

Covid-19 resuming face to face Scouting risk assessment

82nd Bristol (St. Bernadette) Scouts

General Instructions/Notes

- 1) This risk assessment has been revised in accordance with the Scout Covid-19 framework for activities performed under the current legislation and amendments to the current Readiness Level. Should the Readiness Level change to RED for the Bristol South District area at any point, this risk assessment is not applicable, and any face-to-face activities will cease with immediate effect.
- 2) All the social distance measures listed will be implemented both inside and outside with the same safeguarding measures and procedures in place.
- 3) **PART A** of this Risk Assessment refers to the Scout premises and grounds
- 4) **PART B** of this Risk Assessment is generic and will apply to all Scout Group sections (Beavers, Cubs and Scouts) meeting at the Scout HQ only.
- 5) **PART C** of this Risk Assessment is Beaver Colony specific for all meetings at the Scout HQ only (in addition to Part B)
- 6) **PART D** of this Risk Assessment is Cub Pack specific for all meeting at the Scout HQ only (in addition to Part B)
- 7) **PART E** of this Risk Assessment is Scout Troop specific for all meeting at the Scout HQ only (in addition to Part B)
- 8) **PART F** of this Risk Assessment is Explorer Young Leader specific for all meeting at the Scout HQ only (in addition to Part B)
- 9) Any activities or events taking place away from the Scout HQ will be subject to separate Risk Assessment approval and will be accompanied by the submission of the necessary Day Away Notifications (DANs).
- 10) Compliance of this Risk Assessment is compulsory, and all Uniform Leaders, Helpers and EYL's will be committed to ensuring all conditions are adhered too.
- 11) All Parents, Guardians and Carers will have to agree that their child will comply with this Risk Assessment as a condition of them returning to Scouts.
- 12) This risk assessment will be reviewed periodically and msay be revised at anytime to reflect any new development or changes to procedures.

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Name of Group	82 nd Bristol (St. Bernadette) Scout Group	Date of risk assessment	August 2020 See Revision Log below	Name of who undertook this risk assessment	Jemma Williams (GSL)	COVID-19 readiness level transition	Amber to Current Level
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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?
PART A Scout Premises and Grounds		The Scout premises is the responsibility of the Scout Group Executive Committee and all defects, repairs and requests for improvements and changes should be directed in the first instance to the Group Chair.	The premises must be left clean, tidy. All internal doors locked Alarm set and external gates locked
Toilets Risk Level: High	Young People Leaders Helpers	Both sets of toilets will be thoroughly cleaned prior to the commencement of any new term. Leaders will ensure they are left clean and tidy at the end of their session. Steam cleaning of toilets, urinals, wash basins a floor will be carried out periodically.	The locked cupboard (which needs to remain locked) in the girls' toilet will contain all the necessary cleaning materials necessary to carry out the required cleaning.
Doors and Windows Risk Level: Low	Young People Leaders Helpers	All doors and windows will be left open where possible (to allow free flow of fresh air)	Leaders will evaluate and open windows and doors if deemed acceptable for their session.
Room Restrictions Risk Level: Medium	Young People	The Leaders Room and Storeroom will be restricted to Adults only whenever possible If and when the Kitchen is used numbers will be restricted wherever possible The two bunk rooms will remain locked and unused for normal session meetings.	Leaders to remind all scouts
Food and Drink Risk Level: High	Young People Leaders Helpers	In the event of refreshments or tuck shop being served during a session, care will be taken to ensure cups and utensil are not shared and food is not handled unnecessary.	All equipment and surfaces must be cleaned with anti-bacterial wipes and/or spray cleaner and put away after each session.
Rubbish Risk Level: Medium	Young People Leaders Helpers	All waste material from each section meeting must be placed in the flip bins and then emptied at the end of each night and replacement liners fitted ready for the next session.	All rubbish to be placed in the appropriate recycling/rubbish bin ready for disposal.
First Aid Equipment Risk Level: Medium	Young People Leaders Helpers	First Aid boxes have been checked and restocked. Disposable masks have now been added for leader's protection in the event of a first aid incident. Face visors also available if a leader would prefer (these will need to be cleaned after use and resealed).	Incidents forms to be filled out (as normal) and left securely in the GSL letter box. GSL's responsible for restocking First Aid boxes and ordering necessary supplies
Admission to Hall Risk Level: High	Young People Leaders Helpers	Parents, Guardians, or Carers will continue to use the one-way system for drop off and collection of their children and will only be permitted access to the hall at the express permission of the leader in charge of the session.	Further details of the arrangements for this can be found in the Scout Group generic Risk Assessment. (PART B)
Alternative use for premises Risk Level: Low	Young People Leaders Public	The executive committee have instructed that the whole premises will not be used for any other use than scout related sessions until further notice.	Leaders and Executive meeting can be held at the HQ if they adhere to social distancing measures and current legislation.

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Cleaning of Premises Risk Level: Medium	Leader Helpers Cleaners	The premises will be left clean and tidy at the end of each session. Table surfaces, handles and switches will be cleaned regularly after every session.	Leaders, please report any area of concern
PART B All Scout Group Sections		Arrangements for all Beavers, Cubs and Scouts, prior to, during and after each scout session held at the 82nd Bristol (St. Bernadette) Scout HQ location.	
Arrival at HQ Risk Level: High	Young People Leaders Helpers Parents Guardians	<p>The Scout HQ will continue to operate a one-way system. Every young person will need to be accompanied by a Parent or Guardian who <u>will need to stay</u> until after registration.</p> <ul style="list-style-type: none"> • Every young person will be encouraged to have been to the toilet and washed their hands prior to arrival • On arrival report to registration with adult. This will be at the entrance door to the HQ or at the area set up outside. • Parents and Guardians must declare at registration that their child or anyone within the household have not been instructed to self isolate. • Temperature checks (using a Non-Contact Infrared Forehead Digital Thermometer) will be carried out on each young person on arrival. • Young persons will have Hand sanitising gel applied to their hands. • The records on OSM will be used in the event of track and trace requirements and Parent/Guardians will be made aware that their information may be shared for such purpose. • Anyone arriving 10 minutes after the start time of the session will not normally be permitted access to the session and regrettable must forfeit their attendance for that evening. • It is expected that parents and guardians will notify the section leader if their child will not be attending their designated session and the reason why. 	<p>Use of toilets will be restricted to Two person at a time wherever possible</p> <p>If a temperature is recorded at 38 Deg C or above, the young person will not be permitted to stay and must leave immediately with their accompanying parent or guardian.</p> <p>OSM to show young person as absent to exclude them from any track and trace requirement.</p>

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First Aid / Illness Risk Level: High	Young People Leaders Helpers	In the event of a young person being taken ill during a session, the person will be isolated from the session. If First Aid must be administered, dependant on the injury, the uniform leader may have to forgo social distancing measures to treat the young person. Once treated the emergency responsible adult will be contacted and requested that the young person be collected as a matter of urgency.	Leaders to ensure emergency contact numbers are both current and readily available for when required. Incidents forms must still be completed for each First aid incident and the GSL informed.
"At Risk" Young People Risk Level: High	Young People	Before any young person who is deemed "At Risk" is permitted to return to scouting discussion will take place with the relevant parent or guardian to ascertain if their return to scouting is deemed safe and appropriate to do so.	The GSL will have to endorse the return of any young person deemed "At Risk". Their decision will be final but subject to review on a termly basis
Programme Risk Level: High	Young People Leaders Helpers	All equipment used will be segregated for each section and stored separately in the storeroom.	Leaders will ensure equipment is cleaned when deemed appropriate at the end of each session
Availability of Leaders Risk Level: Medium	Young People Leaders Helpers	Should a Uniform leader feel unwell or deemed unable to conduct a section meeting, it will be the responsibility of the GSL to cancel the session(s) and inform the relevant parents and guardians accordingly.	It is paramount that the volunteer leaders are protected and are not put under any undue pressure to run section meeting if there is a health risk to them or others.
PART C Beaver Colony Specific	Young People Leaders Helpers	All Beavers will be expected to dress appropriate for the conditions of their section meeting. Leaders and helpers will not be available to assist in helping young people as they may have in the past. e.g. tying shoelaces or helping remove or replace clothing.	
PART D Cub Pack Specific	Young People Leaders Helpers	All Cubs will be expected to dress appropriate for the conditions of their section meeting. Leaders and helpers will not be available to assist in helping young people as they may have in the past. e.g., tying shoelaces or helping remove or replace clothing.	
PART E Scout Troop Specific	Young People Leaders Helpers	Social distancing will be the responsibility of the individual and all Scouts will be expected to distance themselves from both leaders, helpers, and other Scouts	
Uniform Leaders and Helpers	Leaders Helpers	It is expected that leaders and helpers will only attend a Scout session if they are fit and well. However, on arrival they will subject themselves to a temperature check like everyone else entering the building on that evening.	
Personal Protective Equipment (P.P.E.)	Leaders Helpers	The Scout Group will provide all PPE requested by leaders and helpers wherever practically possible. This will include (but not limited to) face masks, visors, disposable vinyl gloves, disposable aprons, hand gels and cleaning materials. Leaders and Helpers will also be provided wipe clean laminated instruction/check sheets to remind them of the new protocols especially during start up of sessions	It is paramount that leaders and helpers feel safe and protected when attending and run section meetings and activities. Their continued well being will be paramount in continuing the running of face-to-face meetings

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Approved by Group Manager	Name: Role / level: Date:	Jemma Williams GSL 11 September 2020	Checked by Group Executive	Name: Role / level: Date:	Stephen Williams Group Chair 11 September 2020	
Approved by District Commissioner	Name: Date:	Scott Stowell 12 September 2020	Checked by District Executive representative(s)	Name: Date:	Nick Winter 11 Sept 2020	Nick Eccles 11 Sept 2020
Notification of level change	This risk assessment will be reviewed as the situation develops, amended accordingly, and resubmitted for approval if deemed necessary.					

Revision Log			
Revision Number	Dated	Reason for Revision	Action By
Draft	24/08/2020	Required for returning to face to face meetings for all scout sections.	JW / SW / CS
Draft 2	28/08/2020	Circulated to all Leaders and BOT for review (includes revised Amber conditions)	JW / SW
Draft 3	29/08/2020	Revised to include temperature checks for EYL and Adults attending a session	SW/CS
1	01/09/2020	Submitted to District for review and approval	JW
2	04/9/2020	Page 1 (Section 2), reworded to remove mention of Readiness Level Yellow and include new guidelines	SS/JW/SJW
3	11/9/2020	Several small amendments and additions as recommended by District assessment team	NW/NE/CS/MT
4	18/8/2021	Revised to reflect continuous use of HQ and regular section meetings in line with updated protocols	SW/JW