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| **Name of Section or Activity** | **1st Cheam Scouts - INDOOR MEETINGS** | **Date of risk assessment** | **14th December 2021** | **Name of who undertook this risk assessment** | J Long | **COVID-19 readiness level transition** | 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.* |
| Indoor meetings at HQ will be limited to the number of participants that can be safely accommodated in HQ taking account of the Covid ‘distancing’ recommendations applicable at the date of the meeting. This includes leaders / adult helpers and young leaders as recommended by the Scout Association.  Where the meting numbers exceed the ‘safe’ capacity numbers the ‘section’ will split into smaller groups of a size that will meet the distancing requirements. Activities will be planned to take account of current Covid restriction and advice that may mean running more activities out of doors. Zoom meetings will be used to supplement face to face meetings as required.  Access to and from HQ will be on a controlled ‘one way’ system with entry through the side gate on the Malden Road and through t he side door into HQ and xit through the main HQ doors onto Malden Road. Face coverings will be worn in accordance with latest HMG and Scout HQ advice and hand hygiene followed.  The HQ front widows and central exit doors should be kept open during meeting to maximse ventilation to HQ.  Parents will be asked only to enter the HQ premises by invitation (eg; attendance at investitures etc. If it is absolutely essential that a parent needs to enter HQ this should be arranged with the section leader in advance. Adults entering HQ should wear face coverings. | | | |
| Failure to maintain social distancing on access / egress to HQ | Meeting Participants & parents / carers | * Separation between entrance and exit routes * Set drop off and pick up times * Monitoring of people arriving & departing * Note to parents explaining restrictions, hygiene factors etc. * Parents to be requested to drop off and pick up from cars or outside the HQ premises, and will not be allowed into HQ. * Notices at HQ * Supervised separation of parents entering rear of HQ from meeting participants * Adults and Scouts of 11 years or over entering HQ will be required to wear a mask throughout meetings unless running an activity and keep social distance from other meeting participants * In the event that ist is absolutely essential for a parent to enter HQ this wil be arranged when no section members are in HQ and they will be required to mask, hand cleanse and maintain social distance. | **Actions**   * Communication with parents * HQ notices * Operating protocols to be established * Establish entry and exit routes |
| Failure of parents / guardians to maintain social distancing when waiting to pick up children from inside HQ | Meeting Participants & parents / carers | * At the end of the meeting children will be ‘released’ to parents with entrance through the side door and exit through the front dor onto Malden Road. * Parents to be requested to drop off and pick up from cars or wait outside the HQ premises if possible. * Notice to parents explaining restrictions and briefing of meting participants * Notices in HQ | **Actions**   * Operating protocols established * Communication with parents * HQ notices |
| Failure to use hand sanitisers on entry to HQ and / or to meet handwashing requirements | Meeting Participants | * Clear notices in HQ directing use * Note to parents and provision of a ‘code of conduct’ to meeting participants explaining requirements operating protocols * Monitoring of people accessing HQ * Meeting participants required to bring own hand sanitiser to meetings * Provision of soap dispensers and disposable towels * Require full handwashing / sanitisation of meeting participants before and during meetings * Operating Protocols for leaders / adult supervisors. | **Actions**   * Provision of hand sanitisers and content replacement * Operating protocols established * Communication to parents & briefing of children * HQ notices * Briefing of meeting participants |
| Inadequate social distance during meetings results in higher risk of infection spread. | Meeting Participants | * Restrictions on meeting sizes * Use of floor markings as required * Greater separation between individuals * Choice of activities to avoid conflicts of social distancing * Limitation on number of adult leaders and adults accessing HQ during meetings * Meeting risk assessments specific to activities being run * Code of Conduct for meeting participants * Scout aged young people will be required to wear face coverings during meetings * Leaders / Adult supervisors to be reminded of requirement to maintain adequates separation during meetings * Increased ventilation will be provided by opening all windows and the rear doors to the hall during meetings. | **Actions**   * Operating protocols established * Programme planning and meeting risk assessments * Briefing of meeting participants |
| Person with Covid 19 symptoms enters HQ or is identified during meeting or within 48 hours of completion of the meeting | Meeting Participants | * Notice to parents / known users of HQ advising their child should not enter HQ if showing Covid 19 symptoms, has been excluded from school for Covid reasons or has been in contact with anybody who has contracted Covid 19 within last 14 days * Notice at entry points to HQ * Observation for any meeting participant displaying Covid – like symtoms followed by questioning and if necessary parental contact. * Any child diplaying Covid symtoms should be taken outside HQ pending collection by parents, adults should leave the premisies. * Where a Covid infection arises within 48 hours of attendance at a meeting it is necessary to notify headquarters using the online incident reporting form ([https://app.smartsheet.com/b/form/f16aec805bee49cdbc4d12c82b5e7d2b) and](https://app.smartsheet.com/b/form/f16aec805bee49cdbc4d12c82b5e7d2b)%20and) selecting COVID test in the medical interventions section. Other members attending the meeting should also be advised so they can perform a test should they wish to. | **Actions**   * Communications with HQ users * Operating protocols * HQ notices |
| Use of ‘1st Cheam’ equipment or ‘consumables’ provided by the Group increases risk of infection. | Meeting Participants | * Care should be taken when sharing of equipment (e.g.; cricket bats, compasses, scout staves etc) and consumables (e.g.; glue pots, pencils etc) and be wiped down after use. * Tables used for activities cleaned before and after use. * Meeting plans & risk assessments to identify equipment required for meetings – which should be cleaned prior to use if being handles by multiple individuals, drinking containers, eating utensils should not be shared without being cleaned. * Meeting participants will be briefed on the precautions when using shared equipment. * Where feasible meeting participants will be requested to supply their own refreshments and ‘consumables’ e.g.; paper, pencils, cooking utensils/ ingredients etc. | **Actions**   * Programme planning and meeting risk assessments * Provision of cleaning materials * Allocation of responsibilities during and at end of meetings |
| Insufficient cleaning within HQ increases risk of infection | Meeting Participants | * toilet facilities regularly cleaned and deep cleaned by the HQ cleaner on a weekly basis. Increase in paid hours of HQ cleaner. * Close kitchen during ‘normal’ meetings and require meeting participants to bring own refreshments in labelled bottles * Where use of kitchen is required limit number of users * Enhanced handwashing routines and thorough wash afterwards of crockery, cutlery and cooking equipment used * Where used for activities tables and kitchen surfaces should cleaned after use. * Agreement with HQ cleaner on cleaning regime * Floor sweeping of HQ on completion of each section meeting | **Actions**   * Operating protocols * HQ cleaner briefing and instructions re weekly deep cleaning of toilets, general cleaning of HQ surfaces and HQ surfaces. * Keep surfaces in Office, Alcorn Room and clear of uneccessary items Kitchen to facilitate cleaning and reduce risk |
| Person becomes infected during use of Group Transport | Group transport users | * No use of group transport until completion of separate risk assessments * Seating separation in accordance with latest guidelins * Increased ventilation in mini bus | **Actions**   * Activity risk assessment to include consideration of the use of Group transport where applicable. |
| HQ users do not understand hygiene requirements on entry, during meetings and on use of HQ toilets, leading to increased risk of infection. | HQ users | * Notices at entry and exit to HQ setting out need to wash / sanitise hands * Visible hand sanitisers with notices at entrances to HQ * Soap dispensers and disposable hand towels located in toilets * Notices in toilets reminding users of the need to thoroughly wash hands after use * Periodic briefings to participants re hand hygiene and use of toilets * Supervised and limited access to toilets e.g.; ‘one in one out’ * Central supply of hand sanitiser available at HQ. | **Actions**   * Installation of hand sanitizers and notices * Notices in HQ toilets * Provision of soap dispensers and disposable hand towels in toilets * Provision of central supply of hand hygiene requisites * Periodi reminders re hand and toilet hygiene etc |
| Failure to identify vulnerable person pre meeting, or vulnerable person unable to participate in face to face scouting activities | Section members, section leaders / helpers | * Pre meeting contact will establish any vulnerable people who are unable to attend meetings. Alternative arrangements to facilitate a continued involvement in Scouting will be discussed with parents etc as appropriate e.g.; challenges provided by e-mail, possible additional Zoom meetings if a number of members fall into this category. | **Actions**   * Pre meeting parental contact |
| Failure to prepare HQ adequately leads to increase risk of Covid 19 infection transmission. | HQ Users | * Compliance with guidance and checklists set out in Scout Association guidance re; use of buildings | **Actions**   * Continued diligence to ensure that HQ aarrangement meet SA advice on use of buildings. |
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| ***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.* | | | |

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| **Checked by Line Manager** | Name, Jonathan Long  Role / level Group Administrator / ASL  Date 2nd December 2021 | **Checked by Executive** | Name,  Role / level  Date |
| **Approved by Commissioner** | Name,  Role / level  Date | **Approved by Executive** | Name,  Role / level  Date |
| **Notification of level change** | Date and by who | | |