

Covid-19 restarting face to face Scouting risk assessment – 18th St Albans Aquila Scout Troop

Name of Section or Activity	18th St Albans Aquila Scout Troop	Date of risk assessment	29/10/2020	Name of who undertook this risk assessment	Martin Webb	COVID-19 readiness level transition	Red to Amber (out and in)
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CHANGES: Updated section 3: face covering
Added section 18: inside

	Hazard Identified? / Risks from it?	Who is at risk?	How are the risks already controlled? What extra controls are needed?	Who is responsible for putting the controls in place?	What has changed that needs to be thought about and controlled?
1	Maintaining social distance at drop off and pick up at Group HQ: higher risk of infection spread if social distancing not maintained.	Young people, Leaders, Parents, Other sections	<p>Group guidelines in place for ALL sections meeting at HQ to ensure separation of section meeting times so no overlap.</p> <p>One-way system in/out of grounds. Parents strongly discouraged from entering grounds. A leader checks compliance</p> <p>These procedures must be stated to parents beforehand by communication from SL, including maintaining distancing during arrival and departure. A leader checks compliance.</p> <p>Parents informed that questions to and discussions with leaders should be by phone or on-line.</p>	Group Exec, section leaders.	
2	Maintaining social distance at drop off and pick up at other locations: higher risk of infection spread if social distancing not maintained.	Young people, Leaders, Parents	<p>Check out locations in countryside or campsites to ensure there can be safe, socially spaced arrival / departure. No meeting there, if not possible. A leader checks compliance.</p> <p>Locations for meetings will all be from car parks where there is enough space for</p> <ul style="list-style-type: none"> • Parents stay in car • Space for scouts to wait well distanced <p>These car parks will be:</p> <ul style="list-style-type: none"> • Nomansland • Heartwood • Stanborough lakes • Phasels Wood (on reopening for day activities) • Tolmers (on reopening for day activities) <p>If multiple bubbles, stagger arrival and departure times, but make sure parents are aware of the importance of arriving at the prescribed time.</p>	Leaders	

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			These procedures must be stated to parents beforehand by communication from SL.		
3	Maintaining social distance during meeting: higher risk of infection spread if social distancing not maintained.	Young people, Leaders,	<p>Take register of all in each bubble on arrival.</p> <p>Consider all aspects of activity and location beforehand: limit group sizes to the number of people a location can support with social distancing in place (i.e. this may mean the total size of a bubble is less than the maximum allowed by current SA rules).</p> <p>Only one bubble possible in HQ grounds. Other locations MAY permit two (or more) bubbles, totally separated by at least 25 metres.</p> <p>Toilets at Group HQ have one in/one out protocol, checked by a leader. Signage tells to sanitize hands before entering toilets and wash hands after. Masks worn inside by scouts or leaders.</p> <p>Inform parents BEFOREHAND who is in which bubble and the resulting restrictions. Maintain and mark clear space between groups; be clear that NO interaction allowed between bubbles. Have one designated leader in each bubble with particular responsibility to check on distancing, handwashing etc.</p>	Leaders	
4	Hygiene of people: higher risk of infection spread if proper hand washing not carried out.	Young people, Leaders	<p>Part of instructions distributed beforehand: hands washed on arrival. Provide hand sanitiser/ hand washing for members on arrival, departure and during, as required. At start of activity, make clear hand-washing rules for duration.</p> <p>Minimize touching of shared surfaces (doors etc).</p> <p>All bring their own drink, if wanted.</p> <p>Teach young people / adults correct hand washing procedure, if necessary.</p>	Identified Leader in Charge of bubble	
5	Hygiene of toilets: higher risk of infection spread if hygiene not carried out.	Young people, Leaders	<p>Minimize use of toilets (and hence contamination risk): instructions to parents beforehand include getting scouts to go to toilet IMMEDIATELY before coming to activity.</p> <p>Toilets at HQ cleaned before and after sessions: virucidal cleaning equipment available to leaders with safe storage. Wiping down of all door handles etc. Deep cleaning of the facility on a regular basis. All outlined in Group Guidelines ensuring clean transfer between sectional use. There will be chart in HQ for listing each cleaning, date and which parts.</p> <p>Cleanliness of toilets in public areas / campsites to be considered (and checked beforehand), if meeting away from HQ.</p>	Group Exec, leaders.	
6	Hygiene of activity equipment: Higher risk of infection spread if cleaning not carried out.	Young people, Leaders, others in Group	<p>Minimise use of Group equipment: Troop's own equipment more easily monitored. In any case, minimise use of equipment, paper, pens</p>	Group Exec., other Group leaders, leaders. Identified Leader in Charge	

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			<p>Group Guidelines provide for cleaning Group equipment after use and quarantine (if necessary). Consult with other sections to ensure anything that may be contaminated is isolated / labeled</p> <p>Assign specific items to individuals for activity, so no sharing of equipment within bubble.</p> <p>All equipment cleaned after use: virucidal wipes, or bleach as appropriate</p>		
7	Use of outdoor spaces: uneven ground, access to space less controlled, cannot be cleaned.	Young people, Leaders	<p>Checks by leaders on the location ahead of use: appropriate area, where all can arrive and depart safely, boundaries clear and dangers identified (such as roads, undergrowth etc).</p> <p>Brief leaders ahead of activity.</p> <p>inform parents ahead of activity of how to leave and pick up scouts</p>	Leaders / Identified Leader in Charge of bubble	
8	Use of shelters / tents 'outside'	Young people, Leaders	<p>No tents will be used during Amber.</p> <p>Possibility of using open-sided shelter, such as tarp. Sufficient for social distancing underneath. Erect before activity with minimum people. Clean /quarantine after.</p>	Leaders / Identified Leader in Charge of bubble	
9	More young people or adults attending the meeting than permitted.	Young people, Leaders	<p>Clear communication with parents and volunteers on who can attend the meeting.</p> <p>Require explicit response beforehand to take part in a particular meeting.</p>	SL	
10	Infection whilst administering first aid	Young people, Leaders	<p>All leaders briefed with Covid-19 guidance on administering first aid.</p> <p>If possible, allow patient to carry out first aid on themselves, if injury is minor and accessible to them.</p> <p>Otherwise, PPE is supplied and worn, while administering first aid: nitrile gloves, disposable apron, mask, visor. Mask for patient.</p> <p>CPR using disposable CPR mask for use with rescue breaths on children. On Adults only use heart compressions.</p> <p>First aid kit to be regularly checked and cleaned / replenished with supplies. Recording of treatment, including supplies used to be completed, for contact tracing.</p>	Leaders / Identified Leader in Charge of bubble	
11	Infection spread within Troop	Young people, Leaders, (parents)	<p>Any person attending a meeting who shows symptoms or has had symptoms in last 7 days does not attend meeting. Same for anyone in contact with someone tested positive (so should be quarantining). This makes part of parents' information ahead of any activity.</p>	Leaders	

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			<p>Check temperature of all on arrival: so all need to wear masks for this. This would be part of information to parents ahead of activity.</p> <p>Any person showing symptoms at the meeting should be isolated and immediate collection arranged. Leaders staying with young person should wear PPE.</p> <p>All parent and leader contact details must be up to date in OSM so contact tracing can be done, if necessary. Contact information checked as part of initial instructions and parent permissions.</p> <p>Future activities reassessed on basis of outcome of suspected infection.</p>		
12	Infection spread between sections and other area users	Young people, Leaders, parents	<p>Group Guidelines that all sections must clean between section meetings that may enter the HQ: toilets, door handles etc. Group equipment cleaned or quarantined. All with virucidal agents.</p> <p>All sections use the same one-way system in and out, so that, even if sections meet outside regular times, there is no clash of people., although Strict “no overlap” rules in place.</p>	Exec. Committee, Section Leaders, Troop leaders	
13	Infection spread to outside the group	All	Clear instructions to parents to inform us if any symptoms develop after activity, one week, so Track and trace could be implemented and appropriate quarantining (current guidelines)	SL, parents	
14	Parents, Scouts, Leaders are not fully aware of controls in place and therefore put others at risk	Parents, Scouts, Leaders	<p>Before any activities start, Parents must give explicit consent for scout to take part and that they agree to the safety protocols (and RA)..This permission kept electronically along with up-to-date contact information on OSM.</p> <p>For each activity, clear instruction to explain arrival / departure and general procedures to ensure distancing within and between bubbles as well as with general public, if in public area. Again, get parents consent for each activity and statement they understand the required protocols.</p> <p>At start of each activity, remind scouts of safety and their roles in maintaining it.</p> <p>Parent permission would include getting information on who is highly vulnerable with Covid infection: modify plans if necessary.</p> <p>Debrief after each activity / meeting to monitor compliance and seek improvements and, if necessary modify future plans and / or RA</p> <p>Clear instruction to Parents, so they know to check Whatsapp group, website or Facebook page for last minute changes, such as weather cancellation or “return to red” (suspension of activity.</p>	Leaders	

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15	Leadership	Young people, Leaders	Maintain SA rules for adult ratio: 12 scouts to 1 leader +1 adult. Bubble has identified leader in charge and monitoring distancing	Section Leaders / Sectional Assistant Leaders / Identified Leader in Charge	
16	Local Alert levels changes with minimal notice		Leader checks national and local alert level within 24 hours of meeting. Parents will have been informed to check the last minute changes (Troop Whatsapp group or Troop website) A new RA must be approved for change of alert level.		
17	Food preparation and serving	Young people, Leaders	Any food preparation will use disposable plates etc. Or scouts bring own cutlery, plates. Serving food will be socially distanced. Anyone preparing food must wash hands before and regularly and wear face mask Scouts would need to provide own drinks.	Leaders	
18	Meeting inside: HQ only	Young people, Leaders	Track and Trace extra to procedure above: QR code linked to NHS Covid app displayed at entrance: used by over-16s with the app. Scouts and Adults wear masks, except when leader is explaining activity. AS well as activity equipment, any chairs, tables used are wiped (virucidal) before and after use. Regular hut cleaning. No clutter must be left out of cupboards: clear surfaces.	Leaders	
<p>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.</p>					

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/>.