

# Covid-19 Christmas Tree Fundraising



<b>Name of Section</b>	3rd Esher Scout Group	<b>Date of risk assessment</b>	29 November 2021	<b>Name of who undertook this risk assessment</b>	Andrew Burns GSL	<b>COVID-19 readiness level transition</b>	<b>Green</b>
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You must review and amend this risk assessment to fit your particular locations and circumstances and the specific risks or hazards of your section meetings. For the approval process you must include specifics.

<b>Hazard Identified? / Risks from it?</b>	<b>Who is at risk?</b>	<b>How are the risks already controlled? What extra controls are needed?</b>	<b>What has changed that needs to be thought about and controlled?</b>
<i>Hazard</i> – something that may cause harm or damage. <i>Risk</i> – the chance of it happening.	Young people, Leaders, Visitors?	<b>Controls</b> – 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 <b>checking</b> throughout the activity in case you need to change it...or even <b>stop</b> it! This is a great place to add comments which will be used as part of the review.
Spread of Covid-19	All, particularly vulnerable or older members.	<b>Clear instructions to parents/scouts/leaders that no-one with any symptoms or who has been advised to self-isolate may attend sessions and should isolate as advised until clear. Keep register for track and trace purposes.</b>	
Precautions to be undertaken during sale of Christmas trees	All, particularly vulnerable or older members.	<p><b>The following instruction will be given to all helpers/leaders prior to attending.</b></p> <ul style="list-style-type: none"> <li>• Everyone will be required to wear a face covering or a face shield when indoors. Where possible everyone is to maintain distance between each other</li> <li>• Everyone will be required to wash their hands or sanitize on arrival and exit.</li> </ul> <p>All scouts and helpers will wear yellow fluorescent jackets</p> <ul style="list-style-type: none"> <li>○ Bring own gloves - all wear gloves.</li> <li>○ Scouts to be kept in pedestrian areas away from cars</li> <li>○ Adults to operate any machinery and carry any heavy loads. Proper manual handling techniques - share any carrying between two - lift from the knees etc.</li> <li>○ One adult at all times to be responsible for cash and card payments and to protect against theft.</li> <li>○ When busy one adult on the car park entrance to ensure safe traffic flows</li> <li>○</li> </ul>	

Additional information can be found in the [Safety Checklist for Leaders](https://scouts.org.uk/safety) and other information at [scouts.org.uk/safety](https://scouts.org.uk/safety)

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Other risks and hazards during sale	All, particularly vulnerable or older members.	<ul style="list-style-type: none"> <li>• On arrival check area for broken glass or other hazards</li> <li>• No smoking throughout</li> <li>• If using gazebo - tie down in high wind</li> <li>• Ensure tables and chairs are securely located</li> <li>• Ensure clear ground area around sale so no slips, trips or falls.</li> <li>• Stack trees where they cannot fall over</li> <li>• Avoid any breakable items</li> <li>• Any sharp items or tools (scissors, knives) to be kept folded and pocketed - not out for scouts to pick up.</li> <li>• No need for electrics.</li> <li>• Cold and rain - instruct all to wear multiple layers and waterproofs, hats and gloves.</li> <li>• Safeguarding - 2-3 adults present including at least one leaders or committee member or others with DBS at all times</li> <li>• Give clear instructions about safety of trees, lifting and car park to scouts and helpers on arrival.</li> <li>• Reduce sharing of equipment and limit use of equipment. Wipe clean with Covid cleaning spray between use. Hand santize between use.</li> <li>• Scouts buddy with adult - stay in area behind bollards.</li> <li>• Mark out 2 bays for Tree loading.</li> </ul>	
<p><b>Hygiene of toilets: higher risk of infection spread if hygiene not carried out.</b></p>		<ul style="list-style-type: none"> <li>• Prop open doors where possible. Toilet facilities must be cleaned if used.</li> <li>• Do not walk mud or dirt into Lower Green centre - clean afterwards if dirty.</li> <li>•</li> </ul>	

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