

## **RISK ASSESSMENT FOR 1<sup>ST</sup> ELGIN SCOUT GROUP REGARDING COVID- 19 (CORONAVIRUS)**

### **Use of land, hall & activities**

Covid-19 is an illness that can affect your lungs and airways. It is caused by a virus called Coronavirus. Symptoms can be mild, moderate, severe or fatal.

Further advice is available on-line: <https://www.scot.gov/collections/coronavirus-covid-19-guidance/>  
<https://www.hse.gov.uk/coronavirus/index.htm>  
<https://www.scouts.org.uk/volunteers/scouts-at-home/getting-everyone-back-together-safely/>  
<https://nya.org.uk/>

**\*\*Please note this is for AMBER TO YELLOW only\*\***

**This is for both Indoors and outdoors**

### **Getting back together safely: The COVID Code**

1. A COVID-safe risk assessment has been completed and we have communicated control measures to volunteers, young people and parents and all are encouraged to raise concerns
2. Additional hygiene measures are in place
3. Social Distancing will be observed (check current distance determined by your Government)
4. Maximum group sizes will be limited and determined by scouts.org.uk and members will be consistent where possible
5. Make adjustments for young people and adults vulnerable or affected by COVID, and consult to make sure return plans are accessible and inclusive



**Maximum Group size is 30**

<b>Name of Section or Activity</b>	1 <sup>st</sup> Elgin Scout Group Scouts	<b>Date of risk assessment</b>	13/10/20 Reviewed 22 May 21	<b>Name of who undertook this risk assessment</b>	D Rigby	<b>COVID-19 readiness level transition</b>	Yellow
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What are the Hazards/risks?	Who might be harmed	Controls Required	Action
<b>Spread of Covid-19</b>	Young people, leaders & helpers	<p><b><u>Hand Washing &amp; sanitizing</u></b></p> <ul style="list-style-type: none"> <li>Stringent hand sanitizing taking place before and after the meeting. Due to numbers, time, and confined area of both the hall toilets and the porta cabin hand sanitizer is the primary method of hand cleansing. Hand washing facilities available for those who cannot use or have reactions to hand sanitizer.</li> <li>Gel sanitizer will be available on table by the main gate, outside the porta cabin (if outdoor based) and entrance to the hall if indoor based.</li> <li>Gel sanitizers in any areas where washing facilities are not readily available.</li> <li>Only one toilet will be in use (Hall or Porta cabin). Hand washing facilities with water and soap and water will be in place</li> <li>Drying hands with paper towels and disposed of in appropriate containers that are emptied after evening.</li> <li>The porta cabins &amp; hall toilets will be well stocked with soap water and paper towels.</li> <li>Only 1 x person only in at a time to use toilet or wash hands</li> <li>Also reminded to catch coughs and sneezes in tissues – follow <b>Catch It-Bin It-Kill It</b>. To avoid touching face, eyes, nose or mouth with unclean hands.</li> <li>Everyone to follow rules displayed on appropriate signage on site.</li> </ul>	SL/GSL
		<p><b><u>Cleaning</u></b></p> <ul style="list-style-type: none"> <li>Before the hall is cleared for use, a deep clean of all areas will be carried out.</li> <li>Frequently cleaning and disinfecting objects and surfaces that are touched regularly, particularly in areas of high use, such as door handles, light switches, water taps, toilet flush handles, using appropriate cleaning products and methods.</li> </ul> <p><a href="https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings">https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings</a></p>	SL
		<p><b><u>Social Distancing</u></b></p> <ul style="list-style-type: none"> <li>Ensure that there is sufficient space available to allow compliance with the 2mtr (6.5ft) rule for leaders and Scouts <a href="https://www.gov.scot/news/social-distancing-guidance-for-business/">https://www.gov.scot/news/social-distancing-guidance-for-business/</a>.</li> </ul>	GSL

		<ul style="list-style-type: none"> <li>• In the hall there is 2m marking on the floor.</li> <li>• Cubs and Beavers do not need to social distance from each other but do need to from leaders. Thus, the hall with its reduced size is ok for activities for Beavers and Cubs.</li> <li>• The young people and leaders to be reminded regularly of the importance of social distancing (signage &amp; briefed at start of evening).</li> <li>• An info sheet outlining procedures will be provided to all parents and guardians before activities resume.</li> <li>• Times for Beavers and Cubs will have to have gap of 20mins</li> <li>• Attendance sheet to be filled out on every night. Staggered starts – entry by main gate only.</li> <li>• Staggered pickups – exit bottom gate only.</li> <li>• Restricted access to parking – leaders and disabled only. Parents/Guardians use car park by architects (drop off) and Cedarwood (pickup).</li> <li>• Entry &amp; exit by the main gate only. No parents or guardians allowed on Scouts land unless clearance given by leader in charge.</li> <li>• Leaders to be aware of potential pinch points for parents and Scouts. These are the drop &amp; pick up points outside the Scouts land. If there is a gathering of parents, whilst maintaining social distance politely ask them to spread out. Control the departure of the Scouts to avoid buildup of people at the exit gate.</li> <li>• Gates to be shut whilst session in place.</li> <li>• On arrival for an outdoors session each young person allocated a cone to stand by. These are spread 2m apart. They will await direction from the group leader.</li> <li>• On arrival for an indoors session, the fire entrance on the main hall (carpark side) will be used as this will not involve 3 other sets of doors to enter the main hall.</li> <li>• Only activities that adhere to the current social distancing rules to be carried out.</li> <li>• Each activity will have a separate risk assessment.</li> <li>• Group sizes limited to maximum permitted under Scout regulations (currently 30).</li> <li>• If more than 1 group (limit 30), activities will be geographically displaced (at least 25m) using top field, wooded area and hall</li> <li>• Young persons with behavioral difficulties where a risk assessment cannot be controlled effectively it may be required to see a 1 2 1 volunteer or parental. The SL is to make the GSL aware. The GSL will contact the parents/guardians and discuss the options with them. The options are most likely either no attendance or attendance with a suitable adult from the young person’s home bubble. If the latter is done the GSL will brief the parent/guardian on COVID procedures.</li> </ul>	
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<b>Contracting of Legionella Disease, due to porta cabin closures</b>	All	<ul style="list-style-type: none"> <li>• Flush system at least weekly to simulate use and run taps for 10 minutes.</li> <li>• Buildings that are temporarily shut down (mothballed) should follow the guidance in <u>HSG274 Part 2</u> paragraphs 2.50-2.52</li> <li>• Cabins presently in daily use.</li> <li>• The hall will have a deep clean prior to activities resuming</li> </ul>	SL/GSL
<b>Adverse Weather for outdoor activities</b>	All	<ul style="list-style-type: none"> <li>• Adverse weather could result in hypo/hyperthermia. Leaders to make the decision if the session will go ahead or continue before activity start.</li> <li>• SL to check weather forecast pre event.</li> <li>• Have a robust recall procedure for parents if weather worsens.</li> </ul>	SL

<b>Vulnerable or Shielding People</b>	All	<ul style="list-style-type: none"> <li>• There are currently vulnerable people on the OSM Scouts register and leaders are aware of the individual's specific issues that require shielding.</li> <li>• Any leaders who are shielding, living with someone shielding or career involves them working with the vulnerable are to inform the GSL and discuss the options.</li> <li>• Meeting invites will state clearly that any parents who have concerns over the vulnerability of their child (or vulnerability over parent helpers/leaders as applicable) should make this known to the leaders.</li> <li>• An assessment will then be made and recorded over whether this person could/should be included in the activity or if the activity needs to be modified to accommodate the situation.</li> <li>• It is likely that any vulnerable or shielding people will be asked not to participate in face to face meetings to reduce the risk to them. This will be in consultation with the parents or guardians of the young person.</li> </ul>	SL
<b>Incident Management</b>	Young people, leaders, and helper	<ul style="list-style-type: none"> <li>• Dealt with dynamically based upon the situation.</li> <li>• Minor injuries will be dealt with using first aid with a follow up call to the parents as required.</li> <li>• Serious injuries will be dealt with by the emergency services.</li> <li>• In all cases the activities will cease, and all will socially distance at a separate location from the casualty. One Leader will manage the other participants whilst First Aid is administered to the casualty.</li> <li>• If a first aid kit is required, the COVID first aid kit is to be used (marked). This contains a Visor, masks, gloves and the usual contents. If used the GSL is to be informed.</li> <li>• If you are operating in the Hall, the COVID first aid kit and visor is to be taken in from the Porta cabin and then returned to the Porta cabin at the end of the session</li> <li>• GSL, at the least, should be informed, but it may be sufficient for a statement that TSA Emergency/Accident procedures should be followed in line with the Purple Card.</li> <li>• If practical and time permitting, face masks will be worn whilst treating casualties, gloves should also be worn as part of extant first aid procedures</li> <li>• First aid kits equipped with supply of disposable masks and gloves</li> </ul>	SL
<b>Disclosures and Safeguarding &amp; safety</b>	Leaders and helpers	<ul style="list-style-type: none"> <li>• All leaders and helpers must have in-date PVG, safeguarding, safety and First Aid training.</li> <li>• A final check of completion of appropriate training and clearances will be undertaken by the GSL prior to commencement of Face to Face activities, anyone not having completed the appropriate training will not be allowed to interact with the Young People.</li> </ul>	TA/GSL

# 1<sup>st</sup> Elgin Scout Group Covid-19 restarting face to face Scouting risk assessment



<b>Checked by Line Manager</b>	Name, A. Govier Role / level GSL Date	<b>Checked by Executive</b>	Name, N Hagen Role / level Chairman Date
<b>Approved by Commissioner</b>	Name, D Mcphee Role / level District Commissioner Date		
<b>Notification of level change</b>	Date and by who		

## Checklist

1. Is weather suitable?
2. Names (young people and leaders) for night allocated
3. All young person taking part have parent consent to attend
4. Cones in place
5. Table with hand sanitizer in place at fire exit and/or porta cabin
6. Toilet cleaned & prepared pre event
7. Kitchen cleaned & prepared pre event
8. Equipment wiped down
9. Risk assessment raised with GSL for activity
10. Leader at main gate and directs young person to cones or hall
11. At start of session young people use sanitiser
12. Leader takes attendance sheet and keeps copy safe
13. Young people briefed
14. Gates shut after last arrival
15. At end of session young people use sanitiser
16. Controlled departure through appropriate gate
17. Toilets cleaned post event
18. Kitchen cleaned post event


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Section Beavers/Cubs/Scouts Date \_\_\_\_\_

Activity \_\_\_\_\_ Leader in charge \_\_\_\_\_

Who	Name	Details on OSM	Confirm with parents: No COVID signs symptoms Been in contact with anyone with COVID or symptoms Traveled to any COVID hotspots in the last 14 days?
Leader 1		Yes / No	
Leader 2		Yes / No	
Leader 3		Yes / No	
Leader 4		Yes / No	
Young Person 1		Yes / No	
Young Person 2		Yes / No	
Young Person 3		Yes / No	
Young Person 4		Yes / No	
Young Person 5		Yes / No	
Young Person 6		Yes / No	
Young Person 7		Yes / No	
Young Person 8		Yes / No	
Young Person 9		Yes / No	
Young Person 10		Yes / No	



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Who	Name	Details on OSM	Confirm with parents: No COVID signs symptoms Been in contact with anyone with COVID or symptoms Traveled to any COVID hotspots in the last 14 days?
Young Person 11		Yes / No	
Young Person 12		Yes / No	
Young Person 13		Yes / No	
Young Person 14		Yes / No	
Young Person 15		Yes / No	
Young Person 16		Yes / No	
Young Person 17		Yes / No	
Young Person 18		Yes / No	
Young Person 19		Yes / No	
Young Person 20		Yes / No	
Young Person 21		Yes / No	
Young Person 22		Yes / No	
Young Person 23		Yes / No	
Young Person 24		Yes / No	
Young Person 25		Yes / No	
Young Person 26		Yes / No	