

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

Name of Center	Wemyss Firs Campsite	Date of risk assessment	1 st March 2021	Name of person doing this risk assessment	Alan Evans	COVID-19 readiness level transition	Amber to Yellow / indoors
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What hazard have you identified? What are the risks from it?	Who is at risk?	How are the risks already controlled? What extra controls are needed?	What's changed that needs to be thought about and controlled?
<p>A hazard is something that may cause harm or damage.</p> <p>The risks is the chance of it happening.</p>	For example, young people, adult volunteers, visitors.	<p>Controls are ways of making the activity safer by removing or reducing the risk.</p> <p>For example, you may use a different piece of equipment or you might change the way you do the activity.</p>	<p>Keep checking throughout the activity in case you need to change what you're doing or even stop the activity.</p> <p>This is a great place to add comments which will be used as part of the review.</p>
Maintaining social distance when young people are dropped off and picked up: higher risk of COVID-19 spread if social distancing not maintained.	Young people, parents and volunteers	<ul style="list-style-type: none"> • Out door activities only - Maximum number of participants outdoors is 25. • Numbers are based on what we deem to be safe, based on Cabin capacity and reduced toilet facilities. • Groups to be issued with Factsheet detailing "what is expected" which must be issued to Parents/Guardians prior to the activity. • A designated leader will open/close the gates, hand sanitiser provided to maintain hygiene • Groups to arrange arrival/departure of participants in a manner which permits social distancing. This may include planned arrival times with intervals between Participants arriving. • Groups should arrange drop-off of participants at the main car park at Standing Stane Road, maintaining 2 metre social distancing when dropping off/collecting. Leaders to cc. Campsite Warden in communication with parents. • Bubbles to arrive separately and nominated leaders escort to main site • At the end of the event, participants must be walked back to the main car park at Standing Stane Road in their bubbles with leader(s) to meet parents at planned departure times. • Clear expectation to be communicated with Parents/Guardians in advance. 	

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<p>Maintaining social distance during the meeting: higher risk of COVID-19 spread if social distancing not maintained.</p>	<p>Young people and volunteers</p>	<ul style="list-style-type: none"> • Groups should plan for Outdoor programme with use of the Cabin for toilet facilities only. • Groups must plan to be in small bubbles whilst at the campsite, each allocated an area • At Amber, Leaders must not mix between bubbles • At Yellow, Leaders can move between bubbles, but young people cannot. • Each of the two bubbles areas will be clearly marked on a location map. • All members in Scout section (regardless of age), Explorers and Leaders to maintain 2 metre social distancing. • Leaders must robustly plan what activities will take place so they are all are aware of what is expected of them and to pre-plan how activities will work with regard to maintaining Covid guidance compliance. • Leaders must communicate clear expectation with young people prior to the activity. Parents/Guardians must also be made aware and sent relevant risk assessments. Leaders to cc. Campsite Warden in correspondence with Parents/Guardians. • Young people/leaders can wear face mask if they wish but this will not replace social distancing measures. • Prepare social distancing programmes and activity risk assessments per session and review immediately after meeting, with all leaders, for continued improvement. • Encourage good practice in social distancing. • Track & Trace is the responsibility of the Group. Registers must be kept, group lists recorded of who was in which group kept for minimum of 30 days for track and trace purposes. <p>Where the Campsite Warden, members of the Campsite Committee or District Executive are required to visit the campsite during your event, you will be provided with their details to add to your register.</p>	
<p>People's hygiene: higher risk of infection spread if people don't wash their hands properly.</p>	<p>All present</p>	<ul style="list-style-type: none"> • Clear expectation of what is required of Beavers, Cubs, Scouts and Explorers to be set out and agreed with them in advance. Parents/Guardians also to be made aware. Leaders to cc. Campsite Warden in correspondence with Parents/Guardians. • Each bubble with have hand sanitiser available at a designated outdoor sanitiser point. • In the Cabin, there are two automatic hand sanitiser units. One at the entrance and one portable unit located near the exit. • Antibacterial handsoap, hot water and paper towels are available in each toilet. 	

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Hygiene of activity equipment: higher risk of COVID-19 spread if equipment is shared without proper hygiene.	Young people	<ul style="list-style-type: none"> • Clear expectation of what is required of Beavers, Cubs, Scouts and Explorers to be set out and agreed with them prior to the event. • To limit equipment being used, leaders to determine what is essential and have these items ready in advance of the meeting. These items should be cleanable and be cleaned with detergent wipes or detergent solution, if not items should be quarantined for at least 72 hours. • Where practicable, ensure there is sufficient equipment that young people do not need to share. 	
Operating indoors: higher risk of COVID-19 spread if toilets and other indoor areas aren't kept hygienic.		<ul style="list-style-type: none"> • Clear expectation of what is required of Beavers, Cubs, Scouts and Explorers to be set out and agreed with them. • No parents will be allowed at the Campsite except in an emergency. <p>Toilets</p> <ul style="list-style-type: none"> • Toilet facilities will be disinfected by the Campsite Warden before and after each booking using the cleaning chemicals supplied at Wemyss Firs. • Leaders should ensure that toilets are cleaned at regular intervals throughout the event, ideally after each use. • One person at a time allowed into the toilets at a time. • Two toilets will be made available, one in the ladies/disabled, one in the gents. • All doors to be propped open & windows (excluding cubicle doors) • Antibacterial hand soap and paper hand towels available for hand washing. • Bin provided for immediate disposal of hand towels. • How to wash hands poster by sink. • Groups are required to empty all Bins after each event, remove and dispose of safely. <p>Footwear policy</p> <ul style="list-style-type: none"> • The "No outdoor footwear" policy has been temporarily relaxed to remove the need to change footwear when entering the Cabin. <p>Cabin</p> <ul style="list-style-type: none"> • <u>All</u> contact surfaces (door handles, tables, hand sanitisers etc) to be disinfected by the Leader on arrival. This will be using CleanPro+ H2FA ANTIBACTERIAL CLEANER AND DISINFECTANT. This should be sprayed on all surfaces with a minimum contact time of 30 seconds prior to being wiped with blue roll or similar. • <u>A cleaning log is provided and must be maintained.</u> • <u>a thorough cleaning of the facility will be completed by the Campsite Warden prior to each Group arriving.</u> • Only use the approved cleaning materials that have been provided. • Doors into main hall to be propped open & windows, where safe to do so, to reduce 	

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		<p>contact.</p> <ul style="list-style-type: none"> • Automatic hand sanitiser units in place in the Cabin. • One way system in place in corridor, entering via the main door and exiting via the fire exit. • Until we reach Green status the Kitchen, Dining Room and Activity Room will not be in use (locked) leaving the building only open for toilets. • No meals or refreshments to be prepared or served in the Cabin. • For Scouts and Explorers and adults, face coverings should be brought to all events and worn at all times indoors. • Brief parents and young people in advance on expectations for face coverings. 	
Use of outdoor spaces: un-even ground, access to space less controlled, cannot be cleaned, weather and lack of daylight.	Young people, Leaders, families	<ul style="list-style-type: none"> • Clear expectation of what is involved to be communicated with all those involved. • Outdoor space will generally be on Wemyss Estate as planned in your programme. • Clear definition of area boundaries needs to be set out to young people. Markers to be set out where appropriate. • Parents/carers and young people to be made aware that suitable footwear and clothing should be worn, and waterproof/warm jackets taken as weather dictates. Discuss any issues with parent/carers. • Consider shorter or earlier meetings to make use of available daylight, outdoor lighting, and torches to be used as required. • —If required, no entry areas should be marked off to help young people avoid them. Where practical, open-sided shelters can be used to provide shelter for activities whilst maintaining recommend social distancing. 	
First aid requirements, social distancing can not be maintained. Higher risk of infection from contact with bodily fluids – blood, tears, saliva	Young people, Leaders, families	<ul style="list-style-type: none"> • First aid kit in the Cabin will be fully stocked prior to events. Groups must notify the Campsite Warden if the kit has been used to enable us to quarantine/sanitise as required. • Leaders are advised to provide a small first aid kit for each bubble to prevent sharing between bubbles. • If a minor injury, and where practicable, young person should clean and dress wound, disposing of all waste in a separate bag before putting it in bathroom waste bin. These bins are emptied at the end of each meeting so medical waste will be double bagged before being removed from site. • If a more serious injury or young person requires assistance. Leader should wash hands before fitting appropriate PPE, in all cases a face mask and gloves should be worn. If appropriate the young person should wear a face mask/covering. Disposing of all waste in a separate bag before putting it in bathroom waste bin. These bins are emptied at the end of each meeting so medical waste will be double-bagged. • If CPR is required, this significantly increase the risk of infection. CPR masks should be used when giving rescue breaths alternatively chest compressions can be done without rescue breaths. 	

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		<ul style="list-style-type: none"> After any medical treatment both leader and young person should wash their hands or use hand sanitiser. Accident report book should be filled out and parents/carers informed on collection of young people or by email/phone if young person goes home themselves. 	
Food and drink - risk of cross contamination	Young people, Leaders, families	<ul style="list-style-type: none"> Recommend that young people take a small rucksack for holding personal items, clothing, water bottle, snacks etc. All YP and leaders to bring their own food and drink. All drinks bottles should be clearly labelled and there is to be no sharing. Handsfree anti-bacterial handwash and/or handwashing facilities to be used prior to eating. Any cooking activities to be done in accordance with current social distancing guidelines. Ensure any food is suitably stored covered to stop risk of contamination. Where food is being supplied by the Group as part of an activity, leaders to regularly wash their hands, wear a face covering when preparing and food is to be handed directly to each youth member on a disposable plate/napkin. The kitchen in the cabin will not be in use until we are in Green level of readiness. All waste to be placed straight into a black bag. Bins to be emptied after each meeting into a further black bag, sealed and placed in outdoor waste bins. 	
Other notes	All	<ul style="list-style-type: none"> Express written consent required from parents/carers prior to the event. Leaders to cc. Campsite Warden in correspondence with Parents/Guardians, removing any personal data from these correspondences. No one displaying symptoms (or member of household/bubble) within the previous 7 days allowed to attend without a negative COVID test. Parents/leaders asked to certify no symptoms in initial consent and agree to inform section leader immediately if symptoms manifest within 7 days of any activity or known contact has positive COVID test. If a YP or adult begins to display symptoms during the event they should immediately be isolated away from others and parents called. If necessary, an adult sitting with the YP must wear full PPE (mask, apron, visor) All parents with children in the same bubble to be told this without mentioning YP/adult name. Section leader to liaise with all stakeholders, including Scouts, parents and District contacts to decide on safety of future meetings. <p>Minibusses</p> <ul style="list-style-type: none"> Any Groups using minibuses to travel to and from Wemyss Firs must have their own risk assessment in place. 	

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<p>Review: this risk assessment is for a section to move from Amber COVID-19 readiness level to Yellow COVID-19 readiness level. An additional risk assessment should be produced for each proposed move.</p>			

<p>Checked by Campsite Warden</p>	<p>Name: Alan Evans Role and level: Campsite Warden Date: 4th March 2021</p>	<p>Checked by District Executive</p>	<p>Name: George Graham Role and level: District Chair, Kirkcaldy District Date: 4th March 2021</p>
<p>Approved by approver</p>	<p>Name: Callum Farquhar Role and level: Regional Commissioner, East Scotland Region Date: 19th March 2021</p>		

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 the 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 Scouts' data processing stance, please visit our Data Protection Policy: scouts.org.uk/DPPolicy

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