

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

<b>2Name of Section or Activity</b>	2 <sup>nd</sup> Kirkham (St Michael's) Scout Group – Explorer Scouts / Young Leaders) at 2 <sup>nd</sup> Kirkham Scout Hut / Adjacent Field, School Lane, Kirkham, PR4 2SE	<b>Date of risk assessment</b>	26/09/20	<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>-Social distancing marked on / within the scout hut approach / inside hallway, prompt starting / finishing of the section.</li> </ul>	
<p>Maintaining social distance during meeting:</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>-limit group sizes to the volume of people the location can support and as directed by UK SA readiness level (15 young people &amp; up to 5 adults maximum under the Amber level).</li> <li>-Social distancing marked out within the main hall in a grid pattern (2 meter and 1 meter intervals)</li> <li>-Mark out clear space between groups (cones if outside or chalk inside), pre-plan how groups will be managed for each activity.</li> </ul>	

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<p>Hygiene of people in general (including first aid):</p> <p>-Higher risk of infection spread if proper hand washing / general hygiene is not maintain / 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>-Provision of tissue readily available within the main hall at all times and associated bin for waste (bin to be emptied at the end of each meeting).</li> </ul>	<p>Cleaning rota located on general notice board, each section to spray with cleaning products the common touch points of the hut before leaving (this will include any common outside touch points).</p> <p>-Hand sanitiser to be kept stocked and made available in all toilets, kitchen, main hall.</p> <p>-Disposable gloves are kept in stock and available in the main hall for use as desired by individuals.</p> <p>-Disposable face masks to be kept stocked and made available for use if desired.</p> <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 / cleanliness of toilets:</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>-Toilet facilities cleaned after sessions (anti-bacterial spray or alternative cleaning product), cleaning equipment available to leaders with safe storage inside the hut.</li> <li>-Paper towel dispensers will be available within each toilet and kitchen of the hut with an adjacent bin (bins to be emptied at the end of each meeting).</li> </ul>	<p>Cleaning rota located on general notice board, each section to spray with cleaning products the common touch points of the hut before leaving (this will include any common outside touch points).</p> <p>Use of toilets will be one at a time and all sections should be reminder to ask a leader before going to the toilet, this control when any section meets under any readiness level outside or inside will help to prevent individuals passing in the more confined space of the scout hut hall way.</p>
<p>Hygiene / cleanliness 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> <ul style="list-style-type: none"> <li>-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.</li> <li>-Communal kit from outside containers is to be cleaned after use.</li> <li>-Communal kit from the kitchen is to be cleaned after use.</li> </ul>	<p>A range of cleaning products are available within the Scout hut for cleaning equipment.</p>
<p>Use of outdoor spaces and potential (unseen / unknown) transmission of Covid-19 between any person in attendance:</p> <p>-Risk of infection spread.</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>-Choice of activity appropriate to our outdoor location / field area (defined by section programme, these shall be in keeping with social distancing.</li> <li>-Briefing by leaders to young people on boundaries (for adjacent field area), checks on the location ahead of use by leaders for the numbers of public persons who may be present (sufficient space with 25 meters as a guide should be left clear between Scouting and public persons)</li> </ul>	<p>When using the adjacent field the Leader in charge needs to be confident that there is sufficient space for the section to operate safely. The section MUST and without delay move back to 2<sup>nd</sup> Kirkham grounds immediately if this changes and is no longer the case.</p>

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		<p>-Access to 2<sup>nd</sup> Kirkham Grounds (Specifically back garden area) will be controlled and restricted to the leaders and young people of the section meeting (signage to be placed to remind parents / guardians to wait at this point).</p> <p>-Tarps / sheets / gazebos will be available for sections to shelter from the elements as required for outside activities even when operating under the Amber readiness level.</p>	
<p>Hygiene of kitchen equipment and provision of refreshments / food:</p> <p>-Higher risk of infection spread if hygiene not carried out.</p>	<p>Young people Leaders Visitors</p>	<p>Controls will include:</p> <p>-Anyone preparing food / refreshments and receiving food / refreshments will be asked to wash their hands / use sanitizer before and after.</p> <p>-Kitchen facilities will be cleaned after use.</p> <p>-All tea towels will be taken away for washing after each group meeting.</p> <p>-As per clear expectations sent to parents, everyone will be asked to bring a water bottle.</p> <p>-Disposable cups to be made available for use as required (stored within the kitchen).</p>	
<p>Health of individuals / deterioration of an individual's health during a section meeting:</p> <p>-Risk of spreading Covid-19 with the Scouting community / the local community and members families.</p>	<p>Young people Leaders Members families</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, prompt arrival / pick up, minimum amount of person dropping off, drop / off pick up at specific location car park / external door, resources supplied for temperature checks if required, notification if an individual is feeling unwell).</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 26/09/20</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 26/09/20</p>
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<b>Approved by Commissioner</b>	C Lee District Commissioner (Fylde) 07/10/20	<b>Approved by Executive</b>	<a href="mailto:racg@fyldescouts.org.uk">racg@fyldescouts.org.uk</a> (S Webster) Fylde District Team 12/09/2020
<b>Notification of level change</b>			

**Note to Fylde District – This RA is to cover Explorer Scouts / Young leaders meeting as a section at 2nd Kirkham (St Michaels) Scout Group Land and adjacent field. This RA and specific 2nd Kirkham parent expectations will need to be accepted by the Explorer Scout / Young Leader leadership team and communicated to the parents as appropriate ahead of any meeting. In addition 2nd Kirkham (St Michaels) Scout Group will also look for assurance that the Explorer Scout / Young leaders leadership team has obtained the pre parent permission as asked for by the current Covid-19 framework set by the UK Scout Association.**

### **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 events 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 events 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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