

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"> * No Keys are required for site access – No Vehicles on site * No access permitted to any of the buildings * Two toilets are open as unisex. Boys for under 18s and Men’s for over 18s (Sign will be above door) * No Camping or Overnight Stays permitted * no restrictions on Section/Unit sizes able to meet outdoors, however plan must still be in place that minimise the risk of infection * Sections/Units should be confident that you can still maintain social distancing * Sections/Units not to mix with other Sections/units * No Parents on Site unless they are part of the 5 leaders * NO CLIMBING ANY FENCES OR GATES
<p>ACTIVITIES: The Archery, Shooting and Climbing tower are open. No further hiring’s will be made for 72hrs after use. Keys to be collect from J. Tickett and posted through his letterbox in the supplied plastic bag after use. Social distancing to be maintained</p>
Access Via the West end Pedestrian gate
Recommend attendees 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"> A) Take register of attendees as they arrive (ensure GDPR rules) B) Ensure attendees use sanitiser on entering the site
Leader to Brief all attendees on controls that are in place
<p>Leader to open the external toilet doors using the Digilock and leave open.</p> <p>Light works on PIR</p>
<p>BOYS: one cubicle for female and one for Male. Urinal, showers and Middle cubicle closed off. Flush is IR so no need to touch. Users to wipe down toilet seat and door handle/lock</p> <p>MENS: Only one cubicle. Urinal, shower Closed off. Flush is IR so no need to touch. Users to wipe down toilet seat and door handle/lock</p> <p>Scouts, Explorer Scouts and adults are required to wear a face covering when indoors, this includes entering a building for a short period of time such as to use the toilets</p>
Once hands washed, wipe down taps and place wipe in unlidded bin
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
<p>Ensure any issues/accidents/incidents are reported to the Site manager and any shortage of Sanitising agents</p> <p>Ensure Site manager informed if any Attendee(s) Contracts Covid-19 Symptoms</p>

Leader in Charge signature to confirm understanding of the Procedures

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

Name Signature.....

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

Covid-19 restarting face to face Scouting risk assessment

Group:	Banstead District Scouts	Section:		Date of risk assessment:	26 March 2021
Activity location:	Park Farm District Camp Site, Park Farm Drive, Banstead, SM7 2FG			COVID-19 readiness level transition:	Red to Amber
Description of activities:	Use of site			Name of who undertook this risk assessment:	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 adults

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?
Hazard – something that may cause harm or damage. Risk – the chance of it happening.	All Users	Controls – Change the way access and utilisation of the site ensures all users for follow the policy to reduce the risk of infection to all.	
People - COVID-19 controls			
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 restrictions on Section/Unit sizes able to meet outdoors, however plan must still be in place that minimises the risk of infection * Sections/Units should be confident that you can still maintain social distancing * Sections/Units not to mix with other Sections/units	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.
Places - COVID-19 controls (follow premises specific operating procedures)			
Keys issued for the site risk contamination.	All Users	* No keys need to be issued for site access * No access to buildings * Two toilets will be open as unisex one for under 18 and one for over 18	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 female toilet will provide ambient 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, however noting to be put in the skip	
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 * Members to be supervised applying hand sanitiser on arrival and departure.	Non-contact Hand Sanitiser at the gate
Activities	All Hirers	* The Archery, Shooting and Climbing tower are open * No further hiring's will be made for 72hrs after use. * Keys to be collect from J. Tickett and posted through his letterbox in the supplied plastic bag after use. * Social distancing to be maintained and and/or masks worn on all activities	
Maintaining social distance during meeting: higher risk of infection spread if social distancing not maintained.	All Users	* BOYS: one cubicle for female and one for Male. Urinal, showers and Middle cubicle closed off. Flush is IR so no need to touch. Users to wipe down toilet seat and door handle/lock * MENS: One cubicle, Urinal, shower Closed off. Flush is IR so no need to touch. Users to wipe down toilet seat and door handle/lock * Mask to be worn in toilets	
Hygiene of people: higher risk of infection spread if proper hand washing not carried out.	All Users	* No Light switch. PIR operated	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. * Leaders to clean all touch points in toilets on departure: door handles / toilet handles Locks / taps / etc. and wipes to be placed in bin with no lid * Wipe External door handle and Digilock * Toilet flush are infrared sensors, (just hold hand above sensor to flush) * Deep clean of toilets 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.	

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		* 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	
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.

Checked by Line Manager	Kelvin Freeman	Checked by Executive	Colin Griffiths
Approved by GSL / Commissioner		Approved by Executive	
Notification of level change			

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](https://scouts.org.uk/safety) and other information at scouts.org.uk/safety

HQ Template Published June 2020