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| **Name of Section or Activity** | Thriftwood Photo Quiz | **Date of risk assessment** | **13/10/20** | **Name of who undertook this risk assessment** | Colin Tilbrook | **COVID-19 readiness level transition** | Red to Amber |

| **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?** |
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| ***Hazard*** *– something that may cause harm or damage.*  ***Risk*** *– the chance of it happening.* | *Young people,*  *Leaders,*  *Visitors?* | ***Controls*** *– Ways of making the activity safer by removing or reducing the risk from it.*  *For example - you might use a different piece of equipment or you might change the way the activity is carried out.* | *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.* |
|  | | | |
| Too many customers – Risk of passing it on | All | Operate an appointment system, limiting customer numbers. Only one group to use at a time. Group leader’s details retained for track & Trace. NHS QR code at Reception & Activity store. All App users requested to scan in. |  |
| Bringing Covid in on hands | All | Hand Gel at entrance. Encourage groups to wash hands before and after activity. |  |
| Toilets – touch point transmission | Customers | Scout / Guide groups can pre-book a dedicated toilet for their group.  These are cleaned wilth viralside products. |  |
| 2m Distancing – viral transmission | Customers | Where possible customers to maintain 2m distancing. If not possible then 1m+ face covering must be used. Group leader to ensure  Scouts maintain distancing whilst on activity. |  |
| Equipment – touch point transmission | Customers | Leaders to ensure 1 set per person. Good Hygeine, hand washing before and after activity. Don’t touch face, eyes or mouth during activity. Quiz sheets to be cleaned with viralside product before and after activity. Pencils to be quarantined for 72hrs. Customer to keep answer sheet. |  |
| Paying | All | All payment to be made in advance, or via invoice. No cash to be taken |  |
| First Aid – viral transmission | All | Keep 2m distancing where possible. Otherwise wash hands, wear appropriate PPE as defined by the government / TSA and work from behind. Use family member if possible. Remotely administer |  |
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| ***Review:*** *This risk assessment is for a section to move from one COVID Readiness alert level to the next, an additional risk assessment should be produced for each move proposed.* | | | |

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| **Checked by Line Manager** | Name,  Role / level  Date | **Checked by Executive** | Name,  Role / level  Date |
| **Approved by Commissioner** | Name,  Role / level  Date | **Approved by Executive** | Name,  Role / level  Date |
| **Notification of level change** | Date and by who | | |

We take personal data privacy seriously. The data in this form is used to assess the suitability for the return to face to face Scouting based on the controls put in place. The personal data in this form is used to identify the individuals who have completed and approved the risk assessment. This includes the individual who undertook the assessment, the line manager, Executive members and County Commissioner, who will all have access to this data. Scouts headquarters will retain this data for 3 years after the Covid-19 readiness level goes to ‘Green’ and does not return to ‘Amber’ or ‘Red’ to act as evidence of the assessment taking place. For further details on the Scouts data processing stance please visit our Data Protection Policy here. <https://scouts.org.uk/DPPolicy>’.