

Covid-19 restarting face to face Scouting risk assessment

Name of Section or Activity	South Leeds and Morley Scout District – Tingley HQ	Date of risk assessment	17/10/2020	Name of who undertook this risk assessment	Gareth Luby DC	COVID-19 readiness level transition	Red to Amber
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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>Hazard – something that may cause harm or damage. Risk – the chance of it happening.</p>	Young people, Leaders, Visitors?	<p>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.</p>	Keep checking throughout the activity in case you need to change it...or even stop it! This is a great place to add comments which will be used as part of the review.
<p>This risk assessment is for the purposes of opening the District building to Scouting groups and other organisations</p> <p>Scout groups and other organisations remain responsible for their own Covid-19 risk assessment, including the provision of First Aid</p>			
Maintaining social distance at drop off and pick up: higher risk of infection spread if social distancing not maintained.	All	<p>Only one booking party on site at once. Booking parties to have clear and agreed entrance and exit times.</p> <p>Leader only vehicles in car park. Other users should park in layby and access site on foot.</p> <p>Leader meets users at car park entrance – users to maintain social distance when queueing.</p> <p>On departure, leader manages users leaving from car park entrance – users to maintain social distance.</p> <p>Users enter building through fire exit and leave from main entrance.</p> <p>Where appropriate, parents should wait in their cars. Otherwise should queue alongside of building, maintain social distancing.</p> <p>Users to inform their parties of requirements.</p>	<p>What is our compliance rate with parents? Do we need to explain any methods a different way? Are our times staggered sufficiently?</p>
Maintaining social distance during meeting: higher risk of infection spread if social distancing not maintained.	All	<p>Booking periods limited to ensure participants remain focused and on task. Booking parties to be no larger than that agreed by TSA – no group will be allowed on site if this is not in place.</p> <p>For adult only bookings, a maximum of 6 adults can use the site. Adult bookings must follow government guidance.</p> <p>Booking party responsible for ensuring activities planned can be carried out with social distancing controls. Section leaders in booking parties responsible for social distancing within agreed areas</p>	<p>Are there any pressure points between group areas? Are booking periods the right length to support compliance?</p>

Additional information can be found in the [Safety Checklist for Leaders](#) and other information at scouts.org.uk/safety

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		<p>'Fire escape door' to be open during any activity to improve ventilation and support a one-way system.</p> <p>Kitchen area to be out of bounds. Clear signage.</p> <p>Users to remain in the hall wherever possible, except to use toilets or in case of emergency.</p> <p>Non-fire doors to remain open to improve ventilation and reduce likelihood of surfaces touched.</p>	
Hygiene of people: higher risk of infection spread if proper hand washing not carried out.	aLL	<p>Hand sanitiser points at entrance and exit to building, in hall and in toilets</p> <p>Soap in sinks for parties on arrival.</p> <p>Paper towel dispensers installed in toilet block</p> <p>Soap points – toilet sinks – visual check at end of each activity</p> <p>Book parties responsible for ensuring participants maintain hand hygiene; should provide own resources within their area.</p> <p>Participants to sanitise or wash hands after touching door handles or other surfaces.</p> <p>Scout bookings must follow HQ guidance for face coverings and should be provided in their risk assessments. For other bookings, this should be covered in your risk assessment – we advise all adults to wear a mask/face covering in the building.</p>	<p>Is the sanitising plan sufficient?</p> <p>What is the impact on supply?</p> <p>Do our sanitising points support social distancing.</p>
Maintaining social distances when using toilets.	All, particularly young people	<p>Whilst both toilets to be used, only one person should be in toilet area at once. Prompts and reminders for activity users</p> <p>Where possible, participants should travel along corridor to toilet facilities independently.</p> <p>Where this is not possible, booking parties should put in place additional provision.</p>	<p>Is our toilet provision remaining sufficient? Do we need any further control points?</p> <p>Do we need to address access the toilets.</p>
Hygiene of toilets: higher risk of infection spread if hygiene not carried out.	All	<p>Regular cleaning of activities at the end of each session – should be agreed by the (booking parties) Checklist available</p> <p>Visual check and confirmation that toilets and sinks are clean</p> <p>Visual check at the end of each session of soap/sanitiser – site crew to be notified of any problems</p> <p>Deeper cleaning of toilets by site crew weekly.</p>	<p>Are there any identified concerns?</p>

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Hygiene of activity equipment and touch points Higher risk of infection spread if hygiene not carried out.	All	<p>Equipment provided to be limited to tables and chairs, projector display. Kitchen to remain out of bounds at this time.</p> <p>Likely touching points to be minimised and cleaned by booking party.</p> <p>Cleaned after each use by participant.</p> <ul style="list-style-type: none"> • Tables • Chairs • Projector board handle. <p>Cleaned at the end of each session, with participants sanitising or washing hands between contacts:</p> <ul style="list-style-type: none"> • Fire exit door handle • Hall interior door handle • Corridor fire door handle • Ramp rail • Toilet area in line with controls listed above <p>Users responsible for their own equipment. Parties should bag and remove their own rubbish.</p>	<p>Is there sufficient time for cleaning? Are other pieces of equipment required?</p>
Access to group equipment in storage rooms.	Specific Leaders	<p>Storage areas and mezzanine floor out of bounds to all site users. Leaders wishing to access equipment should agree with site team access times. Leaders should follow hygiene guidelines above, including guidance on face coverings.</p> <p>No more than 2 leaders to access group equipment, maintaining social distancing. Leaders responsible for cleaning down communal surfaces, particularly storage area door handle.</p>	
Lack of tracing of those on site	All	<p>LIC for each party to ensure there are adequate attendance registers taken and contact details are held. LIC to inform DC if any cases of COVID-19 reported</p>	Are booking parities keeping adequate records?

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Risk of inspection spread from possible contact with infected persons.		District to contact party leader if details are required for track and trace. Register on site for those accessing equipment or maintenance team. Track and Trace QR code displayed in car park on building entrance.	
Maintenance of site – risk of infection spread	All	Maintenance team to follow guidance above. DC to approve any access to the building for maintenance. Team to follow track and trace requirements above.	
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.			

Checked by Line Manager	Name, Gareth Luby Role / level District Commissioner Date 17/10/2020	Checked by Executive	Name, Edwin Kirkwood Role / level District Chair Date 17/10/2020
Approved by Commissioner	Name, Role / level Date	Approved by Executive	Name, Role / level Date
Notification of level change	Date and by who		

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>.

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