

Scouts

2nd Waterlooville

COVID-19 Action Plan

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Change History

It is a requirement that all Section Leaders read and understand this Action Plan and this Action Plan has been amended on the following dates:

Version	Date	What has Changed	By Whom
V0.1	14/07/2020	Initial Draft Taken from Sean Reeves approved plan/District template	David Hayward
V1.0	14/07/2020	Document reformatted	James Fisher
V2.0	23/07/2020	Edited to reflect Armstrong Information & minor verbiage	David Hayward
V2.1	04/08/2020	Edited to change actions for breaking Distances & if a person displays symptoms of COVID 19	David Hayward
V3.0	06/08/2020	Review & Sign off by Chair and GSL	David Hayward & Wesley Taylor
V4.0	3/09/2020	Edited to remove recording of zoom meetings. Edited to reflect feedback from District Exec. and adjusted to reflect Scout Association announcement of 03/09/20	David Hayward
V4.1	08/09/2020	Edited to reflect using the HQ for two groups at the same time and maintaining separation of groups	David Hayward
V5.0	06/03/2021	1.Reviewed plan and edited to reflect actions that have been	David Hayward

		<p>conducted prior to current lock down.</p> <p>2.amendment of risk for indoors groups greater than 15 on annex 2</p> <p>3.Amended planning programme to reflect for Spring Term 2021.</p> <p>4.Removed the survey that was conducted in Autumn 2020 as no longer Extant.</p> <p>5. Added current group size for outdoors only – status amber</p>	
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Definitions

The following terms are used through this Action Plan:

COSHH	Control of Substances Hazardous to Health Regulations
GDPR	General Data Protection Regulation
Executive Committee	The Executive Committee for The Group currently comprising of (Chair), (Secretary) and (Treasurer)
GSL	Group Scout Leader
Helper	As defined at 1.2 of POR
Minimum Standards	As defined at 3.7n, 3.8n and 3.9n of POR.
POR	The Scouts Policy, Organisation and Rules which can be found here
Readiness Level	The level set by The Scouts
Section Leader	As defined at 3.7 c & d, 3.8 c & d and 3.9 c & d of POR.
Social Distance	The minimum distance set by the Government in relation to how far each person needs to stay apart from someone not from their household
The Group	2 nd Waterlooville Scout Group



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The Scout Hut	The Scout Hut Jubilee Road Waterlooville
The Scouts	The Scout Association for the UK
Track and Trace System	The system created and used by the Government in order to track those who have come into contact with someone who has tested positive for COVID-19
Young People	The members of the Scout Group whether they are Beavers, Cubs or Scouts.
Parents	This is a generic term but will include Parents, Stepparents, Guardians, Carers, and any other person who is primarily responsible for a Young Person

Introduction

Following the guidance released by The Scouts Association on 25 June 2020 which can be found [here](#) and the subsequent meeting on the 02 July 202 which can be found [here](#). This document was written to be consistent with The Scouts framework and guidance, however, there are some variations which are specific for the Group. The purpose of this policy is to keep everyone is safe and to prevent the spread of COVID-19 whilst slowly moving back to face-to-face meetings.

The system set out by The Scouts follows the National Youth Agency (NYA) framework for returning to meetings. There are four levels of alert which are as follows:

Readiness level	NYA level	Scout level
<p>Red</p> <p>Rate of infection is remaining consistent or growing</p>	<ul style="list-style-type: none"> • Online and digital youth services • Detached youth services and 1-2-1 sessions with vulnerable young people outdoors 	<ul style="list-style-type: none"> • Digital programme delivery • No face-to-face activity or meetings • No residential activities
<p>Amber</p> <p>Rate of infection is reducing consistently in all parts of the country</p>	<ul style="list-style-type: none"> • Online and digital youth services • Small group sessions can take place 	<ul style="list-style-type: none"> • Digital programme delivery • Small group sessions can take place outdoors and indoors • No residential activities
<p>Yellow</p> <p>Number of cases low and decreasing, full Track and Trace system in place</p>	<ul style="list-style-type: none"> • Online and digital youth services • Indoor group sessions can take place • Outdoor learning, trips and visits 	<ul style="list-style-type: none"> • Digital programme delivery • Small group sessions can take place outdoors and indoors • Camping in the UK (or in your home country for BSO)
<p>Green</p> <p>No new cases or a vaccine is readily available</p>	<ul style="list-style-type: none"> • All services open as per normal yearly operations • Overnight trips and visits allowed • International travel allowed within FCO advice 	<ul style="list-style-type: none"> • All activities can resume in line with government guidance

The COVID Code shows the basic steps of getting back to Face-to-Face Scouting:

Getting back together safely: The COVID Code

1. A COVID-safe risk assessment has been completed and we have communicated control measures to volunteers, young people and parents and all are encouraged to raise concerns
2. Additional hygiene measures are in place
3. Social Distancing will be observed (check current distance determined by your Government)
4. Maximum group sizes will be limited and determined by scouts.org.uk and members will be consistent where possible
5. Make adjustments for young people and adults vulnerable or affected by COVID, and consult to make sure return plans are accessible and inclusive



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Pre-requisites

All the risk assessments and action plans put in place must first be submitted electronically at this [website](#) and before any face to face meeting taking place the risk assessment must be approved by the District Commissioner or one of their delegates.

NB: It is a requirement that all Section Leaders read and understand this Action Plan.

Current Alert Level

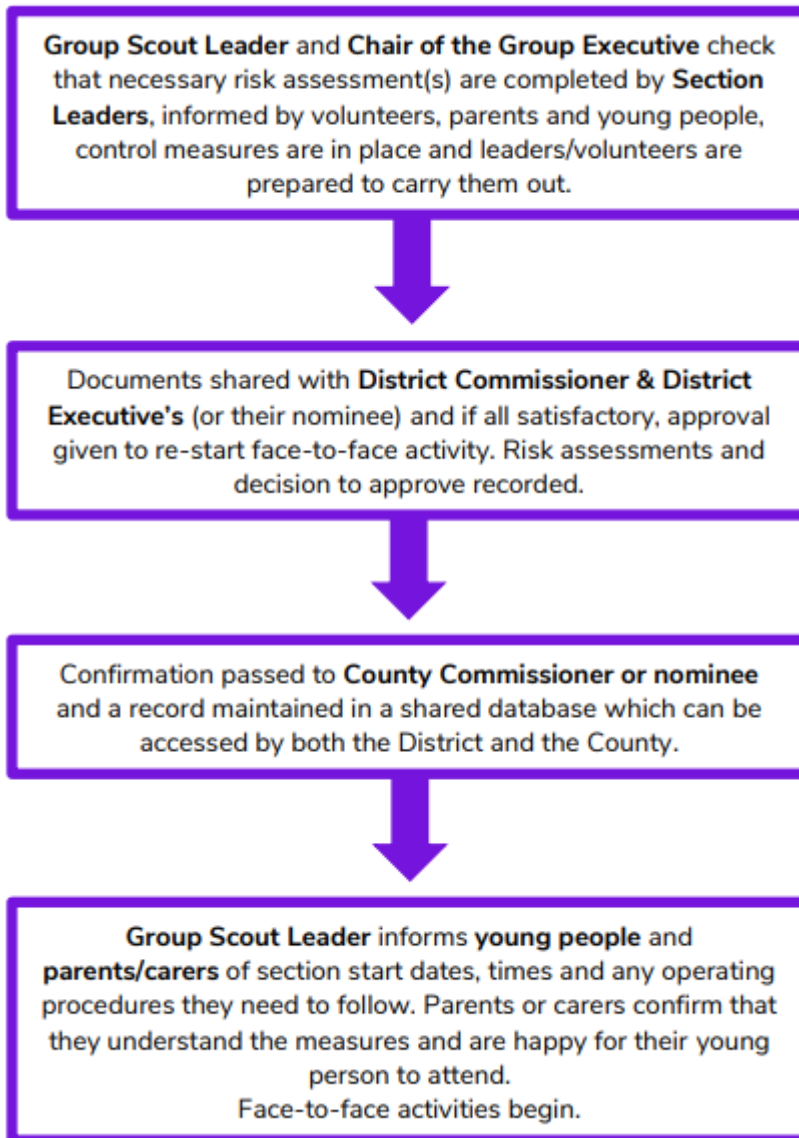
The current Readiness Level can be found [here](#).

Contact Details

Role	Name	Email Address
District Commissioner	Ian Rowney	dc@waterloovilledistrictscouts.org.uk
Executive Committee	Chair	Wesley Taylor chair@2ndwaterloovillescouts.org.uk
	GSL	David Hayward gsl@2ndwaterloovillescouts.org.uk
	Secretary	Jacqui Akintunde secretary@2ndwaterloovillescouts.org.uk
	Treasurer	Tonya Goldring treasurer@2ndwaterloovillescouts.org.uk
Beavers	Jane Whitty/Sheelagh Haughan	beavers@2ndwaterloovillescouts.org.uk
Cubs	Simon Mainwaring	baloo2nd@hotmail.co.uk
Scouts	James Fisher	James.fisher@2ndwaterloovillescouts.org.uk

The Approval Process

The Scouts have given the following example of the Approval Process. A process which the Group will follow and adhere to.



In addition to the above, the onus will be on the Section Leaders to prepare the necessary Risk Assessments for the meeting/event to be carried. Due to the changing nature of the Readiness Level, one super Risk Assessment is not appropriate and as such a Risk Assessment should be prepared for each Level.

An example for:

- Red Level can be found [here](#)



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- Amber Level can be found [here](#)
- Yellow Level can be found [here](#)

A Green Level Risk Assessment has not been drafted as it is assumed that this will mean a normal face to face Scout Meeting and as such normal rules POR Rules will apply.

It should be noted that the Risk Assessments produced in this Action Plan have been adapted from the ones prepared by The Scouts to better suit The Group.

Plan for the Group

As it is clear that the Readiness Level is a sliding scale no one can be certain as to when face to face meetings will be allowed again. As such it is our responsibility to ensure that we, as a group, have everything in place so that we can offer face to face meetings in accordance with the readiness level set by The Scouts. The following timetable has been proposed.

Task	Description	Responsibility	Target Date	Date Completed
Action Plan	This document	GSL - David Hayward	31 st July	6 th Aug
Draft Risk Assessments	Risk Assessment – Amber	Each section Leader for specific activities	1 st Sept	5 th Aug
	Risk Assessment – Yellow	Each section Leader for specific activities	1 st Sept	tbc
Prepare Surveys	Draft a survey to both Leaders and the parents as per the below	GSL - David Hayward	31 ST July	13 th July
Approve Surveys	The Surveys are to be approved	Chair - Wesley Taylor GSL - David Hayward	1 st Sept	6 TH Aug
Leaders Survey	An anonymous survey will be sent to all Section Leaders and Adult Volunteers using Survey Monkey and via OSM to gauge their thoughts and feelings about returning to face-to-face meetings. A copy of this Action Plan to be emailed at the same time. Survey closes on the 31 st of July 2020.	GSL - David Hayward	31 st July	30 TH July
Parents Survey	An anonymous survey will be sent to all Parents using Survey Monkey	GSL - David Hayward		1 st September

	and via OSM to gauge their thoughts and feelings about returning to face-to-face meetings. Survey closes on the 1 st of September		7 th Aug	
Surveys Reviewed	The results of the Surveys shall be reviewed and if necessary, this Action Plan shall be updated	Chair - Wesley Taylor GSL - David Hayward	2 nd Sept	2 nd September
Action Plan Agreed	A copy of the Agreed Action Plan is to be sent to all parents with an invitation to comment on this and Risk Assessments.	Beavers	10 th Sept	Re-issued 6 th March 2021
		Cubs	10 th Sept	Re-issued 6 th March 2021
		Scouts	10 th Sept	Re-issued 6 th March 2021
Term Planning	Put together a term plan for the Spring Term. This should include planning for small face to face groups and virtual meetings. On OSM	Beavers	Mar 2021	
		Cubs	Mar 2021	
		Scouts	Mar 2021	
Purchase PPE	Once the Action Plan has been agreed then the additional PPE and cleaning equipment required will need to be purchased and then stored appropriately at the Scout HQ	Executive Committee GSL – David Hayward	1 st Sept	1 st September

Things to Consider.

Guidance

There will be many factors which Section Leaders will need to consider when adapting plans to meet both virtually and face to face. The Scouts have created many guidance and support documents to help Section Leaders plan. Their guidance covers a range of different situations which Section Leaders may want to plan for. More importantly, they will assist and discuss what needs to be considered when the Readiness Level changes to allow some form of face-to-face meetings. Moreover, the guidance will support Section Leaders by providing checklists which will become invaluable when completing the written risk assessment required to facilitate meetings. The following Guidance is available:

- [Planning a safe and enjoyable programme](#)
- [Getting everyone there safely](#)
- [Working safely with the public](#)
- [Knowing what to do if something goes wrong](#)
- [Supporting those made most vulnerable by the crisis](#)
- [Protecting ourselves and others](#)
- [Finding a safe place to meet](#)

Each of the above guidance contains a Risks and Mitigating Actions section which gives a clear indication and can be the starting point for a Risk Assessment in addition to those shown in this Policy, however, further consideration as to the risks involved will need to be considered.

Training

It is the responsibility of the Group Scout Leader to ensure all Section Leaders training is up to date and in accordance with Rule 3.43 of POR. If a Section Leader finds that their DBS NI has expired, or that their mandatory training is now out of date. The Scouts have issued specific guidance regarding this, however as a minimum, all Section Leaders should ensure their safety and safeguarding training is up to date, and complete online before resuming face-to-face Scout meetings or activities. More information can be found [here](#).

GDPR

It has been argued that data sharing is going to be required in relation to COVID-19 and as such cooperation is going to be crucial to the process. This may include sharing with the Government and with their Track and Trace system.

As such the Group may be sitting on information about their Section Leaders, Young People, Helpers and anyone else involved in the Group that could be use in the national interest or planning the allocation of digital resources as well as the spread of the virus itself. Data controllers must remember their duty lies with the individuals whose data they control, as well as to society at large. If an agency of the state, such as an NHS trust, a police force or a government department, requests information that contains personal data, it should not simply be handed over because of the status of the requestor.

The fact that an organisation asking for personal data to be shared is a public body does not make the request legal. If the information sought includes health data or other special category data about identifiable individuals, one of the conditions of Article 9 GDPR must be satisfied to make the sharing permissible. Before handing over personal information a data controller must:

- Be satisfied that the purpose for which it is requested meets a condition set out by the law, not forgetting the provisions of newly introduced emergency legislation like the Coronavirus Act 2020.
- Agree that the data need to be presented in the form requested for the purpose to be fulfilled (e.g., that anonymised data or a reduced amount of data would not meet the same requirements).
- Receive assurances that the personal data will only be retained by the recipient organisation for as long as needed and only used for the agreed purpose or one compatible with it.
- Be satisfied with any security arrangements made for the transfer and processing of the data.
- Ensure, if possible, the individuals whose data is shared are informed as soon as possible. Ideally, this would be at the point of collection of their data, though that will be impossible in many situations.

First Aid

First Aid Policy

Before dealing with any incident, first aiders will need to ensure they wear a mask, visor, and an apron along with disposable gloves as distancing will be broken. Sanitiser should also be used before and after treating the injury. All materials need to be disposed of properly especially items that have blood or other bodily fluids on. If it is possible and sensible the person being treated should also wear a mask. The masks should not be removed until the care of the person injured is transferred to either a parent and/or ambulance service. Should it be the latter then follow any instruction given by them.

In accordance with The Scouts policy full detailed records need to be kept of any incident in case an outbreak occurs, this information will be needed by the Track and Trace System. An

updated First Aid form can be found [here](#). The first aider should monitor themselves for symptoms of COVID-19 and if present should isolate, until a “negative” result is given as a result of being tested or until the isolation period is over.

CPR During COVID-19

In adults, the current government advice is that a cloth or some other covering should be placed over the mouth and nose and no rescue breaths should be given, only chest compressions at the normal rate (5-6cm compression at 30 beats followed by a break where normally rescue breaths are given but in this case, they are not). The other leader/adult present should be phoning 999 as soon as the incident occurs, they should then place the phone on speaker and maintain the Social Distance from the casualty and the first aider.

For children, the guidance is different and this statement from the national resuscitation council explains why:

“It is likely that the child/infant having an out-of-hospital cardiac arrest will be known to you. We accept that doing rescue breaths will increase the risk of transmitting the COVID-19 virus, either to the rescuer or the child/infant. However, this risk is small compared to the risk of taking no action as this will result in certain cardiac arrest and the death of the child. “

To this end, you must take all necessary precautions by using a rescue face shield or pocket mask. Those involved should monitor themselves for the following 14 days and if appropriate should isolate themselves and those living with them until tested and given a “negative” result or until the isolation period is over.

St John’s Ambulance Guidance for Adult CPR

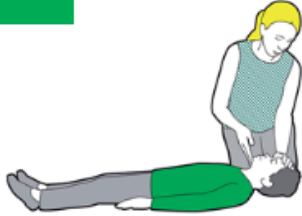
What to do:



After you have performed a primary survey, if you find that the child is unresponsive and not breathing you should ask a helper to call 999 or 112 for emergency help while you start CPR. Ask a helper to find and bring a defibrillator if available.

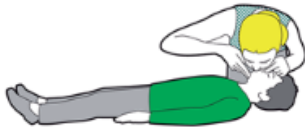
- o If you are on your own, you need to give one minute of CPR before calling on a speaker phone.
- o Do not leave the child to make the call or to look for a defibrillator.

2



Start CPR. Place them on a firm surface and open their airway. To do this, place one hand on their forehead to tilt their head back and use two fingers from the other hand to gently lift the chin.

3



Give five initial rescue breaths.

Take the hand from the forehead and pinch the soft part of the nose closed, allowing the mouth to fall open.

With the head still tilted, take a breath and put your mouth around the child's, to make a seal.

Blow into their mouth gently and steadily for up to one second, until the chest rises.

Remove your mouth and watch the chest fall.

That's one rescue breath. Do this five times.

4



You will then need to give 30 chest compressions.

Kneel by the child and put one hand in the centre of the child's chest.

Push down a third of the depth of the chest.

Release the pressure allowing the chest to come back up.

Repeat this 30 times at a rate of 100 to 120 compressions per minute.

- o The beat of the song 'Nellie the Elephant' can help you keep the right rate.

5



After 30 compressions, open the airway and give two breaths.

Keep alternating 30 compressions with two breaths (30:2) until:

- o emergency help arrives and takes over
- o the child starts showing signs of life and starts to breathe normally
- o a defibrillator is ready to be used.

Doing rescue breaths may increase the risk of transmitting the COVID-19 virus, either to the rescuer or the child. This may be mitigated by placing a faceshield or pocket mask over the child's mouth.

It is vital that you perform rescue breaths as cardiac arrest in a child is likely caused by a respiratory problem.

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If the helper returns with a defibrillator, ask them to switch it on and follow the voice prompts while you continue with CPR.

7

If the child shows signs of becoming responsive such as coughing, opening eyes, speaking, and starts to breathe normally, put them in the recovery position. Monitor their level of response and prepare to give CPR again if necessary.



- o If you have used a defibrillator, leave it attached.

PPE, Cleaning and Sanitising

Personal Protective Equipment

- PPE (Personal Protective Equipment) should only be required when leaders and/or adults are coming into contact with young people at a distance closer than 2 metres. The current directive from the Scout association for status AMBER is that Scouts and Explorers must wear face masks whilst indoors Leaders do not need to wear a face covering when delivering activities – however, it is recommended to wear one in all other circumstances while indoors.

The only reason the 2-metre distance should be breached is if it is necessary and with the minimum leaders needed to deal with the incident i.e., first aid or safety incident. The group will have at all meetings a minimum of:

- 10 Medical Grade Masks
- 3 Visors
- At least 10 Plastic Aprons
- At least 20 Medical Grade Disposable Gloves
- 5 Single-Use Resuscitation Masks or Pocket Masks
- Appropriate Bags for Contaminated Material
- Regular First Aid Kit in accordance with The Scouts Fact Sheet FS14048 which can be found [here](#).

A specific cupboard in the HQ should be designated for the Safe Storage of all PPE which is easily accessible and clearly labelled so an adult Helper can locate the same should there be an emergency.

As soon as any PPE is used an email must be sent to the chair@2ndwaterloovillescouts.org.uk, copying in gsl@2ndwaterloovillescouts.org.uk so that replenishments can be ordered.

NB: A meeting cannot be held if the minimum PPE as mentioned above is not maintained at the Scout Hut before the meeting.

PPE is only effective if it is worn properly. PPE should be fitted as below:

Donning or putting on PPE

Before putting on the PPE, perform hand hygiene. Use alcohol handrub or gel or soap and water. Make sure you are hydrated and are not wearing any jewellery, bracelets, watches or stoned rings.








<p>1 Put on your plastic apron, making sure it is tied securely at the back.</p> 	<p>2 Put on your surgical face mask, if tied, make sure securely tied at crown and nape of neck. Once it covers the nose, make sure it is extended to cover your mouth and chin.</p> 	<p>3 Put on your eye protection if there is a risk of splashing.</p> 	<p>4 Put on non-sterile nitrile gloves.</p> 	<p>5 You are now ready to enter the patient area.</p> 
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If any Section Leaders are unsure then they should speak with the Executive Committee for further guidance.

PPE should be removed as below:

Doffing or taking off PPE

Surgical masks are single session use, gloves and apron should be changed between patients.

<p>1 Remove gloves, grasp the outside of the cuff of the glove and peel off, holding the glove in the gloved hand, insert the finger underneath and peel off second glove.</p> 	<p>2 Perform hand hygiene using alcohol hand gel or rub, or soap and water.</p> 	<p>3 Snap or unfasten apron ties the neck and allow to fall forward.</p> 	
<p>Snap waste ties and fold apron in on itself, not handling the outside as it is contaminated, and put into clinical waste.</p>			
<p>4 Once outside the patient room. Remove eye protection.</p> 	<p>5 Perform hand hygiene using alcohol hand gel or rub, or soap and water.</p> 	<p>6 Remove surgical mask.</p> 	<p>7 Now wash your hands with soap and water.</p> 

Cleaning

Regular cleaning is another important job which must be carried out before and after each face-to-face session. Equipment sharing is not encouraged, and activities should aim to give each young person their own equipment which others will not have contact with. There should also be minimal items sent home and minimal items bought from home. All these measures help to prevent the spread of COVID-19. This is another reason as to why the terms



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planning should be done in advance as far as possible to ensure that the Group has adequate materials.

Stage:	What Needs Cleaning?
Amber	Equipment Only
Yellow	Equipment and Hall
Green	Equipment and Hall

A sign off check sheet in the form can be found [here](#) will need to be completed and uploaded to the OSM files section for leaders to confirm the completion of the above activities.

Cleaning equipment

In addition to the PPE the Group will need to keep a constant stock level of cleaning equipment and as such the minimum of the following should be kept:

- 2 packs of cleaning wipes complaint with BS EN14476 – 1 of which must be sealed.
- 2 - 5 litres of Cleaning Solution – 1 of which must be sealed.
- 2 - 5 litres of Milton Sterilising Solution – 1 of which must be sealed.
- Sufficient supplies of hand towels for replenishing toilets and the kitchen

Due to the toxicity nature of the cleaning products, a separate cupboard in the HQ should be designated and that cupboard should be out of the reach of the younger Young People and locked.

All COSHH datasheets for each of the cleaning solutions purchased should be added [here](#) and kept with the cleaning products stored at the Hut.

Hut Cleaning

The Scouts guidance concerning keeping the Scout Hut safe and secure can be found [here](#) which is the bare minimum, however as a Group it has been decided that the Scout Hut will need to be cleaned before and after every meeting and as such sufficient time should be given to ensure that this is carried out properly. As the Section Leaders are volunteers the Groups meetings times may be shortened to allow this. There is a requirement to recruit a group of parent helpers on a roster to help facilitate this. Should there be two meetings held in one night then the Hut will need to be cleaned between each meeting.

Whenever cleaning is taking place the Section Leader and/or Helper /Parent must wear disposable gloves and an apron.

The following must be carried out before and after the meeting:

- Toilets Cleaned with an antibacterial Cleaning Solution/wipes
- Kitchen Cleaned with an antibacterial Cleaning Solution/wipes
- Floors Mopped with an antibacterial Cleaning Solution/wipes
- Touchpoints wiped down with an antibacterial Cleaning Solution/wipes
- Tables and chairs (if necessary and should be avoided wherever possible) that are used wiped down with an antibacterial Cleaning Solution/wipes
- Carpets both in the Upstairs meeting room & entrance hall hoovered.

Equipment Cleaning:

Plastic Equipment, Ropes and any other equipment which will not be damaged by bleach and water should be placed in a food crate which should then be soaked in a Milton solution in a storage crate for at least 15 minutes.

Any other equipment should be quarantined for 72 hours before being used again.

Pens, Pencils and Stationery should either be quarantined or wiped down with BS EN14476 compliant wipes.

Sanitising

At the start of every meeting, every person in attendance will be advised to wash their hands for at least twenty seconds using soap and hot water upon entering and leaving the HQ and use disposable handtowels to dry. It will also be advisable for everyone in attendance to wash their hands after every activity or every half hour whichever the earliest. All handwash should be anti-bacterial at the very least. There are sanitiser points at the entrances to the HQ and upstairs.

For those meetings which will be held outside and away from the HQ, sanitiser will be available. As with handwashing everyone who is in attendance must use it at the start and finish of the meeting as well as using it after every activity or as appropriate to the programme and is deemed necessary.

It should be noted that sanitiser should be alcohol based as this has proved effective against COVID-19.

In addition to the above anyone in attendance must wash their hands and/or use hand sanitiser if they touch their face/mouth/nose/eyes or before eating anything.



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Sanitising Equipment

In addition to the PPE and Cleaning Equipment the Group will need to keep a constant stock level of sanitising equipment and as such the minimum of the following should be kept:

- 5 bottles of anti-bacterial handwash
- 5 bottles of alcohol-based hand sanitiser

Group Sizes and Distancing

Group Sizes

Whilst the Scouts are pressing to increase the maximum size of a “small” group it is currently defined within the NYA Framework and as such the size is currently set at a maximum of 15 for both outdoors and indoors and up to 5 adults (This DOES NOT include personal carers who will not be counted in this ratio).

The Scouts will update this as and when they can, and the present information can be found [here](#).

It is hoped that the size of a “large” group is to be 20+. Notwithstanding the maximum size of groups, the Scouts POR must be followed in relation to the minimum ratios which are as follows:

Section:	In Hall Ratio:	Outdoor Ratio:
Beavers	1 Uniformed Leader and 1 Adult	1 Uniformed Leader and 1 Adult per 6 Beavers
Cubs	1 Uniformed Leader and 1 Adult	1 Uniformed Leader and 1 Adult per 8 Cubs
Scouts	1 Uniformed Leader and 1 Adult	1 Uniformed Leader per 12 Scouts

The above are the minimum requirements imposed by the Scouts, however, any additional adults will then occupy a space in the maximum group size. Currently that is five.

Bubbles

The Education System has implemented the Bubble System whereby those in a bubble stay with them during the school day. This is a protective measure to help reduce the potential transmission of COVID-19 whilst the Scouts have not advised that such measures need to be introduced.



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The Section Leader of each group will also need to keep an accurate register of who was in attendance. After each meeting, this will need to be uploaded to the relevant folder in the Section Files in OSM and must be kept for at least 6 weeks for the Track and Trace System in the event of an outbreak.

Distancing outdoors (Preferred option)

As was stated in the All Members Meeting on 24 June 2020 by Graeme Hamilton (Deputy Chief Commissioner) In status AMBER that you can meet in multiple groups. The distance between each unit or group must be at least 25 metres. This means if the ratios as above are met then multiple groups can meet simultaneously if they are 25+ metres apart. As such it will be possible in State Amber to have a group meet in one location outdoors and a second group meeting at a safe location away from the other Group outdoors. Young people MUST stay in their limited group size however adults MAY move across these groups (i.e., across the 25mtr gap) or to another section meeting at a different time on the same day.

For now, all young people in all sections must always continue to social distance by 2m from each other where possible and from adult volunteers.



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Group Sizes outdoors (Status Amber)

England

Readiness level: AMBER

This means: Section meetings can take place outdoors only. No residential activities.

Maximum group size:

- Activities involving young people: no limit on group size but remain as only one section meeting independently of others.
- Scout Network programmed activities (non-social): no limit on group size but remain as only one section meeting independently of others.
- Adult activities (social) with no young people present check local government guidance

Note: Where small sections may struggle to be viable to operate independently, they may join with another section at this time.

Note: The number of adults present should be limited to those who are required to be present to support the activity. It is important to remember that we are still in the middle of the pandemic and we all have the duty to make sure we are following the letter and spirit of the guidance.

Note: Activities (including those away from your usual meeting place) should be planned to minimise risk by always limiting travel. Check the [guidance on planning activities in terrain zero](#).

Note: In line with the government moving to Step 2 (no earlier than 12th April 2021) we are anticipating a move to AMBER indoors at this point. This allows for meetings indoor, outdoors and day trips and visits (overnight and residential experiences will remain prohibited in Amber) within amber. It is expected that maximum group sizes will be in place for indoor activities, this will be confirmed the week before the move to allow indoor activities.

Section Meeting Times, Days and Locations

It may be the case that meeting days and times will shift to allow for the number of young people involved. The suggestion is that in Status Amber & Yellow due to numbers of young people two or more groups can meet at once with the first group meeting at the Scout HQ and the subsequent group meeting at a safe location/outside as a preferred option if the correct ratio is met by both the Scout Association and the Government Guidelines which encompasses ALL persons present.

The key concern will be that there is no toilet or handwashing facility at the location outside and as such sanitiser will be used in place of handwashing facilities and the need to remind the young people to go to the toilet before leaving their home.

An additional key consideration is the weather as we move into the autumn months it will also be darker although this can be mitigated with the correct gear such as coats and torches.

Therefore, in this action plan we have formulated several options for sections meetings to meet indoors, when allowed by Scout Association and National Youth Association guidelines. These variations reflect the different ratios of group numbers allowed to meet.

Maintaining Distancing of groups when indoors

(with section split into two groups due to size of section)

Distancing indoors for individuals still applies in accordance with the Scout Association and National guidelines.

To enable the colony/pack/troop to meet at the same location indoors if it is split into 2 groups due to numbers of young people. The procedure as laid out needs to be implemented and adhered to strictly-

1. The section will be split into two groups and will meet in the HQ on different floors in 2 groups of up to 15 young people and up to 5 adults as per guidelines.

2. Staggered start and finish times by 15 minutes will be observed strictly to avoid each group breaching the ratio stipulated by the Scout Association.
3. The first group will meet at an earlier prerequisite time to start & will enter the HQ via the **fire exit** and their meeting will take place involving games and badgework downstairs and they will remain there throughout the meeting.
4. The second Group will enter the building through the **front doors** at a later arrival time as predesignated by the section leader and **go straight upstairs**, their meeting will involve badgework and craft activities and they will remain upstairs throughout the meeting.
5. Hand sanitiser is available at both entrances to the building and the respective groups will use on entering the HQ.
6. The members of the first (Downstairs) group will have use of the female toilet to wash their hands and use the facility during their meeting. The Members of the second group will have the use of the male toilets likewise during their meeting – A barrier will be placed between the toilets during the meeting to ensure no closing of the distancing of groups occurs.
7. Parents are to ensure they come to the correct entrance/exit point at start and finish times remaining in the lane outside if they are dropping off and picking up maintaining social distance.
8. All information will be communicated via email when the section will use this approach and parents will be invited to ask questions prior to the meeting to confirm their youngsters' group and meeting and pick up times.

Maintaining Distance for meeting indoors

Section being within the ratio allowed in the Covid restrictions)

Distancing indoors for individuals still applies in accordance with the Scout Association and National guidelines. See risk assessment attached in Annex 2.

Section Leaders should confirm to the parents that their young person will be attending the HQ for their meeting and the following process should be followed for the drop off:

1. When dropping off and picking up the young person should be done by only one adult.
2. Parents are not to enter the HQ; they will be met by a leader outside the HQ who will coordinate the entry to the HQ by the youth member.

3. Once entered the HQ the young person must use the hand sanitiser/ go and wash their hands in the appropriate toilet one at a time, if desired. If toilets are occupied, then they must wait by the entrance maintaining the minimum social distance.
 - o After they have washed/sanitised their hands they will proceed to a preassigned space in the lower hall where a sign will be on the wall to indicate which lodge/six/ Patrol with their name allocated an area maintaining social distancing from others.

With regards to the pickup the following process should be adhered to:

1. As with the drop off, parents are NOT permitted to enter the lane in their cars.
2. The preferred option for collection is on foot.
3. Parents picking up young persons should be encouraged to arrive at least five minutes early.
4. Parents are to remain outside the HQ, a Leader will meet the parents at the entrance.
5. Each young person will wash their hands in a strict one in one out order, in both toilets going directly out of the HQ exiting as directed by leaders.
6. A leader will be at the exit point and will coordinate the order for the young people to exit the HQ.
7. Whilst waiting the young people will remain in a socially distanced queue.

The Entrance door to the Scout Hut will be marked to show the minimum Social Distance needed to be maintained whilst queuing.

Drop Off and Pick Up

1. When dropping off and picking up the young person should be done by only one adult.

2. Wherever possible the parents of the young people should encourage them to walk/cycle to the location of the meeting in order to avoid traffic build up although there is NO room for storage of bicycles inside the HQ.
3. If arriving by car then they are NOT to enter the lane by car.
4. If the young person can proceed down the lane independently i.e., older cubs or scouts, please encourage them to do so. A leader will be stood in the lane to observe safeguarding regulations.

With regards to the pickup the following process should be adhered to:

1. As with the drop off, parents are NOT permitted to enter the lane in their cars.
2. The preferred option for collection is on foot.
3. Parents picking up young persons should be encouraged to arrive at least five minutes early.
4. Parents are to remain outside the HQ, a Leader will meet the young person at the entrance.
5. The Entrance door to the Scout Hut will be marked to show the minimum Social Distance needed to be maintained whilst queuing.

Transport to and from meetings

A reminder should also be sent to parents that lift shares should be avoided at all costs.

Communicating with Parents

As a Group we wish to engage with Parents as much as possible in the process of returning to face to face meetings. It is appreciated that in view of the seriousness of COVID-19 that they may have additional concerns which will need to be considered. As such usual Communications should be sent to parents via the email system on OSM, however, it may be necessary to cancel a meeting at the last minute due to unforeseen circumstances such as a change in the alert level. In such circumstances the Section Leader will email all parents via OSM, send a text on OSM.

The Scouts have prepared template letters which need to be sent to Parents to inform them of the Groups proposed plans to restart face to face meetings. The following templates are available:

- [Letter to tell parents that of plans to re-start](#)
- [Letter to update Parents that we are ready to meet outdoors](#)
- [Letter to update Parents to tell them we are ready to meet indoors](#)



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OSM

In view of the seriousness of the current pandemic it is imperative that all parents have logged back on and ensured that all information contained within OSM is up to date.

New fields have been added "Have you read our COVID-19 Code of Conduct and agree to abide by the same" and "I confirm that I have explained the COVID-19 Code of Conduct and my Young Person understands it" must be completed before the Young Person attends the meeting.

NB: NO YOUNG PERSON WILL BE ABLE TO ATTEND UNTIL SUCH TIME AS OSM HAVE RECORDED THAT THE DETAILS HAVE BEEN UPDATED AND/OR CONFIRMED BY A PARENT.

In the initial communication with the parents, it is needs to be made clear that if someone within the Colony/pack/troop/leaders tests positive for COVID-19 then the person should Isolate until a "negative" result is given as a result after being retested or until the isolation period is over.

The Group also will have no alternative but to provide contact information to the Track and Trace System.

Should a young person subsequently have to isolate/shield the group will continue to support via the OSM facility to provide programme via parent portal and regular dialogue?

Surveys

The Group initiated several surveys to gauge the feelings of the parents to establish the most effective way for the group to run meetings for the benefit of the young people.



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The returned results indicated the parents desire for their young person to return to Face to face following the Scout Association framework which the group complied - a copy of which can be found by going to <https://www.scouts.org.uk/volunteers/scouts-at-home/getting-everyone-back-together-safely/>

Code of Conduct

As a result of the new framework, additions will need to be included to the Groups existing Code of Conduct. The following will need to be communicated to the parents and the young people:

1. I will always maintain a minimum of 2 metres distance (or any other such distance introduced by the Government) from the closest person unless it is an emergency.
2. I will not attend a face-to-face meeting if I am presenting any COVID-19 symptoms.
3. I will not be disappointed if a meeting is cancelled at last minute.
4. I agree that if unfortunately, another member of my group tests positive then I will follow the guidance set by the Government in relation to self-isolation.
5. I consent to the Section Leader providing my contact details to the Governments Track and Trace System if unfortunately, another member of my colony/pack/troop or group tests positive.
6. I understand that if I am unable to maintain any of these rules then I may not be allowed to return to face-to-face meetings for a period of a minimum of 14 days.

The above additions to the Code of Conduct must be emailed to the parents as a separate document when the Action Plan is emailed to them together with an invite to review and update OSM and the relevant fields to OSM must be updated.

What Happens if a Young Person Breaks the Distancing?

The Section Leader should ensure that the young people in question separate as soon as possible. Those involved should then wash their hands immediately and if there are no toilet facilities then those involved should sanitise their hands. The incident will also need to be recorded by the Section Leader using the form Incident Report form shown below. A copy of the form should be emailed to the parents of those involved and a copy sent to the whole of the Executive Committee. In addition to this the parents will have to monitor the young person for any COVID-19 symptoms. If symptoms do occur, then the details of all those who were at that meeting will be needed for the Track and Trace System.



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If a young person repeatedly breaks the minimum Social Distance rules, they may not be allowed to return to face-to-face meetings for a period of a minimum of 14 days and possible further if deemed necessary by the Group Scout Leader, the Section Leader and/or Executive Committee.



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Annex 1 – Readiness Level Red – Risk Assessment

This document has been completed to provide a risk assessment for the 2nd Waterlooville Scout Group Virtual Meetings via Zoom. It should be read and understood by all Leaders attending the meetings and is available on request to anyone participating and/or their parent or guardian together with anyone connected with The Scouts Association. It should be noted this document forms only a part of the mechanism for safety and that dynamic risk assessments should be ongoing throughout the meeting.

The structure of the Risk Assessment is presented in 8 sections (columns).

- Risk - This section identifies the area of risk
- Hazards associated with the risk – This section details the hazards associated with the risk.
- Who could be harmed?
- L – This section details the Likelihood that the identified hazard might happen. From 1 = very unlikely through to 5 = Almost certainly going to happen
- S – This section details the Severity of the hazard, should it occur. From 1 = Very minor concern through to 5 = Serious
- R – This section multiplies the Likelihood with the Severity to determine a Risk rating. This rating should be used to prioritise safety management and resources.
- Measures to reduce or manage risk – This section considers ways to reduce the Likelihood or Severity of the identified hazard and therefore the Risk.
- Responsibility – This section identifies who is responsible for the measures taken to reduce the risk.



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Risk	Hazard associated with risk	Who could be harmed	L	S	R	Measures to reduce or manage Risk	Responsibility
Virtual Scout Group	Unwelcome participants/gate-crashing	Young people	1	5	5	<ul style="list-style-type: none"> • Waiting room • All participants to enter with their proper name initially. • All participants to have cameras enabled. • The use of a password (not automatically generated) • Meeting ID and Password not to be published online. • Change Meeting ID and Password for each meeting. • Meeting ID and Password to be emailed to parents the night before the meeting 	Section Leader/host of the meeting
Virtual Scout Group	Bombing	Young people	2	3.5	7	<ul style="list-style-type: none"> • Only host can share screen. • Disable “chat function” 	Section Leader/host of the meeting



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Virtual Scout Group	Unsupervised adult and young person interaction	Young people/adult	1	5	5	<ul style="list-style-type: none"> No adult is allowed 1 on 1 with a young person. Parents to be in the same location as a young person during the meeting 	Adult in attendance / parent / Section Leader / host of meeting
Virtual Scout Group	Data stolen	Young people / leader / parents	2	5	10	<ul style="list-style-type: none"> Ensure PC / Laptop settings are up to date and security settings are enhanced. Do not store Scout Material other than in accordance with what has been agreed with the executive committee. Do not make information relating to the meeting public 	Section Leader/host of the meeting
Virtual Scout Group	Using the leader's info to create a false meeting	Young people / leader / parents	2	5	10	<ul style="list-style-type: none"> Ensure PC / Laptop settings are up to date and security settings are enhanced. Do not store Scout Material other than in accordance with what has 	Section Leader/host of the meeting



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						<p>been agreed with the executive committee.</p> <ul style="list-style-type: none"> Do not make information relating to the meeting public 	
Individual young person	Bullying	Young person	3	4	12	<ul style="list-style-type: none"> Ensure that adult to young people ratios is maintained. Disable Chat Function including individual communications. Monitor Breakout rooms. Deal with any incidents robustly. 	Section Leader/host of the meeting
Virtual Scout Group	Accidental indecent exposure	Young person / adult / leader	2	5	10	<ul style="list-style-type: none"> Ensure that young people are not positioned near potential sources of unexpected exposure i.e., toilet/bathroom. Remind parents to tell others within the house that a Scout Meeting is about to take place. 	Section Leader/host of the meeting
Virtual Scout Group	Accidental exposure to foul language	Young person / adult / leader	2	3.5	7	<ul style="list-style-type: none"> Remind young people of our Code of Conduct. Inform adults that the microphone will pick up their voices as well as 	Section Leader/host of the meeting



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						young people and to ensure that they do not use foul language.	
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As per the guidance issued by The Scouts Association in their email of the 05 May 2020 if an incident is to occur the following steps must immediately be actioned:

1. Close the chat.
2. Inform the parents that an incident has occurred.
3. Inform the Executive Committee and Group Scout Leader that an incident has occurred.
4. Report to the local police if the incident involved criminal activity.

Send a report to safeguarding@scouts.org.uk and follow any guidance issued by them.

Name of Section	All Sections		COVID-19 Readiness Level		Red
Checked by Group Scout Leader	David Hayward		Checked by Group Executive		2 nd Waterlooville
Approved by DC/Delegate	Name	Angela Harwood	Approved by Executive	Name	Wesley Taylor
	Role	District Chair		Role	Chair
	Date	09/09/2020		Date	6 th Aug 2020



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Annex 2 – Readiness Level Amber – Risk Assessment

This document has been completed to provide a risk assessment for the 2nd Waterlooville Scout Group Virtual Meetings via Zoom. It should be read and understood by all Leaders attending the meetings and is available on request to anyone participating and/or their parent or guardian together with anyone connected with The Scouts Association. It should be noted this document forms only a part of the mechanism for safety and that dynamic risk assessments should be ongoing throughout the meeting.

The structure of the Risk Assessment is presented in 8 sections (columns).

- Risk - This section identifies the area of risk
- Hazards associated with the risk – This section details the hazards associated with the risk.
- Who could be harmed?
- L – This section details the Likelihood that the identified hazard might happen. From 1 = very unlikely through to 5 = Almost certainly going to happen
- S – This section details the Severity of the hazard, should it occur. From 1 = Very minor concern through to 5 = Serious
- R – This section multiplies the Likelihood with the Severity to determine a Risk rating. This rating should be used to prioritise safety management and resources.
- Measures to reduce or manage risk – This section considers ways to reduce the Likelihood or Severity of the identified hazard and therefore the Risk.
- Responsibility – This section identifies who is responsible for the measures taken to reduce the risk.



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For those participating in Virtual Meetings in Status Amber

Risk	Hazard associated with risk	Who could be harmed	L	S	R	Measures to reduce or manage Risk	Responsibility
Virtual Scout Group	Unwelcome participants / gate crashing	Young people	1	5	5	<ul style="list-style-type: none"> • Waiting room • All participants to enter with their proper name initially. • All participants to have cameras enabled. • The use of a password (not automatically generated) • Meeting ID and Password not to be published online. 	Section Leader / host of meeting



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						<ul style="list-style-type: none"> • Change Meeting ID and Password for each meeting. • Meeting ID and Password to be emailed to parents the night before the meeting 	
Virtual Scout Group	Bombing	Young people	2	3.5	7	<ul style="list-style-type: none"> • Only host can share screen. • Disable “chat function” 	Section Leader / host of meeting
Virtual Scout Group	Unsupervised adult and young person interaction	Young people / adult	1	5	5	<ul style="list-style-type: none"> • No adult is allowed 1 on 1 with a young person. • Parents to be in the same location as young person during meeting. 	Adult in attendance / parent / Section Leader / host of meeting
Virtual Scout Group	Data stolen	Young people / leader / parents	2	5	10	<ul style="list-style-type: none"> • Ensure PC / Laptop settings are up to date and security settings are enhanced. • Do not store Scout Material other than in accordance with what has been agreed with the executive committee. • Do not make information relating to the meeting public 	Section Leader / host of meeting
Virtual Scout Group	Using leader’s info to create a false meeting	Young people / leader / parents	2	5	10	<ul style="list-style-type: none"> • Ensure PC / Laptop settings are up to date and security settings are enhanced. • Do not store Scout Material other than in accordance with what has been agreed with the executive committee. 	Section Leader / host of meeting



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						<ul style="list-style-type: none"> Do not make information relating to the meeting public 	
Individual young person	Bullying	Young person	3	4	12	<ul style="list-style-type: none"> Ensure that adult to young people ratios is maintained. Disable Chat Function including individual communications. Monitor Breakout rooms. Deal with any incidents robustly. 	Section Leader / host of meeting
Virtual Scout Group	Accidental indecent exposure	Young person / adult / leader	2	5	10	<ul style="list-style-type: none"> Ensure that young people are not positioned near potential sources of unexpected exposure i.e., toilet/bathroom. Remind parents to tell others within the house that a Scout Meeting is about to take place. 	Section Leader / host of meeting
Virtual Scout Group	Accidental exposure to foul language	Young person / adult / leader	2	3.5	7	<ul style="list-style-type: none"> Remind young people of our Code of Conduct. Inform adults that the microphone will pick up their voices as well as young people and to ensure that they do not use foul language. 	Section Leader / host of meeting



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As per the guidance issued by The Scouts Association in their email of the 05 May 2020 if an incident is to occur the following steps must immediately be actioned:

1. Close the chat.
2. Inform the parents that an incident has occurred.
3. Inform the Executive Committee and Group Scout Leader that an incident has occurred.
4. Report to the local police if the incident involved criminal activity.
5. Send a report to safeguarding@scouts.org.uk and follow any guidance issued by them.

For those participating in a Small Group face to face meeting OUTDOORS status AMBER and Indoors Both plans take in account the current approved ratio of YPs/adults in accordance with National Scout Association Guidelines							
Risk	Hazard associated with risk	Who could be harmed	L	S	R	Measures to reduce or manage Risk	Responsibility
Pick up / Drop off	Higher risk of transmission of the virus	Leaders, volunteers, young people, family members	5	3	15	<ul style="list-style-type: none"> The Parents and Section Leader must adhere to the COVID-19 Action Plan which was sent to them previously. There are clear guidelines contained within that as to the process for Pick up and Drop Off's 	Section Leader and parents
Hand washing / sanitising	Allergic reaction to the product used	Leaders, volunteers, young people, family members	5	3	2	<ul style="list-style-type: none"> Parents are to ensure that any known allergies are to be included in the declaration made to OSM. No young person can attend until such time as OSM has been updated. 	Parents
Hygiene of people by not washing / sanitising hands	Higher risk of transmission of the virus	Leaders, volunteers, young people, family members	5	4	20	<ul style="list-style-type: none"> The young people will have been made aware of the New Code of Conduct. Any that fail to adhere to the Code of Conduct their parents will be made aware and if this is repeatedly breached then the young person may not be able to attend for a set amount of time. 	Section Leader and Young People Parents

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Hygiene of activity equipment	Higher risk of transmission of the virus	Leaders, volunteers, young people	5	4	4	<ul style="list-style-type: none"> The Section Leader must adhere to the COVID-19 Action Plan which was sent to them previously. There is a clear process in relation to cleaning the equipment. 	Leaders & Volunteers
Hygiene of the Scout HQ and toilets	Higher risk of transmission of the virus	Leaders, volunteers Young People	5	3	2	<ul style="list-style-type: none"> The Leaders & volunteers must adhere to the COVID-19 Action Plan which was sent to them previously. There is a clear process in relation to cleaning the Scout HQ and in particular the toilets. 	Leaders & Volunteers & Executive
Maintaining Social Distance measures during the meeting	Higher risk of transmission of the virus	Leaders, volunteers and Young People	5	3	2	<ul style="list-style-type: none"> The Parents and Leaders must ensure that members adhere to the COVID-19 Action Plan which was sent to them previously. Any breaches will be deemed a breach of the code of conduct and dealt with accordingly. 	Leaders & Volunteers & Young People
Maintaining Social Distance measures OUTDOORS with numbers greater than 15 YP and 5 Adults	Higher risk of transmission of the virus	Leaders, volunteers and Young People	5	3	3	<ul style="list-style-type: none"> The distance between each unit or group must be at least 25 metres. This means if the ratios of no more than 15 YP and 5 adults per group are met then multiple groups can meet simultaneously if they are 25+ metres apart 	Leaders & Volunteers & Young People
The outdoor meeting places.	Access to Hospitals / access for	Leaders, volunteers, young people	1	5	5	<ul style="list-style-type: none"> Have contact details for Emergency contacts list with names, addresses and phone numbers of nearest A&E, Doctors, Emergency Dentists, Pharmacy etc. 	Section Leader



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	Emergency Service					<ul style="list-style-type: none"> Consider whether the area is accessible by Ambulance. Can you accurately describe where you are in case of calling an Ambulance? 	
The outdoor meeting place	Unknown adults accessing the area/site may present a hazard.	Leaders, volunteers, young people	1	5	5	<ul style="list-style-type: none"> Constantly maintain supervision of the Young People and monitor the area for any strangers. The Section Leader must be made aware when it becomes known there is a stranger on site and all young people to return to Section Leader maintaining Social Distancing if possible. Remind Young People of Stranger Danger. 	Leaders & Volunteers

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Accidents	Cuts, bruises, abrasions, and broken bones	Leaders, volunteers, young people	5	2	10	<ul style="list-style-type: none"> • Ensure first aid kit is accessible by all leaders. • Ensure there is a dedicated person responsible for first aid, known to all. • Ensure First Aid is administered pursuant to the Group's COVID-19 Action Plan • Ensure the post incident accident forms are completed reporting the accident as laid out in the group COVID-19 Action Plan • Section leader to dynamically assess if the planned activity/event needs to be curtailed. • Ensure relevant authorities are informed post-accident for follow up actions if external medical intervention is required in accordance with Scout association Policy and Rules link - https://www.scouts.org.uk/volunteers/staying-safe-and-safeguarding/incidents-and-illness/emergencies-and-reporting/ 	Section Leader
Activity outdoors		Leaders, volunteers, young people	1	5	5	<ul style="list-style-type: none"> • Section Leader to recce the site of any games and consider the light levels at the time of the game and the underfoot conditions. Wooded areas are particularly hazardous in low light levels. • Clearly define the boundaries of the game and make sure they are understood. • NO PHYSICAL CONTACT IS ALLOWED by Leaders, volunteers, young people clearly define what is 	Leaders & Volunteers

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	Trips, falls, collision, sprains, soft tissues injuries, Broken bones					<p>acceptable and what is not. Explain the consequences of unacceptable behaviour.</p> <ul style="list-style-type: none"> • Ensure the rules of the game are clearly understood by all those taking part. • Ensure adequate supervision of the game. Do the young people know where they can go to find a Leader if they need to? • Define and explain a signal to be used in case the game must be stopped and explain where the young people need to go to when they hear the signal. • Consider the lighting requirements especially during the darker nights. • Ensure adequate footwear is always worn. • Ensure the correct clothing is worn appropriate to the activity. 	
Meeting indoors with NUMBERS GREATER THAN 15.		ALL YP / Leaders and Visitors	1	5	5	Run one Meeting in the same building on different floors WITH two groups of 15 + 5 as per guidelines. Staggered start and finish times by 15 minutes – this ensures separate arrivals and departures of each group.	Risks are all the above for indoors.



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					<p>ALL Young members of the SCOUTS section and all LEADERS and ADULT HELPERS of every section will need to ensure that they are always wearing a face mask during the meeting.</p> <p>Leaders will be able to remove their while they are explaining any activities/tasks for the evening but must put them back on once the activities/tasks begin.</p> <p>Group 1 will be met by a leader directed enter the building through the front doors and go straight upstairs, their meeting will involve badgework and craft activities.</p> <p>Group 2 will be met by a leader at the entrance and be directed to enter the hut via the fire exit (at the far end of the building) and the meeting will take place involving games and badgework downstairs.</p> <p>Hand sanitiser is available at both entrances to the building, and at the top of the stairs, there is enough space in the lane outside the entrances for the parents picking up and dropping off to socially distance.</p> <p>Group 1 will use the male toilets for the duration of the meeting. (The toilets will be separated by barriers (chairs) to keep the Groups apart when using the facilities.</p> <p>Group 2 will use the female/accessible toilet for the duration of the meeting.</p> <p>A full cleaning process of all multi touchpoints will be adhered to before and after every meeting in line with guidelines.</p> <p>A full walkthrough for both Groups will be undertaken at the first meeting to affirm the rules and restrictions. All information will be communicated via email to parents and Scouts.</p> <p>The requirement to remain in separate groups and adhere to National Guidelines have already been briefed verbally at the meetings in the Autumn by sections.</p>	
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Annex 3 – Readiness Level Yellow – Risk Assessment

This document has been completed to provide a risk assessment for the 2nd Waterlooville Scout Group Virtual Meetings via Zoom/Outdoors/indoors. It should be read and understood by all Leaders attending the meetings and is available on request to anyone participating and/or their parent or guardian together with anyone connected with The Scouts Association. It should be noted this document forms only a part of the mechanism for safety and that dynamic risk assessments should be ongoing throughout the meeting.

The structure of the Risk Assessment is presented in 8 sections (columns).

- Risk - This section identifies the area of risk
- Hazards associated with the risk – This section details the hazards associated with the risk.
- Who could be harmed?
- L – This section details the Likelihood that the identified hazard might happen. From 1 = very unlikely through to 5 = Almost certainly going to happen
- S – This section details the Severity of the hazard, should it occur. From 1 = Very minor concern through to 5 = Serious
- R – This section multiplies the Likelihood with the Severity to determine a Risk rating. This rating should be used to prioritise safety management and resources.
- Measures to reduce or manage risk – This section considers ways to reduce the Likelihood or Severity of the identified hazard and therefore the Risk.
- Responsibility – This section identifies who is responsible for the measures taken to reduce the risk.



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For those still participating in Virtual Meetings in status Yellow							
Risk	Hazard associated with risk	Who could be harmed	L	S	R	Measures to reduce or manage Risk	Responsibility
Virtual Scout Group	Unwelcome participants / gate crashing	Young people	2	5	10	<ul style="list-style-type: none"> • Waiting room • All participants to enter with their proper name initially. • All participants to have cameras enabled. • The use of a password (not automatically generated) • Meeting ID and Password not to be published online. • Change Meeting ID and Password for each meeting. • Meeting ID and Password to be emailed to parents the night before the meeting 	Section Leader / host of meeting
Virtual Scout Group	Bombing	Young people	2	3.5	7	<ul style="list-style-type: none"> • Only host can share screen. • Disable "chat function" 	Section Leader / host of meeting
Virtual Scout Group	Unsupervised adult and young person interaction	Young people / adult	1	5	5	<ul style="list-style-type: none"> • No adult is allowed 1 on 1 with a young person. 	Adult in attendance / parent / Section Leader / host of meeting



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						<ul style="list-style-type: none"> Parents to be in the same location as young person during meeting. 	
Virtual Scout Group	Data stolen	Young people / leader / parents	2	5	10	<ul style="list-style-type: none"> Ensure PC / Laptop settings are up to date and security settings are enhanced. Do not store Scout Material other than in accordance with what has been agreed with the executive committee. Do not make information relating to the meeting public 	Section Leader / host of meeting
Virtual Scout Group	Using leader's info to create a false meeting	Young people / leader / parents	2	5	10	<ul style="list-style-type: none"> Ensure PC / Laptop settings are up to date and security settings are enhanced. Do not store Scout Material other than in accordance with what has been agreed with the executive committee. Do not make information relating to the meeting public 	Section Leader / host of meeting
Individual young person	Bullying	Young person	3	4	12	<ul style="list-style-type: none"> Ensure that adult to young people ratios is maintained. Disable Chat Function including individual communications. Monitor Breakout rooms. 	Section Leader / host of meeting



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						<ul style="list-style-type: none"> Deal with any incidents robustly. 	
Virtual Scout Group	Accidental indecent exposure	Young person / adult / leader	2	5	10	<ul style="list-style-type: none"> Ensure that young people are not positioned near potential sources of unexpected exposure i.e., toilet/bathroom. Remind parents to tell others within the house that a Scout Meeting is about to take place. 	Section Leader / host of meeting
Virtual Scout Group	Accidental exposure to foul language	Young person / adult / leader	2	3.5	7	<ul style="list-style-type: none"> Remind young people of our Code of Conduct. Inform adults that the microphone will pick up their voices as well as young people and to ensure that they do not use foul language. 	Section Leader / host of meeting

As per the guidance issued by The Scouts Association in their email of the 05 May 2020 if an incident is to occur the following steps must immediately be actioned:

1. Close the chat.
2. Inform the parents that an incident has occurred.
3. Inform the Executive Committee and Group Scout Leader that an incident has occurred.
4. Report to the local police if the incident involved criminal activity.

Send a report to safeguarding@scouts.org.uk and follow any guidance issued by them.



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For those participating in a Small Group in face-to-face meeting INDOORS in status yellow							
Risk	Hazard associated with risk	Who could be harmed	L	S	R	Measures to reduce or manage Risk	Responsibility
Pick up / Drop off	Higher risk of transmission of the virus	Leaders, volunteers, young people, family members	3	5	15	<ul style="list-style-type: none"> The Parents and Section Leader must adhere to the COVID-19 Action Plan which was sent to them previously. There are clear guidelines contained within that as to the process for Pick up and Drop Off's 	Section Leader and parents

Hand washing / sanitising	Allergic reaction to the product used	Leaders, volunteers, young people, family members	5	2	10	<ul style="list-style-type: none"> Parents are to ensure that any known allergies are to be included in the declaration made to OSM. No young person can attend until such time as OSM has been updated. 	Parents
Hygiene of people by not washing / sanitising hands	Higher risk of transmission of the virus	Leaders, volunteers, young people, family members	5	4	20	<ul style="list-style-type: none"> The young people will have been made aware of the New Code of Conduct. Any that fail to adhere to the Code of Conduct their parents will be made aware and if this is repeatedly breached then the young person may not be able to attend for a set amount of time. 	Section Leader and Young People
Hygiene of the Scout HQ and toilets	Higher risk of transmission of the virus	Leaders, volunteers, young people, family members	3	4	12	<ul style="list-style-type: none"> The Leaders & volunteers must adhere to the COVID-19 Action Plan which was sent to them previously. There is a clear process in relation to cleaning the Scout HQ and in particular the toilets. 	Section Leader
Hygiene of activity equipment	Higher risk of transmission of the virus	Leaders, volunteers, young people, family members	3	2	6	<ul style="list-style-type: none"> The Leaders & volunteers must adhere to the COVID-19 Action Plan which was sent to them previously. There is a clear process in relation to cleaning the equipment. 	Section Leader



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Maintaining Social Distance measures during the meeting	Higher risk of transmission of the virus	Section Leader and Young People	3	2	6	<ul style="list-style-type: none"> The members and Leaders must adhere to the COVID-19 Action Plan which was sent to them previously. Any breaches will be deemed a breach of the code of conduct and dealt with accordingly. 	Section Leader and Young People
Outdoor Meeting	Access to Hospitals / access for Emergency Service	Leaders, volunteers, young people	1	5	5	<ul style="list-style-type: none"> Have contact details for Emergency contacts list with names, addresses and phone numbers of nearest A&E, Doctors, Emergency Dentists, Pharmacy etc. Consider whether the area is accessible by Ambulance. Can you accurately describe where you are in case of calling an Ambulance 	Section Leader
Outdoor meeting	Unknown adults accessing the area may present a hazard.	Leaders, volunteers, young people	1	5	5	<ul style="list-style-type: none"> Constantly maintain supervision of the Young People and monitor the access points for any stranger entering the Area. The Section Leader must be made aware when it becomes known there is a stranger on site and breaching social distancing rules all young people to return to Section Leader maintaining Social Distancing. Remind Young People of Stranger Danger. 	Leaders & Volunteers
Accidents	Cuts, bruises, abrasions, and broken bones	Leaders, volunteers, young people	5	2	10	<ul style="list-style-type: none"> Ensure at least one Leader is sufficiently First Aid trained 	Section Leader



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						<ul style="list-style-type: none"> • Ensure there is a dedicated person responsible for first aid, known to all. • Ensure First Aid is administered pursuant to the Group’s COVID-19 Action Plan • Consider the lighting requirements especially during the darker nights. • Ensure the • Ensure footwear is always worn. 	
Activity	Trips, falls, collision, soft tissue injury, Hard kinetic injury i.e., sprains, strains, fractures, tears	Leaders, volunteers, young people	3	3	9	<ul style="list-style-type: none"> • Section Leader to consider the area available at the meeting in ratio to persons present-is it safe. • Clearly define the boundaries of any games and make sure they are understood. • NO PHYSICAL CONTACT IS ALLOWED Leaders, volunteers, young people clearly define what is acceptable and what is not. Explain the consequences of unacceptable behaviour. • Ensure the rules of the game are clearly understood by all those taking part. • Ensure adequate supervision of any games. Do the young people know their boundaries? • Define and explain a signal to be used in case a game must be stopped and explain where 	Section Leader



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Annex 4 – Updated First Aid Form

This form is in use as a substitute for the normal web reporting tool that is in force for 2nd Waterlooville Scout group and will be used until the Covid 19 pandemic remains or is reviewed.

Leader Information	
Section Leader:	
Address	
Contact Tel	
Email	

Injured person Information	
Name of Young Person	
Date of Birth	
Gender	
Are they presenting with COVID-19 Symptoms	Yes / No

Accident Information			
Date of Accident		Time of Accident	
Date Reported		Time Reported	
Accident reported by			
Location of Accident			
Details of Injury			
Nature and how accident happened			
Did anyone witness the accident			
Name of witnesses			
First aid provided (if yes provide details)			
Parents/Guardian Notified (if yes provide details)			
Recommended action to be taken			

Form completed by:	
Date	
Time	

Annex 5 – Incident Report Form

This form is in use as a substitute for the normal web reporting tool that is in force for 2nd Waterlooville Scout group and will be used until the Covid 19 pandemic remains or is reviewed to report any breaches of the Covid 19 Protocols laid out in this action plan.

Incident Reporting Form

Leader Information	
Section Leader:	
Address	
Contact Tel	
Email	

Injured person Information	Person 1	Person 2	Person 3
Name of Young Person			
Are they presenting with COVID-19 Symptoms	Yes / No	Yes / No	Yes / No

Incident Information			
Date of Incident		Time of Incident	
Date of Incident		Time Reported	
Incident reported by			
Location of Incident			
Details of Incident			
Did anyone witness the incident			
Name of witnesses			
Parents/Guardian Notified (if yes provide details)			
Recommended action to be taken			

Form completed by:	
Date	
Time	

Annex 6 – Hall Cleaning Sign Off Check Sheet

Will the Section Leader please initial and date each box to confirm that each location has been cleaned?
If the area has not been used please sign and Date it i.e., Meeting Room, Kitchen etc.

Area	Description	Prior to the meeting	After the meeting	This Area has not been used
Toilets	Toilets Basin Cleaned with BS EN14476 /Antibacterial Cleaning Solution/spray			
	Sink Cleaned Basin Cleaned with BS EN14476 Cleaning Solution			
	Floor Mopped with BS EN14476 Complaint Cleaning Solution			
	Door handles wiped with an anti-bacterial wipe and/or BS EN14476 Cleaning Solution/wipes			
	Light switches wiped with an anti-bacterial wipe and/or BS EN14476 Cleaning Solution/wipes			
Kitchen	Sink Cleaned Basin Cleaned with BS EN14476 Cleaning Solution/wipes			
	Floor Mopped with a BS EN14476 Complaint Cleaning Solution			
	Door handles wiped with an anti-bacterial wipe and/or BS EN14476 Cleaning Solution			
	Light & power socket switches wiped with an anti-bacterial wipe and/ BS EN14476 Cleaning Solution			
Corridor	Floor hoovered			
	Door handles wiped with an anti-bacterial wipe and/or BS EN14476 Cleaning Solution			
	Light switch wiped with an anti-bacterial wipe and/or BS EN14476 Cleaning Solution			
Hall	Floor Mopped with a BS EN14476 Complaint Cleaning Solution			
	Door handles wiped with an anti-bacterial and/or BS EN14476 Cleaning Solution			
	Light & power switches wiped with an anti-bacterial wipe and/or BS EN14476 Cleaning Solution			
Meeting Room	Door handles wiped with an anti-bacterial wipe and/or BS EN14476 Cleaning Solution			

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	Light& power switches wiped with an anti-bacterial wipe and/or BS EN14476 Cleaning Solution Hoovered			
Stairs	Banister wiped down with an anti-bacterial and/or BS EN14476 Cleaning Solution Stairs mopped with BS EN14476 Complaint Cleaning Solution			

Annex 7 – COSHH Data Sheets

1. COSHH Datasheets for Milton Solution can be found [here](#).
2. COSHH Datasheets for BS EN14476 Cleaning Solution for floors found [here](#).
3. COSHH Datasheet for BS EN 14476 Antiviral Surface cleaner found [here](#).
4. COSHH Datasheet for EC 1272 Surface Disinfecting & cleaning wipes found [here](#).
5. H&SE advice for taking care when cleaning found [here](#).
6. H&SE advice on the correct procedure washing hands can be found [here](#).