|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Name of** **Section or Activity**  | 123rd Carlisle Scout GroupSquirrels + Beavers + Cubs + Scouts | **Date of risk** **assessment** | 12/4/22 | **Name of who undertook this risk assessment**  | Mark Hampton123rd Carlisle Group Scout Leader | **COVID-19** **readiness level**  | Green  |
| **Date of next review** | April 2023 |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Hazard Identified? / Risks from it?**  | **Who is at risk?**  | **How are the risks already controlled? What extra controls are needed?**  | **Risk rating** | **Likelihood rating** | **What has changed that needs to be thought about and controlled?**  |
| **Supervision ratios:**  Squirrels – Indoor Minimum 1 leaders per 6 Squirrels (max of 24 Squirrels) – Outdoor Minimum 1 adult to 4 Squirrels - **Plus the leader in charge** Beavers – Indoor Minimum 1 leaders per 8 Beavers (max of 24 Beavers) – Outdoor Minimum 1 adult to 6 Beavers - **Plus the leader in charge** Cubs – Indoor Minimum 1 leaders per 10 Cubs (max of 24 Cubs) – Outdoor Minimum 1 adult to 8 Cubs - **Plus the leader in charge** Scouts – Indoor Minimum 1 leaders per 12 Scouts (max of 24 Scouts) – Outdoor Minimum 1 adult to 12 Scouts - **Plus the leader in charge**Young leaders – Minimum of 2 leaders always present with a maximum of 15 young leaders in all circumstancesMeeting timesSquirrels Mondays 530-630pmBeavers Fridays 530-7pmCubs Mondays 645-815pmScouts Fridays 730-9pmMeeting place is Upperby Parish Hall, Upperby road, Carlisle, CA2 4JLRisk rating: severity of injury/damage on scale of 1-5, 1 =**superficial**, 5 = **fatal**. Likelihood rating: likeliness rating on scale of 1-5, 1 = very **unlikely**, 5 = highly **likely**. |
| ***Hazard*** *– something that may cause harm or damage.* ***Risk*** *– the chance of it happening.*  | *Young people,* *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.*  | *How risky is this activity* | *How likely is the risk to affect someone* | *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*  |
| Use of outdoor spaces: uneven ground, access to space less controlled, cannot be cleaned.  | Young People Leaders  | Location will be consistent [New Scout HQ] to ensure routines and practices are observed with greater clarity and effectiveness. Any movement outside of the Scouts HQ grounds will be considered carefully and traced by leaders prior to the event. Staying off public roads and avoiding village hot spots (such as shops and pubs) will be ensured.  | 3 | 2 |   |
| Managing inappropriate behaviour: Behaviour particularly around failure to follow social distancing measures could result in a higher risk of spreading infection.  | Young People Leaders  | All young people, parents and leaders will be briefed with the expectations which have been set out. Deliberate breach of the measures set in place will result in early dismissal and a refusal of future attendance while Covid-19 measurements are in place. This will be clearly communicated in the brief and at the start of each session.  | 3 | 2 |   |
| First aid incidents and medical emergencies: Higher risk of infection spread if appropriate protective measures are not in place  | Young People Leaders  | All young people and leaders will be required to bring their own first aid kits (at a minimum plasters and antiseptic wipes) with them in their day bags. Any minor incident will be performed by themselves. Should the dedicated first aider for the session be required to perform first aid on an individual in a way which breaks the social distancing measurement, full PPE must be worn including apron, gloves, face mask and eye protection. At least two mobile phones must be operational (in terms of battery life and ability to make phone calls) in case further assistance is required by 999. Ensure all leaders first aid certificates are up to date and consider covid restrictions practice. | 1-5 | 2 |   |
| Disposal of waste: Higher risk of infection if hygiene is not carried out  | Young People Leaders  | Bin bags will be provided on site and the leader in charge is responsible for the safe disposal of all waste from the site. Any potential “covid risk” waste is to be doubled bagged and tied and disposed of immediately. Hand washing will follow any contact with waste.  | 2 | 2 |   |
| Inclement weather: May result in confined spaces being used and therefore increasing the risk of infection  | Young People Leaders  | Activities will be reconsidered prior to meeting if the forecast indicates poor weather conditions. Shelter will not be sought in any building other than the new scout HQ. shelters are available and can be erected without side panels to ensure air flow. This must be disinfected upon collapse and storage. But a decision to cancel the meet can also be made or revert to a normal meeting at the New HQ. | 3 | 2 |   |
| **Site security –** Vandalism or damage to HQ, loss of equipment or facilities. HQ left in an unsafe way. Potential for arson.  | All users  | Site secured when unattended by locked gate to main entrance. Authorised users of hall have key. Keys recently obtained to new venue. Security lighting in use at front and back of HQ triggered by movement at night. Alarm system in use – authorised users will have a code | 3  | 2  |   |
| **Windows –** Cuts from broken glass.  | All users  | Doors and front windows are of modern double-glazing standards. And all games limited to soft balls to prevent damage | 3  | 2  |  |
| **Electricity –** Electrocution or fire risk from damaged or overloaded sockets.  | All users  | Electrical works and major inspections to be carried out by competent person. Condition of sockets checked as part of regular maintenance. All users check sockets before use and report any defects. They immediately stop use.  | 5  | 1  |  |
| **Lone working –** Risk heightened due to lack of onsite aid and assistance.  | All users.  | Users strongly encouraged to always work in groups when on site. Always taking into consideration current covid restrictions. Those who must work alone must inform someone else that they are there and their expected finish time. Risky activities, i.e., working with services, working at height etc. should be completed in teams or by professionals. | 4  | 1  |  |
| **Slips, trips and falls –** Breaks, bruises and cuts from falls.  | All users  | Good quality lighting throughout (once on). Defects in lighting reported as soon as they occur. Entry, exit and evacuation routes to be cleared of tripping obstacles. Trailing wires to be either secured to ground (e.g., through tape) or covered to ensure safe passage across or to prevent others crossing wire. (Tape located in store to cover cables.) Hall to be kept in tidy condition upon leaving so obstacles are not left exposed.  | 2  | 2  |  |
| Slipping on a wet floor.  | All users  | Spillages to be mopped up using equipment in cleaning cupboard. Wet floor sign to be displayed until dry. Mats at entrances provided to wipe feet and reduce water carried into hall.  | 2  | 2  |   |
| **Manual handling –** Back strain through handling heavy or unwieldy objects.  | All users.  | Any heavy lifting to be done in teams with adequate plan in place to reduce the risk of confusion while liftingIf it is too heavy other plans are made for the move.  | 3  | 2  |   |
| Risk of objects falling from height.  | All users.  | Store heavy equipment at low levels. Ensure all equipment is stored on a stable surface.  | 3  | 2  |  |
| **Crushing –** Injury from objects falling on users. Mainly stacks of chairs.  | Hall users.  | Users of hall to leave hall in a tidy state after use, including but not limited to ensuring chairs are stacked in like stacks of no more than 6 and stored with tables and chairs in storage room. | 2  | 2  |  |
| **Protrusions -** Minor injuries, cuts, bruises, sprains etc. from contact with table edges etc.  | Hall users  | Fully stocked first aid kit is to be available to the activity leader/first aider at meetings, to deal with injuries of this nature. Cold packs located in afore mentioned kit to reduce swelling. Incident book kept with this to report any significant injuries. Defective furniture taken out of service immediately. Users to keep hall in good order.  | 2  | 2  |  |
| **Scalding –** Scalding from hot water.  | Toilet users.  | Caution hot water signs placed above the hot taps in all locations within the hall. Plugs provided for basins in the Gents and Accessible WC so basins can be filled with warm water | 3  | 2  |  |
| **Sharp objects –** Cuts and puncture injuries | All Users  | Young people not allowed in kitchen without adult supervision. Ensure users are competent with knife use, if permitted use. Ensure all other sharp objects are stored and secured away from easy access“Sharps” box and disposal PPE accessible through GSL | 3  | 2  |  |
| **Hot surfaces –** Burns or scalds from cooker, heated objects, water boiler/ kettle.  | Users of kitchen.   | Ensure users of items are trained and are aware of safety rules. Young people not allowed in kitchen without adult supervision.  | 3  | 2  |  |
| **Storage of food -** Risk to health if food goes off and of vermin.  | Kitchen and store users.  | Food stored in proper conditions or stored off-site. Out of date food to be disposed of properly and not used.  | 2  | 2  |  |
| **Hygiene –** Contamination of food from poorly cleaned surfaces. Risk of vermin from food waste.  | All users  | Leaders to do a full clean down after they have used the kitchen. Nights away leaders competent with food hygiene measures.  | 2  | 1  |  |
| **Cleaning materials –** Fumes when inhaled, burns if contact with skin made or swallowed. Risk of skin conditions.  | Users of cleaning products.  | All chemicals stored securely in locked cleaning cupboard. Key is stored out of reach of children. Cupboard must remain locked when not in use – sign communicates this. All chemicals suitable for household use. COSHH risk assessments for each chemical in the cupboard.  | 2  | 1  |   |
| **Trees –** Risk of injury from unsafe branches.  | Outside users.  | Competent person to periodically check state of branches and remove unsafe or instable branches as soon as practical. Check after extreme weather.  | 4  | 2  |  |
| **Uneven ground –** Tripping on uneven ground. Rear step into building. Concrete fire pits in grass.  | Outside users.  | Grass cut regularly to ensure even grass surface. Ensure users are wearing appropriate footwear for activity. Rear patio in good state of repair and front garden is maintained as regularly as practical by local agencies. | 2  | 2  |  |
| **Rubbish –** Disease from vermin or animal faeces. Cuts from rubbish or debris.  | Outside users.  | Rubbish is routinely collected and disposed of appropriately. Hot ash is stored separately in a safe manner. Users check outside area for faeces prior to activities.  | 2  | 1  |  |
| **Traffic –** Collision between pedestrians and vehicles.  | All users.  | Road safety included into youth programme for all sections. Parents are warned of dangers verbally. Sensor lights cover majority of the area during darkness.  | 3  | 2  |  |
| **Cash Payments**  | All users | Members will be encouraged to pay by Cheque or BACS.Where this is not possible, cash payments will be handled by leaders  | 2 | 3 |  |
|  |  |  |  |  |  |
| ***Review:*** *This risk assessment is for a specific level of Scouting’s COVID Readiness alert level, an additional risk assessment will be produced for every change in level as to meet with restrictions in place.**Additional risk assessments should also be carried out for any adventurous activities or activities where there is an increased level of risk compared to normal weekly meetings.* |

|  |  |  |  |
| --- | --- | --- | --- |
| **Checked by Commissioner**  | Name, Role / level Date  | **Checked by Executive**  | Name, Role / level Date  |
| **Approved by Commissioner**  | Name, Role / level Date  | **Approved by Executive**  | Name, Role / level Date  |
| **Notification of level change**  | Date level commences |  |  |

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’.](https://scouts.org.uk/DPPolicy)