds) If bottles need refilling during the session this should be done by the person it belongs to and all touched surfaces, including the tap, wiped down. (consider using bottled water) 	
Increased risk of transmission due to maximum numbers being exceeded and a breach of government guidance taking place	Volunteers and young people	<ul style="list-style-type: none"> Clear communication with parents as to who has and has not been invited to attend a session Ratios must always be adhered to both in terms of Covid-19 government guidance and scouting ratios of adults to young people If the numbers are exceeded, then every effort should be made to return the session to the correct size, or the session should be abandoned. If the meeting must be abandoned, call all parents/carers using emergency contacts from OSM to organise immediate pick up. In this case Volunteers must do everything possible to maintain social distancing between group members. 	
Access to first aid equipment, and access for emergency services	Volunteers and young people	<ul style="list-style-type: none"> Section to ensure section first aid kit is always to hand. First aid kit to contain Hand sanitiser, gloves, aprons and face masks. Other than PPE, first aid can carry on as normal. Casualty to be encouraged to wear face covering where practical. 	

		<ul style="list-style-type: none"> • CPR to be carried out in association with latest Royal College of Surgeons recommendations (currently, no ventilations) • TSA incident process to be followed (Purple card to be carried at all times) • First aid kit to be checked at the start of every session. 	
Risk of accident within scout hut	Volunteers and young people	<ul style="list-style-type: none"> • First Aid Kit • PPE equipment (Face Mask – not covering) required by trained first aider so that Scout can be treated in a Covid safe environment. 	
Higher risk of infection from one Scout Section to another	Volunteers and young people	<ul style="list-style-type: none"> • End of session clean up – Internal after each session • Up to 15 Scouts and 5 leaders (including Young Leaders) max 20 per indoor session • Thorough cleaning using approved and supplied cleaning materials. (in store) for all touchables e.g. door handles, window handles, desks, chairs, pencils, pens etc that have been used in session. • Scouts to bring their own min purpose pack consisting of: <ul style="list-style-type: none"> ○ Water Bottle (not to be shared) ○ Hand Sanitizer (reduce risk of reaction and cross contamination) ○ Face Covering 	
There is a risk of local lockdown or conditions locally moving from Amber to red	all	<ul style="list-style-type: none"> • Monitor HQ website and local government websites • Follow instruction from County and HQ 	
Increase in risk due to Volunteers not understanding safety / safeguarding rules of TSA	all	<ul style="list-style-type: none"> • All volunteers to be current with all applicable training, particularly safety and safeguarding. • All volunteers to be briefed before undertaking any activities with YP 	

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. The Risk assessment needs to be dynamically reviewed on an ongoing basis and formally reviewed monthly.

Please see attached Parent Briefing notes. Parents will be invited to a zoom session to cover these.

Checked by Line Manager	Kevin Dillow GSL 13/09/2020	Checked by Executive	Jon Shippen Secretary 18/07/2020
Approved by Commissioner	Name, Role / level Date	Approved by Executive	Jon Shippen Secretary 18/07/2020
Notification of level change	HQ Changed from Red to Amber July		