

Risk Assessment Form

Assessment No: 03		Assessment Date: 24/03/21		Assessment Type (Select as appropriate: see Note 1)			
Section: Beavers, Cubs, Scouts, Explorers		References: <ol style="list-style-type: none"> https://www.scouts.org.uk/volunteers/scouts-at-home/getting-everyone-back-together-safely/ https://www.gov.uk/coronavirus https://www.scouts.org.uk/volunteers/staying-safe-and-safeguarding/safe-scouting-cards/young-people-first-yellow-card/ 		<input type="checkbox"/> Specific		<input checked="" type="checkbox"/> Generic	
				<input type="checkbox"/> Record of dynamic risk assessment			
Activity/Process: Covid-19 Control Measures for face to face meetings during Amber Readiness for Beavers, Cubs, Scouts and Explorers (Note: This risk assessment is not exhaustive, dynamic risk assessments should be carried out where situations arise that may contravene or not be covered by this assessment. All current safeguarding policies remain in force and must be followed at all times)							
Assessor			Activity Leader (See Note 4)				
Name: Jon Skinner (In conjunction with the group leadership team)		Name:					
Role: Group Scout Leader		Role:					
Signature:		Signature:					
Hazards	Who is at Risk?	Control Measures (Specific existing Control Measures)		Risk Rating (Likelihood X Consequence) (See Note 3)	Briefing Notes		
Transmission of Covid-19 through close personal contact or use of confined spaces	Young People / Adult Volunteers / General Public	<ol style="list-style-type: none"> Always Follow government specific advice on safe social distancing. Parents/Adult volunteers to be reminded of Government isolation policy if symptoms are displayed. No person is to attend a Scouting activity if they or a member of their household are displaying symptoms. Adhere to maximum group sizes in accordance with Scout guidance. All section activities to be individually risk assessed to ensure safe social distancing can be achieved and hygiene can be maintained. Adult volunteers to ensure they always have a hygiene pack available containing alcohol gel, disinfectant wipes, disinfectant spray, disposable gloves, disposable face masks, face shields and disposable plastic aprons. Activity Leaders must carefully plan drop off and pickup times and locations to prevent mass congregations. 		1 x 2 = Low			

		<ol style="list-style-type: none"> 8. Parents and Adult Volunteers to be discouraged from picking up/dropping off non-members of their own household. 9. Residential activities must not take place. 10. Indoor spaces may only be used when Scout guidance permits. 11. Handshaking must not take place during greetings or presentations. 12. Avoid the use of public transport for organised activities. 13. Prior to commencing the activity remind all participants of the need to maintain good hand hygiene. 14. If possible, all participants must wash hands before during and after section meetings, where suitable hand washing facilities are not available hand sanitiser must be used. 15. Where possible mark out areas for groups to work at safe distance. 16. Young people not permitted to move between activity groups. 17. Use of the Group Minibus to transport Young People is prohibited. 18. Toilets limited to 1 user at a time. 19. Only 1 adult permitted in the kitchen at a time. 20. Young People not permitted to use the kitchen space. 21. No more than 2 Leaders in the store at any one time. 22. Young People not permitted to enter the store. 23. Wherever possible employ a one-way system to prevent close contact. 24. 2 metre social distancing to be maintained at all times. 25. Wherever possible use outside space for face to face activities. 26. Scouts and Explorers must wear face coverings indoors unless exempt as per national guidelines. 		
Transmission of Covid-19 through contact with contaminated equipment / surfaces	Young People / Adult Volunteers / General Public	<ol style="list-style-type: none"> 1. 1st Fareham Headquarters to be thoroughly cleaned and disinfected prior to commencement of face to face activities. 2. Drinking and eating equipment/food must not be shared. 3. Young people and Adult Volunteers should bring a personal water bottle to all Section meetings, single use disposable cups available for use as a backup. 4. Activity equipment and surfaces to be disinfected prior to and after use. Equipment that cannot be suitably disinfected must not be used. 5. Plan activities to avoid the sharing of equipment wherever possible. 6. Prior to commencing the activity remind all participants of the need to maintain good hand hygiene. 7. Avoid areas where high numbers of the general public may be present. 8. Do not use public play / activity equipment. 	1 x 2 = Low	
Transmission of Covid-19 through mass congregations	Young People / Adult Volunteers / Parents / Carers / General Public	<ol style="list-style-type: none"> 1. Activity Leader must ensure there is adequate parking at the drop off/collection point to avoid mass congregations i.e. Aldi carpark when using 1st Fareham Headquarters. 2. Wherever possible avoid areas where members of the public may gather in large numbers. 3. Activity Leader to ensure drop off is controlled to ensure different families do not inadvertently mix. 4. Remind Parents/Carers not to loiter when dropping off or collecting Young People and where possible to wait in vehicles until specified drop off / collection times. 5. Leaders to ensure families maintain a 2-metre social distance at all times when dropping off. 6. Activity groups sizes to be set in accordance with Scout guidance 	1 x 2 = Low	

		<ol style="list-style-type: none"> 7. Young People not permitted to move between activity groups. 8. Activity Leaders to ensure drop off / collection is staggered wherever possible. 9. No more than 2 groups permitted to use the 1st Fareham Headquarters hall and compound (1 indoors / 1 outdoors) where indoor activities are permitted, different sections must be able to operate independently of each other. 10. Separate toilets and entrances to be allocated to each group using the facilities. 		
Disposal of contaminated waste	Young People / Adult Volunteers	<ol style="list-style-type: none"> 1. Disposable gloves to be worn when handling other contaminated waste. 2. All contaminated waste such as wipes, face masks etc. to be correctly disposed of in the bin. 3. Activity Leader to ensure bins to be emptied at the end of each session. 		
Effects of Covid-19 on Mental Health	Young People / Adult Volunteers / Parents / Carers	<ol style="list-style-type: none"> 1. Adult Volunteers to be made aware of the increased risk of underlying mental illness due to Covid-19. 2. Adult volunteers to read HQ guidance 'Supporting those made most vulnerable by the crisis'. 3. Always Follow 'Yellow Card' advice. 4. Concerns to be reported immediately. 	1 x 1 = Low	
Transmission of Covid-19 through breach of social distancing for safeguarding reasons i.e. administering First Aid	Young People / Adult Volunteers	<ol style="list-style-type: none"> 1. Contents and expiry of all First Aid Kits to be checked prior to returning to face to face Scouting. 2. Activity Leader to check First Aid Kits prior to commencement of activities. 3. Ensure Adult Volunteers are in date for First Aid Training. 4. Activity Leader to ensure adequate ratios for the planned activity in accordance with POR. 5. Refresh Adult Volunteers on current CPR practice. (Compressions only). 6. If possible, wear a face mask, a plastic apron and disposable gloves before administering First Aid. 7. Maintain social distancing if possible. 8. Encourage the injured person to also wear a face mask or covering with due consideration to the situation and the age and level of distress of the individual affected. 9. Activity Leader to ensure Activity Area has suitable access for Emergency Services. 10. Records to be kept of individuals who have broken social distancing to administer First Aid. 	1 x 2 = Low	
Inclusion of vulnerable people in face to face activities (Those with underlying medical conditions)	Young People / Adult Volunteers	<ol style="list-style-type: none"> 1. Government shielding advice must always be followed. 2. Activity Leader to have a detailed discussion with Parents / Carers of vulnerable people and must produce an individual risk assessment to ensure the safety of the individual concerned. 	1 x 2 = Low	
Group member of someone they live with displays symptoms or tests positive for Covid-19	Young People / Adult Volunteers	<ol style="list-style-type: none"> 1. Contactless temperature monitoring to be used prior to individuals entering the meeting space. 2. Registers of attendance to be kept for all face to face meetings. 3. Records to be kept of individuals who have broken social distancing. 4. Government track and trace guidance to be always adhered to following a positive test for Covid-19. 	1 x 2 = Low	
Adult Volunteer / Young People Allergic	Young People / Adult Volunteers	<ol style="list-style-type: none"> 1. Section Leader to ensure parents have recorded all allergies on OSM. 	1 x 2 = Low	

to disinfectant sprays or alcohol gel		2. If an individual has allergies, the Section Leader must include this in the individual Risk Assessment and consider the use of alternative products or PPE.		
Use of 1 st Fareham Headquarters building by outside organisations	Outside Organisations / Young People / Adult Volunteers	<ol style="list-style-type: none"> 1. Outside organisations must provide a written Covid-19 Risk Assessment to the Group Executive Committee for approval prior to use of the 1st Fareham Headquarters building. 2. Clear hours of use to be set and agreed by the Group Executive committee. 3. Outside organisations must provide all of their own equipment and must not use 1st Fareham equipment i.e. cups, plates, cutlery. 4. Outside organisations must provide their own hygiene products i.e. hand sanitiser, hand soap and disinfectant. 5. Outside organisations to ensure all surfaces likely to be contacted are sanitised before and after use and must sign the closing down log prior to leaving the building. 6. Outside organisations must follow the Government guidance and that of their Governing Body if applicable. 7. Failure to follow Covid-19 Risk Assessments will result in termination of use of the 1st Fareham Scouts Headquarters building. 	2 x 1 = Low	
General	Young People / Adult Volunteers	<ol style="list-style-type: none"> 1. This Risk Assessment must be discussed with all Adult Volunteers and Parents to ensure understanding. 2. Each session must be setup on OSM as an event to ensure Parental consent is sought prior to a Young Person attending that session. 3. All volunteers out of date for safety or safeguarding to renew prior to returning to face to face Scouting. 	1 x 1 = Low	

Approval of Covid-19 Risk Assessment

	GSL		Exec		DC		District Exec:
Name:	Jon Skinner	Name:	Linda Wells	Name:	Mike Mchugh	Name:	Paul Squire
Role:	GSL	Role:	Chair	Role:	DC Fareham East	Role:	Chair District Exec
Date:	24/03/21	Signature:	25/03/21	Signature:	27/3/21	Signature:	27/3/21

Assessment Review

Review Date:		Review Date:		Review Date:		Review Date:	
Name:		Name:		Name:		Name:	
Role:		Role:		Role:		Role:	
Signature:		Signature:		Signature:		Signature:	

Notes:

1. If using a 'Generic' risk assessment, Assessors are to satisfy themselves that the assessment is valid for the task and that all significant hazards have been identified and assessed. If additional hazards are identified they are to be recorded and attached to the Generic assessment.
2. Assessors are to note that they are responsible for production of the risk assessment and that they are signing to indicate that the risk assessment is suitable and sufficient and they consider the risks to be acceptable.
3. When recording the Risk Rating ensure that both the Likelihood and Consequence scores are included.
4. Activity Leader must sign to show agreement to apply the controls of this risk assessment.
5. Risk Assessments are to be reviewed:
 - Annually.
 - If there is reason to doubt the effectiveness of the assessment.
 - Following an accident or near miss.
 - Following significant changes to the task, process, procedure or Line Management.
 - Following the introduction of more vulnerable personnel.
 - If 'Generic' prior to use.

High	Improve control measures; consider stopping activity.
Medium	Review control measures and improve if reasonably practicable to do so, consider alternative ways of conducting activity.
Low	Maintain control measures and review if there are any changes.

High	Common, regular or frequent occurrence.	3	3 Med	6 High	9 High
Medium	Occasional occurrence.	2	2 Low	4 Med	6 High
Low	Rare or improbable occurrence.	1	1 Low	2 Low	3 Med
Risk Matrix			1	2	3
			Minor injury or illness.	Serious injury or illness.	Fatalities, major injury or illness
			Low	Medium	High