Covid-19 restarting face to face Scouting risk assessment

Name of Section or Activity	South East Explorer Expeditions (SEEE) Programme	**Date of risk assessment**	29th September 2020 Issued 1st October – approved by SE Region for Amber and Yellow 18th February 2021 – reviewed with minor/non-material updates to reflect change of team name and 2021 participation levels; 8th April 2021 – reviewed with minor/non-material changed to maximum group size current in Scotland, changes included from M. Treanor to note ability to mix leaders across expedition groups.	**Name of who undertook this risk assessment**	David Newton DESC Craigalmond District	**COVID-19 readiness level transition**	Red to Yellow

Model CV19 Restarting Scouting risk assessment for SES Scouts

Hazard Identified? / Risks from it?	Who is at risk?	How are the risks already controlled? What extra controls are needed?	What has changed that needs to be thought about and controlled?
Hazard – something that may cause harm or damage. Risk – the chance of it happening.	***Explorers, Leaders, Visitors***	***Controls – Ways of making the activity safer by removing or reducing the risk from it. For example - you might use a different piece of equipment or you might change the way the activity is carried out.***	***Keep checking throughout the activity in case you need to change it…or even stop it! This is a great place to add comments which will be used as part of the review.***

SUMMARY:

- SEEE is the shorthand for a team of adult volunteers who collaboratively deliver expedition-related activities to promote Top Awards within the Explorer Scout section for Units within South East Region (where members of the Unit wish to complete a particular expedition/activity and the Unit/District is able to assist with the running of the activity)

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- At the time of writing, there are 200 Explorers and Network Members drawn from 23 Explorer Units and District Networks with total participation for each District as Craigalmond (65), Braid(62),East Lothian(30),Borders(26),Midlothian(8) and Pentland(4) with expeditions planned for Hillwalking, Canoeing, and Biking.
- The programme typically includes skills training and direct and remote supervision of expeditions and f2f activities are typically run in halls/parks/outdoor centres within the participating Districts(training), and in the relevant terrain for the type and level of expedition (Pentlands, southern Uplands, Forth & Clyde canal)
- Given Explorers and leaders are drawn from a range of Units, OSM records are shared to the programme to support communication by email, Zoom, and ensure information needed for safety and delivery of the programme are available to the leaders.
- Transport to/from activities is the responsibility of parents/carers, who are requested to observe current Government guidelines/laws
- Explorers will be separated into groups, with appropriate social separation within the group and separation between groups as stipulated by the Government/Scout frameworks current at the time (Groups up to 15, inter-personal separation of 2m within groups, 25m between groups at time of writing)
- Sharing of equipment will be minimised through issue of dedicated kit for each individual, asking Explorers to bring their own equipment/materials for personal use, and if unavoidable cleansing of shared equipment before/after use(e.g. compass issued to Explorer 1 for day 1, cleaned, issued to Explorer 2 for day 2)
- Personal hygiene – Sanitising gel will be provided, and participants will be asked to sanitise their hands at the beginning and end of face-face activities, and during activities when deemed necessary. Given activities can be remotely supervised, participants and leaders will be asked to carry a small bottle of sanitising gel and face coverings at all times, observe social distancing to 2m, and should this be unachievable for a period to wear face coverings.
- All activities will have adequate first aid cover, and group first aid kits will contain aprons, masks, sanitising gel, and gloves as protection when first aid treatment to a 3rd party is necessary.
- All activities will observe the Scout safety requirements, with risk assessments, supervision/leadership by permit holders for adventurous activities.
- There will be no overnight residential activities held in line with Scout Yellow status requirements. A DAN will be sent to all DC's with Explorers participating in the activity, and supporting information such as the Activity Risk Assessment will be available if requested.

THIS RISK ASSESSMENT SHOLD BE READ IN CONJUNCTION WITH THE ACTIVITY SPECIFIC RISK ASSESSMENT THAT WILL BE PRODUCED FOR EACH ACTIVITY BEING UNDERTAKEN DURING THIS CURRENT PHASE

PEOPLE			
Communication with Parents/Explorers and response to any anxieties or concerns.	Parents, Explorers	• We will communicate (Zoom call and/or email) to parents/Explorers to communicate measures in place and encourage any concerns/feedback to be raised through clear email contacts for each District. • We will include a link to this document and any other related documents in communications on activities • We will obtain consent through parents accepting invitations to f2f activities though OSM events. • We will use OSM to record attendance at f2f sessions, including adults and visitors/helpers and keep this for a minimum of six weeks (to support track & trace).	

		• We will properly engage and support any new adult volunteers who express an interest in assisting. We will inform them about the relevant processes and plans.	
Maintaining social distance at drop off and pick up: higher risk of infection spread if social distancing not maintained.	Explorers, Leaders, Parents, Visitors	• We will arrange specific drop-off and collection appropriate to each activity and location to maintain social distancing and communicate these to parents and Explorers with clear expectations for all involved • Parents/Carers will be asked to arrange transport for their Explorers to and from activities in line with current government guidelines • Example - training activity at hall: one-way corridors, separate exit/entrance, encourage Explorers to travel on foot/bicycle • Example – expedition: separate muster points for each group, Explorers remain in cars until leader specifically asks them to come out to the muster point.	
Maintaining social distance during activities: higher risk of infection spread if social distancing not maintained. Group Sizes	Explorers, Leaders	• Sessions and activities will be planned in line with latest guidelines on group size and meeting formats – the current guidance will be a total group size of 15 people. • Where we have more than one Group per session, we will not mix groups or leaders and maintain at least 25m distance between groups. • Although some activities such as DofE expeditions are remotely supervised, adventurous activity safety rules will be adopted and typically require smaller group sizes (e.g. max of 7) and larger group separation (e.g. 30 minutes walking time / 1.5km. SHQ have confirmed mixing of leaders between expedition groups is allowed for DofE expeditions (unlike evening/normal sessions where it is not allowed). • We will ensure we have enough volunteers to run each session safely and within recommended supervision ratios – if we do not, we will not proceed with the activity. • Explorers will be briefed on parts of the activity where maintaining social distancing will be inconvenient/unnatural and measures to take to maintain separation (on expeditions: transiting styles, group navigation decisions, cooking meals)	
Hygiene of people: higher risk of infection spread if proper hand washing not carried out.	Explorers, Leaders, Visitors	• We will set out clear expectations with all involved relating to hygiene, e.g. in emails, notices, and code of conduct. • We will provide hand sanitiser/ hand washing for members on arrival and departure at static locations, and during activities as required.	

		• We will request that leaders and Explorers bring their own pocket-sized sanitiser, particularly for remotely supervised activities such as expeditions.	
Inclusion	Explorers, Leaders	• We will utilise our venue and programme to enable as many Explorers to participate as is safe and practical. • Where Explorers with additional needs require individual assistance, this will be provided by one of their household (since distancing rules don't apply) • We will use Zoom/Teams for communication and as much training as possible to maximise participation without f2f exposure, while recognising that f2f is an essential part of the training and completion of expeditions.	

Leaders are not up to date with training	Leaders	• We will ensure Adult leaders involved in f2f meetings will have current/validated:
		  ○ PVGs (or are renewing within the allowed 90 days)
		  ○ safety
		  ○ safeguarding
		  ○ any additional requirements specific for the activity (e.g. Hillwalking permits for T1/T2 terrain).
		• We will we have sufficient adult leaders with up to date first aid training (or are renewing within the 6-month deferral period)
		• Parent helpers (if any required) will be fully briefed and acknowledge they have read and understood the RA. All parent helpers will be given the yellow card and undertake the online Safety and safeguarding sessions. If attendance becomes regular, then we will ask them to become sectional assistants with the relevant mandatory training put in place.	

Suspected case of Covid-19 either out with or within the setting - possibility of Covid-19 spreading.	Explorers, Leaders, Parents	• We have informed Parents/Carers that any young person or adult must not attend if they are unwell (based on current Government/NHS guidance for Covid19) • If a young person becomes unwell during an activity their parent/carer will be contacted to pick them up as soon as practical, and to follow current Government guidance (e.g. isolation periods) • If a leader becomes unwell during an activity they will go home as quickly as practical. The leader in charge will assess the risk of this absence and decide on any changes to the plan, and contact parents/ carers to pick their Explorers up early at an appropriate collection point. • Test and protect: - we will register both leaders and Explorers on OSM.	

		• When activities are being held in remote locations not directly accessible by public road, there will be contingency plans to cover evacuation of the Explorer for collection, recognising mobile contact may not be immediately available for communication between leaders, parents and an InTouch contact. Plans may require an early finish to the event for the group in which the Explorer is travelling, for all participants, depending on the impact of leader(s) detaching from planned supervision to	
Suspected case of Covid-19 identified in remote location with no adjacent accessible pick-up location for parents to collect ill Explorer and/or remote supervision is being used		• Many of the activities, particularly expeditions will involve Explorers being some distance from a road where they can be collected by parents, and if under remote supervision, without leaders to provide immediate direction or who can be guaranteed to be contactable by phone. • Participants are trained in procedures for these types of emergency situations and will follow this training. • During the Covid period we will provide a briefing before any remotely supervised expedition to remind them of what to do in this situation. • If the situation is considered life-threatening the group should follow standard procedures by contacting the emergency services first, followed by their supervisor. • In the case of simple presentation of early Covid symptoms (not a life-threatening emergency) ○ Check on the route card to confirm the pre-identified escape route for the current location and the meeting point – the normal action would be to change route so the affected Explorer can be collected at the nearest accessible location (using the relevant escape route). ○ Phone the leader on the supplied number, and if no reply, the InTouch contact. If there is no reply send text messages to confirm the new route and destination. ○ The Group should then follow the escape route to the meeting point which will be accessible to their parents. ○ Make sure social distancing is continuing to be observed, and wear masks if desired	

		○ If the leaders have not been contactable or have not responded to text messages, continue trying to contact them periodically to notify them of the change in plan. ○ The InTouch contact will phone the parents to arrange for them to come immediately to the pick-up point on the relevant escape route. ○ As soon as the leaders are contacted, an adult will go to the end of the escape route to meet with the group. ○ If the leaders have not received calls/texts, the team supervising the groups will soon notice the group is not where they should be, and actions will be taken to find the group (with knowledge of the escape routes). ○ When the Explorer with potential Covid symptoms has been collected, a decision will be made as whether the group returns to the original route, takes an alternate route to the finish point, or other action.	
Hygiene of toilets: higher risk of infection spread if hygiene not carried out.	Explorers, Leaders, Parents, Visitors	• For all activities, Explorers and leaders will be advised to go to the toilet before arrival at the activity to reduce the need for use of public toilets and/or "wild camping" toilet arrangements. • For directly supervised outdoor activities with no access to permanent toilets: ○ Each group will have access to a trowel, toilet paper, sanitiser gel, and hand wipes for any emergency use. ○ This will be cleansed before/after use. • For remotely supervised outdoor activities with no access to permanent toilets(e.g. hills/moors): ○ individuals will be required to bring their own trowel, sanitiser, toilet paper (and if required sanitary products/bags) to minimise sharing. ○ the group will have a similar sealed kit for emergency use. • For activities with access to toilets: A plan will be completed (in consultation with the facility owner when appropriate) to ensure: ○ cleaning of facilities before and after the activity ○ social distancing is observed during transit to and from, and while toilets are in use ○ ensure cleaning equipment is available to leaders to clean toilets after each use ○ Ensure sanitiser gel and paper towels for drying are available	

District Commissioner Approval - (POR 9.1b)		• Expeditions normally involve nights away, which ensures DC's with Explorers taking part have visibility of the activity through the Nights Away approval. • As activities delivered under this Risk Assessment will not include nights way (in line with Yellow status), the organiser of an expedition that would normally require a night away, or requires a permit holder to be present (e.g. Hill walking T1 or T2) will issue a Day Activity Notification (DAN) to each DC with Explorers in their District who are taking part. The Activity Risk assessment will be available if requested.	
Risk of cross-infection while administering first aid	First Aider/Injured party	• Latest Scouting guidance on first aid procedures and personal protective equipment is available at:https://cms.scouts.org.uk/media/7394/knowing-what-to-do-if-something-goes-wrong-version-2.pdf • All Group first aid kits will be upgraded to contain PPE as detailed in the above guidance (sanitising gel, gloves, surgical mask, apron) for use to protect the first aider and the individual being treated • Protective eyewear will also be included to protect the first aider for infection due to virus particles getting in their eyes in line with recommendations from the Regional Hillwalking Assessors. • Leaders will be advised of latest guidance on resuscitation (at the time of writing, "chest compressions only for adults, but in children mouth to mouth with compression is more likely to be required and so a face shield should be used where possible").	
PROGRAMME			

Choice of suitable programmes and activities	Explorers, Leaders, Parents, Visitors	• We plan and deliver a programme with a range of activities to enable Explorer Scouts to achieve Top Awards, focussed on expeditions to cover training, practice, and assessed expeditions for Top Awards including adventurous activities defined in PoR. (e.g. hillwalking, cycling, canoeing)
		• These will usually be one of:
		  ○ indoor classroom training sessions
		  ○ outdoor training sessions outside halls and in local public spaces
		  ○ outdoor training exercises and expeditions in relevant terrain (e.g. Pentlands / Southern Uplands for hillwalking)	

		• Expeditions are a core and highly popular part of the Explorer Top Awards – and we will use flexibility provided by DofE to minimise the impact of Covid restrictions (e.g. returning home each evening to replace lightweight camping in groups) to maximise the opportunities for Explorers to achieve top awards	
Hygiene of activity equipment: Higher risk of infection spread if hygiene not carried out.	Explorers, Leaders, Parents, Visitors	• We minimise sharing of equipment, and where it is necessary, ensure it is cleaned before and after use by everyone. • To minimise sharing, we will obtain additional equipment to allow these to be issued to each participant for personal use, and/or ask participants to bring their own personal equipment when it is available • We will limit the volume of equipment used, including consumables such as paper, pens etc.	
Session length	Explorers, Leaders,	• We will restrict face-to-face meetings in number and in duration to minimise f2f contact - with typical durations of 60 to 120 mins for training and 1-4 days (but with no residential activity overnight) based on level of expedition	
Contingency plans	Explorers, Leaders, Parents, Visitors	• Contingency plans will be agreed to halt an activity in case Explorers break the distancing rules in the activity, allowing leaders to make necessary adjustments before continuing. • All parties will be asked to carry face coverings, and to wear these were the distance between individuals is unavoidably under 2m (e.g. first aid treatment) • Parents/carers will be asked to ensure personal information on OSM is up to date before each activity (medical, dietary, allergies, emergency contact information) and to be contactable and available to collect their Explorer in the event of any illness. • InTouch processes will be in place for any non-local activity where there is significant travel time for parents to the activity. • We will ensure that all relevant parties – leaders, Explorers, parents etc are aware of these contingency plans and any consequences of not following them.	
From close contact between Explorers and leaders	Explorers, Leaders,	• All leaders and Explorers will be made aware of social distancing requirement and be able to maintain them i.e. all Explorers and Leaders to socially distance from each other by the required separation (currently 2m). • All participants to be asked to bring a face covering and where leaders or Explorers are unable to maintain full social distancing for a short period of time, these to be worn.	

		• We will ensure that anyone who starts to display symptoms of Covid-19 can wait away from the group until they are collected by their parent/guardian.	
First Aid - higher risk of infection spread if hygiene not carried out. -		• Explorers will be recommended to carry personal first aid kits when undertaking expeditions for self-treatment of simple ailments (blisters, cuts) • A group first kit will be available with mask, gloves and apron to be worn if social distancing cannot be maintained while administering first aid.	
Own Medication -		• Any Explorer or leader who needs medication will look after their own and use if and when needed. Parents/carers will be asked to sign a medication form.	
PLACES			
Responsibilities as the "tenant" of the premises (that may be used in the Amber or Yellow phases)	Explorers, Leaders, Parents, Visitors	• We will check when booking any building/venue for the first time since the outbreak of Covid, we will check with the owners of the indoor premises to obtain any advice/guidelines they have, and any changes in the state of the property that we should be aware of.	
Use of outdoor spaces: un-even ground, access to space less controlled, cannot be cleaned.	Explorers, Leaders, Parents	• We will brief leaders and Explorers on the boundaries of the activity location and any Covid-related risks or measures they should be aware of. • We will have hand cleansing facilities for all participants available in appropriate locations.	
Suitable outdoor venue(s)	Explorers, Leaders, Parents,	• We will plan and undertake outdoor activities relevant to the expected weather and nature of the location and will take appropriate decisions e.g. modify expedition route or cancel, if the weather unexpectedly changes. • We will request that all members bring appropriate clothing for outdoor activities e.g. warm and waterproof clothing, hat and gloves etc • We will produce risk assessments for each activity and setting/location.	
Review: *This risk assessment is for a section to move from one COVID Readiness alert level to the next, an additional risk assessment should be produced for each move proposed.*			

Checked by Line Manager		**Checked by Executive**	Name: Role / level: Date
Approved by Commissioner	Approved on behalf of Regional Commissioner 1st October 2020	**Approved by Executive**	Name: Role / level Date

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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 Regional
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'.