

Covid-19 restarting face to face Scouting risk assessment

Name of Section or Activity	Bradley Wood Scout Campsite & Activity Centre	Date of risk assessment	6 th July 2020	Name of who undertook this risk assessment	Gareth Pierce	COVID-19 readiness level transition	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?
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.
Overcrowding due to demand: higher risk of infection spread if social distancing not maintained.	Young People Leaders Site Staff / Volunteers	Limited session slots available for prebooking only using the booking system which will be clearly communicated. Site only open to pre bookings and only open to Scout use. Number of session slots available to be reviewed weekly dependant on demand and operational delivery Number of groups and systems of operation will be reviewed regularly and changes made if and when required.	
Maintaining social distance at drop off and pick up: higher risk of infection spread if social distancing not maintained.	Young People Leaders Site Staff / Volunteers	Clearly marked zones in car park – zone allocated to each visiting group Transport arrangements are responsibility of the visiting group Parents will not be permitted to stay with group whilst on site and will not be permitted to enter the site. Site COVID rules sheet will be issued to leaders at point of booking. Groups asked to provide own sanitiser which must be used upon arrival to the site. Groups are accountable for checking the health of their young people.	
Maintaining social distance during meeting: higher risk of infection spread if social distancing not maintained.	Young People Leaders Site Staff / Volunteers	Groups will be allocated a “zone” of the site and must stay within that zone for the duration of their stay Groups must stay together during their stay and must travel to and from the car park for arrival / pick up as one group Site COVID rules sheet will be issued to leaders at point of booking.	
Hygiene of people: higher risk of infection spread if proper hand washing not carried out.	Young People Leaders Site Staff / Volunteers	Toilets will be opened during visits but facilities will be limited and will be stocked with hand wash materials. Signage in place to remind of handwashing. Site COVID rules sheet will be issued to leaders at point of booking. Weekly deep clean of high risk and high traffic areas (door handles etc) All buildings will remain closed during this period, this includes the district owned and operated buildings.	
Hygiene of toilets: higher risk of infection spread if hygiene not carried out.	Young People Leaders Site Staff / Volunteers	Toilets will be open but limited. Site COVID rules sheet will be issued to leaders at point of booking. Sufficient stock of handwashing materials including paper towels at all times Signage in place to remind people of procedures when using toilets	

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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		<p>Daily cleaning (between daily session slots)</p> <p>Cleaning checklist in place to confirm cleaning between uses</p> <p>PPE provided for staff / volunteers when carrying out toilet cleaning duties</p> <p>Toilets used on a 1 in / 1 out basis</p> <p>Visitors from Brighouse & Huddersfield North Districts may use toilets in their own building but they must access the building themselves and are accountable for cleaning themselves before / after use and the provision of cleaning materials to facilitate this.</p>	
Hygiene of activity equipment: Higher risk of infection spread if hygiene not carried out.	Young People Leaders Site Staff / Volunteers	<p>Site COVID rules sheet will be issued to leaders at point of booking.</p> <p>Site activities not in use during Amber phase of restrictions</p> <p>Self-serve activities may be made available, e.g. orienteering, troggart trail</p> <p>Groups encouraged to bring own games equipment – nothing made available onsite.</p> <p>Groups will be self-sufficient for the duration of their visit</p>	
Use of outdoor spaces: un-even ground, access to space less controlled, cannot be cleaned.	Young People Leaders Site Staff / Volunteers	<p>Site COVID rules sheet will be issued to leaders at point of booking.</p> <p>Leaders expected to carry out own assessment on activities and programme taking environment into account</p>	
Ability to communicate an outbreak of COVID-19: High risk of wider spread if system not on place.	Young People Leaders Site Staff / Volunteers	<p>Booking records will be kept onsite including lead booker contact details who will be contacted in the event of a reported outbreak being linked back to the site.</p> <p>Leaders reminded to record names of those visiting within their group as part of the rules of use.</p>	
Risk of cross infection to staff and volunteers from customers: High risk is measures are not put in place.	Staff Volunteers	<p>PPE made available to staff and volunteers for use when interacting with visitors</p> <p>Minimal contact required due to nature of activities available</p>	
Safeguarding of young people whilst visiting the site: Higher risk to young people if responsibilities are not clearly outlined.	Young People	<p>Young people will remain the responsibility of their leader</p> <p>Staff and volunteers working on site will have relevant DBS checks and training in place</p> <p>Leaders coming to site must have relevant training up to date as per current guidelines – this is the responsibility of the group, not of BW.</p>	
Lack of clarity of site rules and procedures resulting in breach of rules: High risk of breaching rules and causing spread of infection if rules are not clearly communicated.	Young People Leaders Site Staff / Volunteers	<p>Site COVID rules sheet will be issued to leaders at point of booking.</p> <p>Clear signage in place in key locations</p> <p>Rules will be clearly communicated on social media and on the BW website</p> <p>Groups entering the site do so under the understanding that they accept the rules which are laid out</p>	
Opening of providore shop: High risk of infection if access is not limited.	Young People Leaders Site Staff / Volunteers	<p>Shop will operate “over the counter” with a table across the door</p> <p>Shop will sell prepacked items only</p> <p>Gloves and other appropriate PPE will be worn by volunteers</p> <p>Customers will be asked to socially distance whilst queuing</p> <p>Customers not allowed in the shop</p>	
Opening of county scout shop: High risk of infection if access is not limited.	Young People Leaders	<p>Shop will operate a 1 in, 1 out policy and an “over the counter” service with a table across the door meaning that items which do not require customer to enter will restrict access.</p> <p>Gloves and other appropriate PPE will be worn by volunteers</p>	

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	Site Staff / Volunteers	Customers will be asked to socially distance whilst queuing	
Legionella risk due to close down of water for prolonged period of time – high risk of contamination before testing is completed.	Young People Leaders Site Staff / Volunteers	Water not used for drinking until testing is completed Signage in place to advise of above Water points to remain isolated until all clear is given	
Use of fires as part of visiting groups programme -Risk of injury and damage if not managed correctly.	Young People Leaders Site Staff / Volunteers	Alter fires available for use Groups will conduct own risk assessments of activities taking place during visit Ash bins available to avoid putting in normal rubbish bin	
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
Approved by Commissioner	Name, Role / level Date	Approved by Executive	Name, Role / level Date
Notification of level change	Date and by who		

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