**The 11th Andover Scout Group**

**Generic Principles Document**

**St Michael’s Church Hall – The Hub**

Risk Level covered by this document: **AMBER** (updated as of 24/9/2020)

Document Version: 1.1

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**Scout Association Readiness Level Definitions:**



**Introduction**

This process document has been created to accompany the group Risk Assessment (RA) for meetings held face-to-face during the COVID-19 pandemic and will be in place from when we return at AMBER level as of the update on September 24th, 2020. Eventually, when we enter GREEN the RA and this document will no longer be required. The document describes how we will manage risks during this period in greater detail than is mentioned in the RA itself.

**Acronyms:**

* ‘Parents’ in this document actually means parents and/or carers
* ‘YP’ means Young People or Person (i.e. all the Beavers, Cubs, Scouts and Explorers)
* Whilst the expertise and usefulness of Young Leaders is acknowledged, the term ‘Leader’ means Adult Leader.
* ‘YL’ means Young leader

**Major Points to Note:**

* An email will be sent to all parents before the return takes place which will describe the situation, explain details of the arriving and leaving processes and emphasise the importance of social distancing and other requirements.
* During the initial section meetings, we will work with our YP to produce a section charter that covers the current situation, how we will deal with it, how the section will operate etc. This is designed to allow our YP to have an input into what is happening, to understand the situation and processes we will be following and be able to sign up to it and feel involved. How this is done will be at the discretion of the leaders.

**Amber Update Changes** – 24/9/20

We can confirm the following changes to the rules for Amber readiness in England:

* Indoor activities are now allowed, but outdoor activities are preferred and should be encouraged
* Numbers change to 15 young people and up to five leaders (carers can be in addition and will not be counted in these numbers) – this applies both indoors and outdoors. Leaders can also include Young Leaders.
* Young people must stay in their limited group size, but adults will now be able to move between these groups, i.e. across the 25m spacing if outdoors or to a section meeting at a different time on the same day.
* Leaders don’t need to wear a face covering when delivering activities – however, it’s recommended to wear one in all other circumstances while indoors. (\* *note – St Michael’s Church hall regulations insist that anyone over the age of 11 wear face coverings at all times indoors*)
* Scouts and Explorers must now wear face coverings indoors. Exceptions as per national guidelines are permitted.

For now, all young people in all sections must continue to social distance by 2m from each other where possible and from adult volunteers at all times.

**Section 1. The Arriving/Leaving Processes**

With the older sections some YP will arrive and leave unaccompanied. If this is the case the parents must let section leader know in writing (email is ok) *in advance*. If YP are arriving by bike, the bikes cannot be stored in the building and may be left outside chained up.

* 1. **The Arrival Process**
* In an email prior to the first meeting the parents will be asked if they cannot use the Church car park. Walking to The Hub, or parking away from the Church and walking to The Hub, will be suggested.
* Staggered timing arrival shall be considered if there is to be a large number of YP arriving, however the parents will be reminded to socially distance (2meters, where possible) when arriving.
* Parents will be reminded that if at all possible that other members of the family should not accompany the YP to The Hub.
* One leader will be in the area just outside The Hub to ‘greet’ the YP and parents.
* YP will be encouraged not to bring big heavy coats into the building (except on nights that the programme is planned to be outdoors) and parents will be asked to take them away with them. Should coats be needed each YP will have a designated chair on which they hang the coat.
* Everyone entering the Hub MUST use the provided hand sanitiser on a table just inside the entrance door. Hand towels will also be provided in case required. Waste should be placed into the bins provided by that table. We will remind everyone that queues are likely and that they will be outside when queueing (umbrellas required on wet days). The 'greeting' leader will remind both parents and YP to socially distance while waiting to enter.
* Parents will be asked NOT to linger outside the Hub but should drop off their YP and leave as quickly as possible. If any parent needs to speak to a leader then they will be encouraged not to do this at meetings but to email or call outside of meeting times. This will be communicated to all parents on regular occasions including before the first meeting.
* The swing door from entrance lobby to hall to be clipped open on arrival.
* When the YP enters the Hub Hall they will be encouraged to follow the procedures that the leaders inside the building instructs them to do.

**1.2 The Leaving Process**

* Parents will be asked to collect their YP from the same location that they dropped them off and to arrive and leave in the same fashion, with one leader outdoors to manage. The YP will leave the hall through the side fire exit. A sketch of the Hub floorplan can be found at the end of this document.
* All YP will remain in the Hub until the appropriate leader is aware that the parent is present and once that happens, they will be allowed to leave.
* Everyone will use hand sanitiser as they leave.
* Parents will be asked to leave the Church property as soon as they have collected their YP. As with arrival, unless there is an urgent need to talk with a parent, communications will be through email as a preference.

**Section 2. General Meeting Principles**

**2.1 The HQ main hall**

* All non-essential equipment in the main hall will be put away in cupboards or boxes and not stored on shelves.
* All cloth seats will be removed from the HQ and stored. Only plastic or wooden seats and stools will be used.
* Only leaders will be allowed to enter the trolly store area. The trolly will be unlocked and left open during the meeting. Whenever the trolly is moved the leader must ensure they sanitise their hands both before and after they move it.
* Only leaders will be allowed to add or remove things from notice boards
* Only leaders will be allowed to alter heaters, wiping buttons after.
* To allow adequate ventilation, doors and, windows, will be propped open where practicably possible. This needs to be communicated to parents so YP bring adequate clothing, especially when cold. If the weather gets too cold, too windy or too wet for this then we will make a judgement at the time and may close some or all doors and windows.

**2.2 The Kitchen**

* The Kitchen will be closed. There will be no access, except in times of emergency.
* YP will be asked to bring named water bottles as they cannot enter the kitchen. These will be kept with the YP.
* The bin in the kitchen will not be used. Bins will be provided in the hall.
* The serving area work surfaces can be used by leaders only but only from the ‘Hall side’. Use of the serving area work surfaces has been taken into consideration with social distancing (see floorplan).

**2.3 The Toilets**

* Only 1 person will be allowed to enter the toilets at any time (unless help is required for a Beaver for example). A leader must be asked before a toilet is used. Soap and sanitiser will be provided. All waste is to be placed in the marked bins provided.
* The coat hangers in the toilet lobby will be out of bounds and each YP will be allocated a seat when they arrive and if they have a coat will be able to hang it over the back of that chair. The hangers can be used by leaders, ensuring that their coats/bags are spaced apart. As noted in section 1.1 the preference will be for parents to take outdoor coats with them, unless they will be needed for the evening activity.
* YP will be encouraged to use their home facilities before they arrive so as to avoid using the toilets if possible - though they will be available as above.

**2.4 Personal Hygiene and facemasks**

* We will ask parents (via the main email) and leaders to wash uniform and clothes used weekly.
* Everyone will be reminded to follow the advice we should all now be fully aware of such as:
* Not touching your face
* Washing and sanitising hands regularly
* Using tissues to sneeze into and throwing those tissues into the provided bins
* Maintaining social distancing
* Scouts are expected to wear facemasks when Indoors throughout a meeting. Leaders are expected to wear facemasks unless they are leading that section of the meeting.
* The NHS Track and Trace "Check-In" QR-code will be available at the entrance to the Hub. The current Government guidance is for anyone aged 16 or over to use the "check-in" code where possible.

**2.5 The PPE Box and cleaning kit**

In the Scout’s equipment trolly there will be a clearly marked box whose sole use is to store PPE. In the Scout’s equipment trolly there will be a clearly marked box for each section whose sole use is to store cleaning equipment. The Cleaning Kit Boxes will hold the essential cleaning items to be used for each section meeting. The PPE Box will hold a full stock of PPE that is to be used in the event of any sort of first aid or other help that may have to be given to anyone in the group where contact is unavoidable. Stock will be checked weekly and replenished if required. The GSL is responsible for maintaining stock levels.

The PPE we will hold in the PPE Box include the following:

* Face visors
* Disposable face masks
* Plastic disposable aprons
* Plastic gloves
* A resuscitation shield
* An electric thermometer (for checking temperatures where it thought someone may be ill). This will be stored in the first-aid cupboard alongside the kit.
* Accident record form.

The Cleaning Kit Boxes will hold the following:

* Hand sanitiser
* Hand towel rolls
* Facial tissues
* Antibacterial surface wipes
* Disinfectant spray
* Cloths for wiping surfaces
* Waste bags

The cleaning boxes will be stored in the Scout’s trolly and should be collected before a section meeting and returned after. In this way a whole week will pass between use ensuring no cross-contamination.

**2.6 Outdoor Spaces**

* Only leaders to be allowed into the outdoor container.
* Equipment used by the pre-school must not be touched by the YP
* YP will leave to the outdoor space via the back double-doors, in a controlled manner accompanied by a leader at all times (see floorplan).

**2.7 Equipment**

Equipment use will be limited where possible and if used allocated to each YP for the whole evening. See Section 3 for how we will deal with used equipment after a meeting.

**Section 3. Cleaning**

All surfaces to be wiped down with cleaning materials before and after meetings. This includes (but is not limited to):

**3.1 The Hall:**

* Any tables used
* Any chairs used
* Heater controls where heaters used
* All handles
* Waste bins

**3.2 The serving area worktops**

**3.3 The Toilets** (if used in a meeting):

* Sinks and taps
* Toilet seats and flushing handles
* Door handles
* Towel/loo roll/soap dispensers
* All bins will be emptied each night into provided large bin bags (so we don’t use a huge number of bin bags (nothing to be left in any bin other than the bin bag). Those large bags then to be placed into main waste bin outside.

**3.4 Other Areas**

* Handles and other ‘touched’ surfaces in the entrance lobby

**Section 4. The Process for using Kit**

In order to allow kit to be used whilst ensuring we avoid cross-contamination, some coordination will be required as follows:

* Each section will have a storage box in the Scout trolly. Equipment stored in this box must not be used by any other section, so allowing a week for the equipment to be safe to use the next week.
* Any equipment used that cannot easily be stored will be removed by section leader and stored in garage or similar and brought back the next week. This will ensure that kit has had time to decontaminate.
* Used cleanable kit will be placed back in the Scout Trolly after cleaning.

**Section 5. Emergency Processes**

**5.1 Fire Evacuation**

* In the event of a fire or other emergency that requires the evacuation of the HUB the normal group evacuation process will be followed and everyone should make their way as safely as possible, meeting at the Fire Assembly Point at the top of the car park whilst maintaining social distancing as best as possible. This will be led and coordinated by the leaders.
* **It should be noted that in the event of a fire, the most important thing is to leave the premises safely** and whilst distancing is important and encouraged, if for some reason this is not possible then that is acceptable in this event.

**5.2 First Aid and other emergencies**

* If first aid is required then if this can be self-administered simply, that will happen. Where that cannot be done, leaders will use the PPE provided to administer the first aid (section 2.5).

**5.3 COVID-19 symptoms**

* Parents will be reminded NOT to send their YP to a section meeting if they are showing any signs of COVID-19 or they have any suspicion that this may be the case (including having been notified to isolate through the NHS Track and Trace process). They will be asked to inform the section leader if this happens. The leader will then inform the GSL. The YP will only be allowed to return to meetings after isolating for 14 days (as laid out in the current Government guidelines on the date of this document).
* Any leader who suspects that they may be showing symptoms should not attend a meeting and must let the other section leaders and the GSL know immediately so that alternative arrangements can be made. To this end, leaders should check their own temperatures before each meeting using the electric thermometer provided.
* In the event of a leader having the suspicion that anyone may be unwell or showing signs of COVID during a meeting we will use the electric thermometer to test temperature and may need to contact parents to take the YP home immediately.
* We will expect the YP to have a test immediately and the YP must isolate whilst waiting for the result. The YP will be allowed to return to the group only after a negative test result.
* If the test is positive, then following Government guidelines the YP must isolate for 10 days. The rest of the household should isolate for 14 days.We would also seek advice from the Scout Association as to how a YP should return after a positive test as at present that guidance is not readily available.
* In addition, we would also follow the government guidelines for track and trace and full details of who has attended which meeting and who their families are would come from the scouting recording tool known as OSM.

