

## COVID-19 restarting face-to-face Scouts risk assessment

### 3<sup>rd</sup> South Shields Sea Scout Group (South Tyneside), South Shields Sailing Club

Name of section or activity	3 <sup>rd</sup> South Shields Sea Scout Group All sections	Date of risk assessment	10 <sup>th</sup> April 2021	Name of who undertook this risk assessment	Kate Gillespie David Charlton	COVID-19 readiness level	AMBER
		Date of last review					

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><b>Hazard:</b> something that may cause harm or damage.</p> <p><b>Risk:</b> the likelihood and severity of the hazard occurring.</p>		<p><b>Controls:</b> 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>	<p>Keep <b>checking</b> throughout the activity in case you need to change or even <b>stop</b> it. This is a great place to add comments which will be used as part of the review.</p>
<p>Increased chance of transmission due to proximity during collection / pick-up</p>	<p>All young people, leaders, adults</p>	<p>Adults told via the <i>Return to Scouting 2021</i> e-mail that they should not attend, even just to drop off/pick, if they have any symptoms of Covid-19 or are required to self-isolate by government guidance.</p> <p>Drop off / pick up arrangements will be explicit and emailed to all via the <i>Return to Scouting 2021</i> e-mail.</p> <p>General arrangements include:</p> <ul style="list-style-type: none"> <li>• remain in cars where practicable</li> <li>• maintain social distancing in the car park whilst waiting to collect</li> <li>• leave promptly once collection is complete.</li> <li>• only one adult to drop off / pick up the member where possible</li> </ul> <p>Drop-off and pick-up times will be staggered to avoid a large number of people using the entrance / exit at the same time</p>	<p>Observe the operation of drop-off and pick-up and check whether the guidance is being followed.</p> <p>Remind adults to follow drop off / pick up instructions when necessary.</p> <p>Pause or stop drop off or pick up if young people or adults are not following instructions.</p>

Additional information can be found in the Safety checklist for leaders and other information at [scouts.org.uk/safety](https://scouts.org.uk/safety)

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Infection risk varies depending on the environment in which activities are run.	All young people, leaders	<p>Activities will be OUTSIDE at all times under amber conditions. Activities shall be chosen with due consideration to young person's capabilities, expected and prevailing weather conditions, and duration. If poor weather is forecast such that the welfare of participants might be affected the leader in charge should cancel the meeting.</p> <p>All members to be informed that there are NO toilet facilities all via the <i>Return to Scouting 2021</i> e-mail. If required the disabled toilet is still available for use, and any surfaces touched will be cleaned after each use with antibacterial wipes/spray.</p> <p>All members to be informed that there are NO changing facilities. Where members are participating in water activities they shall arrive and depart suitably dressed. This shall be made known to all via the <i>Return to Scouting 2021</i> e-mail.</p>	Pause or stop activities if distancing is not being maintained or if welfare might be affected.
Increased risk of virus transmission due to touch contact of activity equipment.	All young people, leaders	<p>Young people will provide their own individual activity equipment where practicable. This includes sailing/water activity clothing. Equipment requirements will be communicated to member via email and the OSM parent portal.</p> <p>Where group equipment is used this will not be shared between young people during the same meeting. This includes watercraft.</p> <p>Equipment shared between groups at different meetings/days will be cleaned/sanitised after use and/or quarantined for 72 hours between use. This includes water craft and water activity equipment such as raft building equipment, buoyancy aids etc.</p>	Pause or stop activities if distancing is not being maintained.

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		All cleaning products are to be used in line with existing risk assessments, manufacturer's guidance, manufacturer's safety data sheets and where applicable a current COSHH assessment, including the use of PPE where required.	
Increased risk of virus transmission between participants.	All young people, leaders	<p>Young people told via the <i>Return to Scouting 2021</i> e-mail that they should not attend if they have any symptoms of Covid-19 or are required to self-isolate by government guidance.</p> <p>General arrangements include that young people and leaders will:</p> <ul style="list-style-type: none"> <li>• Wear a face mask when required by government / Scout Association guidance (see <a href="https://www.scouts.org.uk/volunteers/getting-back-together-safely/protecting-ourselves-and-others/">https://www.scouts.org.uk/volunteers/getting-back-together-safely/protecting-ourselves-and-others/</a>)</li> <li>• Wash hands properly before and after Scouts – a sink is being provided for this purpose</li> <li>• Use hand sanitiser when asked to do so by a leader</li> <li>• Try not to touch surfaces if possible (gates, handrails etc)</li> <li>• Not use the toilet facilities where possible</li> <li>• Bring any resources they are asked to (e.g., pen/paper) and DO NOT SHARE THESE</li> <li>• Follow strict social distancing measures with a 2m separation between all attendees (leaders and young people).</li> <li>• Not shout or sing</li> <li>• Ensure that they are suitably dressed for an outdoor activity (coats mandatory) and bring a water bottle.</li> <li>• If partaking in water activities ARRIVE AND LEAVE in their personal equipment.</li> </ul>	Remind people to wear face coverings when necessary. Remind people to 'catch it, bin it, kill it' for coughs and sneezes when necessary. Pause or stop activities if distancing is not being maintained.

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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?
Increased risk of virus transmission due to activities.	All young people, leaders	<p>Activities shall be chosen with due consideration to young person's capabilities, expected and prevailing weather conditions, and duration. If poor weather is forecast such that the welfare of participants might be affected the leader in charge should cancel the meeting.</p> <p>Activities will be chosen to minimise the requirement for touching items.</p> <p>Activities will be chosen to minimise the need to wash or sanitise hands during the meeting.</p> <p>Hand sanitiser will be provided to everyone on entry to / departure from the activity.</p> <p>A leader will supervise hand washing/sanitising</p> <p>Sailing/paddling/windsurfing/paddle-boarding under AMBER conditions shall be conducted as per <a href="#">RYA COVID-19. A roadmap for the return to boating activity in England</a> and <a href="#">RYA Guidance on sailing &amp; racing with participants from different households during COVID-19 in England</a>. The GSL will ensure that if this guidance is updated, all leaders involved in the delivery of water activities will be informed of any changes. If the RYA guidance is in conflict with Scout Association guidance for any COVID-19 aspects, the Scout Association guidance shall take precedence.</p>	<p>Remind people to wash or sanitise hands when necessary.</p> <p>Pause or stop activities if distancing is not being maintained.</p>
Increased risk of virus transfer when performing first aid.	All young people, leaders	<p>The purple card "Safe Scouting and Emergency procedures" shall be followed at all times.</p> <p>For minor incidents and where possible, the affected party will be talked through self-care whilst maintaining social distance.</p> <p>When this is not feasible, provided PPE must be worn. This consists of a disposable face mask, disposable apron, disposable gloves and a face shield/eye protection.</p>	<p>The highest priority must always be the safety of the person giving the first aid, then to those most at risk.</p>

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		<p>Wherever possibly the affected party will also be asked to wear a disposable face mask.</p> <p>During a major incident PPE should be worn unless this would result in the immediate worsening of a serious condition.</p> <p>Where CPR is required the guidance of the Resuscitation Council UK shall be followed.</p> <p>Any used first aid supplies and PPE should be double bagged for disposal. The first aider should thoroughly wash their hands with soap and water for a minimum of 20 seconds after PPE has been removed and as soon as practical should change out of the clothes worn and wash them.</p> <p>An accident report will be completed and the GSL informed so that suitable records can be maintained.</p>	<p>We must also follow proper accident / incident reporting procedures if first aid is necessary (accident book / purple card procedures).</p>
Group sizes: higher risk of infection spread if too many people are in the same location.	Everyone attending	<p>The group size will be limited following the latest Scout Association guidance (and further government guidance if it applies).</p> <p>The group size may also be limited based on the planned activity and area available for each session.</p> <p>No visitors will be invited to the group.</p>	<p>Remind young people not to move between groups when necessary.</p> <p>Pause or stop activities if young people are not respecting group size controls.</p>
Higher risk of infection whilst travelling due to close proximity between transport users.	Everyone using the chosen mode of transport	<p>The via the <i>Return to Scouting 2021</i> e-mail will advise everyone to follow government guidance regarding the use of public transport and car sharing, in case this is their usual method of travelling to meetings.</p> <p>Minibuses will currently not be used due to the difficulty in social distancing.</p>	<p>People will be reminded of the guidance rules if they are observed breaking them.</p>

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Additional risk to vulnerable groups.	Specific person(s)	The GSL will have a discussion with anyone classified as being in a vulnerable group or with family members in a vulnerable group, to discuss the controls in place and whether any additional controls are necessary. A specific risk assessment should be created if deemed necessary.	Any specific control measures will be monitored to ensure that they are followed.
Delay to access of emergency contact details.	Casualty	As the only location currently in use is the group's home, the normal systems of access to emergency contact information (via OSM) are applicable and no special additional consideration is necessary.	Contact details are checked/updated on a regular basis.
Increased risk of allergic reaction due to new substances in use.	Everyone attending	Before returning each person must confirm that group records are up to date regarding medical and allergy information. COSHH data sheets or on-product instructions will be checked when each new substance is introduced to check whether any special precautions or actions need to be taken.	This assessment will be repeated if substances are changed.
Mental health issues.	Everyone	Lockdown, restrictions or the removal of restrictions (change of schedules and work patterns) may have adverse mental health impacts on young people and leaders. The restart is being done in consultation and with the agreement of leaders, members and parents/carers. No-one will be forced to come back if they do not wish to and there will be no penalty for their leadership position or group membership if they choose not to return to meetings. All necessary training and familiarisation time is being provided. Leaders will be given time to discuss concerns with their line manager. Members and parents/carers will be given time to discuss concerns with leaders. Anyone may be signposted to mental health support services if this is deemed appropriate.	The GSL should be made aware of any issues and should seek advice on the best way to support if necessary.

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Leader competence and training.	Everyone attending	The GSL and AGSL have reviewed the records of all leaders wishing to return to ensure that their safeguarding, safety and first aid qualifications are up to date, Review completed 19/03/2021	An assessment will be done as each leader returns (as they may not all return immediately).
Increased risk of infection if the control measures in this document are not communicated and followed.	Everyone attending	The <i>Return to Scouting 2021</i> e-mail explains the control measures to anyone who wishes to return to face-to-face meetings. OSM Personal details section has been updated to include consent to return to face to face scouting under amber conditions in line with this risk assessment. No young person will be allowed to return to face-to-face scouting unless their personal details have been confirmed as correct and consents given. The Leader in Charge of each meeting, with the support and guidance of the GSL and ASGL, will have a responsibility to monitor that the control measures described in this document are being followed. If control measures are intentionally not followed the group will follow its internal disciplinary procedure consisting of verbal warnings, written warnings then temporary exclusion.	The GSL should be notified of any issues with people repeatedly not following the control measures or code of conduct.
Government systems to control the spread of the virus may not be effective if necessary actions are not performed.	Everyone attending	A register will be taken on OSM of everyone present at each meeting (young people, leaders and others). This will also record the meeting time and location. These details will be held for a minimum of 21 days. OSM Personal details section has been updated to include consent for the group to share primary contact details with NHS Track and Trace where necessary. Each person attending is provided with the contact details of the GSL as the contact person of the group, to be provided to Test and Trace if required via the <i>Return to Scouting 2021</i> e-mail.	

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<p>Infection risk is increased if a person starts to present COVID symptoms at a meeting.</p>	<p>Everyone attending</p>	<p>If a person starts to exhibit any of the COVID symptoms (as defined by the Government), they shall be immediately separated from the rest of the group.</p> <p>For a young person, they will be taken a minimum of 2m away from anyone else but as far as reasonably practical and a parent/carer immediately contacted and informed of the situation and be asked to collect them. Whilst waiting for collection they will be supervised by a minimum of two adults, who will stay a minimum of 2m away from them.</p> <p>It will be ensured that their welfare needs will be met during this time.</p> <p>For an adult, where it would not cause a breach of safeguarding rules, they should leave the meeting as soon as possible. If they are not able to leave immediately then they should separate themselves from others a minimum of 2m but as far as reasonably practical.</p> <p>Anyone who leaves will be advised to follow Test and Trace procedures to be tested and self-isolate where necessary.</p> <p>The purple card "Safe Scouting and Emergency procedures" will be followed at all times.</p> <p>The incident will be recorded and the GSL informed so that suitable records can be maintained.</p> <p>If it is confirmed that the person who has attended a meeting has COVID this will be reported to the Scout Association via the online incident reporting form</p> <p><a href="https://app.smartsheet.com/b/form/f16aec805bee49cdbc4d12c82b5e7d2b">https://app.smartsheet.com/b/form/f16aec805bee49cdbc4d12c82b5e7d2b</a></p>	



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The likelihood of all hazards/risks are classified as UNLIKELY if the stated control measures are followed.

**Review:**

*This risk assessment is for a section to move from one COVID-19 readiness level to the next. An additional risk assessment should be produced for each move proposed.*

*Date of next review: 10/05/21*

<b>Checked by GSL</b>	Name: Niall Graham  Signature:  Role and level: GSL  Date:	<b>Checked by Group Executive</b>	Name: Bruce Robinson  Signature:  Role and level: Chair  Date:
<b>Approved by approver</b>	Name:  Signature:  Role and level:  Date:		

## **COVID-19 restarting face-to-face Scouts risk assessment**

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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 Scouts 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 UKHQ will retain this data for three 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: [scouts.org.uk/DPPolicy](https://scouts.org.uk/DPPolicy)