

<b>Name of Section or Activity</b>	1 <sup>st</sup> Walton <b>INSIDE (HQ and Middle Boatshed)</b>	<b>Date of risk assessment</b>	01/12/2020 V2.1	<b>Name of person who undertook this risk assessment</b>	Peter Carter / Giles Haggerty	<b>COVID-19 readiness level transition</b>	Red to Amber
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Sections Covered							
<b>Beavers RA TBA</b>	Wed Beaver Colony Thurs Beaver Colony	<b>Cubs RA TBA</b>	Mon Cub Pack Tues Cub Pack	<b>Scouts RA TBA</b>	Wed Scout Troop Fri Scout Troop		

	<b>Hazard Identified / Risks from it</b>	<b>Who is at risk?</b>	<b>How are the risks already controlled? What extra controls are needed?</b>	<b>What has changed that needs to be thought about and controlled?</b>
	<b>Hazard</b> – something that may cause harm or damage. <b>Risk</b> – the chance of it happening.	Young people, Leaders, Visitors?	<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.	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.

All meetings and Activities

	General information	ALL	<ul style="list-style-type: none"> <li>● Parents / carers must bring their own children. Lift shares are not allowed at this time.</li> <li>● Parents / carers must be available and contactable during the sessions in case of emergency.</li> <li>● Parents / Carers may need to come to site to collect children in case of an accident or if the leaders have any concerns.</li> <li>● OSM contact information must be up to date for all attendees.             <ul style="list-style-type: none"> <li>● Parents have been asked to comment on risk assessments</li> </ul> </li> </ul>	Inform parents / carers prior to the meeting.
	Infected individuals attending – risk of transfer of virus	ALL	<ul style="list-style-type: none"> <li>● Parents need to confirm that the YP do not have any of the following symptoms and have not been in contact with someone who has any of the following symptoms             <ul style="list-style-type: none"> <li>○ Temperature</li> <li>○ Continuous Cough</li> <li>○ Loss of sense of smell or taste</li> </ul> </li> <li>● Instructions not to attend if any member of the supportive bubble has suspected coronavirus, coronavirus symptoms or is self-isolating.</li> <li>● Individual with higher risk – These individuals are asked not to attend site</li> <li>● If social distancing not practiced by members of the public – group leader to keep group away from members of the public.</li> </ul>	AP: Check at beginning of session if anybody is at risk.

<p>Infected individuals attending - risk of transfer of virus</p>	<p>Participants and leaders</p>	<ul style="list-style-type: none"> <li>● Briefing at the beginning of every session</li> <li>● Briefing should include (but are not limited to) <ul style="list-style-type: none"> <li>○ Running through the symptom list <ul style="list-style-type: none"> <li>■ Temperature</li> <li>■ Continuous Cough</li> <li>■ Loss of sense of smell or taste</li> </ul> </li> <li>○ Check if anyone is self-isolating within their YP family</li> <li>○ Check if anyone could have come into contact with someone suspected of having Covid-19</li> </ul> </li> <li>● Brief Scouts on Social distancing, Rules should be maintained at all times, including any encounters with members of the public.</li> <li>● Briefing should be held with the Scouts on boundaries prior to commencing sessions on the Rec.</li> </ul>	<p>AP: Ensure full briefing at beginning of each session.</p>
<p>Ability to track and trace – risk of outbreak if unable to track</p>	<p>Participants and leaders</p>	<ul style="list-style-type: none"> <li>● Leader in charge to keep log of all people attending a session in OSM.</li> <li>● Each meeting needs to be setup as an Event and shared with the Adult Section to ensure that adult helpers can be added and logged. If an adult is not already in the adult section, then they are to be added</li> <li>● Any participant or leader that becomes ill to inform GSL as early as possible.</li> </ul>	<p>Strong controls and logging of who has attended site.</p>

Maintaining social distance at drop off and pick up: higher risk of infection spread if social distancing not maintained.	ALL	<ul style="list-style-type: none"> <li>● One Way system in place. Parents wait in rec. in via the side gate and out via the main gate.</li> <li>● Parents are to encouraged to drop off and leave unless they are helping</li> <li>● The children's playground on the Rec should not be used prior or during a session and Scouts should be briefed accordingly.</li> <li>● Non participants to stay 10m away</li> <li>● Parents not to enter grounds unless they are on the rota.</li> <li>● Leader at the gate to discuss any issues and complete attendance register in OSM</li> <li>● All participants should wash hands on arrival</li> <li>● Signs showing in and out</li> <li>● Scouts should arrive dressed for the activity. Changing room not in use</li> <li>● Use of toilets to be discouraged. In case of use, toilets need to be wiped down between uses by duty team.</li> <li>● Sessions should be around 90 minutes in length.</li> <li>● Sign up system to ensure we don't get more scouts than we can cater for</li> <li>● No one group to start within 20 minutes of another.</li> <li>● No more than one activity in a public space</li> <li>● Handwashing when scouts arrive</li> <li>● Kitchen is Out of Bounds.</li> </ul>	<p>AP: Sign up system – OSM inform absence</p> <p>AP: Signage</p> <p>AP: Issue clear instructions to both participants and non-participants</p> <p>AP install curtain between toilets and kitchen</p>
Hygiene of people: higher risk of infection spread if proper hand washing not carried out.	ALL	<p><b>ALL:</b></p> <ul style="list-style-type: none"> <li>● Leaders to have hand sanitizer</li> <li>● Young people to bring their own hand sanitiser</li> <li>● All to wash hands before and after activities at a minimum</li> <li>● First Aid kits to be updated to include masks, gloves and apron</li> <li>● Scouts and Adults to bring own full water bottle</li> </ul>	
Hygiene of toilets: higher risk of infection spread if hygiene not carried out.	ALL	<p><b>HQ:</b></p> <ul style="list-style-type: none"> <li>● Weekly deep clean by professional cleaners</li> <li>● Toilets handles and doors wiped down with disinfectant (Milton Solution) before and after activity sessions by parent rota</li> <li>● Cleaning materials to be housed in secure cupboard</li> </ul>	AP: Document the Duty System

<b>Face to face meetings Inside and outside</b>	Maintaining social distance at drop off and pick up: higher risk of infection spread if social distancing not maintained.	ALL	<p><b>NON-Water activity meetings</b></p> <ul style="list-style-type: none"> <li>● Scouts meeting in HQ to enter and leave via front Gate</li> <li>● Scouts meeting outdoors or in boatshed to enter and leave via side gate</li> <li>● Sign up system to ensure we don't get more scouts than we can cater for</li> <li>● Handwashing / Sanitising when scouts arrive</li> <li>● Maximum 15 scouts and up to 5 leaders per group</li> <li>● Groups must be 25m apart</li> <li>● Scouts and Explorers to wear Masks indoors</li> <li>● Leaders do not need to wear face masks while running sessions, but it is advisable at other times indoors</li> </ul>	Brief scouts before the session and remind them if needed. Include social distancing reminders before each activity for Beavers and Cubs
	Maintaining social distance during meeting: higher risk of infection spread if social distancing not maintained.	ALL	<p><b>Inside – HQ or Boatshed</b></p> <ul style="list-style-type: none"> <li>● HQ concurrent Capacity to meet Social Distancing guidelines = 12 YP and 5 Leaders</li> <li>● Boatshed concurrent Capacity to meet Social Distancing guidelines = 10 YP and 5 Leaders</li> <li>● If more capacity is required, then a gazebo can be added to the boatshed, including sides, to increase the capacity to 12 YP</li> <li>● Front doors to be used for groups using the HQ</li> <li>● Boys toilet to be used by group using HQ</li> <li>● Girls Toilet to be used by group outside or in boatshed</li> <li>● Kitchen is Out of Bounds.</li> <li>● Change room door to be kept shut</li> <li>● Fire Escape / Kitchen door to be left open</li> <li>● Two windows to be opened to allow ventilation</li> <li>● Door handles and touch points to be wiped down after activities</li> <li>● Barrier to be erected between boys toilets and girl's toilets to keep groups separate</li> <li>● Scouts and Explorers to wear masks when indoors</li> </ul>	<p>Beavers and Cubs will need closer supervision and more frequent reminding to wash, keep their distance and not to share equipment.</p> <p>Activities need to be chosen where social distancing can be reliably maintained</p>
	Hygiene of activity equipment: Higher risk of infection spread if hygiene not carried out.		<p><b>Activities designed to minimise equipment being shared</b></p> <ul style="list-style-type: none"> <li>● All equipment to be used should be sanitised by a Leader (wearing PPE i.e. disposable gloves) prior to use and after each use. Only equipment that can be sanitised (e.g. plastic balls) to be used.</li> <li>● Where equipment is shared between individuals sanitised by a Leader wearing disposable gloves before passing on</li> <li>● Activities such as crafts will be designed so that a young person can complete them by themselves and each young person will be given their own pack to complete the activity which will have been prepared in advance.</li> </ul>	

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	Additional documents		<b>Safety Data Sheets and Cleaning product info</b> <a href="#">Milton Fluid</a> BioD <a href="#">Screwfix No Nonsense cleaner</a> <a href="#">Milton Covid-19 recommendations</a> <a href="#">Government guidance on cleaning</a>	
	Emergencies		Ensure contact and health information is up to date	
<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.				

<b>Checked by Line Manager</b>	Giles haggerty, GSL 28/11/2020	<b>Checked by Executive</b>	Frank Driessen, Exec Chair 19/07/2020
<b>Approved by Commissioner</b>	Name, Role / level Date	<b>Approved by Executive</b>	Name, Role / level Date
<b>Notification of level change</b>	Date and by who		