



Birchmere Campsite

**Restarting face to face Scouting –
reopening assessment**

birchmerescoutcampsite.org
#SkillsForLife



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Version control

Following the Scout Association guidance, this policy must be reviewed every 4 weeks

Date	Version	Approval / Review	Notes
12 th July 2020	1.0	Review	Initial document
24 th July 2020	1.1	Review	Amendments from the Chair
27 th July 2020	1.2	Approved	Chair approved, with amendments
27 th July 2020	1.3	Review	DC review with amendments (A3 gate)
3 rd August 2020	1.4	Approved	County Approved (no amendments)
3 rd September 2020	1.5	Review	Monthly review
3 rd October 2020	1.6	Review	Monthly review. <ul style="list-style-type: none"> • Updated maximum group size • Added guidance for using 'The Retreat' & 'Birch Lodge'

Introduction

Following the guidance released by The Scouts on 25 June 2020 which can be found [here](#) and the subsequent meeting on the 02 July 2020 which can be found [here](#). This reopening assessment has been written to set out the policy specifically for Birchmere Campsite, so that units are able to incorporate Birchmere's COVID-19 requirements into their assessments. The purpose of this policy is to keep everyone safe and to prevent the spread of COVID-19 whilst slowly moving back to face to face meetings.

In line with government-approved Youth Sector Guidance, there is a phased approach to returning to face-to-face Scout meetings and activities. This is broken down by four levels (below), for each one, this document will be updated as necessary and a risk assessment created for each change through the levels.

Readiness level	NYA level	Scout level
Red Rate of infection is remaining consistent or growing	<ul style="list-style-type: none"> • Online and digital youth services • Detached youth services and 1-2-1 sessions with vulnerable young people outdoors 	<ul style="list-style-type: none"> • Digital programme delivery • No face-to-face activity or meetings • No residential activities
Amber Rate of infection is reducing consistently in all parts of the country	<ul style="list-style-type: none"> • Online and digital youth services • Small group sessions can take place 	<ul style="list-style-type: none"> • Digital programme delivery • Small group sessions can take place outdoors • No residential activities
Yellow Number of cases low and decreasing, full Track and Trace system in place	<ul style="list-style-type: none"> • Online and digital youth services • Indoor group sessions can take place • Outdoor learning, trips and visits 	<ul style="list-style-type: none"> • Digital programme delivery • Small group sessions can take place indoors and outdoors • No residential activities
Green No new cases or a vaccine is readily available	<ul style="list-style-type: none"> • All services open as per normal yearly operations • Overnight trips and visits allowed • International travel allowed within FCO advice 	<ul style="list-style-type: none"> • All activities can resume in line with government guidance

Getting back together safely: The COVID Code

The COVID Code shows the basic steps of getting back to Face to Face Scouting:

1. A COVID-safe risk assessment has been completed and we have communicated control measures to volunteers, young people, and parents and all are encouraged to raise concerns.
2. Additional hygiene measures are in place
3. Social Distancing will be observed (check current distance determined by your Government)
4. Maximum group sizes will be limited and determined by scouts.org.uk and members will be consistent where possible
5. Make-adjustments for young people and adults vulnerable or affected by COVID, and consult to make sure return plans are accessible and inclusive

Safety is our number one priority; therefore, we have made some changes to ensure the safety of our young people, their Parents / Guardians, our Leaders, and adult helpers. In preparation for Groups to utilise Birchmere Campsite in accordance with the readiness level set by The Scouts, the following timetable has been proposed.

Summary	Description	Responsibility	Deadline
Assessment (this document)	Draft	Andy Dolan	31 st July 2020
	Approval	Committee	16 th August 2020
	Approval	District Commissioner	23 rd August 2020
	Approval	County Commissioner	31 st August 2020
Risk Assessment	Amber	Andy Dolan, Birchmere Campsite	31 st July 2020
	Yellow	Andy Dolan, Birchmere Campsite	TBC
	Green	Andy Dolan, Birchmere Campsite	TBC
Communication	Distribute Assessment	Richard Mackie	17 th August 2020
	Update website	Ivor Morgan	17 th August 2020
Face-to-face Scouting	Site opened to units	Richard Mackie	7 th September 2020

Bookings

Birchmere Campsite is open for pre-booked outdoor activities for 'small' groups only. As defined within the National Youth Agency (NYA) Framework, a 'small group' at 'Amber' is defined as a maximum number 15, plus Scouts, Leaders, and helpers. The Section Leader must ensure that these 'small' groups have the appropriate Scout / Leader ratio as stated by The Scouts Policy Organisation and Rules (POR). The Scouts are responsible for updating the current 'small' group definition, which can be found [here](#). As was stated in the All Members Meeting on 24 June 2020 by Graeme Hamilton (Deputy Chief Commissioner) the distance between each unit or group must be at least 25 metres. This means if the ratios as stated by above are met then multiple 'small' groups from the same unit or group can use Birchmere campsite at the same time, if they keep 25 plus metres apart and that each 'small' group independently meets the Scout / Leader ratio as stated by Scouts POR. When booking you will need to provide your risk assessment and a list of group members that are attending, should the need arise to pass this over to the NHS track and trace service.

To book, contact [Judy Oakley birchmere-bookings@hotmail.co.uk](mailto:judy.oakley@birchmere-bookings@hotmail.co.uk) or complete the booking form on <http://www.birchmerescoutcampsite.org/contact-booking/>

Drop off / Pick up procedure

Section Leaders are to communicate the drop-off and pick-up procedure to parents / guardians – who need to advise the Section Leader which Scouts will be attending. Scouts and their parents / guardians should avoid lift sharing and on arrival at the campsite car park, to minimise social contact, the Section leader is to operate a queuing system to access the campsite via the pedestrian gate by the toilet facilities. Whilst queuing, both Scouts and their parent / guardian, must ensure they are always at least 2 metres from other people from outside of their household. Parents / guardians are then to handover their Scout(s) to the Section Leader and can leave site when confirmed to do so. On pick-up, the Scout must maintain social distance until their parent / guardian has reached the end of the queue at which point they will be handed over by the Section Leader and when confirmed can leave site. If the site is to be used for multiple 'small' groups from the same unit, arrival and departure times should be staggered.

Persons may not attend if they, or anyone within their household / social bubble are symptomatic. An alternative programme should be arranged for those that are vulnerable or have a household member who is vulnerable or shielding others.

Sanitation

Personal hygiene

Scouts, Leaders, and helpers are to use hand sanitiser / wash their hands:

- Before leaving to travel to the campsite and on their return
- Before and after opening the gate from the A3
- Entering and exiting the campsite
- As required during the activity

In addition to the above anyone in attendance must wash their hands and / use hand sanitiser if they touch their face / mouth / nose / eyes or before eating anything.

Hand sanitiser stations are available within Birchmere campsite, along with hand washing facilities within the block.

Toilet facilities

It is the responsibility of the Section Leader to communicate with the parents / guardians that Scouts should use their own toilet facilities before travelling to the campsite. If the need does arise for a Scout, Leader, or helper to use the toilet facilities at Birchmere Campsite then the following process applies; Section Leaders must ensure that:

- External doors and windows are to be kept open
- Toilets cleaned before use
- A one in / one out policy is to be enforced for the male, female and disabled toilet facilities.
- All those using these facilities, should note the instruction to wash their hands using the soap and water available before and after.
- Hands must be washed thoroughly, as per NHS guidelines [here](#)
- Toilet facilities that have been used, must be cleaned and wall chart updated

The toilet block will be deep cleaned once a week arranged by the Chairman of Birchmere Campsite, which will be logged on the wall chart.

Indoor facilities

'The Retreat' and 'Birch Lodge' may be booked together by 'small groups' on the provision that the below is adhered to:

- Both 'The Retreat' and 'Birch Lodge' must be kept well ventilated, by leaving doors and windows open during the session.
- A one-way system must be used, entering through rear of 'Birch Lodge' and exiting through either front entrance of 'The Retreat' or 'Birch Lodge'.
- Hand sanitiser must be used on entering 'Birch Lodge' and when exiting through 'The Retreat' or 'Birch Lodge'.
- The Scout Association Guidance on the use of facemasks must be followed by Scouts, Leaders, and helpers
- Scouts, Leaders, and helpers are to stay within their 'small' group, maintaining a social distance of at least 2 metres always.
- The maximum capacity for 'Birch Lodge' and 'The Retreat' is 10 at any one time
- Any equipment and surfaces must be wiped clean / down prior to use and after use.

Cleaning equipment

Birchmere Campsite will provide Personal Protective Equipment (PPE) and Cleaning equipment required to clean the toilet facilities. These will be stored in the cleaning cupboard by Birch Lodge.

Emergency Aid

It is the responsibility of the Section Leader running the activity to ensure they have the appropriate emergency aid provision in place per 'small' group and that the appropriate Government guidance is followed, which can be found [here](#).

It is advised, that those administering emergency aid, are wearing appropriate (PPE), as social distancing would not be possible. This could include, mask, visor, apron, and disposable gloves, which should not be removed until the incident has been resolved. All spent materials should be properly disposed of. In addition, hand sanitiser should also be used before and after.

As per POR, incident records should be kept, so that they can also be used by the UK Track and Trace System should the need arise. Following administering emergency aid, the first aider should monitor themselves for any COVID-19 symptoms and follow NHS guidelines should symptoms should they have any, they should follow NHS guidelines [here](#).

Readiness Level Amber Risk Assessment

Name of Section or Activity	Birchmere Campsite	Date of risk assessment	12 th July 2020	Name of who undertook this risk assessment	Andy Dolan	COVID-19 readiness level transition	Red to Amber
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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?
<p>Hazard – something that may cause harm or damage. Risk – the chance of it happening.</p>	Young people, Leaders, Visitors?	<p>Controls – Ways of making the activity safer by removing or reducing the risk from it. For example - you might use a different piece of equipment or you might change the way the activity is carried out.</p>	Keep checking throughout the activity in case you need to change it...or even stop it! This is a great place to add comments which will be used as part of the review.
Lack of social distance at drop off: higher risk of infection spread if social distancing not maintained.	Young people, Leaders, adult helpers, Parents / Guardians	Section Leaders are to communicate the drop-off procedure to parents / guardians, as per the guidance is this reopening assessment.	
Lack of social distance at pick up: higher risk of infection spread if social distancing not maintained.	Young people, Leaders, adult helpers, Parents / Guardians	Section Leaders are to communicate the drop-off procedure to parents / guardians, as per the guidance is this reopening assessment.	
Maintaining social distance during meeting: higher risk of infection spread if social distancing not maintained.	Young people, Leaders, adult helpers	The Section Leader must pre-plan and the group will be managed to ensure activities are tailored to social distancing. Section Leaders on booking will need to provide a risk assessment and a list of group members that are attending, should the need arise to pass this over to the NHS track and trace service	
Hygiene of people: higher risk of infection spread if proper hand washing not carried out.	Young people, Leaders, adult helpers, Parents / Guardians	Section Leaders to communicate hygiene guidelines in advance to young people and parents / guardians, as per the guidance is this reopening assessment.	
Hygiene of toilets: higher risk of infection spread if hygiene not carried out.	Young people, Leaders, adult helpers, Parents /	The Section Leader follow the sanitation instructions, as per the guidance is this reopening assessment.	

	Guardians		
Hygiene of activity equipment: Higher risk of infection spread if hygiene not carried out.	Young people, Leaders, adult helpers, Parents / Guardians	Pioneering equipment used to be clearly marked and set aside for 72 hours. Any carts to be wiped down with cleaning equipment before and after the session.	
Hygiene of access and campsite furniture	Young people, Leaders, adult helpers, Parents / Guardians	Activity Leaders to wipe down combination locks and gates required to access Birchmere campsite before and after the activity.	
Use of indoor spaces	Young people, Leaders, adult helpers, Parents / Guardians	The Retreat and Birch Lodge may be accessed, as per the guidance is this reopening assessment.	
Use of outdoor spaces: uneven ground, access to space less controlled, cannot be cleaned.	Young people, Leaders, adult helpers, Parents / Guardians	Activity Leaders to review the area for where the activity will be run to ensure it is suitable and appropriate.	
Accidents resulting in cuts, bruises, abrasions, and broken bones	Young people, Leaders, adult helpers, Parents / Guardians	It is the responsibility of the Section Leader to run the activity with the Emergency Aid guidance from this reopening assessment.	
Activity resulting in the need for emergency aid	Young people, Leaders, adult helpers, Parents / Guardians	Section Leader to recce the area before the activity, define boundaries, rules, and the emergency signal for the end of the activity. Activities should be supervised, and no physical contact is allowed.	
Direct or in-direct of transmission (of) Covid-19 by persons who are asymptomatic.	Young people, Leaders, adult helpers, Parents / Guardians	Scouts, Leaders and helpers are to stay within their 'small' group, maintaining a social distance of at least 2 metres at all times. Plus 25 metres must be kept between each 'small' group. If an individual has visited Birchmere Campsite and then becomes symptomatic of Covid-19, then the Section Leader should notify the Chairman of Birchmere Campsite so that the facilities can be deep cleaned in accordance with	

		Government guidelines, which can be found here	
Direct or in-direct of transmission (of) Covid-19 by persons who are symptomatic.	Young people, Leaders, adult helpers, Parents / Guardians	Persons or are symptomatic or those within their household or social bubble, may not attend. If an individual has visited Birchmere Campsite and then becomes symptomatic of Covid-19, then the Section Leader should notify the Chairman of Birchmere Campsite so that the facilities can be deep cleaned in accordance with Government guidelines, which can be found here	
Direct or in-direct of transmission (of) Covid-19 to persons who are vulnerable to Covid-19	Young people, Leaders, adult helpers, Parents / Guardians	Persons or are vulnerable or have those in their household who are vulnerable or shielding others, may not attend.	
Review: This risk assessment is for a section to move from RED COVID Readiness alert level to Amber, an additional risk assessment will be produced for each move to the next readiness level.			