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| **Name of Section or Activity** | Cubs  Reopening | **Date of risk assessment** | **07/09/20** | **Name of who undertook this risk assessment** | Jake Francis  00548833 | **COVID-19 readiness level transition** | Amber |

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| **Hazard Identified? /**  **Risks from it?** | **Who is at risk?** | **How are the risks already controlled?**  **What extra controls are needed?** | **What has changed that needs to be thought about and controlled?** |
| Running face to face meetings: Higher risk of infection spread if social distancing not maintained. | Leaders  Young Leaders  Young people  Parents | Ensure that there are sufficient Leaders to run in accordance with the scouts POR and the individual risk assesments. Cubs is 1 uniform leader and 1 adult per 8 cubs plus leader in charge so for 15 cubs you will need 2 uniform leader and 2 adults. TSA Guidelines now state we can have 15 Young People and 5 Leaders.  Ensure leaders are willing to meet F2F meetings and have an in date DBS, safety and safeguarding.  Confirm parents are happy for their young people to return to scouting, and explain the additional precautions the section will be taking on OSM events, where all the files will be uploaded for them to read and agree on the event sheet. This will be printed off and kept in a file for leader in charge to access who will use this as their register to ensure track and trace can be deployed effectively.    Cub leader meetings to explain risk assessments, Covid policy and Scout Association framework.  Planned programs are satisfactory with regard to distancing and all leaders understand the Covid Code.  Any equipment used can be wiped down at the start and the end of each meeting.  All leaders have read and understood the Risk Assessment and completed the sign off sheet. |  |
| Drinks: Higher risk of cross containimation and spread of covid-19 if shared | Leaders  Young Leaders  Young people | All young people and leaders to bring their own drinks. All drink bottles should be clearly labelled and there is to be no sharing. |  |
| Session length: Higher risk of infection spread if social distancing not maintained. | Leaders  Young Leaders  Young people | The first meeting will be a maximum of 1 hour to get used to the Covid Policy, sessions after this will be at a minimum length needed for the activity i.e if the activity only takes 80 minutes we will not run any longer than that. |  |
| Pick up and Drop off: Higher risk of infection spread if social distancing not maintained. | Leaders  Young Leaders  Young people  Parents | All parents have been spoken to by the section leader about the extra precautions.  A Leader in a Hi-viz vest and scarf are responsible for receiving and releasing the young people. On drop off parents to wait in the car and only cubs to leave the car and go to the leader, once they have been signed in the parents can leave. On pick up leader in charge will see that the cubs go to their parent. Anyone arriving by other means i.e walking, parents are to wait at a safe distance until the cub is signed in. Do not approach this leader if you have any concerns or questions please contact Akela via email [jake@4ci.org.uk](mailto:jake@4ci.org.uk), text or phone 07534189774. As soon as you have dropped off/picked up please leave the area and do not return until the confirmed return time. We are operating a staggered drop off/pick up and you will be notified of these times prior to the event via OSM. If you are outside of these times, please Speak to Akela to confirm what other arrangments can be made.  Staggered times for different groups for example.  Group 1  Drop off 7.00pm, pick up 8.00pm  Group 2  Drop off 7.15pm, pick up 8.15pm |  |
| Spread of Covid-19 Coronavirus | Leaders  Young Leaders  Young people  Parents | Hand Washing  Due to be meeting outside only we will mainly be using Hand sanitiser, Cubs will use on arrival and throughout the evenng and when they leave. Reminders each week to wash their hands with soap and water before coming and after.  **Social Distancing**  Social Distancing - Reducing the number of persons in any area to 15 to comply with the 2-metre.  Altering the program to allow social distancing. Leaders to be reminded on a Weekly basis of the importance of social distancing. Do Activities that are non-contact.  **PPE**  It is not necessary for adults or Cubs to wear face masks/coverings but they can if they want to, if they do want to on arrival any face masks/coverings they are wearing must go into a bag and a fresh one to be put on (Cubs to bring their own fresh one and the one they are wearing on arrival they will keep hold of) Each cub will have there own back pack to put all of their personal belonings in. |  |
| Developing Covid-19 symptoms | Leaders  Young Leaders  Young people  Parents | If anyone becomes unwell with a new continuous cough or a high temperature they will be isolated at a safe distance and sent home and advised to follow the stay at home guidance.  If advised that a Leader or Young Person has developed Covid-19 and were recently in one of the groups, the section leader will contact the parents in that group.  If any person shows any signs or symptoms of Covid-19 they are not to attend Cubs for 14 days and notify Akela.  Parents to confirm their Cubs attendance and that they or anyone they have been in contact with have symptoms of Covid-19 for every meeting and if they wish to attend via the link sent from OSM each week.  Ensure register is taken every meeting to ensure track and trace can be deployed effectively. |  |
| Hygiene of activity equipment: Higher risk of infection spread if hygiene not carried out | Leaders  Young Leaders  Young people | Equipment cannot be shared. If using paper, Section leader to monitor what is being used and making sure that anything used can be easily cleaned or stored for at least 72 hours before used again. |  |
| Use of outdoor spaces:  Locations that may be used:  King Georges Playing Field  Concord beach  Thorney bay beach  Thorney bay field  Hadleigh Downs  Football club  uneven ground,access to space less controlled cannot be cleaned. | Leaders  Young Leaders  Young people  Public | Choice of location appropriate to activity and chosen for there big spaces, briefing to leaders and young people on boundaries, checks on the location ahead of use by leaders, regular hand sanitizing before/after each activity. Reminders to young people and leaders about not touching their face with their hands etc. |  |
| Use of toilets: Higher risk of infection spread if hygiene not carried out. | Leaders  Young Leaders  Young people | Meeting at King Georges playing field- we can use the Scout Hall toilets which has a one-way system in place and one in at a time. Sanitising of hands before they go in, washing hands with soap and water after using the toilet and sanitising hands once out of the building. Posters to be used around the building about handwashing, Covid-19 symptoms, coughing/sneezing etc  Meeting at a public place with public toilets – sanitising of hands before going in, washing hands with soap and water after using the toilet and sanitising there hands once out.  Public toilet locations are: Thorney bay field, Concord Beach  Meeting at a public area for a hike etc with no public toilets.  Locations without public toilets are: Football Club, Hadleigh Downs  Parents to be reminded the importance of using the toilet before coming for every meeting to limit toilet use. |  |
| General Public: Breaking of social distancing | Leaders  Young Leaders  Young people  Public | Cubs to be reminded about the social distancing rules and to stay away from general public and to use areas that are away from the public. If this cannot be achieved to cancel the event which is a last resort. |  |
| First Aid : Injuries, cuts etc | Leaders  Young Leaders  Young people | **PPE**  Visors, disposable gloves, aprons and contaminated material bags will be provided.  First aiders are only to attend to first aid and must wear PPE.  Anyone feeling unwell will have a phone call home.  Head injury will have a phone call home.  All injuries to be reported back to parents/carers at the end of the meeting Via a phone call.  Two accident forms to be filled out one for the section to keep and one to go home with the cub and discussed over the phone. |  |
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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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| Additions to meeting indoors |

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| ***Indoors***  ***Higher risk of infection spread*** | *Leaders*  *Young leaders*  *Young people* | ***We will only be meeting indoors if its bad weather, outdoor meetings are encouraged.***  ***Only one group of 15 young people and 5 leaders are to meet due to not meeting the 25m distance apart.***  ***The hall will have posters and hand sanitising stations dotted around.*** |  |
| Pick Up and Drop Off: Higher risk of infection spread if social distancing not maintained. | *Parents*  *Leaders*  *Young leaders*  *Young people* | All parents have been spoken to by the section leader about the extra precautions.  Drop Off- A leader will be at the entrance where the parents will drop their young person off atleast 2m away from the hall entrance, the young people will be using the hand sanitiser before entering.  Parents are not to approach this leader if you have any concerns or questions please contact Akela via email [jake@4ci.org.uk](mailto:jake@4ci.org.uk), text or phone 07534189774. As soon as you have dropped off please leave the area and do not return until the confirmed return time.  Pick up – Parents are encouraged to be on time and there will be a one-way system in place entering through the main doors going through reception into the hall and exit via the daily store.  A limit of 5 parents will be allowed in the reception area and 1 Family at a time through the daily store to enable social distancing can be maintained.  All adults are to wear face coverings inside. |  |
| Use of toilets: Higher risk of infection spread if hygiene not carried out. | Leaders  Young Leaders  Young People | We will be operating a one in one out system and encouraged to use hand sanitiser before and after.  Toilets will be cleaned after each meeting. |  |

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| **Checked by Line Manager** | Name, Barbara Hardy  Role / level GSL  Date | **Checked by Executive** | Name, Wayne Petty  Role / level Secretary nominated by the Committee for this role  Date |
| **Approved by Commissioner** | Name,  Role / level  Date | **Approved by Executive** | Name, Elaine Helm  Role / level Chair  Date |
| **Notification of level change** | Date and by who | | |

We take personal data privacy seriously. The data in this form is used to assess the suitability for the return to face to face Scouting based on the controls put in place. The personal data in this form is used to identify the individuals who have completed and approved the risk assessment. This includes the individual who undertook the assessment, the line manager, Executive members and County Commissioner, who will all have access to this data. 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. <https://scouts.org.uk/DPPolicy>’.