

Botany Bay Scout Campsite Covid-19 Risk Assessment – V1.3 – 22nd September 2020

Definitions: -

- Service Crew – the volunteers who maintain the site
- Site Users – scout groups and other youth organisations who use the site

Notes: -

- The Service Crew meet on a Thursday to maintain the site and clean where necessary
- The Site Users book the site, primarily for weekends, and sometimes for weeks during the summer months
- Site Users are currently responsible for cleaning buildings and toilets prior to departure
- They will now also be responsible for cleaning buildings and toilets upon arrival
- Site Users are also responsible for providing all soap, toilet paper and cleaning materials.
- The Service Crew are rarely on site at the same time as the Site Users. Only the Warden and the Booking Secretary regularly meet the Site Users, and that only briefly, to ensure the users have everything that they need.
- There is no permanent Warden on site during the stays of the Site Users.

Scope of this Risk Assessment

- The scope of this risk assessment covers
 - day visits to the site for outdoor activities, including use of the outdoor chapel and campfire areas, and
 - use of the Lodge for these day visits (for use of additional toilets, kitchen facilities, leaders base etc)
 - use of the training cabins and chalet
 - DofE groups using the site for an overnight stay, where they use their own tents & cooking facilities, and just use the toilet block
 - any youth organisations camping overnight where they provide their own tents & cooking facilities, and just use the toilet block
- This risk assessment does not cover
 - Overnight stays where any young person or leader will be sleeping indoors
 - Any event where the buildings are being used for a large group of people (see relevant section below for numbers)

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HAZARD	WHO MIGHT BE HARMED	CONTROLS REQUIRED	ADDITIONAL CONTROLS	ACTION BY WHO	ACTION BY WHEN	DONE
Spread of Covid-19 Coronavirus.	<ul style="list-style-type: none"> - Campsite Service Crew - Users of the Campsite. - Contractors or tradesmen - Vulnerable Groups; elderly, pregnant, underlying health issues. - Anyone else who comes into physical contact with anything or anyone on site. 	<u>Hand Washing</u> <ul style="list-style-type: none"> - Hand washing facilities with soap and water. - Stringent hand washing taking place with guidance on the wall next to the sink. - Using current NHS hand washing guidance - Gel sanitisers will also be provided as an extra barrier. 	<p>Signage will remind everyone on site of the importance of regularly washing their hands for 20 seconds with water and soap, and the importance of proper hand drying.</p> <p>Also, visitors will be reminded to catch coughs and sneezes in tissues – follow the Catch it, Bin it, Kill it and to avoid touching face, eyes, nose or mouth with unclean hands.</p>	All on site	Regularly during service crew work days and all visits	
Spread of Covid-19 Coronavirus.	<ul style="list-style-type: none"> - Users of the Campsite. 	<u>Toilet Cleaning</u> <ul style="list-style-type: none"> - Site users must ensure toilets are safe to use by cleaning prior to use, and prior to departure. - Toilets should be cleaned with any windows and doors open to ensure it is well ventilated. - Gloves and mask should be worn when cleaning. 	<p>Periodic checks must be carried out by the person in charge (responsible adult) of the Site Users, to ensure that the necessary procedures are being followed by all users.</p> <p>Site Users are responsible for providing their own cleaning materials, gloves & masks.</p>	Site User – Person In Charge.	Regularly during visit	
Spread of Covid-19 Coronavirus.	<ul style="list-style-type: none"> - Users of the Campsite. - Campsite Service Crew 	<u>Toilet Cleaning</u> <ul style="list-style-type: none"> - Service Crew will ensure toilets are safe to use by cleaning prior to 	Cleaning materials are available to Service Crew	Service Crew	Every service crew work day	

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		use (unless they are clean & have not been used for 72 hours) - Cleaning will be performed using the above safety precautions (ventilation, gloves & mask)				
Spread of Covid-19 Coronavirus.	- Users of the Campsite.	<u>Surface Cleaning of Lean-to Wash Up area and all field taps (all outside) – by Site Users</u> - Site Users must ensure surfaces in the outside lean-to wash-up area are safe to use by cleaning prior to use, and prior to departure. Any of the field taps that are being used should also be cleaned.	The person in charge (responsible adult) of the Site Users to ensure that cleaning takes place. Site Users are responsible for providing their own cleaning materials, gloves & masks.	Site User – Person In Charge.	Regularly during visit	
Spread of Covid-19 Coronavirus.	- Users of the Campsite. - Campsite Service Crew	<u>Surface Cleaning of Lean-to Wash Up area and all field taps(all outside) – by Service Crew</u> - Service Crew will ensure surfaces in the lean-to wash-up area & any field taps are safe to use by cleaning prior to use (unless the site has not been used for 72 hours)	Cleaning materials are available to Service Crew	Service Crew	Every service crew work day	
Spread of Covid-19 Coronavirus.	- Campsite Service Crew	<u>Site Tool and Equipment Cleaning</u> - Tools are usually only used once a week, and therefore will have been stored for over 72 hours prior to use.	Periodic checks must be carried out by the person in charge to ensure that the necessary procedures are being followed.	Service Crew	Every service crew work day	

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		- If this is not the case, tools and equipment will be cleaned before & after use.	Guidance and instructions to be put up on the doors to the stores. Cleaning materials are available to Service Crew			
Spread of Covid-19 Coronavirus.	- Campsite Service Crew	<u>Wearing of Gloves</u> - Where the Risk Assessment identifies wearing of gloves as a requirement of the job, an adequate supply of these will be provided. - Service Crew will be instructed on how to remove gloves carefully to reduce contamination and how to dispose of them safely.	Service Crew are reminded that wearing of gloves is not a substitute for good hand washing.	Service Crew	Every service crew work day	
Spread of Covid-19 Coronavirus.	- Campsite Service Crew	<u>Wearing of Face Masks</u> - Where there is a need to wear face masks/ visors particularly in a first aid scenario there will be an adequate supply. - Service Crew will be instructed on how to remove face masks carefully to reduce contamination and how to dispose of them safely.	Service Crew are reminded that wearing of face masks is a last resort particularly in a first aid scenario and keeping two metres apart is the best scenario if possible.	Service Crew	Every service crew work day	

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<p>Spread of Covid-19 Coronavirus.</p>	<ul style="list-style-type: none"> - Campsite Service Crew - Users of the Campsite. - Contractors or tradesmen - Vulnerable Groups; elderly, pregnant, underlying health issues. - Anyone else who comes into physical contact with anything or anyone on site. 	<p><u>Asking People with Symptoms of Covid-19 to Stay Away from the Campsite or Leave the Campsite if they Develop Symptoms whilst there</u></p> <ul style="list-style-type: none"> - If anyone becomes unwell with a new continuous cough or a high temperature at the campsite, they must be sent home and advised to follow the stay at home guidance. - The Warden and the person in charge (responsible adult) of the Site Users will manage communication with all members of the Service Crew and Site Users respectively. - If advised that a member of the Service Crew or a site user has developed Covid-19 and were recently on site, the Warden and/or the person in charge (responsible adult) of the Site Users will contact the Public Health Wales to discuss the case, identify people who have been in contact with them and will take advice on any actions or precautions that should be taken. 	<p>Keep a record of all campsite service crew and groups visiting the site in case of track and trace is required.</p> <p>Person In Charge of the Site Users group is asked to inform the warden if anyone gets ill with covid after their visit.</p> <p>Person In Charge of the Site Users group must inform Test, Trace, Protect (TTP) if anyone gets ill with covid after their visit.</p> <p>Signs to be placed around the campsite to provide information and reminders of good personal hygiene.</p> <p>Person in Charge of the Site User Group must keep contact details for their group for 21 days after their visit, for Test, Trace, Protect.</p>	<p>Site User – Person In Charge.</p> <p>Warden</p>		
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		- They will follow NHS guidance on this matter.				
Spread of Covid-19 Coronavirus.	- Users of the Campsite.	<u>Social Distancing – Site Users</u> - Reducing the number of persons in any area to comply with the social distancing guidance provided by the Public Health Wales. - Reviewing activity plans so the minimum number of people in the same area at any one time. – Designing activities to ensure social distancing is in place. - Instructing any visitors to the site to maintain social distancing at all times.	Site Users and visitors to be reminded on a regular basis of the importance of social distancing by use of signage, including in the car park. Person in charge (responsible adult) of the Site Users to check to ensure that social distancing rules are adhered to by Site Users and visitors.	Site User – Person In Charge.		
Spread of Covid-19 Coronavirus.	- Campsite Service Crew	<u>Social Distancing – Service Crew</u> - Reducing the number of persons in any work area to comply with the social distancing guidance provided by the Public Health Wales. - Reviewing work plans so the minimum number of staff are in the same area at any one time. – Designing processes to ensure social distancing is in place.	Service Crew and visitors to be reminded on a regular basis of the importance of social distancing by use of signage. Warden to remind Service Crew, tradesmen and any visitors to adhere to social distancing rules.	All	Every service crew work day	

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		- Instructing any tradesmen and visitors to the site to maintain social distancing at all times.				
Spread of Covid-19 Coronavirus.	- Users of the Campsite.	<u>First Aid</u> - All first aid kits should be suitably updated to conform to current regulations regarding gloves, masks, visors, aprons, disposable hazardous rubbish bags.	Action: Site Users to be reminded on booking of the additional requirements needed in their first aid kits. Action: The Service Crew first aid kit to be updated to meet current requirements.	Site User – Person In Charge. Warden		
Spread of Covid-19 Coronavirus.	- Users of the Campsite.	<u>Toilet Block</u> - There are three toilets in the toilet block, namely Gents; Ladies and Accessible. - The Accessible toilet is for one person, so is automatically socially distanced. Where only a small group is on site, it is suggested that they only use the Accessible Toilet. - It will be suggested to Site Users to use the Ladies and Gents on a “one in and one out” basis, but it is unlikely to be enforceable. Therefore sinks & urinals that facilitate people being closer than 2m will be closed.	Actions:- 1. Sanitising station outside 2. Sign to sanitise 3. Close Urinal 4. Close one sink in Gents 5. Signs about handwashing 6. Signs about social distancing 7. Signs about coughs & sneezes 8. Suggestion that toilets are “one in, one out” 9. Signs requesting everyone to put toilet lids down before flushing	All		

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		<ul style="list-style-type: none"> - In the Ladies, this is unlikely to be an issue, as there is only one sink and only one cubicle. - In the Gents, to minimise the risk associated with having two people in the toilet at any one time, (1) the urinal will be closed, and (2) one of the two sinks will be closed. - Hand sanitisation will be provided just outside the toilets, with signage, so everyone can sanitise after touching the door handle. - See also above section on toilet cleaning 				
Spread of Covid-19 Coronavirus.	- Users of the Campsite.	<p><u>Toilets in Lodge</u></p> <ul style="list-style-type: none"> - There are three separate toilet cubicles, one shower room with two showers, and two adjacent sinks in the toilets area in the Lodge. - It will be suggested to Site Users to use the Ladies and Gents on a “one in and one out” basis, but it is unlikely to be enforceable. Therefore sinks & showers that facilitate people being closer than 2m will be closed. 	<p>Actions:-</p> <ol style="list-style-type: none"> 10. Sanitising station outside 11. Sign to sanitise 12. Close showers 13. Close one sink in lodge toilets 14. Signs about handwashing 15. Signs about social distancing 16. Signs about coughs & sneezes 17. Suggestion that toilets are “one in, one out” 	All		

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		<ul style="list-style-type: none"> - The showers will be closed, except for exception / emergency use. - One of the sinks will be closed - Hand sanitisation will be provided just outside the toilets, with signage, so everyone can sanitise after touching the door handle. - Hand sanitisation will also be provided just outside the lodge, with signage. - See also above section on toilet cleaning 	18. Signs requesting everyone to put toilet lids down before flushing			
Spread of Covid-19 Coronavirus.	- Users of the Campsite.	<u>Lodge</u> The lodge will be limited to 6 persons at the moment (to be reviewed in the future). This number may increase only when Government regulations change, AND if the Site User can demonstrate that a larger group can maintain 2m social distancing.	Only one person at a time to be in the kitchen. Note: Welsh Scout Groups are currently not permitted to organise indoor meetings for young people.	Site User – Person In Charge.		
Spread of Covid-19 Coronavirus.	- Users of the Campsite.	<u>Campfire Circle</u> Signage will remind site users to maintain 2m social distance while using the camp fire circle.		Site User – Person In Charge.		
Spread of Covid-19 Coronavirus.	- Users of the Campsite.	<u>Chapel</u>		Site User – Person In Charge.		

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		Signage will remind site users to maintain 2m social distance while using the camp fire chapel.				
Spread of Covid-19 Coronavirus.	- Users of the Campsite.	<u>Training Cabins</u> It is recommended that no more than 6 people use a training cabin at any one time, unless the Site User can demonstrate that a larger group can maintain 2m social distancing.	Note: Welsh Scout Groups are currently not permitted to organise indoor meetings for young people	Site User – Person In Charge.		
Spread of Covid-19 Coronavirus.	- Users of the Campsite.	<u>Zena's Chalet</u> It is recommended that no more than 4 people use a training cabin at any one time, unless the Site User can demonstrate that a larger group can maintain 2m social distancing.	Note: Welsh Scout Groups are currently not permitted to organise indoor meetings for young people	Site User – Person In Charge.		
Spread of Covid-19 Coronavirus.	- Users of the Campsite.	<u>Group Size</u> - The site will be limited to 30 people at the moment, to be reviewed in the future, as per Welsh Government Guidelines. - Initially only one group will be allowed on site at a time - When confidence builds, there could be more than one group on site, as long as the total number on site does not exceed that defined	This will be managed by the Booking Secretary and the Warden together. When multiple groups do use the site, the Leaders of each group will be put in contact with each other before arrival, in order to co-ordinate safe usage of toilets & shared areas.			

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		under Welsh Government Guidelines.	Where possible, the Warden will meet with the Leaders of both groups at arrival to check that both groups are clear about the procedures.			
Broken Dry Skin	- Campsite Service Crew	Service Crew encouraged to apply moisturising cream regularly.	Due to additional hand washing	All	Ongoing	Ongoing

Actions in preparation for re-opening

Action	Responsible	Status
Put up signs – to remind everyone on site of the importance of regularly washing their hands , and how to do it (i.e. for 20 seconds with water and soap), and the importance of proper hand drying.	Warden	Ongoing
Put up signs – to remind everyone of the importance of social distancing (2m), including around site; at lean-to wash-up; lodge, cabins, outdoor chapel & campfire circle.	Warden	Signs laminated
Put up signs – to remind everyone to catch coughs and sneezes in a tissue or sleeve – follow the Catch it, Bin it, Kill it and to avoid touching face, eyes, nose or mouth with unclean hands.	Warden	
Put up signs – to remind the Service Crew to clean tools before and after use, unless they are certain that the tools have not been / will not be used for 72 hours.	Warden	
Put up signs – to remind everyone to sanitise hands after using toilets, and on the way into and out of the Lodge	Warden	2 out 4 done
Put up signs – to remind everyone that there should be only one person at a time to be in the kitchen	Warden	
Put up signs – to recommend that toilets are “one in, one out”	Warden	Signs laminated
Put signs up – asking everyone to put the toilet lid down before flushing	Warden	
Put signs up – to say what to do if anyone is unwell	Warden	
Sanitisation – install sanitisation pumps outside all toilets	Warden	Complete
Sanitisation – install sanitisation pump at entrance to Lodge	Warden	Complete
Pre-arrival documentation: Add this Covid Security Risk Assessment to the pre-arrival documentation	Warden	

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Pre-arrival documentation: Remind users of their responsibility to document their own Covid Security Risk Assessment for their use of the site, and any activities that they undertake on site	Warden	
Pre-arrival documentation: Remind users that it is their responsibility to ensure social distancing and regular hand washing and hand sanitisation (for their group)	Warden	
Pre-arrival documentation: Remind users of their responsibilities to clean toilets & any buildings that they are using – upon arrival and prior to departure	Warden	
Pre-arrival documentation: Remind users that they need to provide toilet paper, soap, any paper towels & tissues, and all cleaning materials	Warden	
Pre-arrival documentation: Point out to users that the Accessible toilet is a one person toilet and therefore automatically meets the social distance of 2m. For small groups, suggest opening only this toilet.	Warden	
Pre-arrival documentation: Site Users to be reminded of the additional requirements needed in their first aid kits.	Warden	
Pre-arrival documentation: Remind users of what to do in the event that anyone falls ill with Covid during or after their stay, including the need to keep a list of everyone who visits the site during their stay.	Warden	
First Aid kit: add gloves, masks & aprons to Service Crew First Aid kit	Warden	
Hand soap - Provide soap at all sinks to encourage effective hand washing	Warden	
Urinal – close with hazard tape	Warden	Got tape
Sinks – close one sink with hazard tape where there are two close together (Gents & Lodge toilets)	Warden	Got tape
Showers – close showers for the time being, except for emergency use	Warden	
Records - Keep a record of all campsite service crew and groups visiting the site in case tracking is required (Test, Trace, Protect)	Warden	

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