



**Folk Camps**  
*be a part of it!*

**Folk Camps Society Limited**

Tor View, Lakenham Hill, Northam, Devon, EX39 1JH

0208 12321 36 info@folkcamps.co.uk www.folkcamps.co.uk

Folk Camps is a company limited by guarantee (Reg No 931434)  
and a registered charity (No 255901)

## **Folk Camps Staff Manual Supplement for Covid - Summer 2022**

Our aim is to offer those attending a safe and enjoyable holiday whilst minimising the risk of COVID and the spread of the virus. The following information has been previously sent to Campers and should be displayed on the notice board for information purposes.

The following should be included in the introduction meeting on the first day of camp. Leaders, please take the time to talk through each of these items and answer any questions.

- Dancing, singing, and playing wind instruments will be carried out in ventilated areas only (doors, windows, or hall entry and exit points will be open during these activities). It may be necessary to have doors open between each dance if noise disturbing issues are raised.
- Please avoid crowding around entrance and exit points and be mindful of other people's need for space.
- Please adopt good hand hygiene practices. Hand sanitizer will be placed at key points around the venue for use including in the hall. We encourage all dancers to use hand sanitizer or wash hands with soap frequently during dancing sessions and when entering the Hall / Marquee.
- Toilets and washrooms will have soap and sanitizer available. If these supplies are running low, please notify the Warden on site.
- The Warden will ensure there is a rota for campers for cleaning communal areas regularly.
- Remind Folk Campers who are accompanied by children that they are responsible for always supervising them and ensuring they comply with these safety measures.
- If you become unwell with Covid, we request that you isolate immediately, notify a member of staff and return home.
- We recognise that there will be Campers that are at different levels of vulnerability with regards to COVID and may wish to do additional measures as well as the above such as mask wearing and social distancing. Please be understanding and supportive.

### ***A note for Wardens***

We have good cleaning systems in place at all camps as part of our normal practices. These will need to be maintained and in place during camps. Please ensure you have adequate volunteers in place and review all cleaning supplies to ensure these can be carried out.

Ensure there is hand sanitizer available in the hall / marquee available at all times. Please restock these items as needed throughout the camp and encourage Folk Campers to use hand sanitiser or handwashing facilities as they enter the Hall / Marquee.



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A COVID risk assessment has been completed. Please ensure you are familiar with the issues and steps needed to be in place. Depending on Camps and government requirement this risk assessment may need updating. If you have any concerns, please do not hesitate to call the office for support and guidance.

### ***A note for Caterers***

In addition to following government guidance on managing food preparation and food service, there are several key areas to consider:

- Recognising that cleaning measures are already stringent in kitchen areas, consider the need for additional cleaning and disinfection measures.
- Have bins for collection of used towels and staff overalls so these can be cleaned before reuse.
- Wash hands when entering the kitchen area
- Continue high frequency of hand washing throughout the day

In addition to these, consider where possible to minimise self-service of food to reduce risk of transmission. Folk Campers will provide their own plates and cutlery which should not be handled by the kitchen teams of the day. Consider using single use items where possible such as butter, jams, and cereals so these can be disposed after use to minimise cross contamination. Any non-single use items will be regularly cleaned to maintain hygiene as part of the usual cleaning rotas in place. Drinks are self-service which we need cleaned regularly throughout the day.

Minimise contact between kitchen teams of the day and Folk Campers at points of service where appropriate. For example, encourage kitchen teams to be behind serving tables to maintain social distancing guidelines at serving times.

When deliveries are made on site please maintain social distancing at all times. If they cannot maintain social distancing, you should carefully assess whether this involves an acceptable level of risk.



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## **Folk Camps Risk assessment**

### **COVID-19**

**Date assessment was carried out:** 29<sup>th</sup> June 2022

#### **What are the hazards?**

- To minimise the risk of exposure to coronavirus on site

#### **Who might be harmed and how?**

Staff, Contractors, Volunteers, Campers and Visitors attending site (i.e. delivery drivers attending site)

#### **What steps are being undertaken to control the risks?**

The following steps will remain in place to ensure a safe environment for those in attendance at Folk Camps, these include:-

- Adequate ventilation.
- Frequent cleaning regimes for daily and emergency cleaning
- Sanitisation points throughout site – alcohol gel to be available in the hall or marquee, soap and water available for handwashing.

#### **When is the action needed by?**

Throughout Camps

**This risk assessment should be undated dynamically as needed throughout camps as often as necessary.**