

# COVID-19 restarting face-to-face Scouts risk assessment

Covid-19 Plan for **St Augustine's Scout Group** to conduct face to face Scouting.

- Plan is for YELLOW Readiness level and follows changes to the guidance as advised by Scout Association 17<sup>th</sup> May 2021
- Risk assessment version is 0.1 – it will move to 1.0 when approved by District approvers and be updated thereafter.
- This risk assessment applies to the Beaver Colony, Cub Pack and Scout Troop

It covers meetings from week commencing Monday 7<sup>th</sup> June 2021 onwards in accordance to the Scout Associations Guidelines.

## England

**Readiness level: YELLOW**

**This means:** Section meetings can take place outdoors and indoors. Limited small group residential activities may take place.

### Maximum group size:

- Activities involving Young People: no limit on group size but remain as only one section meeting independently of others. Indoor activities will be limited by the size of the location given social distancing remains.
- Scout Network programmed activities (non social): 30 people maximum.
- Adult activities (non-social) with no Young People present: Adults may meet in small groups for the purposes of providing the charity's purpose. Full details in [getting adults involved again guidance](#).
- 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.

**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's important to remember that we're still in the middle of the pandemic and we all have the duty to make sure we're 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 limiting travel at all times. Check the [guidance on planning activities in terrain zero](#). Trips should only take place where the outcomes can not be achieved locally and must be in a COVID safe manner.

**Additional information can be found in the Safety checklist for Leaders and other information at [scouts.org.uk/safety](https://scouts.org.uk/safety)**

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## Locations:

Locations must follow Scout Association guidance and have been chosen for parking access and space required for drop off and pick up by each section. The locations listed are the usual meeting locations as per each sections programme, however an alternative suitable location may be selected if unforeseen circumstances arise.

St Augustine's Scout Group HQ

## Definitions

- **“Group”** (capital G) refers to St Augustine's Scout Group
- **“Section”** refers to the Beaver Colony, Cub Pack or Scout Troop
- **“Leader”** (L) refers to Members and Associate Members of the Scout Association over the age of 18, they must have in date DBS, Safety and Safeguarding to be involved with face-to-face Scouting.
- **“Occasional Helpers” (OH)** are people over the age of 18 who have a Scout Association DBS but are not Members or Associate members, their attendance is limited, and they must be supervised at all times by a Leader.
- **“Parent Helpers” (PH)** are people over the age of 18 who do not have a Scout Association DBS and are not Members or Associate members, their attendance is further limited, and they must be supervised at all times by a Leader.
- **“Young People” (YP)** refers to Members of the Scout Association under the age of 18. It therefore includes Young Leaders (YL's).
- **“Leadership Team” (LT)** collectively refers to “Leaders”, OH and PH.
- **“Leader in Charge” (LIC)** refers to the Leader in overall charge of the meeting on a particular evening.
- **“First Aid”** can only be performed by a Leader with appropriate qualification (First Response as a minimum), such Leader is a First Aider
- **“group”** (small g) refers to a sub-unit

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## Overarching Guidance

This document is written by the Group Scout Leader in conjunction with other Leaders within the Group. It will be approved by the Group Executive Committee before being passed to the DC and District Executive Committee for final approval. This is in line with the guidance document “Getting back together safely: A Framework for restarting face to face Scout meetings and activities”. The document is available from Scout HQ website – latest version issued 18<sup>th</sup> May 2021

Scout HQ guidance insists on the following principles.

- Our priority is to keep Young People and adult volunteers safe.
- A national framework will help volunteers locally to focus on delivering high quality programme activities to meet the needs of their Young People
- We actively consider inclusion and accessibility in all our decisions to resume in line with our values and equality legislation.
- Returning to face-to-face section meetings and activities is voluntary and needs to be with the consent of volunteers, parents and Young People
- Our approach will be solutions focussed and in line with government guidance and with health and safety legislation.

At each stage of national review, the Scout Association will consider what level of Scouting activity can take place. We will then use this locally to determine how we will offer safe, accessible Scouting

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## The Scout Association's Covid Code

The Scout Association has published "the COVID Code" in the document referenced above. This highlights five key checks which must happen before Scouting can resume. These are discussed below.

Area of Consideration	Actions to Take
<p>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</p>	<ul style="list-style-type: none"> <li>• Creation and approval of this document</li> <li>• Leaders consulted on return to face-to-face Scouting.</li> <li>• Training session offered to all Leaders prior to Young People returning. This <b>MUST</b> be completed prior to supporting at any meeting.</li> <li>• All Leaders must have valid DBS, Safety and Safeguarding training up to date as a minimum.</li> <li>• All OH's must have valid DBS.</li> <li>• Authorised visitors must be always supervised by a Leader.</li> <li>• Written guidance will be produced for parents and Young People prior to return to face-to-face Scouting with a FAQ page and details of the changes to routines.</li> <li>• Young People will have the opportunity to discuss this through the current online sessions.</li> <li>• The plan will be reviewed when any new hazards are discovered, on any change in readiness level to Yellow or Green and at least every month to ensure any concerns or changes are considered and approved by the Group Executive.</li> </ul>
<p>2 Additional hygiene measures are in place</p>	<ul style="list-style-type: none"> <li>• A high level of importance will be placed on this with LT and YP all reminded and trained.</li> <li>• Signage regarding hand hygiene will be displayed.</li> <li>• Facilities for hand sanitising will be provided to each group.</li> <li>• Everyone will sanitise their hands on arrival, before leaving, at intervals no longer than 30 minutes and additionally as required during an activity.</li> <li>• LT will be required to wear face covering unless they are running an activity with Young People where wearing the covering would impede delivery. Hands</li> </ul>

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	<p>will be sanitised before and after removing a face covering, before replacing a face covering. Single use face coverings will be disposed of immediately, washable face coverings will be stored securely.</p>
<p>3. Social distancing will be observed where possible (check current distance determined by your government)</p>	<ul style="list-style-type: none"> <li>• Social distancing will be observed between YP in line with current government guidance.</li> <li>• LT to follow social distancing as per current Government guidelines.</li> <li>• First Aiders providing First Aid will be provided with appropriate PPE for themselves and the casualty.</li> <li>• Sections will display signs explaining that this is a Scout meeting operating in accordance with government guidelines.</li> </ul>
<p>4 Maximum group sizes will be limited and determined by scouts.org.uk and members will be consistent where possible</p>	<ul style="list-style-type: none"> <li>• Group size will be in line with Scout Association guidance.</li> <li>• Section ratios will be observed.</li> </ul>
<p>5. Make adjustments for YP and Adults vulnerable or affected by Covid, and consult to make sure return plans are accessible and inclusive</p>	<ul style="list-style-type: none"> <li>• Scouting At Home information to be sent to those not able to or not comfortable attending face to face sessions</li> <li>• Where any YP who is vulnerable would like to attend face to face sessions, an individually agreed plan will be created between the GSL, Section Leader, the YP's parents and where appropriate the YP themselves to ensure their safety can be maintained.</li> </ul>

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Hazard Identified? Risks from it?	Who is at risk?	How are the risks already controlled? What extra controls are needed?	What has changed that needs to be thought about and controlled?
<p><b>Hazard:</b> something that may cause harm or damage. <b>Risk:</b> the chance of it happening.</p>	<p>Young People, Leaders, Visitors</p>	<p><b>Controls:</b> ways of making the activity safer by removing or reducing the risk. For example, you might use a different piece of equipment or you might change the way the activity is carried out.</p>	<p>Keep <b>checking</b> throughout the activity in case you need to change or even <b>stop</b> it. This is a great place to add comments which will be used as part of the review.</p>
<p>We've provided some examples of hazards and potential control measures to help start your thinking on developing your risk assessment and plans for restarting face-to-face Scouts. Make sure you content in red so that it's relevant to your local situation and understood by those developing and reviewing it. Do not include any unnecessary data that could personally identify an individual, such as a youth member.</p>			
<p>Maintaining social distance at drop off and pick up at St Augustine's Scout Group HQ</p>	<ul style="list-style-type: none"> <li>• Leaders</li> <li>• Young People</li> <li>• Parents</li> </ul>	<p>Drop off</p> <ul style="list-style-type: none"> <li>• Parents/Guardian to confirm when attending that the Young People are free from Covid symptoms before entering the HQ as well as confirming contact details are up to date.</li> <li>• Parents / Guardian to bring Young People to the gate in a socially distanced manner.</li> <li>• Leader on gate to welcome Young People and make sure they and the parents are socially distanced.</li> <li>• Leader to take child's temperature using thermometer gun. If child has Temperature of 37.8 or more, they will be unable to stay.</li> <li>• Table with hand sanitiser - adults and Young People to use on hands on the way in. To be supervised by a Leader. Permission to use to be emailed by parents and confirmed to Leaders before the meeting.</li> <li>• Leader at the entrance to the hall to receive the Young People and explain and maintain social distance protocol.</li> <li>• Parents are to remain outside the gate.</li> <li>• Parents are not to congregate/socialise at gate during drop off/pick up. Social distancing is to be maintained.</li> <li>• One-way system to be used by adults and Young People. Entry to be via the fire exit. Leaders to direct Young People and to ensure they are socially distanced.</li> <li>• Adults dropping off Young People to wear a face covering.</li> <li>• Adults and Young People to wear a face covering when entering the building, even if it is for a short period of time.</li> </ul>	

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		<ul style="list-style-type: none"> <li>• Parents are not to provide lifts to other people's children that attend the group.</li> </ul> <p>Pick Up</p> <ul style="list-style-type: none"> <li>• Young People to be escorted to the gate, by a Leader, in socially distanced manner for pick up.</li> <li>• Adults and Young People to sanitise hands on the way out.</li> <li>• All adults and Young People to leave the building by the main entrance.</li> <li>• 1 Leader with the group to supervise socially distancing and pick up at the gate.</li> <li>• Young People are not to leave the building until a Leader has checked that a parent/guardian is outside.</li> <li>• Parent/guardian picking up Young People to wear a face covering</li> </ul>	
Maintaining social distance during meeting: General	<ul style="list-style-type: none"> <li>• Leaders</li> <li>• Young People</li> </ul>	<ul style="list-style-type: none"> <li>• Number indoors to be checked on the Scout Association website or in line with area of hall size. We have assessed that the maximum number of people for the St Augustine's Scout Group HQ is 22 based on giving 5 sq. m per person.</li> <li>• If meeting indoors, room will be ventilated, by leaving internal and external doors open.</li> <li>• When Young People arrive social distance of 2m apart from everyone at all times explained</li> <li>• Face Coverings to worn inside by adults and Young People of Scout age and above during meeting. The adult delivering the session may briefly remove face covering if clear communication is needed.</li> <li>• Adults and Young People of Scout age and above to wear a face covering outdoors if 2m distancing cannot be maintained.</li> </ul>	

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		<ul style="list-style-type: none"> <li>Outside, if Leaders and Young People of Scout age and above are not comfortable wearing a face covering, they will need to increase their social distancing to at least 3 metres.</li> <li>Young People to bring own water bottles - not to be shared. Water bottles to be named to avoid confusion.</li> <li>Young People and adults to socially distance always.</li> <li>Young People reminded regularly and as necessary of social distancing rules.</li> <li>Outdoor site visually surveyed before meeting - risks identified and notified to Young People and Leaders as required.</li> <li>Kitchen/storerooms are unavailable except for nominated adult.</li> <li>If appropriate for an activity, section to be split into groups with an assigned Leader and that group is not to mingle with another group</li> </ul>	
Maintenance of social distance during specific activities - Rounders outside	<ul style="list-style-type: none"> <li>Leaders</li> <li>Young People</li> </ul>	<ul style="list-style-type: none"> <li>Maintain social distance of at least 2 m from adults and other Young People</li> <li>The ball is only to be touched by the feet.</li> <li>Ball and stumps to be sanitised before and after the game and as required by Leader</li> </ul>	
Maintenance of social distance during specific activities - outside/inside active games e.g. word relay, statues, Mr Wolf, Simon says	<ul style="list-style-type: none"> <li>Leaders</li> <li>Young People</li> </ul>	<ul style="list-style-type: none"> <li>Maintain social distance of 2 m from adults and other Young People</li> <li>No contact between Scout/Cub/Beaver/Young Leaders</li> </ul>	
Maintenance of social distance during specific activities - Arts and Crafts	<ul style="list-style-type: none"> <li>Leaders</li> <li>Young People</li> </ul>	<ul style="list-style-type: none"> <li>Each young person to have their own set of materials - All materials to be got out the week before and put into individual packs for each child.</li> <li>If Young People need to share a resource, it will be sanitised between each usage by different Young People, and they will be asked to re-sanitise hands before and after use.</li> </ul>	

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		<ul style="list-style-type: none"> <li>Social distancing to be observed when setting up and using tables.</li> <li>Equipment to be sanitised before and after use, by a Leader.</li> </ul> <p>Group equipment will not be used by another section for at least 72 hours to reduce the risk of contamination.</p>	reduce
Meeting at the park adjacent to St Augustine's Scout Group HQ	<ul style="list-style-type: none"> <li>Leaders</li> <li>Young People</li> </ul>	<p>Drop off</p> <ul style="list-style-type: none"> <li>Parents to remain in their car until a Leader advises that they can drop of their child.</li> <li>Hand sanitiser to be used once young person joins the group and at intervals according to the current guidelines.</li> </ul> <p>Pick up</p> <ul style="list-style-type: none"> <li>Parents to wait in car until a Leader says that they can come and collect their child.</li> <li>Hand sanitiser to be used before letting the young person return to their parents</li> </ul>	drop of
General Hygiene	<ul style="list-style-type: none"> <li>Leaders</li> <li>Young People</li> </ul>	<ul style="list-style-type: none"> <li>Hand sanitising to be done on arrival and departure for all Leaders and Young People.</li> <li>Hand sanitising to be done at intervals of 30minutes and whenever necessary in between.</li> <li>Hand hygiene signage to be displayed.</li> <li>Used tissues and similar to be disposed of appropriately.</li> <li>Young People to be reminded not to touch their face, chew equipment etc.</li> <li>A different set of hand sanitising equipment will be provided for each section.</li> <li>Hands to be sanitised before and after removing a face covering and before replacing a face covering. Single use face coverings will be disposed of immediately, washable face coverings will be stored securely.</li> </ul>	

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		<ul style="list-style-type: none"> <li>Plastic bags to be made available to each section and any tissues, face coverings etc to be placed in it and then disposed of at the end of the meeting. Hands to be sanitised after this has been placed in the outside bin.</li> <li>Doors to be held open by door fasteners if possible, for drop off and collection times to prevent the need for multiple touch points. Handles to be wiped before and after use.</li> </ul>	
Hygiene of toilets: higher risk of infection spread if hygiene not carried out.	<ul style="list-style-type: none"> <li>Leaders</li> <li>Young People</li> </ul>	<ul style="list-style-type: none"> <li>Only 1 person to use the toilet any one time.</li> <li>Young People / Leaders to wash hands after using the toilet.</li> <li>Young People / Leaders to use hand sanitiser after using the toilet.</li> <li>Toilets to be cleaned before and after each session.</li> <li>Cleaning materials provided by group and stored securely by Leaders.</li> <li>Leader to wear gloves, mask/face shield and use anti-bacterial/anti-viral wipes - gloves and mask to be disposed of after activities and face shield to be cleaned.</li> <li>All used cleaning material to be disposed of appropriately at the end of each meeting and placed in the bin outside. Hands to be sanitised after cleaning material put out in the bin.</li> </ul>	
Building Cleaning	<ul style="list-style-type: none"> <li>Leaders</li> </ul>	<ul style="list-style-type: none"> <li>Building is to be deep cleaned before meetings restart.</li> <li>Water supply to be run to remove any stagnant water sitting in pipework</li> <li>All cleaning will be carried out by Leaders after the meeting.</li> <li>The toilets, door handles / opening plates, tables, chairs, benches, light switches and touched surfaces will be cleaned with anti-bacteria / anti-viral cleaning products before and after each Section meeting.</li> <li>Cleaning schedule in place for floors, kitchen surfaces, storage areas - to be cleaned after each session</li> </ul>	

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		<ul style="list-style-type: none"> <li>• Cleaning materials provided by group and stored securely by Leaders.</li> <li>• Leader to wear gloves, mask or face shield and use anti-bacteria / anti-viral wipes – gloves and mask to be disposed of after activities and face shield to be cleaned.</li> <li>• Young People will not be involved with cleaning.</li> <li>• All used cleaning materials to be disposed of appropriately.</li> </ul>	
First Aid	<ul style="list-style-type: none"> <li>• Leaders</li> <li>• Young People</li> </ul>	<ul style="list-style-type: none"> <li>• Minor injury – Leader to wear gloves and mask and provide materials to young person to treat themselves maintaining 2m distance supervision where possible.</li> <li>• Major injury – Leader to wear gloves, mask, face shield and treat as required – call parent/guardian and emergency services as required.</li> <li>• Apron to be worn by First Aider and disposed of after each use.</li> <li>• Young People are not to be involved with First Aid.</li> <li>• One nominated adult to keep first aid box stocked, including additional PPE.</li> <li>• Parents to be notified electronically of any treatment. PPE to be provided to casualty.</li> <li>• Any medication arriving with Young People is to be in a bag with the child's name on it. This is to be given to the Leader at the gate. Instructions on its usage is to be in the bag.</li> </ul>	

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In case of anyone showing covid symptoms	<ul style="list-style-type: none"> <li>All</li> </ul>	<ul style="list-style-type: none"> <li>Cough/Temperature/Covid symptoms - Leader to wear mask, face shield, gloves - stay 2 m apart and isolate young person - phone parents to have young person picked up as soon as possible in a socially distanced manner.</li> <li>Leaders / parents/guardian should follow government guidance if symptoms are present. i.e., you must stay at home / go home and arrange to have a test.</li> <li>In the event of a positive test, the group must be able to provide contact information to the government Track and Trace system in order to isolate and contain any further infection. As a group, we will log and maintain activity and fire registers. In the event of an information request to the GSL, the information will be readily available and can be supplied.</li> <li>Scout HQ to be informed in the event of a positive test within 2 weeks of any meeting.</li> <li>St Augustine's Scout Group HQ is to be closed for 72 hours and then a deep clean is to be done before any further meeting can take place.</li> </ul>	
General Items	<ul style="list-style-type: none"> <li>Leaders</li> <li>Young People</li> </ul>	<ul style="list-style-type: none"> <li>A register is to be taken for everyone attending a meeting, be they a young person, Leader, or visitor. During normal times we use both the fire register and the attendance register. Both are to continue to be used.</li> <li>All Leaders present to have an in-date DBS, they are also to have a current, valid safety and safeguarding certificate. Those who have a wood badge role are also to have an in date first aid certificate according to current HQ guidelines.</li> <li>A book to be kept in the kitchen which is to be used to record breaches of social distancing, including for first aid reasons.</li> <li>Meeting length for each section is to be in line with current HQ guidelines. (for each sections first socially distant meeting the time should be - not more than 1hr - Beavers/Cubs, 1.5hrs Scouts)</li> </ul>	

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		<ul style="list-style-type: none"> <li>• Parents/Guardians are not to wait at either the beginning of the meeting or the end to talk to a Leader. All communication to parents/guardian from the group or from the parent/guardian to the group is to be via an electronic method such as email or phone.</li> <li>• Parents/Guardian are to ensure that the group has up to date phone numbers and email addresses.</li> <li>• Parents/Guardian are to be advised if meetings are to be indoors or outdoors and appropriate clothing and shoes to be worn.</li> <li>• Outdoor meetings Leaders to be vigilant that we keep the Young People and adults at least 2m away from the public.</li> <li>• Parents/Guardian to give permission for their child to attend indoor meetings.</li> <li>• Parents/Guardian to give permission for their child to attend outdoor meetings.</li> <li>• Zoom meeting with parents before face-to-face meetings are to resume to explain requirements. This is to include the wearing of face masks, hand cleaning, social distancing, and sanctions.</li> <li>• No visitors to be invited unless it is someone to present a chief scout award. The visitor is to be recorded as attending that meeting in the attendance book. They are to wear a face covering and to use hand sanitiser when they arrive. The visitor is to stay for that presentation only and to leave once done. They are to be advised of the one-way system before coming.</li> <li>• A mixture of zoom meetings, face to face (either indoor or outdoor) which should enable those who want to attend / not attend to have a choice.</li> <li>• Where a young person is vulnerable and would like to attend face to face sessions, an agreed plan will be created between the Leader who is their one to one, the parents/guardians and the GSL.</li> </ul>	

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		<ul style="list-style-type: none"> <li>Where possible, Leaders are to attend their section only. If for any reason a section requires a Leader that is not one of their normal Leadership team and so long as there are more than enough Leaders in another section to release that Leader, then they are to attend the other section only for that week. If it is not possible to do that, cub Leaders would be able to attend scouts due to the time elapsed between when cubs and scouts meet. If scout Leaders are available, they will be able to assist at cubs again due to time elapsed between their meetings. For the beaver section if they know in advance that a Leader cannot make it, we can see which Leader can assist and see if they are required at their own section meeting. If this is not practical a Leader can attend from another section but cannot do all 3 in one week. If no one available zoom meeting to be arranged instead.</li> <li>Ensure Leadership team are happy and ready to return to face-to-face scouting. This will ensure that the correct ratios are maintained. If Leaders are not comfortable with face to face, they are free to voice their concerns in confidence with the GSL.</li> <li>Leaders to provide a briefing at the start of every meeting and monitor social distancing throughout the meeting nights to ensure compliance.</li> </ul>	

**Review:** this risk assessment is for the Group to move from one COVID-19 readiness level to the next. An additional risk assessment should be produced for each move proposed.

<b>Name of section or activity</b>	St Augustine's - All Sections Beavers/Cubs/Scouts	<b>Date of risk assessment</b>	07/05/21	<b>Name of who undertook this risk assessment</b>	Caroline Sutherst	<b>COVID-19 readiness level transition</b>	Red to Yellow
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## COVID-19 restarting face-to-face Scouts risk assessment

<b>Checked by GSL</b>	Name: Caroline Sutherst Role and level: GSL Date: 5 June 2021	<b>Checked by Group Executive</b>	Name: Matthew Edmondson Role and level: Exec member and St Augustines building maintenance person Date: 6 June 2021
<b>Approved by approver</b>	Name: Role and level: Date:		

We take personal data privacy seriously. The data in this form is used to assess the suitability for the return to face-to-face Scouts 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 Commissioners. All those who will all have access to this data. Scouts UKHQ will retain this data for three 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. For further details on the Scouts data processing stance, please visit our [Data Protection Policy: scouts.org.uk/DPPolicy](https://scouts.org.uk/DPPolicy)

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