



Scouts

South East Scotland

Keeping Everyone Safe:

**Risk Assessments
Workshop**

19th & 21st January 2021

The Panel

Restarting During Covid



Judith Wood, DC Braid

Mike Treanor, Scouting
Support Officer

General Activities



Martin Elliot, Head of Risk

Malcolm Leckie, ASU Manager,
Longcraig

Adventurous Activities



Simon Cocker, RA Hillwalking

Peter Casebow, RA Hillwalking

Questions & Answers: Bruce MacDonald – Manager of the Activity Permit Scheme

AIMS & OBJECTIVES



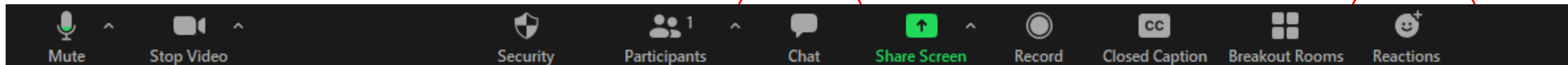
At the end of the session we want you to:

- Know the risk assessment requirements for each activity type
- Understand your role and that of your leaders
- Know where to get further information and support
- Have had an opportunity to have your questions answered
- Have additional confidence to undertake more activities

Risk Assessments:

QUESTIONS?

Please add an question via Chat facility
– we can review at end of each section



PROVIDE INPUT

Please respond using Reactions Buttons



Risk Assessments:


If you would like a copy of the Risk Assessment Video that we showed at the workshop please contact:

michael.treanor@sesscouts.org.uk

Risk Assessments:



Suppose I were to place a plank of wood, say 10 cm wide, on the floor and call for a volunteer to walk along it, would you be willing to do it?

YES? 

NO? 

Risk Assessments:



The plank of wood is now placed over a ravine with a 100m drop. Would you still be willing to do it?

YES?



NO?



Risk Assessments:

What is the difference?

Consequences of falling off are “a minor stumble”.

Consequences of falling are “death”.

You have carried out a risk assessment and decided that the severity of the risk in the second case is very high and therefore you have decided no go!

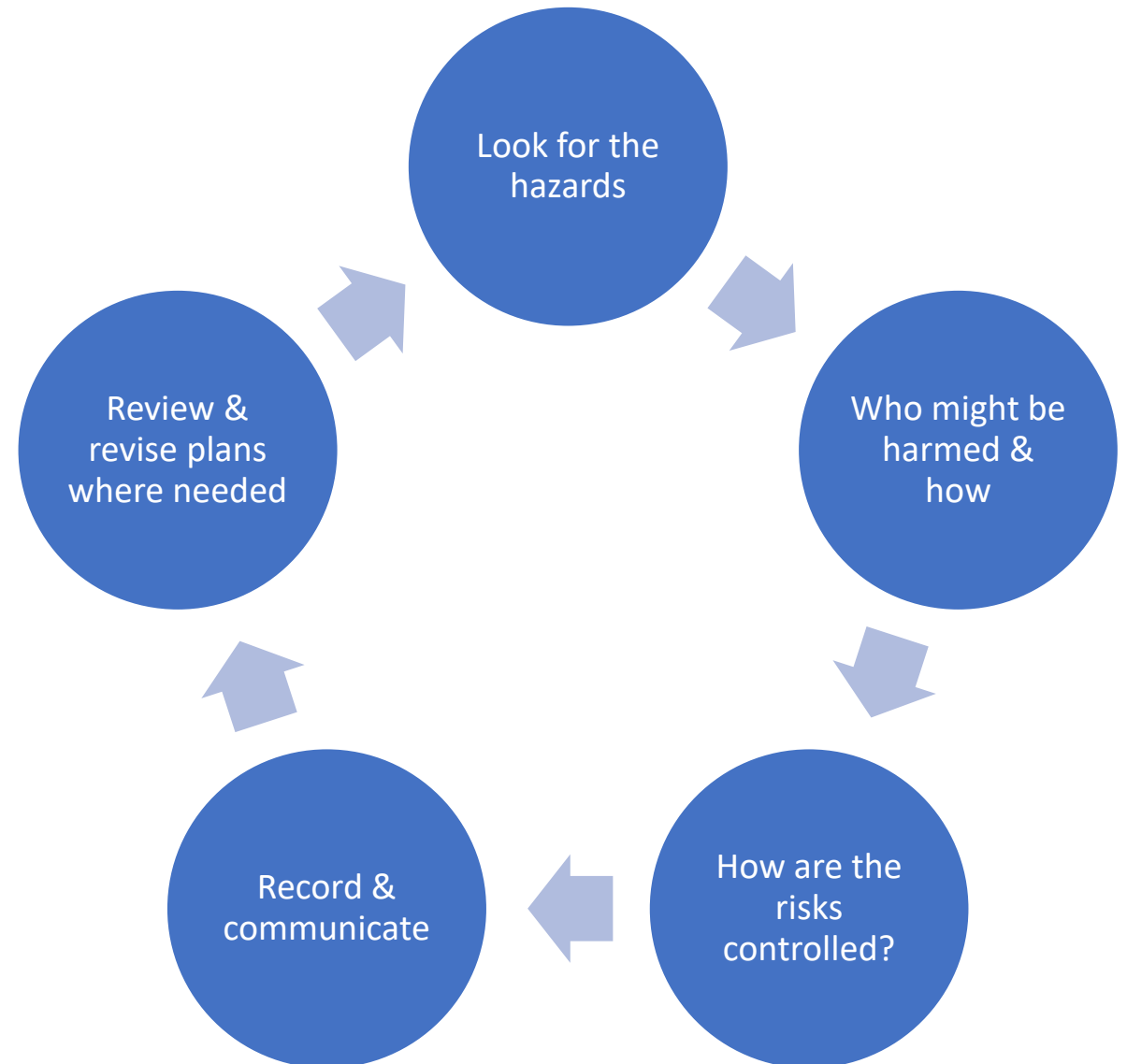


If we place a concrete bridge with 1.5 m handrails over the gap, you are more likely to walk across? The consequences are the same: death if you fall. However, the likelihood of your falling is now so low that you are probably willing to do it.

Risk Assessments: 5 –Step Approach

We want to provide
EXCITEMENT
but not **DANGER**;
ADVENTURE
but not **HAZARD**

Refer to
[POR 9.4](#)
for more details



1. Risk Assessments: Covid19

Ensure you know:

- What readiness level your District is at – currently Red
- What that means in terms of Scouting delivery
- Whether a Risk Assessment is required e.g. for Amber and Yellow



Scotland

Readiness level: RED

From 26th December 2020

This means: No face to face Scouts activities may take place until further notice.

Further information on what this means in the Scouts [here](#).

Scottish Government Tier	Max Permitted Scout Readiness Level	Meeting Type	Max. Meeting Numbers (adults and young people)	Considerations	Face Coverings	Physical Distancing	Travel for Activities	Travel to Weekly Meeting. (adults and young people)
3	Yellow	Indoor/Outdoor/Digital	30 Total including Young Leaders and Adults. Leaders should consider reducing numbers to provide a programme for those most in need.	Review current programme to provide a blended approach including a mix of Outdoor, Indoor and Digital programmes subject to an appropriate risk assessment being approved and regularly reviewed.	Face Coverings should be worn when <u>all people</u> are moving about in corridors, confined communal areas (Including toilets) where physical distancing is particularly difficult to maintain.	2m is required between adults, adults and all young people and between young people 12+	Avoid any unnecessary travel out of the immediate local authority.	Permitted

1. Risk Assessments: Covid19



Permitted activities at Red

- Digital programme delivery
- No face-to-face activity or meetings
- No residential activities



Permitted activities at Yellow

- Digital programme delivery
- Small group sessions can take place indoors and outdoors
- No residential activities
- face to face validation of first response training



Permitted activities at Amber

- Digital programme delivery
- Small group sessions can take place outdoors
- No residential activities



Permitted activities at Green

- All activities can resume in line with government guidance

1. Risk Assessments: Covid19

Covid-19 restarting face to face Scouting risk assessment

Name of Section or Activity	1st SES Group	Date of risk assessment	11 December 2020	Name of who undertook this risk assessment	John Smith	COVID-19 readiness level transition	Red to Amber or Yellow
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Model CV19 Restarting Scouting risk assessment for SES Scouts

Here is a model example of hazards and potential control measures to help start your thinking on developing your risk assessment and plans for restarting face to face Scouting. Make sure you customise all content so that it is relevant to your local situation and understood by those developing it and those reviewing it. Do not include any unnecessary data that could personally identify an individual, such as the name of a youth member. Some of the lines below may not be relevant e.g. if you do not own the premises where you meet. This model RA CV can be used either for Amber or Yellow status. As this is a Word doc you can add in as many lines as you want.

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?
<i>Hazard – something that may cause harm or damage. Risk – the chance of it happening.</i>	<i>Young people, Leaders, Visitors</i>	<i>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.</i>	<i>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.</i>
SUMMARY: Please insert a brief description of your plan for Restarting Scouting e.g.:			
We will be running our activities in the central courtyard/local park/ Mrs X's back garden. Parents will drop off and collect their child at the front gate of the church. Temporarily we will be holding our meetings on Saturday mornings 10 to 11.			
PEOPLE			
Parents express anxieties or concerns.	Parents	We have produced a plan for how we intend to communicate with parents/carers and informed adult volunteers. We have a method for recording all attendance for each face-to-face session, including adults and visitors/helpers (track & trace) and for keeping it secure for six weeks. We have developed a process for engaging and supporting any parents/carers/new volunteers who may have expressed an interest in volunteering. We have informed volunteers, parents, carers and young people (including Young Leaders) about these processes and plans.	

SES model risk assessment available to adapt for your circumstances:

- People
- Programme
- Places

1. Risk Assessments: Covid19

Poll 1: What level of activity has taken place in your Group in the last 3 months?:

1. All Sections in my Group have been active
2. Some, but not all, Sections in my group have been active
3. No Sections in my Group have been active

Discuss result of poll

1. Risk Assessments: Covid19

Poll 2: What type of activity has taken place in your Group in the last 3 months:

1. No activity
2. Virtual only
3. Virtual and outdoors
4. Virtual, outdoors and indoors

Discuss result of poll

1. Risk Assessments: Covid19

Role of GSL/DESC/DSNC is to ensure leaders:

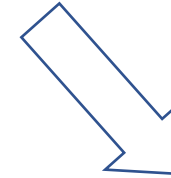
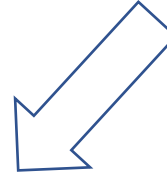
- Are aware of current Covid19 RAG status and requirements
- Understand Covid19 RA's need approval before re-starting f2f
- Gain sign-off from GSL or DESC/GEC plus DC/DEC BEFORE submitting via Gilwell Smartsheet
- Review their Risk Assessment(s) regularly
- Understand there is no pressure to return to face to face Scouting

1. Risk Assessments: Covid19

LEADER SUPPORT AVAILABLE

UK Scouts Covid19 Support :

<https://www.scouts.org.uk/volunteers/getting-back-together-safely/>



Regional Team
(Judith Wood &
Mike Treanor)
available to
support with
queries

Information for leaders

Leaders are required to follow this five step process, where you'll be guided through all of the information you need to know to get your section back together safely.

Quick links

[Coronavirus FAQs](#) >

This page supports **leaders** through the process of returning to face-to-face Scouts activities and moving between levels as the situation changes.

Step 1. Understanding the process



Step 2. What to do before you get together



Step 3. Share your plans with others



Step 4. Build your programme



Step 5. What to do next

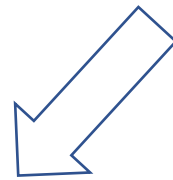


Read the updates on what has
changed in our guidance

**Back
together
safely**

1. Risk Assessments: Covid19

ACTIVITY SUPPORT AVAILABLE



UK Scouts Activity Database at:
<https://www.scouts.org.uk/activities/>

SES Scouts Activity Database at:
<https://sesscouts.org.uk/covid-19-programmes/>

The screenshot shows the 'Activities' page on the UK Scouts website. It features a search bar, filter buttons for 'Type', 'Skill', 'Outcome', 'Location', and 'Section', and sliders for 'Timeframe', 'Group Size', and 'Cost'. Below the filters, it states 'We've found 488 activities:' and displays three activity cards: 'Combat the negative impact' (2 hr, Online), 'Dancing in the dark' (30 mins, Socially distanced outdoors), and 'Moonlit Morse' (45 mins, Socially distanced outdoors).



Virtual Programme Ideas



Socially Distanced Programme Ideas



Moving On Virtually

1. Risk Assessments: Covid19

ACTIVITY SUPPORT AVAILABLE

1st Virtual Scout Group

<https://www.facebook.com/groups/1stvirtualscoutgroup>



Group by 1st Virtual Scout Group ADMIN




1st Virtual Scout Group

Private group · 19.4K members

About Discussion Announcements Rooms Members Events Media **Files**

Files

Search files Create Doc Upload File

FILE NAME	TYPE	LAST MODIFIED	
 Librarian activity PDF.pdf	PDF	30 December 2020 at 10:37 by Sara Whyatt	...
 New Year Scavenger Hunt Clues.docx	Document	29 December 2020 at 16:57 by Anne Nelson	...
 Camp Programme Deserted Island.xlsx	Spreadsheet	29 December 2020 at 15:39 by Lisa Filla Storey	...
 Christmas Who Dunit A4 sheet.pdf	PDF	24 December 2020 at 13:46 by Stuart Leacy	...

2. Risk Assessments: General Activities

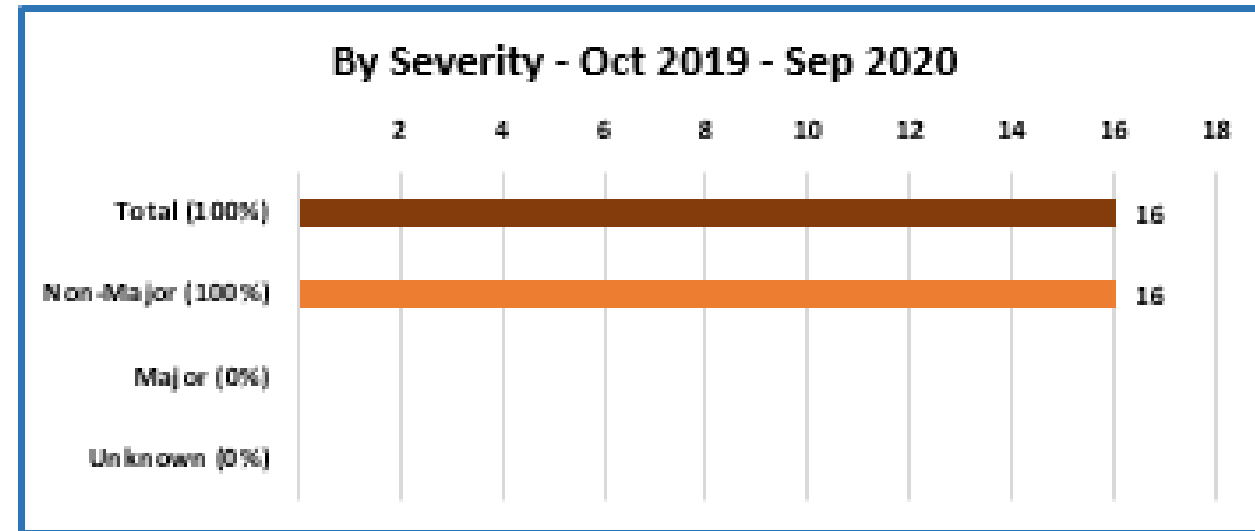
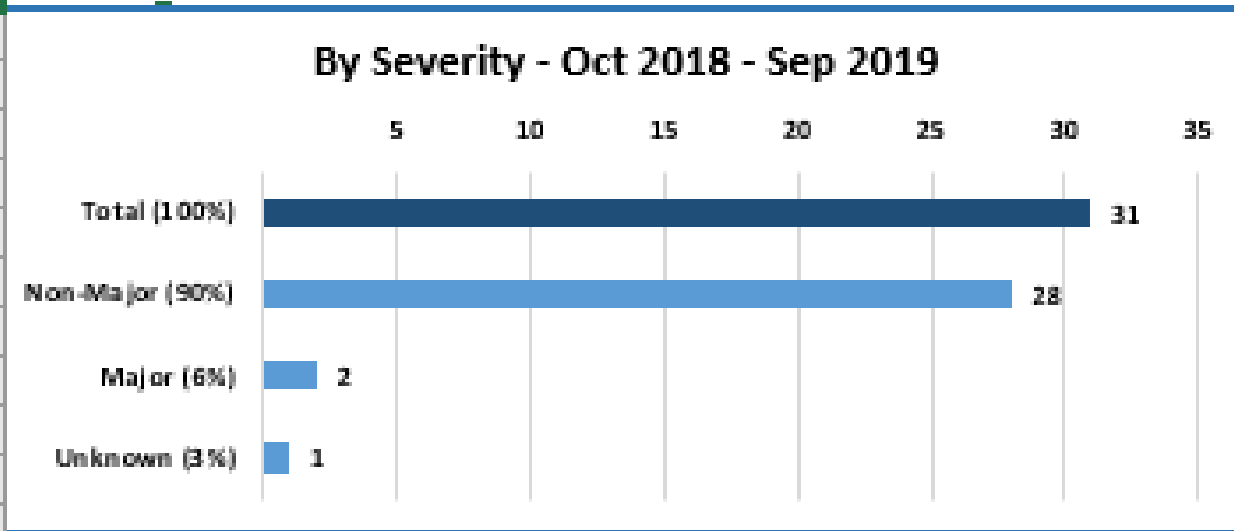
It is MANDATORY from 1st Jan 2021
for risk assessments to be documented
for all General Activities



2. Risk Assessments: General Activities

Why do we need risk assessments?

Safety Statistics - October 2018 to September 2020 - South East - Scotland

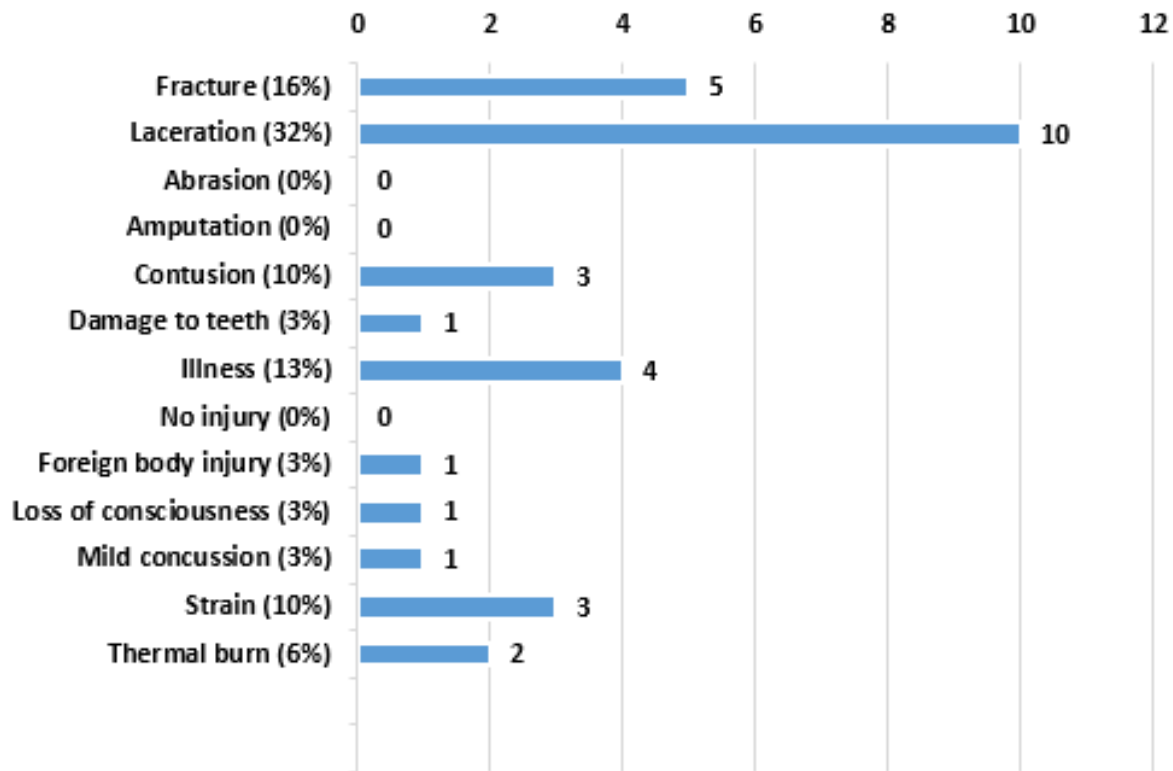


2. Risk Assessments: General Activities

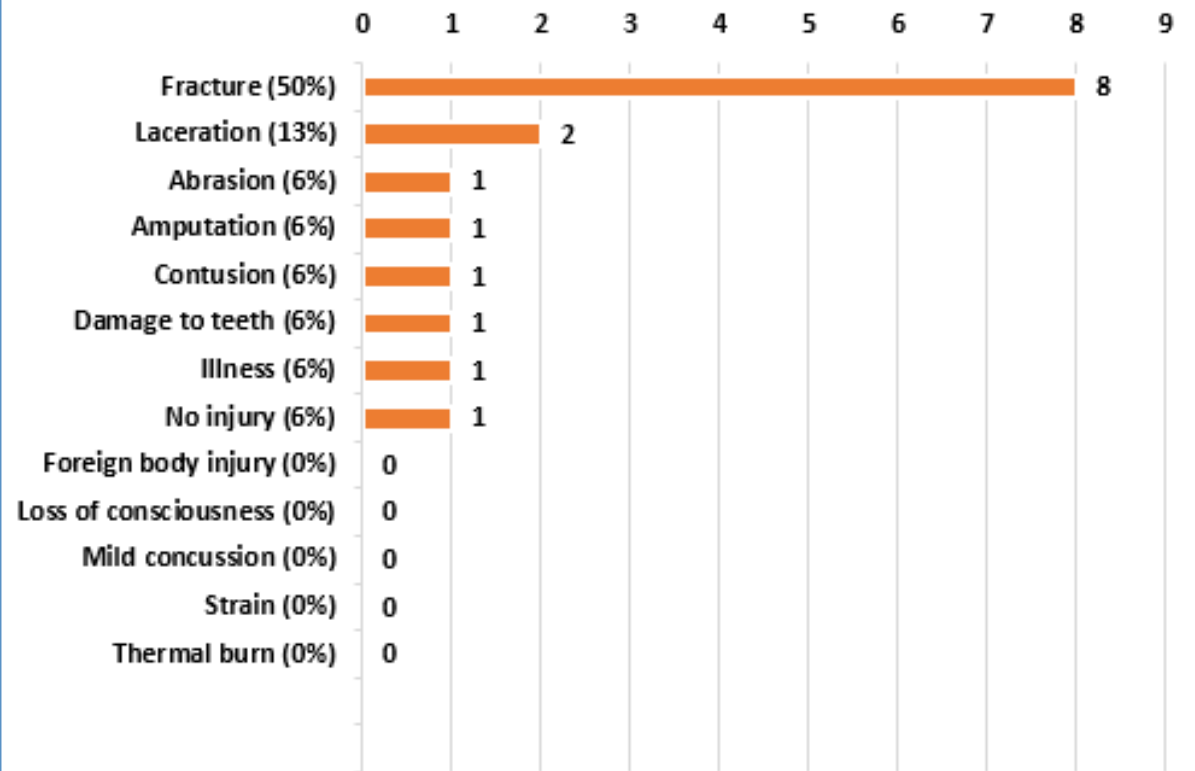
Accidents do happen!!

Safety Statistics - October 2018 to September 2020 - South East - Scotland

Nature of Injuries - Oct 2018 - Sep 2019



Nature of Injuries - Oct 2019 - Sep 2020



2. Risk Assessments: General Activities

What % of incidents occur as part of :

Programme Injuries Outside Hall:

Programme Injuries Inside Hall:

Free Time:

35%

26%

16%

2. Risk Assessments: General Activities

What % of incidents occur as part of:

Programme Injuries Outside Hall: **26%**

Programme Injuries Inside Hall: **16%**

Free Time: **35%**

2. Risk Assessments: General Activities

GSLs/DESCs have responsibility to ensure Risk is being assessed, **documented** and communicated:

- Risk assessment should be part of Leader programme planning – POR Rule 9.1
- We are used to assessing risk and adapting what we do
- We are less good at documenting/sharing with/informing others
- Consistent approach needed to risk assessing weekly activities
- Requirement that all those involved have an understanding of the risks

2. Risk Assessments: General Activities

GSLs/DESCs/DSNCs should ensure leaders:

- Check activity guidance and processes via POR rules
- Discuss safety at planning meetings, activities & reviews
- Check who else needs notifying about activities
- Have an InTouch process in place
- Have an identified “leader in charge”
- Support adult volunteers – ensure they have done required training
- Give young people appropriate training, guidance or rules
- Understand how and when to record and report incidents/accidents

2. Risk Assessments: General Activities

What to Cover/Do

- Risk Assessment should cover:
 - Arrival, opening & closing of a meeting, departure
 - Regular activities
 - General Activities
- Review Regularly
- Store in an accessible location – no data retention policy
- Consider Appointing a Group Risk Champion

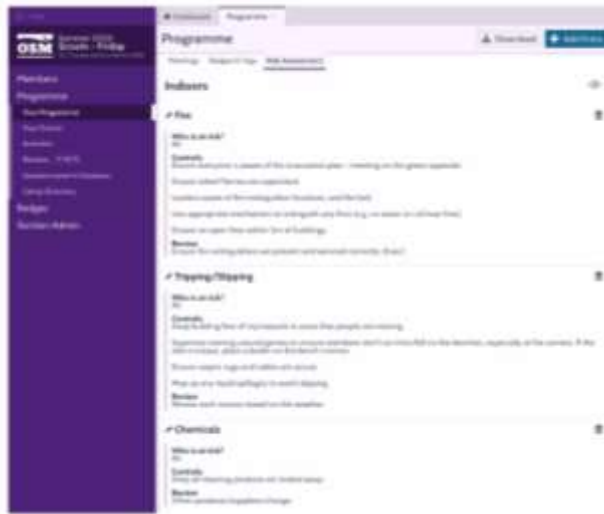


2. Risk Assessments: General Activities

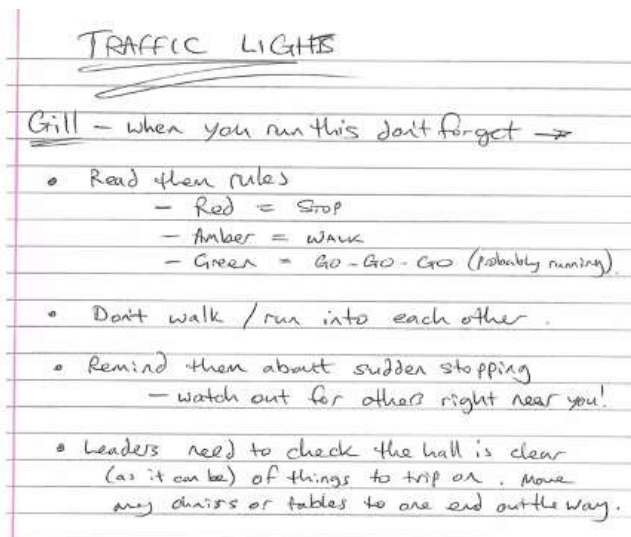
Where can you document a
Risk Assessment?

2. Risk Assessments: General Activities

OSM

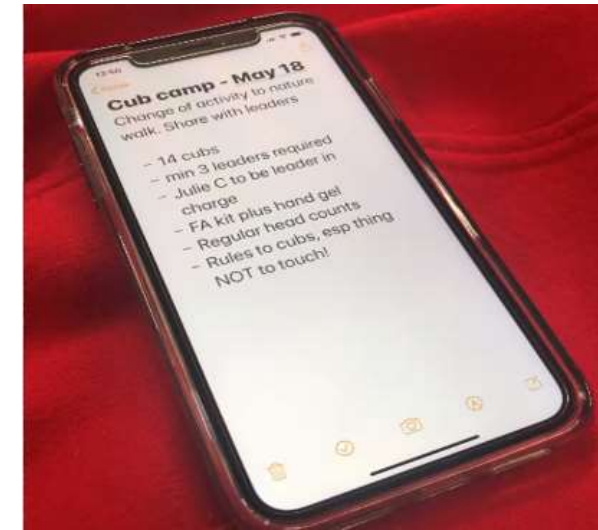


Note Book



Chose a format that works for you and your teams

Telephone



Template

Name of activity/event/location	Game - Balling	Date of the assessment	March 2018	Name of who undertook this risk assessment	Phil Ward
Hazard identified / Risk 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?		
None - nothing to be done Risk - the chance of it happening	Young people, leaders, others	Control - clear of making the activity with no running, or making the ball from the middle - you might use a different piece of equipment or you might change the way the activity is carried out	None leading to anything to be done or no controls thought, or one danger? This is a good job as all controls which will be used as part of the notes		
Walls Injuries to body / trips from running into the walls	Players	Mark a line on the floor with 2 metres before a wall at each end to show the SAFE zone.	Explain the safe zone to players		
Chairs & Tables Trips or collision hazards	Players	Move chairs and tables out of playing area and store in convenient store	Warn staff PL to engage meeting at beginning		
Over excitement leading to accidents	Players	Explain rules clearly at the start and leaders to monitor the mood level throughout the game	Minimum 2 leaders - one to control the game, one to monitor the mood generally		

Revised Jan. February 2018 in following way: incidents.
A risk assessment needs identifying all circumstances, things that are already being done to control the risk, what has changed since each element of the risk assessment is able to control it any change needed.

2. Risk Assessments: General Activities

OSM Risk Assessment

The screenshot displays the OSM website interface. On the left is a dark purple sidebar with navigation links: Hide, Spring 2021 Scouts (with a 'Change section/term' link), Members, Programme (with sub-links for 'Your Programme' and 'Your Events'), Activities (highlighted), Quartermaster's Database, Camp Directory, Badges, and Section Admin. The main content area has a breadcrumb trail: Dashboard > Tutorial Videos > Programme > Activities > Harry Potter Action Game. Below the breadcrumb, there are tabs for 'Activity' and 'Risk Assessment', with the latter selected. The page title is 'Harry Potter Action Game'. A message states: 'Please populate this with any risks and control measures that your section deems necessary. This risk assessment is only visible to your section.' Below this, the activity is attributed to 'Written by Scott Weaver' with a profile link 'osmgr.in/a/67868'. It is categorized as 'Can be run inside or out' and 'Used by one section'. There are two rating sections: 'Activity rating' and 'Quality of write-up', both showing five empty stars and '0 reviews'. At the bottom, there are 'I like this' and 'I don't like this' buttons, and three tags: 'action game', 'harry potter', and 'Zoom game'.

2. Risk Assessments: General Activities

Support Available



[Templates and Guidance](#)



[Online Safety Training](#)

Contact: Regional Safety Adviser : Russell Shoulder russell_s@blueyonder.co.uk



3. Risk Assessments: Adventurous Activities

- All Adventurous Activities need a documented Risk Assessment completed by the Leader in charge



3. Risk Assessments: Adventurous Activities

- Consider risks of activity and mitigants – document them
- Remember these need to be dynamic so only document the key risks
- Keep it Simple and review after the activity including “near misses”
- Share RA with all Leaders involved & make available to parents and participants on request
- Regional Assessors have provided a [risk assessment checklist](#)
- Sample risk assessments are available for two specific non-permit activities:
 - [a walk in a T0 area](#)
 - [kayaking in class C waters.](#)

3. Risk Assessments: Adventurous Activities

Sign off Process for Activities **without Permit**

- DC needs oversight of the programmes and activities being undertaken in their patch and ensure all Scouting activities are approved
- Options for approval for non-permit activities:
 - The GSL/DESC should have sight of section programmes & be clear on what they need to highlight to the DC.
 - The DC may choose to want to know more about certain activities
 - The DC may allow those leading adventurous activities using their permits to only notify their GSL or DESC, given you have already granted them the permit.
- For Nights Away/Visits Abroad there is more structure
- Familiarise yourself with whichever system your DC has put in place.

3. Risk Assessments: Adventurous Activities

Sign off Process for Activities **with Permit**

- If the activity is one where a permit is required ([POR 9.7](#)) then the RA must be completed/approved by the permit holder (may/may not be leader in charge)
- All groups undertaking permitted activities must have immediate access to someone holding a relevant & current [first aid qualification](#). This need not be the permit holder.
- As per non-permitted activities, follow your District's notification process
- Need separate approval for Nights Away/Visits abroad if part of the activity

3. Risk Assessments: Adventurous Activities

Support Available

Contacts:

Questions about hillwalking activities including permits: hillwalking@sesscouts.org.uk

For all other adventurous activities including permits: Bruce Macdonald maps@sesscouts.org.uk



Risk Assessments:

**ANY
QUESTIONS?**

Risk Assessments:

THREE KEY ASKS OF GSLs/DESCs/DSNCs

1. Understand the requirements for Risk Assessments
2. Share your understanding with your team
3. Seek support when you or they need it

Risk Assessments: Resource List

Covid19 Activities:

- [Getting Back Together Safely](#)
- [Readiness Levels](#)
- [Questions & Answers](#)
- [Video on Covid19 Risk Assessments](#)
- [South East Scotland Model Risk Assessment](#)
- [Risk Assessment Submission Form](#)
- [Covid Risk Assessment Checklist](#)

General Activities:

- [Risk Assessments](#)
- [Risk Assessment FAQs](#)
- [Example Risk Assessments](#)
- [Safety Training Module](#)
- [Emergencies and Reporting](#)
- [POR Rule 9.1](#)

Adventurous Activities:

- [Risk Assessments](#)
- [Risk Assessment Checklist](#)
- [Permit Scheme](#)
- [Nights Away](#)
- [International Activities](#)
- [POR 9.4](#)
- [POR 9.7](#)

Programme Activity Sources :

- [UK Scout Activities](#)
- [UK Scouts – The Great Indoors](#)
- [UK Scouts Press Play and Go](#)
- [SES Virtual Programme Ideas](#)
- [Scoutadelic – You Tube](#)
- [1st Virtual Scout Group](#)

Risk Assessments:

**THANK
YOU!**