



<b>District:</b>	Epsom and Ewell	<b>Group:</b>	3rd Epsom & Ashley Unit	<b>Section:</b>	Beavers Cubs Scouts Explorers	<b>Assessor*:</b>	Richard Ascough	<b>Date:</b>	19/07/2020 04/09/2020
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**HAZARD:** DIRECT OR INDIRECT TRANSMISSION OF THE COVID-19 VIRUS

**NYA\* READINESS LEVEL RED: NO FACE TO FACE SCOUTING ALLOWED**

**WHEN WE MOVE TO NYA READINESS LEVEL AMBER ↓↓↓**

NYA Level	Group SIZE	LOCATION****	ELEMENT	RISK of TRANSMISSION by	RISK to	CONTROL MEASURES	REVIEW***		
AMBER	IN LINE WITH CURRENT GUIDANCE ONLY YP invited by the usual communication channel(s) may attend WITH WRITTEN PARENTAL CONSENT AT EACH LEVEL	OUTDOORS/INSIDE	Arrival	Lack of social distancing	PG,YP,LA*	PG & YP queue as advised to handover to LA			
AMBER		OUTDOORS/INSIDE	Departure	Lack of social distancing	PG,YP,LA	YP queue as advised to handover to PG			
AMBER		OUTDOORS/INSIDE	Session	Lack of social distancing	YP, LA	Activities amended to maintain distancing			
AMBER		OUTDOORS/INSIDE	Session	Lack of personal hygiene	YP, LA	Handwash used at start/end of each activity			
AMBER		OUTDOORS/INSIDE	Session	Lack of general hygiene	YP, LA	Surfaces, WCs, and handles cleaned before/after			
AMBER		OUTDOORS/INSIDE	Session	Equipment contamination	YP, LA	Equipment wiped clean before and after use			
AMBER		OUTDOORS/INSIDE	Session	Person with Covid symptoms	PG, YP, LA	(S)he must not attend			
AMBER		OUTDOORS/INSIDE	Session	Vulnerability to Covid-19	PG, YP, LA	Anyone deemed vulnerable must not attend			
AMBER		OUTDOORS/INSIDE	Session	Contact with those shielding	PG, YP, LA	Anyone shielding others must not attend			
AMBER		OUTDOORS	Session	Contact with the public	YP, LA	Barriers around Session if possible and vigilance			
AMBER		INSIDE	<b>NO FACE-TO-FACE SCOUTING ALLOWED</b>						
AMBER		RESIDENTIAL	<b>NO RESIDENTIAL SCOUTING PERMITTED</b>						
<b>WHEN WE MOVE TO NYA READINESS LEVEL YELLOW ↓↓↓</b>									
NYA Level	Group SIZE	LOCATION****	ELEMENT	RISK of TRANSMISSION by	RISK to	CONTROL MEASURES	REVIEW***		
YELLOW		OUTDOORS/INSIDE	AS FOR AMBER LEVEL ABOVE						
YELLOW		INSIDE	Arrival	Lack of social distancing	PG,YP,LA*	PG & YP queue as advised to handover to LA			
YELLOW		INSIDE	Departure	Lack of social distancing	PG,YP,LA	YP queue as advised to handover to PG			
YELLOW		INSIDE	Session	Lack of social distancing	YP,LA	Activities amended to maintain distancing			
YELLOW		INSIDE	Session	Lack of personal hygiene	YP,LA	Handwash used at start/end of each activity			
YELLOW		INSIDE	Session	Lack of general hygiene	YP,LA	Surfaces, WCs, and handles cleaned before/after			
YELLOW		INSIDE	Session	Equipment contamination	YP,LA	Equipment wiped clean before and after use			
YELLOW		INSIDE	Session	Person with Covid symptoms	PG, YP, LA	(S)he must not attend			
YELLOW		INSIDE	Session	Vulnerability to Covid-19	PG, YP, LA	Anyone deemed vulnerable must not attend			
YELLOW		INSIDE	Session	Contact with those shielding	PG, YP, LA	Anyone shielding others must not attend			
YELLOW		RESIDENTIAL	<b>NO RESIDENTIAL SCOUTING PERMITTED</b>						
<b>WHEN WE MOVE TO NYA READINESS LEVEL GREEN ↓↓↓</b>									
GREEN		OUTDOORS	ALL ACTIVITIES RESUME IN LINE WITH GOVERNMENT GUIDANCE						
GREEN		INSIDE							
GREEN		RESIDENTIAL							

\*NYA: National Youth Agency    PG: Parent/guardian    YP: Young person    LA: Leader/adult    \*Assessor takes responsibility for this SRA    For \*\*\* and \*\*\*\* see page 3

<p><b>***LOCATION(S) OUTDOORS: Where will the sessions take place?</b></p>	<p>Front and Rear of 3rd Epsom Scout HQ                  Alexandra Park                  Rosebery Park                  Epsom Downs                  Nonsuch Park  <u>Bourne Hall Grounds</u>                  Horton Country Park                  Hogsmill Open Space                  Priest Hill Wildlife Reserve                  Epsom Common                  Elizabeth Welchman Gardens                  Headley inc Boidierhurst (once allowed)                  Walton Firs (and other external activity vendors)</p>
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<p><b>****LOCATION(S) INSIDE: Where will the sessions take place?</b></p>	<p>St Martins Scout and Guide HQ</p>
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**SECTION SPECIFIC RESPONSIBILITIES**

	<p><b>SPECIFIC PERSON(S) MUST BE NAMED (as there may be a rota)</b></p>
<p>Who will invite participants to attend the session?</p>	<p>Beavers: Judith Sitford, Louise Prime, Richard Ascough                  Cubs: Fiona Bravery, Guy Simpson, Richard Ascough                  Scouts: Wayne Smith, Peter Sitford, Richard Ascough                  Explorers: Jo Danks, Matt Tanton, Richard Ascough</p>
<p>Who will make sure that each participant has parental consent for the session?</p>	<p>Richard Ascough - consent via OSM</p>
<p>Who will provide the cleaning materials for people and equipment?</p>	<p>St Martins Scout and Guide HQ Committee</p>
<p>Who will supervise queueing before and after the session?</p>	<p>Individuals named above or delegated as per programme for that evening</p>
<p>Who will amend the activities to ensure correct social distancing?</p>	<p>Individuals named above</p>

Who will ensure that handwashing takes place before and after each activity?	Individuals named above or delegated as per programme for that evening Note Hand Sanitiser to be provided by HQ Committee
Who will clean surfaces, WCs, and handles before and after the session?	Individuals named above or delegated as per programme for that evening
Who will ensure that equipment is cleaned before and after use?	Individuals named above or delegated as per programme for that evening
<b>OUTDOORS:</b> Who is the person who will barrier off the session area?	Individuals named above or delegated as per programme for that evening
<b>OUTDOORS:</b> Who is the person who will be vigilant of the public?	Individuals named above or delegated as per programme for that evening

### ADDITIONAL RISKS AND CONTROL MEASURES YOU DEEM NECESSARY

NYA Level	Group SIZE	LOCATION****	ELEMENT	RISK of TRANSMISSION by	RISK to	CONTROL MEASURES	REVIEW***

\*\*\* **REVIEWS:** When you review each control measure after each month following approval: enter ✓ or X ; initials and date.  
**If X entered: amend the control measure by using the Additional Risks table above or free text box on the next page and re-submit for approval**

### CHECKS & APPROVAL

Checked by Line Manager/Executive (Name and Role)	Caroline De Ville - Exec Chair
<b>APPROVED BY DC or NOMINEE (Name, Role and Date)</b>	

### ANY OTHER INFORMATION YOU WISH TO SHARE

Expected risk	Persons at Risk	Risk before	How Is Risk Controlled	Risk After	Person Responsible for Control
<p>Vulnerable leaders and adults - may become infected and suffer ill health from exposure COVID -19</p>	<p>Leaders, Adults</p>		<p>Group leadership to implement all latest relevant government and Scout Association advice and clearly communicate Group reopening procedures to all leaders, parents and young people.</p> <p>Virtual meetings for each Section leader team and Group Executive. Whole Group letter sent out re opening.</p> <p>Leaders/adults asked to declare any underlying medical conditions and/ or pregnancy. Anyone identified as being in high -risk group (as defined below) must undergo specific risk assessment.</p> <p>Adults who are classified as clinically extremely vulnerable – as defined here, must not attend meetings. Adults who live with someone who is extremely vulnerable must also not come to meetings or the Headquarters.</p> <p>Leaders/adults who are classified as clinically vulnerable – as recorded in OSM, must take extra care in observing social distancing. Individual risk assessment will be undertaken for clinically vulnerable leaders/adults.</p> <p>Any leaders developing coronavirus symptoms, however mild, should under no circumstances attend meetings or the Headquarters and are advised to remain at home for a minimum of 7 days from when their symptoms started. Leaders developing a new continual cough or a high temperature or a loss/change in sense of smell/ taste during a meeting or activity must be sent home and advised to follow the guidance here. Where leaders are living with others and they are the first in the household to have symptoms of coronavirus, then they must stay at home for 7 days, but all other household members who remain well must stay at home and not leave the house for 14 days. The 14-day period starts from the day when the first person in the house became ill. For anyone else in the household who starts displaying symptoms, they need to stay at home for 7 days from when the symptoms appeared, regardless of what day they are on in the original 14-day isolation period</p> <p>Leaders/adults encouraged to practice good respiratory hygiene - sneeze into a tissue or sleeve and not into hands. Used tissues to be put in a bin immediately and wash hands immediately after. 'Catch it. Bin it. Kill it.'</p>		<p>Group Executive</p> <p>Section Leaders GSL</p> <p>All</p> <p>All</p> <p>All</p> <p>All</p> <p>All</p>

<p>Vulnerable young people - interactions in close proximity</p>	<p>Young People</p>		<p>Young people and parents asked to declare any relevant underlying medical conditions. Those in a high-risk group (as defined below) will be assessed for suitability to attend meetings.</p> <p>Young people who are classified as clinically extremely vulnerable – as recorded in OSM, must not attend meetings.</p> <p>Young people who live with someone who is extremely vulnerable must only attend any meetings if stringent social distancing can be adhered to.</p> <p>Young people who are classified as clinically vulnerable – as defined here, must take extra care in observing social distancing.</p> <p>Any young person developing coronavirus symptoms, however mild, must not come to meetings and are advised to remain at home for a minimum of 7 days from when their symptoms started.</p> <p>Any young person developing coronavirus symptoms will be sent home or parents/carers asked to collect them. Parents will be advised to follow guidelines found here.</p> <p>The Group will maintain current contact details for all young people in attendance including a secondary contact on Online Scout Manager. This will be passed to the Governments' Test and Trace Programme, if appropriate.</p> <p>If a young person Meeting Leader needs to be sent home after exhibiting symptoms, they will be asked to wait in a separate area (ideally outdoors but in yellow stage the PL Room may be used). The area/PL Room will be restricted to other members. Such individuals will be monitored by a leader.</p> <p>If a YP needs to use the bathroom whilst waiting to be collected they will use the toilet. This will be cleaned and disinfected with a disinfecting spray before being used by anyone else. PPE to be worn by leader(s) caring for the child while they await collection if a distance of 2 metres cannot be maintained (such as for a young Beaver or a YP with complex needs).</p> <p>After use, the PL Room will be cleaned by cleaning using normal proprietary cleaning products and recommended PPE in line with cleaning guidance found here.</p> <p>If a leader has helped someone with symptoms, they do not need to go home unless they develop symptoms themselves or the YP subsequently tests positive. Leaders will wash their hands thoroughly for</p>		<p>Group Executive</p> <p>All</p> <p>All</p> <p>All</p> <p>All</p> <p>All</p> <p>Section Leaders</p> <p>Meeting Leader</p> <p>All</p> <p>Meeting Leader</p> <p>All</p>
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Expected risk	Persons at Risk	Risk before	How Is Risk Controlled	Risk After	Person Responsible for Control
			<p>20 seconds after any contact with someone who is unwell. Cleaning the affected area with normal household disinfectant after someone with symptoms has left will reduce the risk of passing the infection on to other people. Any siblings living in the same household will also be sent home.</p> <p>Where a YP or leader member tests positive, the rest of their Section attending the meeting with him/her the previous week should be notified and advised to self-isolate for 14 days.</p>		Section Leader
Hand Washing Inadequate hand washing facilities and regimes	All		<p>Handwashing facilities are being upgraded to enable everyone to sanitise their hands on arrival and departure and maintain social distancing.</p> <p>Leaders and YP will be asked to ensure they wash their hands before leaving home and on return. They will be asked to confirm on arrival and those that haven't will wash their hands at the HQ.</p> <p>Hand sanitisers will be positioned at the entrance and exit to the HQ and will be used by all those entering and leaving. A one-way system will be introduced.</p> <p>Remind leaders/YP that hand sanitiser it is not a substitute for regular hand washing.</p> <p>Help will be provided to children and young people who have trouble cleaning their hands independently</p> <p>Paper towels are available in HQ toilet facilities for both leaders and YP. Sinks and toilets regularly sanitised and bins for tissues are emptied immediately after each meeting.</p>		<p>HQ Committee</p> <p>Section Leaders</p> <p>HQ Committee</p> <p>All</p> <p>All</p> <p>HQ Committee/ Meeting Leader</p>

Expected risk	Persons at Risk	Risk before	How Is Risk Controlled	Risk After	Person Responsible for Control
Cleaning Inadequate cleaning regime	All		<p>Cleaning of those areas of the HQ used will be done after each meeting in accordance with Government cleaning advice.</p> <p>Cleaning regimes and responsibilities are clarified with leaders.</p> <p>Regular check of stocks of cleaning chemicals, liquid soap, paper towels, tissues, toilet roll, bin bags etc. Request additional supplies as necessary.</p> <p>Cleaning with usual cleaning products will take place of highly used areas including: – door handles – door plates – tables – chairs – taps and sinks – light switches</p> <p>Bins for tissues / hand towels are lined and emptied after each meeting. Liner is sealed/knotted and placed in the Black Bin.</p> <p>All spaces will be well ventilated using natural ventilation, where possible. Doors will be propped open, where safe to do so (taking into consideration fire safety and safeguarding), to limit use of door handles and aid ventilation</p>		<p>Meeting Leader</p> <p>All</p> <p>HQ Committee</p> <p>Meeting Leader</p> <p>Meeting Leader</p> <p>All</p>
Equipment Inadequate cleaning	All		<p>Wherever possible disposable equipment should be used and disposed of after the meeting.</p> <p>Non-disposable equipment should be cleaned before and after use.</p> <p>Access to particular items of equipment should be limited to specific young people or a group of young people (i.e. no 'base to base' activities involving shared equipment.</p>		<p>All</p> <p>All</p> <p>All</p>

Expected risk	Persons at Risk	Risk before	How Is Risk Controlled	Risk After	Person Responsible for Control
<p>Social Distancing Inappropriate leader/YP mixing and movement around the HQ area</p>	<p>All</p>		<p>Meeting/activity programme assessed to ensure only those leaders who need to attend are present, whilst ensuring the adult/YP ratio is consistent with our safety and safeguarding policy.</p> <p>HQ building layout assessed for specific pinch points.</p> <p>When seated young people will be side by side or back to back rather than facing each other.</p> <p>The HQ will be well ventilated using natural ventilation, where possible. Doors will be propped open, where safe to do so (taking into consideration fire safety and safeguarding), to limit use of door handles and aid ventilation</p> <p>Only one person will be allowed in each toilet area at a time (male/female)</p> <p>Adequate cleaning between Section meetings will take place. Use of the PL Room and kitchen will be kept to a minimum and young people will not be allowed in either.</p> <p>Activities will be outside wherever possible and only outside during the ‘amber phase’.</p> <p>Outdoor equipment will be cleaned after use.</p> <p>Communication / Meetings All leader meetings will be done electronically, where possible.</p> <p>Parents informed that only one adult is to attend for drop -off/pick -up – one parent policy. Where families live within ½ mile of the HQ they should walk.</p> <p>Access to the site will be via a one-way system along the drive. Leaders are asked to arrive well before the meeting start time.</p> <p>Entrance to the HQ will be supervised by a leader and to prevent parents entering the actual building.</p>		<p>Section Leader</p> <p>HQ Committee</p> <p>Meeting Leader</p> <p>All</p> <p>All</p> <p>All</p> <p>All</p> <p>All</p> <p>Meeting Leader</p> <p>HQ Committee Leaders</p> <p>Meeting Leader</p>



Expected risk	Persons at Risk	Risk before	How Is Risk Controlled	Risk After	Person Responsible for Control
Personal Protective Equipment (PPE) Inadequate PPE provision	Leaders		Scouting does not require leaders to wear face coverings <u>when delivering activities – however, it's recommended to wear one in all other circumstances while indoors.</u>  Rubber gloves, disposable rubber gloves, face masks and appropriate cleaning materials will be available for use by leaders before and after meetings.  All internal bin contents and all used PPE material is to be securely sealed in a black sack and placed in the external waste bin.		All  HQ Committee  Meeting Leader
<u>Personal Protective Equipment (PPE)</u>	<u>Scouts / Explorers</u>		<u>Scouts and Explorers must now wear face coverings indoors.</u>  <u>Exceptions as per national guidelines are permitted.</u>		<u>Meeting Leader</u>
Stress: Stress and anxiety about Coronavirus COVID-19	YP		Leaders aware of the potential mental health implications for young people and sources of assistance available		Meeting Leader
Visitors and spread of Coronavirus	All		No visitors or parents may enter the HQ building at the amber or yellow stage.  Telephone conversations or emails to be encouraged.  Parents informed that only one adult is to attend for drop -off/pick -up – one parent policy. Where families live within ½ mile of the HQ they should walk.		All  Meeting Leader  Group Executive
First Aid Inadequate procedures for managing medical needs	YP		Ensure leaders are aware of any non COVID medical issues affecting individual attendees including staff.  First Aid to be provided as required with medical hygiene procedures throughout – wear gloves if needed and wash hands thoroughly and frequently and after the patient has left. Face Masks, gloves and plastic apron to be part of First aid kit		Section Leaders  All

Expected risk	Persons at Risk	Risk before	How Is Risk Controlled	Risk After	Person Responsible for Control
<p>Emergency Procedures , Smoke Detectors and emergencies - inability to operate emergency systems or procedures</p>	<p>All</p>		<p>Fire risk assessment and fire evacuation procedures reviewed to ensure safe evacuation can be carried out.</p> <p>Sufficient number of leaders on site to effect safe evacuation. All leaders and young people to undergo review / induction in the reviewed fire and emergency routines alongside COVID-19, accident and first aid procedures. NOTE: This may not be the usual route.</p> <p>All occupants of the building instructed to leave premises and go to the predetermined Assembly Point (between the HQ and the Nursery) in event of fire to ensure their safety and will be socially distanced by leaders.</p>		<p>HQ Committee</p> <p>All</p> <p>All</p>
<p>Building Maintenance</p>	<p>All</p>		<p>All statutory building compliance checks are maintained and up to date. Checks and HQ/grounds maintenance takes place other than when young people are present.</p> <p>The rooms will not be used by young people during the amber/ yellow stage.</p> <p>The Forge will be out of use during the amber/ yellow stage.</p> <p>Additional Hand Sanitiser stations to be placed at Entrances, Exits and toilets.</p> <p>Markings to be placed on the floor to assist in maintaining 2m social distancing.</p> <p>Entrance and Exit routes to the site to be sign posted (including one-way system).</p>		<p>HQ Committee</p>