

Covid-19 restarting face to face Scouting risk assessment

Name of Section or Activity	14 th Midlothian Bonnyrigg Scout Group – Beavers, Cubs and Scouts	Date of risk assessment	10 th September 2020	Name of who undertook this risk assessment	Pauline Spence	COVID-19 readiness level transition	Red to Yellow
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CV19 Restarting Scouting risk assessment for 14th Midlothian Bonnyrigg Scout Group – Beavers and Cubs

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! If this is a regular weekly activity please reassess each time, to ensure safe to do so.</i>

SUMMARY:

All programme activities will be run at our Scout Hall in Bonnyrigg and the surrounding grounds. Parents/Carers must drop off and collect their child from the car park. Staggered starting times for sections on the same days will be communicated to parents for this in adequate time.

PEOPLE

Parents express anxieties or concerns.	Parents	We have produced and agreed a plan for how we intend to communicate with their parents/carers and informed adult volunteers. We have a method for recording all attendance for each face-to-face session, including adults and visitors/helpers (track & trace) and for keeping it secure for six weeks. We have developed a process for engaging and supporting any parents/carers/new volunteers who may have expressed an interest in volunteering. We have informed volunteers, parents, carers and young people (including Young Leaders) about these processes and plans.	
Maintaining social distance at drop off and pick up: higher risk of infection	Young people, Leaders, Parents,	We will contact parents and families about arrangements for pick up and drop of at Scout Hall. A plan highlighting access and egress routes has been prepared for clarity. Staggered times for drop off pick up.	

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spread if social distancing not maintained.	Visitors		
Maintaining social distance during meeting: higher risk of infection spread if social distancing not maintained.	Young people, Leaders	We have limited group sizes numbers limited to follow government restrictions, including adults and Young Leader - this is to ensure social distancing. We have pre-planned how groups will be managed for each activity.	
Hygiene of people: higher risk of infection spread if proper hand washing not carried out.	Young people, Leaders, Visitors	We will send out email communication giving clear expectations. We have hand sanitizer and hand washing for all young people and leaders on arrival, departures and during session as required.	
Inclusion	Young people, Leaders	The programme allow as many section members to participate as often and to their own abilities and adjusting as necessary for young people with additional needs. Where young people with additional needs require individual assistance, this will be provided by one of their household, since distancing rules do not apply.	
Group sizes	Young people, Leaders	Sessions are being planned in line with latest guidelines on group size and meeting formats, which is currently 30. We have enough volunteers to run each session safely and within ratios and have checked there are other volunteers in the District/Region who could support us.	
Leaders are not up to date with training, and First Aid	Leaders	All adult leaders who are involved in face-to-face meetings have up-to-date PVGs (or are renewing within the allowed 90 days). All have safety and safeguarding training validation complete. First Aid will be provided by Leaders who have appropriate First Aid certification, we will ensure we also provided all appropriate PPE, and disposal of this.	
Well being, suspected infection COVID-19	Young people, family of young people Leaders	If any young person or Leader has any symptoms of COVID-19 including cold symptoms they must not attend any section meeting under any circumstances Leader of Section must be informed of any person who has contracted COVID-19, as per Scottish Government guidelines and information will be discreetly passed to Group Scout Leader who will put agreed action in place. This includes all volunteers.	
Adult Gatherings	Adults	Adult Leader training and other adult gatherings that are not direct youth work (working with Sections) should not involve	

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		groups of more than 6 people indoors or outdoors as household restrictions do apply.	
PROGRAMME			
Choice of suitable programmes and activities	Young people, Leaders, Parents, Visitors	We have planned good quality varied programme suitable to each section. We will communicate those plans and work out a suitable way of keeping those who are unable to attend face-to-face so they can still be included and engaged. Parents will be given an update on plan for each week.	
Hygiene of activity equipment: Higher risk of infection spread if hygiene not carried out.	Young people, Leaders, Parents, Visitors	We will clean activity equipment before and after group use and store in a space between meetings. As appropriate we may assign specific items to individuals for the evening, and limit the volume of equipment used, including consumables such as paper. minimal sharing of equipment. No materials used will be exchanged between the meetings and home. We will follow the schools' practice of effectively quarantining equipment for minimum of 72 hours between use. Surfaces will be cleaned between sessions.	
Session length	Young people, Leaders,	We have planned to restrict face-to-face meetings so that they can contain an exciting and educational programme, and this gives time for our leaders to clean equipment and set up and to allow time for drop off and pick up. We may have to have a slightly shorter section night to allow leaders to clean any used equipment, and within the hall.	
Contingency plans	Young people, Leaders, Parents, Visitors	Contingency plans have been agreed by leaders to stop an activity in case young people break the distancing rules in the activity, allowing leaders to make necessary adjustments before continuing.	
PLACES			

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Our responsibilities as the owner of the premises (that may be used in the Amber or Yellow)	Young people, Leaders, Parents, Visitors	We have undertaken necessary checks to ensure our hall is in a safe state and it is safe to return to use, maintenance has been done during the break from Scouting to ensure it is safe for users, or to prevent deterioration, given that the property has not been in frequent use. Access to the hall will be controlled by Leaders, use a one way system and enforce social distancing.	
Use of outdoor spaces: uneven ground, access to space less controlled, cannot be cleaned.	Young people, Leaders, Parents	We have chosen locations appropriate for our programme and activities, have briefed leaders and young people on boundaries, have checked the locations ahead of use by our leaders, we will have adequate hand washing facilities and provide hand sanitizing liquid for all participants at each planned event. We have produced updated risk assessments for each activity and setting/location.	
Suitable venue(s)	Young people, Leaders, Parents,	We will hold as many outdoor meetings as possible. We have our own Scout Hall with we will use, and have full control of the cleaning regime etc. We have arranged for the outside area to be floodlit for outside games.	
Hygiene of toilets: higher risk of infection spread if hygiene not carried out.	Young people, Leaders, Parents, Visitors	Toilet facilities will be cleaned before and after sessions, and cleaning equipment is available to leaders with safe storage. We have an extensive cleaning regime planned, with regular deep cleans, cleaning touched surfaces between sessions, a one way system planned and 3 hand gel dispensers installed.	
Shared toilets	Young people, Leaders, Parents, Visitors	Our hall is currently used by 2 other non Scouting groups during the day. We have prepared a detailed plan for cleaning and this will be shared with the other groups on what is expected and required by them in their terms of use.	
Transport to venues away from our normal meeting place	Young people, Leaders, Parents, Visitors	When planning an activity away from our normal meeting place, we have considered and agreed what is the best method for getting young people to the venue considering the current Govt and Scouting requirements and guidance. We have worked with parents to ensure inclusion so that parents or carers can get a young person to the	

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		meeting safely. We have checked that there is enough space at the venue to cope with the number of vehicles arriving. We have reminded people about not using public transport where this is possible and not car sharing.	
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	Trish Elder-Gracie Group Scout Leader 29/09/2020	Checked by Executive	Pauline Brodie Group Secretary 25/09/2020
Approved by Commissioner	Richard Fairbairn District Commissioner 29/09/2020	Approved by Executive	Jo Whiting District Appointments Secretary 29/09/2020
Notification of level change	N/A 22/10/2020 – This Risk Assessment remains unchanged but now incorporates the Scout Sections.		

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 Regional 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>.