

# Covid-19 restarting face to face Scouting risk assessment

<b>Name of Section</b>	<b>1<sup>st</sup> Upton-by-Chester ALL SECTIONS</b>	<b>Date of Risk Assessment</b>	<b>26 August 2020</b>	<b>Name of who undertook this risk management</b>	<b>Group Scouters' Meeting</b>	<b>COVID-19 readiness level transition</b>	<b>RED to AMBER</b>
<p><b>Note: This risk assessment relates to providing activities under the amber readiness level on the open space at the rear of the Arkell Scouting and Community Centre – specific activities will require additional assessments as part of programme planning</b></p>							
<b>Hazard Identified? / Risks from it?</b>		<b>Who is at risk?</b>	<b>How are the risks already controlled? What extra controls are needed?</b>		<b>What has changed that needs to be thought about and controlled?</b>		
<b>Hazard</b> - something that may cause harm or damage <b>Risk</b> - the chance of it happening		Young people (YP) Leaders (L) Visitors (V)?	<b>Controls</b> - 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		<b>Keep checking</b> throughout the activity in case you need to change it - or even stop if! This is a great place to add comments which will be used as part of the review		
<b>Arrival and Departure</b>							
Social distancing not observed at drop off and pick up: higher risk of infection spread		YP, L, V	<ul style="list-style-type: none"> <li>• Confine parents etc to car park</li> <li>• Issue strict guidance</li> <li>• Signage and external lighting</li> <li>• Supervision</li> </ul>				

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Programmes			
Activity equipment not sanitised before use: higher risk of infection spread	YP, L	<ul style="list-style-type: none"> <li>Where possible, use single use resources</li> <li>Use the Section's dedicated kit if possible</li> <li>When drawing equipment from stores check for its state</li> <li>If not sure, do not use the equipment</li> </ul>	
Trips and falls in outdoor space: risk of injuries	YP, L	<ul style="list-style-type: none"> <li>Supervision by volunteers</li> <li>External lighting</li> <li>First aid facilities (separate set for each Section)</li> <li>Personal protective equipment for volunteers administering first aid</li> </ul>	
Social distancing not maintained during meeting: higher risk of infection spread	YP, L	<ul style="list-style-type: none"> <li>Programme designed to use distancing as much as possible</li> <li>Provide points for smaller groups to assemble (eg marker posts)</li> <li>Monitoring</li> </ul>	
Activities/timings in programme not suitable or effective: risk of loss of engagement from young people	YP	<ul style="list-style-type: none"> <li>Programmes to have alternative activities available</li> <li>Make sure all adults have full details of each programme (via OSM for example)</li> <li>Inform parents/carers using up-to-date contact list and dedicated mobile phone</li> </ul>	

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Unexpected unavailability of adult volunteer needed for the programme, eg for adult/member ratios: risk that programme will be understaffed	YP, L	<ul style="list-style-type: none"> <li>Meeting leader assesses situation and consults GSL/AGSL</li> <li>If temporary help not available, meeting leader takes decision on cancellation</li> <li>Inform parents/carers using up-to-date contact list and dedicated mobile phone</li> </ul>	
Emergency at home for young person or volunteer: risk of delay in contacting young person and adverse impact on programme/activity	YP, L	<ul style="list-style-type: none"> <li>Maintain accurate attendance logs for each meeting</li> <li>Provide details of dedicated mobile phone number and inform parents/carers</li> <li>Use up-to-date contact list</li> <li>Keep a log of calls</li> <li>Arrange supervised handover</li> </ul>	
Contact without social distancing during emergency: higher risk of infection spread	YP, L	<ul style="list-style-type: none"> <li>Provide PPE (separate set for each Section) for emergency use</li> <li>Group to monitor stock and replace as required</li> <li>Plan social distancing into programmes</li> </ul>	
Confusion over activity/programme plans: risk of absence or delays caused by confusion	YP, L	<ul style="list-style-type: none"> <li>Use OSM or similar to provide parents/carers details of programme</li> <li>Make sure all volunteers have full details of each programme (via OSM or similar)</li> </ul>	

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<b>Health and Hygiene</b>			
Hand washing not carried out: higher risk of infection spread	YP, L	<ul style="list-style-type: none"> <li>• Frequent reminders to young people and parents/carers</li> <li>• Full range of necessary products (see separate list)</li> <li>• When outdoors, use anti-bacterial gel</li> <li>• Volunteers to oversee</li> </ul>	
Toilets etc not cleaned (especially and check door handles, light switches): higher risk of infection spread	YP, L	<ul style="list-style-type: none"> <li>• Full range of cleaning products (see separate list)</li> <li>• Volunteers to oversee</li> <li>• Frequent cleaning during out of meeting times</li> <li>• Frequent reminders to young people/parents and carers</li> </ul>	
Toilets used without proper separation; high risk of infection spread	YP, L, V	<ul style="list-style-type: none"> <li>• Limit number of users (one in, one out)</li> <li>• Close cubicles as required</li> <li>• Emphasis on handwashing</li> <li>• Check cleanliness of toilets frequently</li> </ul>	
Outdoor space not cleaned sufficiently: higher risk of infection spread	YP, L	<ul style="list-style-type: none"> <li>• Routine checks of the Arkell Centre and subsequent appropriate action</li> </ul>	

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Individual presents with Covid-19 symptoms during meeting: higher risk of infection spread	YP, L	<ul style="list-style-type: none"> <li>• Use PPE</li> <li>• Provide supervised comfort and reassurance for the individual in a place under cover</li> <li>• Contact parent/carer and arrange transfer home, using up-to-date contact list</li> <li>• Subject to test results, advise other parents/carers for isolation, Test and Trace etc</li> <li>• If test positive postpone further meetings for 14 days and then review</li> <li>• Arrange cleaning as required</li> </ul>	
Information received that a member has tested positive for Covid-19: higher risk of infection spread	YP, L	<ul style="list-style-type: none"> <li>• Parents/carers briefed not to send YP to meetings if symptomatic</li> <li>• Advise relevant parents/carers re response, including Test and Trace</li> <li>• Consider postponing further meetings using current advice on appropriate period</li> </ul>	
Facemasks not worn by volunteers; perceived risk of infection	YP, L, V	<ul style="list-style-type: none"> <li>• Recognise that some will wish to wear of facemasks as a routine, even with social distancing</li> <li>• Provide facemasks at Arkell Centre</li> </ul>	
Use of kitchen would make extra cleaning necessary: risk of infection in the meantime	YP, L, V	<ul style="list-style-type: none"> <li>• Close kitchen</li> <li>• Advise parents/carers and volunteers to bring their own drinks etc</li> </ul>	

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Environment			
Unauthorised access to outdoor space: possible injury/loss/damage to people or property	YP, L	<ul style="list-style-type: none"> <li>• Routine checks of the Arkell Centre and subsequent appropriate action</li> <li>• Observation of side entrance to the open area during meetings</li> <li>• Entrance secured after close of meetings</li> </ul>	
Adverse weather forecast: risk of negative impact on proposed programme	YP, L	<ul style="list-style-type: none"> <li>• Check forecast</li> <li>• If necessary, take decision whether or not to cancel</li> <li>• Parents/carers notified</li> </ul>	
Unexpected adverse weather during meeting: negative impact on programme/activity:	YP, L	<ul style="list-style-type: none"> <li>• Provide emergency shelter (party tent) as a routine</li> <li>• Meeting leader takes decision on ending meeting early</li> <li>• Inform parents/carers</li> </ul>	
Damage/vandalism to outdoor space: risk of injuries to young people or volunteers	YP, L	<ul style="list-style-type: none"> <li>• Routine checks of the Arkell Centre and subsequent appropriate action</li> </ul>	
Lack of adequate signage: risk of inappropriate behaviour, lack of hygiene, unauthorised entry etc	YP, L, V	<ul style="list-style-type: none"> <li>• Provide all necessary signage against assessed need</li> </ul>	

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<b>Review:</b> 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			
<b>Checked by Line Manager</b>	Name: David Bull 1516 Role level: GSL Date: 26 August 2020	<b>Checked by Executive</b>	Name: Anne Piercy 12000563 Role level: Group Chair Date: 26 August 2020
<b>Approved by Commissioner</b>	Name: Alan Wilding Role level: DC Date: 6 September 2020	<b>Approved by Executive</b>	Name: David Evans Role level: District Team Date: 6 September 2020
<b>Notification of level change</b>	Date: 6 September 2020 By whom: N/A		

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