

Name of Section or Activity	1 st Walton Meetings and water activities Outside our HQ	Date of risk assessment	28/11/2020 V2.0	Name of person who undertook this risk assessment	Peter Carter / Giles Haggerty	COVID-19 readiness level transition	Red to Amber
Sections Covered							
Beavers RA Approved (v1.9) 22/9/20	Wed Beaver Colony Thurs Beaver Colony	Cubs RA Approved (v1.5) 20/7/20	Mon Cub Pack Tues Cub Pack	Scouts RA Approved (v1.5) 20/7/20	Wed Scout Troop Fri Scout Troop	Explorers	Viking ESU

	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?
	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 it...or even stop it! This is a great place to add comments which will be used as part of the review.

Potential Locations

HQ Grounds
Thamesmead Recreation ground
Tow path between Sunbury Lock and Cowey Sale
Roads around Walton on Thames

All meetings and Activities

General information	ALL	<ul style="list-style-type: none"> ● Parents / carers must bring their own children. Lift shares are not allowed at this time. ● Parents / carers must be available and contactable during the sessions in case of emergency. ● Parents / Carers may need to come to site to collect children in case of an accident or if the leaders have any concerns. ● OSM contact information must be up to date for all attendees. <ul style="list-style-type: none"> ● Parents have been asked to comment on risk assessments 	Inform parents / carers prior to the meeting.
Infected individuals attending – risk of transfer of virus	ALL	<ul style="list-style-type: none"> ● 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"> ○ Temperature ○ Continuous Cough ○ Loss of sense of smell or taste ● Instructions not to attend if any member of the supportive bubble has suspected coronavirus, coronavirus symptoms or is self-isolating. ● Individual with higher risk – These individuals are asked not to attend site ● If social distancing not practiced by members of the public – group leader to keep group away from members of the public. 	AP: Check at beginning of session if anybody is at risk.
Infected individuals attending - risk of transfer of virus	Participants and leaders	<ul style="list-style-type: none"> ● Briefing at the beginning of every session ● Briefing should include (but are not limited to) <ul style="list-style-type: none"> ○ Running through the symptom list <ul style="list-style-type: none"> ■ Temperature ■ Continuous Cough ■ Loss of sense of smell or taste ○ Check if anyone is self-isolating within their YP family ○ Check if anyone could have come into contact with someone suspected of having Covid-19 ● Brief Scouts on Social distancing, Rules should be maintained at all times, including any encounters with members of the public. ● Briefing should be held with the Scouts on boundaries prior to commencing sessions on the Rec. 	AP: Ensure full briefing at beginning of each session.
Ability to track and trace – risk of outbreak if unable to track	Participants and leaders	<ul style="list-style-type: none"> ● Leader in charge to keep log of all people attending a session in OSM. ● 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 ● Any participant or leader that becomes ill to inform GSL as early as possible. 	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.</p>	<p>ALL</p>	<ul style="list-style-type: none"> ● One Way system in place. Parents wait in rec. in via the side gate and out via the main gate. ● Parents are to encouraged to drop off and leave unless they are helping ● The children's playground on the Rec should not be used prior or during a session and Scouts should be briefed accordingly. ● Non participants to stay 10m away ● Parents not to enter grounds unless they are on the rota. ● Leader at the gate to discuss any issues and complete attendance register in OSM ● All participants should wash hands on arrival ● Signs showing in and out ● Scouts should arrive dressed for the activity. Changing room not in use ● Use of toilets to be discouraged. In case of use, toilets need to be wiped down between uses by duty team. ● Sessions should be around 90 minutes in length. ● Sign up system to ensure we don't get more scouts than we can cater for ● No one group to start within 20 minutes of another. ● No more than one activity in a public space ● Handwashing when scouts arrive ● Kitchen is Out of Bounds. 	<p>AP: Sign up system – OSM inform absence AP: Signage AP: Issue clear instructions to both participants and non-participants AP install curtain between toilets and kitchen</p>
<p>Hygiene of people: higher risk of infection spread if proper hand washing not carried out.</p>	<p>ALL</p>	<p>ALL:</p> <ul style="list-style-type: none"> ● Leaders to have hand sanitizer ● All to wash hands before and after activities at a minimum ● First Aid kits to be updated to include masks, gloves and apron ● Scouts and Adults to bring own full water bottle 	
<p>Hygiene of toilets: higher risk of infection spread if hygiene not carried out.</p>	<p>ALL</p>	<p>HQ:</p> <ul style="list-style-type: none"> ● Weekly deep clean by professional cleaners ● Toilets handles and doors wiped down with disinfectant (Milton Solution) before and after activity sessions by parent rota ● Cleaning materials to be housed in secure cupboard 	<p>AP: Document the Duty System</p>

<p>Hygiene of activity equipment: Higher risk of infection spread if hygiene not carried out.</p>	<p>ALL</p>	<p>ALL:</p> <ul style="list-style-type: none"> • 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. • Where equipment is shared between individuals sanitised by a Leader wearing disposable gloves before passing on • 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. 	<p>Cleaning products and dilutions to be used: Hard Surfaces / boats / paddles Milton stored in 5l sprayer ratio 6:100 300ml in 5L water</p> <p>Soft / porous surfaces: BioD 6:100</p>
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Water Activities	Maintaining social distance during meeting: higher risk of infection spread if social distancing not maintained.	ALL Public	<ul style="list-style-type: none"> ● Scouts to bring own full water bottle and to use toilets before they arrive ● Duty team to assist in moving equipment ● Groups communicate via radio to ensure no overlaps ● Instructors and adults to carry hand sanitizer. ● Launching over towpath should be OK as public are just passing ● If using multiple groups, these need to be a minimum of 25m away from each other at all times ● Canoes only to be used by family groups 	AP: First Aid kits at HQ (4) and Island barn (2) AP: Ensure First Aid kits also include sufficient hand Sanitiser AP: Detail PPE used when moving and cleaning equipment
	Participants unable to take care of themselves – risk of infection if close proximity is required	Participants and leaders	<ul style="list-style-type: none"> ● Sessions to be opened to those who have previously completed an introduction to kayaking, with an expected Paddlesport Discover or 1 Star level. This will be determined by the activity lead. ● Activity to be planned to keep 1m+ distance at all times, 2m+ distance at the majority. ● Activity aimed to be kept to 90 minutes ● Individuals to be capable of carrying their own kayak ● Kayaks and equipment to be laid out in yard or on grass before individuals arrive where possible ● Self-rescue (exit and swim) to be the primary means of rescue. <p>In the event of a longer rescue, lead to consider participant swim, boat tow.</p>	Ensure participants can swim. No participants allowed that have not kayaked before.
	Hygiene of activity equipment: Higher risk of infection spread if hygiene not carried out.		<p>HQ: WATER ACTIVITIES</p> <ul style="list-style-type: none"> ● Kayaks and paddles only to be used once a day – tagging system to be introduced ● Boats and paddles to be pressure washed with detergent after each use and returned to racks ● Buoyancy aids, helmets, throwlines, spray decks and cags to be rinsed in provided barrel of detergent and hung up to dry on separate rack so as not to be reused that session ● Any other equipment is to be sprayed with detergent spray and wiped down ● In case equipment is to be used again within 72 hours, it should be sprayed with a Milton Solution 6:100 and left for 15 minutes before use 	<p>Cleaning products and dilutions to be used:</p> <p>Hard Surfaces / boats / paddles Milton stored in 5l sprayer ratio 6:100 300ml in 5L water</p> <p>Soft / porous surfaces: BioD 6:100</p>

Face to face meetings Inside and outside	Maintaining social distance at drop off and pick up: higher risk of infection spread if social distancing not maintained.		NON-Water activity meetings <ul style="list-style-type: none"> ● Scouts meeting in HQ Grounds to enter and leave via front Gate ● Scouts meeting in REC to meet at the side gate ● Sign up system to ensure we don't get more scouts than we can cater for ● Handwashing / Sanitising when scouts arrive ● Maximum 15 scouts and up to 5 leaders per group ● Groups must be 25m apart ● Scouts and Explorers to wear masks indoors ● Leaders do not need to wear face masks while running sessions, but it is advisable at other times indoors 	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	General <ul style="list-style-type: none"> ● Kitchen is Out of Bounds. ● Change room door to be kept shut ● Fire Escape / Kitchen door to be left open ● Two windows to be opened to allow ventilation ● Door handles and touch points to be wiped down after activities ● Activities to be chosen where social distancing can be reliably maintained REC <ul style="list-style-type: none"> ● Explain activity boundaries. ● Ensure leaders have hand sanitiser ● Ensure Scouts keep at least 2m from members of the public Surrounding Roads and Towpath <ul style="list-style-type: none"> ● Brief Scouts on Road Safety ● Ensure scouts pass by Members of the public quickly or wait in a suitable area on Towpath and Pavements where width is restricted 	
	Additional documents		Safety Data Sheets and Cleaning product info Milton Fluid BioD Screwfix No Nonsense cleaner Milton Covid-19 recommendations Cleaning and storing Life jackets Government guidance on cleaning RYA Guidance on re-opening Sample Session plan for Viking HQ Water activities	

			Duty System	
	Emergencies		Ensure contact and health information is up to date	
	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	Giles haggerty, GSL 19/07/2020	Checked by Executive	Frank Driessen, Exec Chair 19/07/2020
Approved by Commissioner	Name, Role / level Date	Approved by Executive	Name, Role / level Date
Notification of level change	Date and by who		