



# Hadlow Fields

## Covid 19 - Conditions of Use Policy & Risk Assessment Outdoor Spaces & Campsite Toilet Block



<b>Event/Activity:</b> Use of Outdoor Spaces & Campsite Toilet Block. <b>Venue:</b> Campsites <u>only</u> with camping field toilet block.	<b>Maximum Number of users:</b> Each open campsite is restricted to one Unit made up of leaders and girls as defined by Girlguiding policy. Car Park maximum capacity 25 cars.	<b>Date:</b> <b>05/04/2021</b>
<b>Document Completed by:</b> Site Chairperson with scrutiny from GGW Property & Finance Committee & sign off by GGW Trustees.	<b>Decision:</b> The Trustees of GGW have confirmed that the Venue as defined above can re-open in the Covid Secure manner as described within this document.	<b>Review Date:</b> <b>01/06/2021</b>
<b>Conditions of Use Policy:</b> <ol style="list-style-type: none"> <li>1. For Girlguiding members, the use of the campsites and main field must be under the supervision of the appropriate number of adult leaders (over 18yrs) in accordance with all current Girlguiding policies and with appropriate Commissioner permission in place.</li> <li>2. Units will be allocated to a set campsite or other outdoor space for the time they are on the site.</li> <li>3. All groups or units using any aspect of the site must follow current HM Government advice on social distancing; hand washing and face coverings. Girlguiding Units should always follow current Girlguiding advice and policy when on the site.</li> <li>4. Units will be allocated set toilets to use on arrival at the site. It is essential that group members only use their allocated toilets, and that all group members follow the guidance for using the toilet block which is displayed outside each entry point.</li> <li>5. Group leaders are required to clean their designated toilet at the start and end of their booking period. Full cleaning materials &amp; instructions are provided in each toilet.</li> <li>6. Group leaders are expected to have with them a suitable Covid-19 compliant First Aid Kit adequate for their needs and an adult leader with a current 1<sup>st</sup> Response Qualification or equivalent.</li> <li>7. Group leaders are required to ensure that no group member attends the site with suspected Covid-19 symptoms. Group members should not attend where a member of their household is self-isolating.</li> <li>8. The Adventure Playground and Traversing Wall are available for use. It is the responsibility of Group Leaders ensure they use this in a Covid-19 secure manner and they have addressed the risk of its use in their risk assessment.</li> <li>9. None of the on-site hireable resources are currently available currently.</li> <li>10. All site users but be off site by 9.45pm.</li> <li>11. All users agree to comply with the Hadlow Fields Site Rules Policy and any failure to comply with these rules will result in users being asked to leave the site and future site bookings will be cancelled.</li> <li>12. All users are expected to show consideration to other site users and our neighbours when arriving / leaving the site and in carrying out on site activities.</li> <li>13. All users are expected to leave their campsite, shelter, fire circle in a clean and tidy condition at the end of their use. All rubbish should be placed in the appropriate bin at the end of the driveway.</li> </ol>		

Following actions have been taken by Girguiding Wirral as part of the re-opening process of the outdoor space at Hadlow Fields to ensure the site is Covid-19 secure.

<b>Preparing the Site: Covid Security</b>
<b>Hand washing facilities:</b> hand sanitiser stations installed at the entry to the campsite toilets and on the Gate House entry point; hand soap dispensers installed in the campsite toilet block and at the outdoor sinks; hand driers operational & paper towel dispensers also installed.
<b>Cleaning materials:</b> toilets are fully stocked with appropriate cleaning materials; disposable cloths & paper roll to allow group leaders to clean their allocated toilets before the start of their session and at the end of their session.
<b>Signage:</b> social distancing, hand washing, covid 19 advice signage has been installed in the toilet block & round the Gate House.
<b>Preparing the Site</b>
Throughout the period of closure all essential safety and maintenance checks have continued to be carried out as per the site's approach for management of fire safety; utilities safety including water, waste disposal and grounds safety.

Hazards	Who or What is at risk of being affected & how?	What controls are in place?	Risk Likelihood (L/M/H)	Severity of risk (L/M/H)	Are further controls necessary?	Action by & date
Injury to person from a moving vehicle	All Users	<p>10mph signs on the driveway approaching the car park and speed limiter ramps.</p> <p>No Parking signs in use on key gates to allow emergency access.</p> <p>Group leaders should accompany under 16's if they need to access the car park or driveway.</p> <p>The main gate from the car park to the camping field should be kept closed.</p> <p>Vehicles are not permitted on the camping fields if the camping fields, outdoor kitchen or classroom or fairy trail is in use. At other times vehicle access to the rear of the cottage is permitted for loading</p>	Low		<p>Group leaders expected to conduct their own risk assessment if groups are walking on the driveway.</p> <p>Group leader must ensure that vehicles associated with their group remain in the car park.</p>	

		<p>/ unloading only, but drivers should not exceed 5mph. Once unloaded the vehicle must be moved back to the car park.</p> <p>This restriction does not apply to Emergency Response Vehicles attending an incident.</p>				
Poisoning / Burns from Cleaning Materials (Toilet Block)	All Users	<p>Only the cleaning products provided in the cleaning cupboards in the toilet block should be used. Hand wash soap is provided in the toilets.</p> <p>The toilet block should be cleaned by adults.</p> <p>All cleaning products are stored in the cupboard marked 'cleaning materials' in the toilet block out of the reach of children.</p> <p>COSHH data sheets are available in the cleaning cupboards.</p>	Low		Group leader to ensure cleaning chemicals are out of reach of children at all times.	
Electrocution from electricity supply or onsite appliances (Toilet Block only - ICE House not in use currently)	All Users	Electrical fixed wiring throughout the site is subject to inspection and testing on a five-year programme in accordance with current legal requirements by an approved person.	Low		No	
Electrocution / risk of electrical fire from electrical portable devices brought in by site users	All Users	<p>Cheshire Fire &amp; Rescue have advised that portable charging devices or mobile phones pose a risk of fire when stored in clothing, bags or in tents.</p> <p>Charging of an emergency contact mobile phone can be carried out in the Ice House. This is restricted to</p>	<p>Medium</p> <p>Low</p>		Group leader to have in place suitable system to minimise this risk.	

		<p>the leaders phone only. Charging must only be carried out during the day, charging must not be carried out overnight. No other electrical devices should be charged.</p> <p>Girlguiding Wirral does not accept any responsibility for any loss or damage caused to electrical device brought on to site or charged on site.</p> <p>Site users should only bring on to site electric items that have passed a Portable Appliance Test conducted by a competent person in the last 12months.</p>	Low		Group leader responsibility.	
Fire	All Users	<p><b><u>Detection &amp; Alarm System</u></b> It is the responsibility of the group leader to have in place for each campsite as suitable audible method of raising the alarm to aid evacuate in the event of a fire.</p> <p>In the event of a grass fire, fire at the woodpile or tent fire the Fire Service must be call on 999.</p> <p><b><u>Fire Drill &amp; Evacuation</u></b> It is the responsibility of the group/unit leader to have a list of all persons using the site to ensure all are safely evacuated in the event of the fire.</p> <p>A fire drill must be carried out with all users prior to the first night of the stay.</p>	Medium		<p>Group leader to arrange for an audible alarm system.</p> <p>Group leader to conduct a fire drill.</p>	

<p>Fire - Campfire Circles</p>		<p><b><u>Muster Point</u></b> Is located inside orchard farthest away from the cottage and is clearly marked with a green muster point sign.</p> <p><b><u>Extinguishers &amp; Fire Blankets</u></b> Are not provided on the camping field or in the campsite shelters.</p> <p>Water buckets are provided in each campsite shelter and should be placed adjacent to any open fires.</p> <p><b><u>Campsite Circles</u></b> Used under adult supervision at all times.</p> <p>Fires should be contained to the centre of the bricked / soil area.</p> <p>Fires must not be of a size that would reach the surrounding grass area or cause any damage to surrounding grass or trees.</p> <p>Woodpile must be at least 5m away from the campfire.</p> <p>Filled water buckets must be used.</p> <p>Ashes must be completely cold and be soaked in water before being scattered along the hedge line.</p>			<p>Group leader to provide if their risk assessment deems it necessary.</p> <p>Group leader to ensure the safety of all persons using the campfire circle.</p>	
<p>Gas leak from the LPG tank, pipework or gas appliance (toilet block boiler)</p>	<p>All Users</p>	<p>Gas tank &amp; each building are fitted with isolator valve to 'turn off' the supply, these are clearly marked.</p>	<p>Low</p>		<p>Group leader to report to the warden immediately any concerns.</p>	

		<p>Red Emergency Action signs on each isolator valve provide the emergency call out number in the event of a leak.</p> <p>Gas supply tank and pipework is subject to inspection by Calor Gas (supplier) at the time of delivery to the site.</p> <p>Fixed gas appliances are subject to an annual inspection by an approved Gas Safe Registered engineer.</p>				
Minor injury - slips / trips / falls / cuts / sprains	All Users	<p>Adult supervision at all times during activities.</p> <p>Groups using Hadlow Fields are expected to have with them suitable First Aid Kits and first aiders who are able to deal with minor injuries.</p> <p>Additional First Aid Kits are located in the Gate House, The Cottage &amp; the cleaning cupboard in the Toilet Block on the campsite.</p>	Medium		Group leader to have completed their own risk assessment for all activities their group will be undertaking.	
Major injury - head injury / breaks	Users	<p>Adult supervision at all times during activities.</p> <p>Groups using Hadlow Fields are expected to have with them suitable First Aid Kits and first aiders who are able to deal with major injuries.</p> <p>Additional First Aid Kits are located in the Gate House; The Cottage &amp;</p>	Low		Group leader to have completed their own risk assessment for all activities their group will be undertaking.	

		<p>the cleaning cupboard in the Toilet Block on the campsite.</p> <p>AED is located on the wall of the Gate House, the access code is provided to all site users on arrived as part of the booking in process. The access code has been supplied to NW Ambulance Service.</p> <p>Contact information for local hospitals /doctor/dentist can be found on the Site Users Information notice boards in each campsite shelter.</p>				
Medical Emergency	Users	<p>Protocol for calling the Emergency Services including the site address is detailed on the 'Information for First Aiders' sheet on the Site User Information Noticeboard in each campsite shelter and in the toilet block.</p> <p>Contact information for local hospitals/doctor/dentist can be found on the Site Users Information notice board in each campsite shelter and the toilet block.</p>	Low		<p>Site users should be aware of any medical needs of their members.</p> <p>Appropriate Care Plans should be in place.</p>	
Poisoning / Allergic Reaction to Plants or Insects	All Users	<p>Invasive / poisonous plant species survey is conducted regularly throughout the growing season by a member of the management committee.</p> <p>Any plant that posses a risk to site users is removed in an approved manner or will be clearly roped off to users during treatment for removal.</p>	Low		<p>Group leader is responsible for checking their campsite on arrival for flora/fauna that may pose a risk to their members. Concerns should be reported to the warden. Leaders should exclude</p>	

		Any area of the site where bees are nesting will be clearly identified.			members from that area.	
Site Maintenance	Users	<p>Planned maintenance and development work at the site will at times be necessary when the camping fields and outdoor areas are in use.</p> <p>Areas that should not be accessed by users will be clearly marked with barriers / cones / hazard fencing and signage.</p> <p>Wardens will bring these areas to the attention of the group leader when they arrive on site.</p>	Low		Group leader to ensure that their group members are informed about these restricted access areas.	
Falling branches from trees	Users	<p>The wooded area adjacent to the car park is out of bounds to all site users.</p> <p>Trees are subject to a detailed tree safety assessment survey and an annual visual review by a qualified person.</p> <p>All trees are managed in accordance with our tree risk assessment.</p> <p>Monthly visual tree inspections are conducted by a member of the management committee to monitor the on-site trees.</p> <p>Site users are expected to take extra care during periods of extreme weather, which can adversely affect the stability of a tree.</p>			<p>Group leader to report to the warden any damaged /diseased trees.</p> <p>Group leader to monitor weather conditions while on site and take action as required.</p>	

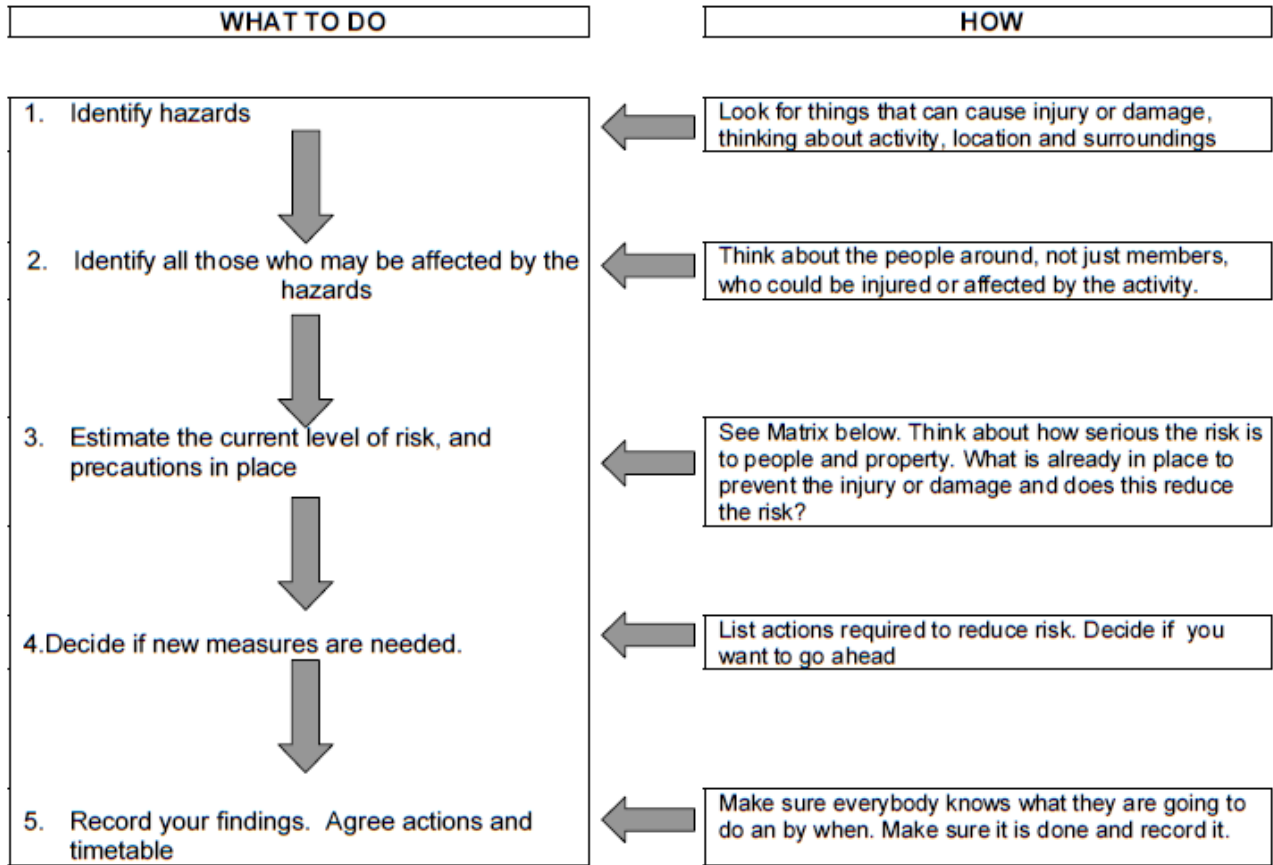


		<p>Group leaders should not pitch tents under trees as trees can unexpectedly drop branches especially in the summer.</p> <p>There are a number of newly planted young trees across the site, users must avoid carrying out activities close to them to prevent any damage.</p> <p>Tree climbing is not permitted on the site. No wood should be snapped off living trees and no living tree shall be used for practicing saw /axe / knife skills.</p>			<p>Group leaders to ensure this does not happen.</p> <p>Group leaders to ensure this does not happen.</p>	
Injury from trolleys	Users	<p>These are for the movement of bulky items or wood to the campsites.</p> <p>They should not be ridden on at any time.</p> <p>All trolleys should be returned to the trolley store in orchard immediately after use.</p>	Low		Group leader to ensure that all site users know trolleys should not be ridden on.	
Insect or wildlife problems linked to waste & rubbish	Users	<p>Commercial bins are provided at the bottom of the driveway (rubbish &amp; recycling).</p> <p>Dustbins are provided in each campsite shelter, but site users should ensure bin bags are used.</p> <p>Bins should be emptied and cleaned at the end of each stay.</p>	Low		Group leader to ensure at all rubbish and recycling is removed to the bins at the bottom of the drive.	

		<p>Neither rubbish bags nor food waste should be stored on the campsite due to the fire risk / vermin risk this poses - all rubbish to be taken to the main site bins. Sanitary disposal bins are in all toilets and are serviced regularly.</p> <p>There are no facilities on site for the disposal of medical waste; the group leader should take this off site for appropriate disposal.</p> <p>A night loo waste disposal point is located in the toilet block and should be used under adult supervision.</p> <p>Items used in cooking or food preparation must not be washed under the water taps. Lightweight campers should ask for the outdoor sinks to be turned on.</p>			<p>Group leader is responsible for disposing of medical waste appropriately off site.</p> <p>Group leader responsibility to request this.</p>	
Water supply contamination	All Users	<p>All water to the site is a mains fed supply, there are no water storage tanks on site.</p> <p>The water supply to the site and around the site is monitored in line with the site water risk assessment policy.</p> <p>New red water supply pipes are fitted to each outside tap at the start of the camping season.</p>	Low		No	
Woodpiles	Users	<p>Access to the woodpiles should be under adult supervision at all times.</p>	Low		Group leader must ensure that group members at supervised	

		Use of the equipment in the woodpile area is under the supervision of an appropriately skilled adult.			at all times.	
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## RISK MANAGEMENT



## RISK ASSESSMENT MATRIX

	Severity	Slight Harm	Harmful
		superficial injuries, minor cuts and bruises	minor fractures, ill health leading to minor disability
Likelihood			Extremely Harmful
UNLIKELY Rarely happens		LOW	multiple injuries, major fractures, fatalities
LIKELY Often happens		LOW	LOW
VERY LIKELY Nearly always happens		MEDIUM	MEDIUM
		MEDIUM	HIGH
		HIGH	HIGH