

Bradfield Park Scout Campsite

Covid 19 Risk Assessment

28th June 2021

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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:	23/6/2021	25/6/2021	28/6/2021	22/6/2021	29/6/2021

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. The main change from the last is that residential/camping is now allowed.

Current Readiness level 21/6/2021	Yellow
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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 June 2021".

As of the 21st June 2021 the site is able to undertake certain activities and also cater for residential/camping overnight. The only activities that the site will provide during this period are archery, air rifle and use of the axe range.

For clarity in the document the term a group is deemed to be that of up to a maximum of 30 young people plus leaders

This document will be issued to all groups upon them booking an activity or camping 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.

A valid NAN must be presented prior to any camping which has been signed off by the DC (or designate) of the Group's District.

2 Readiness level Requirements

The Scout Association states that:

Yellow readiness in England:

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- Activities involving young people: no limit on group size but remains as only one section meeting independently of others. Indoor activities will be limited by the size of the location given social distancing remains
- Scout Network programmed activities (non social): 30 people maximum.
- Adult activities (non-social) with no young people present: Adults may meet in small groups for the purposes of providing the charity's purpose.
- Residential activities: Nights away activities may take place with a maximum of 30 young people plus leaders and carers, limited to a maximum of 6 people per sleeping space (tent or room) and groups of 6 maximum for groups of over 18s. COVID measures such as social distancing and good hygiene remain in place (even overnight), groups must remain independent of others and lateral flow testing must take place immediately prior to departure and every 48-72hrs throughout the trip and on return.

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

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

- Group size, if camping specify number per tent.
- Statement that NAN and COVID risk assessment has been approved by groups DC (or designate)
- Statement that lateral flow test has been done prior to arriving on site
- 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

Where possible each group will have a designated toilet area which will be for their sole use there maybe times that groups share facilities which will have to be managed between groups. The shower units will not be able to be used during the yellow COVID stage. 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 groups 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 camping/ activities, together with a parking area and toilet facilities.

The site will only be able to accept 3 camping groups at any one time, which has been deemed to be the numbers of groups where sanitary facilities, can be managed in a safe COVID management manner. The site operates on a first come basis so who ever has booked first will get priority.

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.

During the groups stay on the site whether for camping and or activities social distancing must be maintained within the group.

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 contact details for site staff is provided in details sent prior to attending site.
- 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 and the public authorities should a participant test positive after being at Bradfield Park. The self-isolation period includes the day your symptoms started (or the day you had the test, if you do not have symptoms) and the next 10 full days. The Public Authorities to be contacted to progress track and trace.
- Bradfield Park staff present on site during infection period must also enter self-isolation. The self-isolation period includes the day your symptoms started (or the day you had the test, if you do not have symptoms) and the next 10 full 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	21th June 2021	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 has changed that needs to be thought about and controlled?
		What extra controls are needed?	
Hazard – Lack of hygiene Risk – spread of Covid 19.	Young people, Leaders, site team	-Toilet blocks clean prior, during and after activity period -Equipment used during event to be sanitised prior, during and after event -Groups camping will have to undertake lateral flow teste before arriving on site, then every 48 hrs whilst on site and also after leaving site -Groups camping to review adequacy of number of young people in each tent.	-Monitor toilet facilities during event -Monitor that sanitising is happening during event
Hazard – Inability to maintain distancing 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

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?
Participant shows signs of symptoms of COVID 19	Young people, Leaders, Parents, Site team	<ul style="list-style-type: none"> - Group leaders to verify when participants are dropped off that no one is displaying any signs of the symptoms of Covid 19 - 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. 	
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)		<p>Groups briefed prior to visit on the required cleaning and hygiene regime that is in place</p> <p>Bradfield Park staff may do spot checks to ensure hygiene standards are maintained</p>	

4 Planning COVID- safe nights away 2021

Below is the text taken from the Scout website about camping during the Yellow readiness level phase:

Nights away activities may take place with a maximum of 30 young people plus volunteers, young leaders and carers, limited to 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.

Each nights away group (including young people and volunteers) must remain as an isolated bubble. It is not possible for others to join a residential bubble for the day. COVID measures such as social distancing and good hygiene must be in place and even overnight should be implemented as much as is practical), lateral flow testing must take place (depending on age – see 'COVID testing' guidance) immediately prior to departure, every 48-72hrs throughout the trip and on return.

Multiple groups of 30 young people is possible. However, no one from the bubble (adults or young people) can mix between groups at any time, including during dining, free time and during activities. Nor can they mix with any other groups using the site. Each group must travel independently of all other groups at all times.

Activity staff, catering and welfare staff are permitted to provide support services to multiple camping groups but must minimise mixing across groups.

Nights away events should be organised within your Group or Unit and on a Section basis, although where Sections may struggle to be viable to operate nights away activities independently (for example, lack of available volunteers to support both sections), they may join with another section at this time, if the total number of young people participating is within the group size limit and they do not mix with any other groups.

5 References

- "Getting back together safely- A frame work for restarting face-to-face Scout meetings and activities. Published by the Scout Association June 2021".
- National Youth Agency website: [nys.org.uk](https://www.nys.org.uk)