



GROUP Southwell Scout HQ

ASSESSOR Alison Sutherland, Holger Kessler

DATE OF ASSESSMENT 25.5.2020, REVIEW 10/2020

ACTIVITY Use of HQ Buildings, gardens and surroundings Bishops Drive, Southwell. To be used in conjunction with Building RA.

Hazard(Cause and consequences)	Affected groups	Existing controls	Risk	Further action
Infection with Corona Virus during scouting activities	All	General Rules of Engagement and Communications Follow Scout Association <b>Getting back together safely: The COVID Code</b> <b>1. A COVID-safe risk assessment has been completed and we have communicated control measures to volunteers, young people and parents and all are encouraged to raise concerns</b> <b>2. Additional hygiene measures are in place</b> <b>3. Social Distancing will be observed (check current distance determined by Government)</b> <b>4. Maximum group sizes will be limited and determined by scouts.org.uk and members will be consistent where possible</b> <b>5. Make adjustments for young people and adults vulnerable or affected by COVID, and consult to make sure return plans are accessible and inclusive</b>	H	Continue to update using the government guidelines and the Scout Association guidelines  generate and distribute letter to parents and leaders

		<ul style="list-style-type: none"> <li>● Maintain a calm, considered, and well-informed group organisational response.</li> <li>● Issue a leaflet to all parents/carers.leaders/helpers to explain rules and risk assessments</li> <li>● Follow Scout Association categories – Red, Amber, Yellow Green.</li> <li>● Have clear objectives that families have their own assessments of whether they are in a shielded or vulnerable group – if so please don't attend.</li> <li>● If cases occur – we do have to follow the UK government Track and trace system so please don't attend if at all unwell.</li> <li>● We will have one/two parent Covid Helpers per session</li> </ul> <p>Access and distancing</p> <ul style="list-style-type: none"> <li>● users entering building or attend outdoor sessions agree to abide by the rules that the government have set out and ,if asked, will follow instructions this includes track and trace</li> <li>● Consider max numbers for the space available – may have to do alternate weeks - of max 15 alternate weeks with on-line and face-to-face.</li> <li>● YP have to book into the meeting to prevent exceeding numbers</li> <li>● Possibly Stagger the start times – once two leaders are on site - could form an orderly queue outside</li> </ul>		<p>Set up mobile handwashing on table outside building double bucket/ hand soap/ paper towels/ bin like at camp</p> <p>supply hand sanitiser</p> <p>Supply aprons, bin liners and gloves</p>
	All	<ul style="list-style-type: none"> <li>● Clearly explain arrival/ departure procedure in advance of meetings. Leader/ Covid helper on the door the first week back to explain handwashing and the system.</li> <li>● Have a one way system for collection at end of meeting through fire escape and round side of building so reduced risk of passing in the corridor</li> <li>● Everyone to wash hands using soap and water on entering the building and dry hands with paper towels and dispose of paper towels in bin liner</li> <li>● Everyone maintains social distance as required. Use signs, chalk markings on floor</li> <li>● <b>make clear to parents that they cannot gather at entrance gates or doors,</b></li> <li>● erect Coleman tents in garden for emergency shelter in case of rain</li> <li>● ensure the garden is light</li> <li>● have one way system in garden too</li> <li>● collection by parents should be outside the building but each child under ten needs to be collected by a responsible adult.</li> </ul>		
	All			

		<ul style="list-style-type: none"> <li>• Ensure you have correct keys to lock/ unlock the parts of the building you need.</li> <li>• Ensure the building is empty of people, safe and secure on exit.</li> </ul> <p>Activities</p> <ul style="list-style-type: none"> <li>• have people working side-by-side rather than face-to-face</li> <li>• Each leader is responsible for providing suitable activity for the number and age of the young people involved</li> <li>• Avoid communal use of equipment – eg sharing of cooking utensils.</li> <li>• Use hand gel/ sanitiser / handwashing throughout meeting if needed</li> <li>• First aid provision – as per separate risk assessment</li> <li>• Food and drink. Until at Scout Association Green please do bring own drink in personal container. The tap in kitchen may be used by adult.</li> </ul> <p>Cleaning</p> <ul style="list-style-type: none"> <li>• Clean communal areas using detergent and wipe door handles at the end of meetings.</li> <li>• Deep clean every week</li> <li>• Encourage everyone to have good hygiene</li> <li>• cleaning an area with normal household disinfectant after someone with suspected coronavirus (COVID-19) has left will reduce the risk of passing the infection on to other people</li> <li>• wear disposable or washing-up gloves and aprons for cleaning. These should be double-bagged, then stored securely for 72 hours then thrown away in the regular rubbish after cleaning is finished</li> <li>• using a disposable cloth, first clean hard surfaces with warm soapy water. Then disinfect these surfaces with the cleaning products you normally use. Pay particular attention to frequently touched areas and surfaces, such as bathrooms, grab-rails in corridors and stairwells and door handles</li> <li>• wash hands regularly with soap and water for 20 seconds, and after removing gloves, aprons and other protection used while cleaning</li> </ul>		
In touch procedure for scouting activities in building.	All Scout Users	Ensure you have emergency contacts for all young people – and preferably adults- inside the building. Access to osm .	M	Be aware of temporary changes.

References.

<https://prep-cms.scouts.org.uk/media/7124/getting-back-together-safely-a-framework.pdf>