

Boidierhurst Camp Site - COVID-19 Risk Assessment

Club name:	Boidier Hurst Scout Campsite	Date(s):	9/3/20								
Venue address:	Box Hill Road, Tadworth, Surrey	Location:									
Location of:		Evacuation Procedure:	Main Assessors:								
telephone	Royden House lobby	In the case of fire, the muster point for the warden to check that all campers on site are accounted for is signposted halfway down the main field opposite the flagpole.	Colin Thomas								
first aid kit	Users to provide		John Humphreys								
first-aider	Groups to provide										
accident book	By email to chairman@boidierhurst.org.uk										
Does the venue have:											
Health and safety policy?		Civil Liability Insurance?									
		Yes									
		Yes									
Activity	Potential Hazard(s)	People Exposed (P)			Evaluation of Risk <small>L=Low, M=Medium, H=High</small>			Actions to mitigate risk	Action by <i>(who?)</i>	Action by <i>(when?)</i>	Done (P)
		Participants	Volunteers	Public	Probability	Severity	Overall				
	The number of people onsite at any one time causing issues with social distancing and pressure on toilet facilities.	P	P		H	H	High (9)	All activities on site (with the exception of Crewdays) are booked via the website and booking Secretary. Limit the number of groups on site at any one time to four to allow a toilet section to be allocated to each group. Of the four groups, a maximum of two should be face to face meetings by the Scout Association. the maximum number in each of these FTF groups is currently 20 (15 young people plus any carers and 5 leaders). Arrange staggered arrival and departure times, this will limit drop off and pickup car movements and provide users with the space to socially distance.	Booking Secretary	Immediate	✓
	Using Royden House for volunteers to carry out warden duties and staying overnight.		P		H	H	High (9)	Royden House is closed, no overnight stay or use of facilities is allowed to prevent close proximity, sleeping outside of household units and regular cleaning requirements.	Note	Immediate	✓
	Using Royden House lobby for the telephone.		P		H	H	High (9)	Advise users to wear gloves when using the landline for emergency calls. Groups will have a user key which only opens the lobby door.	Add to user guidance notes	Immediate	✓

General

Manly building bookings for accommodation, communal kitchen and overnight stays.	P	P		H	H	High (9)	Manly Building is closed to prevent close proximity, sleeping outside of household units and regular cleaning requirements.	Note	Immediate	✓
Car parking and social distancing	P	P	P	M	M	Medium (4)	The car parking area is of reasonable size however in normal use, it can be full at times. Limiting numbers on site and the introduction of staggered arrival and departure times will allow social distancing.	Add to user guidance notes	Immediate	✓
Opening gates and padlocks to enter and exit the campsite.	P	P		H	H	High (9)	Advise all users to wear gloves when opening and closing gates and padlocks on site.	Add to user guidance notes	Immediate	✓
Filling of water carriers at the site taps.	P	P		H	H	High (9)	Advise users to wear gloves when using taps on site.	Add to user guidance notes	Immediate	✓
Toilets, cleaning and social distancing whilst using facilities.	P	P		H	H	High (9)	The toilet block is split up into 5 separate areas comprising of female over and under 18 and male over and under 18 and disabled. Each assignable section is accessible via an external door and they do not inter-connect. To avoid the sharing of facilities, each section will have a number 1-4 and one section will be allocated to each booking. The disabled toilet is numbered 5 to allow it to be allocated independently. Cleaning materials are present in each section and ask groups to spray and wipe clean handles on arrival and departure. Leave at least 72 hours between bookings. If a group consists of multiple households like FTF Scouting activities, advise they must operate a one in one out system.	Booking Secretary / add to user notes.	Immediate	✓
Use of washing up area.	P	P		H	H	High (9)	Advise users that this area will not be cleaned. Users to either use the cleaning supplies from their allocated toilet to sanitise before use or wear gloves. Encourage users that are camping to bring their own washing up bowl for use on their allocated camping area.	Add to user guidance notes	Immediate	✓
Removal of potentially contaminated waste	P	P		L	L	Low (1)	Boidier Hurst does not have a waste collection arrangement and as part of the site rules, all groups take away their own waste to dispose of in their own general and recycle household waste collection.	Add to user guidance notes	Immediate	✓

	Contact tracing	P	P	P	H	H	High (9)	All participants are contactable through the booking system or Crewday record should contact tracing be required.	Booking Secretary / Chairman	Immediate	✓
Committee	Committee meetings and achieving correct social distancing and minimising the risk of airborne water droplets.		P		M	H	High (6)	Reschedule meetings so that they can be held outside or inside with an appropriate table layout and doors and windows open.	Committee	As meetings occur	
	Committee site visits for security and to check how the campsite is being used.	P	P		L	L	Low (1)	Visits are external only, normal social distancing guidance can be adopted.	Committee	Immediate	✓
Service crew	Crewdays to undertake regular essential maintenance and grass cutting.		P		M	H	High (6)	Most Crewday operations are outside. Create advise note to inform volunteers of requirements for attendance. Gloves, masks and sanitising products are available for use.	Add to crew guidance notes	Immediate	✓
	Repairs required inside buildings or in areas requiring close proximity working.		P		H	H	High (9)	Any repairs required inside buildings or where close proximity working is required should be carried out if possible by one person. Gloves to be worn and windows and doors left open.	Add to crew guidance notes	Immediate	✓
	Access to storage containers for tools and materials.		P		H	H	High (9)	Doors to be left open and only one person at a time to be inside.	Add to crew guidance notes	Immediate	✓
	Tools and machinery		P		H	H	High (9)	Touching and sharing of tools. Gloves to be worn, guidance note will advise washing of hands and not to touch face to minimise risk.	Add to crew guidance notes	Immediate	✓
	Food and drinks		P		H	H	High (9)	Volunteers to bring lunch in a sealed container and to wash hands before consumption. Bring own mug for tea / coffee making. Gloves to be worn.	Add to crew guidance notes	Immediate	✓
Cleaning	Contract cleaner working on site cleaning.			P	L	L	Low (1)	Cleaner not currently being used. Once monthly cleaning requirement is re-established provide this RA for information and ask to see RA and method statement for cleaning prior to engagement.			
	Initial sanitary bin collection			P	M	M	Medium (4)	Access required to each toilet section to swap bins over. Initial are responsible for their own RAMS for the collection service.			

	Groups cleaning facilities before and after use	P	P		M	H	High (6)	Cleaning materials and sanitising sprays are provided for users to clean. Explanatory guidance note will prepare them for this. As a fail-safe, 72 hours period will be established between bookings that will use the same toilet section.	Add to user guidance notes	Immediate	✓
Keyholders	Groups using the campsite will need to collect a user key from their district Keyholder.	P	P		H	H	High (9)	Keyholders will sanitise keys on return, users will be advised to wear gloves / sanitise keys on pickup.	Add to user guidance notes	Immediate	✓
Scouting use	Small group activities.	P	P	P	H	H	High (9)	Scouting is currently at level Amber allowing small group activities of up to 20 persons (15 young people plus carers and 5 leaders). Leaders can book the campsite via the website booking system and will be allocated a toilet section to use. Up to two groups on site at any one time with staggered starting and finish times. Groups must not join together, although leaders can move between groups with a minimum spacing of 25 metres. Groups must complete and submit to their DC for approval a Scout Association RA for their intended activity and use this RA and the Scout Face to Face guidance note as a starting point. https://www.scouts.org.uk/volunteers/scouts-at-home/getting-everyone-back-together-safely/guidance-for-leaders-developing-your-risk-assessments-for-	Monitor		
	Overnight camping	P	P		H	H	High (9)	Not currently allowed.	Monitor		
D of E use	Overnight expeditions for D of E and other non-Scouting users.	P	P	P	H	H	High (9)	Currently, the Duke of Edinburgh awards organisation is not allowing its participants to camp overnight. All other organisations that request bookings will be asked to confirm they have permission to carry out an activity on site from their relevant governing body and be advised to prepare an RA from this RA as required by their own organisation.	Monitor		

Leader camping	Camping by household	P	P		H	H	High (9)	The districts have requested family / household camping for leaders and those approved by the district commissioners to camp at Boidier Hurst. Households will be allocated a campsite and toilet section for their stay. A guidance note encompassing the requirements of this RA will be produced to ensure users know what is expected of them.	Add to user guidance notes	Immediate	✓