

Banstead District Park Farm Usage Procedures – CAMPING

Over 16s to download NHS Covid-19 app and Scan QR code by wooden gate
<ul style="list-style-type: none"> * Keys to be collected from J. Ticket, Face Masks to be worn * No access permitted to any of the buildings nor vehicles past the wooden gate * Two toilets are open as unisex. Boys for under 18s and Men's for over 18s (Sign will be above door). Once females operational, toilets will revert back to Male & Female * Kitchen will be accessible but not Leaders room or Round Barn. Long Barn to be confirmed before hand * Maximum of 30 young people No mixing of sections. * Leadership team numbers must not be higher than that needed to deliver a safe and enjoyable camp, this includes Parents * No more than 6 in a tent * Lateral flow testing must take place immediately prior to arrival at PF, every 48-72hrs throughout the camp and on return home * NO Other Groups/Sections allowed on site, even form the same group * Sections/Units should be confident that you can still maintain social distancing * 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>
Recommend attendees stager arrival and departure
1 Leader to be in the main site to organise the attendees and take register of attendees as they arrive (ensure GDPR rules are followed)
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. Lights 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> <p>Leader to Supervise number of person in toilets washing</p>
Once hands washed, wipe down taps and place wipe in unlidded bin
Skip is not to be touched or any items thrown into it
At end of the camp, 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 take register ensuring all attendees have left
Site manger may make spot check to ensure procedures are being followed
<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.....

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Covid-19 restarting face to face Scouting risk assessment

Group:	Banstead District Scouts	Section:		Date of risk assessment:	25 June 2021
Activity location:	Park Farm District Camp Site, Park Farm Drive, Banstead, SM7 2FG			COVID-19 readiness level transition:	Yellow
Description of activities:	Use of site – Camping			Name of who undertook this risk assessment:	

Yellow means organise COVID-19 safe face-to-face Camping outdoors only with a maximum limit of 30 FROM THE SAME SECTION

Number of leaders should only be the minimum required to run the camp .

No face to face activity can take place until you have done all the necessary preparations, and written risk assessment has been approved by Banstead 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	<ul style="list-style-type: none"> * A maximum of 30 young people plus volunteers, young leaders and carers * a maximum of 6 people per sleeping space (tent or room) and groups of 6 maximum for groups of over 18s including Scout Network. Where participants are a mix of under 18's and Scout Network Members the maximum of 6 applies * For groups of under 18's leadership team numbers must not be higher than needed to deliver a safe and enjoyable nights away event. 	
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	<ul style="list-style-type: none"> * Briefing by the group leader to all users explaining controls that have been developed. * 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 	

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	<ul style="list-style-type: none"> * Keys can be collected from J. Tickett (Face Mask to be worn). * Kitchen will be accessible. If the Long Barn is freed up in the near future, you will be advised. * Key to double gates to allowed vehicles on site. NO entry past wooden gate permitted. * Two toilets will be open as unisex one for under 18 and one for over 18 	This will be in place until Green
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 nothing 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	<ul style="list-style-type: none"> * Double Gates to remain closed during event. * One leader to remain at gate to open it for users until all have arrived, then gate to be closed. * Gloves to be worn 	Non-contact Hand Sanitiser at the gate
Activities	All Hirers	<ul style="list-style-type: none"> * 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 (Mask Must Be Worn) and posted through his letterbox 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	<ul style="list-style-type: none"> * 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. The 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 * Leader responsible for supervising washing times in toilets, only one person washing at a time 	
Hygiene of people: higher risk of infection spread if proper hand washing not carried out.	All Users	* No Light switch. PIR operated	
Hygiene of toilets: higher risk of infection spread if hygiene not carried out.	All Users	<ul style="list-style-type: none"> * 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 * Deep clean of toilets performed once per week. 	
In-adequate First Aid Provision and PPE for Treatment: higher risk of infection spread.	All Users	<ul style="list-style-type: none"> * All leaders to hold with a valid First Response as per MogL. * First Aid kits to include aprons and 3 ply medical masks. To be provided by Leader/Group * 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.	

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

SITE MANAGER RESERVES THE RIGHT TO VISIT THE SITE TO ENSURE RULES ARE BEING FOLLOWED

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