

3rd Farnborough

ACTIVITIES AWAY FROM OUR HQ

COVID-19 Risk Assessment V1.0F

12th April 2021 Guidelines



<https://www.3rdfarnboroughscoutgroup.org.uk/home/covid-19/>

#SkillsForLife



Scouts

3rd Farnborough

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Document Control

Version	Date	Author	Comments
1.0R	4 th May 2021	Iain Roy	Version of our risk assessment for activities taking place at specified locations away from our HQ for approval by Leaders and Group Executive
1.0F	5 th May 2021	Iain Roy	Version of our risk assessment for activities taking place at specified locations away from our HQ for approval by District

Introduction

Readiness Levels

In line with government-approved Youth Sector Guidance, there is a phased approach to returning to face-to-face meetings and activities. The guidance changes regularly and the most up to date guidance is always obtained from The Scouts Association website:

<https://www.scouts.org.uk/volunteers/getting-back-together-safely/the-readiness-levels-across-uk-scouts/>

The safety of our volunteers and members is first and foremost in our minds.

Risk Assessment

This risk assessment is for **Readiness Level Amber** and takes into account the most recent guidance available from The Scout Association.

This risk assessment is for COVID related risks for activities away from our HQ, and will always be supplemented by activity specific risk assessments.

An Informed Approach...

This version of our Amber risk assessment and appetite to return to face-to-face scouting has been informed by the following:

- Guidance and Policies provided by The Scout Association that are constantly updated
- Individual draft risk assessments prepared by Section Leaders
- Results of our parent survey conducted during August 2020
- Best practice shared by other groups inside and outside our district
- Best practice in use generally and lessons learned from face-to-face scouting during COVID-19

Risk Assessment Approvals

This risk assessment was approved by leaders on: 4th May 2021

I have read, understood and agree to adopt this risk assessment:

Lisa Roy
Beavers

Steve Worsfold
Cubs

Iain Roy
Scouts

This risk assessment was approved by the Executive Committee on: 4th May 2021

I approve this risk assessment on behalf of the Executive Committee:

Susan O'Mara
Chair of Executive Committee

This risk assessment was approved by Blackwater Valley District Scout Council on 10/05/2021

Risk Assessment (Amber)

For the duration of the Amber phase, the risk assessment below will be used in conjunction with activity specific risk assessments for all activities that take place away from our HQ at the following specified locations :

- Queen Elizabeth Park, Farnborough
- Southwood Country Park, Farnborough
- Hawley Woods, Farnborough
- Frimley Lodge Park, Frimley
- Other similar locations with a car park

Hazard	Who could be harmed	Likelihood	Severity	Risk	Control measures	Responsibility
Leaders not qualified or authorised to run activity	Adults and young people	L	M	M	<ul style="list-style-type: none"> • POR to be followed at all times • All adults to be fully DBS checked in line with POR • All adults to have received latest versions of yellow and purple cards • All adults with full appointments to be up to date with mandatory training, noting current dispensations on First Aid Training due to COVID-19 • Programme planning and preparation materials shared between all leaders and adults attending • Programmes shared with Group Scout Leader, and District Commissioner at start of each term 	Leaders Volunteers
Child protection / safeguarding					<ul style="list-style-type: none"> • POR to be followed at all times • All appointed adults to carry Scout 	Leaders Volunteers

					<p>Association DBS clearance. Note: occasional helpers are exempt from this requirement</p> <ul style="list-style-type: none"> • All adults (including occasional helpers) to have received yellow and purple cards • All adults with full appointments to be up to date with training • Supervision ratios to meet or exceed POR ratios at all times • Suspicious behaviour reported to police and to Group Scout Leader • Any medication to be safely stored by leaders 	
Parents / Young People that are not aware of arrangements and procedures for minimising risk of COVID-19 during this Amber readiness stage put others at risk	Adults and young people	L	M	M	<ul style="list-style-type: none"> • Risk assessment has been informed by responses in the parent survey conducted in August 2020 • Risk assessment to be shared with parents along with a COVID-19 focussed newsletter once the risk assessment is fully approved • Weekly newsletter The Link will contain important reminder information and address any issues identified 	Group Scout Leader Parents
Prior to a meeting, or during a meeting, a potential COVID-19 infection is detected	Adults and young people	L	M	M	<ul style="list-style-type: none"> • Clear guidance provided to parents to not send YP to meetings who show any symptoms of COVID-19 • Clear guidance provided to parents to not send YP to meetings from households who are currently self-isolating / shielding or who have shown symptoms within the previous 	Parents Leaders Volunteers

					<p>14 days</p> <ul style="list-style-type: none"> • Clear guidance provided to leaders to not attend meetings if they have any symptoms of COVID-19 or are currently self-isolating / shielding • If a YP or adult shows symptoms during a meeting, the Section Leader must be informed. YP will be isolated (preferably outdoors) whilst contacting parents to send home and advised to get a COVID-19 test. Group Scout Leader to be informed within 3 hours of the end of the meeting • Section Leader to liaise with Group Scout Leader, Parents, NHS Track and Trace and District Team on future meetings if a positive test is confirmed • Registers to be updated promptly on OSM after each meeting 	
During drop-off and pick-up, there is a higher risk of transmission of the disease due to the increased numbers of people and adults	Adults and young people	M	M	H	<ul style="list-style-type: none"> • Parents to be reminded of need to maintain social distancing during drop off and pick up from designated areas e.g. car park • Designated adult wearing a facemask to meet YP at drop off location, provide hand sanitiser, and direct YP to activity location. • Designated adult to ensure OSM is updated immediately with any changes notified by parents at drop off 	Parents Leaders Volunteers
There is an increased risk of	Adults and	M	M	M	<ul style="list-style-type: none"> • All sections to follow current guidance 	Leaders

spreading COVID-19 in large groups	young people				<p>on numbers allowed and whether outdoors only or indoors + outdoors meetings are allowed.</p> <ul style="list-style-type: none"> • Leaders to stay socially distanced from each other and YP at all times (with the exception of administering first aid) • YP to be reminded regularly and prompted where necessary to maintain social distancing. Where appropriate to the activity, visual aids (e.g. cones or hula hoops) to be used to assist with social distancing • YP to stay socially distanced from each other and leaders at all times – with reminders and prompts where this is breached. Repeated and/or deliberate breaches to be reported to parents and subject to dynamic risk assessment of Leader, parents of YP to be contacted to collect • 2M social distance where possible to be followed at all times by YP and leaders 	Volunteers
There is an increased risk of spreading COVID-19 by virus being present on hands	Adults and young people	M	M	H	<ul style="list-style-type: none"> • Hand sanitiser to be used on arrival • Hand sanitiser to be available from leaders / designated location at all times • Any YP that refuses to wash their hands or use hand sanitiser when asked to be reminded that their parents will be told, and they may be asked to leave the meeting • Any YP that repeatedly refuses to 	Young people Leaders Volunteers

					wash their hands or use hand sanitiser when asked to be dismissed from the meeting and parents asked to collect	
There is an increased risk of spreading COVID-19 indoors	Adults and young people	L	M	M	<ul style="list-style-type: none"> Scouts and Explorers will need to wear face coverings indoors e.g. if using public toilets except where exempted by government guidelines Hand sanitiser to be used when leaving an indoor space e.g. public toilet 	Young people Leaders Volunteers
There is a higher risk of transmission of the virus if equipment is re-used	Adults and young people	L	M	M	<ul style="list-style-type: none"> YP invited to bring their own, named water bottles to each meeting. Activities / programme designed and checked (by Group Scout Leader) across sections to minimise equipment being shared Hand sanitisers to be used after any use of equipment Equipment used by each section to be quarantined for 72 hours in the Pegasus Room 	Leaders Volunteers
Young person, parent, or leader shows symptoms or tests positives for COVID-19 after a meeting	Adults and young people	L	M	M	<ul style="list-style-type: none"> Symptomatic person advised to contact NHS 111 for latest advice on what to do Symptomatic person to be excluded from activities until 14 days have passed or there is confirmation of a Negative PCR test. Group to await contact from Track and Trace service in case YP or adult tests positive for COVID-19. No reactive action to be taken by Group 	Leaders Volunteers Parents

					prior to contact from Track and Trace and activities to continue as planned.	
Risk of a lost young person	Young people	L	H	H	<ul style="list-style-type: none"> • POR adult ratios as a minimum at all times. • Headcount taken at start and end of each activity session and at regular intervals throughout meetings • Adults to carry mobile phones and numbers shared • When moving from one area to another e.g. on a hike (ensuring social distancing is maintained), ensure an adult leads with another at the rear to keep group together • Prompt emergency services notification as required, and notification to Group Scout Leader 	Leaders
Incident requiring first aid treatment	Adults and young people	L	M	M	<ul style="list-style-type: none"> • COVID First Aid Dry Bags to be used for activities away from our HQ, with each COVID First Aid Dry Bag containing PPE (gloves, masks and visors) and first aid kit and hand sanitiser • All uniformed leaders to have up-to-date First Aid Training (noting current exemptions) • PPE to be worn in accordance with Appendix 4 – First Aid • Additional guidelines on CPR for adults and young people to be followed in accordance with Appendix 4 – First Aid 	Leaders Volunteers

					<ul style="list-style-type: none"> • Accident / Incident Log to be updated. • During Amber stage, accident / incident log to include details of any adult administering first aid who has to breach social distancing guidelines • Parents to be informed after the meeting of any first aid provided and explicitly informed whether social distancing guidelines were breached 	
Behaviour	Young people	M	L	M	<ul style="list-style-type: none"> • Young people to be reminded about behaviour expectations before each activity • Consideration to be given by all leaders about to how to accommodate the needs and likely issues from young people with e.g. ASD / ADHD. • Adult ratios to be increased at the discretion of the Section Leader to ensure all young people are included • Young people to only be excluded from an activity if there are safety / wellbeing concerns that cannot be mitigated, and with Group Scout Leader approval, and these decisions to be communicated confidentially to the parents or guardians of any young person excluded 	Leaders Volunteers
Higher risk of transmission of the virus whilst on hiking activities or bike rides	Adults and young people	M	M	M	<ul style="list-style-type: none"> • Sections may go on hikes provided social distancing is maintained between individuals and government guidance that is in place at the time is followed • One leader as a minimum to carry 	Leaders Volunteers

					<p>with them a COVID-Secure first-aid kit</p> <ul style="list-style-type: none"> • Each young person and adult to have their own individual hand sanitiser • Leaders to ensure that, as far as practically possible, contact with third parties during the hike / bike ride is minimised • Hand sanitiser to be used after opening / closing any gates or touching any similar objects en route, and at regular intervals as required 	
Higher risk of breach of GDPR policy due to inadequate knowledge about Track and Trace or similar	Adults and young people	L	M	M	<ul style="list-style-type: none"> • All adults with full appointments to be up to date with GDPR training • Group GDPR policy updated with specific reference to Track and Trace • Any Track and Trace requirements to be managed by the Group Scout Leader on behalf of the Section Leaders to ensure the minimum necessary information is disclosed and that the request is genuine 	Leaders
TBC	Adults and young people				<ul style="list-style-type: none"> • Dynamic risk assessment to be performed by all leaders in line with TSA guidelines • Hazards to be shared with other leaders and appropriate mitigation to be actioned 	Leaders Volunteers

As per current guidance from The Scout Association, in addition to the Risk Assessment above, Section Leaders shall ensure that activity risk assessments are in place for all activities undertaken, especially those such as hikes and bike rides that may take YP away from the scout hut.




Appendix Two – Cleaning Instructions

Equipment sharing is not encouraged and each young person should be given their own equipment that others will not have contact with, and that can be cleaned / quarantined afterwards. There should be minimal items sent home or brought in from home.

Any equipment used during a section meeting should be wiped down with antibacterial wipes if possible and/or quarantined for a minimum of 72 hours before being used again. Quarantine crates have been placed in the Pegasus Room for this purpose.

Appendix Three – COSHH Data Sheets

Copies of COSHH data sheets for all cleaning products are in the kitchen cupboard and electronic copies are attached below.

Product	Data Sheet
Suma Bac D10 Sanitiser	 Suma Bac D10 Sanitiser 100885707 S
P&G Professional 8 - Disinfecting Surface Cleaner	 750ML FLASH PROF 8 M-SURF DISINF 99:
Dettol Antibacterial Cleaning Surface Wipes	 Dettol Antibacterial Wipes SDS.pdf

Appendix Four – First Aid

Before dealing with any first aid incident (or at the first available opportunity relevant to the situation) first aiders must wear a mask, visor, disposable apron and disposable gloves since social distancing will be broken and there is an increased risk of contact with bodily fluids. If it is possible and sensible, the person being treated should also wear a mask for the duration of the treatment.






The following equipment (as a minimum) will be kept in a sealed plastic box in the kitchen next to the first aid kit.

- 20 face masks
- 5 visors
- 10 disposable plastic aprons
- 20 latex-free disposable gloves
- 5 single-use pocket resuscitation masks

PPE should be fitted as below:

Donning or putting on PPE

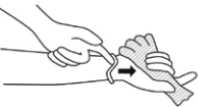


Before putting on the PPE, perform hand hygiene. Use alcohol handrub or gel or soap and water. Make sure you are hydrated and are not wearing any jewellery, bracelets, watches or stoned rings.

- 1** Put on your plastic apron, making sure it is tied securely at the back.

- 2** Put on your surgical face mask, if tied, make sure securely tied at crown and nape of neck. Once it covers the nose, make sure it is extended to cover your mouth and chin.

- 3** Put on your eye protection if there is a risk of splashing.

- 4** Put on non-sterile nitrile gloves.

- 5** You are now ready to enter the patient area.






PPE should be removed as below:

Doffing or taking off PPE

Surgical masks are single session use, gloves and apron should be changed between patients.

- 1** Remove gloves, grasp the outside of the cuff of the glove and peel off, holding the glove in the gloved hand, insert the finger underneath and peel off second glove.

- 2** Perform hand hygiene using alcohol hand gel or rub, or soap and water.

- 3** Snap or unfasten apron ties the neck and allow to fall forward.


Snap waste ties and fold apron in on itself, not handling the outside as it is contaminated, and put into clinical waste.

- 4** Once outside the patient room. Remove eye protection.

- 5** Perform hand hygiene using alcohol hand gel or rub, or soap and water.

- 6** Remove surgical mask.

- 7** Now wash your hands with soap and water.


Disposable gloves must be worn before handling any items in the first aid kit.

Hand sanitiser must be used prior to and after treating any casualty.

Any materials used need to be disposed of properly, including double bagging any item that may have blood or other bodily fluids on it.

The First Aid Incident Log MUST be completed immediately after the incident. During the Amber readiness stage this must also include details of any adults involved in administering first aid who as a necessity have breached social distancing guidelines.

CPR on Adults during COVID-19

Current government advice is that a cloth or some other covering should be placed over the mouth and nose, and no rescue breaths should be given. Chest compressions at the normal rate should be given.

CPR on Young People during COVID-19

CPR including rescue breaths should be given as normal but a rescue face shield or pocket mask should be used. Those involved should monitor themselves for the following 14 days and, if appropriate, should self-isolate along with those living with them until tested and given a negative result or until the isolation period is over.