1ST HOLMER (HEREFORD) – SCOUTS

Return to Scouting- Covid-19 Sensitive Risk Assessment (including programme) for off site venue (Racecourse playing field)
August 20200 Revised March 2021 to change maximum permitted outdoor numbers

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Covid-19 restarting face to face Scouting risk assessment – 1st Holmer (Hereford) Scout Group - Scouts

Name of Section and Activities to be provided	Scouts	**Date of risk assessments**	**29/8/2020** **Revised 30th March 2021**	**Name of who undertook this risk assessment**	C Brammer	**COVID-19 readiness level transition**	Red to Amber

Notices:

- Alll Leaders have a copy of Yellow card and purple card. These are both also on display in entrance hall.
- Young Leaders have a copy of the orange card.
- All regular volunteers have validated up-to-date DBS, Safeguarding, Safety and (where required) First Aid training
- ALL LEADERS AND PARENTS WILL BE PROVIDED WITH DIGITAL COPY OF YELLOW & PURPLE CARD
- Acting Scout Leader has been party to all return to Scouting materials and HQ briefings.
- Action cards from the Scout Group HQ COVID-safe Operating Procedure support this document
- The Risk Assessments consist of a general Risk Assessment for all meetings
- A risk assessment specific to each activity, which comprises both covid controls and other identifiied risks and controls will be written separately
- Our Covid Safe procedures will be available on our website.
- Parents will be asked to confirm that they have seen them when their child attends meetings.

- *Note: the programme will include an alternative "virtual" meeting for every week which can be delivered via Zoom, should it be required to cancel a face to face meeting for one or more groups of Scouts*

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Covid-safe Risks and Controls

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.*
Parents, YP and volunteers not fully aware of risks and how to minimise them – increased risk of COVID transmission because people do not follow advice and guidance	Young people (Scouts, Young Leaders) Adult helpers (parents or volunteers)	• Risk assessments and COVID safe procedures are posted on our website • Parents link to the website before first face to face meeting each term and asked to confirm they are aware of them and have explained the rules to their Scout. • Parents asked to give signed consent for their Scouts to attend face to face meetings. • All leaders/volunteers given copy of/access to Group COVID-safe operating procedure and PPE guidance and copies available on shared drive plus paper copies in folder in HQ kitchen and displayed on notice board in atrium of HQ	Change of guidance from The Scouts March 2021
Meeting venue not set up to be "COVID-safe" – risk of transmission of COVID due to poor social distancing or poor hygiene	Young people (Scouts, Young Leaders) Adult helpers (parents or volunteers)	• No indoor meetings permitted at current readiness level • Hand hygiene timetabled into activity – beginning and end, and at regular points during the activity. • Hand gel (alcohol 60%+) available in portable containers	
Meeting venue is a public area – risk that non-Scouting individuals may perceive group is breaching social distancing rules	All Scouts and volunteers - perception	• Racecourse informed of intent to use area of field near Scout HQ and permission agreed • All Scouts and leaders to be clearly identifiable as Scouts – uniform or neckerchief to be worn • Leaders briefed on how to respond to challenge should it arise	

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Meeting venue is a public area – risk that non-Scouting individuals may enter the activity area	Young people (Scouts, Young Leaders) Adult helpers (parents or volunteers), members of the public	• Racecourse informed of intent to use area of field near Scout HQ and permission agreed • Activity area boundary marked by cones, Scouts told not to move out of the area without permission and passers by asked not to enter area	
Transmission of covid between groups.	Young people (Scouts, Young Leaders) Adult helpers (parents or volunteers)	• Maximum group size outdoors now unrestricted but for safety maximum number permitted on this site is 24, including adults. • Only one section will meet at this venue on any one or weekend day • Another group may meet on the same evening in the Scout Headquarters (see separate risk assessment). Movement between groups is permitted (can be considered one group) but maximum total group size (including leaders) restricted to 30 across both sites. • Number of adults present will be limited to those who are required to be present to support the activity (max 6 and always less than the number of young people present) • The Leader team may be involved in/move between more than one group.	Change of guidance from The Scouts March 2021 Maximum permitted group size outdoors now unrestricted in line with amended amber readiness guidance.
Maintaining social distance at drop off and pick up: higher risk of infection spread if social distancing not maintained.	Young people (Scouts, Young Leaders) Adult helpers (parents or volunteers)	• Arrival process to be in line with the principles outlined in **action card 1**, departure with **action card 2** (adjusted to take into account different environment) • Adult volunteers to arrive at least 15 minutes before first young people arrive (earlier if poor weather expected – see below) or earlier if specific activity risk assessment requires this • Parents to hand over Scouts at the HQ car park and leaders to escort to activity area. Only adults who are helping – included in the group number – to come onto the activity area .	

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		• Parents advised to social distance at drop off and pick up and not to wait together. • Parents have been advised that if they need to communicate with the leaders they should do so by telephone or e-mail if possible, not during the meeting. • One adult will meet Scouts at the HQ car park and escort/direct them to the activity area where there will be at least one other adult supervising the hand hygiene station and then to named work stations (marked by cones / seats /other markers) 2m apart. • Register taken at arrival and all attendees asked standard question to self-exclude if symptoms suggestive of COVID/self-isolating/in quarantine • If somebody is showing symptoms or feeling unwell they will not be allowed to take part and will be kept separate until a parent is able to collect them - see **action card 8** • **Action card 8** outlines clear process for what to do if someone does become unwell, including suspension of meeting/when adults and YP are allowed to meet again in a Scouting context	
Maintaining social distance during meeting: higher risk of infection spread if social distancing not maintained.	Young people (Scouts, Young Leaders) Adult helpers (parents or volunteers)	• Only 1 section to meet at venue at one time. • Named work stations (marked by cones/seats/tables or other methods) arranged on grass area at 2m distance, 1 per child. These will be arranged appropriately for the game/activity for that evening before YP arrive. • Where possible, activities will be such that Scouts will be able to stay in or near these positions for the whole meeting. If activities involve moving around, strict adherence to social distancing and hand hygiene will be applied. • Adults to support all young people – minimum of 2 adults per group. If they need to come closer than 2 metres, for example to help with cooking or fire lighting, this contact must be brief (15 mins max) and where possible approaching from behind and working side by side and wearing a face covering. The use of medical grade PPE is for	

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		emergency use only and not to facilitate regular/prolonged <2m contact. • Scouts reminded of behaviour expectations around social distancing. If they are unable to maintain these expectations (keep running around or ignoring social distance) will not be able to attend next time. • **Action card 2** describes social distancing requirements during meeting and will be shared with all parents and young people in advance	
Maintaining social distance during meeting: higher risk of failing to maintain social distancing due to environmental conditions	Scouts, Young Leaders) Adult helpers (parents or volunteers)	• Poor weather (esp. rain) means young people may be more likely to hunch together in sheltered spaces – leader in charge checks weather forecast on the morning of the meeting, prepared to cancel/convert to Zoom meeting if weather likely to be very poor • All YP and adults advised to bring/wear appropriate warm and waterproof outdoor clothing plus a headtorch • This will be an entirely uncovered activity (no shelters) so low threshold for converting to Zoom meeting if adverse forcast • Outdoor programme devised to be deliverable in failing light but portablelighting will be available at the venue • Limited numbers of YP at meetings to make best use of available lighting plus some meetings to be held on weekend during the day • The programme will have an alternative virtual activity which can be delivered by Zoom at short notice if the face to face meeting has to be cancelled.	
Some individuals may be more vulnerable to COVID than others: greater risk of serious illness if contract COVID	Mainly adult volunteers but also potentially some young people and/or members of their family	• COVID vulnerable volunteers identified before return using list from Government guidelines • Families asked to self-identify as having a vulnerable member before return using list from Government guidelines • Any individual in the “high risk” (previously “shielding”) or “moderate risk” group – an individual assessment of risk will be carried out with the individual volunteer/parents of young person and appropriate mitigating actions taken to minimise the risk whilst maximising opportunities to take part in face to face Scouting.	

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Hygiene of people: higher risk of infection spread if proper hand washing not carried out.	Young people (Scouts, Young Leaders) Adult helpers (parents or volunteers)	• **Action card 3** details best practice for hand hygiene • Portable hand gel containers available at the venue with all particiapants required to gel at beginning and end and at various intervals during the activity	
Hygiene of toilets and other areas where surface spread possible ("fomites"): higher risk of infection spread if hygiene not carried out.	Young people (Scouts, Young Leaders) Adult helpers (parents or volunteers)	• Parents advised that children should go to the loo at home before arrival to avoid needing to use our toilets too much. • **Action card 6** details the normal cleaning schedule • Weekly deep clean using detergent and warm water • Toilet seats, plastic chair, tables and benches and reusable equipment used for games/activities to be cleaned after each use using detergent wipes or water/detergent • Frequently touched surfaces to be wiped down at beginning and end of each meeting (see list in cleaning schedule) using warm water/soap or detergent wipes • Frequent touch points to be wiped down at intervals during the meeting as well	As no limit on group sizes from March 2021, we will consider this site as an extension of the HQ outdoor area and YP will be permitted to use toliets.
Hygiene of activity equipment: Higher risk of infection spread if hygiene not carried out.	Young people (Scouts, Young Leaders) Adult helpers (parents or volunteers)	• Where possible, individuals will have their own set of equipment for an activity or equipment will have limited touching with hands. (covered in individual activity risk assessments) • Where equipment is given out it will be cleaned first and the leader distributing it will wash their hands first. • Programmes will be written such that hard to clean equipment is minimised, but if used it will be stored for >72 hours before being used again and labelled as such (labels provided) • All equipment will either be disposed of or cleaned at the end of the meeting following guidance in **action card 6**	
Tracking and tracing. We need to be able to identify	Young people	• Paper register will be taken by leader on arrival. They will also note which adults are attending.	

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contacts if somebody tests positive for covid after a meeting.	(Scouts, Young Leaders) Adult helpers (parents or volunteers)	• Transfer paper register to OSM as soon as possible after meeting and destroy paper copy, in line with Group GDPR process	
Social distancing more difficult/not always possible if emergency aid required: increased risk of infection of casualty/first responder	Young people (Scouts, Young Leaders) Adult helpers (parents or volunteers)	• Portable First Aid kit to be checked and restocked and at the venue • Small portable PPE supply available including single use masks, plastic aprons, visors, gloves, and guidance drafted and issued to all volunteers. • Follow **action card 10** for delivery of emergency aid • Where possible in a minor first aid situation, First Aider behind the casualty and encourage them to do as much as possible themselves while maintaining social distance. • Where this isn't possible, wear PPE in line with Group guidance • For CPR if possible use special face covering with 1-way valve – made available in PPE box	
Not meeting appropriate ratios of adults for meeting due to fewer available volunteers during/as a consequence of COVID: risk of breaching safety guidelines/rules and also being unable to apply COVID-safe measures appropriately	Young people (Scouts, Young Leaders) Adult helpers (parents or volunteers)	• All specified adults MUST be there at least 15 minutes before the first young people are due to arrive to help set up and to have a safety briefing. If possible they should not bring any other children (unless in the section), but this can be arranged with the Leader in Charge ahead of time if this will still work within our limit of 15. • Scouts (other than those belonging to adult helpers/Leaders) will not be admitted until the start time of the meeting and should wait with their parents until then (social distancing). • Programme planned in advance and appropriate numbers of named adults rostered to attend – backup may be possible but cannot involve crossover from a group meeting on same evening • If the expected adults have not arrived and ratios cannot be met then the meeting will not go ahead and the parents will not be able to drop off.	

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Social distancing/COVID safe processes mean changes to how we recruit/approach new volunteers – risk to recruitment	Adult helpers (parents or volunteers)	• New contacts telephoned and offered virtual face to face via Zoom to discuss how they would like to help • Arrangements can be made to meet face to face for purposes of ID checks etc following current UK government guidance • New volunteers factored into group maximum numbers whenever possible • COVID safe operating processes/action cards shared at an early stage via email • Getting Started can all now be done online	
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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Audit & Authorisations

Checked by Line Manager	Chris Brammer Group Scout Leader 30th March 2021	**Checked by Executive**	Natalie Vernalls and Faye Evans Group Co-Chairs 30th March 2021
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 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'.

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