

## Oakes Holiday Centre Return to Camps Risk Assessment

The following Risk Assessment has been made by the Senior Leadership team and will be reviewed monthly in line with any changes to government advice.

What are the Hazards?	Who might be harmed and how?	What are you already doing?	Do you need to do anything else to manage this risk?	Action by whom?	Action by when?	Done?
Infection being brought to site	Existing staff and other campers	Anyone with coronavirus symptoms or in a household with someone with symptoms, will be instructed not come to The Oakes . – pre-arrival check list	Create Pre arrival Checklist for campers and staff	Jgilchrist	3.12.20	
		We will retain contact information on all visitors and engage with the NHS Test & Trace process.	Contact information collected before arrival and checked on arrival	Jgilchrist	3.12.20	
		Comply with any instructions if contacted by NHS Test & Trace. Anyone developing symptoms (persistent cough, high temperature, loss of taste or smell) whilst on site to be isolated from others and sent home immediately.	Need to designate isolation room	Jgilchrist	3.12.20	
		Follow government guidelines to protect any on team who are deemed vulnerable.  Campers to be dropped off and picked up in car park with staggered pre arranged times for both Have a minimal staff presence to limits contacts with the visiting group	Decide on best make up of camp lead Group	Jgilchrist	3.12.20	

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Infection transferred from team to visitors	Visiting campers and leaders	<p>Each camp to have a cleaning team who do not join the campers, but carry out regular cleaning during the day.</p> <p>Any team member who exhibits symptoms to be isolated as per team Risk Assessment, and take NHS COVID 19 test.</p> <p>• <b>In the case of a positive test;</b></p> <ul style="list-style-type: none"> <li>o Report to NHS Test &amp; Trace.</li> <li>o Comply with instructions from NHS Test &amp; Trace and any government guidelines regarding self-isolating team/suspending camps etc.</li> </ul>				
Transmission by airborne particles	Campers, leaders and existing staff	<p>Run day activities only to minimise risk from shared sleeping accommodation</p> <p>Comply with current Government guidelines for youth groups of maximum bubbles of 15 young people, plus youth workers and staff unless a school group already in a bubble.</p> <p>Conduct as much of the programme outdoors as possible.</p> <p>• Social distancing (2m or 1m with extra protection) between visiting “Bubble” and Oakes Team to be maintained as far as possible during all activities.</p>	Investigate hiring/ buying/ borrowing of marquee	Jgilchrist	04.12.20	

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		<ul style="list-style-type: none"> <li>• Children in Year 7 and over to wear face coverings indoors, unless there is a reasonable reason for removing it or medical reasons for exemption.</li> <li>• Guidelines for safe removal and storage of face-coverings to be followed.</li> <li>• Oakes' Team Chairs placed at suitably socially distanced spaces for meetings &amp; meal times indoors.</li> <li>• Rooms well ventilated when in use indoors</li> <li>• Tissues and tissue-bins to be provided in all public rooms, and 'catch it – bin it – kill it' promoted.</li> <li>• If more than 15 young people on site, multiple 'bubbles' to be formed.</li> <li>• Bubbles remain separate at all times;               <ul style="list-style-type: none"> <li>o Each bubble staggered arrival and departure times</li> <li>o Operate a staggered programme with each bubble attending separate games, activities &amp; meetings.</li> <li>o No more than one bubble in a room.</li> </ul> </li> <li>• Oakes team members assigned to a bubble to stay with that bubble throughout.</li> <li>• Records must be kept of who was in each bubble, to aid with NHS test &amp; trace.</li> </ul>	<p>Have spare supply of face coverings</p> <p>Use video</p>	Jgilchrist	4.12.20	

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Transmission by touch points	Campers, leaders and existing staff	<p>All medication to be handled by visiting leaders</p> <ul style="list-style-type: none"> <li>• Sanitising points to be in place at every entrance.</li> </ul> <p>Video guidance on safe practice shown at Welcome meeting at start of each camp</p> <p>Activities pre chosen before arrival to minimise contamination by pens etc.</p> <p>Encourage everyone to wash hands regularly and comply with the 'hands-face-space' guidance.</p> <p>Each camp to have cleaning team who do not join the campers, but carry out regular cleaning during the day.</p> <p>Cleaning of toilets and touch-points, to be carried out regularly throughout the day by the cleaning team.</p> <p>Oakes' team to use separate toilets to visitors.</p> <p>All toilets to have paper towels for hand drying.</p> <p>If 'bubbles' in operation;</p> <ul style="list-style-type: none"> <li>o Touch points in rooms (light switches, door handles, seats etc) to be cleaned between bubbles.</li> </ul>	Designate toilets on separate floors	Jgilchrist	4.12.20	

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		<ul style="list-style-type: none"> <li>o Where possible each bubble to use separate activity equipment which will be cleaned at the end of the day.</li> <li>o If this is not possible, activity equipment to be cleaned between bubbles.</li> </ul> <p>Restrict use of shared objects –</p> <ul style="list-style-type: none"> <li>o Campers asked to bring their own Bible, pen etc.</li> <li>o Activity equipment not to be shared. If this is not possible, equipment to be cleaned between users.</li> </ul> <p>Run games &amp; activities which allow social distance and minimise cross-contamination from touching objects.</p> <p>Team to wear gloves and face masks wherever possible except when playing games outside</p> <p>Activities offered not to include showering or placed at the end of the day's programme so showering can take place at home after being picked up.</p> <p>Have a 72 hour gap between day camps to allow any lingering virus to die on equipment etc.</p>	Plan appropriate programme	Jgilchrist	4.12.20	

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Lack of understanding of Safety Measures	Campers, leaders and existing staff	<p>Restrict service of food –</p> <ul style="list-style-type: none"> <li>o Campers to bring own packed lunch and drinks bottle.</li> <li>o If snacks are to be served, they will be individually wrapped.</li> </ul> <p>Oakes to make a "Safety Video" outlining the above procedures. This will be posted to our website and everyone booking in encouraged to watch before arrival.</p> <p>Each camp will begin with a 'welcome briefing' outlining the above procedures and requiring compliance from visitors.</p> <p>Campers will not be able to try on clothing from the merchandise store</p> <p>Singing allowed but not face to face and in lowered voices - no shouting. Everyone facing the same way.</p> <p>No "Sing us a Song" in the dining room</p>	Make Oakes camps' safety video	Jgilchirst	31.3.21	

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Review/ Revision Record		
Date of Review	Confirmed By	Comments
14.12.20	Johnny Gilchrist	Page 1 - added section on pick up and drop offs
14.12.20	Johnny Gilchrist	Page 3- added comment about ventilation in rooms when in use
14.12.20	Johnny Gilchrist	Page 5 - added wording about team not needing to wear masks when playing games.
14.12.20	Johnny Gilchrist	Page 6 - added section about singing
31.03.21	Johnny Gilchrist	Page 1 - removed section about checking temperatures
	Johnny Gilchrist	Page 5 - removed wording about gloves on camp for campers
	Johnny Gilchrist	Page 6 - added section about "Sing us a song"
	Johnny Gilchrist	Page 6 - Updated video date to reflect latest changes to it