

Pinsent Campsite Safe Method of Operation for Amber Phase

This safe method of operation must be followed by all users of Pinsent Campsite during the Amber Phase.

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 weeks¹.
- 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.

Requirements for group Leaders

- Leaders and their young people must not go to the site unless they have a session and specific area booked and confirmed by Campsite Booking.
 - The maximum number allowed for any group is 15, including Young People and Leaders.
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- A record of all individuals attending must be retained for a minimum of 21 days.
- 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 will take the appropriate action.

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 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.
- Inform Campsite Bookings of the detail of proposed Activities so that appropriate area can be allocated.
- Have ensured that all those driving (mainly parents or guardians), 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 they are informed if any member of the expect attendees should exhibits COVID-19 symptoms or if they have tested positive for COVID-19 in the past seven days or another member of their household or support bubble has tested positive within the previous 14 days and that member does not attend.

During the activity:

- Leaders should arrive 15 minutes before the start time to make sure arrangements are in order.
- Clean all high touch surfaces, including taps, sinks, toilets, etc. in the toilet compartments, at the start each session. Disinfectant wipes and disposal bins will be supplied by the site to aid this task.
- 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 required leader supervision and only one activity group shall be in the wood pile at one time. Groups are required to cooperate in enabling fair access.
- Shouting, the use of raised voice, singing or the use of whistles or other devices that are blown by mouth is not permitted on site. Shouting is permitted in an emergency or if a hazardous situation occurs.
- 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, fire buckets etc. will not be available.

After the activity:

- Clean all high touch surfaces, including taps, sinks, toilets, etc. in the toilet compartments, at the end of the session. Disinfectant wipes and disposal 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.
- Leaders should not depart during an arrival period for another session (leaders or participants).

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.
- 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 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 (**Error! Reference source not found.** 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 then please discuss this and 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 any COVID-19 symptoms or if they have tested positive for COVID-19 in the past seven days or another member of their household or support bubble has tested positive within the last 14 days before the event;
- Booking information relating to all groups attending the site will be held on record for a minimum of 21 days and will be supplied to the NHS Track and Trace service on request.

**PINSENT
CAMPSITE
CAR PARK
AND
SITE
ENTRANCE**

