|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Name of Section or Activity** |  | **Date of risk assessment** |  | **Name of who undertook this risk assessment** |  | **COVID-19 readiness level transition** | **Red to Amber** |

|  |  |  |  |
| --- | --- | --- | --- |
| **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.* |
|  Make sure you customise all content in blue so that it is relevant to your local situation and understood by those developing it and those reviewing it.  |
| Avoiding mixing sections/groups | Young people, leaders, parents | Pre-planning and Group Coordination Required* Timetable to ensure no overlap of sections
* Sufficient time planned to clean building between uses
* Roping off any parts of the building which should not be accessed.
* Appropriate thorough cleaning prior to use. All surfaces to be wiped with household disinfectant according to manufacturer's instructions
 |  |
| Bringing Covid-19 to meetings | Young people, leaders, parents | In advance of meeting, members told:* Do not come if any symptoms in past 7 days, or member of household in past 14 days
* Do not come if been told to isolate by NHS Track and Trace
* To avoid car sharing
* If using public transport, members should use appropriate face coverings for journey, but remove this on arrival at meeting.
* Young people and leaders advised to wear clean clothing, and put it straight in the wash after meeting.
* Young people and leaders advised to use toilet at home immediately prior to coming to meeting.
* Parents asked to ask questions via email/phone, rather than approaching leaders face to face.
* Ask parents not to share lifts and to wait on safe spacing to drop off and collect. Parents advised to maintain social distancing, and to not stand around chatting, enter buildings or stand near entrances, etc.
* Young people and leaders instructed to maintain 2m distancing (1m where this is not possible)
 |  |
| Risk of spreading Covid 19 during arrival at meeting | Young people, leaders, parents | * Explanation of 1 way system
* Staggered arrivals
* Group size of maximum 15 people (inclusive of leaders) and maintaining ratios
* Handwashing /sanitising on arrival for all members
* Parents reminded to maintain social distancing, and to not stand around chatting etc.
* Parents not allowed into meeting area – supervise their child entering meeting from suitable distance (>2m from the door)
* Leader supervising arrival process to ensure social distancing and safe arrival of young people.
* Register of everyone present, and record of which Group they are in. Must be kept for a minimum of 6 weeks for NHS Track and Trace.
 |  |
| Collecting Subs - Transmission of Covid19 on cheques/money | Leaders | * Young people will place subs into a plastic bag, this will be left for 72h before handling.
* If cash brought, the young people will count this in front of the Leader (from a 2m distance) before placing it in the bag.
 |  |
| Suitable Supervision | Young people, leaders | * Maintain required ratios for outdoors

(1:6+1 Beavers, 1:8+1 Cubs, 1:12+1 Scouts, minimum 2 leaders for Explorers) |  |
| Safe running of activities  | Young people, leaders | * There will always be a Leader who is designated in charge of an evening, this is highlighted on the programme. Other Leaders may take responsibility for particular aspects of an evening (for example running a game), this will always be made clear.
* Clear instructions will always be given before the activity starts, including any specific safety instruction and how the activity will be terminated if the this becomes necessary due to an accident or similar. All members will be reminded about social distancing during the activity.
* Use of sports cones/equivalent to mark out where to stand in games to maintain social distancing
* Most activities will be directly supervised. Any unsupervised activities will be separately risk assessed.
* Leaders will be familiar with areas where activities are happening in advance.
* A dynamic risk assessment will be performed at the start of an activity and ongoing based upon local conditions such as weather, presence of third parties, building works, ground condition, etc. and the activity will not go ahead or be curtailed if it is felt unsafe for it to proceed.
 |  |
| Cold and wet | Young people, leaders | * All attendees told to bring suitable outdoor clothing including full waterproof
* events shelters on hand in case of heavy rain,
* If forecast ahead of meeting poor, outdoor meetings to be postponed, and virtual meeting run instead. Communication plan in place to inform young people and parents
 |  |
| Hot weather | Young people, leaders | * if appropriate, reminders sent out about use of sun cream and hats
* all attendees to bring named water bottle to ensure hydration
 |  |
| Darkness - increased risks of trips/falls and getting lost | Young people, leaders | * leaders to check area in daylight in advance for any particularly hazardous areas (eg rabbit holes)
* all young people to be familiarised with location and boundaries to reduce risks of getting lost
* provision of flood lights to illuminate area where appropriate
* young people asked to bring torch to meetings where appropriate
 |  |
| Poor communication with young people | Young people | Briefing by leader in charge covering:* Reminder of social distancing
* Reminder of Covid-19 Code of Conduct and behaviour expectations
* Reminder of risks associated with hand gel, and instructions on proper use
 |  |
| Risk of spreading Covid-19 through equipment | Young people, leaders | * Minimise use/sharing of equipment.
* Use disposable equipment if appropriate
* Any equipment (including chairs/tables) that is used must be cleaned with household disinfectant according to manufacturer’s instructions before and between uses
* Any used equipment is noted and cleaned even if not part of intended activity.
* Users to wash/sanitise hands before/after use of equipment
 |  |
| Spreading Covid-19 via aerosol production | Young people, leaders | * Shouting to be avoided. Leaders to use alternative options for getting attention (clapping, whistle). Leaders to consider use of loud hailer/megaphone to increase volume without shouting
* When seated, young people should not be facing one another (ie in lines or back to back)
 |  |
| Higher risk Leaders and Young People | Young people, leaders | * Anyone classed as ‘extremely vulnerable’ due to pre-existing medical conditions will have been advised to shield will be advised not come to face-to-face meetings at the present time.
* Those classed as vulnerable (but not extremely vulnerable) should follow the medical advice they have been given.
* If any member lives with somebody who is classed as ‘extremely vulnerable’ or vulnerable due to pre-existing medical conditions who has been advised to shield. the member should not return to face-to-face meetings until advised that it is safe to do so by the Government.
 |  |
| Risk of spreading Covid-19 during first aid as social distancing cannot be maintained.  | Young people, leaders | * Sufficient leaders with first aid qualification
* Suitable first aid kit present, with all contents date checked
* PPE (mask/face covering, disposable apron, disposable gloves) to be worn by first aider where possible
* Patient/casualty to wear mask/face covering unless they have breathing difficulties
* Appropriate disposal of PPE/soiled first aid equipment (double bagged and isolated for 72 hours prior to disposal in household rubbish)
 |  |
| Suspected case during meeting | Young people, leaders | * In the event any person starts showing any new symptoms during the course of meeting:
1. they should be immediately isolated and people stay at least 2m away unless an emergency
2. the parents should then be informed and advised to follow government advice regarding self-isolation and requesting a test.
3. arrangements made for the person to be sent home.
 |  |
| Risk of Covid-19 spread from social distancing not being adhered to due to behaviour | Young people, leaders | * Young people and leaders briefed on Covid 19 Code of Conduct at start of meeting, and reminded of expected behaviour, and consequences if they fail to adhere to the Code.
* In the event of inadvertent oversight, the young person/leader will be reminded of the need to follow the guidelines in order to keep themselves and others safe.
* In the event of a deliberate contravention of the guidelines the young person/leader will be reminded of the need to follow the guidelines in order to keep themselves or others safe.
* In the event of continued deliberate contravention, or repeated inadvertent contraventions the young person/leader will be told they must follow the guidelines or they will be asked to return home
* In the event of further contravention of the guidelines the young person/leader will be asked to return home immediately and parents/carers will be informed.
 |  |
| Safeguarding | Young people, leaders | * Follow Scout Yellow Card/Orange Card for YLs as normal
* In virtual meetings a second Leader will always be ‘in the room’ before young people are admitted and at least 2 Leaders will remain until all young people have left. For Zoom – make another leader co-host at start of meeting.
* Vulnerable young people after long periods of lockdown may increase chance of safeguarding disclosures. All leaders to be aware of this, and reminded of the appropriate reporting.
 |  |
| Hand Hygiene – risk of contracting Covid 19 as a result of poor hand hygiene | Young people, leaders | * Everyone to handwash/sanitise with alcohol gel on arrival
* Handwashing/sanitising at least once per hour
* Handwashing/sanitising before and after use of any equipment
* Handwashing/sanitising before and after using the toilet
* Handwashing/sanitising before and after eating
* Everyone to handwash/sanitise with alcohol gel on departure
* All handwashing/sanitizing to be for a minimum of 20 seconds.
* Signage up above sinks to remind people of good hand hygiene practice
 |  |
| Toilets – risk of cross contamination of Covid-19 from use of toilets  | Young people, leaders | * Oversight of the use of facilities (toilets) during sessions with regard to individual compliance by young people of hygiene practices (without infringing their privacy), that they do not enter other areas and to see what else will require cleaning.
* Hand hygiene advice posters displayed in bathrooms
* Paper towels/hand driers only (no fabric towels/shared hand drying)
* Consideration should be given if there are neighbouring urinals to maintain social distancing, i.e. signage to say that certain ones are closed/closing all urinals
* Only 1 person in the toilet at a time.
* Leader to be informed whenever anyone is using the toilet to ensure no queues.
* Doors remain propped open on route to toilets to reduce touching of door handles where appropriate (not cubicles).
* Responsibility of cleaning to be delegated to one leader for each session, and appropriate PPE should be worn (disposable gloves and apron, cloths used for cleaning should be disposed after use).
* All indoor surfaces in toilets to be cleaned before and after each session using household disinfectant according to manufacturer's instructions (individual Section meeting)
 |  |
| Cleaning – spread of Covid 19 due to insufficient/poor cleaning | Young people, leaders | All of the following must be cleaned (using household disinfectant as per manufacturer’s instructions) between sessions:* All equipment
* Toilets – including flush handle and seats
* Sinks and taps
* Hand towel dispensers
* Entire toilet door (usually push)
* Door handles
* Taps
* Light switches

Leader identified as cleaning lead for the session, and to ensure all leaders aware of location of cleaning materials, and what cleaning materials to use.Disposal of waste* All waste to be bagged and put into household waste
* Any PPE waste to be double bagged, isolated for 72 hours and then placed in household waste.
 |  |
| Departure | Young people, leaders, parents | * Everyone to handwash/sanitise ready to go home
* Leaders oversee departure to ensure social distancing and safety.
* Parents reminded to maintain social distancing, and to not stand around chatting etc.
* Parents not allowed into meeting area
* Appropriate 1 way system in place is required/appropriate
* Young people to be handed over to their parent/carer.
 |  |
| ***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, Role / levelDate | **Checked by Executive** | Name, Role / levelDate |
| **Approved by Commissioner** | Name, Role / levelDate | **Approved by Executive** | Name, Role / levelDate |
| **Notification of level change** | Date and by who |