

# Covid-19



## Risk Assessment Support

The guidance in this document is designed to help section leaders preparing to return to face to face Scouting by listing the areas likely to be required for approval of their risk assessment by their District.

This guidance is for Outdoor Scouting with limited use of indoor facilities (toilets etc). Further advice on preparing buildings for use by Scouting is available on [scouts.org](https://www.scouts.org) and Cheshire Scouts will issue a further document in due course.

Each section, group, activity is going to be different so Leaders should consider the potential hazards and ways to either eliminate or mitigate that hazard.

This document should be read in conjunction with advice on;  
<https://www.scouts.org.uk/volunteers/scouts-at-home/getting-everyone-back-together-safely/>

The process is that a section leader prepares the risk assessments, shares it with their GSL who reviews it and when happy with it processes it by using this link;

<https://www.scouts.org.uk/volunteers/scouts-at-home/getting-everyone-back-together-safely/guidance-for-leaders-developing-your-risk-assessments-for-face-to-face-activity/>

Event/activity	Prepare Risk Assessment	Checker	Approver	Notified and recorded
Beaver section meetings/activities	Section Leaders	GSL and Group Executive	DC and District Executive	CC
Cub section meetings/activities	Section Leaders	GSL and Group Executive	DC and District Executive	CC
Scout section meetings/activities	Section Leaders	GSL and Group Executive	DC and District Executive	CC
Group activities/events	Activity/ event lead	GSL and Group Executive	DC and District Executive	CC
Explorer section meeting/activities	Section Leaders	DESC	DC and District Executive	CC
District event or activity	Activity/event lead	DC and District executive	CC & County Executive	RC
District campsite opening	Campsite staff	DC and District executive	CC & County Executive	RC
County event or activity	Activity/event lead	CC and County executive	Regional Commissioner	HQ Safety Team
County campsite opening	Campsite staff	CC and County executive	Regional Commissioner	HQ Safety Team

**This is how getting back to face-to-face Scouting risk assessments are approved**

## **Key Areas that need to be included on your risk assessment**

### **Compliance**

As part of your risk assessment (RA) you should check and confirm ALL adults supporting the activity have:

1. An approved role on Compass
2. DBS clearance
3. Current mandatory training in place safety, safeguarding & GDPR
4. At least one Leader must have current first aid training recorded on Compass

### **Communication**

You need to identify on the RA how and who will communicate your plans to;

1. Leaders
2. Parents
3. Young people

### **Arrival & Departure**

You need to identify on the RA how and who will manage;

1. Parents dropping off & Collecting
2. Late Arrivals, Early Departures
3. Who you will allow inside your activity area

### **Toilets**

You need to identify on the RA;

1. Availability if meeting outside
2. Management of toilets to maintain social distancing
3. Special safeguarding considerations if using public toilets

### **First Aid**

You need to identify on the RA how and who will manage;

1. Accessibility of First Aid equipment
2. Treating Casualty (including type of PPE to be used)
3. Detail limits of first aid that can be given

### **Cleaning**

You need to identify on the RA how and who will manage;

1. Shared facilities, who is responsible (names individuals)
2. Processes for cleaning, what will be cleaned, by who, using what materials?

### **Social distancing**

You need to identify on the RA how and who will manage;

1. Social distancing throughout your activity
2. Deal with pressure points where space is limited
3. If you plan to meet outdoors what happens if the weather means your activity cannot proceed

### **Basic Hygiene**

You need to identify on the RA what basic hygiene measures you have put in place;

1. Hand washing facilities
2. Cleaning of buildings
3. Cleaning of toilet areas

## Catering

You need to identify on the RA how and who will manage;

1. Food preparation
2. Serving food and drinks
3. Who and how will you manage access to drinking water throughout your activity

## Record Keeping

You need to identify on the RA how and who will manage;

1. Parental permission to say they agree to their child taking part in Scout activities. (This is required from a specified date before you start any face-to-face activities)
2. There must be a register for every activity/meeting of everybody at the activity/meeting including adults.
3. Groups need to specify who is collecting the data, how it will be collated and stored and who has access to it if required by "Track & Trace"
4. How are you going to check 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
5. 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
6. How and who will manage notification that somebody who has attended one of your activities has been advised that they are possibly infected with coronavirus

## Maintaining standards

You need to identify on the RA how and who will manage;

1. Training of leaders & supporters to maintain high levels of cleanliness
2. Maintain social distancing for as long as government advice requires it

## Activities being run

You might want to simply include general statements that will apply to all activities and then produce individual RA's for each activity (required under POR from September 2020)

The general statement needs to cover;

1. How you will manage equipment passed between participants
2. How you will manage the history of previous use (Shared equipment other sections, organisations)
3. How and who will clean equipment after use and maintain a record of this process
4. How you plan to make sure that anybody using equipment (including young people) understand your processes for handling, cleaning and storing equipment

