

# Earleywood Scout Campsite Risk Assessment for Covid-19



Assessment date:	07/09/20	Scouting	Outdoor Usage only Daily Visits only (non overnight)
Assessment by:	Sam Winterson Earleywood Marketing Director	COVID-19 readiness level::	Scouting Level AMBER
Approval by Earleywood Management Board:	Approved via Zoom meeting on 07/09/20 <ul style="list-style-type: none"> <li>• Paul Stockham</li> <li>• Andy Pevy</li> <li>• Andy Gorham</li> <li>• Steve Green</li> <li>• Derek Salter</li> <li>• Sam Winterson</li> </ul>	Approvals:	DC sign off 07/09/20 <ul style="list-style-type: none"> <li>• SE Berks - Steve Richards</li> <li>• South Berks - Graeme Thompson</li> </ul> County sign off 08/09/20 <ul style="list-style-type: none"> <li>• Berkshire County - Moya Taylor</li> </ul>

**Covid-19 is a new illness that can affect your lungs and airways. It is caused by a virus called Coronavirus. Symptoms can be mild, moderate, severe, or fatal.**

**This document is designed to show that Earleywood Management Board have given due diligence to consider and put in place mitigation for the risks that could happen at Earleywood Campsite with relation to contracting Covid-19. This document should be reviewed and agreed to before any Guests use Earleywood alongside the other key Scouting and Government documents referenced below.**

#	HAZARD AREA	RISK AREA	CONTROLS REQUIRED	ACTION BY WHOM?
H1	Arriving onto the site	Host Team and Guests	1. Detailed information provided to the Lead Guest in advance of the arrival/check in/site usage process. 2. Recommend staggered arrival process with pre-arranged time slots. 3. Groups assemble in a designated meeting area to reduce the number of additional people coming on to Site. 4. Whenever possible no Hosts on site – contactless check in. If hosts are needed then hosts will open the site and then meet the Lead Guest only following the latest Government guidelines and social distancing. Once the Lead guest has been checked in the Host will leave the site.	1, 4, 8, 10 - Earleywood Booking Secretary  2, 3, 6, 7, 8, 9 - Lead Guest  5 - Earleywood Facilities Director

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			<ol style="list-style-type: none"> <li>5. Signage to remind everyone to keep apart and socially distance</li> <li>6. Group Sizes and group make up to be limited to what is permitted by Government and The Scout Association</li> <li>7. All groups are responsible for their own hand sanitising and must bring their own hand sanitizer with them on site.</li> <li>8. Until otherwise approved by Earleywood Management Board - only 1 group can attend Earleywood at the same time.</li> <li>9. Earleywood requires confirmation that the group has had their own risk assessment approved prior to use of the site. Ideally this should be provided at time of booking.</li> <li>10. If any other approved Earleywood Personnel needs to be on site at the same time the Lead guest will be notified and social distancing will be adhered to at all times.</li> </ol>	
<b>H2</b>	<b>Departing the site</b>	Host Team and Guests	<ol style="list-style-type: none"> <li>1. Detailed information provided to Lead Guest in advance of the departure/check out process.</li> <li>2. Recommend staggered departure process with pre-arranged time slots.</li> <li>3. Groups assemble while socially distancing in a designated meeting area if waiting to be collected.</li> <li>4. Pick up to take place from designated pickup point to avoid additional people coming on to site.</li> <li>5. Whenever possible no Hosts on site – contactless check out with the Lead Guest to close gate themselves.</li> </ol>	<p>1, 5 - Earleywood Booking Secretary</p> <p>2, 3, 4 - Lead Guest</p>
<b>H3</b>	<b>Track &amp; Trace</b>	Identifying and Recording of Visitors	<ol style="list-style-type: none"> <li>1. Lead Guest is responsible for ensuring that all of their group are pre registered before they visit Earleywood.</li> <li>2. All Earleywood Management Board members, Earleywood Hosts and approved Earleywood visitors must be registered in advance of attending on site.</li> <li>3. All data will be held in line with Government guidelines. If Earleywood are made aware of any attendees on site becoming infected they will communicate to anyone else who is registered as being on site at the same time.</li> </ol>	<p>1 - Lead Guest</p> <p>2 - Facilities Director</p> <p>3 - Earleywood Marketing Director</p>

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<b>H4</b>	<b>Facilities</b>	Toilets	<ol style="list-style-type: none"> <li>Toilets should only be used as a last resort and all visitors should be asked to use the toilet facilities at their home before visiting.</li> <li>Face Masks are compulsory while entering or leaving the toilets for all non exempt people. For the point of clarity current government guidelines can be found here with exemptions for under 11 year olds and those exempt for medical reasons.</li> <li>If the toilet facilities do need to be used then hands should be washed using soap and water both before and afterwards. Only the provided soap can be used on site Earleywood has a bacteria based sewage system.</li> <li>Toilet blocks will be assigned to groups prior to arrival by the Lead Guest.</li> <li>Lead Guest must use an anti-bacterial spray on all taps and door handles of any used toilet blocks at the end of each visit to the site.</li> </ol>	1, 2, ,3 ,4, 5 - Lead Guest
<b>H5</b>	<b>Facilities</b>	Outdoor Sinks	1. CLOSED with hazard tape across it.	1- Facilities Director
<b>H6</b>	<b>Facilities</b>	Kitchens	CLOSED	N/A
<b>H7</b>	<b>Facilities</b>	Indoor Rooms	CLOSED	N/A
<b>H8</b>	<b>Facilities</b>	Bunk Rooms	CLOSED	N/A
<b>H9</b>	<b>Facilities</b>	Forest Water Taps	<ol style="list-style-type: none"> <li>Only the Forest Tap nearest the fire circle will be available; with the other tap being hazard taped.</li> <li>Social distancing around taps at all time</li> <li>Lead Guest must spray the Forest Water Tap with anti-bacterial spray at the end of each visit to the site.</li> </ol>	1 - Facilities Director 2, 3 - Lead Guest
<b>H10</b>	<b>Activities</b>	Camping	CLOSED	N/A
<b>H11</b>	<b>Activities</b>	Camp Fire	<ol style="list-style-type: none"> <li>Social distancing around the fire.</li> <li>All wood can only be carried by individuals and no carrying of wood in groups or pairs. Only take wood you will use.</li> <li>Don't use any flammable alcohol-based hand sanitisers in vicinity of campfire</li> </ol>	1, 2, 3 - Lead Guest
<b>H12</b>	<b>Activities</b>	Outdoor Games	1. Social distancing at all times.	1 - Lead Guest
<b>H13</b>	<b>Activities</b>	Indoor Games	CLOSED	N/A

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<b>H14</b>	<b>Activities</b>	Climbing	<ol style="list-style-type: none"> <li>1. Not Permitted without approval in advance from the Earleywood Climbing Team and Activity Director</li> <li>2. Only one climbing group per day</li> </ol>	<p>1 - Earleywood Climbing Team and Activity Director 2 - Lead Guest</p>
<b>H15</b>	<b>Activities</b>	Bouldering Wall	<ol style="list-style-type: none"> <li>1. Not Permitted without approval in advance from the Earleywood Climbing Team and Activity Director</li> <li>2. Only one climbing group per day</li> </ol>	<p>1 - Earleywood Climbing Team and Activity Director 2 - Lead Guest</p>
<b>H16</b>	<b>Activities</b>	Rifle Range	CLOSED	N/A
<b>H17</b>	<b>Activities</b>	Indoor Archery	CLOSED	N/A
<b>H18</b>	<b>Activities</b>	Outdoor Archery	<ol style="list-style-type: none"> <li>1. Not Permitted without approval in advance from the Earleywood Archery Team and Activities Director</li> </ol>	<p>1 - Earleywood Archery Team and Activity Director</p>
<b>H19</b>	<b>Activities</b>	Orienteering	<ol style="list-style-type: none"> <li>1. Social distancing at all times.</li> </ol>	<p>1 - Lead Guest</p>
<b>H20</b>	<b>Activities</b>	Crate Stacking	CLOSED	N/A
<b>H21</b>	<b>Activities</b>	Pioneering	CLOSED	N/A
<b>H22</b>	<b>Activities</b>	Crazy Golf	<ol style="list-style-type: none"> <li>1. One person per hole and maintain social distancing at all times.</li> <li>2. Only move onto the next hole when the person in front has finished and is ready to move on.</li> <li>3. Lead Guest is responsible for cleaning all kit before and after usage.</li> </ol>	<p>1, 2, 3 - Lead Guest</p>
<b>H23</b>	<b>Activities</b>	All Other Activities	<ol style="list-style-type: none"> <li>1. Not Permitted without approval in advance from the Earleywood Activity Director</li> </ol>	<p>1 - Earleywood Activity Director</p>
<b>H24</b>	<b>Activities</b>	Indoor Cooking	<ol style="list-style-type: none"> <li>1. CLOSED - No meal preparation will take place indoors on site and all kitchens are closed.</li> </ol>	<p>1 - Lead Guest</p>
<b>H25</b>	<b>Welfare on site</b>	First Aid	<ol style="list-style-type: none"> <li>1. All groups must bring their own First Aid facilities (including PPE) for any onsite visits.</li> </ol>	<p>1 - Lead Guest</p>
<b>H26</b>	<b>Welfare on site</b>	Enhanced Precaution	<ol style="list-style-type: none"> <li>1. All groups must use their own hand sanitizer in advance of arriving on the site.</li> <li>2. No hand sanitizer is to be used in any of the toilet areas or wash basin (due to the impact it could have on the Bacterial Waste Disposal System)</li> </ol>	<p>1, 2 - Lead Guest</p>
<b>H27</b>	<b>Welfare on site</b>	Enhance Cleaning on site	<ol style="list-style-type: none"> <li>1. Washroom facilities will be cleaned on a regular basis.</li> <li>2. All outside taps will be cleaned on a regular basis.</li> </ol>	<p>1, 2, 3 - Facilities Director</p>

			3. Checks will be regularly made to ensure adequate soap (non-bacterial) is available in all toilets. 4. The Lead Guest is responsible for the removal of all rubbish, which is not to be left on site.	4 - Lead Guest
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**REFERENCE DOCUMENTS:**

**1) Scout Association guidelines**

**Guidance on hiring Scout owned meeting places:**

TSA – [What to do when our building is used by others](#)

TSA – [Working safely with the public](#)

**Guidance for reopening campsites and activity areas:**

TSA – [Getting Scouts back to the great outdoors](#)

**The following link is also referenced by TSA:**

Outdoor Industries Association (OIA) – [Coronavirus \(Covid-19\)](#)

**Guidance for reopening campsites to third parties:**

TSA – [Helping other get back into the great outdoors](#)

**2) Government guidelines:**

**Coronavirus (COVID-19): advice on accessing green spaces safely** [LINK](#)

**Coronavirus (COVID-19) Guidance for people who work in or run other guest accommodation (including Campsites)**

[LINK](#)