

Covid-19 restarting face to face Scouting risk assessment

Name of Section or Activity	4 th EFS (Bancroft's) Sea Scouts Forest Activities Scouts or Cubs	Date of risk assessment	27th June 2020 Revised 12 October 2020, 27 th March 2021	Name of who undertook this risk assessment	Matthew Balchin, Mel Knight	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?
<p><i>Hazard – something that may cause harm or damage.</i></p> <p><i>Risk – the chance of it happening.</i></p>	<p><i>Young people, Leaders, Visitors?</i></p>	<p><i>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.</i></p>	<p><i>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.</i></p>
<p>The activities covered by this assessment are for indoor activities (where these are allowed under AMBER guidelines) and outdoor activities, primarily at the following identified locations but applicable to any similar location with a good arrival area accessible to vehicles that is separated from the main activity space.</p> <ul style="list-style-type: none"> • Within Epping Forest, on the public trails, in enclosed clearings within the forest and within open plains such as Chigwell plain – primary point of entry to the forest and the plain will be at the Chigwell Plain car park, on Ranger Road, adjacent to the golf course since this offers a large parking space and good space to allow social distancing during arrival and departure. This location needs to consider proximity of members of the public. • Bancroft's School playing fields – arrival will be managed either via the prep school car park which opens directly onto the playing fields or in the main school car park. • Bancroft's School playing fields at West Grove - arrival will be managed via the car park which opens directly onto the playing fields. • Forest area adjacent to the Bancroft's School main site • Gilwell park – point of arrival will be Branchet Field Car park which provides immediate and clear access onto the lower camp site fields. • Fairlop Outdoor Activity Centre • Herts Young Mariners Base <p>This assessment does not detail all normal activity-specific risks which are otherwise detailed in specific activity assessments although there may be overlap.</p> <ul style="list-style-type: none"> • Activities are planned to be run in one or more sub-groups, in such a way as to meet current NYA/TSA group size specifications for young people and adults as these are published • Adult and Young Leaders will not generally move between groups except during arrival and departure but the group will adhere to the relevant TSA guidelines and leaders may move between groups where required. • When operating on Bancroft's School sites or in Bancroft School vehicles, the group will also endeavour to align its practices with School policies and, in the case of apparent conflict, will work with the relevant School and the EFS DC to accommodate the needs of both the TSA and the School safely. • On public sites such as the Fairlop Outdoor Activity Centre and the Herts young Mariners' base, activities will in addition follow the local site Covid-safety procedures. <p>Terminology:</p> <ul style="list-style-type: none"> • Scout: Wherever this document references a Scout, it may equally be applied to a Cub in the case of a Cub activity or mixed event. Where relevant, a Scout may refer also to a Leader. • Group Leaders: One or more leaders running an activity as part of a group. The Leaders remain with that group for the activity and where possible, minimise contact with other groups or leaders during the activity. • Marshal: A leader who is responsible for co-ordinating arrival and pick-up and for ensuring the young people and adults observe the policies laid out below. • Marshal point: An area on the edge or adjacent to the drop-off and pick-up point. No parents or guardians may pass this point and should not approach it with their Scout. • Home Base: An area, away from the car park, away from members of the public and away from any other group which is used to check a group's Scouts in, carry out briefing and to close the activity session 			
<p>Maintaining social distance at drop off: higher risk of infection spread if social distancing not maintained - Car Park arrival.</p>	<p>Young people, parents / guardians, leaders</p>	<ol style="list-style-type: none"> 1. Leaders to be present at the site 15 minutes before young person arrival. 2. One leader (designated the Marshall) is to be a highly visible contact who, after checking that each Scout is suitably dressed and equipped (water bottle at least), will facilitate getting each Scout to their activity group 3. The Marshall should at all times maintain social distancing as specified by the government at that time and should not come into contact with arriving Scouts, parents and guardians or their kit. 4. Scouts will be instructed to wait in their cars until requested to come to the Marshal Point. 5. Scouts will be called using the Group WhatsApp group when the Marshal and Group Leader are ready. 6. Where there are multiple sub-groups operating the same activity from the same location, all Scouts will be requested to arrive in the car park at the same time and remain in the vehicle until called. 7. Each sub-group will be called to the Marshall point separately, staggered in time. 8. At no time will Scouts from another group be permitted at the Marshal Point while the group is being assembled. 	

		<ol style="list-style-type: none"> 9. The Scout should arrive at the Marshal Point alone where possible. If accompanied, no parent/guardian should be permitted to be within 5m or any other Scout or the Marshal Point itself. 10. If necessary, the marshalling area may be designated with ropes or other indicators to indicate where Scouts should assemble. 11. Scouts should not stand closer than the then designated social distancing distance at any point from arrival and the Marshall Point should allow provision for this. 12. Parent / guardian must not accompany the young person beyond the Marshall Point and must not depart the car park until handover is accepted. 13. Should a Scout be presenting Covid-19 symptoms, they should be returned to their parent / guardian. The Marshal will run through a simple checklist with the Scout before passing them on. If there is any doubt, the Scout is not to be passed on to the Group Leader. 14. Should current government advice require it, Scouts should arrive wearing face coverings 15. Scouts may opt to wear a mask during the activity at the request of a parent or guardian, provided the Scout understands how to wear it safely. 16. The group has procured a large number of suitable face masks which may also be used if requested and will be used in the event of a first aid situation requiring it. 17. Should a situation arise during an activity such as due to an unforeseen event or a Scout not complying with the distancing requirements, face masks may be used if leaders believe that it would provide additional safety in addressing the situation. 18. Where a Scout is unable to wear a face covering for medical reasons etc we will consult with parents and guardians in advance. 19. Scout to carry mobile device securely in a rucksack, together with their water to enable them to contact their parent / guardian for collection. 20. Leaders will wear masks during check-in unless government advise changes. 21. In the event that the meeting is being run indoors, where possible, the Marshal Point will be outside and under open shelter in the event of bad weather. 	
<p>Maintaining social distance at drop off: higher risk of infection spread if social distancing not maintained - Home Base</p>		<ol style="list-style-type: none"> 1. The Group Leader is responsible for a single Group of Scouts. 2. The Group Leader will have set out their Home Base, clear of entrances and paths and any other group to prevent members of the public approaching where this is a possibility (if outside) and away from entrances and other areas of activity (if inside). 3. Scouts should not stand closer than the then designated social distancing distance at any point from arrival and the Home Base should allow provision for this. 4. Each Home Base will have designated materials for check-in with no cross-over required between leaders. 5. Scouts will clean their hands-on arrival using a dispenser containing alcohol (70% minimum alcohol) which is dedicated to the group and not used for any other group or purpose in the last 72 hours. 6. Except in the case of a walking activity, Scouts will not be permitted to pick up their rucksacks and water bottles once they have cleaned their hands. 7. At designated times there will be a water break, after which the Scouts will be required to clean their hands again. 8. For a walking activity, once the groups sets out to walk, or proceed to the activity space, all equipment at the Home Base must be removed and taken with the group. 	
<p>Maintaining social distance at drop off and pick-up: higher risk of infection spread if social distancing not maintained – Bancroft’s Main Site</p>	<p>Young people, leaders, parents</p>	<ol style="list-style-type: none"> 1. Where a meeting is held immediately after the end of school, an alternate pick up and drop-off mechanism may be employed: 2. Where scouts are collected from the school at the end of the school day and return to the school premises during after-school operating hours whilst other students are on the premises, scouts may be assembled by Bancroft’s permanent and volunteer staff, following Bancroft School policies and be escorted to the activity area and thereafter follow the current Scout policy requirements and this policy. 3. For off-site water activities, individuals may be transported to and from the activity centre by school staff and volunteers using the school vehicles. In this case, normal school Covid policies must be followed during transit and handover to scout policies will be at the water centre. 4. Likewise, at the end of the session, Scout leaders may return the Scouts to the School premises and return them to Bancroft School staff and policies whereby they can be dispatched following normal school policies. 5. In some cases, it may be the same adult individuals, operating under the relevant policies and roles. 	

<p>Maintaining social distance during meeting: higher risk of infection spread if social distancing not maintained – General.</p>	<p>Young people, leaders</p>	<ol style="list-style-type: none"> 1. Groups will be pre-defined beforehand, using OSM to confirm attendance to avoid any group being too small or too large or having unexpected attendees. 2. We will attempt to maintain group make-up consistently between events subject to the need to avoid having too small a group. 3. Where possible we will try to follow the school year groups to make up a group, however we accept that this will not always be possible 4. When using school sites the gates will be locked for the duration of sessions to maintain security, where possible. 	
<p>Maintaining social distance during meeting: higher risk of infection spread if social distancing not maintained – walking.</p>	<p>Young people, leaders</p>	<ol style="list-style-type: none"> 1. Scouts should not walk closer than the then designated social distancing distance. If required each group will have a long pole as a visual aid to the scouts before setting off. 2. Walking will be single file on narrow paths of paths where members of the public are also passing or two-abreast with one Scout each side of the path of the size of the path allows. 3. Each group leader will have the full details of the route in case there is a need to divert or stop so that each group may act independently. 4. For walking activities, the type of paths, safety risks and how to deal with members of the public should be briefed in the arrival area. This should cover passing people and what to do if a Scout finds that space becomes confined or busy. 	
<p>Maintaining social distance during meeting: higher risk of infection spread if social distancing not maintained – command task style activities in a fixed location</p>	<p>Young people, leaders</p>	<ol style="list-style-type: none"> 1. The activity space will be described to the scouts during briefing. 2. Where possible the boundaries will be marked clearly, away from members of the public and any other Scout group. 3. Details for allocation and handling of equipment will be briefed before leaving the Home Base. 4. Scouts should not stand closer than the then designated social distancing distance at any point from arrival and the activity should allow provision for this. Details for the layout of the activity will be briefed and where required, a long pole will be used to demonstrate the minimum distance between Scouts. 5. If activities are taking place indoors Scouts and Leaders should wear face masks where this is mandated by TSA guidelines. A Leader delivering an activity may be excused from wearing a face mask if this is required for the smooth running of the activity. 	
<p>Hygiene of people: higher risk of infection spread if proper hand washing not carried out</p>	<p>Young people, leaders</p>	<ol style="list-style-type: none"> 1. Each group will have a dedicated hand cleaning station which will not be shared at any time by another group. 2. The cleaning equipment will not be used by another group within 72 hours except where unavoidable and after thoroughly cleaning 3. Water will not generally be provided by the Scout group. 4. On limited occasions food items may be provided by the group if this is required as an integral part of an activity. Each Scout will be provided with an individual portion which will be prepared following the equipment guidelines below. 5. Scouts will bring and carry their own water container. 6. The water container will be kept within a personal rucksack and will not be touched after cleaning hands. 7. The group will break for regular water breaks, after which Scouts will clean their hands. 8. Contactless litter collection will be by means of a plastic bag within a suitable container which will be double bagged at the end of the session with any other group also running the activity at the same location. 	
<p>Hygiene of activity equipment: Higher risk of infection spread if hygiene not carried out – equipment preparation.</p>	<p>Young people, leaders</p>	<ol style="list-style-type: none"> 1. Instructions for handling equipment will be detailed during briefing. 2. Equipment to be prepared at least 72 hours before the activity and placed into a crate so that there is no need to touch the equipment during transport to the activity location. 3. Equipment should in general not be handled by more than one Scout or Leader if possible. 4. During preparation, if appropriate and possible, Leaders will wear disposable gloves when handling equipment and will maintain social distancing measures. 5. The hand sanitizer station will be available throughout the activity. 6. Where crates are used to move equipment form one location to another, handles will be cleaned before and after moving the crates using the same alcohol cleaner used to clean hands. 7. Equipment will not be shared with any other groups. 8. Equipment will not be used by another group within 72 hours except where unavoidable and after thoroughly cleaning with soap or the hand sanitizer gel. 9. Equipment for walking activities is limited to a first aid kit which each group leaders should carry and maintain. 	
<p>Hygiene of activity equipment: Higher risk of infection spread if individual has difficulties with hygiene precautions</p>	<p>Young people, leaders</p>	<ol style="list-style-type: none"> 1. In the case that an individual has a cut or graze on the hands, making use of the alcohol cleaner difficult, in the first instance, the individual will be asked to take the same precautions as for Weils disease and cover the cut. 	

		<ol style="list-style-type: none"> In the case that the individual has a cut or graze or other illness or allergy that cannot be covered and use of the alcohol cleaner is not possible, we will provide options for disposable gloves and soap and standard wet wipes as alternatives in discussion with the parent or guardian. 	
<p>Hygiene of activity equipment: Higher risk of infection spread if hygiene not carried out – equipment use during meeting.</p>	Young people, leaders	<ol style="list-style-type: none"> The activity is to be briefed and roles allocated while still at the arrival area. If any equipment is to be used and can be allocated to a single Scout, it should be allocated in the arrival area. Equipment is otherwise carried to the playing space in preference by the group leader only. If this is not possible, for example ropes that are to be handled at each end by two Scouts, the equipment (e.g. rope) is to be bagged and carried by a single Scout. At the end of the activity, equipment is to be dropped into an open crate or left in situ and not handled further by any Scout or Leader. Nothing else in the crate, or the crate itself is to be handled when equipment is being dropped into it. 	
<p>Hygiene of activity equipment: Higher risk of infection spread if hygiene not carried out – packing away equipment.</p>	Young people, leaders	<ol style="list-style-type: none"> At the end of the activity, Scouts will be asked to clean their hands using their group hand sanitizing station. Equipment and crates are to be returned to the Scout store and left for 72 hours before any further handling and sorting or re-use. 	
<p>Hygiene of toilets: higher risk of infection spread if hygiene not carried out.</p>	Young people, leaders	<ol style="list-style-type: none"> Scouts and Leaders should use the toilet before arriving. Toilet facilities are not provided at outdoor locations such as forest locations. Where toilets are provided on any premises in use they will be used only in absolute emergencies only. Regardless of the location and provision of hand washing facilities, Scouts will be required to clean hands before AND after making use of any toilet using the hand cleaning station for their group. If cleaning equipment is mandated by the premises in use these will be used before AND after each use of the toilet to clean all contact points. Otherwise the group will provide cleaning equipment (either no-contact spray or disinfectant wipes). 	
Dealing with first aid situations.	Young people, leaders, members of the public	<ol style="list-style-type: none"> All 4thEFS leaders are first aid trained with valid certificates. Each first aid kit will be kept with the same leader. If it is necessary to use another leader's first aid kit, it will be stored for 72 hours before and after use. Each leader will have available to them a face shield for CPR; disposable gloves; a suitable face mask or disposable face mask; hand sanitizer, a plastic bag for safe disposal. Any leader identified as clinically vulnerable will not administer first aid unless no other option is available and the risk of no action is not acceptable. Should first aid be required, where social distancing cannot be observed, it should in preference be the Safety Leader who is not part of the group that addresses the situation so that the group leader can maintain social distancing of the group. Should this not be possible, Scouts should be instructed to stay in place while the situation is addressed. If the group is walking and is maintaining a fixed distance between other groups ahead or behind, they should be alerted first, providing the situation allows it. The leader dealing with the situation should wear gloves and a mask and should keep proximity and physical contact to the minimum required. 	
Dealing with CPR	Young people, leaders, members of the public	<ol style="list-style-type: none"> CPR for an adult should follow government guidance and the first aider should administer compressions only. CPR for a child should follow government guidance and administer both breaths and compressions. A CPR face shield should be used which will be part of every leader's first aid kit. 	
Dealing with Covid-19 symptoms after drop-off.	Young people, leaders	<ol style="list-style-type: none"> Where possible the parent will be called back to collect their Scout immediately. The Scout and all leaders in proximity to the Scout will wear masks. The Scout will be separated by at least 5m from any other individual. If the group is walking, consideration should be made whether to return to the Home Base immediately The Scout and other Scouts should be reassured, taking care not to create undue anxiousness Once the activity is completed, all parents of Scouts in the group and Bancroft's school should be notified as well as the GSL. The Scout and any Scout sibling should be excluded from further Scout activities for 10 days The parent should be requested to update the Scout group as needed. 	
<p>Maintaining social distance at collection: higher risk of infection spread if social distancing not maintained.</p>	Young people, parents / guardians, leaders	<ol style="list-style-type: none"> Each group will wait back at its Home Base until the correct time to depart. Pick up will be from the Marshall Point where there will be a clearly marked space of at least five metres between parents and the Scouts. Parents will be invited one at a time or in groups to collect their Scout. In addition to the WhatsApp group, each scout will be instructed when to call the person collecting them. 	

		<ol style="list-style-type: none"> The attendance record for the group, including the leader must be entered into OSM after the activity. The Marshall will observe distancing rules as per drop-off. Leaders remain on site until all Scouts depart. For operations on the school West Grove site, scout leaders will ensure that no student or adult remains on site and then lock the premises securely. 	
Vulnerable scouts or leaders	Young people, leaders	<ol style="list-style-type: none"> Since the group has adult individuals recognised as clinically vulnerable and clinically extremely vulnerable, consultation on participation and roles of those individuals must take place prior to an activity running where those individuals may participate. Additional provisions are expected to be in the form of personal protection of the individual, further distancing and sensible allocation of roles. An assessment of each location and activity may also conclude that non-participation is advisable. We have no identified Scouts or Cubs falling into this category, but we will use OSM for any activity run to specifically check for vulnerable young people and discuss any details with the parent/guardian to provide additional protection if required. 	
Communication	Parents / guardians	<ol style="list-style-type: none"> A copy of this assessment will be made available to all parents / guardians and the specific requirements for arrival and departure and scout equipment and wellness will be detailed in the main event description in OSM and on our website If requirements placed on scouts or parents / guardians is updated, parents will be notified by email General communications relating to getting back to face to face will continue via our normal OSM email system, the parent WhatsApp group and supported by further Zoom/Google Meet calls with parents and scouts. 	
Instructed water activities	Group separation	<ol style="list-style-type: none"> Scouts will be organised into groups sizes determined by the coaching site (typically 8-10) and will stay in those groups for the duration of the Session Groups will be kept separate as far as practical Groups will adhere to existing school year group bubbles where possible One or more scout leaders and young leaders may join a group on the water and will observe current social distancing. Where scouts are required to lift boats on and off the water and cannot safely do that alone, scouts will be paired and will ensure that they maintain distance by carrying the boat at each end. Scouts should remain in those pairs for the session. 	
Instructed water activities	Separation	<ol style="list-style-type: none"> We do not plan to use dinghies during the amber period Kayaks and paddle boards should keep apart during activities and games requiring individuals to come side by side should not be used. For a 2-hand open top canoe, scouts should maintain their distance in the boat at all times Leaders helping scouts get into and out of boats should wear a mask if possible and avoid face to face interaction. 	
Instructed water activities	Equipment handling	<ol style="list-style-type: none"> Where possible adults should use their own buoyancy aid. Where this is not possible, each adult should clean their hands with hand sanitizer and then select their own buoyancy aid from the rack If a leader helps with fitting buoyancy aids, they must avoid standing face-to-face and where possible adjustments should be made from beside the young person rather than face-to-face. Leaders should clean hands before touching any equipment. Paddles should be removed from the rack and placed ready for each person to collect or placed in the craft If demonstrating things like paddle skills, do not touch anyone else's paddle etc. If it is necessary to fetch equipment from an equipment store, scouts should enter the store one at a time 	
Instructed water activities	Capsize	<ol style="list-style-type: none"> Scouts should follow the local centre capsize-under-Covid procedures. Where possible, scouts should not attempt a rescue of another scout If a scout is unable to be guided back into the boat and can swim to shore they should do so unless otherwise instructed If open water rescue must be performed ensure that paddler enters their craft from beside the rescuer so that they are not face-to-face. At all times, safety and preservation of life take precedence over Covid restrictions 	
Instructed water activities	Changing facilities	<ol style="list-style-type: none"> Where possible, scouts should arrive at the pickup point changed for water activities. It is not anticipated that the water centres will have changing rooms open during this period. If changing rooms are open, scouts will follow normal indoor scouting rules then in place if they are wet and need to change. Scouts that are wet will change using temporary gazebos with no more than two scouts permitted in a single gazebo at a time Scouts that are not wet, will be returned to the pick-up point without changing. 	

Review: This risk assessment is for a section to move from RED COVID Readiness alert level to AMBER.

This version is updated to include limited indoor activities, to reflect additions and updates related to operating on Bancroft School Premises and to reflect dynamic updates made since first approval. It addresses operation on the water at a public water activity centre and is adjusted to reflect the removal of group size limitations announced in March 2021.

Checked by Line Manager	Stephen Young, Group Section Leader 13 th July 2020, 5 th April 2021	Checked by Executive	14 th July 2020, 6 th April 2021
Approved by Commissioner	Name: Phil Merchant Epping Forest South District Date: 26 th July 2020, 7 th April 2021	Approved by Executive	4 th EFS (Bancroft's) Sea Scout Charity Exec (Charity Commission: 1037676): 14 th July 2020, 6 th April 2021
Notification of level change			

Additional information can be found in the [Safety Checklist for Leaders](#) and other information at scouts.org.uk/safety

HQ Template Published June 2020