



Earleywood Scout Campsite Risk Assessment for Covid-19 (Non-Scouting)

Assessment date:	09/05/21	Non-Scouting	Activities, Overnight usage and facilities
Assessment by:	Sam Winterson Earleywood Chairperson	COVID-19 readiness level:	Scouting Level AMBER
Approval by Earleywood Management Board:	<ul style="list-style-type: none"> • Paul Stockham • Andy Pevy • Andy Gorham • Steve Green • Derek Salter • Sam Winterson 	Approvals:	County sign off: Approved Moya Taylor 11/05/21

NOTE ALL UPDATED SECTIONS IN RED: This updated RA covers updates to allow more Activities including archery, crate stacking which Earleywood Management Board has now approved. It also covers the site Working Parties where volunteers come together to make needed improvements to the site. It also covers a few tweaks given the impending further relaxation of government rules from 17th May.

Covid-19 is an 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?
H0	Number of groups	Guests	<ol style="list-style-type: none"> 1. Multiple Customer Groups (bookings) could be on site at the same time (e.g. Winterson booking and Cornick booking). Earleywood Management Board have restricted this to a maximum of 6 different Customer Groups on site at the same time. These groups must adhere to all Government rules about distancing from other Customer Groups as well as social distancing rules within their own group. 2. Group Sizes and group make up to be limited to what is permitted by Government and The Scout Association. 	1, 2, 3 - Lead Guest

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<p>H1</p>	<p>Arriving onto the site</p>	<p>Host Team and Guests</p>	<ol style="list-style-type: none"> 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. 5. Signage is in place to remind everyone to keep apart and socially distance. NHS QR code clearly displayed. 6. All groups are responsible for their own hand sanitising and must bring their own hand sanitizer with them on site. 7. All groups are responsible to bring their own sanitizer spray for toilets, surfaces, door handles and water taps. 8. Anyone attending Earleywood must comply with the sites guidelines and any specific Covid rules. 9. 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. 	<p>1, 4, 9 - Earleywood Booking Secretary</p> <p>2, 3, 6, 7, 8 - Lead Guest</p> <p>5 - Earleywood Facilities Director</p>
<p>H2</p>	<p>Departing the site</p>	<p>Host Team and Guests</p>	<ol style="list-style-type: none"> 1. Detailed information provided to Lead Guest in advance of the departure/check out process. 2. Recommend staggered departure process with pre-arranged time slots. 3. Groups assemble while socially distancing in a designated meeting area waiting to be collected. 4. Pick up to take place from designated pickup point to avoid additional people coming on to site. 5. Whenever possible no Hosts on site – contactless check out with the Lead Guest to close gate themselves. 	<p>1, 5 - Earleywood Booking Secretary</p> <p>2, 3, 4 - Lead Guest</p>
<p>H3</p>	<p>Track & Trace</p>	<p>Identifying and Recording of Visitors</p>	<ol style="list-style-type: none"> 1. Lead Guest is responsible for registering all their contact details with Earleywood before they visit the site. 2. All adult visitors to the site must scan the NHS QR code on arrival 	<p>1 ,2 - Lead Guest</p> <p>3 -Bookings Director</p>

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			<ol style="list-style-type: none"> 3. All Earleywood Management Board members, Earleywood Hosts and approved Earleywood visitors must be registered in advance of attending on site. 4. 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. 	4 - Earleywood Marketing Director
H4	Facilities	Toilets	<ol style="list-style-type: none"> 1. Toilet blocks will be allocated to each Customer Group and can not be shared with any other Customer Group. 2. Toilet blocks will be assigned to groups prior to arrival 3. Earleywood strongly recommends Face Masks be worn 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. 4. Whenever the toilet facilities are used then hands should be washed using soap and water both before and afterwards. Only the provided soap can be used on site as Earleywood has a bacteria based sewage system. 5. 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. 	1, 2, ,3 ,4, 5 - Lead Guest
H5	Facilities	Outdoor Sinks	<ol style="list-style-type: none"> 1. The outdoor sinks must be booked in advance 2. Only the groups who have booked them can use the outdoor sinks, no sharing of facilities. 3. The outdoor sinks can not be used at the same time due to their close proximity, if the other sink is being used, then you must politely wait for that group to finish and only use your allocated sink when the other group has safely left the area following all social distancing rules. 	1- Facilities Director
H6	Facilities	Kitchens	<ol style="list-style-type: none"> 1. The Indoor Kitchen will be available to be booked in advance 2. Only the groups who have booked them can use the indoor kitchen, no sharing of facilities. 	N/A
H7	Facilities	Indoor Rooms	<ol style="list-style-type: none"> 1. Indoor meetings and activities may only take place if they fully comply with the latest Government guidelines 2. The two large meeting rooms will be available for indoor activities. 3. The rooms must always be booked in advance through the Earleywood website. 	1, 2 ,3, 4 ,5, 6, 7,8, 9, 10 - Lead Guest

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			<ol style="list-style-type: none"> 4. Government Social distancing rules must be adhered to at all times while using any internal rooms. 5. The Scout Association Covid Guidelines must be adhered to regarding use of indoor facilities and any indoor activities. 6. A clear directional system must be in place for groups to enter and exit whilst still socially distancing. 7. The latest government advice should be adhered to regarding Face Masks. As of 09/05/21 they should be worn at all times when inside the buildings and when entering or exiting the building unless any of the group are exempt (such as under 11 year olds and those exempt for medical reasons). 8. Any lead guests or instructors who are directing activities indoors may remove their masks to communicate to the group while leading the activity. 9. Whenever possible as much ventilation as possible should be available so Lead Guest should consider opening windows or opening other external doors to allow additional airflow. 10. Any surfaces or handles that may have been touched whilst using the facilities should be wiped down with disinfectant before the Lead Guest leaves. 	
H8	Facilities	Bunk Rooms	<ol style="list-style-type: none"> 1. Prior to 17/05/21 the Bunk Rooms can only be booked by a single household plus their bubble staying overnight together in line with the latest Government guidelines. 2. After the 17/05/21 the Bunk Rooms can only be booked by a single household (plus bubble) or two households staying overnight together in line with the latest Government guidelines. 3. After each stay the bunk room will be wiped down with anti-bacterial spray. 4. Between overnight stays a quarantine period will be blocked out for the bunk room of at least 24 hours. 	<p>1, 2, 3 - Lead Guest 4 - Bookings Director</p>
H9	Facilities	Forest Water Taps	<ol style="list-style-type: none"> 1. Social distancing around taps at all time 2. Guest must spray the Forest Water Tap with anti-bacterial spray at the end of each use. 	1, 2 - Lead Guest
H10	Activities	Camping	<ol style="list-style-type: none"> 1. Customer Groups must only camp on their allocated campsite area for their booked stay. 	1, 2, 3 - Lead Guest

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			<p>2. Customer Groups must maintain social distancing within their groups and around the site at all times.</p> <p>3. All normal non-Covid Site Camping rules will apply about noise, safety, respect.</p>	
H11	Activities	Camp Fire	<p>1. Camp Fires can only be made in the Customer Groups allocated camping area.</p> <p>2. Social distancing around the fire.</p> <p>3. All wood can only be carried by individuals and no carrying of wood in groups or pairs. Only take wood you will use.</p> <p>4. Don't use any flammable alcohol-based hand sanitisers in vicinity of campfire</p>	1, 2, 3, 4 - Lead Guest
H12	Activities	Outdoor Games	<p>1. Social distancing at all times.</p>	1 - Lead Guest
H13	Activities	Indoor Games	<p>1. Indoor activities may only take place if they fully comply with the latest Government guidelines</p> <p>2. Social distancing at all times.</p> <p>3. Adhere to all the guidelines for using the Indoor Room.</p>	1,2,3 - Lead Guest
H14	Activities	Climbing	<p>1. Not Permitted without approval in advance from the Earleywood Climbing Lead</p> <p>2. Only one climbing group per day</p> <p>3. Hands must be cleaned with hand sanitiser before and after using the bouldering wall.</p> <p>4. Full compliance of the latest government social distancing rules, with the exception of any safety checks whereby instructors may need to be closer.</p>	<p>1 - Earleywood Climbing Lead</p> <p>2, 3, 4 - Lead Guest</p>
H15	Activities	Bouldering Wall	<p>1. Waiting outside the climbing and bouldering wall area for any other group to leave before entering.</p> <p>2. A one way directional navigation of the bouldering wall must take place with all guests maintaining social distancing rules whilst waiting and participating on the wall.</p> <p>3. Group sizes will comply with Scouting guidelines with the recommendation to split into smaller groups so some watch while the others take part.</p> <p>4. Hands must be cleaned with hand sanitiser before and after using the bouldering wall.</p>	1, 2, 3, 4 - Lead Guest
H16	Activities	Rifle Range	<p>1. Not Permitted without approval in advance from the Earleywood Activities Director</p> <p>2. Only one group booking per day</p>	<p>1 - Earleywood Activities Director</p> <p>2, 3, 4, 5 - Lead Guest</p>

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			<ol style="list-style-type: none"> 3. All tables and equipment to be suitably wiped down at the end of the activity 4. Hands must be cleaned with hand sanitiser before and after the activity. 5. Full compliance of the latest government social distancing rules, with the exception of any safety checks whereby instructors may need to be closer. 	
H17	Activities	Indoor Archery	<ol style="list-style-type: none"> 1. Not Permitted without approval in advance from the Earleywood Archery Lead 2. Only one group booking per day 3. All equipment to be suitably wiped down at the end of the activity 4. Hands must be cleaned with hand sanitiser before and after the activity. 5. Full compliance of the latest government social distancing rules, with the exception of any safety checks whereby instructors may need to be closer. 	<p>1 - Earleywood Archery Lead</p> <p>2, 3, 4 ,5 - Lead Guest</p>
H18	Activities	Outdoor Archery	<ol style="list-style-type: none"> 1. Not Permitted without approval in advance from the Earleywood Archery Lead 2. Only one group booking per day 3. All equipment to be suitably wiped down at the end of the activity 4. Hands must be cleaned with hand sanitiser before and after the activity. 5. Full compliance of the latest government social distancing rules, with the exception of any safety checks whereby instructors may need to be closer. 	<p>1 - Earleywood Archery Lead</p> <p>2, 3, 4 ,5 - Lead Guest</p>
H19	Activities	Orienteering	<ol style="list-style-type: none"> 1. Social distancing at all times. 	1 - Lead Guest
H20	Activities	Crate Stacking	<ol style="list-style-type: none"> 1. Not Permitted without approval in advance from the Earleywood Climbing Lead 2. Only one climbing group per day 3. Hands must be cleaned with hand sanitiser before and after the activity. 4. Full compliance of the latest government social distancing rules, with the exception of any safety checks whereby instructors may need to be closer. 	<p>1 - Earleywood Climbing Lead</p> <p>2, 3, 4 - Lead Guest</p>
H21	Activities	Pioneering	<ol style="list-style-type: none"> 1. Not Permitted without approval in advance from the Earleywood Climbing Lead or Earleywood Activities Director 2. Only one group booking per day 3. All equipment to be suitably wiped down at the end of the activity 4. Hands must be cleaned with hand sanitiser before and after the activity. 5. Full compliance of the latest government social distancing rules, with the exception of any safety checks whereby instructors may need to be closer. 	<p>1 - Earleywood Climbing Lead or Activities Director</p> <p>2, 3, 4 ,5 - Lead Guest</p>

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H22	Activities	Mini Golf	<ol style="list-style-type: none"> 1. If another group is in the Mini Golf area when you arrive then you should notify them of your presence and wait outside the Mini Golf arena for them to exit before you enter. Complying with Social Distance rules at all times. 2. Hands must be sanitised when arriving and departing the Mini Golf area. 3. Please refrain from touching any of the course, this includes the castle and canon. 4. One person per hole and maintain social distancing at all times. 5. Equipment should only be shared among guests who are in the same family bubble, outside of this everyone should have their own equipment or wait until equipment has been disinfected and returned. 6. Only move onto the next hole when the person in front has finished and is ready to move on. 7. All movement around the course should be in a sequential direction from hole 1 to hole 9 and social distancing maintained at all times. 8. Lead Guest is responsible for disinfecting all equipment before and after usage, provided by Earleywood. 9. Earleywood Hosts or Management Board will give all give equipment additional cleans with disinfectant on a regular basis. 	<p>1, 2, 3, 4, 5, 6, 7, 8 - Lead Guest</p> <p>9 - Earleywood Hosts or Management Board</p>
H23	Activities	All Other Activities	<ol style="list-style-type: none"> 1. Not Permitted without approval in advance from the Earleywood Activity Director 2. All equipment to be suitably wiped down at the end of the activity 3. Hands must be cleaned with hand sanitiser before and after activity. 4. Full compliance of the latest government social distancing rules, with the exception of any safety checks whereby instructors may need to be closer. 	1 - Earleywood Activity Director
H24	Activities	Indoor Cooking	<ol style="list-style-type: none"> 1. Meal preparation can only take place indoors if a kitchen has been booked. 	1 - Lead Guest
H25	Welfare on site	First Aid	<ol style="list-style-type: none"> 1. All groups are responsible for providing their own First Aid facilities. 	1 - Lead Guest
H26	Welfare on site	Enhanced Precaution	<ol style="list-style-type: none"> 1. All groups must use their own hand sanitizer in advance of arriving on the site. 2. No hand sanitizer is to be used inside the toilet areas or wash basin (due to the impact it could have on the Bacterial Waste Disposal System) 	1, 2 - Lead Guest
H27	Welfare on site	Enhance Cleaning on site	<ol style="list-style-type: none"> 1. Washroom facilities will be cleaned on a regular basis. 2. All outside taps will be cleaned on a regular basis. 	1, 2, 3, 5 - Facilities Director

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			<ol style="list-style-type: none"> 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. 5. Activity Equipment (such as Orienteering posts and signs, climbing wall blocks and mini golf equipment) will be given additional wipe downs on a regular basis. 	4 - Lead Guest
H28	Site Maintenance	Adhoc Work	<ol style="list-style-type: none"> 1. Consider if the work is necessary for the continued running of the site, or can it be delayed until we come out of Covid restrictions 2. Book any site maintenance visitors into OSM system so that all of Earleywood Management Board and Hosting team has sight of this. 3. Confirm who will be hosting the site maintenance visitors 4. The Facilities Director will remind all Site Maintenance workers to comply with the latest Government guidelines of minimising the spread of the virus (including not attending if they have come into contact with anyone with Covid, been asked to isolate or are waiting for a Covid test). 5. Site Maintenance visitors will be requested to scan the NHS QR code with the NHS App upon arrival. Additionally the Facilities Director will have a record of any Site Maintenance visitors. 6. As per Government guidelines Site Maintenance workers are requested to wear face coverings and socially distance when arriving and departing the site. 7. As per Government guidelines Site Maintenance workers are requested to wear face coverings and socially distance when being greeted by the Earleywood Host. 	1-7 Facilities Director
H29	Site Maintenance	Working Parties	<ol style="list-style-type: none"> 1. Consider if the work is a priority for the site, or can it be delayed until we come out of Covid restrictions. 2. All Working Party attendees should comply with the latest Government guidelines of minimising the spread of the virus (including not attending if they have come into contact with anyone with Covid, been asked to isolate or are waiting for a Covid test) 3. All Working Party attendees will be requested to scan the NHS QR code with the NHS App upon arrival. 	<p>1 - Facilities Director</p> <p>2-10 - Working Party Leads (typically Chairperson, Facilities Director and Health & Safety Director)</p>

			<ol style="list-style-type: none"> 4. There will be a clear Check In zone where all attendees will have to sign in with a record of their attendance and contact details recorded (as well as an emergency contact). 5. As per Government guidelines Working Party attendees are requested to wear face coverings and socially distance when arriving and departing the site. 6. As per Government guidelines Working Party attendees are requested to wear face coverings and socially distance when being greeted by the Earleywood Check In team. 7. Tasks will be allocated to the Working Party attendees at the Check In zone and any specific Health & Safety briefing will be given and any additional Covid concerns will be highlighted. When possible any group tasks will be assigned to family members who are already in family bubbles. If this is not possible Working Party attendees will be reminded to comply with the latest Government social distancing guidelines. 8. Any necessary Working Party equipment will be allocated in and out at the Check In Zone with a specific Health & Safety briefing and confirmation that Working Party attendee can use the equipment. All equipment to be suitably wiped down at the end of the activity 9. Working Party Tasks are typical split across three areas: <ol style="list-style-type: none"> a. Maintenance (Weeding, Painting, Cleaning, Litter Collection, Ditch clearing, Collect metal from campfires with magnet roller, Leaf Clearing) b. Inspection of Buildings (Checking Lighting, Sorting & Labelling Keys, Checking Fire Doors) c. Upgrades to site (Fence Building, New Signs, Laying Firebricks, Bolt holes for gates, Assemble A4 Sheet Containers) 10. When any Working Party attendees is leaving they will be asked to return to the Check In zone to sign out. 	
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REFERENCE DOCUMENTS:

- 1) Scout Association guidelines

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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](#)