



**CRANHAM**  
**SCOUT CENTRE**

Cranham Scout Centre (CSC)  
Visitor Instructions - COVID-19 Supplement  
September 2020

*Working in Partnership for Safety's Sake!*

**The Partnership:**

- ✓ **CSC** will create Covid-safe zones for groups to visit in their own 'bubble'
- ✓ **CSC** will manage timings and facilities to avoid 'crossovers' and any risk to social distancing
- ✓ **CSC** will minimize staff contact and restrict face-to-face interaction with groups and their leaders to essential actions. To avoid contact risks activity equipment will not be made available.
- ✓ **CSC** will maintain and regularly update site risk assessments for Covid infection control. (See appendix)
- ✓ **Group Leaders** will manage their arrivals, activities and departures in line with CSC safety procedures and within their designated activity and facility zones.
- ✓ **Group Leaders** will direct and manage all their participants, as well as staff / volunteers / parents / carers / drivers involved to ensure risk is controlled.
- ✓ **Group Leaders** will be responsible for their own risk assessments and for ensuring hygiene and sanitising procedures are fully complied with by all involved in their group.

***IT IS ESSENTIAL THAT NO ONE DISPLAYING POSSIBLE  
COVID – 19 SYMPTOMS SHOULD VISIT THE SITE***

Group Leaders must keep a detailed register of all visitors coming onto the site in case 'track & trace' requirements are triggered.

## Categories of Guidance, Permissions and Restrictions

Cranham Scout Centre will accept and facilitate visits in line with the appropriate Government, Public Health and governing body guidance for that group or sector as it relates to activities, overnight stays, maximum 'bubble' numbers, prevention procedures etc. (e.g. guidance for General Public, Schools, Youth Groups).

### Managing Site Use

- Arrival and departure instructions along with the 'Visitor Instructions – Covid 19 Supplement' will be emailed to users in advance of their visit (or a download link provided)
- Group arrival and departure times and 'windows' will be allocated prior to arrival and must be managed by group leaders to avoid group crossover.
- Visitor groups must remain on site and keep activities away from the village; however supervised wood collection in the immediate vicinity of Buckholt Woods is acceptable.
- All visitors are required to hand wash (or use sanitiser) on arrival and before any contact with site facilities.
- All visitors are required to maintain social distancing at all times (unless unavoidable e.g. for urgent first aid or safety needs)
- Clear colour-coded zones will be marked and mapped as needed for outdoor activity, with additional signage at appropriate locations
- Groups must operate in their own 'bubble' and not mix with other site users.
- Limited activity equipment will be available to avoid risk through shared contract, restricted equipment and zones will be cordoned off and must not be used. Strategies for safe use of available outdoor equipment will be implemented asap in line with national guidance.
- On the main site there will be shelter available for red and blue zone groups on request in a section of the marquee (which has roof, end panels and a partition but no sides. In the Grove a party tent (roof only) will be available to be allocated to one group on request.
- Limited benches and tables will be available on request (and spray sanitised between users)
- Altar fires will be available in each zone and extras may be re-allocated according to demand.
- The campfire circle will be available to book. Seating will be quarantined and/or spray sanitised between users.
- Groups / individuals moving between zones and facilities must avoid contact with other groups, observe 2m social distancing with other groups' participants and avoid lingering between allocated areas.

## Indoor Activities

- In addition to all site user guidance above, hand-sanitising and regular handwashing apply to those entering and moving through the buildings.
- Social distancing should be pre-arranged with furniture layout and/or markers to ensure proximity is controlled
- Group leaders should ensure that non-essential movement is avoided and that participants are clear how to seek consent for any movement within the building e.g. toilet access.
- Group leaders should ensure that touch points, equipment and paraphernalia are minimized and disinfected between uses.
- Where feasible doors and windows should be opened so that areas are well ventilated
- Facemasks and other PPE should be worn in line with government and/or sector guidance.

## Toilets

- Regular handwashing is essential to infection control and hand soap is provided; it is recommended to groups that the hand sanitiser provided is used by all individuals on each occasion prior to entering the outside toilet blocks or inside toilets; the dispensers are fitted near the entrances to each facility.
- Groups must manage the use of facilities themselves – for outside activities each group will be assigned exclusive use of a separate toilet block, allocated as unisex, cubicles and sinks are limited in number by barriers. Urinals are blanked off. No showers will be available other than for permissible overnight stays. Inside groups must control corridor access to toilets through a one-way circulation or 'one at a time' access.
- Waste bags will be removed between groups and quarantined in the allocated outside bin before being added to the main bins.
- For campers, male, female or accessible facilities will be allocated as separate unisex blocks, 'backpackers' and small family camps will generally be allocated the accessible toilet & shower room on the main site or either male or female facilities in the Grove.

## Showers (Outdoor Blocks)

- Available to campers only, see above – Group lead / individuals to manage during the visit.
- All shower trays must be mopped down by group leader / individual using the dedicated mop & bucket provided.
- Mop handles must be sprayed / wiped down after each use with and wipes disposed of in the block's waste bin or the 'quarantine' bin in the outside bin compound.

## Food & Refreshments

- Groups must manage their own contact risk controls when providing refreshments for their participants. Although any Centre equipment requested will be provided in line with Covid contact safety guidance, group leaders will be responsible for any hygiene and infection control measures needed. NB. Guidance on PPE, preparation, distribution, disposal etc. can be found on-line via hospitality and catering industry links.
- Any 'service' should comply with social distancing requirements and participants should be discouraged from congregating around distribution points.

## **Track & Trace: Should someone become ill and / or present possible Covid symptoms whilst on site or in the 14 days following departure:**

- The site manager(s) MUST be informed immediately.
- If on-site the individual must leave the site as soon as is safe and practicable, and all possible contact areas must be thoroughly cleaned & sanitised (Group leaders must liaise with site manager(s) with regard to cleaning / sanitising).
- A sheltered 'quarantine' waiting area will be arranged by the site manager(s) if needed.
- The group leader must complete the site Covid risk report form which will be provided.

All visiting group leaders will be informed of the risk by site manager(s) and will in turn inform all their participants (or parents / carers as appropriate)

In addition to CSC procedures the Government track and trace QR code is displayed on site. Please Note: use by 16+ participants is optional and is NOT an alternative to site requirements.

Appendix a

# Cranham Scout Centre

## COVID-19 Site safety risk assessment FOR 'PERMITTED' USER GROUPS ENGAGING IN OUTDOOR ACTIVITY

Site users will be responsible for group health & safety measures during the visit. Cranham staff / volunteers will sanitise and check hygiene supplies before and after visits. Covid safety signage will be maintained in key areas.

<b>Assessor: Cal Williams</b>
<b>Role: CSC Manager</b>
<b>Assessment date: Sept 29th 2020</b>
<b>Review date(s): Oct 29th 2020</b>
<b>Activity Areas: Main Site &amp; The Grove</b>

Hazards associated with the coronavirus pandemic	Potential risks to visitors caused by hazards	Control measures	Further actions required
<b>Infection Prevention, Cleaning and Visitor Safety</b>			
Risks of virus transmission	<p>There is a direct threat to health and wellbeing from transmission of the COVID-19 coronavirus while on site.</p> <p>People can catch the virus from others who are infected, both symptomatic and asymptomatic in the following ways:</p>	<p>Circulate clear Covid safety procedures and instructions for public visitors and leaders of visiting groups; these set out how visitors should behave and the precautions they must adopt during the pandemic to keep them and others safe, complement these with clearly marked access and restricted zones along with</p>	

	<p>The virus moves from person-to-person in droplets from the nose or mouth spread when a person with the virus coughs or exhales.</p> <p>The virus can survive for up to 72 hours out of the body on surfaces which people have coughed on.</p> <p>People can pick up the virus by breathing in the droplets or by touching contaminated surfaces and then touching their eyes or mouth.</p>	<p>prominent and well placed signage and safe practice information posters.</p> <p>Ensure visiting groups have their own approved trip &amp; activity risk assessment and that it is in line with CSC procedures.</p> <p>Practice effective social distancing while in and around the site, Where there is an unavoidable limit to social distancing participants should move to / through a side by side or back to back position to avoid face to face proximity.</p> <p>Ensure group arrivals and departures avoid overlaps and clashes, Zone parking to fit activity areas and facilities.</p> <p>Ensure group leaders control drop-offs / pick-ups so that drivers / passengers do not alight on site unnecessarily.</p> <p>Ensure different groups remain in their dedicated 'bubble' zones and move swiftly and carefully between activities and facilities.</p> <p>Require and remind visitors to:</p> <ul style="list-style-type: none"> <li>cover the mouth and nose with a tissue or sleeve (not hands) when coughing or</li> </ul>	
--	---	--	--

		<p>sneezing (Catch it — Bin it — Kill it)</p> <ul style="list-style-type: none"><li>• put used tissues in the bin straight away</li><li>• wash hands regularly with soap and water for at least 20 seconds (use hand sanitiser gel if soap and water are not available)</li><li>• avoid close contact with people who are unwell</li><li>• avoid touching face, eyes, nose or mouth if hands are not clean</li></ul> <p>Clean and disinfect frequently touched objects and surfaces between group visits.</p> <p>Keep risk assessments under review to ensure that a safe environment is maintained.</p>	
--	--	--	--

Higher Risk Areas			
<p>Some areas of the site may present a higher risk than others – this may include areas such as toilets, fixed activities such as challenge course, children’s play equipment, traverse wall and indoor activities / meetings.</p>	<p>Heavily used areas of the site are more likely to present an infection transmission risk Essential for visitors to wash hands regularly but also that toilets are kept clean and free of coronavirus contamination. A number of visitors using the same facilities may compromise their ability to comply with social distancing: Increased risk of people coughing and touching door handles, taps and toilet flush handles</p>	<p>Ensure higher-risk high-traffic areas of the site are COVID- secure by applying appropriate safety precautions, including:</p> <ul style="list-style-type: none"> <li>• Stressing the need for visitors to follow good hygiene practice at all times while entering buildings and using toilets (ie regular handwashing, using tissues and disposing of them appropriately, etc)</li> <li>• Ensuring that adequate hand cleaning resources are provided; buildings and toilets to be supplied with hand sanitiser at entrances and adequate supplies of hot water, liquid soap and paper towels within.</li> <li>• Printed hand sanitising and handwashing instructions / posters and displayed throughout site, especially in toilets</li> </ul> <p>Group leaders to ensure that facility hygiene is managed to use appropriate PPE where appropriate and preferably ensure that waste bin liners are tied and deposited in the appropriate outside ‘quarantine’ bin before departure. Furniture / markers should be laid out for indoor use to indicate safe social</p>	



		<p>distancing. Group leaders must organize one way / one-at-a-time systems to avoid social distancing breaches in corridors. Doors and windows should be opened to ensure rooms are well vented when feasible. Non-essential movement within buildings should be restricted. Indoor touch points, equipment and paraphernalia should be minimised and disinfected as necessary to avoid contact infection.</p>	
--	--	--	--

Cases of possible infection on site			
<p>People becoming unwell while on-site, a symptomatic user accessing the site in contravention of agreed procedures or as an unauthorised member of the public.</p>	<p>High risk of transmission</p>	<p>If a someone becomes or is found to be unwell on site with coronavirus symptoms (a new, continuous cough or a high temperature) they should be sent / taken home and advised to follow government advice to self-isolate</p> <p>The following actions should be taken within the site:</p> <ul style="list-style-type: none"> <li>• All users to be notified via group leaders</li> <li>• Incident form to be completed</li> <li>• All surfaces that a symptomatic person has come into contact with must be cleaned and disinfected, especially objects visibly contaminated with body fluids and all potentially contaminated high-contact areas such as toilets</li> <li>• Public areas where a symptomatic individual has passed through and spent minimal time, such as corridors, but which are not visibly contaminated with body fluids, can be cleaned thoroughly as</li> </ul>	

		<p>normal</p> <ul style="list-style-type: none"><li>• Cleaning staff should use disposable cloths or paper roll and a combined detergent disinfectant solution</li><li>• Cleaning staff must wear appropriate PPE</li><li>• Waste from cleaning of areas where possible cases have been (including disposable cloths and tissues) should be “double-bagged” and tied off; bags should be placed in the secure waste holding area for 72 hours before being disposed of in general waste</li></ul>	
--	--	---	--