

## Ling's Meadow/Stanton Rd Farm – Health and safety risk assessment Covid-19 2020

Person responsible for site safety: Katherine Shearer

Emergency procedures: Procedure to follow in the event of a case of Covid-19 on site is kept in the filing cabinet in the campsite office and also in the farmhouse. Guidelines for social distancing on site are provided to guests before their stay and also at a central location on the campsite.

Safety checks: Measures put in place to aid social distancing are checked daily.

People at risk: In all cases the people at high risk include campers and members of the Shearer family. At medium risk are Mr Ling, working in the farmyard and contractors/visitors to the farm.

Campers will dial 999 and alert others on the meadow and the Shearer family in the event of an emergency. The Shearer family will alert Mr Ling and visitors to the farm yard and also contact neighbours where necessary.

Source of risk	Level of risk	Action to remove/reduce risk
Distances between cars parked	High	Guests restricted to one car per tent pitch
		Extra car parking space provided adjacent to the current car park
		Each pitch allocated a specific parking space
		One car's width left empty either side of each car parking space
Bottle neck of guests at car parking area on arrival and leaving	High	Area in front of the gate to the campsite left clear and gates left open during arrival and departure times.
		More trolleys available to reduce handling
		Hand sanitiser provided at the entrance gate to the campsite
Contact with guests on arrival	High	Self check-in procedures in place.
		All guests to be allocated a specific pitch before arrival
		Handbook for new social distancing procedures and general campsite procedures to be sent out to campers before arrival.

Routes around the campsite	Medium	Guests are able to see across the campsite and to pre-empt potential contact with others
		Circular route with paths to the communal facilities provided for access to camping pitches.
		Two or three options for routes across the campsite provided
		Paths at least 5m long cut from the main circular access path to each pitch
		Open space in the communal area so that guests can pre-empt potential contact with others
Distance between groups of campers	Medium	Each pitch is at least 15m away from the next
Independence on site		Each pitch has a seating area and fire pit for independent cooking and dining,
		Each pitch is allocated with a welcome pack containing items needed for independence on site. For example, tea towels, matches, washing up bowl
		Ice blocks not provided, but freezer available.
		Den area and football pitch will be available but guests asked to use these responsibly
		Hand sanitiser to be placed at the access gate to the farmhouse
		Kath and Neel will maintain a 2m distance with guests at all times unless in the case of emergency. Guests will be encouraged to do the same.
Items that are likely to be touched by many people	High	No communal camping kit/books/maps/games will be provided in the camp kitchen this year
		Local maps will be displayed in the camp kitchen
		Walking maps will be sent with the handbook for guests before arrival
		Emergency equipment that cannot be removed, such as the first aid kit, fire extinguishers and fire blankets will be wiped daily and after use.
		Extra supplies of wood/matches/firelighters will be provided in the camp kitchen at well spaced out points
		Guests will not be offered glamping accommodation, linen or towel hire or pre-pitched bell tents this year.

		Bikes will not be left on the campsite but must be requested in advance. Bikes will be returned to us and wiped down after use.
Cash handling	Low	No cash will be used on site. Guests will pay for their booking in advance. Supplies purchased on site will be paid for using contactless payment.
Communal facilities – dining/fires	Medium	The larger BBQs in the camp kitchen will be used on a time slot basis
		Use of the pizza oven will be on a time slot basis
		A clear screen will be fitted between the two washing up sinks
		There is room in the camp kitchen for guests to use work surfaces with sufficient distance between them
		The large communal campfire will have adequate seating space for guests to socially distance
		Washing up liquid and hand soap will be provided for each sink – BENSEN1276 standard
		The canvas dining tent will have minimal/well spaced seating for occasional use in poor weather. Wherever possible the sides will be left open completely and only one half will be protected from the weather if needed.
		Extra water standpipe to be added in a more open area of the communal area where access with social distancing is easier
Communal facilities – toilets	Medium	Pitches will be allocated to a particular toilet
		Toilets and the urinal will be cleaned thoroughly each morning and checked again at regular intervals in the day. Cleaning fluid and single use cloths provided in loos and shower.
		Guests will be given their own toilet rolls in the welcome kit
		Hand soap will be provided in each toilet and the urinal – BENSEN1276 standard
		Individual hand towels will be provided for single use and washed at 90 degrees. Used towels to be placed in a pedal bin and removed regularly.
		Hot water will be provided daily and checked to see that it reached the appropriate temperature

		'In use' catches fitted on each toilet to avoid guests having to over handle door latches
		Guests will be made aware of the limited access to hot water each day.
		Taps that can be turned on and off with minimal handling in place
		We have ensured that we have sufficient cleaning materials on site for the season
Communal facilities – shower	Medium	Shower cleaned thoroughly each day and checked regularly. Cleaning fluid and single use cloths provided for guests to use.
		Can be turned on and off with minimal handling
		Hemp shower curtain replaced with plastic curtain to aid cleaning
		'In use' catch fitted to avoid over handling of the door latch
Guest showing symptoms of Covid-19	Medium	Guests to inform Kath or Neel as soon as they notice symptoms
		Loos to be deep cleaned immediately and then one allocated to that family whilst they are still on site.
		Guests to isolate on their pitch if they are unable to leave the site straight away.
		Kath or Neel to inform the other guests on site
		Trained first aider on site – PPE available to use in first aid is necessary
		Campsite to close for 72 hours for deep cleaning.
		Guests to be asked to check for symptoms before they come to the campsite.
Kath or Neel showing symptoms of Covid-19	Medium	Affected person to adhere to current Government guidance on self isolating
		PPE to be worn by the person remaining well whilst managing the remaining guests on site
		Guests to be informed immediately
		Facilities to be deep cleaned.
		Site to be closed as necessary following the current Government guidance
		Incoming guests to be notified and bookings rescheduled.

First aid on site	Low	Trained first aider on site
		PPE available
		First Aider to access the risk to themselves and/or guest requiring first aid before administering first aid
		First aid kit available for guests to use. – guests to inform Kath or Neel when they have used the kit.
Waste disposal	Low	General rubbish is bagged and kept away from campsite. The bags are collected weekly.
		Lidded bins are provided for general waste and recyclable materials
		Bins are emptied daily and more often if necessary
		Compost bin will be wiped down regularly
		Hands will be washed thoroughly when handling waste materials
Keeping up to date with Government guidance	Low	Kath and Neel to familiarise themselves with the Government guidance as it is becomes available.
		Daily checks on news updates are made
		Advice from other campsite organisations will also be followed where appropriate
		Our campsite social distancing measures will be clearly stated on our website and also in materials sent to guests pre-arrival.
Guests leaving the campsite and travelling in the local area	Medium	A walking map of a route around the farm will be given to guests to avoid contact with local residents walking on the adjacent lane.
		Details of any local business social distancing restrictions will be passed on to guests.
		Hand sanitiser provided at the entrance to the campsite
		Food parcels are offered to avoid guests visiting the farm shop/bakery if they wish
Emergency on site	Low	Emergency procedures to be followed as set out in separate assessment
		Open area by the farmhouse to be used as a gathering point so that guests can

		socially distance.
		Sufficient kit available on site to avoid sharing of emergency blankets/gloves/masks

Katherine Shearer: 26/5/2020