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| **Name of**  **Section or Activity** | District High Level RA | **Date of risk**  **assessment** | **12/07/2020** | **Name of who**  **undertook this risk assessment** | Keith Hole | **COVID-19**  **readiness level transition** | Red to 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.* |
| **This Risk assessment is looking at the high-level hazards that all Groups will encounter and controls that need to be considered. This will not cover the details for each individual group but act as a guide for what the District will expect to see at all Groups. It follows the 5 steps as detailed in** [**INDG163**](https://www.hse.gov.uk/pubns/indg163.pdf) **available from the Health and Safety Executive and** [**FS120000**](https://members.scouts.org.uk/fs120000) **published 2019 from the Scout Association.**  **Step 1: Identify the hazards.**  **Step 2: Decide who might be harmed and how.**  **Step 3: Evaluate the risks and decide on precautions.**  **Step 4: Record your findings and implement them.**  **Step 5: Review your risk assessment and update if.**  **If a group cannot comply or exceed with these requirements, then meetings cannot restart. Site visits and inspections may be completed by District to check risk assessments and other controls are in place.** | | | |
| **Personal Hygiene** | *Young people, Leaders, and Visitors* | All activities to provide hand washing with soap and hot water for people to use on arrival, departure and at times throughout the activity as required.  Hand sanitise should be available at entrances to buildings or at a convenient location.  If hand washing is completed in a toilet block or other facility, then persons are to que in a socially distanced manner outside/away from the entrance to the facilities with one in one out to ensure that social distancing can be maintained. Numbers allowed in the facilities are to be indicated on the door to prevent bunching or queuing inside the facilities or building  Toilet facilities should be deep cleaned weekly as a minimum and given sufficient time for chemicals to disperse before use by young people or others. | If hand washing cannot be provided then further mitigation need to be in place. I.e. hand wipes or wet wipes. Young persons should arrive having washed their hands at home.  Hand sanitiser is not a replacement for clean hands.  Sanitiser does not remove the dirt it only sanitises the dirt on your hands. Both should be provided for all activities with hands cleaned before sanitiser being used.  Gloves are to be used in a first aid situation and not as a general protective measure |
| **Building Hygiene**  **Before opening** | *Young people, Leaders, and Visitors* | All buildings are to be inspected to ensure that their structure and facilities have not deteriorated.   * Flush all taps to ensure that clean potable water is available, and any stagnant water is removed from the system. Shower heads and taps are to be descaled and cleaned to remove the risk of bacterial growth that may have accumulated, and hot water is to be flushed trough. * Flush urinals and toilers and check that drains and sewerage systems operate correctly. * Have cess tanks and waste traps emptied   + Some Cess tanks will be full due to summer rain. * Check for leaks to water pipes and drains in communal areas. * Check lights and electricity work and that there is no vermin damage.   + We are moving into darker nights now. * Consider replacing light switches with PIR sensors. * Find suitable places at entrances to place hand sanitiser * Check vermin traps and for signs or pests.   + With the buildings not in use many vermin will have returned. * Check doors, entrances and floors are sound and in good condition. * Check general building structure. * Inspect heating and ventilation * Inspect Electricity and Gas installations and ensure statutory inspections are in place. * Ensure (Portable appliance testing) PAT certificates are in date and items are in good order. * Check fire risk assessments are up to date and all fire protection items, e.g. fire extinguishers, alarms and assemble points, are still in good order. * Weed and remove plants to ensure suitable access and egress to the building and muster points. * Plan one-way system and lay out signage to support visitors coming to the building. * Deep clean and ensure building is ready to open. | There have been incidents recently from people re-opening buildings.  Nature will take back a building quickly and valves and taps not used will seize up. Vermin will have enjoyed a quiet building and you may find droppings and nests in previous clean buildings.  Check all buildings are safe to reopen and if you are concerned please contact the District for advice.  If you complete an activity outside can you get to first aid or firefighting equipment easily if the building is only half open. |
| **Building Hygiene**  **Opening and Social Distancing** | *Young people, Leaders, and Visitors* | When you restart, buildings will provide some facilities to support outdoor activities. Things to consider.   * Implement drop off and pick up points outside the building to reduce traffic flow and ensure social distancing can be practiced. Stagger arrival and collection times. * Provide a waiting area or activity area for those being dropped of early or late. * Ensure clear signage is put up to explain new behaviours * Implement a one-way system in or around the building. * On stairs put up signage noting No passing and ensure handrails are regularly cleaned and wiped down. | The district will review all risk assessments and offer advice as needed.  No activities can be started until these items are in place.  Clean signage and clear expectations should be in place. Where possible write to parents or guardians about what is required and what is expected. |
| **Building Hygiene**  **Hygiene and Maintenance** | *Young people, Leaders, and Visitors* | Once the building is open its hygiene and the cleanliness of touch points will need to be maintained.  The building and touch points should be cleaned or wiped off; before each meeting, at break points in the meetings, during drinks or rest times, after toilet breaks, at the end of the evening before locking up.  A deep clean should be considered on a regular basis especially if the building is shred with others.  Deep cleaning of toilets and other wash area should be completed when the building is closed and the building not used for 72 hours after.  Only use agreed products and cleaning practices to reduce and secondary hazard of young people from them getting cleaning products on themselves and then wiping their eye or mouth.  Bleach should only be used with the appropriate PPE and when there is no risk of the young person coming into contact with it. | The District will be issuing a list of approved products for cleaning. When using disinfectants ensure that surfaces cleaned are then wiped dry to remove any residual product that a young person may then come into contact with.  Do not mix products and ensure you wear appropriate PPE to use them.  As a minimum any disinfectant products should only be used when wearing close fitting eye protection to protect from splashes and with cleaning gloves to prevent skin absorption. |
| **Activities**  **Social distancing** | *Young people, Leaders, and Visitors* | Group meetings and flag break are time when social distancing may be an issue.  It is safer for people to be side to side or face to back than face to face. It is worth starting meetings in a formal way even outside so as when you move inside the young people will be practiced in the new set up.  Flag Break: all to stand facing same direction. If you have to stand face to face, try to maintain 4 metres. Do not have a U shape unless people can be 4 metres apart.  Activities: Relay races or running races. Have young people run in a circle in a one-way fashion rather than running backwards and forwards.  Limit group sizes to the volume of people a location can support with social distancing in place, maintain and mark clear space between groups, pre-plan how groups will be managed for each activity.  Face masks: Face masks are required where good social distancing is not possible, this should be a last resort and the guidance above is preferential. It is recommended that masks should not be work during high impact activities as they can cause a reduction in oxygen. If a high impact activity is planned look at greater social distancing as a control measure.  Always ensure there is a good supply of fresh air to reduce the risk of transmission.  Ensure a role call and head count is recorded at every meeting and activity to enable better contact tracing. This includes helpers and leaders. If teams are implemented for an activity, record who is in which team to make contact tracing easier. Keep teams the same though out the evening and for ongoing meetings if possible. |  |
| **Activities**  **First Aid** | *Young people, Leaders, and Visitors* | When starting an activity, you may have reduced numbers of leaders due to high risk individuals self-isolating.  Activities should only go ahead if there are the correct safety critical number of leaders present i.e. first aiders, fire watchers, supervisors.  **It is NOT OK to use COVID-19 as a reason for not having the correct level of safety critical leaders at an activity.**  Remember that should an incident occur; social distancing may not be possible. Having first aid present is not mitigation for not running a safe activity.  Ensure that First aid, or other emergency equipment is available if the building is only partly open. Mouth to Mouth resuscitation may not be possible. Ensure eye wash facilities are in place.  Ensure that all first aid kits are; in date, fully stocked, and must include a face mask for patient and medical treatment gloves.  All leaders should carry a face mask/cover with them at all times should close contact with a young person be required. I.e. upset or distressed young person.  Ensure that all your medical forms to hand and accessible to you and any in touch contact you may require. Ensure these are up to date.  All leaders must download and install ‘What Three Words” to phones as outdoor activities may not have a street address or be spread over a wide area. This is widely used by all emergency services and will assist in locating you in an emergency.  It may also be worth having young people install it on their devices should you be completing a socially distanced hike, etc.  Ensure emergency arrangements comply with the [COVID-19: guidance for first responders](https://www.gov.uk/government/publications/novel-coronavirus-2019-ncov-interim-guidance-for-first-responders/interim-guidance-for-first-responders-and-others-in-close-contact-with-symptomatic-people-with-potential-2019-ncov) on administering CPR. | Incidents do happen. Scouting is about allowing young people to experience risk in a safe manner.  Ensure any activity you run has in place controls to account for the additional hazard of COVID-19 on your safety arrangements.  This could include how you will treat a casualty, how they would be transported, having additional information on next of kin forms.  Scouting requires two adults to a child. Social distancing may not be possible.  If you are at a remote site can an ambulance reach and find you? In the ambulance you may not be allowed to ride with the injured party. Ensure the parent or guardian is contacted immediately.  At hospital you may find you cannot enter. The parent will be able to. It is essential to record where the injured part is taken. |
| **Activities Equipment Hygiene** | *Young people, Leaders, and Visitors* | Equipment should be cleaned before use. Where possible have young people use the same piece of equipment for the whole activity or each time the activity is run. Look to number equipment and issue it to that young person. Where equipment is used by different sections. It there is a break of 72 hours between use then disinfection should not be required unless it is heavily soiled.  It is good practice that equipment is wiped down before and after use. Hand wipes could form part of the activity and be placed next to where the equipment is collected or handed back to.  If equipment is shared, e.g. archery, ensure it is wiped down before and after each person.  Activities involving ropes or equipment that could be handled by many should be avoided. Gloves will not offer protection as these still allow the virus to be transferred from glove to glove. | If equipment is shared have the person using the equipment wipe it down before and after use.  Labels can be used to indicate a last used date.  Ensure equipment is stores in a safe area where it cannot be contaminated between sessions.  For example, in archery have alcohol wipes and hand sanitiser as part of the quiver and bow stand. Hands should be sanitised each time arrows are retrieved. |
| **Activities**  **Refreshments.** | *Young people, Leaders, and Visitors* | Encourage young people where possible to bring their own drinks bottle labelled with their name.  Clean fresh drinking water should be available that they can refill their bottle from. If possible, put the drinking station outside to limit young people entering the building.  If an activity will stop for food, think about the young people brining a packed lunch. This will reduce the possibility of cross contamination and additional cleaning of shared cutlery and plates. | Outdoor activities are more likely to be high energy and refreshment will be vital. Make sure it can be provided in a socially distanced way.  If water bottle or packed lunches are not suitable for your activity ensure other control measures are in place, |
| **Meeting place**  **Site Safety** | *Young people, Leaders* | When meeting outside ensure that the site you are meeting at has suitable safeguarding in place. Ensure that boundaries and limits are in place and understood by the young people. The location should be checked in advance to ensure it is suitable for the activity to be completed and that all above controls can be put into place.  Check the local flora and fauna to ensure that young people will be safe, at this time of year ticks and Lyme disease are prevalent and suitable first aid arrangements should be in place.  If you are meeting in a wooded area refer to the “[Wildlife on Site](https://crawleydistrictscouts.co.uk/district/amenities/stanford-wildlife-site/)” guide for Stanford Scout Campsite. If a risk cannot be controlled, then the activity must not go ahead. | The site should be safe from visitors, other parties and from persons getting lost.  Safeguarding is paramount in any scouting activity and standards should not be relaxed due to COVID-19.  All persons over 18 must have a current DBS. Any concerns about renewal must be raised with District at the earliest possibility. |
| **Meeting place**  **Ground Conditions.** | *Young people, Leaders, and Visitors* | Outdoor activities are more likely to be completed on rough ground. Make sure all persons are suitable dressed and have the correct footwear for an activity to go ahead.  If a site or field has not be used for a while makes sure that the site is walked before any activity and hazards are mitigated to reduce the risk of slips trips or falls and that all other controls listed above can be put into place. Note that some areas cannot be cleaned outdoors. | Ensure the site is safe; for example, are there brambles, long grass, pot holes or divits, or if weed killer has been used recently. |
| **Review** | *Young people, Leaders, and Visitors* | Any and all risk assessments should be reviewed on a regular basis and before each time the activity is completed. This is to ensure all involved understand the controls and what is required of them.  It is not enough to write the risk assessment and then complete an activity without review. If a new hazard appears, **STOP THE ACTIVITY,** and record on the risk assessment what is being done to control it. Only then restart once controls are in place. Have you and another leader sign and date the change and make sure this is fed back to district and the risk assessment is updated formally. | Space has been left on this risk assessment to record any Hazards that appear during the activity and the mitigation taken.  For Example;  Pot of gold found at the end of a rainbow –  Barriers put round to stop scouts touching it.  Do the same with yours. |
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**Additional information can be found in the *Safety Checklist for Leaders* and other information at scouts.org.uk/safety**

HQ Template Published June 2020

# Covid-19 restarting face to face Scouting risk assessment

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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** | Name,  Role / level  Date | **Checked by Executive** | Name,  Role / level  Date |
| **Approved by Commissioner** | Name,  Role / level  Date | **Approved by Executive** | Name,  Role / level  Date |
| **Notification of level change** | Date and by who |  |  |