**Stone (Dartford) Scout Group**

**And Livingstone Explorers**

**Covid-19**

**Amber Risk Assessment**

Note: 2 thermometers will be available at the start of every meeting.

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| **Name of Section or Activity** | Stone (Dartford) Scout Group and Livingstone Explorers  Scout Hall | **Date of risk assessment** | **07/09/2020** | **Name of who undertook this risk assessment** | All Stone Leaders at leaders meeting on 7/9/2020 | **COVID-19 readiness level transition** | Amber towards Yellow |

| **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?** |
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| ***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.* |
| A letter has been compliled to send out to all parents explaining what is happening when we return to face to face scouting. This will include group sizes, social distancing and reminding them that if any member of their household are showing symptons or have had symptons that evidence of a negative test must be shown for them to attend a meeting. | | | |
| Maintaining social distance at drop off and pick up: higher risk of infection spread if social distancing not maintained. | Leaders, Parents and young people | Inform parents that there will be a staggered drop off time so social distancing can be observed.  Open the doors 10 minutes before normal start time so congestion can be restricted.  1 Leader on the door to provide access for the young person/people and to take their temperature (before parent leaves) with a non contact thermometer. If temperature is 38\*C or more they will not be allowed to attend and sent home.  No parents will be allowed to enter the building to stop the virus.  Young people and Leaders to wash their hands with soap and running water or use hand sanitiser on entry to the building. |  |
| Maintaining social distance during meeting: higher risk of infection spread if social distancing not maintained. | Adults and young people | Group sizes will not exceed the current guidelines of 15 young people and 5 Adults.  Everyone is to register on OSM/email that they will be attending to avoid disappointment of being turned away.Deadline for registering will be 24 hours before the meeting,  On arrival explain to the young people that they need to maintain the social distance rules so everyone stays safe.  Posters are up in the hall to help remind everyone that social distancing is being observed.  Make sure every leader has their meeting program planned to achieve social distancing. | Sections that exceed the 15 young people will be split into 2 different groups i.e. by patrols or sixes. They will then run the different groups fortnightly. |
| Hygiene of people: higher risk of infection spread if proper hand washing not carried out. | Adults and young people | On entry to the hall everyone will have to wash their hands with soap and running water in the toilet area.  Hand sanitiser is available for all to use in the hall. | Leaders to make sure soap and hand sanitisers are available. |
| Hygiene of toilets: higher risk of infection spread if hygiene not carried out. | Adults and young people | Toilets to be checked and cleaned by a leader on arrival.  Hands will be washed before leaving the toilet and will be antibac/virus after every use.  Leaders will clean toilet area after meeting. | Cleaning products are available in the locked cupboard under the sink. |
| Hygiene of activity equipment: Higher risk of infection spread if hygiene not carried out.  Continued. | Leaders | All equipement to be used during meeting to be sanitised before and after every use.  Only use equipment for the activity planned.  All sections have their own cupboard with their own equipment so sharing will not occure between the sections.  Sharing of activity equipment ie clue sticks will be cleaned inbetween users. |  |
| Departure of Hall | Leaders and parents/carers | Let parents know there will be a staggered pickup with doors opening 15 minutes earlier and to maintain the 2m social distancing.  No parent will be allowed to enter the building.  A leader will be standing at the door to call the young person to meet parent/carer. |  |
| Hygiene of the hall  Cross infection between the sections on the same night. | Leaders | Leaders will only arrive 15 minutes before their start time to allow the afterschool club or other sections to clean.  A rota for every section to deep clean the hall every week has been agreed so high hygiene standards can be maintained and the infection level is low. | Cleaning products are available in the locked cupboard under the sink. |
| Hygiene of Kitchen: higher risk of infection spread if hygiene not carried out | Leaders | Adult leaders to only use.  Hot drink facilities will be available with each leader making their own drink, in their own cup, washed up and put away.  Young people to bring their own drinks bottle with their name on. | Washing up liquid is available |
| Use of outdoor spaces: uneven ground, access to space less controlled, can not be cleaned | Leaders and young people | Hand washing/use of sanitiser to be available at every location.  Stone Recreation ground to be used for some outdoor activities as in planned programme.  Other locations for activities, inform parents if no toilet facilities are availiable and hand washing/sanitising will be available to all during the meeting. |  |
| If young people/leaders show sighns of covid 19 during the meeting | Leaders and young people | If a young person shows signs of Covid19 they should be put in isolations with an adult keeping a safe distance, wearing appropriate PPE (mask, gloves, apron) until their parent/carer can collect with the advice of getting a test done.  If in an Adult/Leader they should leave the meeting/activity straight away to return home and arrange for a test to be completed.  Any individuals who show signs of covid will not be allowed to return to scouting until they have shown evidence of a negative test result. |  |
| Track and Trace register | Leader | A register will be kept for each meeting for the purpose of Track and Trace for at least 6 weeks.  If personal data is required to be shared with non scouting bodies, parents will be informed of this transfer of data under GDPR regulations. |  |
| First Aid | Leader and young people | Each section to have their own First aid kit.  Young people to administer as much of their own first aid as possible. Where an adult is required or designated leader, they will wear full PPE (mask, gloves, apron) trying to keep a safe distance.  The designated leader is to dispose of any items safely and bagged separately then disposed with the household waste.  All those involved should wash their hands thoroughlywith soap and water asap.  Disposable stock is available in locked cleaning cupboard and will be replaced when getting low. |  |
| ***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.* | | | |

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| **Checked by Line Manager** | Name Jane Ball  Role / level Group Scout Leader  Date 08/09/2020 | **Checked by Executive** | Name, David Mote  Role / level Group Chair  Date |
| **Approved by Commissioner** | Name,  Role / level  Date | **Approved by Executive** | Name,  Role / level  Date |
| **Notification of level change** | 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 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>’.