

MEETING REPORT

Meeting: Parks & Open Spaces, 25 March 2024
Agenda item: PA23-044
Report subject: 339 (South Dartmoor) Squadron, Royal Air Force Air Cadets -
Permission to use Filham Park
Report author: J Gilbert, Assistant Town Clerk

BACKGROUND

The following request has been received from Francis Reis, Squadron Leader RAFAC
Officer Commanding 339 (South Dartmoor) Squadron, Royal Air Force Air Cadets

“The Town Council kindly gave 339(South Dartmoor)Sqdn permission to use the Park Area and the Car Park outside the Joint Cadet Centre.

The attached is the record of the email you sent to Sqdn Ldr Adrian Corfield, who was the officer commanding back in 2015.

Our rule book has since changed, and we need to have regular updated permissions.

Would it be possible for the Town Council a new updated permission to me please?”

Squadron Leader Reis subsequently provided Risk Assessments for all activities and a covering letter confirming the MoD’s insurance arrangements for Cadet authorised activities.

In response to the Assistant Town Clerk’s further enquiry regarding details of activities, Squadron Leader Reis confirmed the following:

“No Camping, though we would like to practice putting tents up and down the back packing type, cadets who do DofE and Ten Tors need to be really proficient in doing this especially in bad weather.

The attached is an out-of-date application to my chain of command for permission to train outside the squadron building, that is why I am seeking updated permissions from the ITC, because the last dated permissions from you go back to 2015. You will see the attached RA in the document is of a different style and out dated.

The type of training is the very basic military skills of camouflage and concealment, how to make basic shelters, but not cutting any of the greenery or trees, but using equipment from the squadron. Navigation and micro navigation, sport of all type suited to both male and females together. Drill in the car park area.

We can only train if we have the right staff ratios and 1st aiders present.”

MEETING REPORT

Members should note that the existing extended squadron footprint application from 2015 incorporates the area of land next to the cadet hut and allotments.

PROPOSAL: To update the permission given to 339 (South Dartmoor) Sqn permission to use Filham Park and surrounding areas outside the Joint Cadet Centre.

APPLICATION FOR EXTENDED SQUADRON FOOTPRINT

Authorisation for an extended unit footprint is sought for the area and activities described below.

REF: ACFTI No. 1

Extended Sqn Footprint (ESF) An area within the local vicinity, but outside of the immediate Sqn perimeter, that may be used by Sqns on a normal Sqn night to conduct ACO activities as part of the Sqn programme. The ESF is an approved safe local training area outside the Sqn bounds in which low-risk activities may be undertaken during Sqn training evenings.

Local Training. Local training is defined as training undertaken within the bounds of the Sqn perimeter or the agreed Extended Sqn Footprint (ESF) as part of the Sqn training programme. It includes classroom lessons and local Consolidated Practical Training.

AREA

Area Name: Filham Park, Ivybridge

Area Description: Lane leading to car park and grounds outside the Ivybridge Cadet Centre including a fenced off allotments and into large (approx 38 acre) field with tarmac public footpaths. Field contains large fishing lake which is completely fenced off by 1.5 metre continuous fence and secure gates, and cricket ground which is also fenced off by continuous 1.5 metre high fence. The whole field is fenced and hedges around the entire perimeter apart from the locking gates. The field is mainly grass but also has several trees (many planted by the Squadron cadets in conjunction with the Town Council). Training area excludes the fenced off fishing lake, allotments and cricket ground.

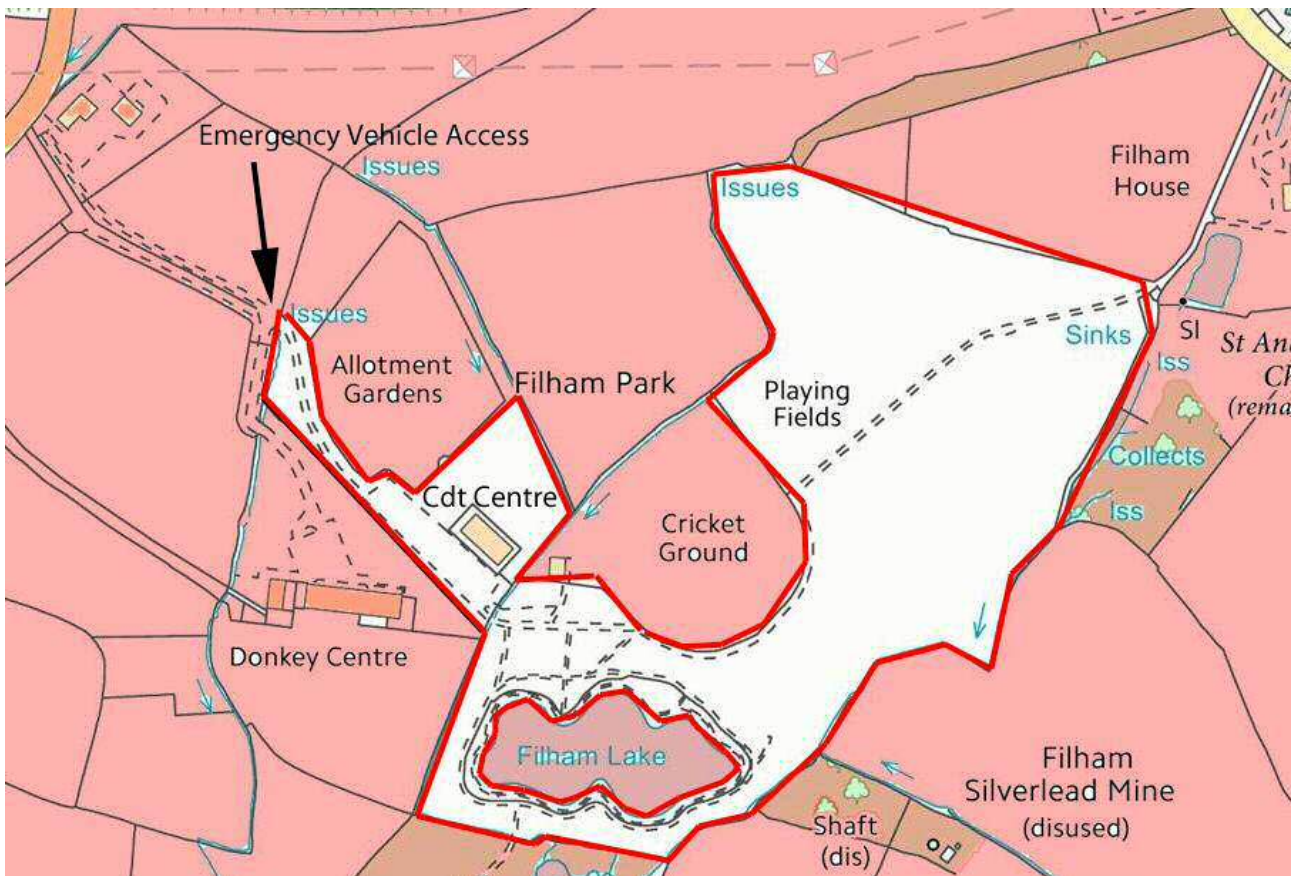
Public Rights of Way: The public have full access to the location except for the fishing lake and cricket ground which are accessed by members only.

Land Owner: The landowner is Ivybridge Town Council. Permission for our intended use has been obtained and a copy is attached.

Land Owners Address: Ivybridge Town Council
Leonards Road
Ivybridge
Devon
PL21 0SZ

Transit: Location is immediately outside the Cadet Centre

Area Map: The map / aerial image below shows the area, its boundaries, key access points and public rights of way.



RISK MANAGEMENT

Site Risk Assessment: A site survey and Site specific Risk Assessment (SRA) was carried out by Flight Lieutenant A Corfield on 28-Oct-2015. A file copy is held in the Unit Health and Safety Folder. The contents of the SRA is at Annex A.

Site Safety Briefing: A briefing for the site has been prepared which highlights to all personnel the control measures identified in the SRA. The briefing also includes identification of the site boundaries, rights of way, and all "Actions On". The Site Safety Briefing is at Annex B.

ACTIVITIES

We intend to use the area to conduct the activities listed below:

Ser	Title	Type
1	Observation Posts	Set-up, Observation
2	Camouflage & Concealment	Why things are seen
3	2 Man shelter	Set up demonstration
4	Day & Night movements	Patrolling, Field Signals, Selecting Routes
5	Range Cards	Selecting of targets, judging distances
6	Duties of a Sentry	Set up a sentry post
7	Sport	Sporting activities

Activity Plan: All activities are to have written plans providing at least; Title, Aim, Objectives, Execution, Schedule, Restrictions, Kit List, Method of Signal.

Activity Risk Assessments: All planned activities have been risk assessed IAW ACP 5 and copies are held in the Units Health and Safety Folder.

Notes:

Use of this area for the purpose requested will be subject to the following:

- Squadron Management System Event
- Application of all controls identified in your Site and Activity Risk Assessments.
- Ongoing review of your Risk Assessments on each use of the site.
- Updated copies of Risk Assessments are to be forwarded without delay.
- Maintenance of a minimum cadet to staff ratio of 10:1 or as otherwise informed, on site during the activity.
- Supervising staff are to be suitably experienced and briefed IAW your RA and EASP.
- Use of the site under this approval is restricted to:
 - During a normal Squadron Parade time
 - No overnighting (This would require SMS application)
 - Specific RA for hours of darkness (i.e winter months)
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- Notification of intended use by E-Mail to the WgFTO (fieldcraft.pcw@aircadets.org) a minimum of 24 hours in advance.

Unit: 339 (SOUTH DARTMOOR) SQUADRON Activity/Exercise: EXTENDED FOOTPRINT - FILHAM PARK

RA Number: 339/RA/039 Version 002	GRA: YES/NO (please delete as appropriate)
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Relevant Publications / Pamphlets/Procedures:

1. ACP 5
2. ACP20
3. Return to Squadron Parades

Assessor: SQN LDR A CORFIELD

Date of Assessment: See RA Table

Review Date: See RA Table

Related RA's (eg Manual Handling)

The following steps relate to the RA Process.

Ser	Activity <i>(step 1)</i>	Hazards Identified <i>(step 2)</i>	Existing Controls <i>(step 3)</i>	Residual Risk acceptable YES or NO <i>(step 4)</i>	Additional Controls <i>(step 5)</i>	Residual Risk Acceptable YES or NO <i>(step 6)</i>
(a)	(b)	(c)	(d)	(e)	(f)	(g)
1	Squadron Extended Footprint	Injury through Moving Vehicles	a, Cadets to remain off access road and move around edge of car park when not wearing high visibility vests b. Speed ramps along access road restrict vehicle speed. 1st Aid kit in Admin Office of Cadet Centre. First Aid qualified staff to be present.	Yes	N/A	N/A

			<ul style="list-style-type: none"> c. Hazard sign to be placed out to warn drivers of cadets on exercise. d. Means of communication between staff on SEF and in Cadet Centre to be in place 			
2	Squadron Extended Footprint	Drowning in Waterways or Fishing Lake	<ul style="list-style-type: none"> a. Safety brief includes not to enter any waterway. Waterways are fenced off. Visual check prior to any exercise to ensure no additional hazards. b. Lake secured by fence, visual check to ensure fence complete, brief to cadets to include area within lake fence is out of bounds 	Yes	N/A	N/A
3	Squadron Extended Footprint	Risk Of Injury From Trips/Slips/Falls due to uneven ground	<ul style="list-style-type: none"> a. Visual inspection of ground prior to activity. Note any risks, brief cadets and staff of risks. b. Cadets and staff to wear appropriate footwear. c. Wooden bridge slippery when wet - avoid if 	Yes	N/A	N/A

			possible / include in safety brief of danger			
4	Squadron Extended Footprint	Risk Of Injury From Failure of External Hand Rails	a. Cadets to wear sleeves down and gloves where exercise includes longer vegetation.	Yes	N/A	N/A
5	Squadron Extended Footprint	Risk Of Injury From Snake (Adder) bite or dogs	<p>a. Visual check of signs of snakes.</p> <p>b. Check of local reports for sighting of snakes</p> <p>c. Cadets to be briefed to be extra vigilant in longer grass areas, avoid contact with snakes as part of safety brief.</p> <p>d. Cadets to remain at distance from all dogs and briefed to remain still if unleashed dog approaches.</p>	Yes	N/A	N/A
6	Squadron Extended Footprint	Injury through cricket ball from Cricket Club	a. Cricket Ground out of bounds to cadets	Yes	N/A	N/A

			<ul style="list-style-type: none"> b. Cricket Ground surrounded by perimeter fence c. Consider relocating activity away from cricket ground if match in play. 			
7	Squadron Extended Footprint	Injury through barbed wire perimeter fence	<ul style="list-style-type: none"> a. No activity to include crossing of fences b. Cadets to be briefed on location of barbed wire fences 	Yes	N/A	N/A
8	Squadron Extended Footprint	Disorientation in the dark	<ul style="list-style-type: none"> a. Cadet Centre lights left on b. Cadets to remain in groups not less than three c. Cadets to be prewarned to bring torches to activity 	Yes	N/A	N/A
SECURITY						
9	Squadron Extended Footprint	Hostility from member of public resulting in threats or physical injury	a. Cadets to be briefed not to engage with anyone showing hostility towards them but to report to member of a staff and return to the Cadet Centre	Yes	N/A	N/A

			<ul style="list-style-type: none"> b. Cadets not to be in groups less than three. c. Adequate staff supervision during use of the SEF 			
10	Squadron Extended Footprint	Hostility from person intent on causing harm or death on individuals including cadets or staff and including by use of weapon.	<ul style="list-style-type: none"> a. Cadets briefed on Government Run, Hide Tell strategy b. Cadets to be briefed on Emergency RV point c. Cadets to be briefed not to engage or challenge anyone who has shown hostility or threatened hostility to anyone but to safely return to the Cadet Centre or Emergency RV d. Adequate staff supervision to form Shark Watch e. Means of communication to be checked before activity 	Yes	N/A	N/A
COVID SECURE						
11	Vulnerable CFAV's or Cadets attending activities	Potential for COVID-19 Virus - Risk of infection	<ul style="list-style-type: none"> a. Any volunteer who is "Clinically Vulnerable" (including those with some underlying health conditions) 	Yes	N/A	N/A

			<p>may attend RAF Air Cadet activity provided that they are content with the steps that are in place to ensure that they and the activities are Covid-19 secure.</p> <p>b. Any volunteer who is self-isolating must not attend any Cadet activity.</p> <p>c. Any cadet who is "Clinically Vulnerable" or who has coronavirus symptoms, or who has someone in their household with coronavirus symptoms, or they are self-isolating themselves, must not attend cadet activity.</p>			
12	Personal hygiene during activity	<p>Lack of correct personal hygiene procedures</p> <p>COVID-19 Virus - Risk of Infection</p>	<p>a. Maintain good hygiene practice throughout the activity and if the facilities are available Regularly wash hands with soap and water for a minimum of 20 seconds and dry thoroughly using disposable paper towels, (Do not use hot air hand dryer).</p> <p>b. Regularly sanitise hands with antibacterial gel provided.</p>	Yes	N/A	N/A
13	Personal Protective	Potential for COVID-19	a. Wearing of face masks outdoors by staff and cadets	Yes	N/A	Yes

	Equipment, (PPE) Facemask & Gloves	Virus - Risk of infection	<p>will be optional while maintaining 2m social distancing but will be required to wear face coverings where a 2m social distance cannot be maintained. Face coverings will be permitted whilst in uniform.</p> <p>b. Staff and cadets will be responsible for supplying their own PPE.</p> <p>c. It is recommended that a rubbish bag must be brought by all personnel to allow for the safe disposal of PPE and personal rubbish.</p>			
14	First Aid	COVID-19 Virus Risk of Infection	<p>a. If first aid needed to be administered then use PPE, facemasks, gloves and gowns if need to get within 2m of casualty.</p> <p>b. If CPR needed then compressions only.</p> <p>c. If blood or fluids are present, then dispose of wrappings and bandages and clean area with bleach/disinfectant, this/ may need specialist cleaning</p>	Yes	N/A	N/A