

## Coronavirus Risk Assessment Supplementary Support

**Risk assessment** is a term used to describe the overall process or method where you: Identify hazards and **risk** factors that have the potential to cause harm (**hazard** identification). ... Determine appropriate ways to eliminate the **hazard**, or control the **risk** when the **hazard** cannot be eliminated (**risk** control).

**The HSE suggests that risk assessments should follow five simple steps:**

**Step 1:** Identify the hazards.

**Step 2:** Decide who might be harmed and how.

**Step 3:** Evaluate the **risks** and decide on precautions.

**Step 4:** Record your findings and implement them.

**Step 5:** Review your **assessment** and update if necessary.

### Notes to support key areas to be included in your risk assessment

#### Compliance

Any adult taking part in any activity must have a current role recorded on Compass and should have completed all mandatory training in the required time frame. The exception is first aid, which currently cannot be completed due to social distancing rules.

Every activity/meeting should have at least one Leader who is responsible for providing first aid with a current "First Response" qualification. If a Leaders first aid qualification expired during lock down (from 29<sup>th</sup> March 2020) then it has been extended for a further 6 months. Please be aware that this dispensation does not apply to those who did not have a valid first aid qualification (accepted by the Scout Association) before the lock down came into force.

#### Communication

**Leaders** – it is really important that all Leaders understand your plans, fully understand the risk assessment, are fully aware of their individual role in delivering your activity/meeting against the requirements of your RA, understand how to provide feedback and are fully committed to operating against your risk assessment.

**Parents** – it is important that you document how you will keep parents informed of your plans for a safe return to Scouting, explain how they can raise concerns and provide feedback on what they think goes well. Importantly you need their permission for their child to resume face to face Scouting. You must record how you will contact parents, how you will safely store these permission slips and who will have access to them. Our suggestion is that inform parents that the permission slip will be retained for a minimum period of three years (this is in case of claims against the Scout Group at a later date).

**Young people** – You need to document how you will train young people in the measure required for safe Scouting, how you will build their confidence to return to Scouting, what your plans are for those unable to return to Scouting currently (ie self-isolating)

### **Arrival & Departure**

You need to document who is going to manage arrivals and departures. You need to document who (and why) somebody could be refused access to your building/site/activity – maybe because they have symptoms or have been told to self isolate. If parents are not allowed beyond a particular point you need to document how this will be communicated and how you will handle anybody not wanting to conform with this instruction.

If you plan to undertake temperature checks you need to document who will be doing this, what temperature an individual may have meaning exclusion from your activity/meeting and how you plan to handle these situations.

You need to document your process for late arrivals to make sure they have not missed any safety briefings etc,

You need to document how you will facilitate early departures.

### **Toilets**

Toilets are creating specific challenges and you need to carefully consider how you can safely provide access to toilets.

You need to document how you will manage young people needing to access toilet facilities in ways that maintain social distancing and document who is responsible making sure this part of the RA is fully implemented and maintained.

If you are meeting in a public open space then you need to document how you will ensure our safeguarding policy in relation to young people accessing public toilets

### **First Aid**

You need to document where your first aid equipment will be and how people can access it.

You need to consider how a Leader will treat somebody requiring first aid while maintaining his or her own safety for example treating a casualty wearing PPE (personal protective equipment). You must detail what PPE you expect people to use and where it can be found, how it is to be disposed of and your process for replacing used PPE.

You need to identify the limits of the first aid you can provide safely, for example it might not be to provide mouth-to-mouth resuscitation. You need to document what you expect Leaders to do if treatment beyond what you expect a Leader to undertake.

### **Cleaning**

On your RA you could cover this by stating that you have documented protocol for cleaning the outdoor space, your building, your toilets, your equipment etc. You will need to include these documented protocols with the first RA you submit for approval by your District.

### **Basic Hygiene**

You need to document how you are providing facilities for hand washing, how people dry their hands and if its with paper towels how are you planning to control waste and remove it from toilet areas.

If you plan to “clean” toilets at intervals during your activity/meeting you need to document who will undertake this cleaning and what are they “cleaning” plus the products to be used

## **Record Keeping**

Keeping records is going to be very important as we move forward. You must make sure that all your Leaders attending an activity/meeting have completed their mandatory GDPR training before attending any activity/meeting.

OSM is a very good tool for recording which young people attend an activity or event. There must be a record of everybody attending your events/activities/meetings and you need to check you have their correct home address and contact numbers in case they are required for "track & trace".

You need to document how this data is being collected, who is collecting the data, how it will be collated and stored, who has access to it if required by "Track & Trace". If the person responsible for collecting this information is becomes unavailable who else has access to support the process.

You need to document how are you going to check and record before any activity that nobody attending the activity or anybody in their household has been advised to self isolate and how will this be recorded. How are you going to check that nobody attending an activity has displayed symptoms of coronavirus in the last 14 days and how will this be recorded  
You need to consider and document the actions you will take if you are notified that somebody who attended an event/activity/meeting has been advised that they are possibly infected with coronavirus.

## **Maintaining standards**

Making sure everybody remains vigilant to the dangers of coronavirus is essential so you must document how you will maintain a clear focus on this subject. How will you keep Leaders fully trained and briefed on updates to RA's. How will keep young people focused on their responsibilities?