

Pinsent Campsite

part of Winchester District of the Scout Association

Additional Risk Assessment and Safe Method of Operating to Address the Potential Transmission of COVID-19

Scope of operation addressed

This risk assessment addresses the safe use of the campsite for Scouting activities during the AMBER phase (small groups, currently up to 15, meeting outside) consisting of:

- Pre-booked use by Beaver Scouts, Cub Scouts, Scouts, Explorer Scouts, Scout Network and adults for various activities (such as fire lighting and cooking on open fires) that do not include overnight activities or activities in enclosed tentage
- Pre-booked use by other organisations such as schools on the same basis as Beaver Scouts, Cub Scouts, Scouts and Explorer Scouts.
- Pre-booked use by small “family” groups that may include overnight camping in enclosed tents

This document is only intended to manage the additional risk of transmission of COVID-19 that can be addressed by the campsite team. It does not replace or negate:

- Any other current risk assessment for the Campsite except where it directly changes or restricts operations permitted by those other risk assessments
- The requirement for the Beaver Scout, Cub Scout, Scout or Explorer Scout leaders managing the activity carrying out risk assessment and operating a safe method of operation for the actual activity and securing approval for this:
 - Under POR Rule 9.1 (which may be delegated to GSLs) for any risks not related to COVID-19
 - Under the COVID-19 approval requirements for any risks related to COVID-19.

The people who might be on the site during the period addressed are:

- Members of the Pinsent Campsite Operation and Maintenance Team
- Members of the Pinsent Activities Team
- Members of the Pinsent Campsite Committee (a sub-committee of the District Executive Committee)
- District Leaders (supporting the Pinsent Campsite Operation and Maintenance Team)
- Staff of Code 9 Security (the company contracted to provide security services to the site)
- Other contractors as arranged by the Pinsent Campsite Operation and Maintenance Team
- Leaders, parents helping and young leaders running activities plus the Beaver Scouts, Cub Scouts, Scouts, Explorer Scouts and Network Scouts taking part in those activities (these are referred to as “youth activities” for brevity in this risk assessment)
- Unauthorised persons

Definitions (for brevity in this risk assessment)

Reference below to **members of the Pinsent Campsite Operation and Maintenance Team** includes members of the Pinsent Activities Team, members of the Pinsent Campsite Committee and District Leaders who are supporting the Pinsent Campsite Operation and Maintenance Team during the AMBER phase.

District Leaders who are not normally members of the Pinsent Campsite Operation and Maintenance Team, the Pinsent Activities Team or the Pinsent Campsite Committee are **only regarded as part of the Pinsent Campsite Operation and Maintenance Team** for periods agreed with the Pinsent Campsite Manager.

Reference below to **youth activities** refers to any activities undertaken within a pre-booked area of the site and session time by Beaver Scouts, Cub Scouts, Scouts, Explorer Scouts, Network Scouts or other members of the Scout Association (including adults) who are not acting as a member of the Pinsent Campsite Operation and Maintenance Team at that time.

Reference below to **Leaders** includes all adults, young leaders and personal carers who are on site for the period of the activity.

The **Acting Camp Warden** is a member of the Pinsent Campsite Operation and Maintenance Team, appointed for a given period by the Campsite Manager, who is on site to advise on and require adherence to the campsite's COVID-19 safe method of operation.

Any persons on site who are not part of the Pinsent Campsite Operation and Maintenance Team or do not have a pre-booked part of the site and timeslot are **unauthorised persons**.

Washing involves the use of soap/detergent and water (preferably hot) to remove dirt including virus.

Sanitisation involves the destruction of virus through the application of alcohol-based sanitiser (at least 60%, and nominally 65% or 70%, and nominally 3ml for normal sized male hands) or quarantining for more than 72 hours.

Systematic Identification of Risks and Control Measures

The overall risk is the transmission of COVID-19 to any person, whether airborne, liquid-borne, present on surfaces touched or through physical contact between people. This is detailed in the table below.

Where/when are people affected?	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?
Maintenance activities	Non-Pinsent Campsite Operation and Maintenance Team people present may carry COVID-19	Pinsent Campsite Operation and Maintenance Team (especially those who are shielding) Outside Contractors	Maintenance activities, other than those that can be undertaken by the Acting Camp Warden while monitoring youth activities, shall only be undertaken while there are no youth activities on site and then limited as defined in the Safety Method of Operation below. Access to the site is restricted by limited release of the site access code. Further general COVID-19 transmission precautions shall be taken as detailed in the Safe Method of Operation below.	There are times when there are youth activities on site. During the RED phase there were only members of the Pinsent Campsite Operation and Maintenance Team, contractors and security company staff on site. With respect to change from "normal" times COVID-19 transmission needs to be controlled.
Security activities	Unauthorised persons present may carry COVID-19	Security company staff	The security company has its own processes for working safely with unknown persons. Site washing and sanitisation facilities are available to security company staff.	Possible presence of COVID-19
All activities (maintenance or youth activities)	Increased number of people raises the risk of COVID-19 being present on site	All users	Limit to numbers on site: three groups of up to 15 engaged in youth activities (each with an allocated area and one or two as Acting Camp Warden, OR up to six campsite operation and maintenance team members All users required to have booked in advance. Stagger starting and finishing times of sessions. General COVID-19 transmission precautions shall be taken as detailed in the Safe Method of Operation below.	Increased number of people present

Where/when are people affected?	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?
All activities (maintenance or youth activities)	Risk of transmission raised post event by one or more persons present developing symptoms or testing positive within 72 hours* post site visit	All users	Records of those present retained for at least 6 weeks* as detailed in the Safe Method of Operation below in order to support NHS track and trace.	Notification of COVID-19 associated with an attendee
All activities (maintenance or youth activities)	Sanitiser is flammable. Face masks/coverings and gloves may be flammable and/or low melting point	All users	Avoid ignition sources immediately after the application of sanitiser and while wearing face masks/coverings and/or gloves	Use of sanitiser, face masks/coverings and gloves
Emergencies	Dealing with an emergency (e.g. first aid required/fire evacuation) may involve a breach of social distancing	All users	Leaders present will dynamically assess the situation and address the greater risk to life and health according to normal first aid/fire evacuation principles.	Requirement for social distancing
Toilets following a long period of low usage	Legionella growth during a period of low usage (especially at summer temperatures). Users infected.	All users	Prior to reopening of the site and after any period of low usage, complete and anti-legionella flush of the of the hot and cold water systems as detailed in the Safe Method of Operation below.	Long period of non-use
All drinking water taps	Legionella growth during a period of low usage (especially at summer temperatures). Users infected.	All users	Prior to reopening of the site and after any period of low usage, complete and anti-legionella flush of the of the hot and cold water systems as detailed in the Safe Method of Operation below.	Long period of non-use

* This value is subject to change. The current figure required by the Government or the Scout Association, whichever is more onerous, shall apply.

Where/when are people affected?	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?
Car Park	Social distancing if the car park is crowded. The revised arrangements might increase the risk of harm (unlikely)	All users	One-way system to keep cars moving Only people that are taking part in a booked activity or a member of the Operation and Maintenance Team may pass the entry barrier. Car park operational details are as listed below in the safe method of operation. No socialising in Car Park Leaders to park cars with 2m distancing in defined areas. Set time for arrival and departure, staggered between groups. Cars to wait in car park until end of arrival time then released. (avoid jams in lane) Pick up. Parents to remain in or by cars. Young people to go to cars.	Lower numbers Social distancing requirement
Toilets	Potentially contaminated surfaces	All users	Toilet availability to be restricted to one male, one female and one accessible while numbers are reduced. This should be reduced to one for the maintenance team. All surfaces that are regularly touched in the toilet area to be wiped down with disinfectant wipes at start and end of session. Cleaning products/equipment supplied by site but Group responsible for undertaking task. Hand-washing regime to be explained to all young people. Notices at toilet entrance to reinforce this. Hand sanitiser to be positioned outside each screened area to be used before entry.	COVID-19
Toilets	Risk to social distancing during entry and exit.	All users	One person only to enter each screened area for male/female toilets at a time.	Social distancing requirement in an area to which all may need access
Disabled Toilet	Risk to social distancing due to user's needs	Those using the accessible toilet	The youth activity leaders are responsible for managing risk due to social distancing, or number of people needed to be in the unit at a time Unit must be sanitised after use	COVID-19

Where/when are people affected?	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?
Wood Pile	Difficulty in maintaining social distancing, especially between groups	All users	One group only at a time permitted in wood pile area accompanied by a Leader Social distancing rules still apply Return unused wood at end of session Users advised not to handle wood that they are unlikely to use.	Social distancing requirement in an area to which all may need access
Roundhouse	Difficulty in cleaning surfaces	Any users	Closed	COVID-19 sanitisation
Campfire Circle	Difficulty in cleaning surfaces	Any users	Closed	COVID-19 sanitisation
All other areas	Difficulty in social distancing in some areas	All users	Some narrow footpaths closed or made one-way, with signage erected to state this. Groups activities to be restricted to the areas allocated to them. Ash to be left in fire pit or fire lighting area	Social distancing requirement

Safe Method of Operating

General requirements

- The site access code (padlock codes for the main gate, toilets etc.) shall only be issued to:
 - Pinsent Operating & Maintenance Team members
 - Code 9 Security, to maintain the security of the site
 - Contractors who need unaccompanied access to the site to undertake maintenance or development work (including surveys).
- The site access code may be changed more often than normal at the discretion of the Pinsent Campsite Manager, particularly if they consider that it has been acquired by inappropriate persons.
- In the event of unauthorised persons being identified on site, the Campsite Manager and/or the Camp Warden shall be notified; they will alert the security company (Code 9). The security company will attend and address the issue. The security company shall also notify the Campsite Manager and/or the Camp Warden of any remedial action required (this might include the wash down and sanitisation of items of equipment (e.g. the gate) and/or areas of the site before either maintenance or youth activities take place.
- The number of youth activity groups allowed on site at one time is a maximum of three. Each shall be allocated one of the areas shown in the diagrams at the end of this safe method of operation.
- All tasks undertaken shall be carried out only if safe distances (including social distancing) can be maintained.
- Social distancing in accordance with current Government requirements shall be maintained at all times whilst on site.
- In an emergency, for example a first aid requirement or uncontrollable fire, etc, it is acknowledged that social distancing is likely to be breached. Where possible, appropriate PPE should be worn for the situation in hand. Post incident hygiene control measures, including hand washing and sanitising or quarantining of equipment should occur as soon as possible. Records shall be taken and retained for a minimum of 6 weeks*.
- Records of attendance shall be taken and retained for a minimum of 6 weeks[†]. The Pinsent Campsite and Maintenance Team shall keep the records of their attendance and of the Sections attending. Section Leaders shall keep the records of their section's attendance.
- If any attendee shows any signs of, or tests positive for, COVID-19 within 72 hours of attendance, they must immediately inform the Pinsent Campsite Manager or the District Commissioner who shall then inform all other attendees (via Section Leaders where relevant) and close the site for 10 days.
- Shouting, the use of raised voice, singing or the use of whistles or other devices that are blown by mouth are not permitted on site. Shouting is permitted in an emergency or if a hazardous situation occurs.

* This value is subject to change. The current figure required by the Government or the Scout Association, whichever is more onerous, shall apply.

Pinsent Operating & Maintenance Team actions before use by non-team members

- Complete anti-legionella flush (single requirement before first use but repeat if low site usage for over a week)
 - Cold water outlets: Fully open all water outlets (taps) for 5 minutes to flush water system
 - Hot water outlets: Turn water heaters up to maximum temperature. Fully open all water outlets (taps) for 5 minutes to flush water system
 - Check temperature of water for all outlets (above 50° within 1min for hot water, below 20°C within 2mins for cold water)
 - Return water heater temperature setting to “normal”, non-scalding temperature
 - Record all actions taken
- Test and find clear of legionella (single requirement before first use)
- Appropriate signage shall be strategically placed and maintained throughout the site particularly around the toilets, shed and the entrance to the site. These will include directions to use hand sanitisers, washing hands with soap and water, maintaining social distancing, single group only in the wood pile, etc.
- Put in place the necessary barriers, markers and signage required for the revised operation of the car park.
- Lock away all site equipment that is not to be available (trolleys, wheelbarrows, shovels, buckets, etc.).
- Three single toilets shall be made available: one male, one female and the accessible toilet.

Pinsent Operating & Maintenance Team actions throughout the AMBER phase when no youth activities are taking place

- The number of Pinsent Operating & Maintenance Team attendees on the site at any one time shall be restricted to:
 - A maximum of six people
 - A minimum of two; when medium or high-risk activities are being undertaken, e.g. working at height or operating machinery.
- Hand sanitiser is to be provided inside entrances to all enclosed storage facilities and include signage directing all to use these frequently together with washing hands where appropriate.
- Only one single toilet unit is to be used. The main toilet facilities, including the accessible toilet and shower are always to be kept locked apart from when necessary maintenance or access to the accessible toilet is specifically required.
- Washing or sanitising hands or other areas is skin in contact shortly following touching any potentially contaminated surface including operating locks.
- Flammable or low melting point face coverings and/or gloves are not to be worn close to ignition sources (e.g. a fire).
- Hands should be washed (soap and water) or time elapsed between the application of sanitiser and being close to an ignition source (e.g. a fire).
- Only one person at a time should enter any of the locked units.

- Where equipment is not required to be shared between users, touch points are to be either sanitised or quarantined for 72 hours after use.
- Where equipment is required to be shared between users, all touch points must be sanitised between users. If this cannot be undertaken the item must not be shared.
- All individuals are to supply their own eating and drinking utensils as well as their own food and drink.

Pinsent Operating & Maintenance Team actions throughout the AMBER phase while youth activities are taking place

- The Pinsent Operating & Maintenance Team shall manage the site bookings system.
- One member, and no more than two members, of the Pinsent Operating & Maintenance Team shall be on site with the role of Acting Camp Warden before youth activity participants are permitted on site until the last youth activity participant leaves.
- The Acting Camp Warden:
 - Shall unlock the main gate and toilets before activities start and lock up afterwards
 - Shall open windows within toilets when block is open to help with ventilation
 - Shall advise on and monitor operation of the car park, the toilets, and the wood pile
 - Shall inspect the activity sites and toilets to confirm that they have been left satisfactorily clean and tidy
 - If not content with the way that the activity sites or toilets have been left, to inform the Pinsent Campsite Manager who will arrange for rectification
- Running water (hot and cold), soap and paper towels shall be provided.
- Waste bins for paper towels etc. shall be provided and emptied regularly.

Youth activity leader actions (also see the General requirements, above)

Overall

- This safe method of operating must be followed by all users of Pinsent Campsite.

Before the activity:

- Read and understand this safe method operation (seek clarification if it is not clear)
- Book the site, advising if the accessible toilet may be required
- Have carried out a risk assessment and produced a safe method of operation for the actual activity (in line with this safe method of operation and referencing it) and have secured approval for this:
 - Under POR Rule 9.1 (which may be delegated to GSLs) for any risks not related to COVID-19
 - Under the COVID-19 approval requirements for any risks related to COVID-19
- Have ensured that all those driving (mainly parents), cycling or walking etc. to site are fully aware of the arrangements for arrival (drop-off) and departure (pick-up).
- Have put in place a process such that any member of the expected attendees does not attend if they fall into one of the following four areas:

- They have exhibited COVID-19 symptoms or have tested positive for COVID-19 in the past ten days*
- Another member of their household or support bubble has tested positive or displayed symptoms within the previous 14 days†
- You or a member of your household/support bubble has been contacted by the NHS Test and Trace service and thereafter requested to self-isolate within the previous 14 days†
- If they have returned from a foreign country which is not listed on the UK Government travel corridors list (<https://www.gov.uk/guidance/coronavirus-covid-19-travel-corridors>) within the past 14 days†.

During the activity:

- Leaders and their young people must not go to the site unless they have a session and specific area booked and confirmed by the Campsite Booking system.
- Leaders should arrive 15 minutes before the start time to make sure arrangements are in order.
- Leaders should not depart during an arrival period for another session (leaders or participants).
- In the car park Leaders should park round the edge with 2 metres between cars.
- At least one leader shall be at the Leader Greet Point and call arrivals forward from their cars.
- They, or another leader, shall ensure that everyone sanitises their hands on arrival.
- Leaders shall brief the young people on and ensure that:
 - Social distancing in accordance with current Government guidelines is maintained
 - Each youth activity group shall remain in its allocated area, apart from visits to the toilets and the wood pile
 - That only one person at a time is to be in each toilet screened area (any need to relax social distancing restrictions in the accessible toilet unit is the responsibility of the Group Leader)
 - When using the toilet, hands shall be sanitised before entry and hands washed properly after using the toilet. Soap, water, and paper hand towels will be supplied
 - The campfire circle is closed and out of bounds
 - The roundhouse is closed and out of bounds
 - Some narrow footpaths may be closed or made one way for social distancing reasons. Information notices will be erected where this applies
 - Wood that is unlikely to be used (i.e. burnt) should not be handled.
- Access to the wood pile requires leader supervision and only one activity group shall be in the wood pile at any one time. Groups are required to cooperate in enabling fair access.
- Three outside taps will be available for use and if used must be wiped down with disinfectant wipes after use. These will be supplied by the site.
- Leaders shall bring any required emergency equipment (e.g. first aid kits and fire buckets) and equipment for transporting items across site. Camp trolleys, wheelbarrows, buckets etc. will not be available.

After the activity:

* This value is subject to change. The current figure required by the Government or the Scout Association, whichever is more onerous, shall apply.

- Clean all high touch surfaces, including taps, sinks, toilets, etc. in the toilet compartments, at both the start and end of each session. Disinfectant wipes and bins will be supplied by the site to aid this task.
- Fires shall be extinguished before leaving site with ash and any hot material left in a fire pit or a fire lighting area.

Briefing points for parents/drivers

- It is very important that you have read and understood this briefing before you drive to Pinsent Campsite. If you are not clear on any points, then you should ask the activity leader until you are clear. They may refer the question to others if they are also not clear.
- As we return to face to face meetings it is very important that we apply our safe method of operation very strictly in order that all may remain safe & healthy.
- We also have a serious problem at Pinsent with traffic flow along the road and issues that arise. Continued vehicle access requires good behaviour by drivers associated with meetings at the campsite. This is not a COVID-19 issue but needs to be stressed on all relevant communications.
- To reduce the traffic issues and provide risk reduction during arrival and departure (Figure 1 is provided to assist understanding):
 - Your young person's activity will have a defined start time and finish time. These will normally be on the hour (e.g. 6:00pm) or on the half hour (e.g. 6:30pm). There will be 30-minute gaps between session start times
 - We appreciate that, while lift sharing has been strongly encouraged in order to reduce the number of car movements and on environmental grounds, social distancing takes priority at the current time. Please follow current Government guidance on car sharing
 - Drivers should arrive between 10 and 0 minutes before the allotted start or finish time nor after the allotted time
 - There shall be no drop-off or pick-up outside the gate
 - On entering through the gate, drivers should bear left and proceed clockwise to the drop-off zone
 - On reaching the drop-off zone, the young person(s) shall exit the car via a nearside (left hand side) door and wait to be called forward by their activity leader and given instructions on where to proceed to
 - Once the young person(s) have left the car, and the way is clear, the driver should continue in a clockwise direction to join the departure queue
 - Please wait at this point until the actual drop-off or pick-up time to avoid obstructing drivers still arriving and delaying your own journey home
 - At the allotted time the queue moves off into a road that should be clear
 - Pick-up is a very similar procedure, picking up from the drop-off zone with the young person(s) waiting behind the barrier until called forward by their leader and boarding the car from the nearside
 - Please be patient; there will be up to 12 cars dropping-off or picking-up for any Beaver or Cub Session and 13 for any Scout or Explorer session

- Any person(s) arriving by bicycle or on foot shall follow the clockwise rotation keeping to the edge of the car park or parked cars to the drop-off zone
- There shall be no socialising in the car park at any time.
- All those present (except those remaining in cars) will be required to sanitise their hands at various points in the evening, starting with arrival. If your child has a medical allergy to alcohol-based hand sanitiser, then please discuss this and suitable alternative arrangements with their activity leader.
- There will be limited toilet facilities available at the campsite during this period: one male, one female and one accessible single WCs.
- Nobody may attend the site if they have:
 - They have exhibited COVID-19 symptoms or have tested positive for COVID-19 in the past ten days*
 - Another member of their household or support bubble has tested positive or displayed symptoms within the previous 14 days†
 - You or a member of your household/support bubble has been contacted by the NHS Test and Trace service and thereafter requested to self-isolate within the previous 14 days‡
 - If they have returned from a foreign country which is not listed on the UK Government travel corridors list (<https://www.gov.uk/guidance/coronavirus-covid-19-travel-corridors>) within the past 14 days‡.
- Booking information relating to all groups attending the site will be held on record for a minimum of 6 weeks† and will be supplied to the NHS Track and Trace service on request.

Additional requirements for other organisations

Other organisations such as schools are expected to use the site in the same way as Beaver Scouts, Cub Scouts, Scouts and Explorer Scouts and hence the site provision is identical. Their adult organisers will be required to follow the processes above for leaders.

If only one hirer is on site then the requirement for the District to provide an Acting Camp Warden throughout the period of use shall not apply.

Additional requirements for small “family” groups camping on site

Each family group shall be allocated an area in the same way as Beaver Scout, Cub Scout, Scout and Explorer Scout sections and is required to abide by the same rules with the exception of no overnight camping and no full-sided tentage. Their adults will be required to follow the processes above for leaders. If there are only family groups on site then the requirement for the District to provide an Acting Camp Warden throughout the period of use shall not apply.

* This value is subject to change. The current figure required by the Government or the Scout Association, whichever is more onerous, shall apply.

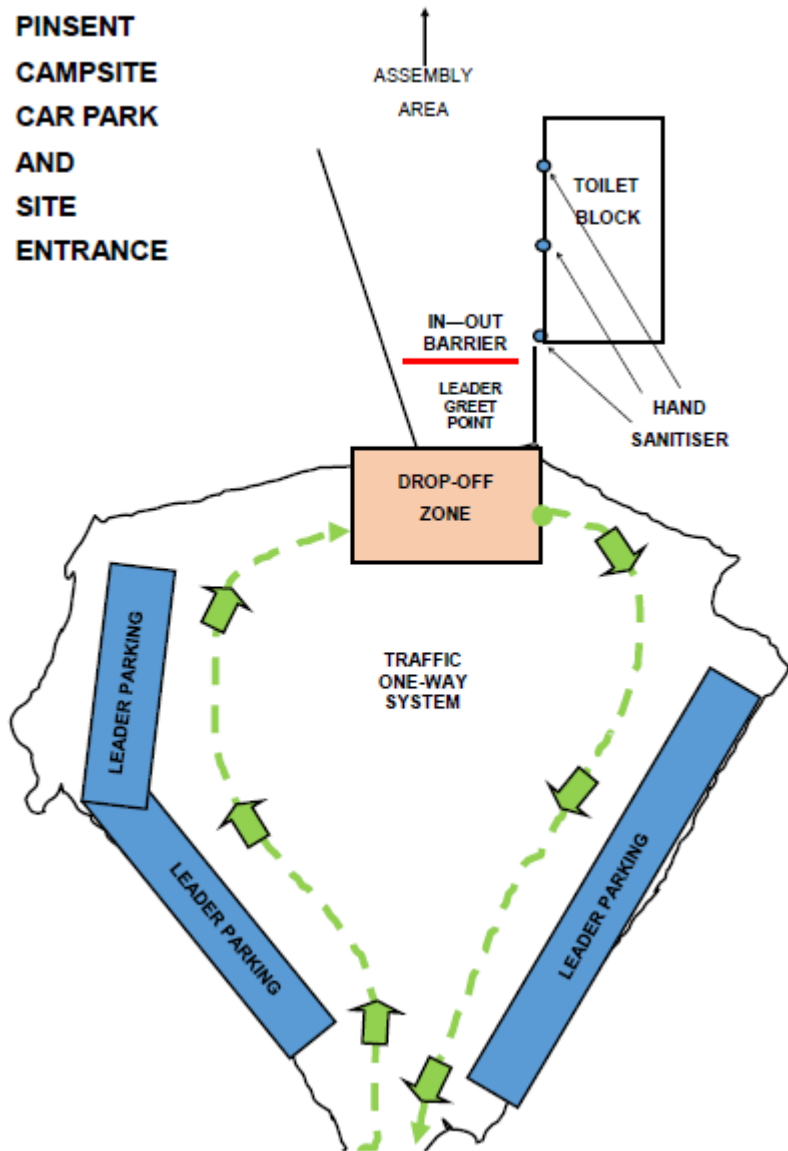
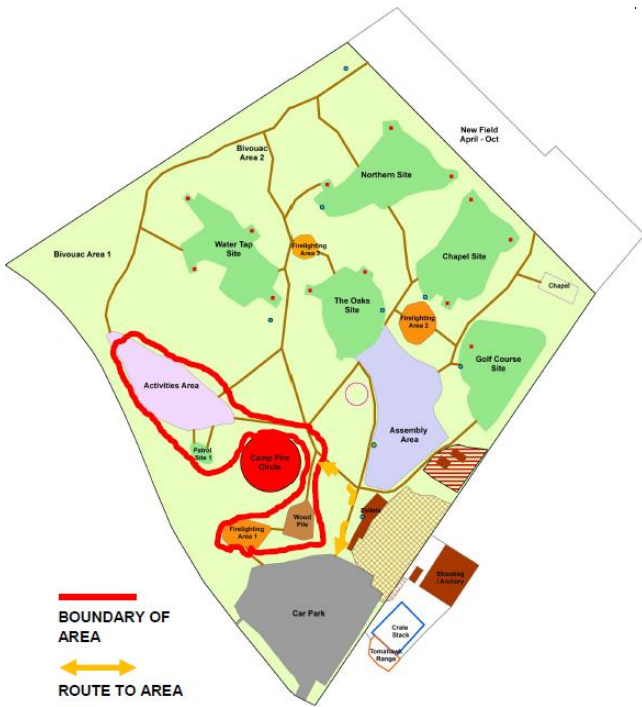
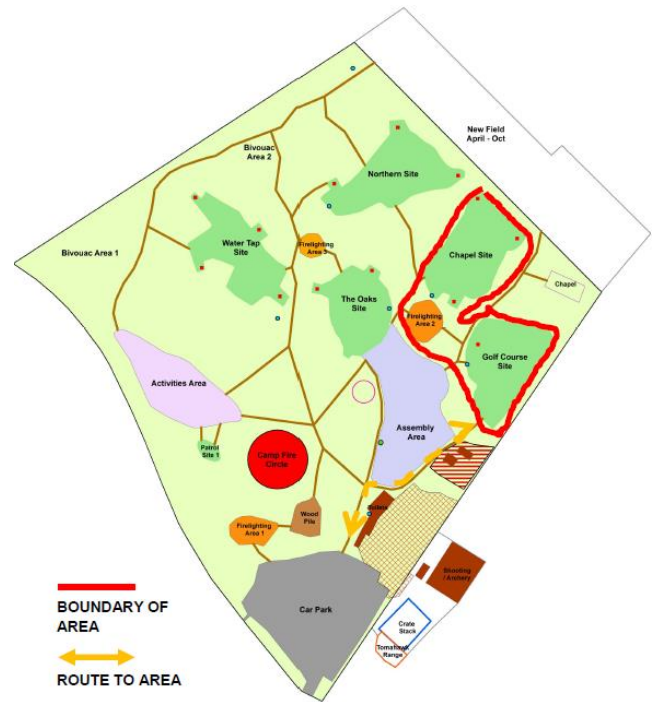


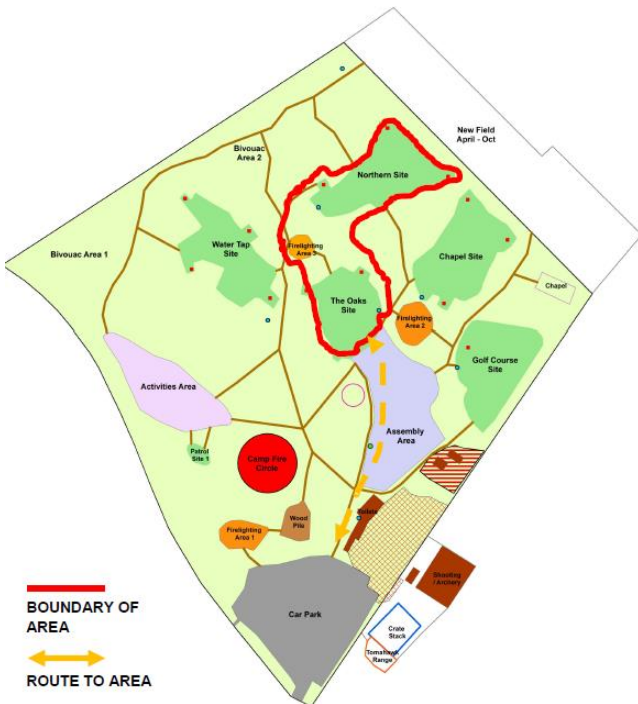
Figure 1: Arrangements for arrival and departure during COVID-19 AMBER phase



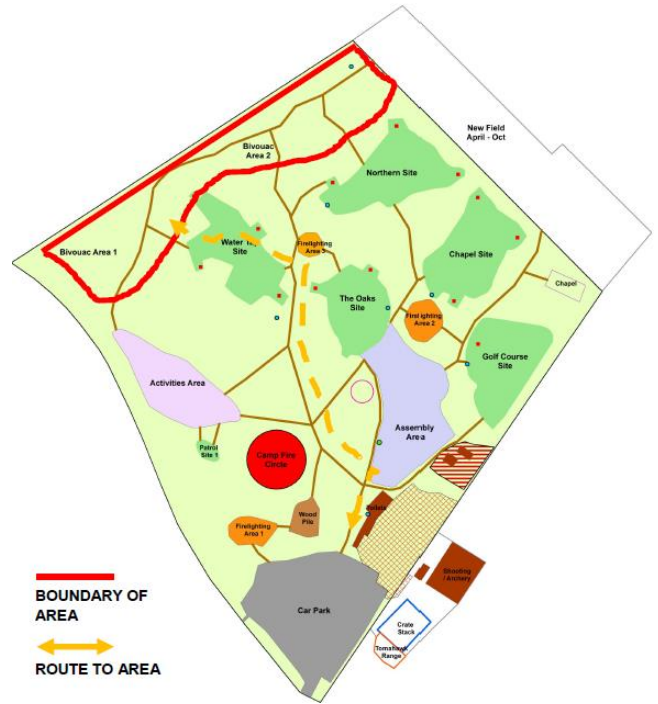
Area 1
Includes: Fire-lighting Area 1 and Activity Area



Area 2
Includes: Fire-lighting Area 2, Golf Course Site and Chapel Site



Area 3
Includes: Fire-lighting Area 3, Oaks Site and Northern Site



Area 4
Includes: Bivouac Areas 1 & 2

Figure 2: Area definitions within the campsite

NB. Only three areas will be allocated for any one time period

Risk Assessment & Standard Operating Procedure: Agreed and Signed Off

Author:

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On behalf of the District Executive:

Name: Rob James	Signature: <i>Robert James</i>	Date: 02/08/2020	Document Version: V2.0
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District Commissioner:

Name: Stephen Robin Cook	Signature: <i>SRCook</i>	Date: 2 Aug 2020	Document Version: V2.0
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On behalf of the County Executive:

Name: Paul Bell	Signature: Signed electronically	Date: 26 Aug 20	Document Version: V2.0
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County Commissioner:

Name: Martin Mackey	Signature: Signed electronically	Date: 26 Aug 20	Document Version: V2.0
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