



Thank you for enquiring about booking to come to [HEYSWOOD](#)

Welcome Information

Covid-19 - Amber Information

Address: Portsmouth Road (A3), Cobham, Surrey KT11 1EN.

Access from A3 travelling westbound - look for slip road immediately past large road sign marked Wisley Intersection 400m before M25.

At this time, face-to-face meetings may take place outdoors in groups of no more than 15 including leaders. Heyswood has over 20 acres with 4 sets of toilets, we have risk assessed and the Management Committee have agreed that we are able to have up to four groups of 15 at any one time on the site.

The site will only be available for use by groups who have had their Risk Assessments approved by their Commissioner. Details are set out on www.girlguiding.org.uk/coronavirus

The site will initially be offering space only, no activities.

When you book for a day or evening session at the campsite, we will discuss individually with you what activities you are planning on doing and can then agree with you what area of the site you will use and what toilet block, so that social distancing can be maintained.

General Operational Principles

1. Maximum of 4 groups (of 15) on site at any one time.
 - Main Field (part of) & Activity Centre Toilets
 - Main field (part of) & BP internal toilets (accessed from BP field)
 - Hilly Field and Camp fire woods & Log Cabin Toilets
 - Small field & BP external camping toilets

Signage will be produced by printing and laminating. Signage and establishment of designated routes for each group. "NO GO" areas will be defined. This is to ensure maximum separation of groups.

2. Bookings

Method of booking to be made through normal channel:

Sue Wall: sue_wall@btinternet.com

Site will be open depending on demand within following guidance:

Weekends and maximum of 3 weekday bookings per week to ensure Heyswood volunteers are available.

Bookings must be made at least 10 days in advance to allow time to organise volunteer stewards

3. **Charges:** £2 per person per day (minimum charge £25) or £1 per person for an evening (minimum charge £15)

4. On the Day of the Event

The leader in charge must give to the Volunteer Warden / Steward on duty, a contact list of those who have attended to be left on site in the event of contact being required, which will be shredded after 21 days.

5. Car Parking

Groups must stick to their arrival and departure time so that there is a staggering of vehicles. Leaders are responsible for the supervision of moving vehicles using one-way system via BP field for dropping off and collecting. Follow the signs. Leaders who are remaining on site for the day/evening can then park in the main car park. When parents arrive to collect their child(ren), they must wait in their car in BP field.

Young people's hands and adult hands will be sanitised when they arrive (before being allowed onto activity field). At end of session when leaving activity field young people and adults will need to again sanitise their hands before the journey home.

Sanitiser stations outside BP Lodge (dropping off area) and in car park will be provided and maintained by site.

6. Toilets

Young people to be escorted to toilets.

2 people allowed in each toilet block at any one time

Sanitiser to be used before entry

Only two cubicles in each location will be in use.

Hand washing after using toilet. Leaders are expected to instruct their young people on the hand wash method and the 20 second rule (choose own ditty!!)

Hot water and soap will be provided, it is essential these are used.

Hand dryers out of use. Paper towels to be used - these will be provided.

Groups to be responsible for general hygiene and emergency, cleaning of toilets - suitable equipment will be supplied.

7. Waste disposal

Groups to come with a supply of black refuse bags to (double bagged if necessary - see Risk Assessment) securely tied and placed in site grey bins with black lids in the car park.

8. Activities

Use of activities will depend on NGB guidance and subsequent risk assessment. Initially these will not be available.

9. First Aid

It is the leader's responsibility to bring a First Aid box with the recommended added PPE e.g face masks, gloves.

10. Other Information

Groups may bring and erect own shelters as appropriate.

Strictly no entry into any buildings other than toilets.

When session is completed groups should leave site ASAP.