

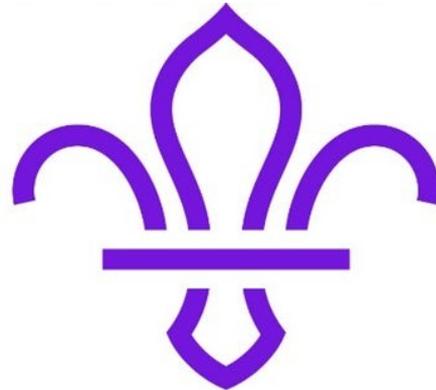


**1st Walton VIKING
Sea Scout Group**

Charity Number 305804



COVID-19 Policy and Response



Scouts

Version Control

V0 13th Wimbledon

V1 Giles

V1.1 Bernard – Fix Graphics issue

V1.2 Peter - Minor update to group sizes

V1.3 Giles – Updates to Chemicals – potency and disposal. Minor updates to Duty system. Additional of info on toilet allocation for multiple groups. Added link to consent form. Added YP commitment poster

1.4 Giles – Updated Kids Checklist, update Action points

**Please take special note of the details around Drop off and pick up
on page 14**



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Introduction

Following the guidance released by The Scouts on 25/06/2020 which can be found [here](#), we have written this document to set out the policy which the Scout Group are following to ensure that everyone is safe and to prevent the spread of COVID-19 whilst slowly moving back to face to face meetings.

The system set out by The Scouts follows the National Youth Agency (NYA) framework for returning to meetings. There are four levels of alert which are as follows:

Readiness level	NYA level	Scout level
<p>Red Rate of infection is remaining consistent or growing</p>	<ul style="list-style-type: none"> • Online and digital youth services • Detached youth services and 1-2-1 sessions with vulnerable young people outdoors 	<ul style="list-style-type: none"> • Digital programme delivery • No face-to-face activity or meetings • No residential activities
<p>Amber Rate of infection is reducing consistently in all parts of the country</p>	<ul style="list-style-type: none"> • Online and digital youth services • Small group sessions can take place 	<ul style="list-style-type: none"> • Digital programme delivery • Small group sessions can take place outdoors • No residential activities
<p>Yellow Number of cases low and decreasing, full Track and Trace system in place</p>	<ul style="list-style-type: none"> • Online and digital youth services • Indoor group sessions can take place • Outdoor learning, trips and visits 	<ul style="list-style-type: none"> • Digital programme delivery • Small group sessions can take place indoors and outdoors • No residential activities
<p>Green No new cases or a vaccine is readily available</p>	<ul style="list-style-type: none"> • All services open as per normal yearly operations • Overnight trips and visits allowed • International travel allowed within FCO advice 	<ul style="list-style-type: none"> • All activities can resume in line with government guidance

Throughout this document we will refer to Scouts. This can refer to Beaver Scouts, Cub Scouts, Scouts, or Explorer Scouts



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The COVID Code shows the basic steps of getting back to Face to Face Scouting:

Getting back together safely: The COVID Code

1. A COVID-safe risk assessment has been completed and we have communicated control measures to volunteers, young people and parents and all are encouraged to raise concerns
2. Additional hygiene measures are in place
3. Social Distancing will be observed (check current distance determined by your Government)
4. Maximum group sizes will be limited and determined by [scouts.org.uk](https://www.scouts.org.uk) and members will be consistent where possible
5. Make adjustments for young people and adults vulnerable or affected by COVID, and consult to make sure return plans are accessible and inclusive

All the risk assessments and action plans put in place must first be approved by the District Commissioner or one of their delegates.

Available Facilities

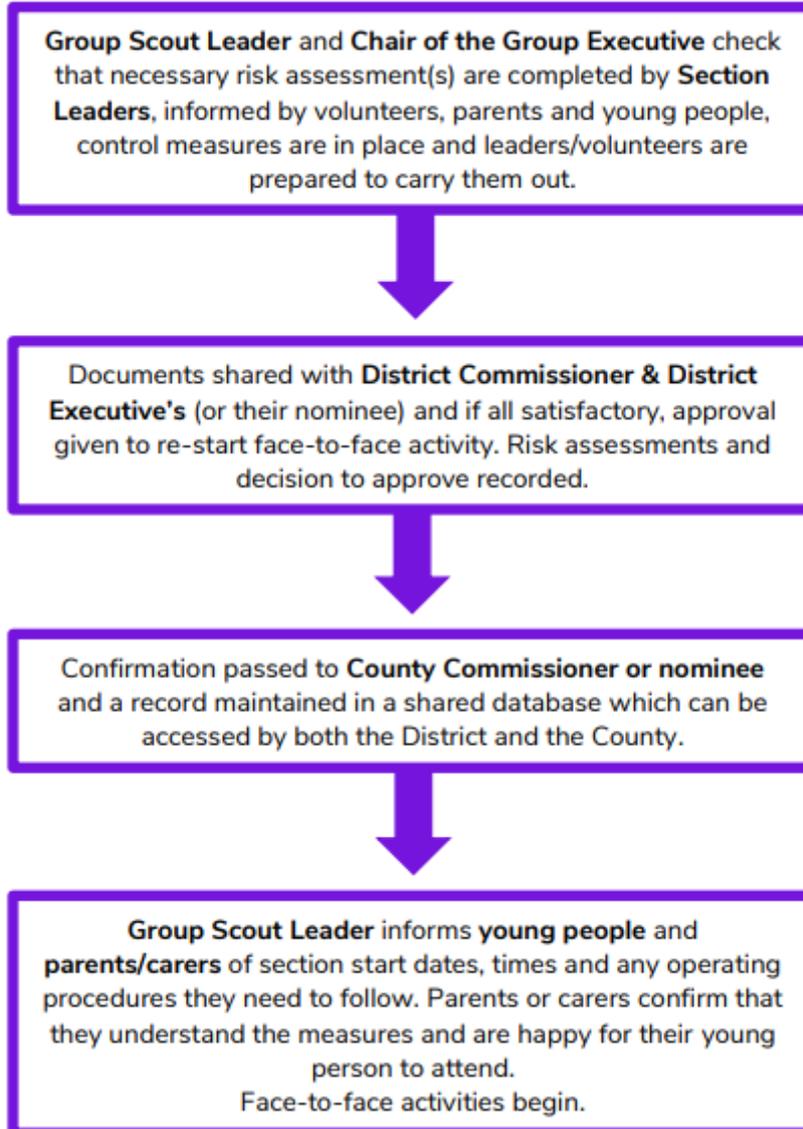
If we only have one group, then toilets will be available as usual.

If we have multiple groups operating, then there will be one toilet assigned to a specific group.

If we have more than 2 groups, then toilets need to be wiped down between each use by the Duty team



The Approval Process





Plan for 1st Walton

1. Action Plan (this document) and Risk Assessments will be completed ✓
2. Action point to be completed ✓
3. Risk Assessments go to DC for feedback and approval ✓
4. Leaders Survey to see how Leaders feel about returning ✓
5. Anonymous Survey of Parents to see how they feel about returning
6. Action Plan sent to Parents and Explained to Young People to give details and feedback/suggestions collected ✓
7. Sectional Survey of Parents to see who would be happy to return
8. GSL contacts Parents to give details of return
9. HQ give permission to start

Action Point	Who	By When	
Decide what signs are required, obtain/create signs and mount them	Stu	Sat 11 July	✓
Setup Signup system for activity sessions	Giles	Sat 11 July	✓
Obtain activity first aid kits with all required contents. 4 for HQ 2 for island barn. Also to include hand sanitiser for instructors (x2 per kit)	Christopher	Sat 11 July	✓
Determine which Cleaning products to use and purchase an initial stock as well as any necessary dispensers.	Cara	Sat 11 July	✓
Determine cleaning products to use on Boats etc	Cara	Sat 4 th July	✓
Purchase and install secure cleaning cupboard and detail contents	Cara	Sat 11 July	✓
Document the Duty System	Giles	Sat 4 th July	✓
Setup and produce a tagging system to allow equipment to be identified as having been used	Bernard	Sat 11 July	✓
Cub risk Assessment produced	Pete / Jonathan	Sat 4 th July	✓
Beaver Risk Assessment produced	Anja / Adi	Sat 4 th July	
Scout Risk assessment produced	Bernard / Kate	Sat 4 th July	✓
Explorer risk assessment produced	Phil / Mark / Chris	Sat 4 th July	



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First Aid

First Aid Policy

Before dealing with any incident, first aiders will need to ensure they wear a mask, visor and an apron along with disposable gloves as distancing will be broken. Sanitiser should also be used prior to and after treating the injury. All materials need to be disposed of properly especially items that have blood or other bodily fluids on. If it is possible and sensible the person being treated should also wear a mask. The masks should not be removed until the person is handed over to the ambulance service or a parent/guardian.

Full detailed records need to be kept of any incident in case an outbreak occurs, this information will be needed by the track and trace service. The first aider should monitor themselves for symptoms of COVID-19 and if present should isolate, until a “negative” result is given as a result of being tested or until the isolation period is over.

CPR During COVID-19

In adults the current governmental advice is that a cloth or some other covering should be placed over the mouth and nose and no rescue breaths should be given, only chest compressions at the normal rate (5-6cm compression at 30 beats followed by a break where normally rescue breaths are given but in this case they aren't). The other leader present should be phoning 999 as soon as the incident occurs, they should then place the phone on speaker and maintain a 2m distance from the casualty and the first aider

For children, the guidance is different and this statement from the national resuscitation council explains why:

“It is likely that the child/infant having an out-of-hospital cardiac arrest will be known to you. We accept that doing rescue breaths will increase the risk of transmitting the COVID-19 virus, either to the rescuer or the child/infant. However, this risk is small compared to the risk of taking no action as this will result in certain cardiac arrest and the death of the child. “

To this end, it is important that you take all necessary precautions by using a rescue face shield or pocket mask. Those involved should monitor themselves for the following 14 days and if appropriate should isolate themselves and those living with them until tested and given a “negative” result or until the isolation period is over.



St John's Ambulance Guidance for Adult CPR

What to do

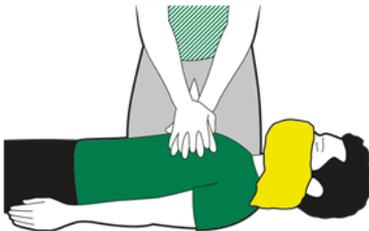
1



If you find someone collapsed, you should first perform a primary survey. **Do not place your face close to theirs.** If you have established from this that they are unresponsive and not breathing, you should ask a helper to call 999 or 112 for emergency help while you start CPR. Ask a helper to find and bring a defibrillator, if available.

- **Ask your helper to put the phone on speaker and hold it out towards you, so they can maintain a 2m distance**
- If you are on your own, use the hands-free speaker on a phone so you can start CPR while speaking to ambulance control
- Do not leave the casualty to look for a defibrillator yourself. The ambulance will bring one.

2



Before you start CPR, use a towel or piece of clothing and lay it over the mouth and nose of the casualty.

Start CPR. Kneel by the casualty and put the heel of your hand on the middle of their chest. Put your other hand on top of the first. Interlock your fingers making sure they don't touch the ribs.

Full-screen Snip

Keep your arms straight and lean over the casualty. Press down hard, to a depth of about 5-6cm before releasing the pressure, allowing the chest to come back up.

- The beat of the song "Staying Alive" can help you keep the right speed
- **Do not give rescue breaths.**

3

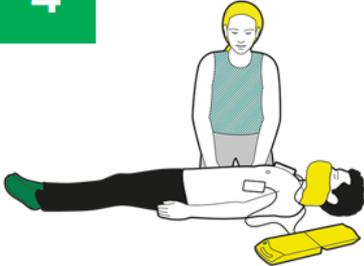


Continue to perform CPR until:

- emergency help arrives and takes over
- the person starts showing signs of life and starts to breathe normally
- you are too exhausted to continue (if there is a helper, you can change over every one-to-two minutes, with minimal interruptions to chest compressions)
- a defibrillator is ready to be used.



4



If the helper returns with a defibrillator, ask them to switch it on and follow the voice prompts while you continue with CPR.

- **Wherever possible, the helper should keep a distance of 2m.**

5



If the casualty shows signs of becoming responsive such as coughing, opening eyes, speaking, and starts to breathe normally, put them in the recovery position. Monitor their level of response and prepare to give CPR again if necessary.

- If you have used a defibrillator, leave it attached.



PPE, Cleaning and Sanitising

PPE

PPE (Personal Protective Equipment) should only be required when leaders are coming into contact with young people if it's absolutely necessary and with the minimum leaders needed to deal with the incident i.e. first aid or safety incident. The group will have at all meetings a minimum of:

- 10 Medical Grade Masks
- 2 Visors
- Plastic Aprons
- Disposable Gloves
- 5x Single Use Resuscitation Masks or Pocket Masks
- Appropriate Bags for Contaminated Material
- Regular First Aid Kit

PPE is only effective if it is worn properly

Donning or putting on PPE

Before putting on the PPE, perform hand hygiene. Use alcohol handrub or gel or soap and water. Make sure you are hydrated and are not wearing any jewellery, bracelets, watches or stoned rings.

<p>1 Put on your plastic apron, making sure it is tied securely at the back.</p> 	<p>2 Put on your surgical face mask, if tied, make sure securely tied at crown and nape of neck. Once it covers the nose, make sure it is extended to cover your mouth and chin.</p> 	<p>3 Put on your eye protection if there is a risk of splashing.</p> 	<p>4 Put on non-sterile nitrile gloves.</p> 	<p>5 You are now ready to enter the patient area.</p> 
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Doffing or taking off PPE

Surgical masks are single session use, gloves and apron should be changed between patients.

<p>1 Remove gloves, grasp the outside of the cuff of the glove and peel off, holding the glove in the gloved hand, insert the finger underneath and peel off second glove.</p> 	<p>2 Perform hand hygiene using alcohol hand gel or rub, or soap and water.</p> 	<p>3 Snap or unfasten apron ties the neck and allow to fall forward.</p> 	
<p>Snap waste ties and fold apron in on itself, not handling the outside as it is contaminated, and put into clinical waste.</p>			
<p>4 Once outside the patient room. Remove eye protection.</p> 	<p>5 Perform hand hygiene using alcohol hand gel or rub, or soap and water.</p> 	<p>6 Remove surgical mask.</p> 	<p>7 Now wash your hands with soap and water.</p> 



Cleaning

Regular cleaning is another important job which must be carried out before and after each face to face session. The HQ will have a weekly deep clean and the bathrooms and handles etc will be wiped down after each activity with a Milton solution. There should also be minimal items sent home and minimal items bought from home. All of these measures help to prevent the spread of COVID-19.

Stage:	What Needs Cleaning?
Amber	Equipment Only
Yellow	Equipment and Hall
Green	Equipment and Hall

Equipment Cleaning:

Equipment	Cleaning method	Products used	Frequency	Reuse after
Kayak	Pressure wash with detergent then rinse	Screwfix no nonsense detergent	After Each use	72 Hours. If needed sooner, then: 1. Spray with 0.6% Milton 2. Leave 15 min 3. Rinse
Paddles	Pressure wash with detergent then rinse	Screwfix no nonsense detergent	After Each use	72 Hours. If needed sooner, then: 1. Spray with 0.6% Milton 2. Leave 15 min 3. Rinse
Spray decks	Submerge in disinfectant, then rinse and hang to dry	Milton or BioD 60ml:1000ml Replace after 24 Hours Dispose of down drain	After Each use	72 Hours. If needed sooner, then: 1. Spray with 0.6% Milton 2. Leave 15 min 3. Rinse
Buoyancy Aids	Submerge in disinfectant, then rinse and hang to dry	Milton or BioD 60ml:1000ml Replace after 24 Hours Dispose of down drain	After Each use	72 Hours. If needed sooner, then: 1. Spray with 0.6% Milton 2. Leave 15 min 3. Rinse
Throwlines	Submerge in disinfectant, then rinse and hang to dry	Milton or BioD 60ml:1000ml Replace after 24 Hours Dispose of down drain	After Each use	72 Hours. If needed sooner, then: 1. Spray with 0.6% Milton 2. Leave 15 min 3. Rinse
Helmets	Submerge in disinfectant, then rinse and hang to dry	Milton or BioD 60ml:1000ml Replace after 24 Hours Dispose of down drain	Each use	72 Hours. If needed sooner, then: 1. Spray with 0.6% Milton 2. Leave 15 min 3. Rinse



Plastic Equipment, Ropes and any other equipment which will not be damaged by bleach and water should be placed in a Milton solution in a storage crate for at least 15 minutes.

Any other equipment should be quarantined for a period of 72 hours before being used again. If required sooner, then spray with Milton solution and leave 15 min before rinsing

Pens, Pencils and Stationery should either be quarantined or wiped down with anti-bacterial wipes.

Hall Cleaning (between each session):

- Toilets Cleaned with appropriate Cleaning Solution
- Kitchen Cleaned with appropriate Cleaning Solution
- Floor Mopped with a Cleaning Solution
- Touch Points wiped down with a D10 Cleaning Solution
- Tables and chairs that are used wiped down with D10 Cleaning Solution

A sign off check sheet will be provided for each session which should be completed to confirm the completion of the above activities.

Sanitising

At each meeting there should be sanitiser available to be used before, during and after meetings.

Handwashing is also actively encouraged but this is not possible when out in open areas and so sanitiser is the alternative.

Sanitiser should be alcohol based as this has proved effective against COVID-19

Soaps should also be anti-bacterial.

Young People must wash/sanitise their hands at the start and end of the meetings. They should also do so if they touch their face/mouth/nose/eyes or before eating anything.



Group Sizes and Distancing

Group Sizes

Currently the size of a “small” group is 15. The Scouts are pushing for this to change but the number is defined by the NYA. The actual size of the groups will be shown [here](#). The size of a “large” group is hopeful to be 20+. At each meeting minimum ratios must be met. These ratios are as follows:

Section:	In Hall Ratio:	Outdoor Ratio:
BEAVERS	2 Adults (One must hold an appointment)	1 Adult to 6 Beavers plus the Leader in Charge
cubs	2 Adults (One must hold an appointment)	1 Adult to 8 Cubs plus the Leader in Charge
SCOUTS	2 Adults (One must hold an appointment)	1 Adult to 12 Scouts

Distancing

As was stated in the All Members Meeting on 24/06/2020 by Graeme Hamilton (Deputy Chief Commissioner) the distance between each unit or group must be at least 25 metres. This means as long as the ratios as above are met then multiple groups to meet simultaneously as long as they are 25+ metres apart.

How will we handle water activities?

Kayaking and SUPping should not pose too great a risk as being face to face usually means a kayaks length between you and the next person, however we do sometimes raft up for safety. If we do need to raft up, the instructors will have hand sanitiser and the scouts and instructors will sanitise their hands before and after if possible.

In the case of a rescue where the young person is not able to get back in the boat, the instructor will help and both will need to sanitise their hands afterwards.

The Duty System

In order to make using smaller groups feasibly, we need to make best use of our instructors. For this we will require more assistance from parents than we usually do. Our current plan is to offer water activities over the course of a day so that we can concentrate our efforts and give as many scouts as possible the chance to get on the water. Coordination between the groups is crucial and fortunately we have the experience of running out water activities days to fall back on. Each day will have a Duty officer coordinating the activities for that day. The DO will be assisted by a Duty team consisting of 1 Adult from each group which is out for as long as that group is out (the team will change during the day and groups come back and new groups arrive)

Presently we are looking at groups of 12 scouts (as well as 2 Instructors and another adult). For each group we would need 2 adult volunteers to join the duty team for as long as that group is away. This is an absolute requirement and we will not be able to operate without this commitment.

The tasks performed will include wiping down the regularly touched surfaces, wiping down the bathrooms before and after the activity, assisting with cleaning and storing equipment after the sessions.



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Section Meeting Times, Days and Locations

It may be the case that meeting days and times will shift to allow for the number of young people involved.

Locations we are considering are: HQ Grounds, The River Thames, Island Barn Sailing Club.

Transport to and from meetings

Transport to and from the venue should be encouraged to be on foot if possible, to prevent traffic build up.

Lift shares should be avoided if at all possible.

Drop Off and Pick Up

HQ

We will be implementing a one-way system where Parents and young people will enter via the side gate on the rec and leave via the front gate. Parents please wait in the park. A leader should be at the gate to take a register as well as to confirm pick up times and any other questions. Scouts should arrive ready for the activities and with a full water bottle

Island barn

Scouts are to be dropped off at the inner gate. A member of the Duty team will be available to answer any questions and take a register

Esher Woods

Contacting Parents

Usual Communications should go through WhatsApp, so please ensure that you are a member of the section's parents' group. In emergency, we will call you so this would also be a good time to check all the details on OSM are correct for the young people in the sections.

The group Facebook page can also be used to send last minute messages out.

We are not allowed to take a Young person to hospital in our own cars in cases where an ambulance is not required, so please ensure that we have your emergency contact details.

Consent

We require your consent for each young person taking part in face to face meetings again. The consent form can be found on <https://waltonviking.org.uk/covid-19/>

We use Milton Fluid to sanitise our equipment. Please let us know if your Young Person is allergic to Milton.

That page also holds the links to the latest version of the Risk assessments and details of the readiness levels.



**Keeping
Everyone
safe**



I will help keep everyone safe by ...

1 Following instructions given to me by a leader

2 Staying in my group until I am back at home

3 Doing my best to stay 2m from others.

4 Cleaning my hands when I arrive and before I go home

5 Not coming to activities if I or my family are unwell

6 Bringing my own water bottle to activities

7 Going to the loo before coming to events.

8 Telling a leader if I start to feel unwell.