

Readiness Level Amber – Risk Assessment

This document has been completed to provide a risk assessment for the Southwell Scout Group Weekly Virtual Meeting via Zoom. It should be read and understood by all Leaders attending the meetings and is available on request to anyone participating and/or their parent or guardian together with anyone connected with The Scout Association. It should be noted this document forms only a part of the mechanism for safety and that dynamic risk assessments should be ongoing throughout the meeting. The structure of the Risk Assessment is presented in 8 sections (columns).

- Risk - This section identifies the area of risk
- Hazards associated with the risk – This section details the hazards associated with the risk
- Who could be harmed?
- L – This section details the Likelihood that the identified hazard might happen. From L = Low & unlikely through to H = High
- Measures to reduce or manage risk – This section considers ways to reduce the Likelihood or Severity of the identified hazard and therefore the Risk.
- Responsibility – This section identifies who is responsible for the measures taken to reduce the risk.

Date of risk assessment:

1. July 2020

Risk	Hazard associated with risk	Who could be harmed	L	Measures to reduce or manage Risk	Responsibility
Virtual Scout Group	Unwelcome participants / gate crashing	Young people	L	<ul style="list-style-type: none"> ● Waiting room ● All participants to enter with their proper name initially ● All participants to have cameras enabled ● The use of a password (not automatically generated) ● Meeting ID and Password not to be published online ● Change Meeting ID and Password for each meeting ● Meeting ID and Password to be emailed to parents the night before the meeting 	Section Leader / host of meeting
Virtual Scout Group	Bombing	Young people	L	<ul style="list-style-type: none"> ● Only host can share screen ● Disable "chat function" 	Section Leader / host of meeting
Virtual Scout Group	Unsupervised adult and young person interaction	Young people / adult	L	<ul style="list-style-type: none"> ● No adult is allowed 1 on 1 with a young person ● Parents to be in the same location as young person during meeting ● Meeting to be recorded 	Adult in attendance / parent / Section Leader / host of meeting
Virtual Scout Group	Data stolen	Young people / leader / parents	L	<ul style="list-style-type: none"> ● Ensure PC / Laptop settings are up to date and security 	Section Leader / host of meeting

				<p>settings are enhanced.</p> <ul style="list-style-type: none"> Do not store Scout Material other than in accordance with what has been agreed with the executive committee. Do not make information relating to the meeting public 	
Virtual Scout Group	Using leader's info to create a false meeting	Young people / leader / parents	L	<ul style="list-style-type: none"> Ensure PC / Laptop settings are up to date and security settings are enhanced. Do not store Scout Material other than in accordance with what has been agreed with the executive committee. Do not make information relating to the meeting public 	Section Leader / host of meeting
Individual young person	Bullying	Young person	L	<ul style="list-style-type: none"> Ensure that adult to young people ratios are maintained. Disable Chat Function including individual communications. Monitor Breakout rooms. Deal with any incidents robustly. 	Section Leader / host of meeting

Virtual Scout Group	Accidental indecent exposure	Young person / adult / leader	L	<ul style="list-style-type: none"> Ensure that young people are not positioned near potential sources of unexpected exposure i.e. toilet/bathroom Remind parents to tell others within the house that a Scout Meeting is about to take place. 	Section Leader / host of meeting
Virtual Scout Group	Accidental exposure to foul language	Young person / adult / leader	L	<ul style="list-style-type: none"> Remind young people of our Code of Conduct Inform adults that the microphone will pick up their voices as well as young people and to ensure that they do not use foul language. 	Section Leader / host of meeting

For those still participating in a Small Group / Bubble face to face meeting					
Risk	Hazard associated with risk	Who could be harmed	L	Measures to reduce or manage Risk	Responsibility
Pick up / Drop off	Higher risk of transmission of the virus	Leaders, volunteers, young people, family members	M	<ul style="list-style-type: none"> The Parents and Section Leader must adhere to the COVID-19 Action Plan which was sent to them previously. There are clear guidelines contained within that as 	Section Leader and parents

				to the process for Pick up and Drop Off's	
Hand washing / sanitising	Allergic reaction to the product used	Leaders, volunteers, young people, family members	M	<ul style="list-style-type: none"> Parents are to ensure that any known allergies are to be included in the declaration made to OSM. No young person is allowed to attend until such time as OSM has been updated. 	Parents
Hygiene of people by not washing / sanitising hands	Higher risk of transmission of the virus	Leaders, volunteers, young people, family members	M	<ul style="list-style-type: none"> The young people will have been made aware of the New Code of Conduct. Any that fail to adhere to the Code of Conduct their parents will be made aware and if this is repeatedly breached then the young person may not be able to attend for a set amount of time. 	Section Leader and Young People
Hygiene of the toilets	Higher risk of transmission	Leaders, volunteers, young people,	M	<ul style="list-style-type: none"> The Section Leader must adhere to the COVID-19 	Section Leader

	n of the virus	family members		Action Plan which was sent to them previously. There is a clear process in relation to cleaning the Scout Hut and in particular the toilets.	
Hygiene of activity equipment	Higher risk of transmission of the virus	Leaders, volunteers, young people, family members	M	<ul style="list-style-type: none"> The Section Leader must adhere to the COVID-19 Action Plan which was sent to them previously. There is a clear process in relation to cleaning the equipment. 	Section Leader
Maintaining Social Distance measures during the meeting	Higher risk of transmission of the virus	Section Leader and Young People	M	<ul style="list-style-type: none"> The Parents and Section Leader must adhere to the COVID-19 Action Plan which was sent to them previously. Any breaches will be deemed a breach of the code of conduct and dealt with accordingly. 	Section Leader and Young People
The Enclosure	Access to Hospitals / access for Emergency Service	Leaders, volunteers, young people	L	<ul style="list-style-type: none"> Have contact details for Emergency contacts list with names, addresses 	Section Leader

				<p>and phone numbers of nearest A&E, Doctors, Emergency Dentists, Pharmacy etc.</p> <ul style="list-style-type: none"> • Consider whether the area is accessible by Ambulance. • Can you accurately describe where you are in case of calling an Ambulance 	
The Enclosure	Unknown adults accessing the site may present a hazard.	Leaders, volunteers, young people	L	<ul style="list-style-type: none"> • The Enclosure only has one formal access point although there is potential (unlikely) for access through the neighbouring land. • Constantly maintain supervision of the Young People and monitor the access points for any stranger entering the Enclosure. • The Section Leader must be made aware when it 	Section Leader

				<p>becomes known there is a stranger on site and all young people to return to Section Leader maintaining Social Distancing if possible. .</p> <ul style="list-style-type: none"> • Remind Young People of Stranger Danger. 	
Accidents	Cuts, bruises, abrasions, and broken bones	Leaders, volunteers, young people	M	<ul style="list-style-type: none"> • Ensure at least one Leader is sufficiently First Aid trained • Ensure there is a dedicated person responsible for first aid, known to all. • Ensure First Aid is administered pursuant to the Group's COVID-19 Action Plan • Consider the lighting requirements especially during the darker nights. • Ensure the • Ensure footwear is 	Section Leader

				worn at all times.	
Activity	Trips, falls, collision, twisted ankle, Broken ankle	Leaders, volunteers, young people	M L	<ul style="list-style-type: none"> Section Leader to recce the site of the wide game and consider the light levels at the time of the game and the underfoot conditions. Wooded areas are particularly hazardous in low light levels. Clearly define the boundaries of the game and make sure they are understood. NO PHYSICAL CONTACT IS ALLOWED Leaders, volunteers, young people clearly define what is acceptable and what is not. Explain the consequences of unacceptable behaviour. 	Section Leader

				<ul style="list-style-type: none"> • Ensure the rules of the game are clearly understood by all those taking part. • Ensure adequate supervision of the game. Do the young people know where they can go to find a Leader if they need to? • Define and explain a signal to be used in case the game has to be stopped and explain where the young people need to go to when they hear the signal 	
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Name of Section		COVID-19 Readiness Level		Amber
Checked by Group Scout Leader		Alison Sutherland	Checked by Group Executive Committee	
Approved by DC/Delegate	Name		Approved by Executive	Name
	Role			Role
	Date			Date

As per the guidance issued by The Scout Association in their email of the 05 May 2020 if an incident is to occur the following steps must immediately be actioned:

1. Close the chat.
2. Inform the parents that an incident has occurred.



3. Inform the Executive Committee and Group Scout Leader that an incident has occurred.
4. Report to the local police if the incident involved criminal activity; and
5. Send a report to safeguarding@scouts.org.uk and follow any guidance issued by them.