



## COVID Risk Assessment for Open Units

### Guidelines for Running an Open Unit Girl Guide Meeting

#### Preparation in Advance

1. Complete the Unit Census Form and return to HQ; copy to the Division Commissioner.
2. Update every Unit member's Registration, Health & Photo Release Form. There is an online version (for convenience) in the Bauhinia Shared Drive for Brownies [here](#) and Guides [here](#) along with instructions on how to copy it to your own Drive [here](#). This form automatically collates all the responses and they can be viewed in Excel (google sheet) format. Alternatively, paper forms are acceptable but the data must be collated into an electronic table so that it is easily accessed by all leaders. Families move apartments, phone numbers change and health is not static therefore the form must be completed by every member, new and existing.

#### Before the First Meeting Takes Place

1. Have parents, Guiders and Unit Helpers complete the Mandatory Health Declaration Form. The link to the online form (for convenience) is [here](#) along with instructions on how to copy it to your own Drive [here](#). The form must be returned to the Guider In Charge (GIC) 24 hours before each meeting takes place. Please ensure that any members who do not meet the risk qualification do not attend in person.  
Complete the Risk Assessment (RA) in **Tables A and B** (one for the venue and one for activities) below and include a range of 3 or 4 likely games and activities, as well as your plan to modify the opening and closing ceremonies to maintain social distancing etc.  
**\*It is recommended to follow the key considerations as listed in Tables A and B for conducting the Risk Assessment.**
2. Complete **Table C**: Unit Details and **Table D**: Your Declaration.
3. Submit the completed RA (**Tables A - D**) to the Division Commissioner for approval at least one week prior to commencing your first meeting post the COVID suspension.
4. If the venue is NOT the venue stated on your Census Form (i.e. where you usually hold meetings) then you also need to submit a Unit Outing Form to HQ at least one week before your meeting (for liability insurance) and indicate on the form the dates you will be at the replacement/alternate venue.

5. At least 24 hours before the meeting, check that the adult: girl ratio is met. 1:8 in the usual meeting place; 1:6 in places other than the usual meeting place.
6. Ensure that Emergency Contact List is always current and easily accessible by all Guiders at the meeting (i.e. not on a mobile phone).
7. Ensure that an Emergency Plan has been formulated if a Girl Guide becomes sick.
8. Have the printed temperature chart (**Table E**), working thermometer, medicine kit and hand sanitiser ready to take to the meeting.

### **Subsequent Meetings**

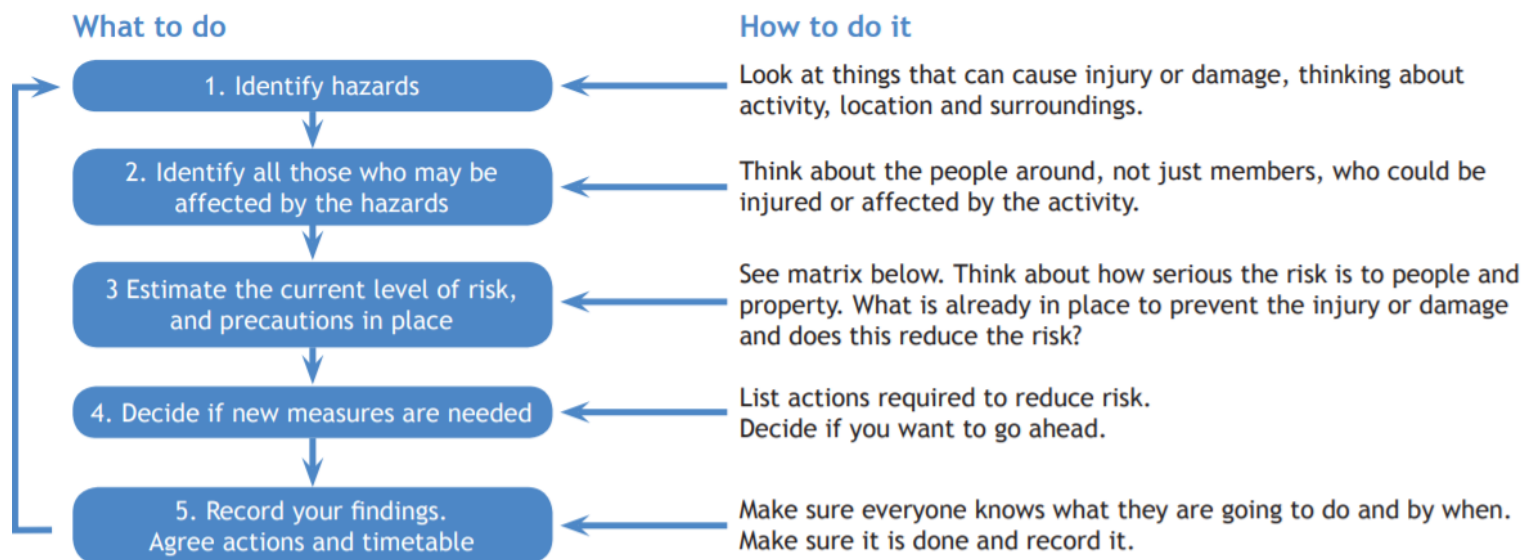
1. Everyone attending the meeting completes the Mandatory Health Declaration Form as before.
2. If your venue remains the same every week thereafter, and you are conducting regular unit meetings at that venue, you don't need to resubmit the RA for approval. However, please always ensure that all activities, games and ceremonies continue to be modified in line with your first meeting.
3. If your regular meeting moves to a different venue, conduct a full RA by completing Table A below for the new venue and also the Unit Outing Form (if the venue is different to your Census Form) required by HQ as stated above.
4. If the meeting is a Unit Outing and not a regular Unit Meeting, complete Tables A-D with full details of the activities planned for the outing/field trip and send to the Division Commissioner one week prior to the date as stated above.
5. The remaining steps are the same (At least 24 hours...check adult:girl ratio is met, Emergency contact list, Plan and check & record temperatures as above).

### **During Every Meeting**

1. Ensure that everyone is wearing a mask and that they keep it on for the duration of the meeting.
2. Ensure that everyone has their temperature taken and recorded at the beginning of each meeting. There is a chart for convenience in Table E.
3. Ensure that everyone washes their hands at the beginning of each meeting. If the girls are not meeting in the regular meeting place, ensure that there is access to plenty of hand sanitiser.
4. Ensure that everyone remains in small groups of no more than 6 members (or number stated in latest Government Regulations).
5. During unit wide activities such as opening and closing ceremonies, wide games etc ensure that social distancing is adhered to and that each everyone is always 1.5 metres apart (or the distance stated in latest Government Regulations).
6. Do not consume any food at meetings. Only personal water bottles are allowed.
7. Girls must enter and leave the meeting in an orderly way in sixes/patrols.

## Guidelines for Completing the Risk Assessment (RA) Form to Commence Unit Meetings

Using the below flowchart, complete Table A and Table B to identify all the hazards in and around your meeting place (particularly in light of COVID) as well as hazards that are linked to Guiding activities. Assess the risk and what actions need to be taken to mitigate the risk to an acceptable level.



Severity \ Likelihood	Slight harm (Superficial injuries, minor cuts and bruises)	Harmful (Minor fractures, ill health leading to minor disability)	Extremely harmful (Multiple injuries, major fractures, fatalities)
<b>Unlikely</b> (Rarely happens)	Low risk	Low risk	Medium risk
<b>Likely</b> (Often happens)	Low risk	Medium risk	High risk
<b>Very likely</b> (Nearly always happens)	Medium risk	High risk	High risk

(credit: Girlguiding.org.uk)

**Table A: Venue and General Risk Assessment**

**SAMPLE**

Venue/General	Hazards What could cause harm or damage?	Who or what is at risk of being affected and how?	Likelihood of Risk Occurring (L/M/H)	Severity of Risk (L/M/H)	What are you already doing? How have you already reduced the risk?	Are further Controls Necessary? What else needs to happen to make the risk an acceptable level
General	Spread of COVID at the meeting	Both the girls and the leaders are at risk since we are not from the same households or areas and we have all been in contact with different people	L	M	Provide sanitizer Don't have any food Take temperatures at the start of the meeting Have mandatory health declaration forms for everyone Run the meeting outside	Work in Sixes one Six at a time, and be aware of social distancing
Venue: Garden	Trip and fall down stairs at entrance to garden	Anyone could trip	L	M	Steps are clean and not slippery, clear of obstacles	Check before start of meeting. Pets (cats) are present, inform parents about this in case anyone has allergies but since we're outside, it should be satisfactory
Venue: Garden Presence of playhouse	Someone could fall	The Girls	L	L	Everyone keeps two feet on the grass area, Playhouse is out of bounds	Not needed
Venue: Garden presence of flowerpots	Someone could trip	The Girls	L	L	Ensure all flowerpots are around the perimeter of the garden and therefore will no longer be a hazard	Not needed

Arrival of girls	COVID	All who are present	L	M	Have ceremony in batches of 5 Tweenies and 1 Brownie (9:15-9:35) (9:45-10:05) (10:15-10:35)	Making sure previous batch of girls and parents are gone before letting new batch in (see time division of the meeting and allow sufficient time in-between batches) Have one leader ready at the door to take temperature, give hand sanitiser out and tick the boxes of the Health form of that person before letting them in.
Parent spectators	COVID	All who are present	L	M	Will only allow 2 adults per Tweenie at the ceremony	Parents/adults will not be congregating in groups bigger than 6 and maintain social distancing rules at all times. Allowed to Bring their own drink. No food allowed. Need to keep mask on.
Weather	Weather: potential Typhoon coming	All present and those on their way.	H	M	Following current information on the path of the typhoon Atsani.	We will be cancelling the meeting if by Friday the 6th T3 has been raised and forecast predicts intensifying of the force of the Typhoon.
Bathroom facilities	COVID	Everyone present	L	L	The meeting is very short since nobody will be there for more than 25min so the likelihood of needing the bathroom is low. It is a private residence so risk of COVID infection is extremely low	Use sanitizer after using bathroom facilities

Add additional rows as required

(credit: Girlguiding.org.uk)

**Table B: Meeting Activity Risk Assessment**

**SAMPLE**

Activity	Hazards What could cause harm or damage?	Who or what is at risk of being affected and how?	Likelihood of Risk Occurring (L/M/H)	Severity of Risk (L/M/H)	What are you already doing? How have you already reduced the risk?	Are further Controls Necessary? What else needs to happen to make the risk an acceptable level
Opening Ceremony Circle/Horseshoe	COVID	Everyone attending	L	L	Modify the opening ceremony to have an arch made by two leaders 2m apart not touching so the girls pass between very briefly. Have the girls stand in one line with 1.5m between them forward and behind There will be nobody on either side because there are only six girls In the circle they are all 1.5m apart so the circle is extra large When swinging hands to sing the opening song, they pretend to hold hands by swinging their arms in unison	Not required
Promise ceremony	COVID	The Girls in the Six	L	L	The sixer will not be in physical contact with the Tweenies. The Tweenies will twist themselves The Commissioner will not shake the hand of the Tweenie The leaders will not shake the hand of the Tweenie	Not required

Games/Activities – we will have no additional games or activities	COVID	The Girls in the Six	L	L	The girls will arrive to make their Promise per six (see above). There will be an opening ceremony with the just one six. After they have all had a turn to make their promise, they will leave the way they arrived with their parents.	Not required
Closing Ceremony including a few songs	COVID	The girls in the Six	L	L	Extra wide circle, maintaining 1.5m between each person. Modify right over left so that we pretend to touch pinkie fingers but in reality, we are too far apart to touch anyone Swing in unison like we were touching but we're not Turn to face outwards after saying goodbye but remain 1.5m apart	

Add additional rows as required

(credit: Girlguiding.org.uk)

**Table C: Unit Meeting Information**

Unit Number: XX	Date of Meeting: XX
Meeting Place: XX	Is this your usual meeting place? Yes or NO
Guider in Charge: XX	Number of Years as GIC and number of years trained: X
Number of Guides/Brownies/Happy Bees: XX (XX in total)	
Number of (Assistant) Trained Guiders: X	Number of Unit Helpers (untrained): X

**Table D: Risk Assessment Declaration**

<p>I declare that</p> <ol style="list-style-type: none"> <li>1. I can eliminate or safely manage the risk of harm to ensure I can safely go ahead with this meeting (i.e. have a degree of challenge, harm and risk whilst being confident the control measures in place will keep girls safe.)</li> <li>2. Only those members who have approval after completing the online Health Declaration Form will attend the meeting in person.</li> </ol>	
GIC Name: XX	Date Submitted: XX
Risk Assessment Approval Received: Yes/No	Approved By:
If No, what action needs to be taken before Risk Assessment can be re-submitted?	



**Table E: Temperature Recording Chart**

**Unit:** \_\_\_\_\_ **GIC:** \_\_\_\_\_

**Date:** \_\_\_\_\_

Body temperature varies with age, time of day and level of physical activity. For measurement purposes, temperature at or higher than **37.5 °C or 99.5 °F** will be considered as significant and one should consult a doctor for suspected fever. Refer to guidance notes from HK Centre for Health Protection [https://www.chp.gov.hk/files/pdf/guidance\\_note\\_on\\_monitoring\\_of\\_body\\_temperature.pdf](https://www.chp.gov.hk/files/pdf/guidance_note_on_monitoring_of_body_temperature.pdf)

Name	Time	Temperature	Initial	Name	Time	Temperature	Initial