**Here are some Key Areas that should be considered and included on your risk assessment**

**Compliance**

As part of your risk assessment (RA) you should check and confirm ALL adults supporting the Group / Unit have:

* An approved role on Compass
* DBS clearance
* Current mandatory training in place covering both safety and safeguarding recorded on Compass
* At least one Leader must have current first aid training recorded on Compass

**Communication**

You need to identify on the Risk Assessment how and who will communicate your plans to;

* Leaders, including any Young Leaders
* Parents and carers
* Young people

**Arrival & Departure**

You need to identify on the Risk Assessment how and who will manage;

* Parents / carers dropping off and collecting – location, timings etc
* Late Arrivals, Early Departures
* Who you will allow inside your activity area

**Toilets**

You need to identify on the Risk Assessment;

* Availability (or not) if meeting outside
* Management of toilets to maintain social distancing and hygiene
* Special safeguarding considerations if using public toilets

**First Aid**

You need to identify on the Risk Assessment how and who will manage;

* Accessibility of First Aid equipment
* Treating Casualty (including type of PPE to be used)
* Detail limits of first aid that can be given

**Cleaning**

You need to identify on the Risk Assessment how and who will manage;

* Shared facilities, who is responsible (names individuals)
* Processes for cleaning, what will be cleaned, by who, using what materials?

Social distancing

You need to identify on the Risk Assessment how and who will manage;

* Social distancing throughout your activity
* Deal with pressure points where space is limited
* If you plan to meet outdoors what happens if the weather means your activity cannot proceed

**Basic Hygiene**

You need to identify on the Risk Assessment what basic hygiene measures you have put in place;

* Hand washing facilities
* Cleaning of buildings
* Cleaning of toilet areas

**Catering**

You need to identify on the Risk Assessment how and who will manage;

* Food preparation
* Serving food and drinks
* Who and how will you manage access to drinking water throughout your activity

**Record Keeping**

You need to identify on the Risk Assessment how and who will manage;

* Parental permission to say they agree to their child taking part in Scout activities. (This is required from a specified date before you start any face-to-face activities)
* There must be a register for every activity/meeting of everybody at the activity/meeting including adults.
* Groups need to specify who is collecting the data, how it will be collated and stored and who has access to it if required by "Track & Trace"
* How are you going to check before any activity that nobody attending the activity or anybody in their household has been advised to self isolate and how will this be recorded
* How are you going to check that nobody attending an activity has displayed symptoms of coronavirus in the last 14 days and how will this be recorded
* How and who will manage notification that somebody who has attended one of your activities has been advised that they are possibly infected with coronavirus

**Maintaining standards**

You need to identify on the Risk Assessment how and who will manage;

* Training of leaders & supporters to maintain high levels of cleanliness
* Maintain social distancing for as long as government advice requires it
* What activities are being run
* How you will manage equipment passed between participants
* How you will manage the history of previous use (Shared equipment other sections, organisations)
* How and who will clean equipment after use and maintain a record of this process
* How you plan to make sure that anybody using equipment (including young people) understand your processes for handling, cleaning and storing equipment
* How individuals who are unable / unwilling to meet can be included in your programme and activities.