

Covid-19 restarting face to face Scouting risk assessment

Name of Section or Activity	Tablers Wood Campsite	Date of risk assessment	2 nd September 2020	Name of who undertook this risk assessment	Jayne Bell	COVID-19 readiness level transition	Red to Amber
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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>Hazard – something that may cause harm or damage.</p> <p>Risk – the chance of it happening.</p>	Young people, Leaders, Visitors?	<p>Controls – Ways of making the activity safer by removing or reducing the risk from it.</p> <p>For example - you might use a different piece of equipment or you might change the way the activity is carried out.</p>	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.
<p>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	Everyone	<p>Anyone with symptoms of Covid-19 should not visit Tablers Wood</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 and provide a copy to the booking secretary.</p> <p>All users (Scouts and other organisations) must complete a site risk assessment prior to use. This risk assessment must also include Covid-19 precautions. This risk assessment must be written and available for inspection by Tablers Wood Management Committee on request.</p> <p>Group leaders must maintain a register of ALL people attending Tablers Wood within their group for a period no less than 6 weeks.</p> <p>Tablers Wood will maintain a register of groups attending site for a period no less than 6 weeks and may pass this 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	The site will only be available to be used by one group at any one time and the group must not exceed the maximum permitted by the Scout Association, there will be one toilet allocated to the group.	

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

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Maintaining social distance during meeting: higher risk of infection spread if social distancing not maintained.	Site users (Adults and young people) Site volunteers	Group sizes must not exceed the maximum permitted specified by the government or a groups governing body. Individuals must follow social distancing guidelines remaining 2m apart from each other. Tablers Wood volunteers will be instructed to avoid local contact with groups on site unless necessary. Keys for access will be left in a keysafe. Hands to be washed or sanitised before and after handling keys.	
Hygiene of people: higher risk of infection spread if proper hand washing not carried out.	Site users (Adults and young people)	All users encouraged to clean/sanitise their hands-on arrival and departure Reminder signs located around the site	
Hygiene of toilets: higher risk of infection spread if hygiene not carried out.	Site users (Adults and young people)	The only toilet which will be available is the single toilet and users of the site are responsible for cleaning the facilities on arrival and departure (CLEAN/USE/CLEAN) Where a session length exceeds 2hrs, 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 Reduced number of facilities available and occupancy reduced to manage social distancing and make cleaning more manageable and achievable	
Use of outdoor spaces: un-even ground, access to space less controlled, cannot be cleaned.	Site users (Adults and young people) Site volunteers	Tents/Marquees/Gazebos can be used. 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. Tablers Wood Management Committee 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). This equipment <u>will not</u> be provided by Tablers Wood, it is the hirers responsibility to ensure they have the relevant First Aid Equipment with them on each visit.	

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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.	Non Scouting site users (Adults and young people) Site volunteers	The kitchen, meeting room and main toilet blocks will not be available for use currently, they will remain closed until further notice. Tents/Marquees/Gazebos can be used.	
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.			

Checked by Line Manager	Name	Role / level	Date	Checked by Executive	Name,	Role / level	Date
	Linda Thelwell	District Commissioner	6 th September 2020		Scott Millard	District Chairman	12 th September 2020

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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