

## Covid-19 restarting face to face Scouting risk assessment

<b>Name of Section or Activity</b>	2 <sup>nd</sup> Kirkham (St Michael's) Scout Group – Scouts Local Activity - Canoeing / Kayaking at Salwick on the Lancaster Canal	<b>Date of risk assessment</b>	06/09/20	<b>Name of who undertook this risk assessment</b>	Paul Jackson on behalf of Section Leaders	<b>COVID-19 readiness level transition</b>	<u>Amber (including indoors)</u>
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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?
<p><b>Hazard</b> – Something that may cause harm or damage. <b>Risk</b> – The chance of it happening.</p> <p>Note added by 2<sup>nd</sup> Kirkham in question to the descriptions provided by UK SA - The likelihood is the chance of it happening, the risk is a combination of the likelihood and the expected consequence.</p>	Young people, Leaders, Visitors?	<p><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.</p>	Keep <b>checking</b> throughout the activity in case you need to change it...or even <b>stop</b> it! This is a great place to add comments which will be used as part of the review.
<p>Maintaining social distance at drop off and pick up:</p> <p>-Higher risk of infection spread if social distancing not maintained.</p>	Young people  Leaders  Persons dropping off	<p>Controls will include:</p> <ul style="list-style-type: none"> <li>-clear expectations communicated to parents / guardians via pre starting information pack (including what to expect, one way system if used, washing facilities, prompt arrival / pick up, minimum amount of person dropping off, drop / off pick up at specific location car park / external door).</li> <li>-During preparations for the activity the group are to follow commands and remain still (social distanced), they will be issued kit / equipment by the leaders and instructed to put it on themselves before being checked.</li> <li>-Canoes and equipment will be removed / packed away by the leadership team.</li> <li>-Young people should be instructed before the activity to come dressed ready in clothing appropriate for the activity. Their spare clothes are to be kept with the person dropping off / picking up if possible.</li> <li>-Parents / guardians should be instructed to pick up their sons / daughters promptly and to maintain social distancing.</li> </ul>	

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<p>Maintaining social distance during local activity (canoeing / kayaking):</p> <p>-Higher risk of infection spread if social distancing not maintained.</p>	<p>Young people</p> <p>Leaders</p> <p>Persons dropping off</p>	<p>Controls will include:</p> <ul style="list-style-type: none"> <li>-limit group sizes to the volume of people the activity can support under normal POR and as directed by UK SA readiness level of Amber (15 young people &amp; 5 adults maximum).</li> <li>-Mark out clear space between groups using cones on grassed areas or laminated notices on 2<sup>nd</sup> Kirkham external grounds, or designate spots at the canal alongside the roadway path for pre activity briefing.</li> <li>-A pre activity briefing shall be conducted by the leaders to remind all individuals to maintain social distancing during narrow / restricted areas (I.e. footpaths, bridleways, gates, styles).</li> <li>-The leadership team are to maintain control of the group to ensure sufficient space (social distancing) is maintained between passing groups or members of the public.</li> </ul>	<ul style="list-style-type: none"> <li>-Unless an emergency the traditional rafting up of canoes / kayaks is to be discouraged.</li> <li>-The group should be instructed to follow voice commands of the leader in charge.</li> </ul>
<p>Hygiene of people (including first aid):</p> <p>-Higher risk of infection spread if proper hand washing not carried out.</p>	<p>Young people</p> <p>Leaders</p> <p>Persons dropping off</p>	<p>Controls will include:</p> <ul style="list-style-type: none"> <li>-clear expectations communicated to parents / guardians / leaders via pre starting information pack.</li> <li>-Provision of hand sanitiser / hand washing for members on arrival, departure and during as required.</li> <li>-First aid supplies including mask / face shield / hand sanitiser / gloves are to be carried on the activity.</li> <li>-A carrier bag / disposable bag shall be carried during the activity (canoeing) for any waste such as tissues / first aid waste I.e. plaster packets. This waste should be place in the bag by the individual who uses it. Hand sanitiser should then be used.</li> <li>-Use of hand sanitiser after touching items such as railings and other common outdoor areas will be encouraged.</li> </ul>	<p>Cleaning rota located on general notice board, each section to spray with cleaning products the common touch points of the grounds before leaving (this will include any common outside touch points).</p> <ul style="list-style-type: none"> <li>-Hand sanitiser to be carried &amp; made available during the activity.</li> <li>-Disposable gloves are kept in stock and available for use as desired by individuals during the activity.</li> <li>-Disposable face masks to be kept stocked and made available for use if desired during the activity</li> <li>-First aid supplies including mask / face shield / hand sanitiser / gloves / carrier or disposable bag are to be carried on the activity (canoeing).</li> </ul> <p>*Hygiene resources will be kept and available inside the scout hut in one collective container and are to be retrieved by a leader only.</p>
<p>Hygiene / Person or person needing the toilet:</p> <p>-Higher risk of infection spread if hygiene not carried out.</p>	<p>Young people</p> <p>Leaders</p> <p>Persons dropping off</p>	<p>Controls will include:</p> <ul style="list-style-type: none"> <li>-Should an individual need to take a comfort break during the activity they will be instructed to sanitise their hands afterwards.</li> </ul>	<p>Sanitiser should be kept to hand for use when out on the canal.</p>

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<p>Hygiene of activity equipment:</p> <p>-Higher risk of infection spread if hygiene not carried out.</p>	<p>Young people</p> <p>Leaders</p> <p>Persons dropping off</p>	<p>Controls will include;</p> <p>-Accessing specific items to individual sections for the evening (all resources separate to the kitchen live within the three sections store rooms that are accessed by each section Beavers, Cubs, Scouts), limiting volume of equipment used.</p> <p>-Where possible items of equipment (for example buoyance aids / helmets) will be issued to one per person for the duration of the activity. Equipment being passed between people is to be cleaned before further use.</p> <p>-Communal kit from outside containers is to be cleaned after use and between use of multiple people (I.e. canoe common touch points, kayak common touch points, paddle shafts)</p>	<p>-Communal kit including but not limited to items such as helmets / paddles are to be cleaned after use.</p> <p>-Equipment such as buoyance aids are to be issued to one per person per session, these should then be allowed to dry after use for a period of time / reuse.</p> <p>-The use of whistles should not be allowed by young people.</p> <p>-Adults may use their own personal whistle BUT only in emergency if mobile phone reception is not available.</p>
<p>Health of individuals / deterioration of an individual's health during the local activity (night hike / bike ride):</p> <p>-Risk of spreading Covid-19 with the Scouting community / the local community and members families.</p>	<p>Young people</p> <p>Leaders</p> <p>Members of the public</p>	<p>Controls will include:</p> <p>-Clear expectations communicated to parents / guardians via pre starting information pack (including what to expect, one way system if used, washing facilities (within toilets), prompt arrival / pick up, minimum amount of person dropping off, drop / off pick up at specific location car park / external door, temperature checks (via forehead thermometer), notification if an individual is feeling unwell).</p> <p>-Clear expectations communicated to the parents regarding further specific kit such as waterproofs / hats / gloves required for the event are to be communicated prior to the event via OSM / letter.</p> <p>-First Aid should be applied as required (The Safety of the First Aider remains paramount and PPE available within the hut should be worn I.e. gloves, face covering / mask, visor and apron).</p>	<p>-When an individual's health is in question the remainder of the group shall be kept away as directed by the leadership team.</p> <p>-Comfort to an individual should be provided in the most appropriate way (phone call to parent / guardians, distractions etc).</p> <p>-Scout Association guidance for a First Aid incident will be followed, further assistance from emergency services shall be called for if required and without delay.</p>
<p><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.</p>			

<p><b>Checked by Line Manager</b></p>	<p>Paul Jackson 2<sup>nd</sup> Kirkham (St Michael's) Scout Group GSL / DDC Fylde 06/09/20</p>	<p><b>Checked by Executive</b></p>	<p>Kelly Russell / 2<sup>nd</sup> Kirkham Exec Committee 2<sup>nd</sup> Kirkham Scout Group Secretary 06/09/20</p>
<p><b>Approved by Commissioner</b></p>	<p>C Lee District Commissioner (Fylde) 12/09/20</p>	<p><b>Approved by Executive</b></p>	<p><a href="mailto:racc@fyldescouts.org.uk">racc@fyldescouts.org.uk</a> (S Webster) Fylde District Team 12/09/2020</p>

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Notification of level change	
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## Example – Parents what to expect (finalised in PowerPoint document)

- **We ask that;**
  - **WITHOUT DELAY IF YOUR SON / DAUGHTER OR ANY ONE IN YOUR HOUSEHOLD HAS BEEN IN CONTACT OR HAS SYMPTONS OF COVID-19 WE ARE TO BE INFORMED IMMEDIATELY.**
  - **Your contact details (Mobile / Home phone / Email )Are always up to date so we can contact you quickly**
  - **The minimum amount of parents / guardians / family members drop off / pick up your son / daughter**
  - **You are prompt in dropping off/ picking up of your son / daughter**
  - **Look out and obey social distancing reminder notices / marks**
  - **Use hand sanitiser / wash hands upon entering our building**
  - **Use the one way system if asked to do so**
  - **Payment for subs and evenets is asked for via electronic payment if possible.**
  - **Should you use our facilities whilst picking up / dropping of your son / daughter wash your hands for 20 seconds / use hand sanitizer.**
  - **Possible use of contactless temperature checks on arrival / during the evening**
- **As 2nd Kirkham Scout Group we will;**
  - **WITHOUT DELAY WE WILL INFORM YOU IF OUR SECTIONS ARE TO CLOSE DUE TO ANY MEMBER REPORTING COVID-19 CASES.**
  - **Provide the fun and adventures of Scouting in accordance with UK Scout Association Rules**
  - **Display & make known our Risk Assessment to parents / guardians**
  - **Be prompt in starting & finishing the section meeting**
  - **Look out and obey social distancing reminder notices / marks**
  - **Use hand sanitizer / wash hands upon entering our building**
  - **Use the one way system if asked to do so**
  - **Ask for Payment of subs and evenets via electronic payment if possible.**
  - **If we use our facilities during the evening we will and ask everyone to wash your hands for 20 seconds / use hand sanitizer**
  - **Possible use of contactless temperature checks on arrival / during the evening.**

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