

## Banstead District Park Farm Usage Procedures

	Over 16s to download NHS Covid-19 app and Scan QR code by wooden gate	
	<ul style="list-style-type: none"> <li>* Only 1 Group allowed on site due to the toilet facilities</li> <li>* No Keys are required for the site</li> <li>* No access permitted to any of the buildings</li> <li>* One toilet (Female Leaders) will be accessible</li> <li>* No Camping or Overnight Stays permitted</li> <li>* No more than 15 Young People, max 5 leaders (+5 Carers) allowed on site</li> <li style="padding-left: 20px;">No Parents on Site unless they are part of the 5 leaders (5 Carers)</li> </ul>	
	Access Via the West end Pedestrian gate	
	Recommend attendees to stager arrival and departure	
	Skip is not to be touched or any items thrown into it	
	<p>1 Leader to be in the main site to organise the attendees</p> <p>1 leader to be at the pedestrian gate at to:</p> <ul style="list-style-type: none"> <li>A) Take register of attendees as they arrive (ensure GDPR rules)</li> <li>B) Ensure attendees use sanitiser on entering the site</li> </ul>	
	Leader to Brief all attendees on controls that are in place	
	Leader to open the female external door using the Digilock and leave open. Light works on PIR and has approximately 4.30 Minutes	
	Users to wipe down toilet seat, flush handle and door handle/lock	
	Once hands washed, hand towel to be placed in unlidded bin and wipe down taps	
	On exiting use Hand Sanitiser in lobby	
	At end of the meeting, Leader to ensure toilet handles, locks and taps are wiped down and also wipe digilock and door handle once door is shut ensuring it is locked (Suggest using wipe on the pedestrian gate Keypad)	
	1 leader to be at the pedestrian gate to take register ensuring all attendees have left	
	Leader to ensure Maglock release and Keypad at the pedestrian gate wiped down	
	<p>Ensure any issues/accidents/incidents are reported to the Site manager and any shortage of Sanitising agents</p> <p><b>Ensure Site manager informed if Any Attendees Contracts Covid-19 Symptoms</b></p>	

**Leader in Charge signature to confirm understanding of the Procedures**

(copy to be sent to PF Manager at: [park.farm@blueyonder.co.uk](mailto:park.farm@blueyonder.co.uk) )

Name .....

Role..... Date.....

Signature.....

# Covid-19 restarting face to face Scouting risk assessment

<b>Group:</b>	Banstead District Scouts	<b>Section:</b>		<b>Date of risk assessment:</b>	21 September 2020
<b>Activity location:</b>	Park Farm District Camp Site, Park Farm Drive, Banstead, SM7 2FG			<b>COVID-19 readiness level transition:</b>	Red to Amber
<b>Description of activities:</b>	Use of site			<b>Name of who undertook this risk assessment:</b>	Mark Wingett DDC / Site manager

**Amber** means organise COVID-19 safe face-to-face activities outdoors only with a maximum group size of 15 young people and up to five leaders (carers can be in addition and will not be counted in these numbers)

Leaders need to be included in this maximum group size number / No young person or adult volunteer can move between different groups of 15 on the same day.  
No face to face activity can take place until you have done all the preparations to ensure a safe return, and this written risk assessment have been approved by District

Hazard Identified? / Risks from it?	Who is at risk?	How are the risks already controlled? What extra controls are needed?	What has changed that needs to be thought about and controlled?
<b>Hazard</b> – something that may cause harm or damage. <b>Risk</b> – the chance of it happening.	All Users	<b>Controls</b> – Change the way access and utilisation of the site ensures all users for follow the policy to reduce the risk of infection to all.	
<b>People - COVID-19 controls</b>			
Young people not aware of COVID-19 controls leading to lack of social distancing and other arising issues: higher risk of infection spread if social distancing not maintained.	All Users	*No Camping or overnight stays	No Camping or Overnights stays until Controls move to Green
Young people and parents not aware of COVID-19 controls leading to lack of social distancing and other arising issues: higher risk of infection spread if social distancing not maintained.	All Users	*Briefing by the group leader to all users explaining controls that have been developed. *No more than 15 young people and up to five leaders (carers can be in addition and will not be counted in these numbers)	A new briefing will be required when moving from Amber to Yellow.

Hazard Identified? / Risks from it?	Who is at risk?	How are the risks already controlled? What extra controls are needed?	What has changed that needs to be thought about and controlled?
Failure to keep accurate records of attendance: Inability to confirm attendance for contact tracing.	All Users	*Group Leader to keep a register of all in attendance and ensure GDPR is followed.	Records to be kept.
<b>Places - COVID-19 controls</b> (follow premises specific operating procedures)			
Keys issued for the site risk contamination.	All Users	*No keys to be issued to the site *No access to buildings except one toilet	This will be in place until Green
Once Darkness falls visibility very low which will cause issues with Social Distancing	All Users	*Recommend Organisers ensure activity is finished and all Attendees depart the site by Dusk *Light switch outside toilet will provide certain light *Light to be turned off on leaving and wiped down	
Skip, Walking into it or tripping	All Users	*Skip has barriers around it and has been placed under the PIR Spotlight so will light up at night	
Maintaining social distance at drop off and pick up: higher risk of infection spread if social distancing not maintained.	All Users	*Access via Pedestrian gate Only – No Vehicles allowed on site. *One leader to remain at gate to open it for users until all have arrived, then gate to be closed. Gloves to be worn *same to be done on leaving and keypad / exit button to wiped down by leader (or nominated person) *Members to be supervised applying hand sanitiser on arrival and departure.	Non-contact Hand Sanitiser at the gate
Maintaining social distance during meeting: higher risk of infection spread if social distancing not maintained.	All Users	*Only 1 person at a time to use the toilet.	
Hygiene of people: higher risk of infection spread if proper hand washing not carried out.	All Users	*Non-contact hand sanitiser inside toilet. *No Light switch. PIR installed in lobby	Make sure all leaders know where hand sanitiser refill is stored.
Hygiene of toilets: higher risk of infection spread if hygiene not carried out.	All Users	*Leader to open the outer toilet door with the digilock and leave open. *Use disposal hand towels and bin with no lid. *Leaders to clean all touch points in toilet and lobby on departure: door handles / toilet handles Locks / taps / etc. using D10 spray. *Wipe External door handle and Digilock *Deep clean of lobby and operational toilet performed once per week.	
In-adequate First Aid Provision and PPE for Treatment: higher risk of infection spread.	All Users	*A leader with a valid First Response will be onsite. *First Aid kits to include aprons and 3 ply medical masks. To be provided by Leader *All first aid delivered to be recorded. *Site manager to be contacted in the event of illness/Accident	
Inability to use indoor space in the event of inclement weather: leads to exposure	All Users	*Review the weather forecast the day prior to the event and email/message to inform members of a change to virtual programme in the event of poor weather forecast. *Mandatory that all members bring a coat. *End session if inclement weather not sustainable	

Hazard Identified? / Risks from it?	Who is at risk?	How are the risks already controlled? What extra controls are needed?	What has changed that needs to be thought about and controlled?
Site issues	All Users	Leader to report to Site manager any issues and shortage of PPE immediately and to report within 5 days if a member of their group contracts Covid-19 Symptoms	Deep clean of access areas to be done

**Review:** This risk assessment is specifically for a section to move from one COVID Readiness alert level to the next at a specific location for the listed activities. An additional risk assessment should be produced for each alert level move, section and location.

<b>Checked by Line Manager</b>	Kelvin Freeman DC 21 September 2020	<b>Checked by Executive</b>	Colin Griffiths District Chairperson 21 September 2020
<b>Approved by GSL / Commissioner</b>	Kelvin Freeman DC 21 September 2020	<b>Approved by Executive</b>	Colin Griffiths District Chairperson 21 September 2020
<b>Notification of level change</b>			

Risk assessments to be submitted for approval via <https://app.smartsheet.com/b/form/b9569b366e3142b1a37c9ed482403fbf>

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

HQ Template Published June 2020