



CRANHAM SCOUT CENTRE

Cranham Scout Centre (CSC) Visitor Instructions - COVID-19 Supplement July 2021

Working in Partnership for Safety's Sake!

The Partnership:

- ✓ **CSC** will allocate Covid-safe areas for groups to visit in their own 'bubble'
- ✓ **CSC** will work with groups to manage timings and facilities to avoid 'crossovers' and any risk to social distancing
- ✓ **CSC** will minimise staff contact and restrict face-to-face interaction with groups and their leaders to essential actions.
- ✓ **CSC** will provide cleaning and sanitising guidance for contact areas and activity equipment and arrange cleaning product availability
- ✓ **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 permit and accommodate visitors 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 available to users in advance of their visit via the website or emailed download link
- Group arrival and departure times and 'windows' will be allocated prior to arrival and must be managed by group leaders to avoid group crossover.
- Only those taking part in or managing group activities may remain on site. toilets and parking are only available to them. All other people and vehicles must depart the site after the drop-off /collection 'window'
- Visitor groups must remain on site and keep activities away from the village other than in passing through; however supervised wood collection in the immediate vicinity of Buckholt Woods is acceptable.
- All visitors are required to hand wash / hand sanitise 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)
- Groups must operate in their own 'bubble' and not mix with other site users.
- Activity equipment will be subject to sanitising procedures to avoid risk through shared contract. Safe use of activity and outdoor equipment will be in line with any national guidance.
- Specialist activities involving close/high level contact and/or equipment sharing will require leaders and instructors to manage the sanitising of equipment before and between users, ensure social distancing and avoiding face to face proximity during close instruction.
- On the main site there will be shelter available to groups on request in a section of the marquee (which has roof, end panels and a partition but no sides or other covered area. 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, groups are advised to hand sanitise and to spray/wipe furniture before use.
- Altar fires will be available and extras may be re-allocated according to demand.
- The campfire circle will be available to book in liaison with other users.
- Groups / individuals moving between zones and facilities must avoid contact with other groups, observe 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 and other facilities.
- 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 – cleaning products will be provided, for outside activities each group will generally be assigned exclusive use of a separate toilet block, allocated as unisex. Inside groups must control corridor access to toilets through a one-way circulation or 'one at a time' access.
- Waste bags should be removed by groups and placed in the appropriate outside 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.
- Some groups e.g. schools may be allocated more facilities to meet safeguarding policy requirements.

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.