

# THE MOTOR CARAVANNERS' CLUB Ltd

## COVID - 19 RISK ASSESSMENT

### TEMPORARY CAMPSITES

(other than on commercial campsites)



#### Foreword:

This document covers the specific risks associated with Coronavirus (COVID - 19) green fields, schools, sports clubs etc. and must be adhered to in addition to the club's usual onsite risk assessments. This risk assessment is a legal requirement. The risk assessment is conducted to assess the risks of infection and the controls that are to be operated, is conducted by the appointed Steward(s) prior to camping members arriving on site.

Within this document the definition of a 'Campsite' is an area intended for the sole purpose of accommodating motorhomes and caravans (MCC members only) and provision of supporting camping facilities, which has been contracted, procured or licensed by the Motor Caravanners' Club Ltd. for the use of members holding a current club membership card.

It is impracticable to detail each and every scenario which may be encountered at a potential temporary campsite. However, within the body of this risk assessment, foreseen risks and their control measures are covered. Schools, sports clubs etc. will have their own 'COVID Safe' control measures in place to protect their staff, pupils, members and general public as appropriate to their premises. It is therefore essential that site specific guidance is clearly conveyed to our members upon booking.

Inevitably schools, sports, village (and alike) halls and indoor facilities will re-open for hire. If in force, Government and local authorities 'COVID safe' control measures shall be strictly observed and in line with the main body of this risk assessment.

The Club has a legal responsibility to protect our members from infection by ensuring these controls are in place and implemented in accordance with the law. If it is considered that certain control measures cannot be implemented, the Temporary Campsite must not go ahead.

This is a live document and is intended to cover UK wide. Any local guidelines / deviations by our devolved governments are to be strictly observed.

A note for the designated 'Campsite' Stewards - in the event that you are unsure of procedures and require further guidance, please remember your local Committee, in the first instance, and CoM's Safety Officer are available to help. Remember, you are not alone.

A L Heal  
Safety Officer  
The Motor Caravanners' Club Ltd.

# **COVID - 19 Risk Assessment**

## **Temporary Campsites**

**(Green sites, including Schools, Sports Clubs & CL rally areas)**

**Event: The Motor Caravanners' Club - Temporary Campsite (Rally)**

**Date / Duration of Event:**

**Location:**

**Organiser / Group:**

**Estimated / Actual Attendance:**

(Members 'pre-booked' Only)

**Risk Assessment**

**Prepared by:**

**Signed:**

**Date:**

The Motor Caravanners' Club Ltd

<b>Risk</b>	<b>Affecting Whom</b> Steward(s) / Camping Members	<b>Risk Rating</b> <b>Low/Medium/High</b>	<b>Control Measures</b>
Risk of infection due to stewards' lack of awareness of Covid related control measures	All	High	<p>This risk assessment to be available and understood by each steward.</p> <p>Stewards take lead responsibility for ensuring communication to camping members on site, compliance and resolution of issues.</p> <p>Stewards adopt updates as communicated by Club's Safety Officer when required.</p>
Risk of infection due to camping members lack of awareness of Covid related control measures	All	High	<p>Camping members will receive pre arrival communications from the host group detailing on site controls and procedures to be followed through duration of campsite.</p> <p>Queries and subsequent guidance will be addressed in the first instance by the stewards.</p> <p>Signage and markers, reinforcing good practice and social distancing, will be in place where appropriate.</p> <p>Non camping visitors are not permitted on - site under any circumstances.</p>
Members entrance and exit  Risk of person to person infection	Stewards	Medium	<p>Pre - planning provisions for queuing at entry.</p> <p>Entry / exit signs and safety notices will be in place.</p> <p>A one - way vehicle and pedestrian system to be in place if practicable.</p>
Arrival, booking in (if not undertaken by campsite) and setting up.  Risk of person to person infection.	Stewards	High	<p>Only pre-booked camping members who have received confirmation of a pre-allocated pitch, prior to leaving home, may be admitted to the campsite.</p> <p>Club policy is to provide contact-less check in at all campsites for the safety of camping members. Payment on arrival by cheque or cash as a last resort.</p> <p>When handling cash, stewards should either use appropriate PPE (gloves) or wash their hands immediately after each transaction.</p> <p>Steward(s) should work from a non-habited shelter to greet the camping members on arrival. The camping party remain in their vehicle. Signage to this effect to be in place.</p> <p>Camping members may not enter the steward's shelter or domestic accommodation to check in. They are to maintain social distancing in accordance with government guidelines applicable at the time.</p> <p>Each person in each vehicle must be asked, in turn, to confirm that they do not have any COVID 19 symptoms. Should any person in a party declare, or exhibit, COVID 19 symptoms the whole camping party must not be permitted to enter the campsite. They must immediately leave the site and seek medical advice.</p>

			<p>All camping members are to be directed to their pitch by the steward(s).</p> <p>Camping members to be reminded of the importance of social distancing and be made aware there are strictly no visitors allowed on site.</p> <p>The steward(s) must keep an up-to-date record of who is onsite and every occupant of each pitch with contact details - a requirement in order to comply with NHS test and trace system. The record is to be retained for 21 days after the campsite ceases.</p>
New & Previously unidentified issues	All	Medium	<p>Steward(s) liaise with host group chair for support and clarification of areas of doubt.</p> <p>Clarification and updates to best practices to be shared between club groups and with stewards for forthcoming campsites.</p> <p>Risk assessment updated as new issues and controls are identified</p>
Stewards and / or camping members fail to maintain social distancing, increasing the risk of person to person infection.	All	High	<p>Pitching standard 6M rule enforced</p> <p>No door to door parking.</p> <p>Guidance and signage in place reinforcing social distancing regulations.</p> <p>Social gatherings are not permitted on site other than between the occupants of an individual household or occupants within a specific accommodation (vehicle).</p> <p>Until further notice, this rule applies to:</p> <ul style="list-style-type: none"> <li>- Communal BBQ</li> <li>- Marquees for social group gatherings.</li> <li>- Bingo / group games / raffles.</li> <li>- Coffee mornings</li> <li>- Sports and team activities</li> <li>- any other form of group entertainment</li> </ul> <p>Gatherings and / or social events are not permitted onsite unless within published Government social bubbles.</p> <p>Gatherings in awnings or vehicles on-site are not permitted unless within published Government social bubbles.</p> <p>Camping members are required to comply with markers set out around campsite facilities, water taps and chemical toilet disposal points (4M margin all around) to reinforce social distancing.</p> <p>Where available, campsite facilities, urinals / cubicles / sinks / laundry may be closed off or access modified to achieve social distancing. A one-way entry / exit system shall be adopted where possible.</p> <p>Stewards have the authority to require camping members who do not comply with the campsite rules, after having been reminded, to move off the club campsite without refund.</p>
Intruders / trespassers	All	Medium	<p>Stewards to challenge person(s) politely asking them to leave and remind them that the site is a closed environment. Remain distant and clean areas where intruder has been.</p>

			Campsite area should be clearly marked and taped off if possible.
Safety of children on campsite. Risk of person to person infection	All	Medium	Children must be supervised by and the sole responsibility of their parents or guardians. Parents or guardians must always know where their children are.
Surfaces and high touch areas retain the virus. Increased risk of infection spread	All	Medium	Reinforcement of good hygiene practices through communication and signage. Camping members encouraged to carry own sanitisers, disinfectant / paper towels / wipes / toilet rolls and face-masks. Extra cleaning introduced to facility blocks. Regular wipe downs introduced to all high touch areas, such as barrier entry / doors / keypads / water points / chemical toilet disposal areas and bins. Mops and toilet brushes removed to avoid cross contamination between members. Hand dryers isolated and replaced with paper towels. Stewards are to be provided with extra PPE and must be worn when cleaning or wiping down. Reusable PPE to be cleaned after use. Paper towels and disposable gloves double bagged and binned safely after use. Mops / cloths to be washed daily.
Close working with colleagues increasing the risk of person to person contamination	Stewards	Medium	Social distancing to be maintained where possible. Wearing of masks where appropriate or required by law. Signage to reinforce behaviour. All stewards are briefed and have access to the risk assessment. Additional paper towels and sanitisers to be provided for stewards' use.
Camping member or steward behaviour undermines control through lack of cooperation.	All	Medium	Behaviour is addressed by group Chair in the first instance. If not resolved the uncooperative person may be asked to leave the campsite without refund of campsite fees.
Camping member or steward presents themselves with symptoms.	All	Low	Must leave the campsite immediately, if safe to do so. Camping member must self-isolate at home in accordance with Government guidance. The member is required by law to obtain a COVID-19 test. If the camping member tests positive the steward must co-operate with NHS's test and trace to provide the name and contact details of all camping members on the campsite. Stewards are required to retain this information for 21 days after the campsite closes. If a camping member is exhibiting COVID-19 symptoms and the steward has any reason to believe it is not safe for the member to return home unaided, advice must be sought from NHS 111 or 999 and the campsite authority or owners if applicable Deep clean areas they have frequented. Notify all stewards and campsite authority or owners if applicable.