**Glenny Wood - Covid 19**

**Revised approach for using the site usage**

**Scouts / Guides / Third Party users**

**– Alert level AMBER**

**Sept 20 Update final version .**

**1 - Introduction**

*Please read this policy and the associated Risk Assessment* ***in full*** *prior to making a booking at Glenny Wood.*

The following is put in place for ALL Glenny Wood site users and visitor’s safety. We need full cooperation with this please, to keep us safe, as we behave in accordance with the Scout promise and laws.

1.1 **Safety** - It is key that when using Glenny Wood Scout Campsite, you maintain and operate all the Government requirements in managing Covid 19, especially social distancing. At Glenny as elsewhere you should ideally stay 2m (6ft) apart

1.2 **Cleaning** - It will be a requirement on all users, even those there for just an hour, to thoroughly clean the areas they have used.

1.3 **Authorisation** - To enable you to book Glenny Wood you must have completed the necessary risk assessment to allow you to commence face to face activities. Any section outside of the Gordano District will be asked for evidence to confirm this.

1.4 **Numbers** in attendance therefore must comply with the Scout Association and National Youth Association requirements:-

* Numbers change on 3rd September 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.

1.5 **General Site Safety** - Normal site safety actions will remain in place and the additional requirements of the site team will be factored in, monitored and recorded.

**2 - Areas of Greatest Risk**

The areas of greatest risk of not being able to meet the Covid 19 standards are -

|  |  |
| --- | --- |
| * in the car park | * the lodge |
| * the toilet block | * activity equipment |

Site Risk assessments are available. You will need to develop your own to cover your usage.

**3 - Bookings**

3.1 bookings will be for Gordano Scout groups in the first instance, then other Scout association and Guides association members and then we welcome other third party users.

3.2 a section will be able to book to use the site in 60 minute or 90 minute time

slots to the specific times allocated.

3.3 a 45 minute gap will be between each booking.

3.4 Up to 3 groups of 15 young people plus adults can book to use the site at any one time.

3.5 If the three groups of 15 are from the same section then the leader will be advised of the procedure and they will arrange the drop off and collection times to meet the overall booking requirement, along with who goes to which area to wait.

3.6 If the 3 groups are from different sections or Scout Groups / organisations they will be allocated a drop off and collection time along with where they are to congregate at the start of the evening

**4 - Drop off and Collection of Young People and Adults for Glenny Wood.**

4.1 All drop off and collection must be undertaken in the top car park. No drop off or collection to be undertaken on the road leading up to Glenny Wood

4.2 All parental/carer parking must be in the top car park only.

4.3 Site users should not attend Glenny Wood any earlier than 5 minutes before the due booked time.

4.4 Leaders must ensure everyone has left by the end of the booked time please, no meeting overruns.

4.5 When dropped off a Leader must be stationed in the Car Park area to direct the Young People to their meeting point. Social distancing should be followed at all times.

4.6 Each group will be advised as part of the booking process where they should congregate. As it will be dark, these areas have lighting available. These are also the wet weather Shelter areas. Social distancing should be followed at all times. The location of the areas to congregate are:

* RED – Area in front of the Garage / pole store front doors
* GREEN – Patio (or in lodge if you have this booked)
* BLUE – Area in front of the containers.

4.7 The meeting areas at 4.6 will be colour coded and this will also be the colour code for the allocated part of the site toilets you are able to use.

4.8 Leaders should then lead their party to the allotted area for the Glenny adventure. 4.9 Leaders should lead them back to the car park and disperse as parents/carers arrive. Social distancing must be maintained and managed by the leader in charge.

**5 - Records**

5.1 leaders must keep an accurate record of all children and adults, including parents/carers, who came onto the site, in case of a track and trace requirement.

5.2 Should anyone attending Glenny Wood from your section, including adults - parents/carers, have tested positive for Covid-19 within 21 days of being on site the section leader must advise the Glenny team, as soon as they know on [booking@glennywood.org.uk](mailto:booking@glennywood.org.uk), confirming areas used.

5.3 The Glenny team will notify other site user leaders who have been on site.

5.4 It is the section leader’s responsibility to notify parents and young

people and manage these issues locally.

5.5 A further deep clean will be undertaken.

**6 – Toilets – Now UNISEX**

6.1 the toilet facilities have been reduced, 2 x WCs and 2 x Wash hand basins so social distancing can be maintained and the areas in use reduced to reduce the risk of infection spreading / improve the cleaning regime. These are clearly marked, please only use the toilet area allocated to you and the areas open in them.

6.2 the toilets will now be unisex and each of the 3 areas is colour coded

* Girls loos becomes – Unisex Loo GREEN
* Adults loos become – Unisex Loo RED
* Boys Loos become – Unisex Loo BLUE

6.3 you should aim to have only two in the toilet area at one time, Social distancing should be maintained

6.4 accessing the toilets should be leader supervised.

6.5 anyone accessing the toilets should use the hand sanitiser provided prior

to and after using the loos.

6.6 please remind everyone to wash their hands after using the loo, for 20 seconds as recommended. There will be cold water only available.

6.7 Leaders are to Antiseptic clean the toilets after the sections use ready for the next group to arrive. Guidance below.

6.8 Site team have arranged for the toilets to be deep cleaned.

**7 - Toilet Cleaning**

7.1 Gloves and antiseptic wipes are provided for you to clean the toilet area after use.

Please use the gloves for your own protection.

7.2 We recommend you also use a face mask, this the site user will need to provide.

7.3 Cleaning requirements, please clean in this order - please thoroughly wipe around

|  |  |
| --- | --- |
| A - Sinks | B – Hand dryers |
| C - Cubical Doors | D – WC’s |

E - And as you leave, the door handles, using new wipes.

7.4 PLEASE TAKE YOUR RUBISH HOME WITH YOU. A bag is provided.

7.5 This cleaning should be done for toilet area you have been allocated.

7.6 Once finished don’t forget to thoroughly wash your hands and clean around after.

*Please* ***do not*** *mop the floors in the loos as this makes them very wet and messy for the next user.*

1. **– The lodge is now available for Scout users at AMBER level –**

* **3rd September change**

Please note the Scout Association advice - Indoor activities are now allowed, but outdoor activities are preferred and should be encouraged

8.01 A one way system must be introduced by leaders with the kitchen doors

being the way in and the end door being the out.

Directional arrows are installed and should be followed

* 1. Only one group of 15 plus adults can use the lodge at any one time
  2. Use of the lodge should be kept to a minimum and social distancing is maintained.

8.03 Adults and Young People of Scout age group and above should wear face masks as it is reasonable to say the hall is a communal area. Normal legal exceptions to wearing of face masks should be followed

8.04 Anyone using the lodge should use the hand sanitiser provided prior to and after using the area.

8.05 Please remind everyone to wash their hands regularly, for 20 seconds as recommended.

8.06 It is the lodge users lead responsibility to ensure the lodge is Antiseptic cleaned and any Glenny equipment used is also Antiseptic cleaned.

8.07 If members of the group using the lodge also use their allocated toilets (Green middle loos), then the lodge user lead is responsible to ensure these are Antiseptic cleaned as detailed in 7 above.

8.08 Please ensure both the lodge and loos are left tidy, all the cleaning equipment is back in its container and left on the kitchen top / tops in the loos, DON’T FORGET TO TAKE ALL YOUR RUBBISH HOME WITH YOU.

8.09 Lodge Factsheets and draft risk assessment forms can be found at <https://glennywood.org.uk/home/safety/risk-factsheets.html> Covid 19 rules here

override the factsheets which are business as usual guidance, and still highly relevant

8.10 The Site team have arranged for the Lodge to be deep cleaned.

**9 - Cleaning the Lodge**

9.1 gloves and antiseptic wipes are provided for you to clean the lodge, not just the kitchen, after use.

* + Please use the gloves for your own protection.
  + We recommend you also use a face mask, this you will need to provide.
  + Cleaning requirements - please thoroughly wipe around
  + All stainless steel areas in the kitchen
    - * Cooker (if used)
      * Taps
      * Kettle
      * Water boiler (if used)
      * Fridge and Freezer, if used. Otherwise leave turned off and open.
      * The metal doors from kitchen to decking
  + Please brush the floors, do not mop them.
  + Antiseptic Clean any equipment used - chairs, tables….etc.
  + Please remember to thoroughly wipe **ALL** door handles in the lodge as you leave, including the outside entrance handle.
  + PLEASE TAKE YOUR RUBISH HOME WITH YOU. A bag is provided.

**10 – Wet weather shelters.**

* 1. Three wet weather shelter areas are available at Glenny and match the areas where groups congregate when they arrive. These are for sheltering only **not** for activities, light fires in etc…. *(sorry to add this but we have had groups light BBQ on wooded patio in front of the lodge!!)*
* RED – Area in front of the Garage front doors,
* GREEN – Patio or in lodge if you have this booked
* BLUE – Area in front of the containers.
  1. If you use the shelter you will need to clean it. Please use the gloves and antiseptic wipes which are in a box in the area Please use the gloves for your own protection. We recommend you also use a face mask, this you will need to provide.
  2. PLEASE TAKE YOUR RUBISH HOME WITH YOU. A bag is provided.

**11 - Activities**

11.1 Limited activities are available on site and details of these can be found at **Activities -** <https://glennywood.org.uk/home/activities/activities-covid-19.html>

11.2 **All other Activity equipment will remain closed.**

11.3 To clarify, as I know this is popular, the **Confidence Course and log walk are closed and fenced off as much as possible**. Please ensure this is not used. This is due to the risk of infection, cleaning requirements and the time to be left between users as per Government advice - <https://www.gov.uk/government/publications/covid-19-guidance-for-managing-playgrounds-and-outdoor-gyms/covid-19-guidance-for-managing-playgrounds-and-outdoor-gyms>

11.4 Please remember to follow the Glenny Wood Safety guidelines which cover the general way you must use the site and activities booked. Safety guidelines - <https://glennywood.org.uk/home/safety/index.html>

11.5 All visits must have risk assessments being completed, in addition to the Covid 19 specific assessments. Draft risk assessments are available on the website. - <https://glennywood.org.uk/home/safety/risk-factsheets.html>

11.8 Please be careful when lighting fires and use the wood sparingly. Guidelines - <https://glennywood.org.uk/home/activities/fires.html>

**11 – Gates**

11.1 If you are the last group out please ensure you lock up the gates behind you and well mix up the numeric locks.

11.2 Using an antiseptic wipe from our supply in the loos or lodge, please give the numeric lock a thorough clean after locking the gates.

**Finally - Please ring if you have any concerns prior to making the booking.**

**In these difficult times we look for full cooperation with this policy please.**

If you’re happy to continue then to book Glenny Wood please complete the form at…….https://glennywood.org.uk/Booking/index.html