

Covid-19 restarting face to face Scouting risk assessment

Name of Section or Activity	Sir John Lowther Training & Activity Centre	Date of risk assessment	15 th September 2020	Name of who undertook this risk assessment	Greg McClean Camp Warden	COVID-19 readiness level transition	Red to Amber
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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?
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.
Context The Sir John Lowther Training & Activity Centre is a ten-acre site that includes a large training centre, open grass areas/campsites and a wooded area. The grounds are open air and generally accessible, including a camp fire circle area and challenge course. There are two open sided permanent shelters and also a unisex outside toilet block. For the purposes of this risk assessment no access will be allowed under any circumstances to the main building (large training centre) or enclosed activity areas. The purpose at this stage is to open the grounds, outside facilities and toilet block to self-contained groups of young people/adults to a maximum group size in line with the TSA Framework. This is so we can provide a safe and contained area for outside activities to take place. The grounds are large enough to accommodate up to six groups of around 20 people should the need arise.			
Maintaining social distance at drop off and pick up: higher risk of infection spread if social distancing not maintained.	Young people Leaders Other Vehicle occupants	No access to the site will be allowed unless booked on-line in advance. Strict times will be provided for both drop off and collection which must be adhered to. These will be separated from any other bookings using the site. Signs have been erected in the car park instructing drivers/other passengers to remain in their vehicle with only the person who will be using the site to get out of the vehicle. A clear marshalling point for the group has been established to provide a focus to people to gather in their socially distanced group. Leaders are required to arrive on site in advance of the main group to supervise this process. The same procedure applies in reverse at pick up time.	

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Maintaining social distance during meeting: higher risk of infection spread if social distancing not maintained.	Young People Leaders	No access to the site will be allowed unless booked on-line in advance. At the time of booking one or more of six specified areas must be chosen to be the focus of the group. These are: - Uplands camp site - Back piece camp site - Lawn area at the rear of the training centre - Camp fire circle - Challenge course - BBQ area & grass beyond A site map will be provided as part of the booking process with allocated areas clearly highlighted. Leaders will be informed if other groups are using the site at the same time and which area they are utilising. Both of the permanent open sided shelter areas have social distancing signs on display.	
Hygiene of people. Higher risk of infection spread if proper hand washing not carried out.	Young People Leaders	All groups are required to be self-contained. Their own risk assessment for the activity will need to be approved prior to attending and will be made visible to Centre staff. Hot water and soap are available in the unisex toilet block. Anti-virus hand sanitiser is available at locations across the site.	
Hygiene of toilets: higher risk of infection spread if hygiene not carried out.	Young People Leaders	The unisex toilet block will be cleaned each day to a high standard using approved cleaning agents. The maximum number of occupants allowed to access the toilet block at any time is displayed on the outside of the building. The cubicles within the unisex toilets are self-contained. There are no urinals. The outside door to the toilet will be propped open when the site is being used to prevent constant contact with the door handle. This also enables a view into the toilet block towards the sink area giving visibility of numbers (the cubicles are not visible). Leaders are required to supervise young people around the toilet block and ensure any	

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		queues outside the toilet block are socially distanced. The hand washing area has been restricted to only allow socially distanced use in the event of more than one user. Hot water and soap are available. Anti-virus wipes are located within the toilet area and leaders are instructed to use the wipes on surfaces after the toilets have been used as a part of the booking conditions. Signs have been erected directing used wipes to be placed in the bin provided. A visible cleaning schedule will be maintained in the toilet block. Signage have been erected requiring face coverings to be worn within the toilet block for Scout and Explorer age groups, plus adults (set by The Scouts guidance, indicating ages 10+). Requirement communicated as part of booking conditions and notice to leaders.	
Hygiene of activity areas. Higher risk of infection spread if hygiene not carried out.	Young People Leaders	Both the camp fire area and challenge course are in the open air. Prior to and after using both areas, all users must clean their hands using anti-virus hand sanitiser which must be supervised by an adult. This is a part of the booking requirement. Anti-virus hand sanitiser is provided at both locations, with signs to remind users	
Use of activity equipment. Risk of injuries using the equipment	Young People Leaders	Both the camp fire area and challenge course are checked routinely each week by the Centre staff to ensure they are safe to use. Any benches or obstacles are taped off if not safe to use. The challenge course has a separate risk assessment that will be provided to the leader booking the event. Both areas must be constantly supervised by adults when in use. There is no accessible first aid equipment on site. All groups must be self-contained and provide their own first aid equipment as a part of the booking conditions. Should a member of staff be required, a duty contact telephone number is provided to the adult booking the event. This number is also displayed on the gates leading to the Centre.	

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Use of trolleys to move group equipment. Risk of transfer of Covid 19 when being used	Persons using trolleys	Should a group have heavy equipment or materials to move as part of their approved programme activity, trolleys are available on site to assist with manual handling and minimise risk of injury. Touch points must be cleaned before and after use by the leader involved. Additional cleaning will take place by Centre staff before and after booked use. This will occur after the maximum possible length of time once the booking has departed from site. This will be completed utilising approved cleaning agents	
Wooded areas around the site with uneven surfaces and hidden obstacles. Risk of injury.	Young People Leaders	All areas of the site are checked several times each week by the Centre team to ensure they are safe to use. Measures are put in place where hazards are observed beyond that of a natural wooded outdoor space. Young people entering the sites must be briefed beforehand regarding the possible risks. This will be carried out by their group leader running the session, based on their individual risk assessment. There is no accessible first aid equipment on site. All groups must be self-contained and provide their own first aid equipment as a part of the booking conditions. Should a member of staff be required, a duty contact telephone number is provided to the adult booking the event. This number is also displayed on the gates leading to the Centre.	
Staff and/or volunteers coming into contact with Covid 19 whilst involved in the booking of users or cleaning of SJLC and facilities	Centre staff and or Volunteers	No access to the site for groups will be allowed unless booked on-line in advance. Users will be provided with keys to the gates by leaving them in the key safe. The key safe will be cleaned with anti-virus wipes before the keys are placed in the key safe and when recovered afterwards. Users will be provided with a dedicated duty telephone number to contact should they need any assistance during their booking. The telephone will be monitored by a staff member or volunteer who is extremely familiar with the site. They will be able to provide support and/or direction without attending the site where possible. There will be no staff or volunteer group activities planned on site for the duration and	

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		immediately after the use of an allocated area. However staff and/or volunteers may be required on site to review how the site is being used and to enable an effective review of Covid-19 measures. They may also be involved in maintenance to assist site users if contacted. This will be on an occasional basis and limited to two persons at any time or treated as a booking within an allocated area. Cleaning of the unisex toilet block will take place when there are no bookings on site. This will be scheduled before and after the booking has departed from site and after the maximum possible length of time. This will be completed utilising approved cleaning agents. Staff and/or volunteers will be issued with and will utilise appropriate PPE	
Emergency regarding the fabric of the building (major leak) requiring staff or volunteers to go on site – Covid-19 transfer risk.	All persons on site	Face masks, eye wear and gloves available to staff and volunteers who may attend site in such an emergency situation. Group leaders to be liaised with in the event of an emergency, where practicable. Leaders will be asked to manage their young persons and adults appropriately.	
Maintaining social distancing during an evacuation	All persons on site	The numbers of persons on site restricted by group sizes and number of groups allowed on site by on line booking. Assembly points are available with clear signs, and included on the site map provided during the booking process. Any evacuation would be enabled and supervised by a group's leadership team rather than site staff or volunteers. It is acknowledged that during an emergency, immediate risk may necessitate the decrease in social distancing. Once at an assembly point social distancing can be re-established. Users will be provided with a dedicated duty telephone number to contact should they need any assistance during their booked activity. This will include emergencies.	
Not learning from previous events, near misses or accidents	Subsequent users of the site	Adults instructed to ensure that the Centre staff are informed immediately should any of the following occur by ringing the dedicated telephone number. This is in addition to any standard reporting procedures. ●An injury to any person whilst on the site	

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		● A near miss, where injury was avoided ● Anything considered to be dangerous to users	
The integrity of the site compromised by permitting groups from areas of local lockdown creating a greater risk of transmission of Covid 19 to others	All users of the site Subsequent users of the site	An immediate response will be taken if a local lockdown or restrictions are imposed in any of the following circumstances: ● Bookings will be cancelled if SJLC is in a localised lockdown (the venue will be closed) ● Bookings will not be accepted from groups where their geographical location is within a localised lockdown ● Existing bookings will be cancelled from groups where their geographical location is within a localised lockdown ● Bookings from groups bordering an area of a localised lockdown will be scrutinised to ensure that no members of the group are from within the localised lockdown	
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.			

Originating approval procedure:

Checked by Line Manager	Dean Smith County Commissioner 27 September 2020	Checked by Executive	Karen Tonks County Chairman 28 September 2020
Approved by Commissioner	Paula Evans Regional Commissioner 28/9/2020	Approved by Executive	Not applicable
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>.

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