



Buckmore Park Scout Campsite CIO Covid 19 Pandemic Operating Procedures

VERSION 1.0 7th July 2020

Introduction

These operating procedures have been produced by the Buckmore Park Scout Campsite (BPSC) CIO Charity Trustees and must be complied with by all those that help manage, organise, maintain, develop, operate and visit the site. In particular these operating procedures must be followed by all Buckmore Park Scout Campsite CIO members (Charity Trustees, Operations Committee and Service Crew). Failure to do so will lead to a review by the Charity Trustees and those concerned may be excluded from the site temporarily or permanently. The Buckmore Park Scout Campsite Charity Trustees take the safety of all those that help at the site and visitors to the site as their highest priority.

This document should be read in conjunction with:

1. Buckmore Park Scout Campsite Risk Assessment.
2. Buckmore Park Scout Campsite Covid 19 Risk Assessment.
3. Buckmore Park Scout Campsite Covid 19 Cleaning Procedures
4. BPSC Lone Worker Policy and Guidelines

Principals of the Operating Procedures.

The principals of these operating procedures are to follow latest Government, National Youth Agency and Scout Association advice. These procedures will be updated as soon as is reasonably practical following any amendments by the Government, National Youth Agency and the Scout Association. If a CIO member identifies a conflict between Government advice, Scout Association Advice and these Operating Procedures to should be brought to the attention of a Charity Trustee as soon as is reasonably practical.

Procedures for CIO members visiting and working on site.

For any CIO Members visiting or working at Buckmore Park the following must be adopted:

1. CIO Members are not under any pressure to visit the site during the Covid19 pandemic and CIO members should not apply any pressure on other members to attend - even if in jest.
2. Follow all Government guidelines in relation to Covid 19 including but not exclusively social distancing and personal hygiene guidelines. Posters covering key aspects will be displayed on site.

3. All surfaces should be assumed to be infected with Covid 19 and the appropriate precautions should be taken to minimise risk to personal health. This starts with the lock and entrance gates.
4. If a CIO member is working alone then the lone working procedures must be followed.
5. CIO members should stay outside as much as possible as it is accepted that that is safer than being in a building.
6. No more than one person should be in the Crew Room container at any one time.
7. If more than one CIO member need to be indoors at the same time Inglenook must be used whilst maintaining social distancing.
8. When entering and exiting buildings – particular attention should be paid to social distancing as one way systems are not practical in all the buildings on site.
9. A one way system is in use for Inglenook with signage clearly displaying entrance and exit.
10. Wynne Brook lodge is not in use at this time.
11. If CIO members need a toilet then the toilet must be used with a high level of personal hygiene including wiping taps, door handles and surfaces before use to ensure own personal safety. A supply of wipes will be made available in the Crew Room container.
12. If CIO members need to access buildings - strict hygiene should be observed with keys and door handles – with use of the supplied anti-bacterial wipes.
13. If CIO members need to use tools at the campsite and are willing and able to bring their own to site during the Covid 19 pandemic this is likely to be the safest option.
14. If CIO members need to use Site tools and or machinery at the campsite during the Covid 19 pandemic:
  - a. Access to tools should be done safely observing high levels of personal hygiene including use of wipes on keys and door handles.
  - b. Tools and machinery must be assumed to be infected and wiped before use.
  - c. Sharing of tools and machinery should be avoided or wiped down before sharing.
15. If CIO members wish to use messing facilities (tea coffee etc) then hands should be washed thoroughly before and all washing up should be done before leaving site in hot soapy water. CIO members must not use tea towels.
16. If a CIO member becomes infected with Covid 19 in the two weeks following a visit to the campsite they should report it immediately to one of the Charity Trustees to allow appropriate action on site to be taken.
17. Work on campsite should be focussed on maintenance and very low risk development. If a CIO member is in any doubt whether a task is to be undertaken it should be agreed with a CIO Charity Trustee.
18. All visits to the Campsite MUST be recorded on the BPSC Service Whatsapp Group in advance and ideally a minimum of 24 hours in advance.

These procedures have been produced by the BPSC Operations Committee  
Endorsed by the BPSC Charity Trustees 1<sup>st</sup> July 2020  
For review no later than 1<sup>st</sup> July 2021

# Staying COVID-19 Secure in 2020

We confirm we have complied with the government's guidance on managing the risk of COVID-19

## • FIVE STEPS TO SAFER WORKING TOGETHER •

- ✓ We have carried out a **COVID-19 risk assessment** and shared the results with the people who visit and work here
- ✓ We have **cleaning, handwashing and hygiene procedures** in line with guidance
- ✓ We are following national guidance by the **National Youth Agency** in consultation with **Public Health England** and the **Health and Safety Executive**
- ✓ We have taken all reasonable steps to **maintain current social distancing** requirements
- ✓ Where people cannot socially distance, we have done everything practical to **manage transmission risk**

Leader \_\_\_\_\_ Date \_\_\_\_\_

Who to contact: \_\_\_\_\_ Your Health and Safety Representative  
(or the Health and Safety Executive at [www.hse.gov.uk](http://www.hse.gov.uk) or 0300 003 1647)