

Ling's Meadow/Stanton Rd Farm – Health and safety risk assessment Covid-19 2021

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 |
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| 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. |

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| Visitors | High | Visitors will not be allowed onto the campsite |
| 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 furnished accommodation or 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 |
| | | Furnishings and kit in the accommodation will be kept to a minimum to avoid excess |

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| | | touch points |
| | | Cooking and dining kits will be duplicated and rotated so that they can be cleaned and kept back between bookings. Outdoor cooking pots and stoves will be cleaned between bookings. |
| | | Guests will remove all bedding and loose soft furnishings and secure them in a tied bag when they depart |
| | | 24hrs will be left between furnished accommodation bookings |
| | | Futon mattresses will have mattress protectors that are changed and cleaned between bookings. Where possible futon mattress will not be used for back to back bookings.. |
| | | 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 |

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| 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 |

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| | | 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 |

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| | | 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 |
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Katherine Shearer: 16/11/2020