Scouts
1st Holmer
(Hereford)

1ST HOLMER (HEREFORD) SCOUT GROUP (ALL SECTIONS)

Covid-19 Sensitive Risk Assessment (including programme) for regular venue (Holmer Scout HQ, Highmore Street, Hereford)
December 2021

Author: Chris Brammer

1st Holmer (Hereford) Scout Group | GSL Chris Brammer 07773 777861

Name of Section and Activities to be provided	All sections – at Holmer Scout HQ	**Date of risk assessments**	**28th December 2021**	**Name of who undertook this risk assessment**	C Brammer	**COVID-19 readiness level transition**	Yellow

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
- The Scout Group HQ COVID-safe Operating Procedure supports this document
- This Risk Assessment consists of a general Risk Assessment for all meetings
- Risk assessments specific to each activity, which comprise both COVID controls and other identifiied risks and controls, will be written separately and made available on OSM against each programmed activity
- 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.

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 sent 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 Beaver/Cub/Scout. • 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. • The operating procedure includes instruction not to attend if symptoms suggestive of COVID, or if self-isolating, or if a member of the household is self-isolating, even if (by government rules) the young person or volunteer is permitted to attend school or leave the house.	
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)	Indoor meetings permitted with restrictions/mitigations in place: • Maximum occupancy set for indoor space for all sections is 30 including adults and young leaders subject to discretion of leader in charge to reduce this if safe distancing is not possible (activity dependent) • Everyone in the Scout Section and anyone else over 11 years of age to wear a face covering indoors, unless medically exempt • Any medical exemption must be discussed in advance with the leader in charge and/or the GSL in advance of the activity • Hand hygiene timetabled into activity – beginning and end, after visiting toilets (YP), before and after any activity in kitchen (adults/YL), and at regular points during the activity. • Hand gel (alcohol 60%+) available at fixed points and in portable containers plus outdoor sink now installed with running water and	Yellow level TSA rules for all non-residential activities (including young people or Scout Network members): No limit on group size, although all activities must be able to safely manage the risk of transmission of COVID and, if this is not possible, they must not 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?
		hand soap and paper towels • Limits to numbers for each indoor space clearly noted on signage on doors – 3 in the kitchen, maximum 2 in office and in toilets, maximum 4 in equipment store • Strict adherence to HQ cleaning schedule – see **action card 6** • Ventilation – the rear fire door and front door/doors to main hall will be open during indoor activities to allow free flow of fresh air	
Transmission of covid between groups.	Young people (Scouts, Young Leaders) Adult helpers (parents or volunteers)	• If, to permit full section meetings, outdoor and indoor activities take place simultaneously, every effort should be made to keep the two groups separate, if possible. • Young people in the outdoor group should use the front door (or fire door in the equipment store) to enter the building to use the toilets or to collect equipment, avoiding moving through the main hall and mixing with the indoor group. • Adults may move between groups but will wear masks indoors. The number of adults will be restricted to that required to run the activity safely.	
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 **action card 1**, departure with **action card 2** • 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 • Only one section meeting at any one time. • Parents to hand over Scouts at the gate. Only adults who are helping – included in the group number – to come through gate, except at the discretion of the leader in charge or GSL, and then only if wearing a mask when indoors. • Parents advised to social distance at drop off and pick up and not to wait together. • Parents have been advised that they won't be able to come in for notices at the end – if they need communicate with the leader they should do so by telephone or e-mail if possible to. • Register taken at gate and all attendees asked standard question to	

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?
		self-exclude if symptoms suggestive of COVID/self-isolating/household member self-isolating. • 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 COVID safe behaviour during meetings: higher risk of infection spread if safe behaviour not followed.	Young people (Scouts, Young Leaders) Adult helpers (parents or volunteers)	• Only 1 section to meet at venue at any one time. • Young people reminded of behaviour expectations around COVID safe behaviour. If they are unable to maintain these expectations they will not be able to attend next time. • **Action card 2** describes social distancing guidance during meetings and will be shared with all parents and young people in advance.	
Maintaining COVID safe behaviour during meetings: higher risk of infection spread due to environmental conditions (outdoor meetings)	Scouts, Young Leaders) Adult helpers (parents or volunteers)	• For meetings outdoors, 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 or indoor 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 • Large event shelters (x2) can be erected in outdoor space if required, but for limited numbers of attendees so programme drafted to cater for relatively small numbers (see above). These are 4.5mx4.5m so require two adults to erect/strike. Adults will wash/gel hands before and after erecting. • Outdoor programme devised to be deliverable in failing light but external lighting available in outdoor space at rear of Scout HQ • 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.	

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?
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 (previously called) clinically extremely vulnerable 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.	
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 • Where possible young people and adults using the outdoor space will use outside sink to wash hands with running water and liquid hand soap, and dry using paper towels • Additional bowls of water may be made available, to be filled by adult with clean hands. Water changed after each single use. Bowl, soap dispenser and table to be wiped down with disinfectant at the end of each handwashing session. • Hand gel (at least 65% alcohol) will be available on entry and exit of the building and at various points during activities.	
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)	• **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	
Hygiene of activity equipment: Higher risk of infection spread if hygiene not carried out.	Young people (Scouts, Young Leaders)	• 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	

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?
	Adult helpers (parents or volunteers)	minimised, but if used it will be stored for >72 hours before being used again and labelled as such (labels provided) • Where possible, upholstered chairs not to be used – only plastic chairs and tables • 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 contacts if somebody tests positive for covid after a meeting.	Young people (Scouts, Young Leaders) Adult helpers (parents or volunteers)	• Register will be taken by person on the gate. They will also note which adults are attending. • If taken on paper, transfer paper register to OSM as soon as possible after meeting and destroy paper copy, in line with Group GDPR process	
COVID safe behaviour 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)	• First Aid kit to be checked and restocked • PPE 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 group number limits. • Young people (other than those belonging to adult helpers/Leaders and Young Leaders) will not be admitted until the start time of the meeting and should wait with their parents until then (social distancing) – following arrival process in **action card 1**. • Programme planned in advance and appropriate numbers of named adults rostered to attend – backup may be possible but cannot involve	

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?
		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.	
People in the building – spread of infection from infected surfaces / people in closer proximity.	Young people (Scouts, Young Leaders) Adult helpers (parents or volunteers)	• **Action card 5** outlines the procedures for indoor access (outdoor meetings) and indoor meetings. • A face covering is required indoors for all Scouts, leaders and young leaders, even for occasional access. • The entry and exit doors will remain open during all indoor meetings to promote airflow/ventilation. • The internal floor space has been marked with tape to encourage social distancing and there is signage reminding users of the importance of hand hygiene and COVID safe behaviour. • Section programmes and activity risk assessments to be designed to minimise COVID risk where possible. • The use of both indoor and outdoor spaces during the same section meeting will be encouraged to maximise 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 • 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.*			

Audit & Authorisations

Checked by Line Manager	Chris Brammer Group Scout Leader 28th December 2021	Checked by Executive	Natalie Vernalls and Faye Evans Group Co-Chairs

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'.