Scouts
15th New Forest South
Milford & Keyhaven

COVID-19 Action Plan

Scouts

15th New Forest South
Milford & Keyhaven

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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)
Groups One Drive	This is a cloud-based file storage system. Log in details will be emailed to the Section Leaders, Group Scout Leader and Executive Committee.
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 Enclosure	A piece of land used by the Group just off the Ancient Highway
The Group	15th New Forest South – Milford on Sea and Keyhaven Scout Group
The Scout Hut	The Scout Hut Keyhaven Lymington Hampshire SO41 0TP
The Scouts	The Scout Association for the UK
Track and Trace System	The system created and used sued 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 a 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. We have written this document to set out the policy specifically for the Group and as such it is personal to the Group. Versions have been provided to other Scout Groups, but they should ensure that they review the document as a whole to ensure that all parts specifically relate to their scout group. This Policy is 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
Red Rate of infection is remaining consistent or growing	• Online and digital youth services • Detached youth services and 1-2-1 sessions with vulnerable young people outdoors	• Digital programme delivery • No face-to-face activity or meetings • No residential activities
Amber Rate of infection is reducing consistently in all parts of the country	• Online and digital youth services • Small group sessions can take place	• Digital programme delivery • Small group sessions can take place outdoors • No residential activities
Yellow Number of cases low and decreasing, full Track and Trace system in place	• Online and digital youth services • Indoor group sessions can take place • Outdoor learning, trips and visits	• Digital programme delivery • Small group sessions can take place indoors and outdoors • No residential activities
Green No new cases or a vaccine is readily available	• All services open as per normal yearly operations • Overnight trips and visits allowed • International travel allowed within FCO advice	• 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

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

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:

V.1. Created by Sean Reeves 28 June 2020

V.2. Amended and commented by Jonathan Morris 30 June 2020

V.3. Amended by Sean Reeves 01 July 2020

V.4. Suggestions proposed by Nicola Goode 01 July 2020

V.5. Amended by Sean Reeves after suggestions from various parties and the Webinar hosted by the Scouts

V.6. Amended by Sean Reeves after the announcement of the Readiness Level being changed to Amber.

Current Alert Level

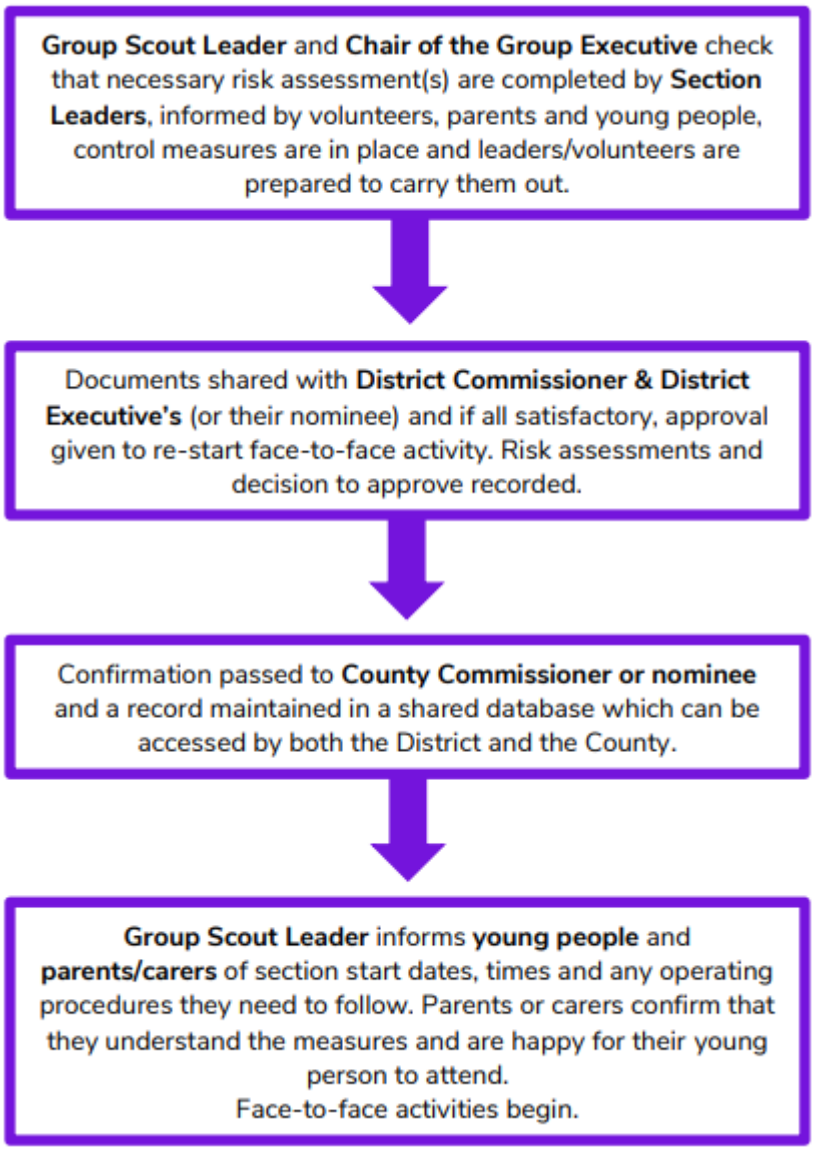
The current Readiness Level can be found here.

Contact Details

Role		Name	Email
DC			
Exec Comm	Chair / GSL		
	Secretary		
	Treasurer		
Beavers			
Cubs			
Scouts			

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 in order 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 a

- Red Level can be found here
- 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 in order that we are in a position to offer face to face meetings in accordance with the readiness level set by The Scouts. With this in mind the following timetable has been proposed:

Task	Description	Date to be completed	Responsibility	Date Completed
Action Plan	This document	28 June 2020	Sean Reeves	28 June 2020
Draft Risk Assessments	Risk Assessment – Amber	28 June 2020	Sean Reeves	28 June 2020
	Risk Assessment – Yellow	28 June 2020	Sean Reeves	28 June 2020
	Risk Assessment - Green	28 June 2020	Sean Reeves	28 June 2020
Prepare Surveys	Draft a survey to both Leaders and the parents as per the below	05 July 2020	Sean Reeves	30 June 2020
Approve Surveys	The Surveys are to be approved	07 July 2020	Executive committee	30 June 2020
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 07 July 2020.	07 July 2020	Sean Reeves	01 July 2020
Parents Survey	An anonymous survey will be sent to all Parents using Survey Monkey and via OSM to gauge their thoughts and feelings about returning to face to face meetings. Survey closes on the 11 July 2020.	07 July 2020	Sean Reeves	01 July 2020
Surveys Reviewed	The results of the Surveys shall be reviewed and if necessary, this Action Plan shall be updated	06 July 2020	Sean Reeves and Executive Committee	
Action Plan agreed	A copy the Agreed Action Plan is to be sent to all parents with invitation to comment on this Action Plan and Risk Assessments together with a request to confirm who would be happy to return and a further questionnaire to collate information to form small groups/bubbles.	06 July 2020	Beavers	06 July 2020
			Cubs	06 July 2020
			Scouts	

Term Planning	Put together a term plan for the Autumn Term. This should include planning for small face to face groups and virtual meetings.		Beavers	
			Cubs	
			Scouts	
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 Hut		Executive Committee	

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 check lists 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 the all Section Leaders training is up to date and in accordance with Rule 3.43 of POR. If a Section Leader find 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 in particular 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 put to use in the national interest or planning the allocation of digital resources as well as the spread of the virus itself. It is essential that data controllers 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 prior to 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 governmental 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 aren't). 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, it is important that you 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:

1

If you find someone collapsed, you should first perform a primary survey. **Do not place your face close to theirs.** If you have established from this that they are 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.

- **Ask your helper to put the phone on speaker and hold it out towards you, so they can maintain a 2m distance**
- If you are on your own, use the hands-free speaker on a phone so you can start CPR while speaking to ambulance control
- Do not leave the casualty to look for a defibrillator yourself. The ambulance will bring one.

2

Before you start CPR, use a towel or piece of clothing and lay it over the mouth and nose of the casualty.

Start CPR. Kneel by the casualty and put the heel of your hand on the middle of their chest. Put your other hand on top of the first. Interlock your fingers making sure they don't touch the ribs.

Keep your arms straight and lean over the casualty. Press down hard, to a depth of about 5-6cm before releasing the pressure, allowing the chest to come back up.

- The beat of the song "Staying Alive" can help you keep the right speed
- **Do not give rescue breaths.**

3

Continue to perform CPR until:

- emergency help arrives and takes over
- the person starts showing signs of life and starts to breathe normally
- you are too exhausted to continue (if there is a helper, you can change over every one-to-two minutes, with minimal interruptions to chest compressions)
- a defibrillator is ready to be used.

4

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

- **Wherever possible, the helper should keep a distance of 2m.**

5

If the casualty 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.

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

St John's Ambulance Guidance for Child CPR

What to do:

1

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.

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

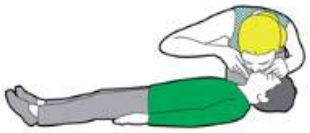
2

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.

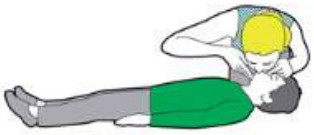
Repeat this 30 times at a rate of 100 to 120 compressions per minute.

- 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:



- emergency help arrives and takes over
- the child starts showing signs of life and starts to breathe normally
- 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.

6

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.

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

PPE, Cleaning and Sanitising

Personal Protective Equipment

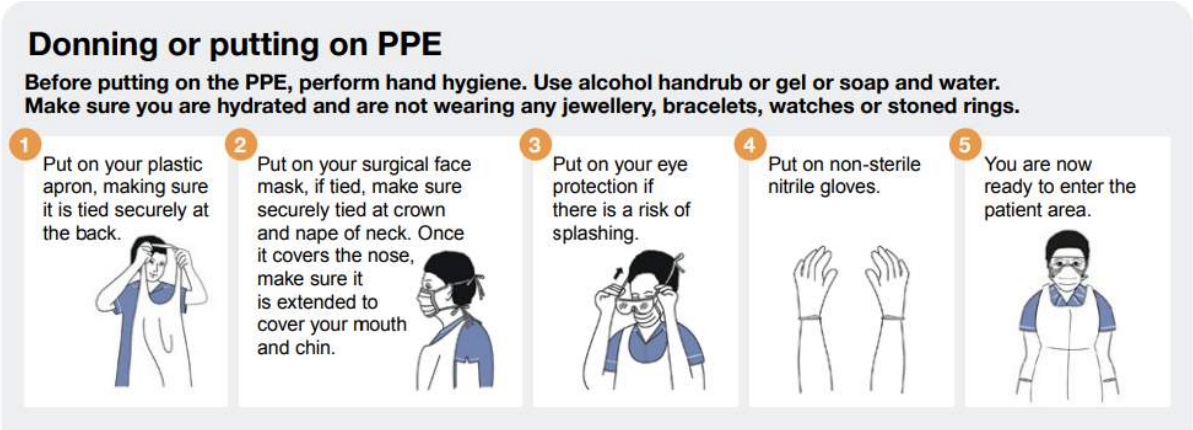
PPE (Personal Protective Equipment) should only be required when leaders and/or adults are coming into contact with young people at a distance closer than 2 metres. This does not stop people from wearing masks etc at meetings and to begin with will be actively encouraged. The only reason the 2-metre 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
- 4 Visors (CE Marked)
- 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 Kitchen should be designation 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.

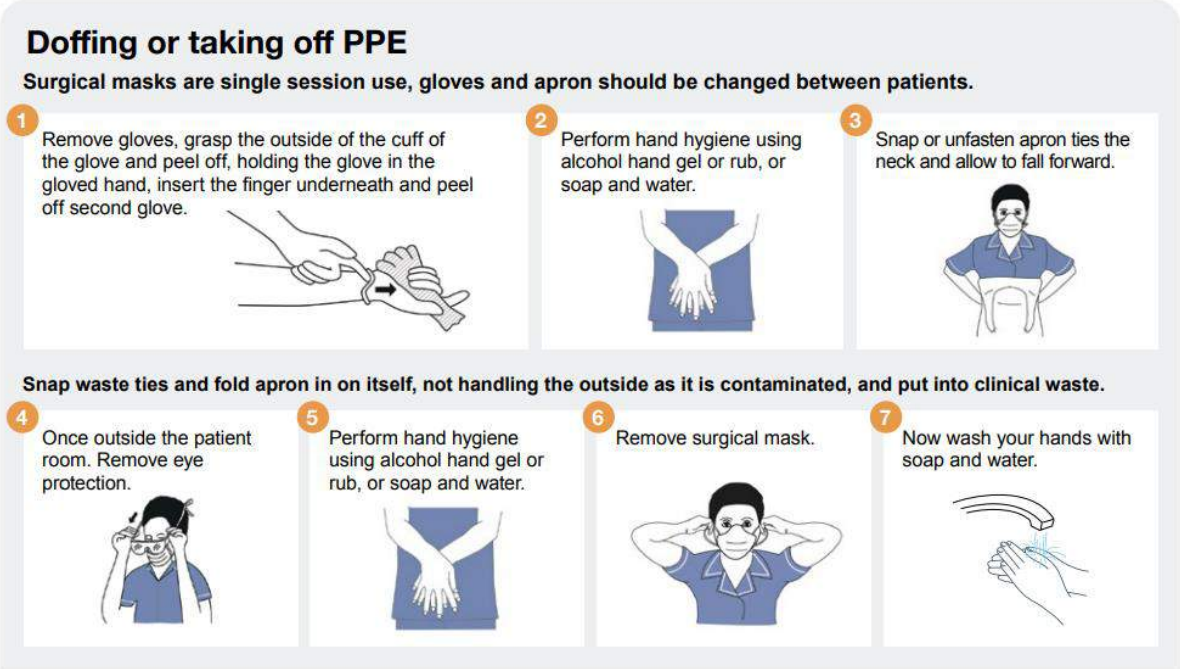
As soon as any PPE is used an email must be sent to the Executive Committee so that replenishments can be ordered. **A meeting cannot be held if the minimum PPE as mentioned above is not maintained at the Scout Hut prior to the meeting.**

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



If any Section Leaders are unsure then they should speak with the Executive Committee for further guidance.

PPE should be removed as below:



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 of these measures help to prevent the spread of COVID-19. This is another reason as to why the Term 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 Groups One Drive to the relevant folder 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 D10 Cleaning Solution – 1 of which must be sealed
- 2 5 litres of Milton Sterilising Solution – 1 of which must be sealed

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

All COSHH Data sheets 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 in relation to keeping the Scout Hut safe and secure can be found here which is the bear 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. 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 must wear disposable gloves and an apron.

The Hut will be deep cleaned once a week, by external professional cleaners as organised by the Executive Committee.

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

- Toilets Cleaned with a D10 Cleaning Solution
- Kitchen Cleaned with a D10 Cleaning Solution
- Floor Mopped with a BS EN14476 Compliant Cleaning Solution
- Touch Points wiped down with a D10 Cleaning Solution and/or antibacterial wipe
- Tables and chairs (if really necessary and should really be avoided wherever possible) that are used wiped down with D10 Cleaning Solution

- The Wet Room / Shower Area and Cloakroom will be out of bounds until such time as the Readiness Level is at Green and hazard tape will be put across the doorway to stop anyone using the same.

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 a period of 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 ever 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 Hut. 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.

For those meetings which will be held outside and away from the Hut 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 every half hour whichever the earliest. 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.

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:

- 15 bottles of anti-bacterial handwash
- 15 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 including adults. 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.

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. A decision has been made by the Executive Committee that the Group should aim to implement such as a system and keep the young people in bubbles. With this in mind the Section Leaders should consider the following elements:

- Siblings (Try to keep siblings in one bubble, that way there is not cross bubble contamination)
- Schools (Try to reduce the number of different schools in one bubble)

The Section Leader of each group/bubble 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 Groups One Drive and must be kept for at least 6 weeks for the Track and Trace System in the event of an outbreak.

Distancing

As was stated in the All Members Meeting on 24 June 2020 by Graeme Hamilton (Deputy Chief Commissioner) the distance between each unit or group must be at least 25 metres. This means as long as the ratios as above are met then multiple groups can meet simultaneously as long as they are

25+ metres apart. As such it will be possible to have a group/bubble meet on the grass outside the Hut with a second group meeting at a safe location away from the Hut to go to the Enclosure.

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 two groups/bubbles can meet at once with the first group/bubble meeting at the grass area outside the Scout Hut and the second group/bubble meeting at a safe location to go to the Enclosure.

The key concern will be that there is no toilet or handwashing facility at the Enclosure 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.

Transport to and from meetings

Wherever possible the parents of the young people should be encouraged to walk/cycle to the location of the meeting in order to avoid traffic build up although there is ample space in the public car park by the Hut. A reminder should also be sent to parents that lift shares should be avoided at all costs. A question will be included in the survey to the parents to if there are any unavoidable lift shares so that consideration can be given to this when creating the groups/bubbles.

Drop Off and Pick Up

The Hut – inside/outside

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

1. Parents to drive to the edge of the grassed area where there is a break in the barrier and remain in the car – if there is a car already there then the parent is to queue behind and all occupants **MUST** wait in the car.
2. When at the gap in the barrier only the young person may exit the vehicle and go up the ramp maintaining the minimum Social Distance. The parent may then drive off.
3. Once at the top of the ramp the young person must go and wash their hands in one of the two toilets for at least twenty seconds. If both toilets are occupied, then they must wait by the entrance maintaining the minimum Social Distance.
4. After they have washed their hands they will either:
    a. Proceed to a preassigned space in the Hut; or

b. Proceed to the fire exit and exit to the grassed area to a preassigned space.

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

1. As with the drop off parents are to remain in their cars and queue by the opening in the barrier by the grassed area. Parents should be encouraged to arrive a few minutes early.
2. The Section Leader will see the order that the parents are queued in and will recite that order. The young people are to exit the hut in that order and on their way out they are to wash their hands. Whilst waiting the young people will remain in a Social Distance queue.
5. Once the young person has gotten into their car the parent can drive up and the next parent drives to the gap in the barrier.

The ramp to the Scout Hut will be marked to show the minimum Social Distance needed to be maintained whilst queuing. It should also be noted that the kitchen area is not to be used to wash the hands of the young people due to the storage of the cleaning chemicals.

The Enclosure

The Section Leader should confirm to the parents that their young person will be attending the Enclosure for their meeting. The likely meeting point will be the end of the Ancient Highway. Parents are to drive to the parking area and remain in their car whilst the young person gets out of the car and joins the Section Leader keeping to the minimum Social Distance. Once all young people have been dropped off the other adult is to join the back of the queue. The queue then walks to the Enclosure maintaining the minimum Social Distance required.

For pick up the reserve is to happen.

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 WhatsApp message.

The Scouts have prepared template letters which need to be sent to Parents to inform them of the Groups proposed plans to re start 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

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. In particular a 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. **NO YOUNG PERSON WILL BE ABLE TO ATTEND UNTIL SUCH TIME AS OSM HAVE RECORDED THAT THE DETAILS HAVE BEEN UPDATED AND/OR CONFIRM BY A PARENT.**

In the initial communication with the parents it is needs to be made absolutely clear that if someone within the bubble tests positive for COVID-19 then the Group will have no alternative but to provide contact information to the Track and Trace System.

Surveys

The Group will run a number of 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.

Initial Survey

The Group will send the following email to the Parents:

> Dear Parents
>
> Following guidance released by The Scouts Association on the 25 June 2020 we, as a Group, are now starting to plan for a gradually return to face to face scouting. Presently The Scout Association has put together a framework which we will be complying with - a copy of which can be found by going to https://www.scouts.org.uk/volunteers/scouts-at-home/getting-everyone-back-together-safely/
>
> In order to help the Executive Committee and in particular the Section Leaders we have prepared this survey to allow us to collate subjective feedback anonymously. Please visit the following link.
>
> INSERT LINK
>
> If you have more than one young person within the Group, please can you complete the survey for each young person.
>
> It should be noted the more replies we receive the better we will be informed.
>
> Kind regards
>
> Sean Reeves
>
> For and on behalf
>
> 15th New Forest South Scout Group Executive Committee and Section Leaders

The Survey will ask the following questions

1. Please confirm what section your Young Person is a member off

   Beavers Cubs Scouts

2. If the Scouts Association changed their Readiness Level to Amber how would you feel about your young person returning to Face to Face meetings in a group of around 6 (to be confirmed but this appears to be the current guidelines) meeting OUTSIDE the Scout Hut and/or in the enclosure. Any organised meetings will follow the current guidelines issued by both The Scouts Association and the Government which will include a stringent cleaning regime.

   Not happy 1 2 3 4 5 very happy

3. If the infection rate reduced and the scouts Association changed their Readiness Level to Yellow how would you feel about your young person returning to Face to Face meetings in a group of around 6 (to be confirmed but this appears to be the current guidelines) meeting inside the Scout Hut. Any organised meetings will follow the current guidelines issued by both The Scouts Association and the Government which will include a stringent cleaning regime.

   Not happy 1 2 3 4 5 very happy

4. If the infection rate continued to reduced and the scouts Association changed their Readiness Level to Green how would you feel about your young person returning to Face to Face meetings in a group of around 20 (to be confirmed but this appears to be the current guidelines) meeting inside the Scout Hut. Any organised meetings will follow the current guidelines issued by both The Scouts Association and the Government which will include a stringent cleaning regime.

   Not happy 1 2 3 4 5 very happy

5. If we were to offer face to face meetings it is likely, especially, in the first few weeks and months that meetings would be a mixture of both virtual and face to face meetings. How likely is it that your Young Person would attend the virtual meetings?

   Not very likely 12 3 4 5 very likely

6. Please let us have any comments or questions you may have so that we may factor it in our future plans.

Code of Conduct

As a result of the new framework it is clear that 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 bubble or 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 bubble or group tests positive.
6. I understand that if I breach any of these rules then I may be asked to stay away from the group for a period 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.

It is acknowledged that Code 5 may breach GDPR, but any parent/guardian accepts this by allowing their Young Person to attend any face to face meeting.

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 here. 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.

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.

Annex 1 – Readiness Level Red – Risk Assessment

This document has been completed to provide a risk assessment for the 15th New Forest South District Scout Group Weekly Virtual Meeting 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 = Very 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.

Date of risk assessment:

V.1. 20 March 2020 – Sean Reeves when virtual meetings commenced

V.2. Updated 05 May 2020 – Sean Reeves

V.3. Updated 03 May 2020 – Sean Reeves

V.4. Updated 06 May 2020 – Sean Reeves

V.5. Updated 28 June 2020 – Sean Reeves

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	3.5	1	• 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	1	• 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	3.5	1	• No adult is allowed 1 on 1 with a young person • Parents to be in the same location as young person during meeting • Meeting to be recorded	Adult in attendance / parent / Section Leader / host of meeting
Virtual Scout Group	Data stolen	Young people / leader / parents	2	3.5	1	• 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	3.5	1	• Ensure PC / Laptop settings are up to date and security settings are enhanced.	Section Leader / host of meeting

						• 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	
Individual young person	Bullying	Young person	3	4	3	• Ensure that adult to young people ratios are 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	3.5	3	• 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	2	• 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; and
5. Send a report to safeguarding@scouts.org.uk and follow any guidance issued by them.

Annex 2 – Readiness Level Amber – Risk Assessment

This document has been completed to provide a risk assessment for the 15th New Forest South District Scout Group Weekly Virtual Meeting 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 = Very 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.

Date of risk assessment:

V.1. Created 28 June 2020 – Sean Reeves

For those still participating in Virtual Meetings							
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	3.5	1	• 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	1	• 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	3.5	1	• No adult is allowed 1 on 1 with a young person • Parents to be in the same location as young person during meeting • Meeting to be recorded	Adult in attendance / parent / Section Leader / host of meeting
Virtual Scout Group	Data stolen	Young people / leader / parents	2	3.5	1	• 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	3.5	1	• 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	3	• Ensure that adult to young people ratios are 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	3.5	3	• 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	2	• 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

For those still participating in a Small Group / Bubble face to face meeting							
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	2	• The Parents and Section Leader must adhere to the COVID-19 Action Plan which was sent to them previously. There are clear guidelines contained	Section Leader and parents

						within that as to the process for Pick up and Drop Off's	
Hand washing / sanitising	Allergic reaction to the product used	Leaders, volunteers, young people, family members	5	3	2	• Parents are to ensure that any known allergies are to be included in the declaration made to OSM. No young person is allowed to 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	4	• 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 toilets	Higher risk of transmission of the virus	Leaders, volunteers, young people, family members	5	5	5	• 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 Scout Hut and in particular the toilets.	Section Leader
Hygiene of activity equipment	Higher risk of transmission of the virus	Leaders, volunteers, young people, family members	5	4	4	• 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.	Section Leader
Maintaining Social Distance measures during the meeting	Higher risk of transmission of the virus	Section Leader and Young People	5	3	2	• The Parents and Section Leader 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
The Enclosure	Access to Hospitals / access for Emergency Service	Leaders, volunteers, young people	1	5	5	• 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.	Section Leader

						• Can you accurately describe where you are in case of calling an Ambulance	
The Enclosure	Unknown adults accessing the site may present a hazard.	Leaders, volunteers, young people	1	5	5	• The Enclosure only has one formal access point although there is potential (unlikely) for access through the neighbouring land. • Constantly maintain supervision of the Young People and monitor the access points for any stranger entering the Enclosure. • 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.	Section Leader
Accidents	Cuts, bruises, abrasions, and broken bones	Leaders, volunteers, young people	5	2	10	• Ensure at least one Leader is sufficiently First Aid trained • 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 worn at all times.	Section Leader
Activity	Trips, falls, collision, twisted ankle,	Leaders, volunteers, young people	3	3	9	• Section Leader to recce the site of the wide game 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.	Section Leader

	Broken ankle		1	5	5	• **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 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 has to be stopped and explain where the young people need to go to when they hear the signal	

Name of Section			COVID-19 Readiness Level		**Amber**
Checked by Group Scout Leader		Lee Snook	Checked by Group Executive Committee		15th New Forest South
Approved by DC/Delegate	Name		Approved by Executive	Name	
	Role			Role	
	Date			Date	

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:

6. Close the chat.
7. Inform the parents that an incident has occurred.
8. Inform the Executive Committee and Group Scout Leader that an incident has occurred.
9. Report to the local police if the incident involved criminal activity; and
10. Send a report to safeguarding@scouts.org.uk and follow any guidance issued by them.

Annex 3 – Readiness Level Yellow – Risk Assessment

This document has been completed to provide a risk assessment for the 15th New Forest South District Scout Group Weekly Virtual Meeting 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 = Very 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.

Date of risk assessment:

V.2. Created 28 June 2020 – Sean Reeves

For those still participating in Virtual Meetings							
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	3.5	1	• 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	1	• 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	3.5	1	• No adult is allowed 1 on 1 with a young person • Parents to be in the same location as young person during meeting • Meeting to be recorded	Adult in attendance / parent / Section Leader / host of meeting
Virtual Scout Group	Data stolen	Young people / leader / parents	2	3.5	1	• 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	3.5	1	• 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	3	• Ensure that adult to young people ratios are 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	3.5	3	• 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	2	• 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

For those still participating in a Small Group / Bubble face to face meeting							
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	2	1	• The Parents and Section Leader must adhere to the COVID-19 Action Plan which was sent to them previously. There are clear guidelines contained	Section Leader and parents

						within that as to the process for Pick up and Drop Off's	
Hand washing / sanitising	Allergic reaction to the product used	Leaders, volunteers, young people, family members	3	2	1	• Parents are to ensure that any known allergies are to be included in the declaration made to OSM. No young person is allowed to 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	3	4	3	• 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 Hut and toilets	Higher risk of transmission of the virus	Leaders, volunteers, young people, family members	3	4	3	• 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 Scout Hut 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	2	• 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.	Section Leader
Maintaining Social Distance measures during the meeting	Higher risk of transmission of the virus	Section Leader and Young People	3	2	2	• The Parents and Section Leader 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
The Enclosure	Access to Hospitals / access for Emergency Service	Leaders, volunteers, young people	1	5	5	• 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.	Section Leader

						• Can you accurately describe where you are in case of calling an Ambulance	
The Enclosure	Unknown adults accessing the site may present a hazard.	Leaders, volunteers, young people	1	5	5	• The Enclosure only has one formal access point although there is potential (unlikely) for access through the neighbouring land. • Constantly maintain supervision of the Young People and monitor the access points for any stranger entering the Enclosure. • 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.	Section Leader
Accidents	Cuts, bruises, abrasions, and broken bones	Leaders, volunteers, young people	5	2	10	• Ensure at least one Leader is sufficiently First Aid trained • 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 worn at all times.	Section Leader
Activity	Trips, falls, collision, twisted ankle,	Leaders, volunteers, young people	3	3	9	• Section Leader to recce the site of the wide game 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.	Section Leader

	Broken ankle		1	5	5	• **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 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 has to be stopped and explain where the young people need to go to when they hear the signal	

Name of Section			COVID-19 Readiness Level		**Yellow**
Checked by Group Scout Leader		Lee Snook	Checked by Group Executive Committee		15th New Forest South
Approved by DC/Delegate	Name		Approved by Executive	Name	
	Role			Role	
	Date			Date	

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

Annex 4 – Updated First Aid form

Milford on Sea and Keyhaven Cub Scouts
Accident Reporting Form

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 – Hall Cleaning Sign Off Check Sheet

Will the Section Leader please initial each box to confirm that each location has been cleaned?

Area	Description	Prior to the meeting	After the meeting
Toilets	Toilet Basin Cleaned with D10 Cleaning Solution		
	Sink Cleaned Basin Cleaned with D10 Cleaning Solution		
	Floor Mopped with a BS EN14476 Complaint Cleaning Solution		
	Door handles wiped with an anti-bacterial and/or D10 Cleaning Solution		
	Light cord wiped with an anti-bacterial and/or D10 Cleaning Solution		
Kitchen	Sink Cleaned Basin Cleaned with D10 Cleaning Solution		
	Floor Mopped with a BS EN14476 Complaint Cleaning Solution		
	Door handles wiped with an anti-bacterial and/or D10 Cleaning Solution		
	Light switch wiped with an anti-bacterial and/or D10 Cleaning Solution		
Corridor	Floor Mopped with a BS EN14476 Complaint Cleaning Solution		
	Door handles wiped with an anti-bacterial and/or D10 Cleaning Solution		
	Light switch wiped with an anti-bacterial and/or D10 Cleaning Solution		
Hall	Floor Mopped with a BS EN14476 Complaint Cleaning Solution		
	Door handles wiped with an anti-bacterial and/or D10 Cleaning Solution		
	Light switch wiped with an anti-bacterial and/or D10 Cleaning Solution		
Leaders Room	Door handles wiped with an anti-bacterial and/or D10 Cleaning Solution		
	Light switch wiped with an anti-bacterial and/or D10 Cleaning Solution		

Signed:		Dated	

Annex 6 – COSHH Data Sheets

1. COSHH Data sheets for D10 Solution can be found here.
2. COSHH Data sheets for Milton Solution can be found here.
3. COSHH Data sheets for BS EN14476 Compliant wipes can be found here. (Will add in once purchased)
4. COSHH Data sheets for BS EN14476 Floor Cleaning Solution can be found here. (Will add in once purchased)

Scouts
15th New Forest South
Milford & Keyhaven

Annex 7 – Incident Report Form

Milford on Sea and Keyhaven Cub Scouts

Accident 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	
Accident reported by			
Location of Incident			
Details of Incident			
Did anyone witness the accident			
Name of witnesses			
Parents/Guardian Notified (if yes provide details)			
Recommended action to be taken			

Form completed by:	
Date	
Time	