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| **Name of Section or Activity** | **Glenny Wood Scout Campsite** | **Date of risk assessment** | **Revised**  **27th January 2022** | **Name of who undertook this risk assessment** | **P Woolcock** | **COVID-19 readiness level transition** | **GREEN** |

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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:-**

#### **The Scout Association readiness for England – Link** [**>>>>**](https://www.scouts.org.uk/volunteers/getting-back-together-safely/the-readiness-levels-across-uk-scouts/)

#### **The guidance for Planning COVID-safe nights away – link -** [**>>>>**](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)

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| **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 and any additional requiremnts followed. We encourage all users to follow this document and advice available when undertaking activities / residential events at Glenny Wood. |  |
| High level - Safe use of site with appropriate authorisation and risk assessments in place. | *Young people,*  *Leaders,*  *And other Adults including parents/carers* | **Safety** - It is key that when using Glenny Wood Scout Campsite, you maintain and operate all the Government requirements in managing Covid 19.  It is good practice to continue to adopt the social distancing approach. At Glenny as elsewhere you should ideally stay 2m (6ft) apart  **Cleaning** - ***It will be a requirement on all users, even those there for just an hour, to thoroughly clean the areas used.***  **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.  **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. |  |
| Booking  Drop off and Collection of Young People  Maintaining social distance higher risk of infection spread if social distancing not maintained. | *Young people,*  *Leaders,*  *And other Adults including parents/carers* | * 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 | *Young people,*  *Leaders,*  *And other Adults including parents/carers* | * The cleaning requirements must be managed by the section leaders. * 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. * Hand sanitiser/ hand washing facilities, Hot & cold water, is available at Glenny Wood in the Toilet Areas, Showers and Lodge. * 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 |  |
| Hygiene of toilets: higher risk of infection spread if hygiene not carried out.  **Using the Toilets** | *Young people,*  *Leaders,*  *And other Adults including parents/carers* | * The toilets will now be unisex and each of the 3 areas are colour coded, Green, Red and Blue. * Which toilets to use must be brief to all attendees by leader and supervised. * 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. |  |
| Hygiene of toilets: higher risk of infection spread if hygiene not carried out.  **Cleaning the Toilets** | *Young people,*  *Leaders,*  *And other Adults including parents/carers* | * Gloves and antiseptic wipes are provided * Gloves to be worn for user’s protection. * Cleaning requirements, please clean in this order, thoroughly wipe around * 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. * *Please* ***do not*** *mop the floors in the loos as this makes them very wet and messy for the next user* |  |

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| **The Lodge**  Hygiene of Indoor area: higher risk of infection spread if hygiene not carried out. | *Young people,*  *Leaders,*  *And other Adults including parents/carers* | * The lodge is available to book. * Only one group can use the lodge at any one time * When using the lodge social distancing should be maintained where possible. Meeting outside is the preferred approach. * Adults and Young People of Scout age group and above are encouraged to wear face masks as it is reasonable to say the hall is a communal area. * 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 lodge user lead is responsible to ensure these are Antiseptic cleaned as detailed in 7 above. * 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 |  |

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| **Cleaning the Lodge – once it is in use.**  **Using the lodge for over night stays please see the Residential section below** | *Young people,*  *Leaders,*  *And other Adults including parents/carers* | Please clean as follows -   * 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. |  |

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| **Activities**  Activities equipment: - operating them safely  Managing the higher risk of infection spread if hygiene not carried out. | *Young people,*  *Leaders,*  *And other Adults including parents/carers* | * 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 website. <https://glennywood.org.uk/home/safety/risk-factsheets.html> |  |
| Use of outdoor spaces: un-even ground, access to space less controlled, cannot be cleaned. | *Young people,*  *Leaders,*  *And other Adults including parents/carers* | * 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. |  |

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| **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 | | *Young people,*  *Leaders,*  *And other Adults including parents/carers* | | * The Government have confirmed that residential activities can now take place with no limits on numbers and different groups can mix * The guidance for Planning COVID-safe nights away must be followed by all Scouting groups when camping at Glenny. * Similar guidelines should be available for other youth organisations to enable camping at Glenny Wood. If not follow the Scout association approach.. * Do not use the indoor accommodation to capacity. Each leader / lead user should risk assess this. Using to accommodation to around 50% would be a point to start from in the RA. * Adults rooms / tents must be separate from young people * 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. * Encourage head to toe sleeping to keep heads wider apart overnight * 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 | *Young people,*  *Leaders,*  *And other Adults including parents/carers* | | * 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 | | |  |
| **Residentials**  Testing to reducing infection spreading |  | | Anyone 11 years old or over attending a residential event is strongly encouraged to do a lateral flow test:   * immediately prior to departure (groups are advised to do these at the meeting point) * every 48-72 hours throughout the trip * at the end of the event before people return home.   This applies to both young people and volunteers.  If someone exhibits symptoms during the event or has a positive result on a lateral flow test then they and all those they are sharing a tent or room in the lodge with should return home and follow government guidance  Scout Association guidelines - Planning COVID-safe nights away in 2021 at [>>>>](https://www.scouts.org.uk/volunteers/getting-back-together-safely/nights-away-and-international-travel/planning-covid-safe-nights-away-in-2021/) | | |  |
| **Residentials**  **Reducing the risk of infection – Toilet / Showers area** | * You will be allocated a Toilet room to use, Green / Red / Blue. * Only use the loo room allocated. * 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. * Showers will be allocated to you by room colour – Orange, Pink, White, and Yellow. Only use the rooms allocated * 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. | | |  |
| **Residentials**  Cleanliness of the site | * 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 applicances you have been using. * Lodge if used / Loos & Showers allocated / Camping areas must be cleaned thoroughly immediately prior to departure. | | |  |