

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

Name of Section or Activity	Blackhills Scout Campsite – All visitors	Date of risk assessment	20/09/2021	Name of who undertook this risk assessment	IE Lund	COVID-19 readiness level transition	Green
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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><i><b>Hazard</b> – something that may cause harm or damage.</i></p> <p><i><b>Risk</b> – the chance of it happening.</i></p>	<p><i>Young people, Leaders, Visitors?</i></p>	<p><i><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.</i></p>	<p><i>Keep <b>checking</b> throughout the activity in case you need to change it...or <b>evenstop</b> it! This is a great place to add comments which will be used as part of the review.</i></p>
<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>			
<p>Maintaining social distance at drop off and pick up : higher risk of infection spread if social distancing not maintained.</p>		<p>Controls could include clear expectations with all involved, stagger arrival and pick up times.</p>	
<p>Overcrowding due to high demand</p>	<p>Young people, Leaders, Volunteers, BMC staff</p>	<p>Site only open to groups who have booked.</p>	<p>Site has coped with demand under more stringent readiness levels without issues. Will be maintained under review.</p>
<p>Arrival on site</p>	<p>Young people, Leaders, Visitors, BMC staff</p>	<p>Visitors asked to arrive at a given time when gate will be opened by BMC staff . Visitors drive directly to car park, wash hands at station in car park and leader for group visits or individual volunteers register at Reception, one at a time. Parents who are not staying shall remain in their cars whilst they drop off the visitors.</p>	<p>.</p>
<p>Departure from site</p>	<p>Young people, Leaders, Visitors, BMC staff</p>	<p>Visitors asked to declare departure time on booking so that numbers leaving may be controlled. Parents collecting the visitors shall remain in their vehicle whilst on site. Visitors wash hands before leaving and drive directly from car park . BMC staff will close gate and sanitise touch points.</p>	<p>Booking system for all Visitors include log out time.</p>

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

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Maintaining social distance during meeting : higher risk of infection spread if social distancing not maintained.		Controls could include limit group sizes to the volume of people a location can support with social distancing in place, maintain and mark clear space between groups, pre-plan how groups will be managed for each activity.	
	Young people, Leaders, Volunteers, BMC staff	Separate toilet facilities for adults . Signage advising of social distancing separation deployed. Site protocols ask group leaders to minimise mixing with others . Groups to have own risk assessments before visiting.	
	Young people, Leaders, Volunteers, BMC staff	The buildings will be COVID SAFE in accordance with present guidelines. Enhanced cleaning or 72 hour isolation regimes will be implemented and signage will be displayed. Hirers advised to increase ventilation in bedrooms and tents. The Eaton Building is not used for accommodation, but a maximum limit of between 40 and 50 is anticipated depending on the hirer's own Risk Assessment. Hirers of the building will agree a work and cleaning package with the BMC before hire is accepted.	
Hygiene of people: higher risk of infection spread if proper hand washing not carried out.		Controls could include clear expectations with all involved, provide hand sanitiser/ hand washing for members on arrival, departure and during as required.	
Personal cleanliness whilst on site.	Young people, Leaders, Volunteers, BMC staff	Hand wash and paper towels in all toilets with wash basins. Sanitiser stations in place across site, especially at toilet blocks. Visitors asked to maximise hand washing when on site. Showers are available with users asked to sanitise between users. Signage at sanitisation points.	
Close contact	Young people, Leaders, Volunteers, BMC staff	Face coverings to be worn by all over 12 years of age when close contact for prolonged periods cannot be avoided (e.g. tying on during climbing, first aid).	

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Hygiene of toilets: higher risk of infection spread if hygiene not carried out.		Controls could include toilet facilities cleaned before and after sessions, cleaning equipment available to leaders with safe storage. Deep cleaning of the facility on a regular basis.	
Toilets	Young people, Leaders, Volunteers, BMC staff	<p>Separate toilet facilities designated for adults.</p> <p>Toilets requested to be used on a one in one out system monitored by the group's Leaders.</p> <p>For accommodation buildings hirers advised to consider separate toilets for young people and adults in their risk assessment</p> <p>Cleaning materials will be available for Leaders to use in the toilet area. BMC staff will clean at intervals throughout the day using throw away wipes and viricidal disinfectant.</p> <p>Toilets will be cleaned at the end of the work period after visitors have left site. If possible, the toilets will be locked down for 72 hours after use . PPE of gloves, aprons and face shields will be always available for the BMC staff/volunteer use .</p>	To be closely reviewed.
Buildings	Young people, Leaders, Volunteers, BMC staff	<p>The buildings will be operated under the COVID SAFE rules in force at the time . The buildings will be hired in accordance with an SOP in force for this pandemic period.</p> <p>Buildings will be sanitised around high touch points before the meeting starts by the hirer.</p> <p>Hirer will agree and implement a cleaning protocol with the BMC to be conducted during and after the meeting.</p> <p>The hirer will clean the building and then sanitise high touch points on completing the meeting . The procedure is part of a separate SOP which is signed by the user as part of the hire agreement.</p> <p>The building will not be available for re-hire until the cleanliness has been confirmed by BMC staff.</p> <p>PPE of gloves, aprons and face shields will be available for the BMC staff/volunteer use.</p>	
Kitchens (including camp kitchens)	Young people, Leaders, Volunteers, BMC staff	<p>Hirers are advised to consider allocating kitchen duties to specified individuals who should work only in that area during the hire.</p> <p>All work surfaces to be cleaned down by the kitchen staff immediately after use using antibacterial spray or wipes.</p> <p>Kitchen staff to remove all waste area to the disposal skip as soon as practical after creation.</p> <p>Hirers advised to ensure high standard of food storage, handling and preparation is maintained during visit.</p>	BMC staff to monitor camping areas and advise visitors of best practice where necessary.

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Hygiene of activity equipment : Higher risk of infection spread if hygiene not conducted.		Controls could include cleaning of activity equipment before and after group use, assigning specific items to individuals for the evening, limiting volume of equipment used, including consumables such as paper.	
Activity equipment	Young people, Leaders, Volunteers, BMC staff	Site activities (instructor lead) have own risk assessments to which all should refer. Groups encouraged to bring own games equipment . Groups will be self-sufficient in terms of First Aid and Security for the duration of their visit . Where site equipment (tables, trolleys etc.) are used the user will clean these items before returning to the storage points . All equipment so used shall be checked by BMC staff before the hirer leaves site.	
Use of outdoor spaces: un-even ground, access to space less controlled, cannot be cleaned.		Controls could include choice of location appropriate to activity, briefing to leaders and young people on boundaries, checks on the location ahead of use by leaders, hand washing for all participants.	
Area allocated for group	Young people, Leaders, Volunteers, BMC staff	Normal risk assessments by Leaders apply to activity by group.	
Common use areas (car park, wood pile, Cub Adventure Playground etc.)	Young people, Leaders, Volunteers, BMC staff	Hirers asked to minimise mixing when using site. Booking secretary will advise hirers of other groups on site. BMC staff will allocate specific times for activity area use if the demand on a particular day is remarkably high.	
Site Rules	Young people, Leaders, Volunteers, BMC staff	Social Distancing signage remains in place across site. Visitors advised to minimise mixing with other users . Other site rules unchanged and published on web site.	
Safeguarding	Young people	Young people remain the responsibility of their Leader . BMC staff have DBS checks and have completed their mandatory on-going training in safety, safeguarding, and GDPR in place. Volunteers working on site will have valid DBS checks and have completed their mandatory training (safety, safeguarding, GDPR).	

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Communicate an outbreak of COVID-19		
Booking records	Young people, Leaders, Volunteers, BMC staff	Booking records will be retained by Booking Secretary with contact details for Leader in Charge of visit and BMC staff. These will be made available to the relevant health authorities on request. All visitors to site will sign in and out at reception with the log sheet being retained for a minimum of 28 days . This will be made available to the relevant health authorities on request.
QR code	Young people, Leaders, Volunteers, BMC staff	The site is registered with the NHS Test and Trace scheme and has QR codes displayed at various points across the site, as well at Reception. Site users will be encouraged to use this system.
<b>Review:</b> 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.		

<b>Checked by Line Manager</b>	Name Role / level Date	<b>Checked by Executive</b>	Name, Role / level Date
<b>Approved by Commissioner</b>	Name, Role / level Date	<b>Approved by Executive</b>	Name, Role / level Date
<b>Notification of level change</b>	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. Scout's 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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