|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Name of Section** | District Explorer Group | **Date of risk assessment** | **10 September 2020** | **Name of who undertook this risk assessment** | Clinton Askew, Assistant Explorer Leader | **COVID-19 readiness level transition** | **Red to Amber** |

### You must review and amend this risk assessmet to fit your particular locations and circumstances and the specific risks or hazards of your section meetings. For the approval process you must include specifics.

|  |  |  |  |
| --- | --- | --- | --- |
| **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.* |
| Spread of Covid-19 | All, particularly vulnerable or older members. | **Clear rules to parents/carers/leaders that no-one with any symptoms may attend Explorer meetings and should isolate as advised until clear. Other Explorers in the same small group instructed to join meeting virtually during isolation period. Keep register of all adults and Explorers for track and trace purposes using OSM** | NB Walton Firs’ policy is to immediately notfiy site users if any site user displays symptoms of covid while on site.   * Initial Parent information evening is scheduled for 11th September via Zoom * Policy and Action plan on Website and in hall notice boards |
| Maintaining social distance at drop off and pick up: higher risk of infection spread if social distancing not maintained. | All, particularly vulnerable or older members. | **Notify each small group of distanced drop-off and pick up points**. **Clear signage** to indicate where separate areas are designated for different groups and any **one-way route** where entrance/exit is confined. Leaders/helpers to arrive early for safety briefing and to direct Explorers **Stagger arrival and pick up times** of small groups. **Inform parents/carers** to instruct Explorers to stay in their area, not to mix with other Explorers. Parents/carers and siblings to **stay in vehicles where possible** and to **maintain 2m** where not.  Explorers to be regularly reminded about the 2metres rule. | * Explorers and Adults MUST wear Facecoverings when going to the toilet |
| Specific drop off/pick up hazards are: |  | **Specific drop off/pick up points will be idenitified to parents/carers to ensure socially-distant drop-offs at each of the following loactions, with a reminder ahead of each meeting.**   1. Car park at Walton Firs, for this location. Parents/carers encouraged not to lift share. 2. 1st Oxshott Scout Hut – parents encouraged to not drive 3. Public recreation ground adjoining Waverley Road /Kenilworth Avenue 4. Oxshott Woods, proposed use of Oxshott Heath car park by Station due to size 5. Polyapes Scout Camp site   **Notwithstanding the use of grounds of Scout Hut (covered in detail in Oxshotts Policy doc), these locations have been selected to provide the leaders with flexibility to**  **run activities in the safest possible environments, considering both access and the need to ensure dstance from other groups.**  **These are all large spaces, with good access, and close by.** | Oxshott Scout HQ Car park is closed for Parents – Only leaders will park here - Parents encouraged to walk or if driving to drop off at end of alleyway to hut or park up in Waverley Road and walk up to Gates, where Explorers can be dropped, whilst maintaining Social distancing |
| Maintaining social distance during meeting: higher risk of infection spread if social distancing not maintained. | All, particularly vulnerable or older members. | 1. **OSM will be used to book Explorers onto meetings to control maximum numbers (20) per meeting. The ratio of Explorers to Leaders in a group would ideally be 2-3 Leaders to 15(max) Explorers to aid distancing and control.** 2. Meetings will be at local outdoor locations as previously mentioned, whilst at Amber 3. Maintain and mark **clear space** between groups. **Inform parents/carers** to instruct Explorers to stay in their group area, not to mix with other Explorers, 4. Agree **Code of Conduct** with Explorers on zoom meeting ahead of F2F, to maintain distance from each other and other groups. 5. **Pre-plan how groups will be managed** for each activity and communicate with leaders.   Leader in charge to monitor distancing of all small groups and ensure adult supervision. | Event will be halted if Explorers are unable to stick to distancing  If using one of the spaces listed above, leaders will need to be vigilent of any other groups using the space and be prepared to move the activity if proximity becomes an issue.  The policy doc states that Parents/carers must be available to collect their children during an activity, in the event the leader is forced to cut the activity short |
| Specific location limitations are: |  | **Distanced small group areas to be used are as follows:**   * **Small group numbers will be up to: 15 Explorers plus max 5 adults** * **Adult numbers/ratios are to be: at least two adults per group for Explorer meetings, at least one adult holds leader appointment.** * **A leader attending must have 1st Aid qualification.** * **Leaders attending must have completed Safety and Safeguarding training and all is in date.** | * Oxshott HQ are able to have one Group A at the back, near fire pit, Group B in open area at the Western end of the hut. |
| Hygiene of people: higher risk of infection spread if proper hand washing not carried out. | All, particularly vulnerable or older members. | * **Inform parents/carers** to instruct Explorers to **wash hands** (20 secs) before leaving home. * **Provide hand sanitiser or hand washing** for arrival and departure and between activities that involve contact with different surfaces or equipment. Teach good hand washing and ‘catch it, bin it, kill it’ to Explorers. * **Use disposable paper towels for drying hands** and dispose of safely. * Put proper hand washing **poster** in all toilets. | * NB Walton Firs has a procedure, attached at the end of this doc. * Oxshott HQ has wall saniters, hand wash and Paper towels installed at various locations. * At all locations, regardless of the facilities provided, leaders will carry a kit including alcohol hand gel and wipes, alongside their own section first aid kit. * All participants will be encouraged to sanitise hands throughout activities * Use of shared kit wll be kept to the absolute minimum. Where unavoidable, items will be wiped down between uses. |
| Hygiene of toilets: higher risk of infection spread if hygiene not carried out. | All, particularly vulnerable or older members. | **Prop open doors where possible. Scout owned toilet facilities must be cleaned** if used after every session, so they are clean for the start of the next session particularly **door handles, light switches, taps.** Use **approved floor and surface cleaning solutions** and wear **approved PPE for cleaning** (mask, disposable gloves and apron). Instruct all using PPE in correct removal and disposal. Cleaning equipment available to adults on cleaning rota with safe storage. Deep cleaning of the facility on a regular basis (weekly or more if there is heavy usage). Adults sign off on cleaning rota **record** that cleaning is completed.  Explorers and Adults MUST wear Facecoverings when going to the toilet | * NB Walton Firs Toilet policy attached. * Scout hut toilet cleaning policy included in 1st Oxshott policy doc. Only one toilet will be open during meetings to allow for easier cleaning and control. * Polyapes TBD * The other locations do not have dedicated toilets. |
| Hygiene of activity equipment: Higher risk of infection spread if hygiene not carried out. | All, particularly vulnerable or older members. | **Reduce use of equipment touched by Explorers/leaders and limit use and sharing of equipment. Cleaning of activity equipment** if used after every session so they are clean for the start of the next session. **Soak, wash or wipe down** as appropriate. **Assign specific items** to individuals, limit volume of equipment used, including consumables, such as paper. Bring/use own equipment where possible and keep it separately. | * Each section will have their own box of basic equipement pens, paper, scissors etc to minimise sharing and allow for 72 hours between use. |
| Specific equipment risks are: |  | **Specific equipment controls are: Clean any group resources used appropriately. Take any resources that are unable to be cleaned out of commission until such time as they are cleaned and notify GSL.**  **NB Hazards relating to specific equipment dealt with on local RA for activity,** |  |
| Use of outdoor spaces: un-even ground, access to space less controlled, cannot be cleaned. | All, particularly vulnerable or older members. | **Choose a location appropriate to activity and accessible**. **Check area for hazards** before each outdoor session (particularly public areas) and **brief leaders and young people on boundaries**. Mark boundaries where appropriate. Ensure first aid/PPE/sanitiser kit and sealable rubbish bags available for each small group. | Multiple locations listed (all well known to leaders) to enable the right location to be selected for specific activities based on risk-profile. The location selection will be stated on the activity-specific risk assessments and any activity-level risks recorded |
| Mental health and wellbeing affected through isolation or anxiety about coronavirus | All | Have regular **keep in touch** meetings/calls with leaders and Explorers who cannot join F2F meetings. **Talk openly** with Explorers about well-being and whom to talk to. **Involve all adults** in implementing and reviewing risk assessments so they can help identify potential problems and identify solutions. **Brief Explorers about risks appropriate**ly. **Keep leaders and** **Explorers updated** on what is happening so they feel involved and reassured  Continue Zoom remote meeting for maximum outreach, probably every other week during Amber |  |
| ***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** | **Anja Davidson, GSL, 10/09/2020** | **Checked by Executive** | **Nicola Bond, Secretary,**  **David Walker, Treasurer,** |
| **Approved by Commissioner** | Name, Role / level, Date | **Approved by Executive** | Name, Role / level, Date |
| **Notification of level change** | **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. 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’.

**Appendix 1**: Walton Firs guidance and procedures to which Explorers and adults must abide

**Appendix 2:** Oxshott Scout HQ Map which Explorers and adults must abide

**Appendix 1**:

Walton Firs Foundation and Activity Centre



**Information for Visitors: Our ‘COVID-19 Secure’ Arrangements**

To help us to keep the activity centre safe and healthy for everyone, we need you to follow our **Six Golden Rules** while you are at Walton Firs:

**1. Social Distancing:** Always keep at least one metre of space (preferably two!) between you and anyone else that you don’t live with.

**2. Handwashing:** Wash your hands using sanitising liquid when you arrive on site, and before you enter a building or an activity venue. Wash your hands every time you pass a sanitiser, or whenever we ask you to. We’ll provide the sanitising liquid!

**3. Mask-wearing:** Always wear a facemask when you are talking to someone that you don’t live with inside a building, when you use the toilets, or whenever we ask you to. We’ll provide the masks!

**4. Glove-wearing:** Always wear gloves whenever we ask you to. We’ll provide the gloves!

**5. Safer Eating and Drinking:** Never share cutlery, cups, plates, food, or hand towels with anyone else that you don’t live with. Clean and pack away and packaging immediately after you use it, and put your rubbish into the bins provided.

**6. Safer Use of the Toilets:** Always wash your hands with sanitising liquid when you enter and exit the toilet building. Please spray the toilet and sink with antiseptic after you use them, and use the hand towels provided to dry your hands. We’ll provide the antiseptic spray and paper towels!



### **Appendix 2:**