

Covid-19 restarting face to face Scouting risk assessment

Name of Section or Activity	Raywell Park Activity Centre	Date of risk assessment	14 th September 2020	Name of who undertook this risk assessment	Anthony Atkinson	COVID-19 readiness level transition	Amber – addition of indoor use
------------------------------------	------------------------------	--------------------------------	---------------------------------	---	------------------	--	--------------------------------

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?
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.
Failure to follow published guidance from the government, governing body or rules of The Scout Association (TSA) may lead to higher risk of infection spread between groups	Everyone	<p>Anyone with symptoms of coronavirus must not visit Raywell Park.</p> <p>All users of the site must follow any current guidance from the government and that of their governing body. Where there is a conflict of rules and/or guidance, the strictest rule will apply.</p> <p>Scout groups/sections must have received their 'authorisation to restart' approval before using the site.</p> <p>All users (Scouts and other organisations) must complete a written site and activity specific risk assessment prior to use. This risk assessment must also include Covid-19 precautions.</p> <p>Non Scouting users will be expected to send a copy of their risk assessment to the Raywell office before use and confirm their booking/visit is in compliance with government legislation.</p> <p>Group leaders must maintain a register of ALL people attending Raywell Park within their group for a period no less than 6 weeks.</p> <p>Raywell Park will maintain a daily register of site staff/volunteers/contractors attending site who do not form part of a booked group for a period no less than 6 weeks.</p> <p>Where required, Raywell Park may pass on their register or a group leaders details to a government official for the purpose of facilitating Track & Trace. Records must be destroyed in line with their GDPR retention policy soon after the 6 week period.</p>	
Maintaining social distance at drop off and pick up: higher risk of infection spread if social distancing not maintained.	Site users (Adults and young people) Parents/carers	<p>Maximum of two independent user groups will be permitted to use the site at any time</p> <p>The site will be separated into North and South areas, each group will be allocated a designated car park and toilet facility to provide separation.</p>	

Additional information can be found in the [Safety Checklist for Leaders](https://scouts.org.uk/safety) and other information at scouts.org.uk/safety

HQ Template Published June 2020

Covid-19 restarting face to face Scouting risk assessment

	<p>Site volunteers</p> <p>Contractors</p>	<p>Where the same area is being used by different groups, there should be a minimum of 1hr between booking times to allow time for arrival and departures.</p> <p>Users will be instructed to only use the site during their allocated session time. Leaders/Parents/Carers must arrive as close as possible to the session start and end times.</p> <p>Members of the County team requiring access to the office will be instructed to avoid contact with any user group and maintain at least 2m distance at all times.</p>	
Maintaining social distance during meeting: higher risk of infection spread if social distancing not maintained.	<p>Site users (Adults and young people)</p> <p>Site volunteers</p>	<p>Group sizes must not exceed the maximum permitted specified by the government or a groups governing body.</p> <p>Individuals must follow social distancing guidelines.</p> <p>Group leaders must ensure all members of their party are familiar with the area they are allocated to use, and ensure they are aware they are not permitted to mix with any other group on site. Groups outdoors must be separated by a minimum of 25m.</p> <p>Instructors will not be provided by Raywell Park for any activity.</p> <p>Raywell staff/volunteers will be instructed to avoid local contact with groups on site unless necessary. Keys for access will be left in keysafes and/or facilities will be opened by site staff where possible. Hands to be washed or sanitised before and after handling keys.</p> <p>Booking administration will be carried out remotely where possible limiting the requirement for contact on site.</p>	
Hygiene of people: higher risk of infection spread if proper hand washing not carried out.	<p>Site users (Adults and young people)</p> <p>Site volunteers</p> <p>Contractors</p>	<p>All users encouraged to clean/sanitise their hands on arrival and departure</p> <p>Reminder signs located around the site</p> <p>Soap and/or hand sanitiser located in strategic points (entrance to buildings, toilets etc)</p>	
Hygiene of toilets: higher risk of infection spread if hygiene not carried out.	<p>Site users (Adults and young people)</p> <p>Site volunteers</p> <p>Contractors</p>	<p>Where necessary thorough cleaning will be completed by contract cleaner of all communal toilet facilities.</p> <p>Each group will be allocated a designated car park and toilet facility to provide separation.</p> <p>Users of the site are responsible for cleaning the facilities on arrival and departure (CLEAN/USE/CLEAN)</p> <p>Where a session length exceeds 3hrs, groups are responsible for checking the cleanliness of the toilet facilities at regular intervals and complete interim cleans, paying particular</p>	

Additional information can be found in the [Safety Checklist for Leaders](https://scouts.org.uk/safety) and other information at scouts.org.uk/safety

Covid-19 restarting face to face Scouting risk assessment

		attention to cleaning high touch points such as door handles, taps etc Reduced number of facilities available and occupancy reduced to manage social distancing and make cleaning more manageable and achievable. Cleaning materials will be available.	
Hygiene of activity equipment: Higher risk of infection spread if hygiene not carried out.	Site users (Adults and young people) Site volunteers	Activity equipment is available for use. Users must clean/sanitise their hands before and after use. Users are responsible for cleaning any equipment with high levels of touch points on arrival and departure (CLEAN/USE/CLEAN)	
Use of outdoor spaces: un-even ground, access to space less controlled, cannot be cleaned.	Site users (Adults and young people) Site volunteers Contractors	Tents/Marquees/Gazebos may be used but occupancy levels must not exceed social distancing guidelines. Users should be aware not all equipment on site can be cleaned effectively. Individuals may contact with surfaces that have not been considered in this risk assessment. All users encouraged to clean/sanitise their hands on arrival and departure. Whilst Raywell Park may be open for use, it is possible not every activity has been considered, users must not breach any temporary rule or legislation in force at the time of their visit relating to coronavirus. Raywell Park reserve the right to limit/restrict use of any facility and or prohibit any activity without notice where there is just cause.	
First Aid: Higher risk of infection spread during treatment	Site users (Adults and young people) Site volunteers	First aid should be administered when required. All group leaders should ensure the adult members of their party are familiar with the Covid-19 amended CPR changes and have access to an equipped first aid kit (TSA recommend the kit should include disposable aprons, gloves, face masks and hand sanitiser).	
Vulnerable persons: Higher risk of serious illness to vulnerable persons who contract Covid-19	Site Volunteers	Persons considered vulnerable are advised to minimise exposure to covid-19 risks, where an individual is uncomfortable performing any task/activity they must refrain from pursuing the activity and escalate the issue to a manager.	
Use of indoor facilities: Higher risk of infection spread if social distancing and hygiene not carried out.	Site users (Adults and young people) Site volunteers Contractors	Use of buildings is only permitted within government and governing body guidelines. Offices, meeting rooms and workshops are following Covid-19 Secure Guidelines Maximum occupancy signs to be visible on the entrance to each building and/or room.	

Additional information can be found in the [Safety Checklist for Leaders](https://scouts.org.uk/safety) and other information at scouts.org.uk/safety

HQ Template Published June 2020

Covid-19 restarting face to face Scouting risk assessment

		<p>Where necessary thorough cleaning will be completed by contract cleaner</p> <p>Residential areas must not be used for accommodation purposes.</p> <p>Staff and users are responsible for cleaning any equipment with high levels of touch points on arrival and departure (CLEAN/USE/CLEAN)</p> <p>Where necessary thorough cleaning will be completed by contract cleaner of facilities.</p> <p>Repairs/maintenance requiring contractors will be scheduled to take place when site users are not present where possible.</p> <p>Site staff/volunteers to be briefed on the precautions/procedures in place</p>	
<p>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.</p>			

Checked by Line Manager	Gary McCune & Anthony Atkinson County Commissioner / DCC Operations Date: 16/09/2020	Checked by Executive	Ian Birkinshaw County Chair Date: 16/09/2020
Approved by Commissioner	Name, Ian Hill Role / level: Regional Commissioner Date: 16/09/2020	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>.

Additional information can be found in the [Safety Checklist for Leaders](https://scouts.org.uk/safety) and other information at scouts.org.uk/safety

HQ Template Published June 2020

