

## COVID-19 restarting face-to-face Scouts risk assessment

<b>Name of section or activity</b>	Use of Scout Hall – all users	<b>Date of risk assessment</b>	12 <sup>th</sup> February 2022	<b>Name of person doing this risk assessment</b>	Chris Lloyd - Group Secretary, Newtown Robert Owen Scouts	<b>COVID-19 readiness level transition</b>	Yellow to Green / indoors
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What hazard have you identified? What are the risks from it?	Who is at risk?	How are the risks already controlled? What extra controls are needed?	What's changed that needs to be thought about and controlled?
<b>A hazard</b> is something that may cause harm or damage. <b>The risk</b> is the chance of it happening.	For example, young people, adult volunteers, visitors.	<b>Controls</b> are ways of making the activity safer by removing or reducing the risk. For example, you may use a different piece of equipment, or you might change the way you do the activity.	Keep <b>checking</b> throughout the activity in case you need to change what you're doing or even <b>stop</b> the activity.  This is a great place to add comments which will be used as part of the review.
Spread of infection throughout the wider community: inability to trace users of the scout hall at any given time.	All hall users and wider community	<ul style="list-style-type: none"> <li>Compliance with test, trace, protect guidance through provision of NHS QR code poster at main entrance for users of smartphones with the NHS Covid-19 app installed.</li> <li>Paper register provided for all other scout hall users to record names/times and contact numbers for test, trace, protect purposes in accordance with government guidance.</li> <li>Encourage scout hall users to take a lateral flow test before attending meetings and follow self isolation process if test result is positive to reduce possibility of community infection.</li> </ul>	
Maintaining social distance when young people and other hall users are waiting or arrive to be dropped off and picked up: higher risk of COVID-19 spread if social distancing not maintained.	All present	<ul style="list-style-type: none"> <li>Setting clear expectations with all visitors and attendees prior to using Scout Hall.</li> <li>Ensure there is sufficient time before the end of one meeting or event and the start of the next to ensure that attendees arriving for one event do not meet attendees leaving the previous meeting or event.</li> <li>Parents/guardians/carers not to accompany young persons into the scout hall at drop off times, and not to enter scout hall at pick up times unless invited to do so. Leaders to keep all young persons within</li> </ul>	

You can find more information in the Safety checklist for leaders or at [scouts.org.uk/safety](https://scouts.org.uk/safety)

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		<p>scout hall until parents/guardians/carers arrive outside main door to collect their young person.</p> <ul style="list-style-type: none"> <li>Signage and markers to be provided at entrance and exit points.</li> </ul>	
Maintaining social distance during the meeting: higher risk of COVID-19 spread if social distancing not maintained.	All present	<ul style="list-style-type: none"> <li>Limit number of persons within main scout hall to fifty persons at any time.</li> <li>Limit number of persons within committee room to ten persons at any time – appropriate signage to be fixed on door.</li> <li>Limit number of persons within kitchen to four persons at any time – appropriate signage to be fixed on door.</li> <li>Limit maximum number of persons in toilet room to two persons at any time – appropriate signage to be fixed on door.</li> </ul>	
Air bourne infection during activity, event or meeting: higher risk of COVID-19 spread within indoor spaces.	All present	<ul style="list-style-type: none"> <li>All persons aged 11 years or over to wear face coverings indoors (unless exempt for medical reasons). Leaders and section assistants to wear face coverings whilst inside the Scout Hall, but not required to do so when delivering an activity or programme.</li> <li>All opening windows and doors to be kept open during use of the scout hall to aid circulation of fresh air when weather permits.</li> <li>Prop doors open where safe to do so during meetings to reduce contact. Ensuring that fire doors are closed at the end of each meeting.</li> <li>Brief parents and young people in advance on expectations for face coverings.</li> </ul>	
People's hygiene: higher risk of infection spread if people do not wash their hands properly.	All present	<ul style="list-style-type: none"> <li>Setting clear expectations with all involved.</li> <li>Provide hand sanitiser station inside main entrance for use on arrival and departure, and during meetings as required.</li> </ul>	

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		<ul style="list-style-type: none"> <li>Hand sanitizer or hand washing facility to be located by toilet and kitchen entrances to be used before entry and upon exit from kitchen or toilet areas.</li> <li>Signage to remind of hand washing and sanitising, and how to wash posters near sanitation points.</li> <li>Adult volunteer or helper to encourage use of hand sanitizer or hand washing facility upon entry and exit to toilet and kitchen areas when any young persons are within Scout Hall.</li> </ul>	
Hygiene of toilets and kitchen: higher risk of COVID-19 spread if toilets and kitchen are not kept hygienic.	All present	<ul style="list-style-type: none"> <li>Cleaning toilet and kitchen touch surfaces at end of each meeting.</li> <li>Make cleaning equipment is available to leaders and stored safely for use as required.</li> </ul>	
Hygiene of activity equipment: higher risk of COVID-19 spread if equipment is shared without proper hygiene.	All present	<ul style="list-style-type: none"> <li>Encourage hand cleansing before and after activities when using shared equipment and materials.</li> </ul>	
Operating indoors: higher risk of COVID-19 spread if contact surfaces are not kept hygienic.	All present	<ul style="list-style-type: none"> <li>Scout hall contact surfaces to be cleaned once a week.</li> </ul>	
<b>Review:</b> this risk assessment is for a section to move from one COVID-19 readiness level to the next. An additional risk assessment should be produced for each proposed move.			

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<b>Checked by GSL</b>	Name: Chris Lloyd Date: 15 <sup>th</sup> February 2022	<b>Approved by Group Executive</b>	Date: 15 <sup>th</sup> February 2022
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We take personal data privacy seriously. The data in this form is used to assess the suitability for the return to face-to-face Scouts 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 the County Commissioner, who will all have access to this data. Scouts UKHQ will retain this data for three 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 Scouts' data processing stance, please visit our Data Protection Policy: [scouts.org.uk/DPPolicy](https://scouts.org.uk/DPPolicy)