

Glenny Wood Site Risk Assessment

Name of Section or Activity	Glenny Wood Scout Campsite	Date of risk assessment	Revised 24 th February 2022	Name of who undertook this risk assessment	P Woolcock
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For all site users – including Scouts, Guides, D of E and other Third-Party organisations

Please ensure you use this document to brief your adult teams and young people using
Glenny Wood Scout Campsite



This Risk Assessment must be read in conjunction with:-

- **Glenny Wood Risk Assessments** – <https://glennywood.org.uk/home/safety/risk-factsheets#Site-RA>
- **Scout Association readiness - England** <https://www.scouts.org.uk/volunteers/getting-back-together-safely/the-readiness-levels-across-uk-scouts/>
- **The guidance for Planning COVID-safe nights away** https://www.scouts.org.uk/volunteers/getting-back-together-safely/nights-away-and-international-travel/planning-covid-safe-nights-away-in-2021/?dm_i=31ME,15XEY,4PEL4M,4HSBC,1

Hazard Identified? / Risks from it?	Who is at risk?	How are the risks already controlled? What extra controls are needed?		What has changed that needs to be thought about and controlled?
Safe use of the site	All site users	Overall – This document sets out the minimum standards. The event leader must undertake their own risk assessment of the site, the activities they use and any additional requirements followed. We encourage all users to follow this document and advice available when undertaking activities / residential events at Glenny Wood. This document must be read in conjunction with the specific Glenny Wood Risk Assessment listed below. These can be accessed via - https://glennywood.org.uk/home/safety/risk-factsheets#Site-RA		
		<ul style="list-style-type: none"> • Camping • Lodge • Toilets & Showers 	<ul style="list-style-type: none"> • LPG on site • Car Park 	

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		<p>Draft Risk Assessments are available for camping / using the lodge and activities. These should be used to assist leaders in the development of their own risk assessments when on site and using Glenny Wood provided activities.</p> <p>In addition, there are a range of factsheets available which provide guidelines for using the site / lodge and activities. These will also assist Leader in developing their own risk assessment. Factsheets should be read first, prior to risk assessment development. Fact Sheet https://glennywood.org.uk/home/safety/factsheets</p>	
High level - Safe use of site with appropriate authorisation and risk assessments in place.	<i>Young people, Leaders, And other Adults including parents/carers</i>	<p>Safety - It is key that when using Glenny Wood Scout Campsite, you maintain and operate high safety standards as required by your organisation. If your organisation does not have such standards then the Scout Association rules must be followed – https://www.scouts.org.uk/</p> <p>Cleaning - <i>It will be a requirement on all users, even those there for just an hour, to thoroughly clean the areas used.</i></p> <p>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.</p> <p>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.</p>	
Booking Drop off and Collection of Young People Maintaining social distance higher risk of infection spread if social distancing not maintained.	<i>Young people, Leaders, And other Adults including parents/carers</i>	<ul style="list-style-type: none"> - Booking to use the site will be to the confirmed times, so please keep to these times. Any changes to this need to be agreed in advance and via further booking request. - All drop off and collection should be undertaken in the top car park. - All parental/carer parking to be in the top car park only. - Site users should not attend Glenny Wood any earlier than 15 minutes before the due booked time. - Please use the booked plateau / activities area as your place to meet, leave bags etc, please do not congregate on the lodge patio unless you have this booked. - Normal Car Parking draft risk assessment can be found at https://glennywood.org.uk/home/safety/risk-factsheets.html 	
Managing risk of infection	<i>Young people, Leaders, And other Adults</i>	<ul style="list-style-type: none"> - The cleaning requirements must be managed by the section leaders. - Hand sanitiser/ hand washing facilities, Hot & cold water, is available at Glenny Wood in the Toilet Areas, Showers and Lodge. 	

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	<i>including parents/carers</i>	<ul style="list-style-type: none"> - Hand sanitiser/ hand washing, should take place when using the Lodge / Toilets and any activity equipment. Additional handwashing should also take place after the end of each activity. - The 20 second hand washing approach is recommended. - Section Leaders must manage this area 	
<p>Hygiene of toilets: higher risk of infection spread if hygiene not carried out.</p> <p>Using the Toilets</p>	<i>Young people, Leaders, And other Adults including parents/carers</i>	<ul style="list-style-type: none"> - The toilets have now reverted to single sex loos – Girls, Boys and Adults. - Anyone accessing the toilets should use the hand sanitiser provided prior to and after using the loos. - Please remind everyone to wash their hands after using the loo, for 20 seconds as recommended. There is hot & cold water and soap available. - Leaders are to Antiseptic clean the toilets after the sections use ready for the next group to arrive. Guidance below. - The site team will undertake a weekly inspection of the Toilets and action accordingly. 	
<p>Hygiene of toilets: higher risk of infection spread if hygiene not carried out.</p> <p>Cleaning the Toilets</p>	<i>Young people, Leaders, And other Adults including parents/carers</i>	<ul style="list-style-type: none"> - Gloves and antiseptic wipes are provided - Gloves to be worn for user’s protection. - Cleaning requirements, please clean in this order, thoroughly wipe around <ul style="list-style-type: none"> - Sinks / Hand dryers / Cubical doors / Toilets - And as you leave, the door handles, using new wipes. - PLEASE TAKE YOUR RUBISH HOME WITH YOU, not leave in the bins in the cubicles. A bag is provided. - This cleaning should be done for the toilet area you have been allocated. - Once finished don’t forget to thoroughly wash your hands and clean around after. - <i>Please do not mop the floors in the loos as this makes them very wet and messy for the next user</i> 	
<p>The Lodge</p> <p>Hygiene of Indoor area: higher risk of infection spread if hygiene not carried out.</p>	<i>Young people, Leaders, And other Adults including parents/carers</i>	<ul style="list-style-type: none"> - The lodge is available to book. - Only one group can use the lodge at any one time - Anyone using the lodge should use the hand sanitiser provided prior to and after using the area. - Please remind everyone to wash their hands regularly, for 20 seconds as recommended. - It is the lodge users lead responsibility to ensure the lodge is Antiseptic cleaned and any Glenny equipment used is also Antiseptic cleaned. - If members of the group using the lodge also use their allocated toilets, then the 	

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		<p>lodge user lead is responsible to ensure these are Antiseptic cleaned as detailed in 7 above.</p> <ul style="list-style-type: none"> - 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 and to sign the cleaning sheet. - Lodge Factsheets and draft risk assessment forms can be found at https://glennywood.org.uk/home/safety/risk-factsheets.html Covid 19 guidelines here override the factsheets which are business as usual guidance, and still highly relevant - 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 	
<p>Cleaning the Lodge – once it is in use.</p> <p>Using the lodge for over night stays please see the Residential section below</p>	<p><i>Young people, Leaders, And other Adults including parents/carers</i></p>	<p>Please clean as follows -</p> <ul style="list-style-type: none"> - 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 doors 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. In addition, the Lodge key, safe and safe dials must be cleaned as the locking up process is completed. - PLEASE TAKE YOUR RUBISH HOME WITH YOU. A bag is provided. 	
<p>Activities</p> <p>Activities equipment: - operating them safely</p>	<p><i>Young people, Leaders, And other Adults</i></p>	<ul style="list-style-type: none"> - All activities are now available - There is Hand gel, a pack of wipes and disposal bags provided with the activities. It is however recommended you also bring your own. - Glenny Wood activities factsheets to be followed along with specific activities-based risk assessments should be created by each user. The information is available on the 	

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Managing the higher risk of infection spread if hygiene not carried out.	<i>including parents/carers</i>	website. https://glennywood.org.uk/home/safety/risk-factsheets.html	
Use of outdoor spaces: uneven ground, access to space less controlled, cannot be cleaned.	<i>Young people, Leaders, And other Adults including parents/carers</i>	<ul style="list-style-type: none"> - When booking Glenny Wood, you will need to book a plateau / activities area to use, and the expectation is you use this only as your meeting point. - Access to the toilets must be undertaken in a safe and orderly manner and operated and cleaned as described above. - The ground area at Glenny is undulating and care must always be taken when using the site and appropriate footwear worn. 	
Residentials Allowing residentials to take place and following the Scout Association requirements The overall management of a safe residential experience, and reducing the potential impact of Covid 19	<i>Young people, Leaders, And other Adults including parents/carers</i>	<ul style="list-style-type: none"> - The guidance for Planning COVID-safe nights away must be followed by all Scouting groups when camping at Glenny https://www.scouts.org.uk/volunteers/getting-back-together-safely/nights-away-and-international-travel/planning-covid-safe-nights-away/ - Similar guidelines should be available for other youth organisations to enable camping at Glenny Wood. If not follow the Scout association approach.. - Ventilate extensively daily - Have some air flow through overnight in all but the worst weather, eg: by opening vents. Warn campers that they may need to take another layer of bedding or nightwear. - Tidy daily. In particular, remove any used tissues, wipes, etc - Avoid using sleeping accommodation for social activities, take a shelter which allows for a covered space if weather is bad instead of people using their sleeping tents. 	
Residentials Maintaining good hygiene	<i>Young people, Leaders, And other Adults including parents/carers</i>	<ul style="list-style-type: none"> - Ensure everyone washes in hot water, using the soap provided after each activity. - Thorough washing before bedtime and in the mornings - Use hand sanitiser prior to activities / entering any of the buildings - Make use of the allocated, colour coded, showers provided - Tidy at least daily. In particular, remove any used tissues, wipes, etc 	

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<p>Residentials Reducing the risk of infection – Toilet / Showers area</p>		<ul style="list-style-type: none"> - The toilets have now reverted to single sex loos – Girls, Boys and Adults. - Cleaning of the loos we recommend being a minimum of twice a day as per the guidelines above. More frequently if required by the event leader’s own risk assessment. - You no longer need to book a specific shower - Cleaning of the showers we recommend being a minimum of twice a day, wiping down the walls, shower tray, flooring, and curtain. Wipes provided in your loo area will assist with this. 	
<p>Residentials Cleanliness of the site</p>		<ul style="list-style-type: none"> - Ensure all equipment used is cleaned with antiseptic wipes and returned to its correct storage area. - Ensure Fridge / Freezer used is cleaned with antiseptic wipes when on site - When leaving clean the Fridge / Freezer, turn off the power and leave the the doors open, unless others are still using them. In that case clean the areas of the appliances you have been using. - Lodge if used / Loos & Showers allocated / Camping areas must be cleaned thoroughly immediately prior to departure. 	