

Covid-19 restarting face to face Scouting risk assessment

Name of Section or Activity	Use of Milton Bryan campsite by day visitors	Date of risk assessment	10/09/2020	Name of who undertook this risk assessment	Campsite Management Team	COVID-19 readiness level transition	Red to 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?
<p>Hazard – something that may cause harm or damage. Risk – the chance of it happening.</p>	Young people, Leaders, Visitors?	<p>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.</p>	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.

This risk assessment covers the use of Milton Bryan campsite for Scouting activities.

- Only Sections with approved covid-19 risk assessments (relative to the readiness level) will be allowed to use the campsite, therefore this assessment only covers the site provided facilities.
- All Scouting visitors must pre-book with the Campsite Booking Secretary.
- Use of Milton Bryan Campsite is limited to member of Scouting from the Ampthill & Woburn District until further notice.
- Section Leaders are responsible for their Sections whilst on site in accordance with their own risk assessment. This includes provision of first aid and PPE.
- No site activities are being provided, purely the outdoor space and toilet facilities.

Maintaining social distance at drop off and pick up: higher risk of infection spread if social distancing not maintained.	Campsite staff, Scouting visitors: Leaders, Young people & parents/carers.	<ul style="list-style-type: none"> ● Need to log staff in and out (Times or arrival, departure, contact details, names etc) ● Groups to be responsible for tracking their attendees details, and to inform campsite if any member subsequently diagnosed with Covid post visit. ● All Sections must have pre-booked attendance with the Booking Secretary who will agree arrival and collections times. ● Recommend that only families travel together and the same parent drops off and collects where possible. ● If more than one Section using campsite times will be staggered to avoid/minimise overlaps. ● Groups to be responsible for ensuring that they adhere to the latest Scout guidance on group sizing. 	
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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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		<ul style="list-style-type: none"> A reminder will be sent to all groups before attendance on the need to adhere to social distancing at all times, including pick up and drop off. 	
Maintaining social distance during meeting: higher risk of infection spread if social distancing not maintained.	Campsite staff, Scouting visitors, Public footpath users.	<ul style="list-style-type: none"> Need to log staff in and out (Times or arrival, departure, contact details, names etc) Groups to be responsible for tracking their attendees details, and to inform campsite if any member subsequently diagnosed with Covid post visit. Section to be allocated an area (by site number) for duration of the visit. This will be notified to Sections when booking and posted on the site noticeboard. These areas are suitably far apart to ensure distancing between groups. Groups to remain within their allocated area at all times - except for toilet visits. All buildings (except toilet block) are out of bounds to visitors except in an emergency. Signage erected marking out route of public footpath and requesting users not to deviate from the route. 	
Hygiene of people: higher risk of infection spread if proper hand washing not carried out.	Campsite staff, Scouting visitors: Leaders, Young people & parents/carers.	<ul style="list-style-type: none"> All visitors to wash hands on arrival to and departure from campsite. Hot water & washing bowls shall be provided by campsite team and shall be cleaned and water refreshed between different visiting Sections. 	
Hygiene of people: Visitor develops covid symptoms whilst onsite	Campsite staff, Scouting visitors: Leaders, Young people & parents/carers.	<ul style="list-style-type: none"> Isolate patient as far as practicable and follow process defined in Section's risk assessment. Leader of any other Sections on site to be notified. Campsite to be closed for a minimum of 72 hours and then deep cleaned prior to reopening. Campsite staff to follow Government guidance regarding self-isolation. 	
Hygiene of people: Notified that a visitor has developed covid symptoms following departure.	Campsite staff, Scouting visitors: Leaders, Young people & parents/carers.	<ul style="list-style-type: none"> Section leader to inform campsite if any individual develops symptoms post departure. Booking secretary to then notify any other visiting Section Leaders that were present at the same time or that used the site within 72 hours of the infected person. 	

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		<ul style="list-style-type: none"> Campsite to be closed for a minimum of 72 hours (unless already passed) and deep cleaned prior to reopening. 	
Hygiene of toilets: higher risk of infection spread if hygiene not carried out.	Campsite staff, Scouting visitors: Leaders, Young people & parents/carers.	<ul style="list-style-type: none"> Use limited to disabled cubicles only. Hand sanitiser shall be supplied by the campsite and is to be applied before & after using toilets. Toilets to be used on a "one in one out" basis, managed by the campsite team. Toilets to be cleaned by campsite team following each use. 	
Hygiene of activity equipment: Higher risk of infection spread if hygiene not carried out.	Campsite staff, Scouting visitors: Leaders, Young people & parents/carers.	<ul style="list-style-type: none"> Sections to bring their own equipment for activities, no site equipment is currently available. 	
Use of outdoor spaces: un-even ground, access to space less controlled, cannot be cleaned.	Campsite staff, Scouting visitors: Leaders, Young people & parents/carers.	<ul style="list-style-type: none"> Signage erected marking out route of public footpath and requesting users not to deviate from the route. Section to be allocated an area (by site number) for duration of the visit. Section risk assessments to include hygiene measures. Outdoor seats, benches & tables to be cleaned prior to use or not used. 	
Waste - contact could transmit infection	Campsite staff, Scouting visitors: Leaders, Young people & parents/carers.	<ul style="list-style-type: none"> Groups to be encouraged to take all their waste away. Any waste that cannot be taken shall be placed by Group leader in designated wheely bin whilst wearing gloves. Bin in use will be marked and unlocked. Remainder shall be locked. 	
<p>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.</p>			

Checked by Line Manager	Name, Mark Hassall Role / level: District Commissioner Date: 10/09/2020	Checked by Executive	Name, Steve Calder Role / level: District Chair Date: 10/09/2020
Approved by Commissioner	Name, Role / level	Approved by Executive	Name, Role / level

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	Date		Date
Notification of level change	Date and by who		

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>.