

## Risk assessment (RA) for: returning to face-to-face Scouting after COVID-19 **(YELLOW)**

Important note: Adult volunteers must adopt this risk assessment and adapt it to suit the group of young people taking part in the activity. This might need to be done before the activity takes place or while the activity is taking place (dynamically). Dynamic changes do not necessarily have to be recorded at the time, although this would be regarded as good practice if practicable.

Hazard (principal <sup>1</sup> or atypical <sup>2</sup> )	Who might be harmed?	How might they be harmed?	Control measures required	Action who?	Action when?	Date complete
1. Infection with SARS-CoV-2 through respiratory droplets – due to symptomatic individual not self-isolating.	Adult volunteers, Beaver Scouts, Cub Scouts, Sea Scouts, Parents.	Inhalation of droplets leading to infection and disease (COVID-19).	<ul style="list-style-type: none"> <li>Any adult volunteer, Beaver Scout, Cub Scout, Sea Scout, or parent who has symptoms, or lives with someone who has symptoms or is in an extended household with anyone who has symptoms <b>within the previous two weeks MUST NOT ATTEND</b> any face-to-face meeting that is part of a group activity until their isolation period has expired<sup>3</sup>.</li> </ul>	Section leaders	Every meeting	
2. Infection with SARS-CoV-2 through respiratory droplets – due to lack of physical distancing caused by overcrowding.	Adult volunteers, Beaver Scouts, Cub Scouts, Sea Scouts, Parents.	Inhalation of droplets leading to infection and disease (COVID-19).	<ul style="list-style-type: none"> <li>Programmes will be planned to take place outdoors so far as is reasonably practicable while at yellow readiness level, with indoor facilities used primarily when weather conditions are poor.</li> <li>Restrict group sizes in accordance with current guidance from Scouts UK<sup>4</sup> - currently no limit on group sizes for activities involving young people meeting outdoors or indoors, but indoor capacity may be limited by social distancing requirements in place where participants are over 11 years old. CIRC provides sufficient space for the number on roll in the Sea Scout section at time of writing.</li> <li>Leaders have considered restricting the length of meetings, but do not consider this essential at this time. Meeting duration, especially for Scouts, will be determined by the activity.</li> </ul>	Section leaders	During advance planning	

<sup>1</sup> This risk assessment focuses on the most significant hazards and assumes that adult volunteers will apply common sense and life experience in managing normal day-to-day risk.

<sup>2</sup> It is incumbent on the assessor to consider hazards that may reasonably be foreseen while running this activity. This risk assessment does not need to be completed by an expert, but the assessor should take competent advice where necessary and reasonably practicable.

<sup>3</sup> <https://gov.wales/self-isolation-stay-home-guidance-households-possible-coronavirus>

<sup>4</sup> <https://www.scouts.org.uk/volunteers/scouts-at-home/getting-everyone-back-together-safely/readiness-levels-across-uk-scouts/>

Hazard (principal <sup>1</sup> or atypical <sup>2</sup> )	Who might be harmed?	How might they be harmed?	Control measures required	Action who?	Action when?	Date complete
3. Infection with SARS-CoV-2 through respiratory droplets – due to lack of physical distancing caused by need to share transport.	Adult volunteers.	Inhalation of droplets leading to infection and disease (COVID-19).	<ul style="list-style-type: none"> <li>Adult volunteers should avoid, so far as is reasonably practicable, sharing transport with others from outside their household.</li> <li>Adult volunteers from different households who share a vehicle on the way to and/or from a meeting must wear a <b>face covering</b> while in the vehicle.</li> </ul>	GSL, students	Every meeting	
4. Infection with SARS-CoV-2 through respiratory droplets – due to lack of physical distancing caused by need to share transport.	Cub Scouts, Sea Scouts.	Inhalation of droplets leading to infection and disease (COVID-19).	<ul style="list-style-type: none"> <li>Scouts UK advise that young people should not use public transport to get to a Scout meeting during the amber readiness level. Communicate this to parents.</li> </ul>	GSL	Publish prior to restart.	
5. Infection with SARS-CoV-2 through respiratory droplets – due to lack of physical distancing.	Adult volunteers, Beaver Scouts, Cub Scouts, Sea Scouts, Parents.	Inhalation of droplets leading to infection and disease (COVID-19).	<ul style="list-style-type: none"> <li>Government guidance on <b>physical distancing</b> (2m for those over 11 years old) between all persons present must be followed at all times (drop-off, meeting and pick up) except in an emergency.</li> <li>Where physical distancing cannot be maintained, adults and young people over 11 years old must wear a face covering.</li> <li>Scouts guidance on number of participants (adult volunteers and young people) to be followed.</li> </ul>	All adults  L-i-C  Section leaders	Every meeting	
6. Infection with SARS-CoV-2 through respiratory droplets – due to lack of physical distancing at pinch points.	Adult volunteers, Beaver Scouts, Cub Scouts, Sea Scouts, Parents.	Inhalation of droplets leading to infection and disease (COVID-19).	<ul style="list-style-type: none"> <li>During arrival and drop-off, parents, Beaver Scouts, Cub Scouts and Sea Scouts should enter the CIRC via the north west door (opposite Bunker’s Hill). Parents should leave after drop off via the south east door (High Street end of the building).</li> <li>The lobby areas between the entrance/exit doors and the main hall shall only be used for transit – <b>NO WAITING</b> in either area.</li> <li>Signs indicating this one way system to be placed prominently on each door.</li> </ul>	All adults	Every meeting	
7. Infection with SARS-CoV-2 through respiratory droplets – due to lack of physical distancing at pinch points.	Adult volunteers, Beaver Scouts, Cub Scouts, Sea Scouts, Parents.	Inhalation of droplets leading to infection and disease (COVID-19).	<ul style="list-style-type: none"> <li>During collection and departure, parents should wait outside the CIRC south east door and maintain physical distancing.</li> <li>The lobby area between the exit door and the main hall shall only be used for transit – <b>NO WAITING</b> in this area.</li> </ul>	Parents	Every meeting	

Hazard (principal <sup>1</sup> or atypical <sup>2</sup> )	Who might be harmed?	How might they be harmed?	Control measures required	Action who?	Action when?	Date complete
			<ul style="list-style-type: none"> <li>One adult volunteer should lead the Beaver Scouts, Cub Scouts or Sea Scouts outside at the end of the meeting and ensure that each one is collected by an appropriate adult.</li> </ul>			
8. Infection with SARS-CoV-2 through respiratory droplets.	Adult volunteers, Beaver Scouts, Cub Scouts, Sea Scouts, Parents.	Inhalation of droplets leading to infection and disease (COVID-19).	<ul style="list-style-type: none"> <li>Government guidance on <b>physical distancing</b> (2m for those over 11 years old) between all persons present must be followed at all times (drop-off, meeting and pick up) except in an emergency.</li> <li>Where physical distancing cannot be maintained, adults and young people over 11 years old must wear a face covering.</li> <li>The group will provide a visor for any adult volunteer who requests one.</li> </ul>	All adults	As required	
9. Infection with SARS-CoV-2 through respiratory droplets – due to lack of physical distancing.	Adult volunteers, Beaver Scouts, Cub Scouts, Sea Scouts.	Inhalation of droplets leading to infection and disease (COVID-19).	<ul style="list-style-type: none"> <li>Opening and closing ceremonies must be adapted to maintain appropriate <b>physical distancing</b>.</li> <li>Beaver colony circle to be wider than usual and use lower volume responses (i.e. no shouting).</li> <li>Cub Scouts’ pack circle to be wider than usual and use lower volume responses (i.e. no shouting).</li> <li>Sea Scouts’ patrol line(s) to be spread out wider than usual. Where physical distancing cannot be maintained, adults and young people over 11 years old must wear a face covering.</li> </ul>	Section leaders SR BW JC	Every meeting	
10. Infection with SARS-CoV-2 through respiratory droplets – due to lack of physical distancing during programme activities.	Adult volunteers, Beaver Scouts, Cub Scouts, Sea Scouts.	Inhalation of droplets leading to infection and disease (COVID-19).	<ul style="list-style-type: none"> <li>Each section’s activity programme must be designed / adapted to maintain appropriate <b>physical distancing</b>. See Scouts UK’s <a href="#">‘Planning a safe and enjoyable programme’</a> guidance for ideas on adapting activities.</li> <li>The programme must include contingency planning to guide adult volunteers’ actions in the event that Beaver Scouts, Cub Scouts or Sea Scouts do not maintain physical distancing – stop the activity, make adjustments, restart.</li> </ul>	Section leaders	During advance planning	
11. Infection with SARS-CoV-2 through respiratory droplets – due to the need for close proximity when providing first aid.	Adult volunteers, Beaver Scouts, Cub Scouts, Sea Scouts.	Inhalation of droplets leading to infection and disease (COVID-19).	<ul style="list-style-type: none"> <li>In the event of an emergency requiring first aid to be administered, the current guidance issued by the group shall be followed so far as is reasonably practicable. This guidance will take account of authoritative advice,</li> </ul>	First aiders	As needed	

Hazard (principal <sup>1</sup> or atypical <sup>2</sup> )	Who might be harmed?	How might they be harmed?	Control measures required	Action who?	Action when?	Date complete
			including that published by the Resuscitation Council UK <sup>5</sup> . <ul style="list-style-type: none"> <li>Guidance will be reviewed in the light of new information or when readiness level changes.</li> <li>Purchase additional protective equipment, including a pocket mask, face visor, disposable aprons and nitrile gloves for first aid purposes.</li> </ul>	GSL GSL	Level change. Before restart date	Done
12. Infection with SARS-CoV-2 through respiratory droplets – due to adult volunteer becoming symptomatic at meeting.	Adult volunteers, Beaver Scouts, Cub Scouts, Sea Scouts.	Inhalation of droplets leading to infection and disease (COVID-19).	<ul style="list-style-type: none"> <li>In the event of an adult volunteer displaying symptoms during the meeting they will be asked to go home and arrange for testing.</li> <li>If this reduces the ratio of adults to young people below the required number, the meeting must be stopped and parents must be contacted to collect their children. The GSL must be informed of such a decision.</li> <li>Ensure all adult volunteers have completed GDPR training, have been given access to Online Scout Manager (OSM) and know how to find parents' contact details.</li> <li>If mobile access to OSM is not possible at activity location, ensure Leader-in-Charge has a hard copy of Beaver Scouts, Cub Scouts and Sea Scouts contact information.</li> <li>Remind adult volunteers where hard copy of contact information for Beaver Scouts, Cub Scouts and Sea Scouts are held in the filing cabinet at CIRC.</li> <li>Register MUST be updated on OSM, including both adults and young people, on the same evening as the meeting in case track and trace is needed.</li> <li>Names and telephone numbers of adult volunteers and parents of young people will be provided to Track, Trace, Protect officials upon request.</li> </ul>	All adults Section leaders GSL Section leaders Section leaders Section leaders GSL	As needed As needed Before restart date Every meeting Before start date <b>Every</b> meeting Upon request	
13. Infection with SARS-CoV-2 through respiratory droplets – due to young	Adult volunteers, Beaver Scouts, Cub Scouts, Sea Scouts.	Inhalation of droplets leading to infection and disease (COVID-19).	<ul style="list-style-type: none"> <li>In the event of a Beaver Scout, Cub Scout or Sea Scout displaying symptoms during the meeting their parents will be called and requested to take them home.</li> </ul>	Section leaders	As needed	

<sup>5</sup> <https://www.resus.org.uk/sites/default/files/2020-06/Resuscitation%20Council%20UK%20Statement%20on%20COVID-19%20in%20relation%20to%20CPR%20and%20resuscitation%20in%20first%20aid%20and%20community%20settings13052020.pdf>

Hazard (principal <sup>1</sup> or atypical <sup>2</sup> )	Who might be harmed?	How might they be harmed?	Control measures required	Action who?	Action when?	Date complete
person becoming symptomatic at meeting.			<ul style="list-style-type: none"> <li>Ensure all adult volunteers have completed GDPR training, have been given access to Online Scout Manager (OSM) and know how to find parents' contact details.</li> <li>If mobile access to OSM is not possible at activity location, ensure Leader-in-Charge has a hard copy of Beaver Scouts, Cub Scouts and Sea Scouts contact information.</li> <li>Remind adult volunteers where hard copy of contact information for Beaver Scouts, Cub Scouts and Sea Scouts are held in the filing cabinet at CIRC.</li> <li>Register MUST be updated on OSM, including both adults and young people, on the same evening as the meeting in case track and trace is needed.</li> <li>Names and telephone numbers of adult volunteers and parents of young people will be provided to Track, Trace, Protect officials upon request.</li> </ul>	GSL  Section leaders  Section leaders  Section leaders  GSL	Before restart  Every meeting  Before start date  <b>Every</b> meeting  Upon request	
14. Infection with SARS-CoV-2 through fomites – caused by need to share transport.	Adult volunteers, Beaver Scouts, Cub Scouts, Sea Scouts, Parents.	Contact with a contaminated object leading to infection and disease (COVID-19).	<ul style="list-style-type: none"> <li>Where adult volunteers from different households share a vehicle on the way to and/or from a meeting, the driver should wipe handles and other hard surfaces touched by occupants with a suitable wipe (such as Clinell Universal Wipes). Surfaces must remain wet for the contact time specified by the manufacturer for the process to be effective<sup>6</sup>. Contact time for Clinell Universal Wipes is 60 seconds.</li> </ul> <p>(See COSHH risk assessment 003 for detailed information about Clinell Universal Wipes.)</p>	GSL, students	Every meeting	
15. Infection with SARS-CoV-2 through fomites – due to bringing infection in on hands from outside meeting.	Adult volunteers, Beaver Scouts, Cub Scouts, Sea Scouts, Parents.	Contact with a contaminated object leading to infection and disease (COVID-19).	<ul style="list-style-type: none"> <li>Hand sanitiser station to be set up at a suitable place at the meeting place. Avoid putting near entrances and exits of buildings where this may cause congestion.</li> <li>Hand sanitiser should be placed on a surface of appropriate height for the intended users in order to avoid the risk of sanitiser accidentally getting into users' eyes. See COSHH risk assessment 004.</li> </ul>	Section leaders  Section leaders	Every meeting  Every meeting	

<sup>6</sup> <https://gamahealthcare.com/latest/clinell-efficacy-against-coronavirus-covid-19>

Hazard (principal <sup>1</sup> or atypical <sup>2</sup> )	Who might be harmed?	How might they be harmed?	Control measures required	Action who?	Action when?	Date complete
			<ul style="list-style-type: none"> <li>Avoid sanitiser being discharged onto the ground.</li> <li>If activity involves a source of ignition (e.g. stoves, fires, sparks etc.) locate sanitiser a safe distance away.</li> <li>All volunteers, Beaver Scouts, Cub Scouts and Sea Scouts to sanitise hands on arrival, following the PHE eight-stage technique<sup>7</sup>.</li> <li>Laminated PHE best practice guides to be provided near the hand sanitiser station.</li> <li>Adult volunteers to supervise and, where necessary, teach young people how to sanitise in accordance with best practice.</li> <li>Hand sanitising should also be carried out:                             <ul style="list-style-type: none"> <li>at the end of an activity which required equipment to be touched.</li> <li>before and after having a drink.</li> <li>after going to the toilet if hand-washing facilities are not available.</li> <li>just before going home.</li> </ul> </li> <li>If hand washing is carried out as an alternative to hand sanitisation, only one person should be in each toilet area (CIRC: male, female, accessible) at any one time.</li> <li>Group to provide hand wash / soap dispenser for each toilet area (remove to store after meeting).</li> </ul> <p>(See COSHH risk assessment 004 for detailed information about hand sanitiser.)</p>	<p>All adults</p> <p>Section leader</p> <p>All adults</p> <p>All adults</p> <p>All adults</p> <p>GSL</p>	<p>Every meeting</p> <p>Every meeting</p> <p>Every meeting</p> <p>Every meeting</p> <p>Every meeting</p> <p>Before start date</p>	
16. Infection with SARS-CoV-2 through fomites – due to contact with door handles.	Adult volunteers, Beaver Scouts, Cub Scouts, Sea Scouts, Parents.	Contact with a contaminated object leading to infection and disease (COVID-19).	<ul style="list-style-type: none"> <li>Door handles to be sanitised at beginning and end of meeting.</li> <li>Internal doors to be <b>TEMPORARILY</b> wedged open while meeting is in progress.</li> <li>External doors to be <b>TEMPORARILY</b> wedged open during arrival and departure.</li> <li>It is <b>ESSENTIAL</b> that all wedges used are removed before leaving the premises at the end of the meeting.</li> </ul>	Section leaders.	Every meeting	

<sup>7</sup> [https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/886216/Best\\_practice\\_hand\\_rub.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/886216/Best_practice_hand_rub.pdf)

Hazard (principal <sup>1</sup> or atypical <sup>2</sup> )	Who might be harmed?	How might they be harmed?	Control measures required	Action who?	Action when?	Date complete
17. Infection with SARS-CoV-2 through fomites.	Adult volunteers, Beaver Scouts, Cub Scouts, Sea Scouts, Parents.	Contact with a contaminated object leading to infection and disease (COVID-19).	<ul style="list-style-type: none"> <li>Opening and closing ceremonies must be adapted to maintain appropriate <b>physical distancing</b>.</li> <li>Specifically, Beaver Scouts NOT to hold hands.</li> </ul>	Section leaders. SR	Every meeting	
18. Infection with SARS-CoV-2 through fomites during flag ceremonies.	Adult volunteers, Beaver Scouts, Cub Scouts, Sea Scouts, Parents.	Contact with a contaminated object leading to infection and disease (COVID-19).	<ul style="list-style-type: none"> <li>In sections where there are flag ceremonies, the cross-trees and flag will be erected and the flag / ensign will be flown at the beginning of the meeting by one leader. The flag / ensign will not be broken or hoisted by youth members.</li> <li>The bosun's call used to pipe the still and carry-on during opening and closing ceremonies shall be sanitised at the end of the session before it is stored. As is normal practice anyway, only one Scout will use the bosun's call each meeting.</li> </ul>	Section leaders.  JC	Every meeting	
19. Infection with SARS-CoV-2 through fomites during the activity programme.	Adult volunteers, Beaver Scouts, Cub Scouts, Sea Scouts, Parents.	Contact with a contaminated object leading to infection and disease (COVID-19).	<ul style="list-style-type: none"> <li>Each section's activity programme must be designed to maintain appropriate levels of hygiene in respect of the equipment used. Shared use of equipment shall be avoided so far as is reasonably practicable.</li> <li>Where equipment is shared, as well as at the end of the session, a suitable surface viricidal sanitiser tested to BS EN 14476:2013+A2:2019 shall be used to sanitise that equipment before it is used by another person or put into storage. Contact time of selected sanitiser is 10 minutes.</li> </ul> <p>(See COSHH risk assessment 002 for detailed information about surface sanitiser.)</p> <ul style="list-style-type: none"> <li>Do not play games which involve participants' hands making contact with the floor. (The time taken to sanitise such a large floor area would be prohibitive.)</li> </ul>	Section leaders.  Section leaders.	During advance planning  Every meeting	
20. Infection with SARS-CoV-2 through fomites in toilet facilities.	Adult volunteers, Beaver Scouts, Cub Scouts, Sea Scouts, Parents.	Contact with a contaminated object leading to infection and disease (COVID-19).	<ul style="list-style-type: none"> <li>Participants to be briefed to touch as few surfaces / objects as possible.</li> <li>So far as is reasonably practicable, follow the procedures already specified for contact with door handles.</li> <li>So far as is reasonably practicable, sanitise surfaces before and after touching with spray or wipes.</li> </ul>	Section leaders.	Every meeting	

Hazard (principal <sup>1</sup> or atypical <sup>2</sup> )	Who might be harmed?	How might they be harmed?	Control measures required	Action who?	Action when?	Date complete
21. Stress and anxiety.	Adult volunteers, Beaver Scouts, Cub Scouts, Sea Scouts, Parents.	Deterioration in mental health.	<ul style="list-style-type: none"> <li>Clear communication of changes.</li> <li>Emphasis placed on the voluntary nature of restarting; individual decisions to delay restarting will be respected.</li> </ul>	GSL	Prior to restart	Done

Date of risk assessment	29 April 2021	Date of next review	31 May 2021
Document version number	4	Date superseded	
Every version of this document must be stored for 15 years from the date it is superseded. Claims for damages can be initiated up to three years after a young person attains the age of 18 years.			
Name of person completing RA	Jon Carter <small>GradiOSH MIIRSM</small>	Appointment	Group Scout Leader
Relevant qualification(s)	NCRQ Level 6 Diploma in Applied Health and Safety		
Name of person approving RA	Stephen Buckley	Appointment	District Commissioner

COVID-19 specific approvals			
Line manager's name	Stephen Buckley	Executive committee representative	Not available – no executive
Line manager's appointment	District Commissioner	Role on executive	Not available – no executive
Date of check by line manager	30 April 2021	Date of check by executive	Not available – no executive
Commissioner's name	Stephen Buckley	Notification of level change given by	ScoutsCymru
Commissioner's appointment	District Commissioner	Notification of level change given on	23 April 2021
Date of approval by commissioner	30 April 2021		

*Remember, a hazard is something with the potential to cause harm, risk is the likelihood that harm will happen and how severe the consequences may be.*

We take personal data privacy seriously. 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, their line manager, Executive members and County Commissioner, who will all have access to this data. Scouts headquarters will retain this data for three 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>.

Notes to accompany this version of the COVID-19 risk assessment.

- This risk assessment is required by the Scout Association. It specifically responds to the need to assess and control the risk associated with the transmission of and infection with severe acute respiratory syndrome coronavirus 2 (SARS-CoV-2) and the potential for contracting coronavirus disease 2019 (COVID-19) when planning and delivering activities that involve face-to-face contact between adult volunteers, youth members of each section, parents and other parties. It is intended that this risk assessment is supported by and supplements other risk assessments which are associated with specific locations and specific activities.
- At the date of writing (29/04/2021), Wales Readiness Level is **AMBER**. (<https://www.scouts.org.uk/volunteers/scouts-at-home/getting-everyone-back-together-safely/>)





3. The main Scouts UK guidance framework is currently dated June 2020. (<https://prep-cms.scouts.org.uk/media/7124/getting-back-together-safely-a-framework.pdf>) and was still available online at date of writing although it appears to have been replaced by a webpage (<https://www.scouts.org.uk/volunteers/getting-back-together-safely/the-framework/>).
4. Relevant legislation includes the [Coronavirus Act 2020](#), the [Public Health \(Control of Disease\) Act 1984](#) and [The Health Protection \(Coronavirus, Restrictions\) \(No. 5\) \(Wales\) Regulations 2020](#). The latter statutory instrument is subject to numerous amendments and the current version should be taken into consideration when making changes to this risk assessment.
5. Welsh Government’s current edition of [Coronavirus \(COVID-19\) social distancing guidance for everyone in Wales](#) is dated 8 December 2020. The relevant key messages are to maintain a 2m physical distance, to wash hands regularly, to meet people from other households outdoors and to stay at home if you, anyone you live with or anyone in your extended household has symptoms.
6. This risk assessment also takes account of guidance provided by the Health and Safety Executive <https://www.hse.gov.uk/coronavirus/assets/docs/risk-assessment.pdf>.

Key to abbreviations: personnel

Initials	Name	Role
GSL	Jon Carter	Group Scout Leader
SR	Sulwen Roberts	Beaver Scout Leader
BW	Ben Wilkinson	Cub Scout Leader
JC	Joshua Clayton	Assistant Scout Leader

Definitions

- Fomite - A **fomite** is defined as an object that becomes contaminated with infected organisms and which subsequently transmits those organisms to another person. Examples of potential fomites are surfaces, toys, mobile telephones or any inanimate objects. (<https://www.england.nhs.uk/coronavirus/primary-care/about-covid-19/virus-transmission/>)
- Droplet - Respiratory **droplets** carrying infectious pathogens can transmit infection when they travel directly from the respiratory tract of an infectious individual to susceptible mucosal surfaces of a recipient, generally over short distances. This can be in the form of sneezing, coughing or speaking. (<https://www.england.nhs.uk/coronavirus/primary-care/about-covid-19/virus-transmission/>)