Name of	1 st Ince & Elton – Cubs	Date of	22/04/2021	Name of who	Callum Linger	COVID-19	Red to Amber
Section or	HQ Field and access to	risk		undertook this risk	Graham Proctor	readiness level	
Activity	toilets.	assessment		assessment		transition	

Hazard Identified? /	Who is at	How are the risks already controlled?	What has changed that
Risks from it?	risk?	What extra controls are needed?	needs to be thought about and controlled?
Hazard – something that may cause harm or damage. Risk – the chance of it happening.	Young people, Leaders,	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 itor even stop it! This is a great place to add comments which will be used as part of the review.
· · · · · · · · · · · · · · · · · · ·		ociated with outdoor activities in the following outdoors areas (An activity risk assessment will be in place for the actual drop off and pick up on the track/lane outside the Scout building.	al activity):
Participants and parents not following the procedures put in place: higher risk of infection if procedures are not followed.	Young people, Leaders, Parents/carers	 Leaders will ensure that both participants and parents / guardians are informed of the risks and procedures being put into place to minimise the spread of COVID-19 by email before the term commences. All parents / guardians have been advised in writing of our intention to return and their views and needs of the young people sought. New behaviour rules and hygiene procedures will be shared with parents and they will be asked to go through them with their children before starting. A virtual meeting prior to face to face sessions will also be held for both parents / guardians and young people to discuss the procedures and ensure they are understood. A COVID-19 code of conduct as well as any sanctions will be agreed with the young people to ensure that everyone understands that the procedures must to be followed. All families will be strongly encouraged to take part. The risk assessment and a simple document explaining the procedures will be shared with parents / guardians via email and attached to the event in OSM. A parent / guardian must complete a declaration on OSM to confirm that they have read, understood, and agree to the code of conduct (including any sanctions) prior to attending a face-to-face meeting or their young person will not be allowed to attend. 	
Scouting activity takes place without suitable covid-19 controls being communicated and being in place: Risk of infection to all	Young members Adult Leaders Adult helpers Parents/carers	 Parents / guardians must have previously provided informed consent for the young member to participate in face-to-face scouting activities. Parents / guardians will have to provide consent for the young member to participate in the actual activity by responding to OSM event invitation. Event invitation will include specific instructions for the 	



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?
Young people and adults with additional needs: Members with additional needs may be more vulnerable to infection and/or increased anxiety levels. They may not understand the need to maintain social distance	Young people, Leaders, Parents/carers	planned drop off and pick up and clearly set out the requirement not to attend if risk criteria below apply. • Arrangements for maintaining Covid-19 safety during the activities will have been explained during 'online' scouting meeting to both young members and parents. Explanation will be repeated every term as a minimum, more frequently if incidents of failure to comply occur. • Covid arrangements and need for 2m spacing etc will be repeated at the start of the activity to ensure it is fully understood by all. It is important that participant's needs are understood prior to the activity: • Young people and their parents / guardians will be given the opportunity to contribute/comment on the procedures put in place. • Young people with known additional needs and their parents / guardians will be communicated with on a one to one basis to ensure they are happy with the procedures any concerns can be discussed and mitigated. • Where additional adult carer is required for a young member, the leader will ensure the carer is fully briefed with regard to COVID-19 procedures prior to the activity. • Current known additional need assistance will involve: • Familiarity with the new environment. The leaders will share photographs and a video of the outdoor area being used, with the additional signage, hand sanitisers and route to the toilets via the building entrance to the garden. • Allocating individuals with additional needs to the first group arriving on site so they have longer to familiarise themselves with the meeting place before more people arrive. • Careful planning of the individuals in each group to provide familiarity of the participants, especially for those new to the section.	
Hazard: Ensuring participants do not attend if they are displaying COVID symptoms or should be isolating: Risk: increasing the risk of spread of infection	Young people, Leaders, Parents/carers	 No one is to attend if they are showing any symptoms of COVID-19. They will be asked to return home if they meet any of the following criteria: Have been in contact with any suspected or confirmed cases of COVID-19 in the last 14 days. Have been instructed to isolate by UK government Covid-19 tracing service Have signs of a fever or elevated temperature. 	



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?
		 Have a new or persistent cough. Experienced a loss of, or change in, your normal sense of taste or smell. Are required to quarantine after returning from abroad. Participants or participant's parents / guardians (for those under 14) will be asked to confirm the participant does not meet he above criteria prior to the meeting via an additional field on the event registration in Online Scout Manager. The process will be explained during a virtual meeting for parents / guardians and young people, outlining the procedures to allow any concerns to be addressed. A health check poster at the drop-off point will instruct people not to enter the activity area and return home 	
		if they answer yes to any of the questions.	
Knowledge of who has been involved in scouting activity: ability to track and trace infection	Young members Leaders Adult helpers	 Leaders shall maintain an accurate register of all those that attended the scouting meeting using OSM for members and leaders. Records of any non-members participating shall including full name, address, telephone number, date and time participation. Non-member participant records shall be retained for 21 days A Track & Trace QR CODE must be displayed at all entrances to building (Scout Hut front door) and outside areas (on the side of the container – which is placed and removed every session to prevent theft). All visitors aged 16 years and over should be encouraged to check in with the QR code on their mobile devices. 	
Maintaining social distance at drop off and pick up: higher risk of infection spread if social distancing not maintained.	Young people, Leaders, Parents/carers	 When Parents choose to accompany Cubs, they will bring them down the left side of the track manintaining 2 metre spacing to the designated drop-off point where they will be met by the Leader in Charge (LIC). Otherwise, they will instruct the cub to walk down the left side of the track manintaining 2 metre spacing to the designated drop-off point where they will be met by the Leader in Charge (LIC). The parent shall wait with 2 metre spacing to handover their young person. The parent will then be directed to crossover to the opposite (container side) of the track and to return keeping to that side of the track (nearest to the primary school) to the main road whilst maintaining 2 metre spacing from others on the track. The LIC will receive and register the Beaver then direct the beaver to another Leader 2 metres behind them who will take the beaver to the field via a designated route. 	



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?
		• At the pick up, parents will wait keeping 2 metres apart queuing back from the pickup point in a line on the left hand side of the track until the LIC brings their young person forward to the pick-up point. and they will then be directed to crossover to the opposite (container side) of the track and to return keeping to that side of the track (nearest to the primary school) to the main road whilst maintaining 2 metre spacing from others on the track.	
Maintaining social distance during meeting: higher risk of infection spread if social distancing not maintained.	Young people, Leaders,	Although the activity will be in the open air it is necessary under scouting rules to maintain 2m social distance between different households. This is different to procedures used within school settings as such regular reminders may well be required to ensure compliance. • Due to the current size of the Cub Pack, they will not be split but all attend the same meeting. Should number increase in the Pack, or there be a change in Scout/NYA guidance on allowable number, this wil be re-	
		 The outdoor area has been assessed as safe for the following numbers of attendees: Young Members 12 Adults 5 Appended are scale drawings of the outdoor area showing suitable layouts that ensure the 2m distancing is 	
		 maintained, The layouts have been determined to allow for working at bases, stood, sat on ground etc and provide sufficient space for leaders to move about to support the young members. Leaders whilst not delivering verbal instructions will wear a face covering. Leaders will maintain 2m spacing from others. 	
		 Paths less than 2.5 m wide will require single file walking and in one direction at a time. Young people will be encouraged to keep their distance to 2 meters for the duration of the session, with activities specifically chosen and planned to facilitate this. Group sizes at any bases will be limited to ensure 2m distancing by marking out where young people and adults should stand to help keep everyone at the correct distance throughout the session. Participants will be briefed prior to the session taking place during a virtual meeting for both young people 	



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?
		The leadership team will monitor activities to ensure social distancing is maintained. Should participants need reminding, Leaders will pause activities to encourage social distancing and if considered appropriate, implement the agreed "sanctions." There will be no hesitation to stop the meeting if social distancing is not being maintained.	
		The types of games and activities the young people will take part in will be non-contact and lend themselves to being distanced.	
		If for any reason a 2m distance cannot be maintained then additional control measures must be considered for a short period of time such as face coverings. All adults should have face coverings with them.	
		The length of the meeting will be limited. Any non-essential elements of badge work that does not need to be completed face to face will be done as part of a blended programme through either virtual activities or badges at home.	
		Due to the size of the toilet facilities, only one person will be allowed in the toilets at a time. The route to the toilets will be a clearly marked from the rear entrance to the building and all doors propped open to reduce touch points. Other parts of the building will be marked as out of bounds (if not in use). If there is a queue for the toilet, this will take place outside of the building and will be managed by a leader.	
Restricting respiratory spread: higher risk of infection from exhaled breath	Young members Leaders Adult helpers	The following activities pose higher risk of high aerosol load in exhaled breath and the controls specified shall be followed: • Shouting and raised voices lead to increased risk – Shouting should be discouraged	
		Physical exertion leads to increased risk – Where a participant is breathing heavily due to exertion then additional space should be given to them.	
Hygiene of people: higher risk of infection spread if proper hand washing not carried out.	Young people, Leaders,	The group will supply a hand sanitising station at the field entrance that everyone must use on entry and exit. There will be a sign in place as a reminder, as well as adult on the entrance point ensuring everyone sanitises their hands properly.	
		Cubs: Will be encouraged to bring own sanitiser in a small bottle that should be kept safe (ideally clipped to clothes or in pocket) firm disciple is required to avoid risk of sanitiser being sprayed in eyes etc or being shared.	



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		The Leaders will have spare hand sanitiser which they will dispense to Cubs if the Cub does not have their own, or runs out during the meeting. The recommended strength is 70% alcohol.	
		When a leader is giving sanitiser to a young member, they should stand to one side and reach sideways to the young member, they should avoid standing face to face with each other.	
		Should anyone need the toilet, there will be a hand sanitising station by the building rear entrance that must be used prior to entry and after exit. There will be signage in place to remind all users to wash their hands after they have finished in the toilet.	
		Signage to remind to wash hands and posters on how to wash hands will be at sinks, posters on how to sanitise hand hands correctly will be located near sanitiser points.	
Hygiene of toilets: higher risk of infection spread if hygiene not carried out.	Young people, Leaders,	A one-way system has been developed. People will enter via the main building doors and exit via the rear doorway. Signage will be put in place to ensure it is clear which door is an entrance and exit as well as the direction of the flow of the traffic.	
		 The corridor in the building is only wide enough for people to maintain social distancing while walking in single file with 2 metre distancing. 	
		 All adults using any toilet facilities or supervision young members accessing toilets will wear a face covering. 	
		 Cubs: Are not required to use face coverings but may do if they want to, care should be taken to avoid unnecessary touching of face prior to sanitising hands They will be responsible for looking after the face coverings. 	
		Only one person may be in the toilet at a time.	
		 After using any toilet facilities, the participant's hands must be washed for at least 20 secs with soap and water, and well sanitised after leaving the building. Only once hands have been sanitised should face coverings be removed. Due to their maturity, a Leader or Adult helper will ask young people to comfirm they have washed and sanitised their hands. 	
		 Toilets must be cleaned at the start and end of each meeting. It is the responsibility of the leader in charge to ensure this is implemented. No young member including young leaders can be involved in any cleaning activity. 	



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?
		·	needs to be thought about
		cleaning materials. Should a leader notice that the toilets have a low stock, they must notify the Quartermaster and the leader of the next section expected to use the HQ to arrange for the stock to be replenished. • All cleaning chemicals will be stored out of the reach of young people in the locked cupboard in the kitchen. A COSHH assessment has been completed by the group executive.	



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?
			needs to be thought about
Hygiene of touched and contaminated outdoor surfaces:	Young members Leaders	 Any additional items needed will be bought and sanitised before they are used. Whilst out in parks/fields many different items may need to be touched, such as gates, benches, bins etc 	
higher risk of infection spread if good hygiene not carried out.	Adult helpers	Leader should consider wiping any items to be touched with an anti-viral wipe before the participants touch them.	
		Young people warned about not to pick anything up from the ground that wasn't allocated to them as equipment as part of the activity.	
		After passing through a gate, touching a bench or touching any other items participants should be encouraged to sanitise their hands. Leader to ensure sanitising takes place and issue squirt of sanitiser as required.	
		Young people as part of the briefing will be reminded to avoid touching their face.	



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?
		We have arranged with the parish council that we will be the only users of the field while a meeting is taking place and the activity area will be marked out.	
Refreshments: Transmission through the making and consumption of food and drink	Young people, Leaders,	 Participants will be asked to bring their own water bottle (with their name on) if they are likely to want a drink during the meeting that they will need to carry around with them in a backpack. Any cooking activities will use disposable plates/cutlery, tin foil etc and young people will bring with them their own ingredients. 	
Administration of first aid: Risk of infection as may not be able to maintain social distance	Young people, Leaders,	Most incidents requiring first aid do not involve getting close to a casualty and where possible, leaders will guide a casualty to self-administer things like plasters etc.	
		First aiders will ensure that they do not cough or sneeze over a casualty when they are being treated.	
		Before and after treating a casualty, hands will either be washed or sanitised with alcohol gel. If there is not enough time to sanitise, then the first aider will put on a pair of nitrile gloves instead.	
		If performing a primary survey, first aiders will avoid proximity to a casualty's mouth or face.	
		If the casualty requires more than first aid, then a leader contact the emergency services immediately on 999 or 112 as well as follow the procedures on the purple card.	
		If CPR is necessary, rescue breaths are optional. A resuscitation face shield is highly recommended and will be available in all first aid kits. Follow guidance here: https://www.resus.org.uk/covid-19-resources/covid-19-resources-general-public/resuscitation-council-uk-statement-covid-19	
		The group first aid kits for inside and outside use of the building have been checked for any out-of-date items and upgraded to include a suitable quantity of the following items:	
		o Faceshield	
		A pack of surgical face coverings (Type IIR Masks)	
		o Plastic aprons	
		o Nitrile gloves	
		o Resuscitation face shield	



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?
A participant/leader falls ill during a session: Possible spread of the virus to those who came in contact with them as well as any contaminated surfaces	Young people, Leaders,	 Parents to be phoned and young person to be sent home as soon as possible if they develop symptoms and then will be asked to get a test. If the test is positive the child must self-isolate for 14 days. If a leader or young person is sent home with symptoms, then the Section Leader will inform the Group Executive and District Commissioner. Advice will be sought from Public Health England the DC/their delegate will facilitate contact tracing. All leaders and children who display symptoms should be tested & completed the required quarantine before being allowed to return. If a child has symptoms of coronavirus, The Parent/ Guardian will be called for the to be collected as soon as possible, a Leader (wearing PPE) will escort the child (maintaining social distancing) away from the other children and accompany the symptomatic child always staying outdoors until he/ she is collected. 	
A participant is found to have COVID19 after a session: Possible spread of the virus to those who came in contact with them as well as any contaminated surfaces	Young people, Leaders,	 Intention to attend will be captured using the Event functionality in OSM where parents / guardians give explicit consent using an additional field. However, following the acceptance, the young person may fail to attend, so the event should be updated by the leader as soon as possible to ensure they are removed from the attendee list. The same system will be used to record all leaders, young leaders and adult helpers taking part. During the meeting, a record of attendance will be kept using the OSM register, which may be also used to track other non-contact activities running in parallel and therefore should not be used to track and trace face-to-face activities without checking against the event attendance data. Leaders will remind parents / guardians on a weekly basis via email to ensure that contact details are correct in OSM using the parent portal prior to the session taking place. A direct link to the parent portal will be inserted into the footer of every email. All adult leaders have access to the OSM records and will be shown how face-to-face activity attendance is being recorded. If we are notified that a participant has COVID-19 after a meeting, the Group Scout Leader and District Commissioner will be informed as soon as practicable. Advice will be sought from Public Health England the DC/their delegate will facilitate contact tracing. 	



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?
Waste: Handling of packaging, tissue etc: transmission through handling.	Young people, Leaders, Visitors	 Cub leaders must cooperate with NHS Track and Trace as required to track and trace infections. Cub leaders will not contact other parents until advised to do so by Track and Trace or the District Commissioner. All areas where the person has been and surfaces, they have touched will then be disinfected. In a confirmed case of COVID-19 an professional company will be contracted to deep clean the building. The cleaner must wear visor, disposable gloves, visor, apron. All waste must be put in a refuse bag, double bagged, sealed, quarantined for 72 hours before disposing of it safely. Prior to and after handling waste, hands must be sanitised. No young member (under 18) shall handle waste All waste must be disposed of at the end of each session by the section along with the cloths used to disinfect the space. This will be double bagged, sealed and disposed of in accordance with all legal responsibilities. Low Tier Waste Carrier licence certificate number CBDL386738 is held by 1st Ince & Elton this permits the 	
		group and its members / volunteers to carry waste produced by the group.	

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	Oliver Chambers,	Checked by Executive	Nat Tudor,
Line Manager	Acting Group Scout Leader		Role / level Chairperson
	22/04/2021		Date 22/04/2021
Approved by	Colin Chambers		
District	District HSE Advisor and Executive Member		
Notification of			
level change			

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 he



