

## Robinwood Activity Centres coronavirus risk assessment and plans for safe course operation whilst coronavirus restrictions are in place

We are taking many steps to make centres safe and to reduce the risk of virus transfer to the greatest extent.

This document was updated on 23rd April 2021, prior to the guidance due from the government on the operation of covid secure residentials. It will be updated as required when government guidance is published. We will keep things under constant review and will develop our provision, taking account of all factors, keeping schools updated with any changes made.

Risk identified are as follows, together with a summary of action taken to minimise risk. Greater operational detail is provided in the plan which follows.

Risk	Summary of action taken, with further details provide in the plan which follows
Contact between members of different school parties.	We will keep schools separate.
Contact between members of different activity groups.	We will keep activity groups separate, particularly when they are part of different bubbles at school.
Contact with Robinwood staff	We will ensure Robinwood staff maintain social distance and wear face coverings, whenever it is reasonable to do so.
Transmission of the virus on activity sessions	We will look to adapt activities to main social distance where ever reasonable to do so and to increase cleaning and sanitizing of areas.
Transmission of the virus at break times	We will manage break times to keep schools and activity groups separate. We will operate one way systems and allocate separate break times areas as appropriate.
Transmission of the virus in dormitories	We will look to reduce numbers in dormitories and to ensure all children in a dormitory are from the same activity group.
Transmission of virus at meal times	We have arranged dining room provision so that each party booked will not share dining rooms with any other school party.
Poor standards of hand washing/santising	We have installed additional sinks outdoors and have additional sanitiser provision. Robinwood staff will ensure children wash and/or sanitise hands as and when required.
Areas around the activity centre not kept clean and sanitized.	We have staff timetabled to complete cleaning and sanitizing to a higher degree than during normal operation, with particular focus on high usage areas and levels of risk.
Virus transfer through the usage of kit items by multiple people	Items of kit that are issued for use will have been cleaned and/or left for a sufficient period of time after their previous usage, to avoid the risk of virus transfer on the kit provided.
Poor covid safety supervision by Robinwood staff	Through consultation and training has taken place with all Robinwood staff teams to ensure best covid safe supervision of groups and safe operation of centres.
Increased risk for certain individuals	We would generally advise anyone with higher risk factors, not to attend a Robinwood course when coronavirus restrictions are in place.

### More details of plans in place for centre operation in order to minimise coronavirus risks

#### Courses can be adapted taking account of teachers' priorities

Provision can be tailored as and when required for each school attending. We look to agree details with you in a pre-course phone call with the senior member of the centre-based team in charge of the course. Initial discussion and planning can also take place with your school liaison.

Whilst we have a detailed plan to minimise risk, we are always happy to engage with teachers to consider any further steps, taking account of each school party's preferences. Please don't hesitate to give us a call to discuss things.

Whilst we are always happy to discuss things with you, we would advise against children in higher risk categories attending Robinwood centres, whilst coronavirus restrictions are in place.

#### Keeping schools and activity groups separate

We will keep schools separate throughout their course. Separate rooms will be allocated for each school for their meetings and their mealtimes and separate accommodation areas overnight. We will also keep activity groups separate throughout their course.

We plan to split schools with 6 activity groups or more, to operate as 2 or more separate parties for meetings, mealtimes and team challenge, such that we only have a maximum of 5 activity groups meeting together.

Each activity group will have their own group leader, who will run activity sessions for that group throughout the course. Whilst all Robinwood staff will socially distance from children as much as can be achieved, there will be occasions, when for short periods of time group leaders in particular need to come into closer interaction with members of their group.

We will also look to keep children within activity groups socially distanced whenever it is reasonable to do so, but the nature of the course means that it will not be possible to maintain a good level of social distance between members of the same activity group throughout the whole course. Taking this into account it will be important when allocating children to activity groups for Robinwood, to keep them in the same bubbles that they are in at school.

#### Additional provision for cleaning and sanitising and ensuring social distancing is maintained

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. As well as manual cleaning with sanitiser and wipes, we will also have sanitiser spray provision at each centre which can be used to cover larger areas as required.

Cleaning of larger areas will take place when children are not present. Staff completing cleaning duties will also assist in managing one-way systems, to ensure groups are kept separate and are directed to appropriate locations for their time between activity sessions in particular.

Staff will oversee social distancing and maintaining good hygiene, including supervision of children handwashing and hand sanitising. Staff completing these cleaning duties will wear face coverings and appropriate PPE throughout.

### Hand cleaning and hand sanitising

Hand sanitising or hand washing will take place between activity sessions. We have installed hand sanitiser dispensers at every activity location and at multiple other points around the centres. We have also installed blocks of handwash stations outside, with the provision of 4 hand wash points at each location.

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 best protection.

### Robinwood staff use of face coverings and maintaining social distance

Group leaders and all other Robinwood staff will wear face-coverings throughout your course. The only time at which face coverings may not be worn would be when running activity sessions outdoors and more than 2 metres distant from anyone. Under these circumstances a face covering would not be worn if communication (as is likely) was easier without one. This would apply for example, for significant time periods, when a group leader is running a canoeing session.

For the majority of the course each group leader will remain socially distant from members of their group but there are times when, for activity safety reasons they will need to be closer to individual children for very short periods of time. These would include primarily when fitting helmets, harnesses and buoyancy aids. On these occasions staff will wear visors as well as face coverings, in order to provide additional protection.

Group leaders will also wear face coverings when working for short periods more closely with children as required for these safety related tasks. We are happy to take account of any preferences expressed by teachers in relation to the protection worn by group leaders working with their school.

We have considered all aspects of the course and made adjustments wherever possible to ensure a good level of social distance is maintained between Robinwood staff and all members of visiting school parties.

Staff supporting the group leader will have a more limited amount of close interaction. Their closest interaction will most likely be when detaching children at the end of their turns on the zip wire, but this will be very swift and in the open air.

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

### Use of face coverings by visiting adults

We ask that all visiting adults use face coverings throughout their course, except when

- Eating or drinking.
- Outside and more than 2 metres from anyone.
- In their own bedroom.

### Levels of ventilation

Rooms on centre will have windows open, wherever possible, to a sufficient extent to enable good ventilation of the area. Rooms for use by children above ground level to have retainers to ensure they cannot be opened too wide. External doors will also be left open, whenever it is reasonable to do so, in order to increase levels of ventilation for ground floor rooms.

### Robinwood kit provision

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 we can ensure the helmets have an extended period free from usage, before they are needed again for a future course.

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 we 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 been washed.

### Dormitory allocation and night time supervision

A key element of our approach to minimize virus transfer is keeping schools and activity groups separate throughout the course. We have increased our dormitory provision throughout our period of closure in order to reduce the average number of children accommodated in each dormitory and to provide greater flexibility for the allocation of children to dormitories.

The average number of children in a dormitory will now be just 5, with the additional provision that we have created.

Dormitories will be provided for each school, so that children can be allocated such that everyone in a dormitory is also in the same activity group.

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 open too wide.

Robinwood staff will be available on call throughout the night and all dormitories have a call assistance button that children can press if they need staff assistance for any reason at night. Night duty staff and those supervising wake-ups and bedtime, will wear face coverings and maintain social distancing wherever possible. With dormitories allocated to keep schools separate, staff supervision will also look to ensure this separation is maintained in practice.

Several Robinwood dorms have toilets and washbasins en-suite. In other situations, there will be toilets and wash rooms nearby that are shared by children in different dorms, but all toilets for overnight use will be allocated for use by children from one school only. Staff on bedtime duty, night duty and wake-up duty will oversee the use of these toilets to ensure they are only used by the school they are allocated for.

Whilst Robinwood staff are allocated to supervise all bedtime and wake-up periods, we will also look to work closely with teachers at these times. We are happy to agree levels of involvement with each school individually and for teachers to participate to whatever degree they choose in the supervision of their children at these times.

### Meetings and activities with whole school groups

We will identify rooms for school meetings, allocated for exclusive use by specific schools at specific times during their stay. For schools with 6 activity groups or more we will allocate two rooms and have two separate meetings in order to best maintain social distancing, to the greatest degree possible.

Team challenge is the only activity that takes place with multiple activity groups together. We will place a maximum limit of 5 activity groups taking part in this session together. This will make it easier to maintain a level of separation between activity groups. We will consult with each school about the operation of team challenge and could reduce group size for this session further if teachers would like us to.

#### Mealtimes

We will arrange meal sittings so that when meals are taking place there will only be one school and a maximum of 5 activity groups in each dining room area. For larger schools, this means that different activity groups may be allocated different dining rooms. Dining rooms will be cleaned and sanitised between each sitting, before the next groups enter. We will not generally be able to maintain social distance between children from the same activity group at mealtimes.

#### Timetable organisation and breaktime management

Robinwood courses are highly organised based on a detailed operational timetable, followed closely by all Robinwood staff. This timetable has been updated for operation during this period of coronavirus restrictions, with greater detail provided to confirm movement of activity groups (including toilet use and hand cleaning) throughout the course to ensure that groups are kept separate. Additional detail will also be completed for each 3-day course, to adapt each timetable as required, taking account of school groupings and any school preferences expressed.

#### Fire drill operation

A fire procedure familiarisation drill will take place for each group separately with their group leader. Each group leader will take their group to the fire assembly point, before the start of their first activity session, and tell them what they need to do if the fire alarm goes off. These familiarisations will be staggered, to ensure social distancing is maintained. We will not complete a full fire drill as this would be difficult to operate whilst still maintaining social distance between schools and activity groups.

#### Tuck shop

We will not be running tuck shop, during this period of coronavirus restrictions, as this would present further challenges for socially distanced operation, but schools could still pre-order souvenirs which we would pre-pack for the school to take home with them.

#### Water bottles

Please ask all children to bring their own water bottles. Provision of drinks throughout the course will be much easier if each child uses their own bottle throughout.

#### Lost property

Please give added emphasis to all children having their names on all property that they bring to Robinwood. We will ensure that children do not leave their property on centre, but will not look to return anything that is un-named during the course.

### Movement around centre

One-way systems will be set up around the activity centre, as required to ensure best social distancing is achieved. Staff will ensure that groups follow these systems, with signage also in place.

We will look to keep groups outside as much as possible, to reduce virus transfer throughout the course, whilst taking proportionate account of weather conditions.

Use of toilet and washroom areas will be carefully managed to ensure social distancing, with activity groups kept separate. Toilets will be cleaned and sanitised more frequently throughout the day. We have installed banks of sinks outside, for easy frequent handwashing whilst maintaining social distancing. Wash basins indoors will continue to be used, but in order to maintain social distancing, particularly between activity groups, we will restrict numbers entering at any time. The same would also apply for toilet usage.

### Teachers' areas

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.

The normal teachers' lounge area may not be available, in order to best ensure social distancing between different groups of teachers attending. Alternatively, we may make the lounge available for a more limited number of schools, with other areas provided for the schools not using the normal teachers' lounge.

We will look to agree the usage of this area with teachers at the start of each course. We are happy to talk through the provision of teachers' areas with all schools attending, to make appropriate adjustments taking account of school preferences and the coronavirus restrictions in place at the time.

### Lateral flow testing for staff and action to be taken if a test is positive

We are providing lateral flow tests for our staff team to take on a twice weekly basis.

Any Robinwood staff member testing positive on a lateral flow test will self-isolate as required, but also take a PCR test to look to confirm the test result. They would then continue to self-isolate as required, dependent on PCR test result. Any other Robinwood staff who have been in sufficient contact with a member of staff who has tested positive, would also be informed and required to self-isolate.

Teachers will be informed if a member of staff who has tested positive has been in contact with their school, in the period immediately prior to their positive test.

If any member of staff has covid-19 symptoms they would immediately go for a covid-19 PCR test and self-isolate. Their isolation would continue as required taking account of their PCR test result.

We ask that schools also check for symptoms and complete tests where possible, for all members of their party before leaving school, following government guidelines as appropriate for any positive tests.

### If a member of your party has covid-19 symptoms

If any member of your party shows covid-19 symptoms whilst at Robinwood, we would initially isolate that party member and the activity group they are with on centre and then look to confirm arrangements for that person and their activity group to leave the activity centre as soon as their departure can be arranged.

We would look to discuss the situation with you and offer whatever support we can in making arrangements for the activity group to leave the centre. We would also discuss with you whether it is advisable for the whole school to leave, taking account of all factors. We would provide details of the nearest covid test centre in order that the required PCR test can be completed as soon as possible for the party member(s) with covid-19 symptoms.

The most senior Robinwood manager currently on centre (generally the Centre Manager) would always discuss the situation with your party leader, in any situation where a member of your party appears to have covid-19 symptoms.

#### Isolation and returning home

We are happy for you take the lead in terms of assessing the situation and deciding on action to be taken, but if it is clear that a member of your party has covid-19 symptoms we would require them to isolate together with their activity group and to leave the centre at the earliest time this could be arranged.

We would provide a suitable area for those self-isolating to remain on centre; most likely their allocated dormitories. We would also offer whatever assistance we could be able enable early departure from the centre of those isolating.

Although the extremely low level of the virus that is expected when residentials are taking place, means it is very unlikely that anyone will need to be sent home part way through their course, it would still be important that you have contingency plans in mind, should an early return be required.

#### Use of Robinwood Vehicles

Taking account of social distancing requirements, it will be difficult for Robinwood to offer you transport in Robinwood vehicles. Please bring at least one vehicle with you that can remain on centre and be available to you throughout the course.

#### Continued consultation and training for staff

Before we re-open we are having our whole staff team back in for comprehensive training to ensure they are fully prepared for the courses they are about to run. This training will include:

- 1) Refresher training in all activities and general operation, taking account the period of time that centres will have been closed.
- 2) Specific training in new systems of operation, whilst covid-19 restrictions are in place.
- 3) Staff safety assessments, as required.

We continue to consult with our staff team about plans for re-opening, making adjustments where appropriate based in this feedback in order to ensure best operation of course start operation. This plan will be kept under review and will be adjusted dependent on the overall position and restrictions in place at the time each course takes place.

We can't wait to welcome you back

When so much has changed, some people may be a little wary about a school residential. Thankfully many people have been to Robinwood before and can well remember what it was like before our extended period of closure. We have made some adaptations as detailed to reduce the risk of virus transfer, but all the core components of our courses are still there and we are confident that any visiting group will have great fun and really benefit from the whole experience.

The vast majority of our staff team have stayed with us through closure and they can't wait to leap back into action, to do what they do best. After more than a year of enforced closure, causing a significant financial impact for our business, having schools choosing to return to us is hugely important for us.

We really appreciate your booking with and look forward to welcoming you back very soon.

Please don't hesitate to contact us if you would like to discuss things further.

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