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| **Name of section or activity** | Section / Group / Activity  (name of section and/or group, and specific activity if applicable. | **Date of risk assessment** | Date risk assessment was conducted | **Name of who undertook this risk assessment** | Name | **COVID-19 readiness level transition** | Red to Amber  Amber to Yellow  Yellow to Green |
| **Date of last review** | Date risk assessment was last reviewed |

| **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?** |
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| **Hazard**: something that may cause harm or damage.  **Risk**: the chance of it happening. | Young people,  leaders,  visitors | **Controls**: 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. | Keep **checking** throughout the activity in case you need to change or even **stop** it. This is a great place to add comments which will be used as part of the review. |
| We’ve provided some examples of hazards and potential control measures to help start your thinking on developing your risk assessment and plans for restarting face-to-face Scouts. Make sure you customise all content in red so that it’s relevant to your local situation and understood by those developing and reviewing it. Do not include any unnecessary data that could personally identify an individual, such as the name of a youth member. | | | |
| Reputational risks to the operation of the Scout Group | Scout Group | * Written parent / carer permission must be obtained for each young person attending meetings. This may be obtained by electronic methods e.g. OSM. Young people may not attend attend meetings without such permission. * Copies of this risk assessment should be made available to parents / carers on request * Each young person attending meetings must sign an appropriately worded code of conduct agreeing to the applicable rules. Persistent failure to follow the code of conduct may result in a young person being excluded from meetings while COVID-safe measures remain in place * Everyone must to stay away from group activities if they have virus symptoms or have been officially advised to isolate. | * If additional young people rejoin face-to-face meetings once meetings have resumed, they will also require parental permission and should sign a code of conduct. |
| Financial risks to the operation of the Scout Group | Scout Group | * Appropriate membership subscriptions should be charged, to cover fixed costs, including the costs of COVID-safe controls. * A reduced level of membership subsriptions may be charged if face-to-face meetings are suspended and remote / online Scouting resumes for short periods of time. * Where practical, the use of cash payments will be minimised. Cash should be handed over in sealed bags and quarantined for 72 hours before opening. | * Finances (cash flow) should be monitoried on an on-going basis. |
| Increased risk of transmission of the virus via touch. | Everyone attending | * Touching of surfaces is to be minimised. Remind young people at the start of each meeting not to touch things unless necessary. * Surfaces will be cleaned between users if they must be touched. * Activities will be chosen to minimise the need to touch equipment. * Young people will be provided with (or will provide their own) individual activity equipment where practical. Equipment will not be shared between groups of young people. Shared group equipment must be cleaned between individual users using sanitising wipes (young people will cleanse after their own use) * Equipment will be cleaned / sanitised after use and/or quarantined for 72 hours between use * Place markers or use visual aids to help young people maintain social distancing and avoid person to person contact * Alcohol gel (60% minimum) hand sanitiser will be provided at the entrance / exit and will be made available to anyone who wishes to use it during a session. * Adequate supplies of hand washing soap and disposable paper towels will be available for the toilets. * With the exception of toilet doors and designated fire doors, doors will be propped open wherever possible during meetings (removing the requirement to touch door handles). Doors which should not be propped open may be modified to use foot openers and young people will be taught how to use these safely. * Frequently touched surfaces (door handles, taps, cupboard and drawer handles) must be cleaned / sanitised after every meeting * All cleaning products are to be used in line with existing risk assesments, manufacturer’s guidance, manufacturer’s safety data sheets and where applicable current COSHH risk assessment. * Routine cleaning of premises will be conducted in accordance with current government cleaning guidance (<https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings>) | * Remind young people not to touch things when necessary. * Young people may need to be reminded to not share activity equipment or to clean it when they are finished with it. * Pause or stop activities if young people are not respecting the minimal touching requirements. * Be prepared to immediately clean contaminated surfaces or equipment (e.g. contaminated through coughs or sneezes). |
| Increased risk of transmission of the virus via aerosol. | Everyone attending | * Everyone must to stay away from group activities if they have virus symptoms or have been officially advised to isolate. * Strict social distancing measures are in place with a 2m separation between all attendees (leaders and young people). Each person attending must sign a code of conduct agreeing to them. * Activities are planned to maintain distancing and for appropriate group sizes and leader numbers. * Face coverings (following the government definition) must be worn by Scouts, Explorers, Network and adults when indoors (except adults who are running an activity, or anyone who has a medical exemption from wearing one). Beavers and Cubs may wear a face mask if they wish, and anyone may wear one outdoors if they wish. This will be communicated in the restart information pack. * Where practical ,windows / doors should be left open during meetings, to maximise building ventilation * All attendees will be asked to bring disposable tissues and to use them when coughing / sneezing, or to cough or sneeze into their elbow. All used tissues will be disposed of immediately in a bin. | * Remind people to wear face coverings when necessary. * Remind people to ‘catch it, bin it, kill it’ for coughs and sneezes when necessary. * Pause or stop activities if distancing is not being maintained. |
| Group sizes: higher risk of infection spread if too many people are in the same location. | Everyone attending | * The group size will be limited following the latest Scout Association guidance (and further government guidance if it applies). This is currently 15 young people per group, plus five adults/Young Leaders. * Adult leaders may supervise (move between) more than one group of young people * The group size may also be limited based on the planned activity and area available for each session. * Where more than one group of young people attend meetings they must be separated by 25m or in separate rooms. * No visitors will be invited to the group. * Signs will be posted at the entrance to ….(areas) noting the maximum number of people who can use the area at a time. * A one-way system will be in place for entry / exit [include details]. | * Remind young people not to move between groups when necessary. * Remind young people to follow one one systems when necessary. * Pause or stop activities if young people are not respecting group size or one way system controls. |
| Maintaining social distance at drop off and pick up: higher risk of infection spread if social distancing not maintained. | Persons dropping off / picking up | * All parents/carers will be provided with drop off / pick up instructions. * Drop-off and pick-up times will be staggered to avoid a large number of people using the entrance / exit at the same time. * Specify a specific drop-off location, and a specific pick-up location [select a wide area which will allow parents/carers to properly distance whilst waiting to pick up] * Spaces will be allocated in the hall (marked by cones) so as members arrive they can fill up the available spaces whilst maintaining appropriate distance. * 2m distancing will be marked on the floor in the entrance hallway and on the drive leading to the entrance. * The restart information pack will include a request for parents / carers to remain in cars where it is safe to do so, to maintain social distancing in the car park whilst waiting to collect, and to leave promptly once collection is complete. * The restart information pack will include a request for only one adult to drop off / pick up the member [subject to young persons safety constraints]. * Only group members and leaders will be allowed past the front gate. | * Observe the operation of drop-off and pick-up and check whether the guidance is being followed. Will it need to be monitored every week? * Remind parents to follow drop off / pick up instructions when necessary. * Pause or stop drop off or pick up if young people or parents are not following instructions. |
| Higher risk of infection whilst travelling due to close proximity between transport users. | Everyone using the chosen mode of transport | * The restart information pack will advise everyone to follow government guidance regarding the use of public transport and car sharing, in case this is their usual method of travelling to meetings. * Minibuses will currently not be used due to the difficulty in social distancing. [Group transport may be used where parents cannot provide transport, but numbers will be reduced as social distancing must be maintained. Face coverings should be worn by passengers and vehicles should be cleaned before/after use] | * You may need to remind people of the guidance rules if you observe them being broken. |
| Additional risk to vulnerable groups. | Specific person(s) | * The GSL will have a discussion with anyone classified as being in a vulnerable group or with family members in a vulnerable group, to discuss the controls in place and whether any additional controls are necessary. A specific risk assessment should be created if deemed necessary. | * You will need to monitor that any specific control measures are being followed. |
| Hygiene of people: higher risk of infection spread if proper hand washing and hygiene practices are not carried out. | Everyone attending | * Activities are chosen to minimise the requirement for touching items, to minimise the need to wash or sanitise hands during the meeting. * Hand sanitiser will be provided to everyone on entry to / departure from the site. A leader will supervise to ensure that everyone uses it correctly. * A leader will supervise entry to ensure that everyone washes their hands correctly when entering or leaving the building. * Adequate supplies of hand washing soap and disposable paper towels will be available for the toilets. * The code of conduct will include a statement that hands must be washed or sanitised upon entry to the building and when leaving. * Additional signs will be placed by the entrance reminding of the need to use hand sanitiser upon entry or departure. * A leader will supervise to ensure that hands are washed or sanitised as required during the meeting. * No food or drink will be brought to or consumed at meetings, other than water from the member’s own water bottle. | * Remind people to perform the required hygiene tasks when necessary. * Ensure that there is an adequate supply of hygiene products available. |
| Hygiene and use of toilets: higher risk of infection spread if hygiene practices are not carried out. | Toilet users | * The restart information pack will contain a request that everyone use the toilet before attending a meeting, to reduce the need to use them on-site. * High frequency contact areas are to be cleaned as necessary during the meeting. * Adequate supplies of hand washing soap will be available for the toilets. * All cleaning products are to be used in line with existing risk assesments, manufacturer’s guidance, manufacturer’s safety data sheets and where applicable a current COSHH assessment. * Deep cleaning of facility on regular basis? | * Supervise use of toilets where necessary, following appropriate safeguarding guidelines. * Expect to have to perform additional cleaning in accordance with the other control measures of this plan. * Ensure that there is an adequate supply of hygiene products available. |
| Use of outdoor space:  uneven ground, access to space less controlled, using areas which cannot be cleaned, no access to toilet facilities. | Everyone attending | * The restart information pack will contain a request that everyone use the toilet before attending a meeting, to reduce the need to use them on-site. * A briefing will be given to leaders and young people on boundaries and what do do if someone unknown appears. * Leaders will attend early to perform checks on the safety and suitability of the location. * Leaders will constantly supervise the group and will challenge any stranger who approaches. * All attendees will be advised that a torch is required for evening meetings. * Hand gel will be used as a replacement for handwashing. * Everyone will be advised to use the toilet before attending. * Emergency toilet provision? * Areas out of bounds due to the inability to control social distancing, controlling access or ensuring adequate hygiene? | * Young people may need to be reminded to not share activity equipment or to clean it when they are finished with it. * Pause or stop activities if young people are not respecting the safety requirements. |
| Poor weather: risk to health from environmental exposure due to meetings being held outside. | Everyone attending | * Young people and leaders must attend dressed appropriately for the conditions. * If a young person is deemed not to be suitably attired they may be asked to go home and change into clothing suitable for the conditions. * Depending on the weather, sessions may be shortened to 45 minutes. * If poor weather is forecast the leader in charge has the option to cancel the meeting, If this happens parents will be informed by method as soon as the decision is made. | * Pause or stop activities if weather conditions do not allow safety requirements to be fulfilled. * Be prepared to use appropriate shelter or indoor spaces as available and appropriate. |
| Delay to access of emergency contact details. | Casualty | Specify your system  e.g. List of up-to-date emergency contact details for each member attending (including leaders) will be held by the leader in charge for each meeting e.g. accessible on a mobile device on OSM online or in a sealed envelope. | * Update InTouch contact details on a regular basis. |
| Increased risk of virus transfer when performing first aid. | Casualty and first aider | * For minor incidents and where possible, the affected party will be talked through self-care whilst maintaining social distance. * When this is not feasible, PPE is provided and is expected to be worn. This consists of a disposable face mask, disposable apron, disposable gloves and a face shield/eye protection. * Wherever possibly the affected party will also be asked to wear a disposable face mask. * During a major incident it is still strongly advised that the PPE is still used, however if this would result in the immediate worsening of a serious condition then the first aider may make their own decision as to whether to use it. * Where CPR is required the guidance of the Rescuitation Council UK shall be followed. This may involve looking for signs of life rather than checking directly for breathing, and performing compression-only CPR on an adult. * Consider buying a Laerdal pocket mask in both adult and paediatric sizes. They have filters built in which makes it safer to perform rescue breaths even on a person infected with COVID. Your control measure can then change to the use of these for CPR. * Any used first aid supplies and PPE should be double bagged for disposal. The first aider should thoroughly wash their hands with soap and water for a minimum of 20 seconds after PPE has been removed and as soon as practical should change out of the clothes worn and wash them. * The purple card “Safe Scouting and Emergency procedures” will be followed at all times. * An accident report will be completed and the GSL informed so that suitable records can be maintained. | * The highest priority must always be the safety of the person giving the first aid, then to those most at risk. * We must also follow proper accident / incident reporting procedures if first aid is necessary (accident book / purple card procedures). |
| Increased risk of allergic reaction due to new substances in use. | Everyone attending | * Before returning each person must confirm that group records are up to date regarding medical and allergy information. * COSHH data sheets or on-product instructions will be checked when each new substance is introduced to check whether any special precautions or actions need to be taken. | * This assessment will need to be repeated if substances are changed. |
| New risks introduced by new cleaning or sanitisation products. | Anyone using the products | * Appropriate PPE will be provided for cleaning product use (following the product’s directions) * COSHH data sheets or on-product instructions will be checked when each new substance is introduced to check whether any special precautions or actions need to be taken. | * This assessment will need to be repeated if substances are changed. |
| Leader competence and training. | Everyone attending | * Due to the extended absence, before allowing the group to restart the GSL will review the records of any leader wishing to return to ensure that their safeguarding and safety qualifications are up to date, * Reviews should check that first aid qualifications are current (which may include an extension to the renewal date by the issuing body). [At least one up-to-date first aider must attend each meeting] | * An assessment will need to be done as each leader returns (as they may not all return immediately). * Training expiry dates should be monitored and training should be updated as required. |
| Risk of faults with Scout premises following period of limited or no use. | Everyone attending | * Premises will be inspected for faults or damage to internal and external features prior to being re-opened for use. * Operational checks will be performed on doors, windows, gates, drinking water, hot water, gas, electricity, ventilation systems, fire alarm, intruder alarm, emergency lighting, cleaning equipment, IT equipment. * A deep clean of the premises will be performed before Scout sessions restart. * It will be checked that there are adequate supplies (cleaning supplies, toilet rolls, hand washing / drying / hand sanitising) before reopening. * Consider whether fire evacuation routes need to be modified based on plans for entrance / exit points. | * Should face-to-face Scouting be suspended again, this section will need to be reviewed and controls may need to be repeated. |
| Mental health issues. | Everyone | * Lockdown, restrictions or the removal of restrictions (change of schedules and work patterns) may have adverse mental health impacts on young people and leaders. * Any restart will be done in consulatation and with the agreement of leaders, members and parents/carers. No-one will be forced to come back if they do not wish to and there will be no penalty for their leadership position or group membership if they choose not to return to meetings. * All necessary training and familiarisation time will be provided. * A proper re-introduction will be performed, with clear communication via the restart information pack and via photos/videos in an age appropriate manner. * Leaders will be given time to discuss concerns with their line manager. Members and parents/carers will be given time to discuss concerns with leaders. Anyone may be signposted to mental health support services if this is deemed appropriate. | * The GSL and section leaders should maintain contact with all volunteers, whether attending meetings or not. * The GSL should be made aware of any issues and should seek advice on the best way to support if necessary. |
| Increased risk of infection if the control measures in this document are not communicated and followed. | Everyone attending | * A restart information pack will be issued to anyone who wishes to return to face-to-face meetings explaining the control measures. * A revised code of conduct will be issued to anyone who wishes to return to face-to-face meetings, which will include a statement of acknowledgement that the information pack has been received, understood and will be followed. People will not be allowed to attend meetings until this code of conduct has been agreed to. * Name(s), role(s) will have a responsibility to monitor that the control measures described in this document are being followed. * If control measures are intentionally not followed the following steps will be taken ……… (escalating disciplinary procedure: verbal warnings, written warnings, temporary exclusion) | * The GSL should be notified of any issues with people repeatedly not following the control measures or code of conduct. |
| Government systems to control the spread of the virus may not be effective if necessary actions are not performed. | Everyone attending | * A register must be taken of everyone present at each meeting (young people, leaders and others). This will also record the meeting time and location. e.g. OSM or hardcopy register * These details will be held for a minimum of 21 days. * (If the group owns it’s own property) A coronavirus NHS QR code should be displayed at each entrance/exit of the building and should be scanned by persons aged 16 or over using the NHS COVID-19 app. * Consent will be required from each person attending for the group to pass their contact details on to Test and Trace should the need arise. This will be achieved by …… (e.g. requesting it on an updated code of conduct or including the requirement in a restart information pack) * Each person attending will be provided with the contact details of (person, role) as the contact person of the group, to be provided to Test and Trace if required. | * Follow government and Scout Association guidance for record keeping. * Check the accuracy of records at each meeting. |
| Infection risk is increased if a person starts to present COVID symptoms at a meeting. | Everyone attending | * If a person starts to exhibit any of the COVID symptoms (as defined by the Government), they shall be immediately seperated from the rest of the group. * For a young person, they will be taken to …..location [a minimum of 2m away from anyone else but as far as reasonably practical] and a parent/carer immediately contacted and informed of the situation and be asked to collect them. * Whilst waiting for collection they will be supervised by a minimum of two adults, who will take the following precautions ……..(e.g. wearing additional PPE such as a face shield, disposable gloves etc) * It will be ensured that their welfare needs will be met during this time. * For an adult, where it would not cause a breach of safeguarding rules, they should leave the meeting as soon as possible. If they are not able to leave immediately then they should separate themselves from others a minimum of 2m but as far as reasonably practical. * Anyone who leaves will be advised to follow Test and Trace procedures to be tested and self-isolate where necessary. * These actions will be taken after the person has left…...(e.g. additional cleaning, advising other parents/carers of a possible case if required to do so by NHS Test and Trace) * The purple card “Safe Scouting and Emergency procedures” will be followed at all times. * The incident will be recorded and the GSL informed so that suitable records can be maintained. * If it is confirmed that the person who has attended a meeting has COVID this will be reported to the Scout Assocation via the online incident reporting form https://app.smartsheet.com/b/form/f16aec805bee49cdbc4d12c82b5e7d2b | * The highest priority should be to try to prevent the spread of any possible infection. |

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| ***Review:***  *This risk assessment is for a section to move from one COVID-19 readiness level to the next. An additional risk assessment should be produced for each move proposed.*  *Date of next review: Set for one month* [Review all risks and controls every month, based on experience.] |

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| **Checked by GSL** | Name:  Signature:  Role and level:  Date: | **Checked by Group Executive** | Name:  Signature:  Role and level:  Date: |
| **Approved by approver** | Name:  Signature:  Role and level:  Date: | | |

We take personal data privacy seriously. The data in this form is used to assess the suitability for the return to face-to-face Scouts 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 UKHQ will retain this data for three 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: [scouts.org.uk/DPPolicy](https://scouts.org.uk/DPPolicy)