

Covid-19 restarting face to face Scouting risk assessment

Name of Section or Activity	6 th West Lothian Scout Group	Date of risk assessment	28/09/2020	Name of who undertook this risk assessment	Graeme Barrie Group Chair, 6 th WL	COVID-19 readiness level transition	Yellow
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This Risk Assessment is prepared in accordance with the requirements of the Scout Readiness Level YELLOW and is to cover the activities of the 6th West Lothian Scout Group and for groups making use of the facilities and grounds on Station Road, Broxburn under their own risk assessments, which will likely take place every week, in outdoor environment and indoor following the rules in place at the time. This assessment covers only Scout activities and the maximum number meeting, including Leaders will not exceed 30 members, or other number set by the Scottish Government. Work related activities are not covered by this assessment as they are not constrained by the youth, social or sports restrictions put in place by the Scottish Government.

As of September 10, 2020, these are the current rules and should be followed by all concerned -

- Indoor activities are now allowed, but outdoor activities are still preferred and should be encouraged.
- Numbers change to a total party size of 30 and this includes young people and adults – this applies both indoors and outdoors. Any Young Leaders are also included in this total, but please remember that Young Leaders do not count towards ratios. (The increase to 30 outdoors is also permitted in Amber)
- Indoor activities will carry more potential risk so numbers must be adjusted accordingly to allow social distancing to be maintained, among those aged 12+.
- Young people under 12 (Beavers, Cubs and younger Scouts) do not need to socially distance but older Scouts, Explorers and Adults should maintain social distancing currently at 2m.
- Scout Networks can meet in groups up to 15 and be supported by up to 5 leaders but all must socially distance.
- All adults must socially distance from all young people (even those under 12), where it is not possible for a short period then a face covering must be worn.
- No gatherings of more than 30 are permitted for any reason and multiple groups must be at least 25m away from each other.
- Adults don't need to wear a face covering when delivering activities – unless social distancing can't be maintained.
- Young People over 12 need only wear a face covering if social distancing can't be maintained e.g. when moving from one activity to another. Social distancing should still be the norm.
- Consideration should be given to age group bubbles to reduce group sizes, for example the Scout Section might choose to meet with 10 and 11-year olds as one bubble and 12-14-year olds for another but that will depend on factors such as Troop size, hall size etc.
- Whilst it is now possible for leaders to move between Sections on the same day, this should be limited to avoid contact with too many households and increase the risk.
- Groups will need to get consent from parents and carers before young people move to indoor activities.
- Adult Leader training and other adult gatherings that are not direct youth work (working with Sections) should not involve groups of more than 15 outside/8 indoors and household restrictions **do apply**.

List and identify the name(s) of the outdoor environment(s) you intend to meet.

This assessment covers the activities at the Webster Scout Hall, 55 Station Road, Broxburn. It is assumed all groups using the site and facilities have assessed the risks associated in the activities they plan to carry out.

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Ref No	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?
	<i>Hazard – something that may cause harm or damage.</i>	<i>Risk – the chance of it happening.</i>	<i>Young people, Leaders, Visitors?</i>	<i>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.</i>	<i>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.</i>
1	General Hazard. COVID 19 Virus being transmitted between persons using the site.	Higher risk of infection spread if guidelines are not followed. Uncontrolled – 4x2=8 Medium Controlled – 4x1=4 LOW	Young people, Leaders, Parents	<ul style="list-style-type: none"> All personnel to be briefed on the need to comply with latest COVID 19 Guidelines. Locations will be chosen appropriate to activity, briefing to leaders and young people on boundaries, checks on the location ahead of use by leaders, hand washing for all participants. Regular checking with members who attend each meeting that they have had no contact with COVID 19. 	
2	Members feeling unwell at work or meetings.	Higher risk of infection spread if guidelines are not followed. Uncontrolled – 4x1=4 Low Controlled – 4x1=4 LOW	Young people Leaders	<ul style="list-style-type: none"> Members must report their feeling ill to a responsible person who will send the member home. No member is to attend site, for any reason, if they are feeling unwell, have symptoms of COVID 19 or have been exposed to someone else with these symptoms within the last 14 days. 	
3	COVID being spread due to failure to maintain social distance during activities.	Higher risk of infection spread if social distancing not maintained. Uncontrolled – 4x2=8 Medium Controlled – 4x1=4 LOW	Leaders, Young People	<ul style="list-style-type: none"> Visitor group sizes already limited to max 30 (inc. Leaders) Limit number of visitor groups allowed onsite at any one time to 2 only (of any size) and allocate activity areas that are at opposite ends of the campsite 	

Additional information can be found in the [Safety Checklist for Leaders](https://scouts.org.uk/safety) and other information at scouts.org.uk/safety

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4	COVID being spread due to failure to maintain social distance during activities.	Higher risk of infection spread if social distancing not maintained. Uncontrolled – 4x2=8 Medium Controlled – 4x1=4 LOW	Leaders, Young People, Parents	<ul style="list-style-type: none"> Constant awareness of vulnerability of previously-shielded personnel. All campsite users to be reminded of physical distancing guidance - Currently at 2metres. Car park to be used by each group for drop-off and pick-up Different visitor groups may be from same Scouting Group, so leaders will need to ensure they remain separate during these periods Gates shall be left open to avoid unnecessary shared touch points 	
5	COVID spreading through lack of hygiene of visitors	Higher risk of infection spread if proper hand washing not carried out Uncontrolled – 4x2=8 Medium Controlled – 4x1=4 LOW	Leaders, Young People	<ul style="list-style-type: none"> Hand sanitiser & soap are provided in toilets for visitors Leaders should limit use of toilets to a maximum of 1 at a time. 	
6	COVID spreading through lack of hygiene of toilets	Higher risk of infection spread if hygiene not carried out. Uncontrolled – 4x2=8 Medium Controlled – 4x1=4 LOW	Leaders, Young People	<ul style="list-style-type: none"> Toilet facilities cleaned after activity sessions. Cleaning equipment available and leaders will be asked to 'clean as they go' where this is appropriate. 'Touch' surfaces need regular cleaning with a chemical capable of continuing to kill the virus for more than the instance of cleaning. Selgiene lasts for hours. 	
7	COVID spreading through lack of proper cleaning of toilets	Higher risk of infection spread if hygiene not carried out. Uncontrolled – 4x2=8 Medium Controlled – 4x1=4 LOW	Cleaner/ Hall Management	<ul style="list-style-type: none"> A deep clean of the toilet facilities will take place as often as required. To minimise the number of people involved in deep-cleaning, this will be limited to the regular cleaner. 'Touch' surfaces need regular cleaning with a chemical capable of continuing to kill the virus for more than the instance of cleaning. Selgiene lasts for hours. 	

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8	All above hazards	Wider infection of population Uncontrolled – 4x2=8 Medium Controlled – 4x1=4 LOW	Households and wider family of members	<ul style="list-style-type: none"> If you suspect the member has Coronavirus symptoms a persistent cough, high temperature, or loss or change in taste or smell, self-isolate and request a coronavirus test right away. You can do this online by calling 0800 028 2816 or at NHSinform.scot/testandprotect Groups visiting must maintain a register of all persons present Scout group shall maintain a record of groups attending site. Groups and users must maintain records of their attendees as required for Track and Trace purposes. Groups are reminded of the requirements of GDPR. 	

Assessed by	Graeme Barrie Chair, 6 th West Lothian 28/09/20
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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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The Risk Assessment Process

1.1.1. Severity of Loss

The Severity of Loss scale considers the worst-case loss that the hazard may reasonably be expected to produce. It does not include unforeseeable extremes and improbable chances (e.g. someone with an egg-shell skull tripping on a matchstick, banging their head on a door and dying as a result). The purpose of the exercise is to ensure that adequate protection is provided, so it is the sensible worst-case outcome that must be considered, not the commonest or most likely one.

1.1.2. Accident / Illness Damage

Severity Scale			
Score	To the Person	To the Organisation/property	To the Environment
0	No discernible injury	No discernible loss or damage	No discernible loss or damage
1	First Aid required. Feeling un-well. Non-RIDDOR reportable	Very minor damage. Ignored until next service/repair.	Splashing, leaves no effect on site. Not SEPA reportable.
2	Day off work. Non-RIDDOR reportable	Local repair.	Spill easily cleared. Leaves no damage. Not SEPA reportable.
3	Over 7 days off work. COVID-19 symptoms RIDDOR reportable	Takes days to fix.	Large spill/leak. Requires external help Reportable to SEPA.
4	Weeks off work. COVID-19 hospitalised RIDDOR reportable	Weeks to get fixed. National press cover.	Serious damage. Reportable to SEPA. National press cover.
5	Permanently disabled. Death. RIDDOR reportable	Irreparable damage. Company fails.	Permanent damage. Evacuation of locality. Reportable to SEPA.

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1.1.3. The Likelihood scale

The likelihood an event will occur involving the hazard in question can be expressed and scored using descriptions such as:

Likelihood Scale

Score	Chance of Hazard coming to fruition
0	Will “never” happen.
1	Very unlikely to occur.
2	Not very likely to occur.
3	Quite likely to occur at some point.
4	Very likely to occur.
5	Certain to happen at some point.

The likelihood score is primarily a matter of informed judgment based on observation, informed by questioning of those involved, and by the experience of the assessors. It should take into account the whole range of relevant factors, including for example, the number and type of people involved, how often the hazard will be encountered and when, the nature of their activity, and how inflexible the requirements are, as well as the frequency and range of circumstances under which people may be exposed to the hazard in question.

1.1.4. Acting on Risk Ratings

The purpose of assigning numerical values to risks in this way is to provide a consistent, systematic and justifiable basis for taking appropriate action to control risks effectively. It should provide prioritisation of risks and allow justified planned management of them, as well as allowing comparisons and objective evaluation. Where there is debate about the precise scores to be assigned to a particular hazard it is frequently useful to revert to the phrases associated with the scores in question, as this often resolves the discussion about what is or is not valid or acceptable. (e.g. S:4 x L:2 means that although it is judged that it is not very likely that an event will happen, if it does someone may be seriously injured).

Where a risk assessment carried out results in an unsuitable level of risk management will agree a timescale to take remedial action, to find an alternative, agree personal/staff time commitment and/or set aside budget. The next management meeting after the risk assessment being carried out will be the latest point for this discussion.

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1.1.5. Specific Individuals

Risk assessments must reflect the individuals who are exposed to the hazard concerned. In the case of COVID-19, we must consider the wider list of people who could be affected by the possible spread of the illness. If those individuals change significantly, the risk assessments should be reviewed to decide if they also require changing.

1.1.6. Safe Working procedures

Where risk assessments are carried out there may initially be a higher score, example below –

Hazard	Who is at risk (nos.)	Possible Injury or Loss	Likelihood of incident if not controlled	Uncontrolled Risk Rating
COVID 19 Virus being transmitted between Explorers and Leaders	Young people Leaders Wider family groups	4	2	8

Next, the things which are done to make the activity safer are considered and then the assessment is redone with these in place giving a Controlled Risk Rating. The Possible Injury or Loss will remain the same, it is only the chances of it happening which can be changed by effective control measures –

Control Measures	Controlled Risk Rating
<ul style="list-style-type: none"> All personnel to be briefed on the need to comply with COVID 19 Guidelines. Hand washing facilities with disposable towels and sanitising gel in plentiful supply Locations will be chosen appropriate to activity, briefing to leaders and young people on boundaries, checks on the location ahead of use by leaders, hand washing for all participants. Regular checking with members who attend each meeting that they have had no contact with COVID 19. 	4x1=4 Low

Should the reassessment, following the implementation of control measures, result in High Risk, the activity must not take place. If any of the Hazards show as Moderate, it is likely too risky and will require further control measures to reduce the Hazard Rating.

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1.2. Risk Assessment Matrix

This matrix should be used to assess the severity of risks as described in the Risk Assessment instructions detailed before.

Risk Assessment Matrix						
Severity/Likelihood	5	4	3	2	1	0
Certain to happen at some point (5)	High (25)	High (20)	High (15)	Moderate (10)	Low (5)	Negligible
Very likely to occur at some point (4)	High (20)	High (16)	High (12)	Moderate (8)	Low (4)	Negligible
Quite likely to occur at some point (3)	High (15)	High (12)	Moderate (9)	Moderate (6)	Low (3)	Negligible
Not very likely to occur (2)	Moderate (10)	Moderate (8)	Moderate (6)	Low (4)	Low (2)	Negligible
Very unlikely to occur (1)	Low (5)	Low (4)	Low (3)	Low (2)	Negligible	Negligible
Will never happen (0)	Negligible	Negligible	Negligible	Negligible	Negligible	Negligible

Risk Action Levels			
High Risk: 12+	Moderate Risk: 6 to 10	Low Risk: <5	Negligible
Unacceptable, requires immediate control action.	Requires urgent attention & effective controls.	Remove if it is easy to do so. Low priority.	No action required, unless easy to eliminate

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