

Scouting Ireland Risk Assessment for Covid-19

Methodology used for hazard identification and control

In line with the requirements of Safety, Health and Welfare at Work Act 2005 (section 19) and the Management of Health and Safety at Work Regulations (Northern Ireland) 2000 (section 3) it is the policy of the Scouting Ireland to address significant hazards and risks in the workplace, to assess the risks to safety, health and welfare and to control these risks as far as is reasonably practicable.

The Board of Scouting Ireland is committed to the ongoing identification of hazards, the assessment of the appropriate risks and the introduction of controls to deal with them. In addition, employees are involved and participate in safety, health and welfare issues within Scouting Ireland and are encouraged to identify and report any potential hazards that may exist and to ensure that a risk assessment is carried out.

This revised Risk Assessment includes all relevant updates and necessary control measures to minimize the risk of employees, volunteers, youth members, contractors and others being exposed to Covid-19 and these will be incorporated into the Safety Statement for Scouting Ireland.

It is envisaged that additional reviews will be undertaken on a regular basis and in line with Government and public health advice to ensure that all information remains accurate, that controls are appropriate and where necessary risks are reassessed.

PERSONNEL INVOLVED: Scouting Ireland Members (under 18's and over 18's) Professional Staff and Scouting Ireland Contractors

POTENTIAL HAZARDS	ASSESSMENT OF RISK	CONTROL MEASURES	ASSESSMENT OF RISK FOLLOWING CONTROL MEASURES
<p>Scouters (Adult members) and Youth Members contracting Covid-19 from other Youth Members</p>	<p>High</p>	<p>All scout groups will be issued with guidelines highlighting social distancing, Hand hygiene, respiratory hygiene, cleaning regimes and how to adhere to this guideline as part of an outdoor activity and indoor meetings.</p> <p>All Scouters and youth members must have hand sanitizer with them for all activities (indoor and outdoors).</p> <p>All Scouter and youth members must declare they are free of Covid-19 symptoms, have not been in close contact with a person who is a confirmed case within the past 14 days prior to attending scout group activities (indoor and outdoors).</p> <p>Scout groups will issue a Covid-19 policy to parents/guardians to ensure they consent to advising the relevant scouters where their child may have Covid-19 symptoms or be at risk of having contracted Covid-19.</p> <p>Youth members in the Scouts and Venture Scout sections will be required to wear face covering where social distancing cannot be achieved.</p> <p>Adult Scouter will be required to wear face covering where social distancing cannot be achieved when working with all programme sections.</p> <p>Youth members and scouter should bring their own water bottles and eating utensils to activities.</p> <p>Vulnerable* Adults Scouters and youth members should refrain from scouting activities until it is safe for them to resume scouting activities.</p> <p>* https://www2.hse.ie/conditions/coronavirus/people-at-higher-risk.html (RoI) https://www.nhs.uk/conditions/coronavirus-covid-19/people-at-higher-risk/whos-at-higher-risk-from-coronavirus/ (UK)</p>	<p>Low</p>

<p>Scouters (Adult members) contracting Covid-19 from other Scouters (Adult members)</p>	<p>High</p>	<p>All scout groups will be issued with guidelines highlighting social distancing Hand hygiene, respiratory hygiene, cleaning regimes and how to adhere to this guideline as part of an outdoor activity and indoor meetings.</p> <p>All Scouters must have hand sanitizer and face coverings with them for all activities (indoor and outdoors).</p> <p>All Scouter must declare to the Group leader or delegated person they are free of Covid-19 symptoms, have not been in close contact with a person who is a confirmed case within the past 14 days prior to attending scout group activities (indoor and outdoors).</p> <p>Scout groups will issue a Covid-19 policy to Adult Scouters to ensure all adults actively engaged in groups activities understand their responsibilities.</p> <p>Adult Scouter will be required to wear face covering where social distancing cannot be achieved when working with all programme sections.</p> <p>Meeting between adult members should be held using video conferencing where possible.</p> <p>Vulnerable* Adults Scouters should refrain from scouting activities until it is safe for them to resume scouting activities.</p> <p>* https://www2.hse.ie/conditions/coronavirus/people-at-higher-risk.html (RoI) https://www.nhs.uk/conditions/coronavirus-covid-19/people-at-higher-risk/whos-at-higher-risk-from-coronavirus/ (UK)</p> <p>-</p>	<p>Low</p>
<p>Staff Members Contracting Covid-19 from other Staff Members</p>	<p>High</p>	<p>All staff members will be required to complete a return to work form.</p> <p>All staff must declare they are free of Covid-19 symptoms, have not been in close contact with a person who is a confirmed case within the past 14 days prior to returning to work in shared office space.</p> <p>Scouting Ireland will advise all staff of the procedures and protocols to be implemented in National Office and other office facilities where Scouting Ireland Staff work.</p> <p>These procedures will include;</p> <ul style="list-style-type: none"> • Temperature checking where there is more than one staff member using a facility 	<p>Low</p>

		<ul style="list-style-type: none"> • Contact logging to be in place • Ensure staff at >2 meter from each other when seated • Hand hygiene, respiratory hygiene, cleaning regimes • Setting out oneway systems where possible • Staggering the use of office space to ensure it does not reach full capacity • Ensure that staff bring their own cups and eating utensils • Restricting the use of canteens and implementing cleaning protocols • Placing hand sanitizer stations at key locations around the buildings to ensure staff can sanitize at touch points (eg door releases) <p>Vulnerable* Staff can work remotely where necessary until it is safe for them to resume normal working practises</p> <p>* https://www2.hse.ie/conditions/coronavirus/people-at-higher-risk.html (RoI)</p> <p>https://www.nhs.uk/conditions/coronavirus-covid-19/people-at-higher-risk/whos-at-higher-risk-from-coronavirus/ (UK)</p> <p>Meeting between staff members should be held using video conferencing where possible.</p> <p>Unnecessary travel should be avoided.</p> <p>Staff members will be required to wear face covering where social distancing cannot be achieved.</p>	
<p>Staff Members Contracting Covid-19 from Volunteer Members</p>	<p>High</p>	<p>All staff must always have hand sanitizer and face coverings with them.</p> <p>Meetings between staff members and volunteers should be held using video conferencing where possible.</p> <p>Staff members organising face to face meetings with volunteers should ensure the appropriate control measures including hand sanitizer and PPE should be in place at the selected venue/meeting location.</p>	<p>Low</p>

		<p>All staff must declare they are free of Covid-19 symptoms, have not been in close contact with a person who is a confirmed case within the past 14 days prior to returning to work in shared office space.</p> <p>All staff members must follow the procedure and protocols as advised by Scouting Ireland.</p> <p>Staff will be required to wear face covering where social distancing cannot be achieved when working with all programme sections.</p> <p>Vulnerable* Staff can work remotely where necessary until it is safe from them to resume normal working practises.</p> <p>* https://www2.hse.ie/conditions/coronavirus/people-at-higher-risk.html (RoI) https://www.nhs.uk/conditions/coronavirus-covid-19/people-at-higher-risk/whos-at-higher-risk-from-coronavirus/ (UK)</p>	
<p>Staff contracting Covid-19 through interactions with contractors and visitors</p>	<p>High</p>	<p>All contractors must declare they are free of Covid-19 symptoms, have not been in close contact with a person who is a confirmed case within the past 14 days prior to attending site.</p> <p>All contractors must follow the procedure and protocols in place in National Office which include Temperature checking on arrival and the wearing of PPE. Advising Scouting Ireland contact person if they become symptomatic or are a confirmed covid case.</p> <p>Make a prior appointment before visiting the Scouting Ireland facility.</p> <p>Remain at home if they have any Covid-19 symptoms</p> <p>Sanitise before entering the premises</p>	<p>Low</p>

		<p>Attendance to be recorded on entry to site/building</p> <p>Wear PPE if instructed</p> <p>Adhere to social distancing requirements</p> <p>Not to loiter – complete their business and leave premises</p>	
<p>Volunteers, Youth Members and Staff Members Contracting Covid-19 indoor Environments</p>	<p>High</p>	<p>Ensure only suitable venues are used for indoor meetings.</p> <p>Ensure there is adequate space between people during groups work and at sit down meetings.</p> <p>Ensure that the maximum number of attendees advised by the relevant government authorities is not exceeded</p> <p>Ensure toilets and shower facilities where they are in use are set up to ensure social distancing.</p> <p>Use premises where signage for correct handwashing technique and social distancing procedures is displayed.</p> <p>Where overnight accommodation is being used ensure the relevant Government and Failte Ireland guidelines are being adhered to.</p> <p>Social distancing should be maintained when groups are dining.</p>	<p>Low</p>
<p>Dealing with a suspected case</p>	<p>High</p>	<p>Appoint an appropriate person for dealing with suspected cases within your scout group, scout centre or office team.</p> <p>Have a designated isolation area available within the scout location.</p> <p>The designated area and the route to the designated area should be easily accessible.</p>	<p>Low</p>

		<p>The possibility of having more than one person displaying signs of Covid-19 needs to be considered so having additional isolation areas available or another contingency plan for dealing with additional cases must be planned.</p> <p>It would be important that the designated area has the ability to isolate the person behind a closed door and away from other people</p> <p>If a person displays symptoms of Covid-19 the following procedure is to be implemented:</p> <ul style="list-style-type: none"> • Isolate the person and have a procedure in place to accompany the individual to the designated isolation area via the isolation route, keeping at least 2 metres away from the symptomatic person and also making sure that others maintain a distance of at least 2 metres from the symptomatic person at all times. • Provide a mask for the person presenting with symptoms (over 13 years only) if one is available. He/she should wear the mask if in a common area with other people or while exiting the premises. • Facilitate the person presenting with symptoms remaining in isolation if they cannot immediately go home. The individual should avoid touching people, surfaces and objects. Advice should be given to the person presenting with symptoms to cover their mouth and nose with the disposable tissue provided when they cough or sneeze and put the tissue in the waste bag provided • If the person is well enough to go home, arrange for them to be transported home by a family member, as soon as possible and advise them to inform their general practitioner by phone of their symptoms. Public transport of any kind should not be used • If they are too unwell to go home or advice is required, contact 999 or 112 and inform them that the sick person is a Covid-19 suspect. • Carry out an assessment of the incident which will form part of determining follow-up actions and recovery. • Arrange for appropriate cleaning of the isolation area and work areas involved. 	
<p>Management of deliveries and supplies</p>	<p>Medium</p>	<p>All drivers to remain in their vehicle and to follow instructions to set down area</p> <p>Ensure that all delivery transactions comply with physical distancing requirements</p> <p>Agree a delivery protocol with suppliers</p>	<p>Low</p>

		<p>All deliveries to be planned with allocated times for collections and deliveries</p> <p>Arrangements to be made for paperless deliveries</p> <p>System to be agreed with suppliers to ensure reconciliations are accurate</p> <p>Appropriate sanitising arrangements at set down areas (for materials and stock) and at access and egress points.</p>	
Administering First Aid	Medium	First Aid kits to include disposable aprons, disposable gloves, face masks or face shields for use by both the first aider and the person(s) being attended to.	Low
Cleaning regimes	Medium	All facilities in use should have agreed documented cleaning regimes appropriate to the frequency of use and volume of people using the facility	Low
Contact tracing	Medium	Attendance at meetings and outdoor activities will be recorded and kept for minimum of 14 days and the data will be used in connection with contact tracing .	Low
Ensuring that Covid-19 controls are consistently implemented	Medium	<p>Appointment of a lead worker representative (in the context of the staff facilities) who will oversee that controls are being implemented appropriately and consistently.</p> <p>Provision of return to scouting checklists for scout groups</p> <p>Each scout groups should appoint a Covid representative who will oversee that controls are being implemented appropriately and consistently.</p>	Low

Review

This Assessment will be reviewed and updated in light of changing Covid-19 risk advice or if deemed necessary by Scouting Ireland

Signed: 
Manager Corporate Services Department

Date: 18th September 2020

Signed: 
CEO

Date: 18th September 2020