

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

<b>Name of Section or Activity</b>	Raywell Park Activity Centre	<b>Date of risk assessment</b>	21 June 2021	<b>Name of who undertook this risk assessment</b>	Gary McCune	<b>COVID-19 readiness level transition</b>	Amber to Yellow
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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.</p> <p><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.

We've provided some examples of hazards and potential control measures to help start your thinking on developing your risk assessment and plans for restarting face to face scouting. Make sure you customise all content in red so that it is relevant to your local situation and understood by those developing it and those reviewing it. Do not include any unnecessary data that could personally identify an individual, such as the name of a youth member.

<p>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</p>	<p>Everyone</p>	<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 &amp; Trace. Records must be destroyed in line with their GDPR retention policy soon after the 6 week period.</p>	
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Additional information can be found in the [Safety Checklist for Leaders](https://scouts.org.uk/safety) and other information at [scouts.org.uk/safety](https://scouts.org.uk/safety)

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Maintaining social distance at drop off and pick up: higher risk of infection spread if social distancing not maintained.	<p>Site users (Adults and young people)</p> <p>Parents/carers</p> <p>Site volunteers</p> <p>Contractors</p>	<p>Multiple groups using the site will be made aware of their camping / residential / activity area(s) and washroom facilities.</p> <p>Where the same area is being used by different groups, time will be allowed 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 unnecessary contact with any user group and maintain the current required social 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 the latest 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.</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 sanisiter 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 volunteers and / or contract cleaners of all communal toilet facilities.</p> <p>Each group will be allocated a designated parking and washroom facilities to aid separation.</p> <p>Users of the site are responsible for cleaning the facilities on arrival and departure (CLEAN/USE/CLEAN)</p>	

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		<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 attention to cleaning high touch points such as door handles, taps etc</p> <p>Reduced number of facilities may be available and occupancy may be reduced to manage current social distancing and make cleaning more manageable and achievable. Cleaning materials will be available.</p>	
Hygiene of activity equipment: Higher risk of infection spread if hygiene not carried out.	<p>Site users (Adults and young people)</p> <p>Site volunteers</p>	<p>Activity equipment is available for use. Users must clean/sanitise their hands before and after use.</p> <p>Users are responsible for cleaning any equipment with high levels of touch points on arrival and departure (CLEAN/USE/CLEAN)</p>	
Use of outdoor spaces: un-even ground, access to space less controlled, cannot be cleaned.	<p>Site users (Adults and young people)</p> <p>Site volunteers</p> <p>Contractors</p>	<p>Tents/Marquees/Gazebos may be used but occupancy levels must follow the guidance of the group / users governing body.</p> <p>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.</p> <p>All users encouraged to clean/sanitise their hands on arrival and departure.</p> <p>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.</p> <p>Raywell Park reserve the right to limit/restrict use of any facility and or prohibit any activity without notice where there is just cause.</p>	
First Aid: Higher risk of infection spread during treatment	<p>Site users (Adults and young people)</p> <p>Site volunteers</p>	<p>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).</p>	
Vulnerable persons: Higher risk of serious illness to vulnerable persons who contract Covid-19	Site Volunteers	<p>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.</p>	

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<p>Use of indoor facilities: Higher risk of infection spread if social distancing and hygiene not carried out.</p>	<p>Site users (Adults and young people)</p> <p>Site volunteers</p> <p>Contractors</p>	<p>Use of buildings is only permitted within government and governing body guidelines.</p> <p>Offices, meeting rooms and workshops are following Covid-19 Secure Guidelines</p> <p>Maximum occupancy signs to be visible on the entrance to each building and/or room.</p> <p>Where necessary thorough cleaning will be completed by contract cleaner</p> <p>Residential areas must not be used for accommodation purposes.</p> <p>Accommodation areas must not be sub-divided to create a false number of rooms</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>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>	
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**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><b>Checked by Line Manager</b></p>	<p>Gary McCune County Commissioner Date: 21 June 2021</p>	<p><b>Checked by Executive</b></p>	<p>Ian Birkinshaw County Chair Date: 21 June 2021</p>
<p><b>Approved by Commissioner</b></p>	<p>Name, Role / level Date</p>	<p><b>Approved by Executive</b></p>	<p>Name, Role / level Date</p>
<p><b>Notification of level change</b></p>	<p>Date and by who</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 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>.

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