

Scouting Arrival and Departure 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) Any 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) 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 Nights Away Notification (NAN) or Day Away Notifications (DAN).
- 6) 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.
- 7) All Parents, Guardians and Carers will have to agree that their child will comply with this Risk Assessment as a condition of them attending Scouts.
- 8) This risk assessment will be reviewed periodically and will be revised at anytime to reflect any new developments or changes to procedures or legislation.

Name of Group	82nd 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	Green
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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 Board of Trusteres (BOT) 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
General condition and Cleanliness	Young People Leaders Helpers	With the premises now being used on a regular basis then the premises will remain clean, tidy and all equipment clean if necessary and put away. All tables used will be cleaned and waste bins will be emptied regularly.	Premises now used weekly and on a regular basis

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Maintainance	Leaders Helpers BOT	Please report any damage or defects to the building or equipment to the Trustees immediately. All repairs or replacement of equipment will be carried out ASAP,	Building and equipment to be maintained to a high standard
Food and Drink Risk Level: <i>Medium</i>	Young People Leaders Helpers	When refreshments or tuck shop is being served during a session, care will be taken to ensure cups and utensil are not shared and food is not handled unnecessary.	All personally used equipment and surfaces must be cleaned with anti-bacterial wipes and/or spray cleaner and put away after each session.
First Aid Equipment Risk Level: <i>Medium</i>	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: <i>Medium</i>	Young People Leaders Helpers	Parents, Guardians, or Carers are permitted to enter the premises when invited, or to attend special occasions such as enrolments or special award presentations	Further details of the arrangements for this can be found in the Scout Group generic Risk Assessment. (PART B)
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: <i>Low</i>	Young People Leaders Parents Guardians	<p>Start of Scout session</p> <ul style="list-style-type: none"> On arrival all section members together with their parent or guardian are requested to wait in the hard standing area of the premises until such time as a leader announces the section is ready to start. Scouts who have parental permission who arrive at the premises are also requested to wait outside until the session is ready to start Section members will then collectively enter the Scout HQ and report to the appointed leader who is responsible in ensuring they are recorded on the register Parent/Guardains are respectfully asked to not send a child to a Scout session if the are feeling or are unwell. It is expected that all parents and guardians will notify the section leader if their child will not be attending their designated session and the reason why. Hand sanitising gel available on arrival for those wishing to use it 	
	Young People Leaders Parents Guardian	<p>End of Scout session</p> <ul style="list-style-type: none"> Parents/Guardains are respectfully asked to again wait on the hard standing are of the premises until the end of the scout session, when members will be released all together. 	All personal belonging should be removed from the premises at the end of each session.

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		<ul style="list-style-type: none"> A warranted leader will be positioned on the main gate to ensure no members leaves the premises unattended* If a Parent/Guardian wishing to speak to a leader personally time will be afforded once all other members have left *Scouts who have parental permission may leave the premises unattended by an adult 				
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 reissued.					

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
5	7/1/2022	Changes to reflect current agreed procedures, advise and restrictions	SJW/JW
6	18/4/2022	Changes to reflect sections operating under green condition with no restrictions	SJW/JW