

## Covid-19 restarting face to face Scouting risk assessment

<b>Name of Section or Activity</b>	Draca Explorers	<b>Date of risk assessment</b>	5 September 2020	<b>Name of who undertook this risk assessment</b>	Claire Morris Jon Taylor Mandy Hodson Andy Byham Cathy Searle	<b>COVID-19 readiness level transition</b>	Red to Amber
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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?
<p><b>Hazard</b> – something that may cause harm or damage. <b>Risk</b> – the chance of it happening.</p>	Young people, Leaders, Visitors?	<p><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.</p>	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.
Ensuring people with symptoms do not attend; higher risk of infection spread	Young people, Leaders	<p>All parents / carers to undertake that their children must not attend any face to face sessions if they or anyone in their household have any symptoms of Covid-19.</p> <p>All leaders to undertake that they will not attend if they or anyone in their household have symptoms of Covid-19. If this affects the ratio needed (i.e. a minimum of 2 adult leaders present) then the meeting shall be cancelled.</p> <p>All young people to undertake that they must not attend a face to face session if they have any symptoms of Covid-19</p>	
Ensuring people who are shielding or who have vulnerable family members make an informed decision to attend; higher risk of infection spread back to the household	Young people, Leaders	All parents / carers to make a decision whether their child attends if family members in the same household are shielding; should the numbers warrant it, online activities will be offered as part of a blended approach whilst readiness levels remain at amber	
Ensuring young people or adult leaders who develop symptoms during an activity are isolated; higher risk of infection spread	Young people, Leaders	<p>If any young person experiences any symptoms of Covid-19 during an activity, they must inform one of the adult leaders immediately. That person will be immediately separated from the rest of the group and their parent / carer contacted and asked to collect them as soon as possible. The rest of the group and their parents / carers will be informed of the situation. The parents / carers of the young person concerned should ensure the leaders are informed of the outcome of subsequent test results and this information will be shared with all present.</p> <p>If an adult leader experiences any symptoms of Covid-19 during an activity, they must immediately leave the area and let the adults remaining know the action they have taken by phone call or text. If their departure impacts on the adult ratios required, the remaining activity must be stopped and all parents contacted to ask to pick up their child. The adult leader must let the other leaders know the outcome of any subsequent test results and this information will be shared with all present</p>	

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Maintaining social distance at drop off: higher risk of infection spread if social distancing not maintained.	Young people, Leaders	<p><b>Meeting at Youth Hub, Camelsdale or within Haslemere for the start of a walk:</b></p> <ul style="list-style-type: none"> <li>- Encourage young people to walk unaccompanied to the meeting place if possible and safe to do so</li> <li>- Young people who are driven in cars to be dropped off at the gate or nearby where safe to do so. Drivers to stay in vehicles. All to wait if there is a car ahead of them to allow the person to get out first before they get out and to maintain social distance</li> </ul> <p><b>Meeting at Prestwick for campfire:</b></p> <ul style="list-style-type: none"> <li>- Cars may drive into the farm yard, or park on the verge outside if there is space. Drivers of young people to stay in vehicles. All to observe people exiting from other cars and only get out when it is possible to maintain social distance</li> </ul> <p><b>Meeting at Godalming for kayaking:</b></p> <ul style="list-style-type: none"> <li>- Cars may drive into the parking area. Drivers of young people to stay in vehicles. All to observe people exiting from other cars and only get out when it is possible to maintain social distance</li> </ul>	A leader to be allocated to check that rules are followed as people arrive
Maintaining social distance at pick up: higher risk of infection spread if social distancing not maintained.	Young people, Leaders	<p><b>Pick up from Youth Hub, Camelsdale or within Haslemere at the end of a walk:</b></p> <ul style="list-style-type: none"> <li>- Young people who are walking home to do so maintaining appropriate social distancing</li> <li>- Young people who are being collected in cars to wait at a safe place while maintaining social distancing. Drivers to stay in vehicles. When it is safe to do so, young people return to cars maintaining social distance.</li> </ul> <p><b>Pick up from Prestwick for campfire:</b></p> <ul style="list-style-type: none"> <li>- Cars may drive into the farm yard, or park on the verge outside if there is space to wait for young people. Drivers to stay in vehicles. Young people to observe social distancing when returning to their car.</li> </ul> <p><b>Pick up from Godalming for kayaking:</b></p> <ul style="list-style-type: none"> <li>- Cars may drive into the parking area for pick up. Drivers to stay in vehicles. Young people to observe social distancing when returning to their car.</li> </ul>	A leader to be allocated to check that rules are followed as people leave

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<p>Maintaining social distance during meeting: higher risk of infection spread if social distancing not maintained.</p>	<p>Young people, Leaders</p>	<p><b>All activities</b></p> <ul style="list-style-type: none"> <li>- Young people to maintain social distance by by 2m from each other where possible and from adult volunteers at all times.</li> <li>- OSM will be used to keep a register of all attendees should it be needed for Track and Trace purposes</li> </ul> <p><b>Indoors</b></p> <ul style="list-style-type: none"> <li>- Leaders don't need to wear a face covering when delivering activities but are recommended to wear one in all other circumstances.</li> <li>- Young people at Explorer age must wear face coverings indoors. Exceptions as per <a href="#">national guidelines</a> are permitted the main exception which is likely to apply being people who cannot put on, wear or remove a face covering because of a physical or mental illness or impairment, or disability</li> </ul> <p><b>Campfires</b></p> <ul style="list-style-type: none"> <li>- All to maintain social distance around the campfire and surrounds</li> </ul> <p><b>Local walks</b></p> <ul style="list-style-type: none"> <li>- Young people and leaders may walk in pairs with one metre space between them and both facing forward</li> </ul> <p><b>Kayaking</b></p> <ul style="list-style-type: none"> <li>- Two people may carry a kayak together, one at each end of the kayak.</li> <li>- There may only be two people entering the hut where the kayaks are stored at any one time to get kayaks, paddles, buoyancy aids etc. and they must maintain social distance while in the hut</li> <li>- All must maintain social distancing while preparing to get onto the water</li> <li>- A leader may assist a young person to get onto the water by holding the end of the kayak, one metre away from the young person</li> <li>- Whilst on the water all must keep apart by at least one metre</li> <li>- In the event of capsize, if possible to do so the person who has capsized will be asked to swim to the riverbank, supervised by a leader while their kayak is emptied of water. They will re-enter the kayak at the riverbank. If riverbank access is not possible the usual capsize procedure will be followed by asking the person in the water to hold on to the end of a leader's kayak and re-enter on the water. The person in the water and the person assisting must make every possible attempt to keep as much distance as possible between them.</li> <li>- There will be no changing room facilities (or toilet) available. All must be prepared to change in or around their cars after the session, maintaining social distance</li> </ul>	
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Hygiene when indoors: higher risk of infection spread from the virus on surfaces, equipment etc.	Young people, Leaders	At the Youth Hub, all studios will be cleaned before our hire. Leaders will use the anti-bac wipes provided on the door handles, light switches and all surfaces before exiting.  Any tables to be used will be sprayed and wiped before and after use.	
Hygiene of people: higher risk of infection spread if proper hand washing not carried out.	Young people, Leaders	Where hand washing facilities are available – at the Youth Hub and Camelsdale Scout hut – all are encouraged to wash their hands thoroughly and frequently, especially after using the WC.  All young people will be asked to bring and use their own hand sanitiser. Additional hand sanitiser will be available in case needed.  All young people to be supervised using hand sanitizer before and during the activities. Hands must be washed or sanitized before using any shared equipment, though shared equipment will be minimized as far as possible.	
Hygiene of toilets: higher risk of infection spread if hygiene not carried out.	Young people, Leaders	<b>Youth Hub</b> The youth hub is cleaned before our hire, anti-bac wipes are available to wipe surfaces, taps and handles during use. Disposal as per youth hub facilities.  <b>Camelsdale Scout Hut</b> Toilet facilities and door handles to be cleaned before and after sessions, cleaning equipment to be brought by Draca leaders. Anti-bac spray and wipes will be made available and all are asked to wipe surfaces, taps and handles which they have touched after use. Disposable towels will be available for hand drying. Used towels will be disposed of in a bag which will be binned at the end of the session.  <b>Prestwick farm (campfire)</b> There is a composting toilet available. Surfaces which are wipeable will be cleaned before and after the session. Anti-bac spray and wipes will be made available and all are asked to wipe surfaces which they have touched after use.  <b>Godalming (kayaking)</b> The toilet facility will not be available?  <b>Local walks</b> No toilet facilities available.	

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<p>Hygiene of activity equipment: Higher risk of infection spread if hygiene not carried out.</p>	<p>Young people, Leaders</p>	<p><b>General</b> Any equipment used will be laid out on a table by leaders wearing gloves and assigned to young people to collect one at a time. They will not then share any equipment but can only return it to a box specified for used equipment.</p> <p><b>Campfires</b></p> <ul style="list-style-type: none"> <li>- All to be asked to bring their own mug, plate and any utensils exclusively for their own use</li> <li>- No group cooking will be done, but foods such as sausages and marshmallows may be available for individuals to cook their own separately on the fire, using sticks which are exclusively for their own use</li> <li>- Foodstuff will be handled and shared out by a leader wearing disposable gloves</li> <li>- Equipment such as bushcraft knives and axes will be wiped with anti-bacterial wipes before and after use. One a piece of equipment has been handed to a young person they may not then share it with another person during the activity</li> <li>- Used equipment will be collected in a box afterwards, for cleaning</li> </ul> <p><b>Local walks</b></p> <ul style="list-style-type: none"> <li>- Map cases and compasses will be wiped with anti-bacterial wipes before the activity. They may only be used by the person they have been given to and not shared during the walk.</li> <li>- Map cases and compasses will be collected in a bag afterwards for cleaning</li> <li>- All will bring their own backpacks, water bottles, snacks and waterproofs and there will be no sharing of personal equipment</li> <li>- Gates will be opened and held open by one person who will close the gate afterwards once everyone is through. Social distance must be maintained by that person as others come through. That person will sanitise their hands afterwards. All to use hand sanitiser before crossing styles which involve touching any surface.</li> </ul> <p><b>Kayaking</b></p> <ul style="list-style-type: none"> <li>- The booking system for kayaking ensures that there is at least 24 hours between users. After using the kayaks, paddles and buoyancy aids they should be wiped with anti-bacterial spray.</li> </ul>	

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Use of outdoor spaces: un-even ground, access to space less controlled, cannot be cleaned.	Young people, Leaders	<p><b>Campfires – at Camelsdale and Prestwick Farm</b></p> <ul style="list-style-type: none"> <li>- The terrain is well known to leaders. Young people are supervised on the walk over to the campfire area at Prestwick. Young people to be briefed on the boundary areas at both Camelsdale and Prestwick</li> </ul> <p><b>Local walks</b></p> <ul style="list-style-type: none"> <li>- The walking route will be known to leaders. Leaders will be towards the front and at the rear of walking groups.</li> </ul>	
Maintaining social distance during meeting should an injury occur requiring first aid treatment: higher risk of infection spread if social distancing not maintained.	Young people, Leaders	<p>For minor injuries involving young people or leaders, if possible the person injured will do some or all of the treatment required themselves. Should this not be possible, social distancing may have to be broken. In this case the person administering the first aid will wear a face mask, plastic apron and face covering if possible. The injured person will also be asked to wear a face mask (though not if they have breathing difficulties). As Draca Explorers are all aged over 14, should resuscitation be required, this will be done using hand compressions only (no mouth-to-mouth).</p> <p>Face masks, gloves and other PPE will be bagged and disposed of afterwards</p> <p>Added to the Draca first aid kit are: disposable face masks, disposable gloves, disposable aprons, alcohol wipes, hand sanitizer</p>	
<p><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.</p>			

<b>Checked by Line Manager</b>	Name, Role / level Date	<b>Checked by Executive</b>	Name, Role / level Date
<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		

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

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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 here. <https://scouts.org.uk/DPPolicy>.