COVID-SECURE SCOUTING – YELLOW – 6TH Macclesfield V1.0 20 May 2021 Mike Brown

**LEADERS CHECKLIST**

**Planning the event/meeting:**

* Ensure you have enough leaders to cover the event (check ratios needed for section)
* Ensure you have checked the venue availability and any restrictions at the venue
* Ensure your activity is designed to meet current social distancing guidance.
* Plan contingency for wet weather.
* Update OSM with the event/meeting details and the risk assessment

**Communicating the event:**

* Send out the event/meeting details including the COVID-SAFE checklist for parents and details of any specific items they need to bring. Avoid use of shared equipment where possible.
* Specify how you will communicate a last-minute change to the event (i.e cancellation due to weather) so parents know where to check – facebook and email recommended.
* Provide an “In-touch” number for parents to contact if running late.

**Preparing the event (week before):**

* Book out the equipment with QM team that you need ([qm@mpcsg.co.uk](mailto:qm@mpcsg.co.uk))

This includes the first aid kit and PPE. (we have 2 sets)

* Sanitise all equipment with a suitable spray. Where equipment cannot be cleaned down store in an air tight container for 72 hours prior to the event
* Ensure hand sanitiser is available for your event
* One portable LED floodlight is available in the hut if event is in dark hours. Charge it in advance.
* Appoint a leader in charge of COVID Security; sole responsibility is to monitor compliance to distancing and hand washing. Yellow spots are marked on the floor in the hall that are 2m apart.
* Leaders make sure phones are charged prior to the event.

**Running the event**

* Ensure toilets are cleaned prior to starting activity.
* Open the windows, and prop open the emergency exit doors to allow air flow
* Follow the risk assessment guidance on wearing face masks.
* Scouts MUST wear a face mask indoors unless an exemption has been agreed.
* Ensure hands of all participants are sanitised on arrival using group provided or personally provided sanitiser.
* Brief participants on toilet procedure, boundaries of area allowed for activity, and any activity safety specific constraints  
  Toilets: one participant at a time; hand sanitise before and after.
* Have fun with your event!
* Keep monitoring for social distancing.
* Use sanitiser when using communal objects, passing through gates etc.
* Ensure hands are fully dry before handling fire

**After the event**

* Ensure windows and doors are all closed
* Contact in-touch contact to advise that event is closed
* Update the attendance register in OSM
* Sanitise any equipment including face visors if used
* Contact AGSL to advise on any restock of sanitiser, aprons etc needed.
* Label any equipment that can’t be cleaned with last used date, your name and date it can next be used (3 days from labelling it)
* Put the kettle on, have a brew; you deserve it!