

## Covid-19 restarting face to face and Residential Scouting risk assessment

|                                    |  |                                |            |   |             |  |        |
|------------------------------------|--|--------------------------------|------------|---|-------------|--|--------|
| <b>Name of Section or Activity</b> | Barnswood Scout Camp<br>Outdoor Activities<br>Residential Activities | <b>Date of risk assessment</b> | 28/05/2021 | <b>Name of who undertook this risk assessment</b> | Steven Shaw | <b>COVID-19 readiness level transition</b> | Yellow |
|------------------------------------|--|--------------------------------|------------|---|-------------|--|--------|

| Hazard Identified? / Risks from it?   | Who is at risk?                        | How are the risks already controlled?<br>What extra controls are needed?  | What has changed that needs to be thought about and controlled?  |
|---|--|---|--|
| <b>Hazard</b> – something that may cause harm or damage.<br><b>Risk</b> – the chance of it happening.                                       | Young people,<br>Leaders,<br>Visitors? | <b>Controls</b> – Ways of making the activity safer by removing or reducing the risk from it.<br>For example - you might use a different piece of equipment or you might change the way the activity is carried out.  | Keep <b>checking</b> throughout the activity in case you need to change it...or even <b>stop</b> it! This is a great place to add comments which will be used as part of the review. |
| Residential Activities  | All attendees                          | Group leaders are responsible for ensuring that national TSA guidance is followed when undertaking residential activities. It is the responsibility of the group leader to check the latest advice from TSA before the camp at <a href="https://www.scouts.org.uk/volunteers/getting-back-together-safely/the-readiness-levels-across-uk-scouts/">https://www.scouts.org.uk/volunteers/getting-back-together-safely/the-readiness-levels-across-uk-scouts/</a><br>The Guidance at the time of writing from TSA is shown below, This may change in June 2021 and the group leader is responsible for checking the latest guidance. <ul style="list-style-type: none"> <li>• Residential activities: Nights away activities may take place with a maximum of 6 people within the group (including young people, volunteers and carers). COVID measures such as social distancing and good hygiene remain in place (even overnight), groups must remain independent of others and lateral flow testing must take place immediately prior to departure and every 48-72hrs throughout the trip and on return.</li> </ul> |  |
| Ensuring Participants do not attend if they are displaying Covid symptoms, if they should be isolating:<br>Minimising the risk of infection | All                                    | Participants or members of the Barnswood team must not attend face to face meetings if they are showing symptoms of Covid 19, are isolating, have been in contact with any suspected cases or have returned from abroad and required to quarantine. The period when they cannot attend meetings for the above reasons will be in line with the current Government/TSA advice<br><br>Activity Leaders will ascertain from everyone attending the site the following <ol style="list-style-type: none"> <li>1. Have you been in contact with a suspected or confirmed case of Covid 19 in the last 14 days?</li> <li>2. Have you been instructed to isolate by the Governments Track and Trace service?</li> <li>3. Have you signs of a fever or elevated temperature?</li> <li>4. Have you a new or persistent cough?</li> <li>5. Are you experiencing any loss or change in your normal sense of taste or smell?</li> <li>6. Are you experiencing any respiratory issues</li> <li>7. Are you required to quarantine after returning from abroad</li> </ol>  |  |

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|   |                           | If the answer to any of the above is yes then the YP or Leader must not join the meeting and return home   |  |
| Ensuring any subsequent confirmed Covid 19 infection is identified after the meeting is managed.                          | All                       | In the event of leaders receiving notification of individuals who have tested positive for Covid 19, subsequent to any activity at Barnswood, a track and trace exercise must be carried out by the group leader to the appropriate level in line with government guidelines in conjunction with district.   |  |
| Maintaining social distance at drop off and pick up: higher risk of infection spread if social distancing not maintained. | Young people,<br>Leaders, | Leaders running activities at Barnswood will be responsible for maintaining distance at the drop off and collection point in the main car park.<br>Parents dropping off young people will be directed to parking points in the car park at a minimum of 2m distance. This will be notified to parents by the leaders prior to the event<br>Adults to be instructed to stay in their cars and the young people will be met by an adult leader. The number of leaders will be in line with the ratio to young people as detailed in TSA guidance.<br>Leaders/Adults will maintain the social distance controls as detailed in the current TSA guidance.<br>If more than 1 group are planning to use Barnswood on the same day, the start and finish times of the meeting must be staggered by at least 30 mins.  |  |
| Ensuring control of the meeting is maintained and Parents/Carers Permission is obtained prior to their meeting            | All,                      | It is the responsibility of the Activity Leader to ensure parental permission is gained and recorded for YP to attend any activity at Barnswood.<br>Parents must receive a copy of the Risk Assessment and a document explaining the procedures that are in place plus an updated Covid Code of Conduct explaining any sanctions agreed with young people if they do not follow the procedures.<br>This must be formally recorded and kept via OSM<br>Where members of the Barnswood Team are on site during activities, they will highlight any issues to activity leaders where they believe the measures are not followed.<br>If Activity Leaders fail to maintain control of their groups, the Barnswood Team will intervene and if they believe appropriate, will terminate the activity.   |  |
| Maintaining social distance during meeting: higher risk of infection spread if social distancing not maintained.          | Young people,<br>Leaders, | Activity Leaders will be responsible for ensuring that social distancing and group numbers are in line with current TSA guidance is maintained throughout the activity.<br>Activity Leaders will brief participants on the current TSA guidance at the start of any activities plus as appropriate throughout the meeting.<br>Activities will be designed to facilitate the maintenance of social distancing and therefore all activities and games must be none-contact.<br>If more than 1 group are planning to use Barnswood on the same evening, groups must remain in the area they have booked which are at least <b>25m</b> apart to ensure groups do not mix. It will be the responsibility of the activity leaders to ensure that groups do not mix.<br>Any groups wishing to use the Barnswood site must make a booking via the Booking Secretary at least 3 days before the scheduled meeting. The booking secretary will allocate an activity area which must be used for the meeting. |  |

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| <p>Hygiene of people: higher risk of infection spread if proper hand washing not carried out.</p>     | <p>Young people,<br/>Leaders,</p> | <p>Barnswood campsite will not provide hand sanitiser/hand wash station facilities on arrival or departure or during activities. It will be made clear to any leader organising activities at Barnswood that they have to provide this for their groups and to manage hand hygiene throughout the activity</p> <p>Hot Water and soap is available in the Toilets allocated for your booking. The kitchen in the Warden's Lodge is also available to <b>LEADERS ONLY</b> for making hot drinks. Leaders are responsible for social distancing when the kitchen is in use and must provide and use their own hand sanitiser. When the kitchen is in use, the windows in the kitchen and reception must be kept open to maintain a flow of fresh air.</p> <p>Leaders will also be informed that where fire lighting activities are planned then hand washing rather than alcohol handwash must be used.</p> <p>Activity Leaders will encourage YP to bring their own bottle of 70% alcohol hand sanitiser for their use during the meeting.</p>   |  |
| <p>Hygiene of toilets: higher risk of infection spread if hygiene not carried out.</p>                | <p>Young people,<br/>Leaders,</p> | <p>Toilets facilities will be allocated to groups when booking. This will be either the Wardens Lodge Toilets, Toilet Block 1 (when available in late June), Toilet Block 2, Toilet Block 3 or the Toilets in Pine Lodge. Hot Water, Soap and paper towels will be provided by the Barnswood Site for handwashing in the toilet facilities. * Any toilet facility can be used while onsite on a strictly 1-in/1-out basis.</p> <p><b><u>Activity Leaders' Responsibilities</u></b></p> <p>The leader in charge of each group is responsible for;</p> <ol style="list-style-type: none"> <li>1. ensuring that only 1 person at a time uses the toilet</li> <li>2. ensuring that each person using the toilet wears a mask while in the toilet and washes their hands thoroughly after use</li> <li>3. Providing anti-bacterial wipes to be used before using a toilet cubical to sanitise the toilet seat and flush handle</li> <li>4. cleaning the toilets between and after use using the PPE and materials provided in each toilet</li> </ol> <p><b><u>Barnswood Team Responsibilities.</u></b></p> <p>Toilets will be cleaned and sanitised weekly by the Barnswood team using appropriate PPE. This will include mopping the floors, cleaning urinals and toilet bowls, wiping toilet seats, sinks as well as doors and handles.</p> |  |
| <p>Hygiene of activity equipment:<br/>Higher risk of infection spread if hygiene not carried out.</p> | <p>Young people,<br/>Leaders,</p> | <p>The only activity equipment that the Barnswood site currently provides is half barrels and fire stands. These are to be collected from the clean storage area and returned after use to the dirty storage area. They will be logged in and stored for 72 hrs minimum before moving back to the clean area</p> <p>All other activity equipment will be provided by the groups using the site and they will be responsible for control of hygiene on these items.</p> <p>The logs in campfire circle are not to be used for seating - young people and leaders must bring their own seats and not share them</p>  |  |

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| Use of outdoor spaces: un-even ground, access to space less controlled, cannot be cleaned.   | Young people,<br>Leaders, | For bookings which run during dark hours, Leaders need to ensure that participants have torches with full battery charge. There is floodlighting in the main car park and bulkhead illumination along Ventures Way but all other areas are unlit. Access to and from activity areas must be via the Main Track, Chapel Road or Ventures Way.   |  |
| Administration of first aid: Risk of infection as may not be able to maintain social distance  | Young people,<br>Leaders, | Responsibility for providing First Aid will be with the Leadership of the activity.<br>Advice on First Aid can be found here<br><br><a href="https://cms.scouts.org.uk/media/7394/knowning-what-to-do-if-something-goes-wrong-version-2.pdf">https://cms.scouts.org.uk/media/7394/knowning-what-to-do-if-something-goes-wrong-version-2.pdf</a><br><br>Where possible, treatment to be self administered. Where this is not possible, and social distancing cannot be maintained, both first aider and casualty will wear a mask.<br>Prior to treatment, hand washing to take place or use nitrile gloves<br>In the event of resuscitation required the Government guidelines to be followed: Chest Compressions only for Adults and Chest Compressions and Rescue Breaths for YP using a face shield<br>PPE to be worn until the casualty handed over to the Ambulance crew<br>Any medical waste to be double bagged and removed from site by the activity team<br><br>Leaders to notify the Barnswood Team in the event of any incident that requires reporting under the Purple Card_ |  |
| Positively design activities with social distancing and reduced exposure to potential infection  | Young people,<br>Leaders, | Responsibility for desining activities to maintain social distancing In line with current TSA guidelines is down to the Activity Leaders.<br>The Barnswood Team will not be running any activities   |  |
| Young people and adults with additional needs:<br>Members with additional needs may be more vulnerable to infection and/or increased anxiety levels.<br>They may not understand the need to maintain social distance | Young people,<br>Leaders, | Responsibility for consulting with young people and parents/carers to understand any additional support for YP and Adults with additional needs will be the responsibility of the Activity Leader.<br>Activity Leaders will be responsible for ensuring any issues around mental health with their YP/Adults are understood and that no pressure is put on young people or adults to start face to face scouting if they are not ready to do so.   |  |
| Emergency procedures reflect location: Meeting in unfamiliar places will possibly mean that consideration not given to planning social distancing in emergency procedures  | Young people,<br>Leaders, | Prior to activities at Barnswood, leaders will be provided with the current emergency procedures for the site.<br>Fire assembly point is in the Main Car Park with sufficient space for social distancing<br>Where a second group is using the site, there is a second assembly point in the car park 25m from the first one   |  |
| Provision of refreshments. Outdoor activities may need hot or cold drinks and snacks for the duration of the activity  | Young people,<br>Leaders, | The Actiivity Leader will be responsible for ensuring that young people bringing own drinks and snacks and that there is no sharing of drinks or snacks amongs the group as well as handwashing/sanitising before and after eating.  |  |

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**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.

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|-------------------------------------|---|------------------------------|-------------------------------|
| <b>Checked by Line Manager</b>      | Name, Steve Shaw<br>Role / level: Warden<br>Date: May 28 <sup>th</sup> 2021               | <b>Checked by Executive</b>  | Name,<br>Role / level<br>Date |
| <b>Approved by Commissioner</b>     | Name, Dave Hopley<br>Role / level: County Commissioner<br>Date: June 3 <sup>rd</sup> 2021 | <b>Approved by Executive</b> | Name,<br>Role / level<br>Date |
| <b>Notification of level change</b> | 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](#).

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