



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

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|--|---|---------------------------|--|
| Assessment date:                         | 30/03/21  | Non-Scouting              | Overnight usage and allocated facilities     |
| Assessment by:                           | Sam Winterson<br>Earleywood Marketing Director  | COVID-19 readiness level: | Scouting Level AMBER                         |
| Approval by Earleywood Management Board: | <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:                | County sign off:<br><br>31/03/21 Moya Taylor |

**NOTE:** This updated RA is to capitalise on the new Government legislation which would allow private non Scouting groups to stay overnight with self contained facilities from 12th April 2021. Earleywood is proposing to follow these stipulations and allocate groups their own toilet block or kitchen which would not be shared for the duration of that visit.

**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?      |
|----|------------------|-----------|---|----------------------|
| H0 | Number of groups | Guests    | <ol style="list-style-type: none"> <li>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.</li> <li>2. Group Sizes and group make up to be limited to what is permitted by Government and The Scout Association.</li> </ol> | 1, 2, 3 - Lead Guest |

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|                  |                                      |  |  |   |
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| <p><b>H1</b></p> | <p><b>Arriving onto the site</b></p> | <p>Host Team and Guests</p>                  | <ol style="list-style-type: none"> <li>1. Detailed information provided to the Lead Guest in advance of the arrival/check in/site usage process.</li> <li>2. Recommend staggered arrival process with pre-arranged time slots.</li> <li>3. Groups assemble in a designated meeting area to reduce the number of additional people coming on to Site.</li> <li>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.</li> <li>5. Signage is in place to remind everyone to keep apart and socially distance. NHS QR code clearly displayed.</li> <li>6. All groups are responsible for their own hand sanitising and must bring their own hand sanitizer with them on site.</li> <li>7. All groups are responsible to bring their own sanitizer spray for toilets, surfaces, door handles and water taps.</li> <li>8. Anyone attending Earleywood must comply with the sites guidelines and any specific Covid rules.</li> <li>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.</li> </ol> | <p>1, 4, 9 - Earleywood Booking Secretary</p> <p>2, 3, 6, 7, 8 - Lead Guest</p> <p>5 - Earleywood Facilities Director</p> |
| <p><b>H2</b></p> | <p><b>Departing the site</b></p>     | <p>Host Team and Guests</p>                  | <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 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>  |
| <p><b>H3</b></p> | <p><b>Track &amp; Trace</b></p>      | <p>Identifying and Recording of Visitors</p> | <ol style="list-style-type: none"> <li>1. Lead Guest is responsible for registering all their contact details with Earleywood before they visit the site.</li> <li>2. All adult visitors to the site must scan the NHS QR code on arrival</li> </ol>   | <p>1 ,2 - Lead Guest</p> <p>3 -Bookings Director</p>  |

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|           |                   |               | <ol style="list-style-type: none"> <li>All Earleywood Management Board members, Earleywood Hosts and approved Earleywood visitors must be registered in advance of attending on site.</li> <li>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>   | 4 - Earleywood Marketing Director  |
| <b>H4</b> | <b>Facilities</b> | Toilets       | <ol style="list-style-type: none"> <li>Toilet blocks will be allocated to each Customer Group and can not be shared with any other Customer Group.</li> <li>Toilet blocks will be assigned to groups prior to arrival</li> <li>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 <a href="#">here</a> with exemptions for under 11 year olds and those exempt for medical reasons.</li> <li>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.</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 | <ol style="list-style-type: none"> <li>The outdoor sinks must be booked in advance</li> <li>Only the groups who have booked them can use the outdoor sinks, no sharing of facilities.</li> <li>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.</li> </ol>  | 1- Facilities Director   |
| <b>H6</b> | <b>Facilities</b> | Kitchens      | <ol style="list-style-type: none"> <li>The Indoor Kitchen will be available to be booked in advance</li> <li>Only the groups who have booked them can use the indoor kitchen, no sharing of facilities.</li> </ol>  | N/A  |
| <b>H7</b> | <b>Facilities</b> | Indoor Rooms  | <p>CURRENTLY CLOSED DUE TO LATEST COVID RULES</p> <ol style="list-style-type: none"> <li><del>The two large meeting rooms will be available for indoor activities, particularly during the Winter months.</del></li> <li><del>The rooms must always be booked in advance through the Earleywood website.</del></li> </ol>   | 1, 8 - Facilities Director<br><br>2 ,3, 4 ,5, 6, 7, 9, 10, 11 - Lead Guest |

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|            |                   |                   |  |   |
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|            |                   |                   | <p>3. Government Social distancing rules must be adhered to at all times while using any internal rooms:</p> <p>4. The Scout Association Covid Guidelines must be adhered to regarding use of indoor facilities and any indoor activities:</p> <p>5. A clear directional system must be in place for groups to enter and exit whilst still socially distancing:</p> <p>6. Face Masks should be worn at all times when inside the buildings and when entering or exiting the building unless any of the group are exempt. 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:</p> <p>7. Any lead guests or instructors who are directing activities indoors may remove their masks to communicate to the group while leading the activity:</p> <p>8. 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:</p> <p>9. For point of clarity as stated above indoor Kitchens are out of bounds:</p> <p>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:</p> <p>11. Everyone over 11 to wear a mask and socially distance inside. Also they need to clean all touch points:</p> |   |
| <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>1. Social distancing around taps at all time</li> <li>2. Guest must spray the Forest Water Tap with anti-bacterial spray at the end of each use.</li> </ol>   | <p>1 - Facilities Director</p> <p>2, 3 - Lead Guest</p> |
| <b>H10</b> | <b>Activities</b> | Camping           | <ol style="list-style-type: none"> <li>1. Customer Groups must only camp on their allocated campsite area for their booked stay.</li> <li>2. Customer Groups must maintain social distancing within their groups and around the site at all times.</li> <li>3. All normal non-Covid Site Camping rules will apply about noise, safety, respect.</li> </ol>   | N/A   |
| <b>H11</b> | <b>Activities</b> | Camp Fire         | <ol style="list-style-type: none"> <li>1. Camp Fires can only be made in the Customer Groups allocated camping area.</li> <li>2. Social distancing around the fire.</li> </ol>   | 1, 2, 3, 4 - Lead Guest                                 |

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|            |                   |                 | <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>  |   |
| <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    | <p>CURRENTLY CLOSED</p> <p><del>1. Social distancing at all times.</del></p> <p><del>2. Adhere to all the guidelines for using the Indoor Room.</del></p>   | 1 - Lead Guest  |
| <b>H14</b> | <b>Activities</b> | Climbing        | <p>1. Not Permitted without approval in advance from the Earleywood Climbing Team and Activity Director</p> <p>2. Only one climbing group per day</p>   | <p>1 - Earleywood Climbing Team and Activity Director</p> <p>2 - Lead Guest</p> |
| <b>H15</b> | <b>Activities</b> | 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   |
| <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 | 1. Not Permitted without approval in advance from the Earleywood Archery Team and Activities Director   | 1 - Earleywood Archery Team and Activity Director                               |
| <b>H19</b> | <b>Activities</b> | Orienteering    | 1. Social distancing at all times.  | 1 - Lead Guest  |
| <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> | Mini Golf       | <p>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.</p> <p>2. Hands must be sanitised when arriving and departing the Mini Golf area.</p>   | 1, 2, 3, 4, 5, 6, 7, 8 - Lead Guest   |

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|            |                        |                          | <ol style="list-style-type: none"> <li>3. Please refrain from touching any of the course, this includes the castle and canon.</li> <li>4. One person per hole and maintain social distancing at all times.</li> <li>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.</li> <li>6. Only move onto the next hole when the person in front has finished and is ready to move on.</li> <li>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.</li> <li>8. Lead Guest is responsible for disinfecting all kit before and after usage, provided by Earleywood.</li> <li>9. Earleywood Hosts or Management Board will give all kit an additional clean with disinfectant at the end of each day.</li> </ol> | 9 - Earleywood Hosts or Management Board           |
| <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>  | 1 - Earleywood Activity Director                   |
| <b>H24</b> | <b>Activities</b>      | Indoor Cooking           | <ol style="list-style-type: none"> <li>1. Meal preparation can only take indoors if a kitchen has been booked.</li> </ol>   | 1 - Lead Guest                                     |
| <b>H25</b> | <b>Welfare on site</b> | First Aid                | <ol style="list-style-type: none"> <li>1. All groups are responsible for providing their own First Aid facilities.</li> </ol>   | 1 - Lead Guest                                     |
| <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 inside the toilet areas or wash basin (due to the impact it could have on the Bacterial Waste Disposal System)</li> </ol>  | 1, 2 - Lead Guest                                  |
| <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> <li>3. Checks will be regularly made to ensure adequate soap (non-bacterial) is available in all toilets.</li> <li>4. The Lead Guest is responsible for the removal of all rubbish, which is not to be left on site.</li> <li>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.</li> </ol>   | 1, 2, 3, 5 - Facilities Director<br>4 - Lead Guest |

## 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](#)