**Covid-19 restarting face to face Scouting risk assessment**

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| Name of Section or Activity | Fleet 612 Explorer Unit | Date of risk assessment | 6/9/20 | Name of who undertook this risk assessment | Peter Treagust | COVID-19 readiness level transition | Red to Amber |

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| This document has been produced to provide a Risk Assessment for the Fleet 612 Explorer Unit for the differing levels of readiness in relation to Explorer meetings.  It should be read and understood by all leaders and volunteers attending the meetings and is available on request to anyone participating and/or their parent or guardian together with anyone connected with The Scout Association.  It should be noted that this document forms part of a mechanism for safety and that a separate Risk Assessment will be made for meetings and that a dynamic Risk Assessment should be ongoing throughout the meeting.  All meetings will be held with the appropriate number of leaders based on the group size guidance issued by The Scout Association, which will vary from time to time. All leaders present will have undertaken the required mandatory training safety/safeguarding and first aid. In the case of experienced leaders these modules will be up to date and the Compass records will correctly reflect this. The Executive Committee also acknowledge their obligations with regard to training and approval of risk assessments prior to submission. | | | |
| Hazard Identified? / Risk from it? | Who is at risk? | How the risks are already controlled? What extra controls are needed? | What has changed that needs to be thought about and controlled? |
| Group Size increasing the risk of transmitting the virus | Leaders, volunteers, Explorers | Current membership numbers make it likely we can operate without the need to split the section to meet current Scout Association guidelines. If numbers do become an issue we will split the section into two groups meeting every fortnight. We will augment the programme, if the need to split the section does occur, using zoom. |  |
| Pick up & Drop Off areas becoming overcrowded and hence increasing the risk of transmitting the virus | Leaders, volunteers, Explorers, Parents and family members. | There is no parking available in Glebe Court. Parents will be reminded that if Explorers are being brought by car they must be dropped off at the entrance to Glebe Court. If it is deemed necessary, a parent will be asked to accompany their child to the hall on foot while maintaining social distancing. No parent will be allowed entrance to the hall during meetings. Each section meets on different nights so this will reduce the risk of congestion at the entrance to the hall  Everyone entering the hall will have their temperature checked using a non-contact thermometer. Anyone who shows a temperature above 37.8o will be unable to attend the meeting and, for Explorers, their parents will be informed.  To reduce the risk of unauthorised people entering the meeting after it starts the entrance and exit doors will be closed. The keys will be left in the locks to ensure the doors can be opened quickly in the case of an emergency. Door bells have been installed and these will be used by “late comers” to gain access.  At the end of the meeting if an Explorer is being picked up by a parent the parent will be asked to wait outside the main entrance and maintain social distancing. A one way system has been introduced to reduce the congestion risk.  Meetings will end promptly to reduce the waiting time for parents. |  |
| Hygiene of people - higher risk of infection spread if proper hand washing not carried out. | Leaders, volunteers, Explorers, Parents and family members | When entering and leaving the hall everyone will be asked to use the hand sanitising stations that are fitted at all entrance points to the hall. A nominated leader will ensure that everyone follows this procedure.  During meetings everyone will be asked to make use of the sanitising stations inside the hall after every activity.  If anyone is allergic to the sanitising products provided they will be asked to bring their own hand sanitiser. They will not be allowed in the hall unless they have sanitised their hands. Hot water and antibacterial soap will be made available but will only be used as a last resort. |  |
| Hygiene of toilets - higher risk of infection spread if proper hand washing not carried out. | Leaders, volunteers, Explorers, Parents and family members | Toilets will be cleaned before and after every meeting by leaders. During meetings only the disabled toilet will be used the remaining toilets will be deemed out of service. They will have been deep cleaned and could be used in emergency. Anyone making use of the toilet will be instructed to sanitise their hands before entering, wash their hands after using the facility and sanitise their hands once they leave the toilet. All electric hand driers have been disconnected and paper towel dispensers have been installed in all toilets. Everyone will be instructed to dispose of the paper towels in the bins provided. |  |
| Hygiene of activity equipment – high risk of infection spread if hygiene not carried out | Leaders, volunteers and Explorers | Where possible each person will have their own equipment for the activity e.g. pencils, paper. Where this is not possible all equipment will be wiped down at the end of the session with a suitable cleaning product.  At the end of the meeting all equipment will be cleaned using disinfectant spray and blue roll before being put away. |  |
| Provision of refreshment during meeting - high risk of cross contamination | Leaders, volunteers and Explorers | Each Explorer will be asked to bring their own drink and a bag containing any personal items. During the meeting each explorer will be allotted to a specific chair and will be asked to place drinks/personal bag under the chair when they arrive. Access to the kitchen area will only be permitted to a nominated leader The leader will be required to use hand sanitiser before and after using the kitchen. |  |
| First Aid - high risk of cross contamination | Leaders, volunteers and Explorers | A designated qualified leader will be the first aider. If a first aid incident occurs the first aider will, whenever possible, guide the patient to treat themselves while maintaining social distancing. If this is not possible the first aider will put on gloves, face shield and plastic apron, the patient will have a face shield on where practical.  Records will be kept as normal but an incident report will be filed if social distancing could not be maintained. |  |
| Young person not maintaining social distancing - high risk of cross contamination | Leaders, volunteers and Explorers | A Covid-19 code of conduct will be introduced which will stipulate that any explorer who breaks the social distancing guidelines will be subject to a warning. Continued flouting of the guidance will result in the Explorer’s parents being informed and the Explorer being asked to leave the meeting. The Explorer will not be allowed to attend the next meeting. If the Explorer continues to ignore social distancing guidelines a longer suspension will be introduced and the parents will be informed. |  |
| Confirmed case of Covid-19. As the explorers in the Unit attend a number of schools/colleges there is a high risk of infection from other sources | Leaders, volunteers and Explorers | All leaders and Explorers in the session to be recorded. Anyone showing signs of infection and the meeting will be stopped and parents called to collect their child. Parents will be asked to get the young person tested and requested to inform the section leader of any confirmed case of Covid-19. Section leader to inform GSL and all other people in the group the explorer was assigned to that a positive case has been reported. This will result in no more face to face meetings for 14 days.  One of 6/12th Mitcham scout leaders occasionally helps with Explorers and the Unit leader is also the GSL of the 6/12 Mitcham. If a 14 day quaranteen becomes necessary it may be necessary to cancel other sections meetings due to a lack of available leaders. |  |
| Recording attendees and emergency contact | Leaders, volunteers and Explorers | The Unit keeps an attendance register on OSM. However a paper register of specific groupings during a meeting will be kept to aid test and trace if it becomes necessary.  The Unit will also keep a paper copy of all emergency contact numbers at hand during a meeting for ease of communication.  All Unit records are being checked to ensure we have up to date information. When getting signed permission from parents to restart face to face scouting they will be asked to confirm the data we hold is accurate. No Explorer will be admitted to a meeting unless we have signed confirmation from the parents. |  |
| Weekly Programmes | Leaders, volunteers and Explorers | All programmes will include games and activities that keep social distancing at all times with minimal equipment to be shared. Any equipment shared will need to be sanitised before reuse. |  |
| Hygiene with cross contamination from clothes being worn all day | Leaders, volunteers and Explorers | Explorers, leaders and volunteers will be asked change into clean clothes for each meeting to limit the danger of cross contamination. It will be made clear this will help limit the risk of cross contamination. |  |
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| **Checked by Line Manager** | Name, Neil McLauchlan  Role / level DDC  Date 12 September 2020 | **Checked by Executive** | Name, Caroline Carpenter  Role / level Chairperson 6/12 Mitcham  Date 10 September 2020 |
| **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>’.