

Covid-19 Scouting risk assessment

Name of Section or Activity	4 th Northampton Scout Group Overstone Campsite – General Meetings	Date of risk assessment	01/06/2021	Name of who undertook this risk assessment	Ian R Malcomson Gwyn Roberts	COVID-19 readiness level transition	Amber to Yellow
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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.</p> <p>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.</p> <p>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>Proposal to run Scouting activities at Overstone Scout Activity Centre with a small group, socially distancing from others. Maximum of 15 young people of similar age, and up to 5 adult volunteers; maintain 2m distance and ensure enhanced hand hygiene.</p> <p>Further guidance:</p> <ul style="list-style-type: none"> National Youth Agency: https://nya.org.uk/wp-content/uploads/2020/06/0877-NYA-Activity-guide-COVID-19-final_17_06_20-1.pdf Government advice: https://www.gov.uk/government/publications/stay-alert-and-safe-social-distancing-guidance-for-young-people/staying-alert-and-safe-social-distancing-guidance-for-young-people 			
Training of persons responsible for the running of the sessions	Young people Volunteers	<p>All adult volunteers involved in meeting sessions should have, at minimum, up to date validated safety safeguarding training as identified by The Scouts, and recorded on Compass.</p> <p>Adult volunteers wishing to be involved in Scouting activities will have their safety and safeguarding training reviewed by the Group Training Adviser, and any necessary steps to bring their training requirements up to date will be taken.</p>	
Parents and volunteer Awareness of controls in place as identified by this assessment	Young people Parents	<p>Documentation to be sent out to all parents, which will include an overview of what action is required from them and their young people, a copy of this risk assessment, and a consent form.</p> <p>The consent form must be signed and returned to the Group before a young person is able to attend the Group's Scouting activities, and is an indication that they have read and understood the documentation provided to them. The form can be returned to the Group by email (signed electronically), or as a physical document.</p> <p>Record of consent will be recorded by date within an additional field for each member within their record on OSM.</p> <p>This documentation, including this risk assessment, and also any additional documentation and risk assessments published after this assessment, will be made available for download from the Group's website, and will be updated and maintained alongside any future revisions made.</p>	
Maintaining social distance at drop off and pick up: higher risk of infection spread if social distancing not maintained. Some parents have	Young people Volunteers	Clear guidance for parents & YP to be communicated prior to meeting – posted to social media (Facebook and website), and Parent Portal. Drop-off at Overstone will always be at the upper car park (Pack Holiday Centre). Parents will be advised not to drive down to the	

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children in different sections which crossover		<p>lower car parking areas.</p> <p>2m between different families at drop-off and collection.</p> <p>Where different Sections are meeting at the same time, or with overlap, different areas are to be booked and used.</p> <p>Where siblings are in different Sections, a 2m social distancing gap between parties dropping off/collecting young people is to be maintained throughout.</p> <p>Volunteers from different Sections will not be interacting face-to-face.</p> <p>Where volunteers are parents of young people in a different Section to their own, they will be responsible for maintaining social distancing of their own children during the gap between sessions (arranging pick-up, maintaining the isolation of sessions, etc.).</p> <p>Collection area to be pre-determined to ensure that social distancing is able to be maintained (i.e. avoid busy areas such as gateways; examples: bandstand and open area surrounding; museum frontage and open area surrounding).</p>	
Maintaining social distance during meeting: higher risk of infection spread if social distancing not maintained.	Young people Volunteers Parents	<p>Small groups with pre-programmed activities aimed to reduce physical contact and sharing of equipment.</p> <p>Ratios must be maintained at all times. Groups should be within Sections. Where total Section numbers are too large, split into sub-Sections by age group, and organise separate sessions for each sub-group.</p> <p>Maintain 2m social distancing between YP & volunteers, whether from the same household or not, to maintain consistency during the meeting.</p> <p>Meetings to be held outside <u>only</u>.</p> <p>Avoid busy areas, and ask YP not to mix with any friends etc. that they see on-site.</p> <p>Be especially mindful in unavoidable busy areas (i.e., gates into/out of site; crossings; points of interest; chokepoints between buildings).</p>	
Ability to inform attendees, if COVID symptoms be displayed by an attendee. Risk of spread of infection should individuals not be isolated where necessary.	Young people Volunteers	<p>An attendance register is to be kept for all sessions, including all leaders, helpers, and parents. This to be kept on OSM for contact and recording purposes, particularly should post-session contact be required (e.g., attendee displays COVID-19 symptoms).</p> <p>Should an attendee display COVID-19 symptoms, all attendees of that session, and any other session during which an attendee of the affected session participated, will be informed, and government guidance with regards to testing, isolation, and acquiring medical advice will be communicated. Attendees affected will not be permitted to attend meetings for 14 days (or as per current government guidance, whichever is longer).</p>	
Hygiene of people: higher risk of infection spread if proper hand washing not carried out.	Young people Parents Volunteers General public	<p>Programme to be planned to minimise contact & sharing of items.</p> <p>Hand sanitiser/wipes to be made available by volunteers for start & end of meeting plus any time an activity involves the sharing of items.</p> <p>It is unrealistic that safe hand washing facilities will be available outdoors, so volunteers to carry hand sanitiser, and YP to be encouraged to carry their own.</p> <p>YP to be reminded to wash hands before leaving home, and on returning home.</p> <p>Volunteers to ensure frequent reminders of this are provided to YP during meetings.</p>	

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Hygiene of toilets: higher risk of infection spread if hygiene not carried out.	Young people Volunteers	Remind parents/YP that children should use toilet at home first; if public toilets needed as last resort, remind person going to adhere to social distancing and wash hands properly – apply hand sanitiser after such event In the event that use of public facilities cannot be avoided, face coverings/masks should be used when doing so.	
First Aid. Should first aid be needed, social distancing may not be able to be maintained without putting YP in danger	Young people Volunteers	If possible, injured person to be encouraged to treat themselves (but only if safe and appropriate to do so – i.e. apply cold compress). First aid kit to include at least 6x face masks and pairs of gloves as PPE in case 2m social distancing has to be breached. Volunteers to review current guidance for first responders prior to any meeting (https://www.gov.uk/government/publications/novel-coronavirus-2019-ncov-interim-guidance-for-first-responders/interim-guidance-for-first-responders-and-others-in-close-contact-with-symptomatic-people-with-potential-2019-ncov)	
Use of outdoor spaces: uneven ground, access to space less controlled, cannot be cleaned. Weather can be unpredictable and unable to shelter indoors	Young people Volunteers Parents General public	Volunteers to use outdoor areas they are familiar with, and avoid roads without crossings (to be used sparingly and with adult supervision). Clear guidance given to YP & parents as to the boundaries in place for each meeting, and the need to maintain social distancing if they see friends etc. Volunteers to know where YP are at all times – no YP to be permitted out of line of sight of an adult volunteer, except where necessary (e.g., toilet). Parents to be advised to ensure that YP have appropriate clothing/footwear for the conditions & weather (rain clothing; sunscreen and hat; appropriate clothing for temperature; etc.). Where meeting in low-light, or the meeting will cross into low-light (by timing or weather), each YP and volunteer to have a head torch, to minimise handling and keep hands free. Parents should be available to be contacted for the collection of their young people, should a session need to be suspended for any reason.	
Personal Belongings	Young people Volunteers	YP should bring a backpack with them for personal use. Bringing personal belongings to a session, other than items requested for the session and safety equipment (hand sanitiser, mask), should be discouraged. Where this does occur, such items should not be shared between attendees, and should be kept with the owner of the item in their backpack.	
Refreshments. Risk of contamination if drinks/snacks shared	Young people Volunteers	YP are responsible for their own drinks/snacks – not to be held or moved by another person. All drinks and snacks brought to meetings should be clearly labelled with the individual's name, and be carried in their backpack. Any wrappers/rubbish should be carried in the YP's backpack, and disposed of when they get home, to minimise YP moving away from the group to bins, and potential cross-contamination from other rubbish/bins.	
Sharing equipment carrying risk of contamination.	Young people Volunteers	Avoid occasions where items are passed between session attendees, but have hand sanitiser & wipes available should this occur. Where more than one session is held (with 15min break between), enough equipment should be available to run all sessions without cross-contamination – i.e., equipment used	

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		<p>in one session should not be used in a subsequent session on the same date.</p> <p>Equipment to be cleaned and sanitised before sessions, and after all sessions have been completed.</p> <p>Should it be necessary that equipment is shared between young people, it must be cleaned between each individual's use of it.</p>	
Special areas of risk i.e. shielding within the family	<p>Young people</p> <p>Volunteers</p> <p>Parents/family</p>	<p>Parents and young people to sensitively be asked if there are other concerns that we need to be aware of, i.e. parent shielding or a young carer. If so, individual discussion and dynamic risk assessment to be carried out.</p> <p>Parents to be reassured that volunteers are open to be approached regarding individual circumstances.</p>	
Persons displaying COVID symptoms	<p>Young people</p> <p>Volunteers</p> <p>Parents/family</p>	<p>If any member of a given household is displaying symptoms, or has tested positive for COVID-19, then no member of that household will be permitted to attend a Scouting session.</p>	
Person contracting covid	<p>Young people</p> <p>Volunteers</p> <p>Parents/family</p>	<p>Should any member of a Section/sub-Section test positive for COVID-19, all members of that meeting sessions should contact NHS Test and Trace. All members of the session (including volunteers/visitors) should also be advised not to attend Scouting sessions, and requested to self-isolate for 14 days, or as per current government guidance, whichever is longer.</p>	
Uneven ground	<p>Young people</p> <p>Volunteers</p>	<p>Reasonable footwear is to be worn while on-site to avoid injury.</p> <p>While it is impractical, and generally not desirable, to prevent young people from enjoying the freedom presented by the site's environment by imposing a "no running" policy, volunteers and young people should be reminded at the start of each session about the potential risk of uneven ground present on-site.</p>	
"Out of Bounds" areas	<p>Young people</p> <p>Volunteers</p>	<p>Where out of bounds areas are identified by the Centre, these are to be clearly communicated to all volunteers and young people at the beginning of every session held on-site. All out of bounds areas are to be strictly avoided by volunteers and young people.</p>	
Use of Overstone activity facilities	<p>Young people</p> <p>Volunteers</p>	<p>Use of Overstone activity facilities (shooting range, archery range, c ave bus, etc.) should entirely conform to the risk assessments provided by the Centre, in addition to 4th Northampton risk assessments specific to the activity.</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.

Checked by Line Manager	10/06/2021	Checked by Executive	10/06/2021
Approved by Commissioner		Approved by Executive	10/06/2021
Notification of level change			

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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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