

## Coronavirus (Covid-19) Risk Assessment for Robinwood Activity Centres

We are taking many steps to make centres safe and to reduce the risk of virus transfer to the greatest extent possible. We are following all government guidelines (including 'Covid-19 secure' guidance) and have looked in detail to ensure the best new systems are introduced for centre operation following this guidance.

This risk assessment will be kept under constant review and changes will be made as and when required taking account of risk levels and updated government guidance.

This document was last updated on 7<sup>th</sup> September 2020.

### Action taken to minimise the risk of transmission of the virus due contact or close proximity of individuals

We will take the following steps to reduce this risk:

#### 1. Keeping schools separate

Whilst a number of different schools may visit an activity centre at the same time, separate areas will be allocated for all schools attending; for activities, for meal times, for meetings, for night time accommodation and for all other aspects of centre operation. Schools will be kept separate throughout their stay.

Large schools will also be split into smaller groups for course operation such that largest number of activity groups meeting together would be 4 groups (amounting up to 52 children). This would only happen either outside or in a room of sufficient size.

#### 2. Keeping activity groups separate

All children are put into activity groups with a maximum of 13 children in each group. Activity groups will be kept separate throughout the course. Children will have meals and share dormitories with children from their activity group and will be kept separate from other activity groups. Movement around the activity centre will be managed so that activity groups are kept separate.

#### 3. Reducing levels of contact and interaction with Robinwood staff

We will limit the number of Robinwood staff each activity group comes into closer contact with, to 2 people; their group leader and another member of the group leader team who will offer support when needed.

Robinwood staff will maintain a social distance of 1 metre plus throughout the course, except for short periods of time when their group leader or supporting group leader, may come into slighter closer contact in order to complete safety provision and checks.

#### 4. Activity session operation

We will manage activities to keep children socially distanced whenever it is reasonably possible to do so.

Group leaders will wear a face shield visor, made of clear plastic so that their face is clearly fully visible to the children, but shaped to the face to provide maximum protection in relation to risk of virus transfer.

Group leaders will need to be closer to individual children, for very short time periods for example when fitting and checking helmets, harnesses and buoyancy aids. At these times they will use face coverings.

5. Ensuring small numbers, in dormitories, allocated in activity group sub groups, with good social distancing and dormitory ventilation

Note: Use of dormitories is dependent on government guidance at the time of the visit.

We will allocate dormitories for schools together in the same overall accommodation area. Schools are advised to ensure all children in a dormitory are from the same activity group. We will ensure that sufficient dormitories of appropriate size are made available for each school to do this.

The average number of children per dormitory, when the activity centre is operating at maximum activity group capacity, is 5 children. This number reduces if and when centres are operating below capacity. If schools choose to have fewer children in activity groups, then the average number of children per dormitory would also reduce.

Taking account of the importance of having limited numbers of children and ensuring good social distancing in dormitories, we have completed significant work in this area over the closure period. We have installed partitions to permanently split some larger dormitories into two separate dormitories and we have created additional dormitory spaces on centre. These developments help to reduce the number of children per dormitory and to increase social distancing within dormitories.

Beds are positioned in dormitories such that children's heads are at least 2 metres apart. In situations where the distance between heads is less than 2 metres, there is at least a 1 metre distance and a physical barrier is in place between the bed spaces.

All dormitories have windows, that will be left open to a sufficient degree to increase ventilation overnight, whilst ensuring that the retainers mean these windows cannot be opened too wide. Heating levels will be maintained, to ensure that even with well-ventilated rooms children remain warm enough through the night.

6. Mealtimes and breaktimes

Robinwood courses are highly organised based on a detailed operational timetable, followed closely by all Robinwood staff. This timetable has been completely rewritten for operation during this period of coronavirus restrictions, with greater detail provided to confirm movement of activity groups, hand cleaning and toilet use, throughout the course to ensure that groups are kept separate.

One-way systems will operate around the activity centre to ensure good social distancing, with schools and activity groups kept separate.

Additional detail will be completed for each 3-day course, to adapt each timetable as required, taking account of school groupings to ensure that schools and activity groups are kept apart.

We will arrange meal sittings so that when meals are taking place there is only one school in each dining room area, with a maximum of 4 activity groups in each dining room. Children will sit in their activity groups and we will ensure social distancing between activity groups.

During the day children will be kept outside in between activity sessions whenever it is reasonable to do so taking account of weather conditions.

7. Use of toilet and washroom areas, with additional outdoor provision

Use of toilet and washroom areas will be carefully managed to ensure social distancing, with all activity groups kept separate. Schools will be allocated specific toilet areas for their use and toilets will be cleaned and sanitised, more frequently throughout the day. Toilets in general daily use will be cleaned at least every hour, but often more frequently taking account of risk assessment for each specific location and usage.

There will be additional provision for both hand washing and hand sanitising. We have installed banks of sinks outside at centres, for easy frequent handwashing whilst maintaining social distancing. Wash basins indoors will continue to be used, but in order to maintain social distancing with indoor washing facilities we will need to restrict numbers entering at any time. The same would also apply for toilet usage.

Keeping children outdoors more, generally reduces the risk of virus transfer. Another advantage of the outdoor basins being provided is that adults can more easily check to ensure that children are washing their hands properly. We will also position hand sanitiser dispensers at multiple locations around the centre, with a dispenser at each activity location.

#### 8. Adapting fire drill operation to ensure social distancing

We have increased the fire assembly area allocated, to enable social distancing when groups assemble if the fire alarm goes off.

A fire procedure familiarisation drill will take place for each group separately with their group leader. These familiarisations will be staggered, to ensure social distancing is maintained. We will sound the fire alarm at around 6pm on the first day, in order that children know what it sounds like, but will not run a fire drill which requires everyone on centre to assemble together when the alarm goes off on the first day.

#### 9. Cancelling tuck shop operating to eliminate any related risk

We will not be running tuck shop during the period of coronavirus restrictions, as this would present further challenges for socially distanced operation and tuck shop provision is not an essential component of the course offered.

#### 10. Ensuring social distancing of teachers/accompanying adults from different schools

The teachers' lounge areas that we have previously used, will generally not be available to teachers as they were on their previous visits. Arrangements will be slightly different at each centre, but a key priority is to have separate provision for each group of teachers from a different school.

All schools will have their own room allocated for their hot chocolate review meeting at the end of each day. If teachers want to sit up together when the children head off to bed, we would recommend that they use their end of day review room, enabling teachers from different schools to be kept separate. We will provide seating in these rooms for teachers, at the end of the day as required.

We would also recommend that teachers spend time in their bedrooms, when activities have finished for the day, in order to reduce the risk of virus transfer.

#### 11. Staff organisation and protection

We are also taking precautions to minimise the risk of virus transfer amongst the staff team, ensuring all staff maintain the best standards of social distancing that can be achieved at all times.

Limits are being placed on the number of staff that can use each staff area at the same time, to ensure social distancing is maintained with times allocated, where needed, for staff to make use of staff dining room areas in particular.

We will provide face coverings and full-face visors for staff, to be used when moving around the centre, in general communal areas and as already detailed within this document taking account of the role they are fulfilling.

We will look to maintain social distancing between all staff at all times. We have adapted several aspects of our operation and in some instances, make use of newly installed physical barriers, in order to achieve this.

## 12. Staff training

Before re-opening the whole staff team will take part in comprehensive training to ensure they are fully prepared for the new courses they are about to run. This training will include specific training in new systems of operation, whilst covid-19 restrictions are in place and safety assessments, as required for this.

### Action taken to minimise the risk of transmission of the virus due to contact with surfaces and objects

We are taking the following steps to reduce this risk:

#### 1. Ensuring frequent and regular hand cleaning and hand sanitizing takes place

Hand sanitising or hand washing will take place as a minimum at the start and end of every activity session. We have installed hand sanitiser dispensers at every activity location and at multiple other points around the centres. We are also installing blocks of 4 handwash stations outside.

We will ensure that children wash their hands and use hand sanitiser whenever scheduled to do so with a level of oversight given by Robinwood staff to ensure this is completed to the required standard, for a best protection.

#### 2. Additional staff provision for cleaning and sanitizing of surfaces

We will be timetabling additional staff each day to maintain high standards of cleanliness particularly in areas where large numbers are passing through. All key contact points will be frequently sanitised.

A thorough assessment of the activity centres has been done to identify all areas to be sanitized and the frequency with which this will take place to ensure best protection.

#### 3. The use of different application methods to ensure best sanitizing of all areas within time available.

As well as manual cleaning with sanitiser and wipes, we will also have sanitiser spray and sanitiser fogging provision which can be used to cover larger areas as required. The risk assessment for the centre identifies which application method should be used for each area and the frequency of application. With all the resources in place large areas can be sanitised, in short time periods, as and when required.

#### 4. Kit provision for individuals to use throughout the course

Helmets for dry activities (including canoeing) will be allocated for each child and for each visiting adult for the duration of their stay. With all children and visiting adults having their own helmet there will be no need for any transfer in the use of helmets from one person to another during a course, avoiding the risk of virus transfer that could otherwise result.

We have more than 2 complete sets of helmets for each centre, so in the vast majority of cases it is possible to ensure more than a 72-hour time interval before helmets are re-issued to another guest. On the rare occasions when a helmet needs to be used again with only a 48-hour gap, they will be washed in soapy water and dried, to ensure any potential virus risk is eliminated before they are provided for use.

Helmets are clearly labelled and we keep a record of who each helmet is issued to at the start of the course, so that we can ensure that people are wearing the correct helmet that they have been allocated for the duration of their course.

We would recommend that children bring all their own general clothing for participation in activity sessions, but will have some spare available if needed including waterproofs and fleece tops. Whenever this clothing is used, we will ensure it is not re-issued until it has gone through a hot wash to eliminate any virus transfer risk.

#### Action taken to minimise the risk of transmission of the virus due to people who may have the virus being present at the activity centre

We are taking the following steps to reduce this risk:

##### 1. Ensuring staff who have covid-19 or have symptoms of covid-19 are not present on centre

Any staff with symptoms will be required to self-isolate following government advice. All staff are told to check their temperature before coming in to work. We will also complete temperature checks on staff on a daily basis at the start of their shift. Any staff with a temperature of 38 degrees C or higher will be sent home to self-isolate. Any staff showing any symptom on site will be immediately sent home to self-isolate.

Any other Robinwood staff who have been in sufficient contact with a member of staff showing symptoms, would also be informed and sent home to self-isolate as required. Teachers will be informed if a member of staff showing symptoms has been in contact with an activity group from their school.

Any member of staff showing symptoms, or in contact with someone showing symptoms, will have a test for the virus. If the test is positive, the current government guidelines would be followed, particularly in relation to isolation and track and trace. Within this process schools would be contacted if they have been in contact with any member of staff who has tested positive.

##### 2. Ensuring visitors who have covid-19 or have symptoms of covid-19 are not present on centre

We ask that schools also check for symptoms, including completing a temperature check, for all members of their party before leaving school and do not bring anyone on the trip who is showing symptoms.

We will also do a temperature check, on arrival, for everyone visiting the centre. We will repeat this temperature check on a daily basis, so that everyone has their temperature checked in the morning of day 2 and the morning of day 3 of their course.

If anyone visiting Robinwood shows covid-19 symptoms whilst at Robinwood, including if their temperature is 38 degrees C or higher we would look to immediately isolate that individual, then send them off centre and home as soon as this can be achieved.

We would also look to isolate and send home the activity sub-group that the person showing symptoms has been with on centre, including the accompanying adult(s) from the school and the group leader(s) from Robinwood, working with that group.

The framework for centre operation is such that the social distancing maintained between activity groups, means we would not normally require the whole school to return home.

We ask all schools attending to make preparations in advance to be able to take an activity group home, before the end of course, if this is required.

In any situation when someone from a school party shows coronavirus symptoms on centre, we would look to discuss this fully with the party leader in order that the best course of action is agreed and taken, taking full account of the individual circumstances in each case.

Action taken to minimise the risk in particular for higher risk individuals

1. Strongly advising against high risk children and adults attending the course

We strongly advise against children in higher risk categories, attending Robinwood centres, whilst coronavirus restrictions are in place.

We will also not be able to accommodate any children for whom additional close contact support and provision is required from Robinwood staff, in order for them to take part in our courses, whilst coronavirus restrictions are in place. Provision of this support would require extended period of time with no social distancing enforced which would not be possible with coronavirus restrictions in place.

2. Advising against high risk adults attending the course

We advise against adults in higher risk categories, attending Robinwood centres, whilst coronavirus restrictions are in place.

3. Taking individual risk assessed judgements to ensure high risk members of Robinwood staff are either kept off work or complete roles that do not place them at risk.

We will assess the risk for each person individually to ensure that each member staff can safely fulfil any role they are asked to undertake.