

COVID-19 Risk assessment template

This form is intended as a guide, please include additional information as required using additional paper. You must keep this record and forward a copy to the club prior to re-opening.

Site details	
Site name Hidden Valley Camping	Site ID 5032
Steward Name	Assessor name Simon Beverley-Smith
Date of assessment 02/07/2020	
Please complete all information	

Who is at risk	
Group	Risk level
Pregnant ladies	High risk
Elderly	High risk
Guests	Medium to low
Staff	Medium
Please identify distinct groups who may be at risk and the level of risk	

Where are people at risk	
Location	Risk level
Information board	Medium to low risk
Shared Facilities (toilets/shower)	Medium
Drinking water standpipes	Low
Glamping accommodation	Medium
Honesty Shop	Medium
Washing up area	Medium to low
Camping Pitches	Low
Please identify onsite locations where risk may be higher than nominal	

When are people at risk	
Location	Risk level
On arrival	Medium risk
During their stay	Medium to low
On leaving	Medium to low
in emergencies (track and trace)	Medium to high
Please identify times where risk may be higher than nominal	

How we are reducing risks
Mitigation, control, exclusion, prevention
Visitors will be allocated pitches prior to arrival and emailed clear instruction how to locate their allocated pitch.
Shared Facilities - social distancing: Our facilities are only big enough for 1 person inside each of the toilets and the shower room anyway, but we will put up signage reminding guests to social distance while waiting outside. Reducing the number of pitches available this year will also ensure reduce the number of guests using and waiting for facilities.
Shared Facilities - hygiene: Cleaning shared facilities more often, while wearing gloves and masks, paying particular attention to areas and surfaces that can harbor germs, and that are touched more often - handles, toilet seats, shower heads, shower knobs, taps, mirrors etc. Guests will have access to cleaning products to clean facilities after they have used them.
Children to be accompanied to the toilets and shower, and parents responsible for cleaning after use. Extra cleaning of water stand pipes/taps, with sanitiser point, and cleaning products available for guests to clean after use. Signs posted around site reminding people to wash hands and use hand sanitiser.
Glamping accommodation (bell tents): Bedding to be washed with disinfectant laundry additive and where possible left for 72 hours in a bin liner. Duvets to be changed and washed between guests. Ask guests to bring their own pillows - if they forget we will use water proof pillow protectors and change and wash both pillows and protectors between guests.
Tent doors, mattresses, carpets and rugs to be misted with a disinfectant spray. Pots, pans and cooking equipment to be cleaned again by site staff between guests, as well as asking guests to clean the accommodation and equipment during their stay. Guests will be given cleaning products for this purpose. Extra attention to be given to general cleaning.
Check in: Self Check in has always been active at Hidden Valley Camping anyway, being a small site guests are welcome to arrive find their pitch, and set up - staff to welcome (from a distance) once they are set up. We will ask guests to let us know (before arrival) names and contact details of everybody in their party for track and trace, and in case of local lockdowns.
Honesty shop: instead of leaving our honesty shop open for guests to use as and when, the shop is to be open and manned twice a day, with contactless card payment. If guests need anything out of these hours, they can call me on my mobile and I can serve them. This reduces the number of people in the shop (as only staff will go into the shop).
General: Camping pitches are more than 6m apart, and clearly marking designating pitches will reinforce the distancing. Gates to be removed where possible, and signage and sanitisers to be put up around the site. Site rules will be emailed to all guests before they arrive as well as being put up around site. Staff to wear PPE while cleaning
Please measures to control risk where risk may be higher than nominal

Recording and monitoring
Registers, incident book, questionnaires
We are keeping accurate records of visitor, including their pitch locations.
We will ask guests to immediately report any issues that need addressing, including any other guest not adhering to social distancing, or any other rules.
Incidents or near misses will be recorded and steps taken to avoid future problems.
Please identify methods used to record and monitor risks higher than nominal

Responding to increased risk
Procedures to implement when heightened risk are detected
We will close the site asking all visitors to leave, cancel all bookings when instructed to self isolate by the track and trace team.
Guests from areas of local lockdowns will be asked not to come.
Any guests showing symptoms, or testing positive (or co-habiting with anyone who is showing symptoms or has tested positive to Covid-19 are asked not to come.
Guests breaking our rules, or repeatedly not adhering to social distancing measures will be asked to leave.
Guests caught 'borrowing' or removing sanitisers and/or cleaning products from their designated areas will be asked to leave.
Please identify procedures you intend to implement when risks higher than nominal are detected.

Additional information
Any information relevant to COVID-19 risks
If the rules are followed, our little campsite is the perfect getaway during these unprecedented times. We have plenty of space between our pitches and very little indoor space with no risk of overcrowding. The nature of our site and the space between pitches means our guests are naturally social distancing, and with reduced pitch numbers this year there will be fewer people on site at anyone time and everyone will have more even more space to safely relax.