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| Name of Section | 1st Weston Green Beaver Colony | **Date of risk assessment** | **9th September 2020** | **Name of who undertook this risk assessment** | Nicola Chetwynd-Stapylton BSL | **COVID-19 readiness level transition** | **Amber** |

### You must review and amend this risk assessmet to fit your particular locations and circumstances and the specific risks or hazards of your section meetings. For the approval process you must include specifics.

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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?** | |
| ***Hazard*** *– something that may cause harm or damage.*  ***Risk*** *– the chance of it happening.* | | *Young people,*  *Leaders,*  *Visitors?* | ***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.* | | | *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.* | |
| Spread of Covid-19 | | All, particularly vulnerable or older members. | **No one** should attend meetings if they have any of the **symptoms** or if they are **self isolating** because of a household member has tested positive.  **Clear rules** to parents / carers leaders that no-one with any symptoms may attend Beaver meetings or if they are self isolating because a household member has tested positive. They should isolate as advised until clear.  Keep **register** of all adults and Beavers for track and trace purposes using OSM attendance record.  Suggest that **older section assistants** (over 70s) do not attend in person this term but support remotely. | | | NB Walton Firs’ policy is to immediately nofiy site users if any site user displays symptoms of covid while on site.  Keen to use Polyapes when reopened – will need to ensure comply with their policy. | |
| Maintaining social distance at drop off and pick up: higher risk of infection spread if social distancing not maintained. | | All, particularly vulnerable or older members. | **Notify each small group of distanced drop-off and pick up points and times**. Limited ability to provide signage at non-owned locations, so **will ensure at least one Leader is present at least 15 mins before scheduled start time**. Planning meeting for term and activites will consider safe arrival and pick up times, if considered necessary will stagger arrival and pick up times of small groups. Inform parents / carers to instruct Beavers where possible to maintain 2m distancing. | | | Instructions will be issued for any meetings to be held away from normal location.  Outside meetings to be held as often as possible. | |
| Specific drop off/pick up hazards are: | | All, particularly vulnerable or older members. | Specific **drop off/pick up points and times** will be idenitified to parents / carers to ensure socially-distanced drop-offs at each the following loactions, with a reminder ahead of each meeting via the parents / carers WhatsApp.  Parents / carers encouraged **not to drive** but if essential they should park in Chestnut Avenue or Oaklands Avenue.  Group in Church Hall: drop off **outside the hall** only when a leader is present to welcome beavers in. Parents / carers not to enter the hall but stay apart outside at drop off and pick up.  Group on Weston Green /car park. Meeting point for outdoor group will be by the **pond on the Common,** or in the coned off Church Car Park, to ensure distance can be maintained between groups. | | | As and when additional activity opportunities open up, will ensure drop off/pick up risks are managed if that involves a fresh site. | |
| Maintaining social distance during meeting: higher risk of infection spread if social distancing not maintained. | | All, particularly vulnerable or older members. | **Distanced small group areas to be used are as follows:**  At each meeting one small group will be in the hall and the other outside; or both small groups will be on Weston Green Common. Small groups will always be separated by at least 25m.  Numbers in each small group will be **12 beavers maximum** (+ ~3 adults)  Adult numbers/ratios are to be: three - five adults per group, at least one adult holds leader appointment.  A leader attending must have 1st aid qualification.  Leaders attending must have completed Safety and Safeguarding training and ensure all is in date.  Maintain and mark **clear space** between groups.  **Inform parents / carers** to instruct Beavers to stay in their group area and of the requirement that they will have to be collected if they are unable to comply with social distancing  Agree **Code of Conduct** with Beavers during the first autumn term meeting in a ‘log chew’. Emphasise the need for maintaining distance from each other and from other groups. Ask how their schools help them achieve this.  **Pre-plan how groups will be managed** for each activity and communicate with leaders.  Leader in charge to monitor distancing of all small groups and ensure adult supervision. | | | Meeting will be halted if Beavers are unable to stick to distancing  The detailed letter to parents / carers will state that parents / carers must be available to collect their children during an activity, in the event the leader has to cut the activity short  Code of Conduct to be created and approved by the Beavers | |
| Hygiene of people: higher risk of infection spread if proper hand washing not carried out. | | All, particularly vulnerable or older members. | **Inform parents / carers** to instruct Beavers to **wash hands** (20 secs) before leaving home and when returning home from the meeting.  Beavers should be asked to bring their own sanitiser, as well as there being soap and water provided. Outside, hands should be air-dried to avoid litter.  **Provide hand sanitiser or hand washing** for arrival and departure and between activities that involve contact with different surfaces or equipment.  Teach good hand washing and ‘catch it, bin it, kill it’ to Beavers. Use disposable paper towels for drying hands and dispose of safely when indoors. | | | NB Walton Firs has a procedure, attached at the end of this doc.  At all locations, regardless of the facilities provided, leaders will carry a kit including alcohol hand gel and wipes, alongside the first aid kit.  All participants will be encouraged to santise hands throughout activities  Use of shared kit will be kept to the absolute minimum. Where unavoidable, items will be wiped down between uses. | |
| Hygiene of toilets: higher risk of infection spread if hygiene not carried out. | | All, particularly vulnerable or older members. | The indoor group will use the Church facilities during Amber for meetings, including the **male and female toilet** facilities.  The outdoor group will be discouraged from needing to use the toilet but if absolutely necessary, the outside group will use the **disabled toilet**.  The toliets will be cleaned before and after meetings.  If at another location, 1WG will follow the toilet policy of the appropriate location – Oxshott, Walton Firs, or Polyapes. Other locations do not have toilet facilities. | | | NB Walton Firs Toilet policy attached.  Where meetings share toilets, plan use to prevent infection, e.g. different breaks, routes avoiding other groups, allocating separate facilities, regular cleaning/hand washing. | |
| Hygiene of activity equipment: Higher risk of infection spread if hygiene not carried out. | | All, particularly vulnerable or older members. | **Reduce use of equipment touched by Beavers /leaders and limit use and sharing of equipment.**  **Clean any activity equipment** if used after every session so they are clean for the start of the next session. **Soak, wash or wipe down** as appropriate.  **Assign specific items** to individuals, limit volume of equipment used, including consumables, such as paper.  Bring/use own equipment where possible and keep it separately.  Place equipment used but which cannot be sterilised in a ‘**quarantine’ box**, clearly dated with day of use. This should be left at least 72 hours before use by anyone else. | | | Plan is to have activities which minimise use of ‘kit’. | |
| Use of outdoor spaces: un-even ground, access to space less controlled, cannot be cleaned. | | All, particularly vulnerable or older members. | **Choose a location appropriate to activity and accessible**. **Check area for hazards** before each outdoor session (particularly public areas) and **brief leaders and young people on boundaries**.  **Mark boundaries** where appropriate.  Ensure **first aid/PPE/sanitizer kit** and sealable rubbish bags (a ‘Covid kit’) available for each small group. | | | Multiple local locations listed (all well known to leaders) will enable the right location to be selected for specific activities based on risk-profile. The location selection will be stated on the activity-specific risk assessments and any activity-level risks recorded | |
| Mental health and wellbeing affected through isolation or anxiety about coronavirus | | All | Have regular **keep in touch** meetings/calls with leaders and Beavers who cannot join F2F meetings.  **Talk openly** with Beavers about well-being and who to talk to.  **Involve all adults** in implementing and reviewing risk assessments so they can help identify potential problems and identify solutions.  **Brief Beavers about risks appropriatel**y. **Keep leaders and** Beavers **updated** on what is happening so they feel involved and reassured. | | | Ensure parents / carers know they can share concerns about their Beaver and encourage parents / carers to let you know of any Cocid-related family situation which may need careful handling. | |
| Use of Church Hall for meetings higher risk of infection in enclosed space and after other users during the day. | | All, particularly vulnerable or older members. | **12 Beavers** in the Church Hall will enable social distancing, even when playing games.  **Windows and fire exit door will be open** during meetings to ensure ventilation.  Indoor activities at other locations will be conducted as per the latest Scout Association guidance under Amber conditions.  Surface touching to be minimised by only using hall equipment where absolutely necessary e.g. sitting on floor rather than chairs & tables.  **Handwashing** at the start of meeting on entry – other use of toilet facilities actively discouraged – this to be made clear before attending session.  All **activity equipment** to be wiped down as appropriate after use. | | | Group needs to be smaller inside and equipment use needs to be minimised.  Ventilation should be maximised.  Extra cleaning should be carried out. | |
| Lack of information / Parents / carers / carers or Beavers do not comply with arrangements | | All | A **detailed letter** containing all the relevant information will be sent to all parents / carers / carers via OSM. Parents / carers must **confirm** they have read and understood the arrangements and rules must be returned before the Beaver can attend a meeting.  All parents / carers encouraged to join the **WhatsApp** group.  Shona Rollo to remind parents / carers of key messages before each meeting. | | |  | |
| ***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.* | | | | | | | |
| **Checked by GSL/GEC**  **Or DESC** | Name, Nigel Harris  Role / level Chairman  Date 10 Sep 2020 | | |  |  | |
| **Approved by DC Team and District Exec** | Name,  Role / level  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. Beavers 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 Beavers data processing stance please visit our Data Protection Policy here. https://Beavers.org.uk/DPPolicy’.

**Appendix**: Walton Firs guidance and procedures to which exploers and adults must abide:

Walton Firs Foundation and Activity Centre



**Information for Visitors: Our ‘COVID-19 Secure’ Arrangements**

To help us to keep the activity centre safe and healthy for everyone, we need you to follow our **Six Golden Rules** while you are at Walton Firs:

**1. Social Distancing:** Always keep at least one metre of space (preferably two!) between you and anyone else that you don’t live with.

**2. Handwashing:** Wash your hands using sanitising liquid when you arrive on site, and before you enter a building or an activity venue. Wash your hands every time you pass a sanitiser, or whenever we ask you to. We’ll provide the sanitising liquid!

**3. Mask-wearing:** Always wear a facemask when you are talking to someone that you don’t live with inside a building, when you use the toilets, or whenever we ask you to. We’ll provide the masks!

**4. Glove-wearing:** Always wear gloves whenever we ask you to. We’ll provide the gloves!

**5. Safer Eating and Drinking:** Never share cutlery, cups, plates, food, or hand towels with anyone else that you don’t live with. Clean and pack away and packaging immediately after you use it, and put your rubbish into the bins provided.

**6. Safer Use of the Toilets:** Always wash your hands with sanitising liquid when you enter and exit the toilet building. Please spray the toilet and sink with antiseptic after you use them, and use the hand towels provided to dry your hands. We’ll provide the antiseptic spray and paper towels!