



All Visits to Site - COVID-19

Revision Number 1

Revision date 20/09/2021 Readiness level GREEN

INTRODUCTION

These notes have been prepared following relaxation of the COVID Regulations which remove the legal requirement to social distance and other limitations.

The base document for this Protocol is the Guidance published on its website by The Scout Association 17th September 2021.

PRELIMINARY ASSUMPTIONS

The protocol is prepared in accordance with the following:

- Visits to site are made by Scout Groups or other youth groups. Other youth groups may be operating under different rules to Scouting, but where this is the case the more limiting rule will govern the visit.
- Residential visit means any overnight stay whether this be camping in tents, hammocks, under the stars or within accommodation buildings and are covered by the Scout Association's Nights Away Notification system and a relevant Risk Assessment completed by the visitors and signed off by their District Assessor. (Where the booking is from other Youth Groups they will follow their own rules, but will submit their Risk Assessment for the visit to the BMC before the visit.)
- The advice on social distancing to maintain a 2m separation if possible and where this is not possible for prolonged periods face coverings should be considered by all over the age of 11 years whether inside or outside.
- COVID SECURE workplace systems in accordance with HSE guidelines are in place and will be maintained by the Hirer.
- The site has registered with NHS Test and Trace and has a QR code displayed.

BMC staff are defined as Wardens, Service Team members and SAS volunteers who have undergone specific training to administer this Protocol and to provide a COVID secure environment.

WHO THIS APPLIES TO:

This protocol is for parties (Scout Groups and all others) who wish to visit Blackhills Scout Campsite for day/part day visits or residentials and to volunteers who provide services to the site.

The Scout Association's policy and rules will apply to all visitors www.scouts.org.uk/por. These rules will be enforced for members of other organisations in respect to child protection and other safety areas.

USING BUILDINGS?

The Scout Association will allow users of buildings to do so without the use of face coverings, provided close contact with other does not occur. If close contact is required users are requested to wear a face covering during this period.

Restrictions on the number of people sharing a bedroom have been removed and therefore the buildings limits revert to the maximum number of beds available within each. This limit must not be exceeded. It

remains good practice that ventilation be maximised by ensuring windows are opened on tilt whilst people are in the room.

Additional camping using the building facilities as has been common custom will be permitted.

It is a requirement of hire that a Risk Assessment be submitted either to the Scout NAN administrator or if a non—Scouting booking to the Blackhills Booking Secretary which will describe how the hirer will manage COVID transmission whilst on site. Particular attention should be directed at how this transmission risk will be minimised if the group numbers exceed the maximum sleeping accommodation numbers in buildings.

- ✓ Rhodes Hut. – maximum of 36 people.
- ✓ Grimley Centre – maximum of 16 people.

If the building is not used for residential (e.g. Eaton) then the user must conduct a risk assessment to determine the maximum numbers within the building following the guidance available from TSA or other similar bodies and the Government or Local Health boards.

Best practice requires the building users adopt an enhanced cleaning policy throughout the building during its use.

- ✓ Toilets should be cleaned and sanitised twice daily.
- ✓ Handwashing after use of the toilet must be enforced.
- ✓ The use of separate adult and young people’s toilet and wash facilities should be considered.
- ✓ Kitchens should be operated by the same adults throughout the stay and cleaned and sanitised after every meal.
- ✓ Waste should be cleared on a regular basis and not allowed to collect over a weekend before being moved to disposal.
- ✓ Use of hand sanitiser is recommended whenever people enter the building.
- ✓ Adults should consider sanitising hands as they change activities, or move to help individuals during the stay.

The showers within each building will be available. They should then be thoroughly cleaned and sanitised between users. This will be the responsibility of the hirer.

The hirer shall address the need to minimise COVID transmission during all activities on site. Consideration shall be given to limiting areas of site use when others are on site enabling distancing between groups to be maximised.

The hirer shall maintain a register of all attending both for Fire Safety and COVID Test and Trace. The register shall be maintained for a minimum of 21 days after the visit. The group’s leader shall register the group at reception using the sign in sheet provided.

CAMPING

The site has about 15 available camping sites within the woodland. Each may be used for residentials.

Campers are reminded that the Scout Association requires a risk assessment to demonstrate that the hirer will minimise the risk of COVID transmission whilst on site. This applies to all hirers, Scouting or non-Scouting. The RA shall be submitted to the Scouting NAN administrator for Scouting bookings and to the booking secretary for all non-Scouting bookings.

Good practice developed over the pandemic recommends:

- ✓ Sleeping head to toe with bags between each occupant to maximise distance when asleep.
- ✓ Tent ventilation should be increased by only using the fly netting on inner doors of tents.
- ✓ A reduction in occupancy of tents which would normally sleep more than 4 people.
- ✓ Leaders should consider having individual tents and facilities.
- ✓ The camp cook should where possible be a single individual who does not mix with others during the camp.

The campsite has two toilet blocks providing toilet and wash facilities for male and females. A disabled facility is located in the main toilet block and showers for male and females may be found in the main toilet block.

Good practice recommends that adults make use of separate facilities to children. To that end the disabled facility in the Main Toilet Block the first cubicles in the 2nd toilet block will be designated adult only. Single occupancy of these facilities is required.

Good practise would also require limiting the occupancy of each young person's toilet facility to that afforded by the availability of toilet or wash areas. All other young people should remain outside the buildings until facilities become free.

Toilet space shall be cleaned and sanitised by the hirer at frequent intervals during the residential. It is recommended that this be at least three times each day using antibacterial spray cleaner on all hard surfaces.

Showers are available and users are asked to conduct full cleaning and sanitising of the shower space after each use.

Site trolleys will be made available to each group to move equipment from the access point to the camp area. These will be returned to the container after use and will be sanitised by BMC staff before being returned to storage.

Vehicles associated with the hirer's group only will be permitted to the turning circle to drop off equipment. Unloading shall be done as quickly as possible. The vehicle will be returned to the car park as soon as it is unloaded. No other group will be permitted to use the turning circle until the equipment and vehicles of the first group have been removed.

The campers may access the common wood pile, but should endeavour to maintain social distancing and avoid mixing with other users.

The hirer is reminded that they are responsible for the safety and security of their own site and extended zone. They should ensure that they have adequate first aid and firefighting equipment for their stay.

The Scout Association has published information about best practice during camps with respect to tent occupancy and general hygiene. This may be found at www.scouts.org.uk/volunteers/getting-back-together-safely/nights-away-and-international-travel/planning-covid-safe-nights-away-in-2021/.

The hirer shall maintain a register of all attending both for Fire Safety and COVID Test and Trace. The register shall be maintained for a minimum of 21 days after the visit. The group's leader shall register the group at reception using the sign in sheet provided.

VOLUNTEERS

Volunteers conducting work on site, or helping with activities should report to Reception in the Clewer Building whether a warden is present or not. Hand sanitiser will be used before access to any building.

The volunteer will be required to sign in and out in the Visitor's log sheet. The time onto site and when leaving is asked for on the form so should any incident occur on site which may result in Local Health Boards or Test & Trace requiring isolation of personnel the request can be better directed.

The warden will advise the volunteer of the presence of other site users and agree access arrangements to parts of the site needed by the volunteer.

Where a warden is not present the volunteer is asked to contact the Booking Secretary (0300 020 0651) to confirm their visit. The Booking Secretary will inform the volunteer of any other site users. (If the visit is a regular or repeat one, let the Booking Secretary know and it will be added to the site diary. There is no requirement then to check each time.)

Whilst on site the volunteer will follow the work practices and protocols set out in the Campsite Handbook (available from the Site Office in the Clewer Building).

STEP 1 – Making an application for Visits with Young People

All bookings will be made through the Booking Secretary (0300 020 0651). The normal booking form will need to be completed for all visits, including evening and part day visits.

The contact answering the call will log the following information:

- a) The name and contact details of the visitor.
- b) Confirm with the enquirer that they will submit the Night Away Notification and Risk Assessment for their event prior to the start of the hire. (Non-Scout hirers will be asked to submit the Risk Assessment for their event and confirm that they comply with the regulations current within their organisation.)
- c) Preferred date of the visit.
- d) Whether they wish to book camping or a building.

The Enquirer will be reminded that they will be required:

- i. To have Third Party Liability Insurance cover for their group equal to that of the Scout Association (£5M). (Scout Groups automatically have this in place, no additional insurance is necessary.) The booking will not be confirmed until this is confirmed.
- ii. They will follow the Government guidance for minimisation of transmission of COVID-19.
- iii. They agree to the programme of cleaning set out in this document, before, during and after the booking.
- iv. To send a risk assessment for the activity to be carried out. The booking will not be confirmed until this has been reviewed alongside the premise's own risk assessment. This assessment must address the COVID critical criteria of
 - a. Maintaining social distance at drop off and pick up: higher risk of infection spread if social distancing not maintained.
 - b. Maintaining social distance during meeting: higher risk of infection spread if social distancing not maintained.
 - c. Hygiene of people: higher risk of infection spread if proper hand washing not conducted
 - d. Hygiene of toilets: higher risk of infection spread if hygiene not conducted
 - e. Hygiene of activity equipment: Higher risk of infection spread if hygiene not conducted.
 - f. Use of spaces which cannot be cleaned
- v. To maintain a register of those visiting site.
- vi. Wash hands on arrival on site and regularly during the time on site.
- vii.** They need to provide their own First Aid kits and be able to administer their own first aid, as necessary.

STEP 2 – Preparation

The hirer shall prepare a Risk Assessment before the visit which demonstrates they will maintain a level of control to limit COVID transmission during their visit. This may include social distancing, increased hygiene and minimising contact with other groups on site.

The hirer is required to ensure that the present rules for COVID safe nights away are adhered to when booking any residential visit. These currently include the advice to recommend all participants take a lateral flow test immediately prior to departure and twice a week throughout the trip and on return for those age 11 and over. These are the responsibility of the hirer and not of Blackhills Scout Campsite or its management. The rules, which are updated regularly may be found at

www.scouts.org.uk/volunteers/getting-back-together-safely/nights-away-and-international-travel/planning-covid-safe-nights-away-in-2021/

The hirer shall arrive on site before the main party to meet the BMC staff member allocated to the visit. Before entering any building, the hirer shall wash or sanitise their hands.

The BMC staff will advise on the additional hygiene facilities available on site during the period of hire and explain the facilities and policies in force during the hire.

The hirer will sign the Visitor Log Sheet on behalf of the group. The log sheets will be retained for a minimum of 28 days before being destroyed. The hirer is reminded to retain the register of attendees for a period of not less than 21 days.

The BMC staff will take the hirer to their allocated area. The location of the toilet facilities, water point and the like will be explained. Any boundaries and requested conditions with neighbouring groups will be explained to the hirer.

STEP 3 – Additional Rules on Using Buildings

1. Before entering any building, the users shall wash or sanitise their hands,
2. Where toilet breaks are needed each user is asked to wash or /sanitise their hands before using the toilet as well as on leaving.
3. The hirer is asked to ensure that the toilets do not become a meeting point or bottleneck.
4. Within the building social distancing shall be encouraged. Where social distancing cannot be maintained the use of face coverings shall be considered. (Scouting guidance suggests closer than 1m for periods exceeding a few minutes.)
5. The kitchen should be operated by one designated person only during the stay. High standards of hygiene are expected when the kitchen is in use.
6. Social distancing rules are in force throughout the site.

STEP 4 – Opening the Building for Hire

The building to be hired may be opened by BMC staff or the hirer.

If available BMC staff will assist the hirer in setting up the sanitisation facilities and with the pre-hire disinfection. If no BMC staff are available, the hirer will assume full responsibility for conducting these preparations.

The hirer shall ensure that arrivals are socially distanced and do not cause bottlenecking with other site users.

STEP 5 – Cleaning/Disinfection

During the residential the hirer shall ensure that high touch surfaces are disinfected using an approved viricidal cleaner. The hirer shall provide their own supply of this and clean cloths. This applies to camping areas, water points, toilets or buildings.

High touch points include:

- Door handles, edges and push plates
- Taps
- Toilet flush buttons or levers
- Toilet seats and bowls
- Paper towel dispensers
- Light switches
- Chair arms and backs
- Tabletops and edges
- Computer keyboards and mice

These points should be wiped regularly with a clean cloth sprayed with a viricidal product (antibacterial cleaner rated for coronavirus). They should not be dried and only wiped to apply the product. The cloth should be discarded after each use.

On completion of the visit the Hirer shall ensure the area is clean and tidy and all waste is removed to the agreed location.

The hirer will ask the BMC staff to check that all facilities hired are returned in an acceptable standard before leaving site.

The hirers shall sanitise their hands before leaving and shall inform the BMC staff if on site (or telephone the booking number to confirm their departure).

The following procedures will then be implemented by the BMC staff or if not available by the hirer.

- ✓ The BMC staff will ensure that the car park wash station water supply is isolated and the dispensers removed to storage. The bin shall be emptied into the skip and a new bin bag placed in the empty bin.
- ✓ Paper towel, soap and or sanitiser dispensers in the building shall be replenished from the stores provided.
- ✓ Once the building or camp area has been cleaned the high touch areas and any tools used such as vacuum cleaners, mops or brushes should be wiped with antibacterial cleaner as described above.
- ✓ All equipment should be returned to its storage location and as doors are closed, they too shall be wiped with a cloth sprayed with bleach.
- ✓ The same procedure is then used as the building is locked up after the hire, finishing with the key used to lock up the last door or shutter.
- ✓ The cloth used shall then be discarded in the car park wash station bin.
- ✓ BMC staff if on site or if not, the hirer will lock the main gate as they depart.

The hirer shall inform the BMC booking secretary on the number given above if any of their party develop COVID-19 symptoms within 7 days of their visit or are required to self-isolate by any Government agency within the same time period. COVID-19 is a reportable incident under both COSHH regulations and Scouting rules.

STEP 6 – BMC Staff activity before, during and after the visit

The BMC staff will confirm that the building or camping area has been cleaned in accordance with the guidance from HM Government before the hire commences and on completion. That guidance (15 July 2020) states that

“As a minimum, frequently touched surfaces should be wiped down twice a day, and one of these should be at the beginning or the end of the working day. Cleaning should be more frequent depending on the number of people using the space, whether they are entering and exiting the setting and access to handwashing and hand-sanitising facilities. Cleaning of frequently touched surfaces is particularly important in bathrooms and communal kitchens.

When cleaning surfaces, it is not necessary to wear personal protective equipment (PPE) or clothing over and above what would usually be used.”

If additional cleaning is required a charge may be imposed on the hirer to cover that incurred.

When available BMC staff will open the site for the hirer.

They will confirm that the hirer has supplies of cleaning materials to be used during the visit and assist as appropriate in setting up the external wash facilities and sanitiser points. [*This may be at a time prior to the hire.*]

The BMC staff will receive the Health Declaration from the hirer. If no BMC staff are available, the form shall be e-mailed to the Booking Secretary before the visit commences.

On completion of the hire BMC staff will confirm the cleanliness and hygiene of the building or camping area. If this is after the hirer has left on leaving the building BMC staff will conduct a final disinfection as described in Appendix 3.

The Booking Secretary will receive any reports of potential COVID-19 issues from the hirer and will contact any other site users and the designated BMC staff members who may have had contact with the group. The report from the Booking Secretary is for information only. The current advice is that the Test & Trace Service will contact those people who should self-isolate.

The Booking Secretary will report the potential COVID-19 issue to the Site Manager at the earliest opportunity. The Site Manager will take the necessary steps working with BMC staff to ensure the site facilities used by the group are isolated and cleaned appropriately. The Site Manager shall report any incident to the Scout Association using the on-line Smart Form “Incident Report Form”

<https://app.smartsheet.com/b/form/f16aec805bee49cdbc4d12c82b5e7d2b>

BMC staff will co-operate with local and national authorities in the event of any outbreak or potential connection to an outbreak of disease on site. The procedures and practices adopted will be those of the local or national authority.

CONTACT NUMBERS

Site Manager – John Reynolds -
manager@blackhillscampsite.org.uk

Bookings – Jacqueline Craven –
bookings@blackhillscampsite.org.uk – tel 0300
020 0651

Site address: Blackhills Scout Campsite, Lee Lane, Cottingley, Bradford BD16 1

Appendix 2 Hirer’s Checklist

Name of hirer **Date of hire**.....
Building or Camping Zone Hired

SET UP (completed by warden)

- | | | | |
|-----------------------------|--------------------------|--------------------------------|--------------------------|
| Car park washstand water ON | <input type="checkbox"/> | Building open/shutters removed | <input type="checkbox"/> |
| Soap and towels available | <input type="checkbox"/> | Soap & Towels in toilets | <input type="checkbox"/> |
| Bin bag in bin | <input type="checkbox"/> | Sanitiser stations filled | <input type="checkbox"/> |

PRE-ARRIVALS DISINFECTION OF HIGH TOUCH SURFACES (completed by warden)

- | | | | |
|-------------------|--------------------------|-------------------------|--------------------------|
| a) Toilets | <input type="checkbox"/> | d) Chair arms and backs | <input type="checkbox"/> |
| b) Light switches | <input type="checkbox"/> | e) Tabletops and edges | <input type="checkbox"/> |
| c) Door handles | <input type="checkbox"/> | | |

ARRIVALS (hirer and warden together)

- | | | | |
|------------------------------|--------------------------|---------------------------------|--------------------------|
| Hands washed before entering | <input type="checkbox"/> | Explained toilet procedure | <input type="checkbox"/> |
| Contact details collected | <input type="checkbox"/> | Explained meal/breaks procedure | <input type="checkbox"/> |
| Explained fire drill | <input type="checkbox"/> | Social distancing rules | <input type="checkbox"/> |

MID HIRE DISINFECTION OF HIGH TOUCH SURFACES (completed by hirer)

- | | | | |
|-------------------|--------------------------|-------------------------|--------------------------|
| f) Toilets | <input type="checkbox"/> | i) Chair arms and backs | <input type="checkbox"/> |
| g) Light switches | <input type="checkbox"/> | j) Tabletops and edges | <input type="checkbox"/> |
| h) Door handles | <input type="checkbox"/> | k) Trolleys | <input type="checkbox"/> |

DEPARTURES (completed by hirer)

- | | | | |
|--------------------|--------------------------|---------------------------------------|--------------------------|
| Building cleaned | <input type="checkbox"/> | Hands washed before leaving | <input type="checkbox"/> |
| Equipment put away | <input type="checkbox"/> | | |
| Waste to skip | <input type="checkbox"/> | Social distancing rules for departure | <input type="checkbox"/> |

LOCKING UP (final check by warden)

- | | | | |
|------------------------------|--------------------------|--|--------------------------|
| Final Disinfection | | Bin bag in bin emptied | <input type="checkbox"/> |
| a) Toilets | <input type="checkbox"/> | New bin bag in bin | <input type="checkbox"/> |
| b) Light switches | <input type="checkbox"/> | Soap & Towels in toilets topped up | <input type="checkbox"/> |
| c) Door handles | <input type="checkbox"/> | Sanitiser stations filled | <input type="checkbox"/> |
| d) Chair arms and backs | <input type="checkbox"/> | All cleaning materials returned to store | <input type="checkbox"/> |
| e) Tabletops and edges | <input type="checkbox"/> | All shutters closed | <input type="checkbox"/> |
| f) Trolleys | <input type="checkbox"/> | Door locked | <input type="checkbox"/> |
| | | Key disinfected | <input type="checkbox"/> |
| Car Park washstand water OFF | <input type="checkbox"/> | Cloth dropped in bin | <input type="checkbox"/> |
| Soap and towels topped up | <input type="checkbox"/> | | |

I confirm all the above checks have been completed during this hire.

Signed Date

Countersigned by warden