

Covid-19 restarting face to face Scouting risk assessment

Name of Section or Activity	Scouts (37 th Ayrshire)	Date of risk assessment	18/08/2021	Name of who undertook this risk assessment	Glen Higin (Section Leader)	COVID-19 readiness level transition	Yellow to Green
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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?
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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.
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Social Distancing Requirements will be dictated by current legislation or advice from the Scottish Government and Scout Association. Size of Groups will be determined accordingly. Section Leader and Group Scout Leader are responsible for checking current guidance

Operating a safe section meeting	Young People; Leaders; Visitors; Parents & Carers	<p>Check TSA website for the readiness level of scouting in Scotland.</p> <p>All leaders have read and understand the guidance, policies and rules/ laws of the Scout Association, and Scottish Government relevant to the running and organisation of meetings.</p> <p>Ensure the health and willingness of leaders to return and keep continuous dialogue with all leaders throughout the process to ensure their comfort with the procedures and events.</p> <p>Keep in contact with parents to ensure that they understand the procedures and plans that are in place.</p> <p>Develop rule and procedures with the section leadership team and inform the parents and carers of the procedures that will be in place to ensure the safety of all participants and reducing the spread of the virus.</p> <p>Check equipment well before the meeting to access its condition, quantity and to sanitise it ready for use within our guidelines.</p> <p>Check the weather forecast before the meeting time and make a decision whether the meeting can go ahead, if it can go ahead safely indoors or if it needs to be cancelled and a zoom meeting arranged instead giving parents plenty of notice of the decision made.</p> <p>If meeting outdoors in the car park/grass area, due to a gate leading down in the church ground from London Road, the gate will be secured with a rope and a note on it discouraging people from using it for the duration of the meeting</p>	
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Maintaining social distance at drop off and pick up: higher risk of infection spread if social distancing not maintained.	Young People; Leaders; Visitors; Parents & Carers	Due to the car park being used by other church hall lets, the covid questions will be sent in a Google form for the parent to complete by 5pm on the night of their child's section. If they answer yes to any of the questions they will be asked not to bring their child. The one way system will not be in operation due to the car park being used for other areas, the parents will need to bring the young person to us and social distancing of 1m will be maintained. On arrival, leaders will confirm that nothing has changed since the teams form had been completed. The young person will then be led to the area that their activities will	
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		<p>take place and will be asked to sanitise their hands. If parents/carers do not wish to go home or elsewhere during the meeting, we will ask them to park in the lane. At pick up all young people will sanitise their hands at the end of the meeting and will wait at an appointed place of the hall for their parents to arrive. The parents will come to the appointed place and will maintain the social distance of 1m at which point the child will be directed to their parent.</p> <p>The procedure for drop off and pick up will be clearly communicated to parents/carers prior to meeting, and they will be invited to ask questions, to ensure they understand fully what is expected, and they will be asked to communicate this to their child.</p>	
Maintaining social distance during meeting: higher risk of infection spread if social distancing not maintained.	Young People; Leaders; Visitors; Parents & Carers	<p>The programmes will be planned in a way that allows small group work. While it is not mandatory to do so, the leaders will maintain a 1m distance from each other and also the young people as we feel that is currently a safe option and will ensure that everyone feels comfortable. Face coverings outdoors will be worn when the 1m distance can't be maintained. Face coverings will be worn at all times when indoors by all leaders.</p> <p>Signage reminding to socially distance and signage on symptoms, handwashing etc installed throughout.</p> <p>The procedure for socially distancing during meetings will be clearly communicated to parents/ carers prior to meetings, and they will be invited to ask questions to ensure they understand fully what is expected, and they will be asked to communicate this to their child.</p> <p>Windows, internal and external doors will be kept open to allow for better airflow during the time of the meeting if weather allows. The leaders will remain extra vigilant for any uninvited persons entering the building and if a young person goes to the toilet, a leader will stand at the hall door to make sure they don't leave the premises. During meetings, the Leader ratios set out in the organisations Policy, Organisation and Rules (POR) will be strictly adhered to ensure the young people are supervised at all times and that they are following this procedure.</p>	
Hygiene of people: higher risk of infection spread if proper hand washing not carried out.	Young People; Leaders & Visitors.	<p>We will provide hand sanitiser kits for each section that will be set up at the meeting point. Everyone will wash / sanitise their hands at the start and end of every meeting and at other points if the Leaders feel it is appropriate, e.g. before and after handling equipment.</p> <p>The procedure for hygiene will be clearly communicated to parents/ carers prior to meetings, and they will be invited to ask questions to ensure they understand fully what is expected, and they will be asked to communicate this to their child.</p>	
Hygiene of toilets: higher risk of infection spread if hygiene not carried out.	Young People; Leaders & Visitors	<p>There will be limited toilet facilities easily available at the hall; only opening one stall in each bathroom, so we will make this clear to parents/ carers.</p> <p>The toilets will be cleaned thoroughly before and after the meeting, and if necessary, during the meeting.</p> <p>The restrictions on the toilet facilities will be clearly communicated to parents/ carers prior to meetings, and they will be invited to ask questions to ensure they fully understand what</p>	

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		<p>is expected, and they will be asked to ensure their child goes to the toilet before attending the meeting and communicate the restrictions to their child.</p>	
<p>Hygiene of activity equipment: Higher risk of infection spread if hygiene not carried out.</p>	<p>Young People; Leaders & Visitors</p>	<p>Programmes will be planned to minimise the use of equipment, or if appropriate allocating a piece of equipment to an individual for the whole meeting, e.g. a knotting rope or a pencil and paper. The equipment will have been cleaned before the meeting or will not have been used in the previous 3 days. If this is not possible the equipment will be cleaned between use by different groups.</p> <p>We will ask that uniform is worn each week and that after each meeting, the uniform is either washed or not worn again until the next session.</p> <p>We will ask that every child brings a water bottle filled with water or diluting juice, which is clearly labelled with their child's name.</p> <p>At the end of the session the premises will be cleaned including all surfaces touched such as door handles, light switches, chairs etc. A quick mop of the floor will also be done due to the possibility of the virus being present there as well. A sheet indicating what needs to be cleaned down at the end of the session will be created and will be signed off by the leader designated in charge that night to say that it has all been done. All equipment that can be cleaned will also be cleaned otherwise it will be dated of the date last used and set aside for at least 72 hours.</p> <p>This procedure will be clearly communicated to parents/ carers prior to the meeting and they will be invited to ask questions, to ensure they fully understand what is expected, and they will be asked to communicate this to their child</p>	
<p>Suspected Covid symptoms</p>	<p>Young People; Leaders & Visitors</p>	<p>Prior to every meeting, Leaders will access their own health, and if any symptoms of Covid- 19 are present; they will not attend any meeting until they have tested negative.</p> <p>Prior to the young people arriving, a teams form will be sent out for the parents to complete regarding isolation in household, if the child has been ill at any point during the day. If they answer yes to any of the questions then they will be asked not to attend. If anyone in the household is isolating then no child can attend unless they have received a negative PCR test and this has been shown to the section leader. This will also apply if the child has been a close contact – a negative PCR test will be required before the child can attend the meeting. If a child falls ill during the meeting, they will be removed from activities and parents will be informed.</p> <p>Prior to the meetings, permission must be obtained from the parents/ carers, for their details to be passed to the Scottish Governments Test and Protect scheme, if the section Leader is contacted by the scheme, details of all of the young person's guardians will be passed on.</p> <p>If an adult or young person does test positive for Covid – 19, then all face to face section activities will stop immediately, and the situation will be accessed by the Leadership team and Group Executive.</p>	

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Transport to and from the meeting	Young People; Leaders; Visitors; Parents & Carers	Parents/ carers to be responsible for all transport arrangements. Parents/ carers will be advised to follow the current Scottish Government guidelines at all times. Leaders will also be advised to follow the current Scottish Government guidelines at all times.	
First Aid	All Leaders, Young People	In the event that there is an injury, the Leaders attending to it will put on non – latex gloves, a disposable apron and a facemask. To ensure that there is not a delay to the child getting help, all Leaders will have a pair of gloves, a disposable apron and a facemask in a plastic food bag, in their pocket. The child's wellbeing will come first and if the Leader deems the response time to the incident is urgent, they will not waste time putting on the apron. Gloves will always be used.	
Communication	Young People; Leaders; Visitors; Parents & Carers	Written agreement will be sought from parents/carers for their young person to attend indoor meetings including Young Leaders. Communication will take place with parents for any major changes to the proposed plan through all mechanisms possible. Should there be a need at any point to revert back to a hybrid model of zoom and face to face meetings, there will be a debrief session via zoom or some other interactive medium with the leaders who have been in the hall afterwards, so that the Section leader is aware of what went well, any problems etc and informed that all tasks were completed with regards to cleaning, temperatures taken/questions asked etc. While the overall responsibility of ensuring that all safety measures with respect to Covid 19 and the running of the programme etc are the responsibility of those in the hall, the ultimate responsibility is with the section leader and so consistent communication each week is required. The zoom group each week will be run by the leaders who are not comfortable being back indoors. These activities will be fun but will also try and encompass badge work as well where possible. The programmes for each week will be discussed so that if it is possible then the work done on zoom can tie in with work that will be done in the hall and will work towards badges together with perhaps more practical work being done in the hall. GSL will remain in contact and pop in regularly to ensure he is happy with the arrangements made and confident all safety measures are being observed.	
Training	All Leaders, Young People	Mandatory Training – All necessary safeguarding and safety training has been completed for all adult volunteers assisting in section	
Hazard: Move back to “amber” or “red” status. Risk: Activities may be cancelled at short notice.	Young people Leaders	Comply immediately with change in status. If the levels change, revert back to the level system and guidance as implanted by the Scout association. Parents informed as soon as possible via all mechanisms available.	

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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.

Checked by Line Manager	Name, Peter Stewart Role / level GSL Date 19/8/21	Checked by Executive	Name, Mark Cameron Role / level Chairman Date 19/8/21
Approved by Commissioner	Name, Role / level Date	Approved by Executive	Name, Role / level Date
Notification of level change	Date and by who		

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 District/ Region 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>.

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