

# Bradfield Park Scout Campsite

## Covid 19 Risk Assessment

21<sup>th</sup> September 2020

Version: Final ver1a

Approved

Approved by:					
	Campsite executive	BSE District DC	Sudbury District DC	County Commissioner	Regional Commissioner
Signed off:	Jenny Mullen	Martin Brookes	Charmain Southgate	Mark Pearson	Graham Woolley
Date:	21/9/2020	13/9/2020	17/9/2020	13/9/2020	28/9/2020



# 1 Introduction

This document has been prepared using the current COVID 19 Readiness level status as defined by the National Youth Agency and Scout association.

Current Readiness level 21/9/2020	AMBER
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This document is to be issued to all groups wishing to use Bradfield Park Scout Campsite to be referenced and or incorporated into their individual group risk assessment. The document will identify the risks and mitigation measures that are in place for the site and that both site staff and visiting groups have to adhere to. These measures apply to all groups irrespective of whether they are part of the Scout Organisation or not. This document primarily follows the Scout Association requirements as well as being supported by best practice by other national bodies such as the National Youth Agency. A list of references of documents used is included at the end of this document. The key document referenced is "Getting back together safely- A frame work for restarting face-to-face Scout meetings and activities. Published by the Scout Association September 2020".

Currently the site can only be used for outdoor activities so this document will only address aspects related to running outdoor activities including use of sanitary facilities. Activities that will still not be able to be used are climbing wall, go karts and cave simulator.

For clarity in the document the term a group is deemed to be that of up to 15 young people and up to 5 adults

**This document will be issued to all groups upon them booking an activity to be undertaken at Bradfield Park.**

**Visiting groups are responsible for their own risk assessments which need to take account of the contents of this document; also this document has to be mentioned in their risk assessment**

**Any group found flouting the rules of the site contained within this document will be asked to stop their activities and leave site.**

## 2 Readiness level Requirements

The Scout Association states that:

Amber readiness in England:

- Indoor activities are now allowed, but outdoor activities are preferred and should be encouraged
- Numbers change to 15 young people and up to five leaders (carers can be in addition and will not be counted in these numbers) – this applies both indoors and outdoors. Leaders can also include Young Leaders.
- Young people must stay in their limited group size but adults will now be able to move between these groups, i.e. across the 25m spacing if outdoors or to a section meeting at a different time on the same day.
- Leaders don't need to wear a face covering when delivering activities – however, it's recommended to wear one in all other circumstances.
- Scouts and Explorers must now wear face coverings indoors. Exceptions as per national guidelines are permitted.

For now, all young people in all sections must continue to social distance by 2m from each other where possible and from adult volunteers at all times

Readiness level	NYA level	Scout level
<b>Red</b> Rate of infection is remaining consistent or growing	<ul style="list-style-type: none"> <li>Online and digital youth services</li> <li>Detached youth services and 1-2-1 sessions with vulnerable young people outdoors</li> </ul>	<ul style="list-style-type: none"> <li>Digital programme delivery</li> <li>No face-to-face activity or meetings</li> <li>No residential activities</li> </ul>
<b>Amber</b> Rate of infection is reducing consistently in all parts of the country	<ul style="list-style-type: none"> <li>Online and digital youth services</li> <li>Small group sessions can take place</li> </ul>	<ul style="list-style-type: none"> <li>Digital programme delivery</li> <li>Small group sessions can take place outdoors and indoors</li> <li>No residential activities</li> </ul>
<b>Yellow</b> Number of cases low and decreasing, full Track and Trace system in place	<ul style="list-style-type: none"> <li>Online and digital youth services</li> <li>Indoor group sessions can take place</li> <li>Outdoor learning, trips and visits</li> </ul>	<ul style="list-style-type: none"> <li>Digital programme delivery</li> <li>Small group sessions can take place outdoors and indoors</li> <li>Camping in the UK (or in your home country for BSO)</li> </ul>
<b>Green</b> No new cases or a vaccine is readily available	<ul style="list-style-type: none"> <li>All services open as per normal yearly operations</li> <li>Overnight trips and visits allowed</li> <li>International travel allowed within FCO advice</li> </ul>	<ul style="list-style-type: none"> <li>All activities can resume in line with government guidance</li> </ul>

Notes:

- Highlighted texts are amendments made since June 2020 edition of the Scout Association Framework up to 13<sup>th</sup> September 2020.
- The term residential includes camping

### 3 Bradfield Park key requirements

The key aspects that need to be addressed are:

- Keeping young people, leaders, parents and site staff safe is the key requirement
- Site management of groups to
  - Provide required documentation prior to visit
  - adhere to track and trace requirements
  - adhere to site rules
- Maintaining hygiene on site
  - Sanitary
  - Activity equipment
- Maintaining separation between groups on site and managing parents

#### 3.1 Site Management

Prior to any visit on site there will need to be information that has to be provided to the Site Booking Secretary prior to the visit

- Statement of activity to be undertaken, including timings and number of people involved (leader/ instructor and youth split)
- Risk assessment for the event which needs to be issued to the Site booking secretary at least 7 days prior to booked visit. In the risk assessment we also require information on how people are to be travelling to site and an approx. number of vehicles.
- A couple of days prior to the booked site visit the site booking secretary will provide final clarification of the designated parking area to be used, toilet facilities designated for that group and a list of other groups on site at the same time.
- The day before the visit the group leader will email the Site Booking Secretary, the final number of participants split between young people and leaders, also the contact detail for the group leader during the event and also following the event. This is to be used for track and trace requirements, just for information these details will be kept in line with GDPR requirements and be deleted 21 days after site visit. The group leader is expected to have their own contact details for the group for track and trace purposes.
- Group leaders will manage the dropping off and picking up of the young people by guardians and parents. The site requirement is that guardians/ parents are to stay in their cars and wait for their charges to come to them. However group leaders need to convey this information to guardians/ parents in the information issued prior to the event and during the drop off.
- There will be notices in the car park areas reminding parents and guardians to stay in their cars and not walk around site.

## 3.2 Hygiene

Each group will have a designated toilet area which will be for their sole use. The site will ensure that the facilities are clean and sanitised prior to the group arriving on site. Once on site dependant on duration of activity the group will be required to sanitise the toilet facilities every 2 hours. Equipment and fluids for sanitising will be made available by Bradfield Park. At the end of their stay the group will sanitise the toilet facility they have used. The equipment to be provided by Bradfield Park includes:

- Disposable gloves
- Ready mixed disinfectant in spray bottles
- Roll of paper towels for cleaning surfaces
- Mop and bucket together with floor cleaner
- Black plastic bin bags for the used paper towels

Any Bradfield Park equipment used by groups during activities air rifles; archery will be sanitised by Bradfield Park prior to groups' usage. It is the responsibility of each group to also sanitise the equipment during and after use. Bradfield Park will provide sanitising equipment and fluids. It is also the responsibility of groups to manage usage of the designated toilets such that numbers at any one time using toilet facilities are limited.

Equipment for sanitising Bradfield Park Equipment

- Disposable gloves
- Ready mixed disinfectant in spray bottles
- Roll of paper towels
- Black plastic bin bags for the used paper towels

## 3.3 Managing distancing between groups

Upon booking each individual group will be designated an area suitable for their chosen activities, together with a parking area and toilet facilities.

When more than one group are using the site on the same day, the Bradfield Park team will make sure that there is a staggered arrival and departure times for each group. Groups will be designated a parking area that they must use and ensure that parents use this area as well. Groups must manage the parent drop off and ensure that no parent stays on site. On collection parents must stay in their cars whilst waiting to collect children.

On site groups must manage that their groups stays together and does not interact with any other group on site.

For clarity if a scout troop books into the site for 30 young people and 10 adults they will be treated as two separate groups on site. As the government requirements are that activities can only be performed in groups of max 15 youngsters and max 5 adults. Therefore in the troops own risk assessment they will have to take this into account.

### 3.4 Process if a case of COVID-19 is confirmed on site or having recently been on site

- If no site staff is available group leader should take charge and follow the process and then contact Site Management ASAP
- All visitors will be asked to vacate the site as soon as safely possible
- Group leader to be reminded of their responsibility to inform their people that they must self-isolate for 14 days
- Bradfield Park staff present on site during infection period must also enter self-isolation for 14 days
- If a site staff displays symptoms and or is confirmed to have COVID 19 they are to notify the site management committee as soon as possible. The committee nominate a person to notify groups who have been on site in the last 14 days of the situation and the national track and trace service will be notified.
- All facilities are to be closed and locked as soon as safely possible and signage attached indicating COVID-19 risk
- Facilities are not to be entered for a minimum of 72 hours to allow any trace of virus living on a surface to become inert
- The national track and trace service to be informed as soon as possible
  - <https://contact-tracing.phe.gov.uk/>
- Upcoming bookings informed of site closure due to COVID-19 outbreak
- Upon opening of facilities, a deep clean in full PPE to be conducted by competent staff member

### 3.5 Bradfield Park Site Staff

This section covers the requirements for the Bradfield Site Staff in support of groups using the facilities.

Toilet facilities will be cleaned before groups arrive on site. The groups themselves will undertake a clean of the facilities they have used, these will then be further clean by the Bradfield Park site staff subsequent to the group leaving site.

Equipment and PPE to be used includes:

- Disposable gloves
- Ready mixed disinfectant in spray bottles
- Roll of paper towels for cleaning surfaces
- Mop and bucket together with floor cleaner
- Black plastic bin bags for the used paper towels



All the equipment used by the group will also be sanitised using the same cleaning equipment as for the sanitary facilities.

Site staff will have to as a minimum be able to visit site when there are groups using the site. The site team will have to satisfy themselves that the groups using the site are adhering to the rules set out in this document. Any issues found need to be logged and conveyed to the committee who will decide on whether anything needs to be done which may include amending the processes set out in this document.

## Risk Assessment

Name of activity/ event/ location	Site management during Covid 19 period	Date of risk assessment	8 <sup>th</sup> September 2020	Name of who undertook this risk assessment	Arnaud Therin
		Date of next review	2 months' time or when readiness level changes		

Hazard Identified? /  Risks from it?	Who is at risk?	How the risks are already controlled?  What extra controls are needed?	What has changed that needs to be thought about and controlled?
<i>Hazard – Lack of hygiene</i>  <i>Risk – spread of Covid 19.</i>	<i>Young people,</i>  <i>Leaders, site team</i>	<i>-Toilet blocks clean prior, during and after activity period</i>  <i>-Equipment used during event to be sanitised prior, during and after event</i>	<i>-Monitor toilet facilities during event</i>  <i>-Monitor that sanitising is happening during event</i>
Hazard – Inability to maintain within designated groups  Risk – In breach of government guidance, mixing with other groups	Young people,  Leaders, Parents, site team	-Each group will have its designated area, with their own toilets. Also parking will be in designated areas  -Parents will have to stay in their cars during drop off and pick up  -Group leaders to manage and monitor movement of their own group when on site and manage drop off and pick up	-Minimise the number of groups on site to a minimum  -Site team to monitor movement of groups on site. Site management will visit site when groups are there to see whether there is adherence to the rules
Risk- Inability to be able to deliver track and trace requirements	Group leaders and site management team	-The obligation that all groups need to have adequate contact details to provide when requested for track and trace purposes  - Bradfield Park may get contacted to provide information regarding track and trace for groups that attended the site. Each group to provide final numbers of participants and full contact details for the group leader in advance of the visit  -	- Monitor detail of information being provided by each group
Participant shows signs of symptoms of COVID 19	Young people,  Leaders, Parents, Site team	<div>- Group leaders to verify when participants are dropped off that no one is displaying any signs of the symptoms of Covid 19</div> <div>- Signs placed at entrance and at car park saying that if any one entering the site has symptoms of Covid 19 they should immediately leave site and seek expert advice.</div>	

Hazard Identified? /  Risks from it?	Who is at risk?	How the risks are already controlled?  What extra controls are needed?	What has changed that needs to be thought about and controlled?
Hazard- Groups generally do not adhere to site rules	Young people, Leaders,	-Bradfield Park site team will come to site to make sure that groups are adhering to site rules	
Hazard: Contaminated surfaces (toilets and Bradfield Park equipment)		Groups briefed prior to visit on the required cleaning and hygiene regime that is in place  Bradfield Park staff may do spot checks to ensure hygiene standards are maintained	

## 4 References

- “Getting back together safely- A frame work for restarting face-to-face Scout meetings and activities. Published by the Scout Association September 2020”.
- National Youth Agency website: [nys.org.uk](https://www.nys.org.uk)