



## UK Youth COVID-Secure Policy and Procedures Statement

UK Youth is fully committed to safeguarding the health, safety and welfare of our colleagues, guests, visitors and the people in the communities where we work. We are aware of, and will comply with, Public Health England (PHE), the Health and Safety Executive (HSE) and Department for Education (DfE) COVID Guidance.

The DfE guidance on maintaining consistent groups or “school bubbling” provides the primary control for managing risk during residential educational visits. UK Youth will ensure that groups minimise contact with those outside of the school ‘bubble’ and implement other protective controls to effectively reduce the risk and create an inherently safer environment.

UK Youth manages the risks associated with COVID-19 through ongoing compliance with the government’s “Five Steps to Safer Working Together” guidance through;

1. Regularly reviewing our risk assessments and sharing with our employees
2. Implementing cleaning, handwashing and hygiene procedures in line with guidance
3. Taking all reasonable steps to help people work from home
4. Taking all reasonable steps to maintain a 2-metre ‘social distance’ Where people cannot keep 2m apart we have ensured at least a 1m distance and taken all the mitigating actions possible to manage transmission risk
5. We have taken all reasonable steps to provide adequate ventilation in enclosed spaces

As employers, we will ensure safe people, workplaces, systems and equipment and we commit to the following;

- We will assess and manage our COVID-19 risks and ensure safe work-resumption using a systematic approach, the hierarchy of control and excellent communications
- This policy will be updated to reflect the latest government guidelines
- We will show strong leadership, worker engagement, and use of good health and safety advice; provide appropriate training, ‘social distancing’, hygiene, ventilation and PPE in line with the relevant risk assessments
- We will protect vulnerable groups and those at higher risk of serious illness, such as those with underlying health problems

- We will provide ongoing physical and mental health support, recognising that some effects may be long-lasting and consider the needs of all workers, including those with health conditions, those working from home and those furloughed
- We will ensure that goods suppliers, contractors and others who have access to our centres operate in accordance with the government guidance on working safely during coronavirus.

What are the hazards?	Who might be harmed and how?	What are we doing to mitigate the risk?
Transmission due to contact between individuals and surfaces	Staff, Guests, Visitors and Contractors	<p><b>Prior to arrival</b></p> <ul style="list-style-type: none"> <li>• Educational groups will have a clear understanding of the role they play in managing the risk of COVID-19, this includes promoting and monitoring of good personal hygiene and ensuring social distancing is maintained where necessary. The school is responsible for ensuring individuals who are required to self-isolate do not attend the visit</li> <li>• Schools and groups will be advised that everyone aged 11 and over will be required to wear a face covering in indoor communal areas such as in corridors, dining room and shop.</li> <li>• Schools and groups will be asked to confirm that their setting is 'COVID-free' and everyone on the visit is in good health and not showing any signs of COVID-19, this will be confirmed upon arrival</li> </ul> <p><b>Maintaining Consistent Groups ('Bubbling')</b></p> <p>DfE Guidance sets out that residential educational visits organised by a school should be conducted in a way that maintains the integrity of the established school visit 'bubble'. Therefore, we will work with all groups and schools to maintain the integrity of their 'bubble(s)' throughout the visit</p> <ul style="list-style-type: none"> <li>• Our rooming plans for schools and groups allows us the flexibility to respond to individual requirements.</li> <li>• Schools and groups will be allocated their own accommodation area to minimise interaction with other schools or groups</li> <li>• Guests will be assigned to a group for activities, in which they will remain for the duration of their stay</li> <li>• Guests will have toilet and shower facilities dedicated to the school or group to avoid the need to interact with other individuals or groups</li> <li>• Each school or group will have a designated mealtime to avoid contact with other guests</li> </ul>

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		<p><b>Transport / Car Parks / Vehicle</b> Schools and groups are directed to the government guidance on travel</p> <p><b>General Management</b></p> <ul style="list-style-type: none"> <li>• An Internal Statutory Compliance Audit will be undertaken prior to 'reopening' to ensure legal compliance (legionella, fire safety, electrical testing etc.)</li> <li>• We have reviewed our Fire Risk Assessments to ensure they remain effective and comply with guidance on social distancing</li> <li>• We will ensure that contractors and visitors are limited to essential services only, and that their operations are aligned with the Government's 'COVID-19 Secure' guidance</li> <li>• Physical meetings are limited to essential purposes only and are optional, not mandatory. Where face to face meetings take place, social distancing guidance is enforced and these will be outdoors or in well ventilated rooms</li> <li>• In addition to staff training and pre-arrival information for guests, posters will assist in ensuring face coverings are used in recommended circumstances</li> <li>• A dedicated Customer Experience Contact will be allocated as a primary point of contact and will check in on the group daily.</li> <li>• We will limit the number of different Instructors assigned to each school or group where possible.</li> </ul> <p><b>Arrival</b> Group Leaders are reminded of the role they play in managing the risk of COVID-19 and their obligation to:</p> <ul style="list-style-type: none"> <li>• Report any illness to UK Youth staff</li> <li>• Ensure face coverings are worn where required</li> <li>• Maintain social distancing</li> </ul> <p>Group Leaders and guests are reminded of the importance of good personal hygiene and the need to wash their hands thoroughly and more often than usual;</p> <ul style="list-style-type: none"> <li>• In-between activities</li> <li>• Before and after eating or handling food</li> <li>• After touching your face, blowing your nose and sneezing or coughing</li> </ul>

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		<ul style="list-style-type: none"> <li>• Before and after using the toilet</li> </ul> <p>Group Leaders are encouraged to promote the importance of good respiratory hygiene for everyone ('catch it, bin it, kill it')</p> <p><b>All Facilities</b></p> <ul style="list-style-type: none"> <li>• To provide maximum ventilation, entrance and exit doors and windows will be open as much as possible unless they are designated fire doors</li> <li>• Where surfaces require disinfecting, we will use an antiviral disinfectant that is effective against Coronavirus.</li> <li>• Hand sanitiser will be available at the entrance to all buildings, and must be used by everyone entering the premises to reduce the risk of transmission</li> <li>• Markers/signage will be in place to help staff and guests maintain social distancing wherever there is a need to queue</li> <li>• Signage will be placed in prominent areas to remind everyone to maintain social distancing and wash their hands regularly</li> <li>• One-way flows will be introduced with a separate exit where possible, where this is not possible an adult will supervise the entrance/exit to ensure that social distancing guidance is adhered to</li> <li>• Additional cleaning and sanitising will take place in areas of high congregation and frequent touch points/surfaces such as:               <ul style="list-style-type: none"> <li>○ Door handles / push plates, especially in and around: WCs, dining rooms, communal offices, receptions and keypad door locks</li> <li>○ Entrances to buildings and accommodation corridors</li> </ul> </li> <li>• Appropriate cleaning supplies will be readily available for staff and accompanying visitors to enable easy access for 'self-service' cleaning</li> <li>• Effective signage to make all aspects of movements and use of site is clear and unambiguous</li> <li>• Toilet facilities provided undergo enhance cleaning processes throughout the day.</li> <li>• Bins will be available for the disposal of PPE, tissues etc. Hand Sanitiser will be available in close proximity</li> </ul> <p><b>Our Staff</b></p> <ul style="list-style-type: none"> <li>• We will promote and encourage asymptomatic testing for all staff – in line with DfE guidance for school staff</li> </ul>

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		<ul style="list-style-type: none"> <li>• Are health checked every morning and reminded daily only to come into work if they are well and no one in their household is self-isolating</li> <li>• Are aware of their obligation to report any illness and are reminded of the importance of good personal hygiene</li> <li>• Will undergo comprehensive training in preventing the transmission of COVID-19, washing hands, cleaning, hygiene, social distancing and the use of PPE</li> <li>• Are kept updated and regularly monitored on all procedures</li> <li>• Will avoid using 'hot-desks' and shared workspaces, where this is not possible, cleaning and sanitising workstations will be undertaken between different occupants</li> </ul> <p><b>Accommodation</b></p> <ul style="list-style-type: none"> <li>• Rooms will be cleaned and sanitised prior to occupancy in accordance with the procedures outlined in the UK Youth Housekeeping Manual and Health and Safety Procedures</li> <li>• This will include a 2 step deep cleaning and sanitisation process.</li> <li>• All duvets and pillows will be quarantined for 72 hours between occupants</li> <li>• All Linen is laundered externally and returned packaged up for groups.</li> <li>• Guest keys will be sanitised with a disinfectant before arrival</li> <li>• Each room will be inspected and approved for use by a member of the Outdoor Learning Facilities Team.</li> <li>• To reduce the risk of transmission, rooms will not be entered unless cleaning/maintenance is required and only at the request of the occupants</li> <li>• Tea and coffee making facilities will be sanitised and available in each leaders room.</li> </ul> <p><b>Catering</b></p> <ul style="list-style-type: none"> <li>• The dining room will be clearly marked/signed to ensure guests can adhere to the latest advice regarding social distancing</li> <li>• The dining room will have a clear entrance and exit route.</li> <li>• Dining will be a 'serviced model' from the counters with no self-service items.</li> <li>• Jugs of squash and glasses will be made available on each table, refills of water and squash will be available.</li> <li>• Chairs, tables and any other touch points will be sanitised between groups visiting the dining room</li> <li>• Cutlery, crockery and paper serviettes will be provided to guests over the food counter</li> </ul>

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		<ul style="list-style-type: none"> <li>• Guests will be provided with an Avon Tyrrell souvenir drinks bottle and encouraged to bring this to the dining room with them</li> </ul> <p><b>Retail</b></p> <ul style="list-style-type: none"> <li>• The UK Youth staff will ensure groups are aware of the procedures to be followed when accessing the shop and clear signage on procedures will be displayed on entry of retail space. Group visits will require management by leaders.</li> <li>• Contactless payment will be encouraged; however we will be able to accept cash for school groups with prior agreement.</li> <li>• A screen will be in place at the till to reduce the risk of transmission between staff and customers</li> <li>• Staff will be assigned to a till and will be responsible for cashing it up. It will be sanitised between users and located to allow social distancing</li> <li>• Replenishment of the shop floor will only occur when guests are not in the shop</li> <li>• Customers will be encouraged to avoid touching products whilst browsing</li> </ul> <p><b>Activities / Evening Entertainment</b></p> <ul style="list-style-type: none"> <li>• Programmes are modified to ensure activities can be conducted to adhere with social distancing guidelines and prevent any interaction with other groups</li> <li>• Activities will be conducted in accordance with the guidance issued by the Governing Bodies of Sport and industry sector bodies</li> <li>• We will minimise the need for guests to share equipment</li> <li>• We will prevent the sharing of PPE if there is a risk of transmission</li> <li>• Where social distancing cannot be maintained, instructors will follow government advice and wear the appropriate protective equipment</li> <li>• We will ensure strict maintenance of hand hygiene using hand sanitiser before, during and after activity (where appropriate)</li> <li>• We have a clearly defined disinfecting routine in place to disinfect relevant equipment and contact surfaces before, after and at pre-set intervals as defined in our Activity Risk Assessment</li> </ul>

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Transmission of infection	Staff, Guests, Visitors and Contractors	<p><b>Infection Control</b></p> <ul style="list-style-type: none"> <li>• We have procedures in place to manage any suspected infection which includes the use of designated rooms suitable for isolation whilst awaiting collection</li> <li>• The UK Youth SOP's outline the actions to be taken in the event of someone (staff or guest) showing signs of COVID-19, including engaging with the NHS Track and Trace service and local health protection team</li> <li>• If a guest is displaying symptoms of the Covid-19 virus;             <ul style="list-style-type: none"> <li>○ As per DfE guidance for schools, each case and situation will be assessed on an individual basis, but the primary action will be for the individual to return home for testing</li> <li>○ They will immediately self-isolate to minimise any risk of transmission</li> <li>○ The school/group will contact the individuals parents to arrange for collection</li> <li>○ In the event of a positive test at home, the school with the providers assistance would contact the DfE helpline and PHE where necessary. Guidance from the DfE and PHE would establish any 'close contacts' who would need to return home</li> </ul> </li> <li>• If a guest cannot reasonably return home (for example because they are not well enough to travel) their circumstances will be discussed with an appropriate health care professional and, if necessary, the Local Authority</li> <li>• If notified of a confirmed or suspected case of COVID-19 then we will enact the government guidance on cleaning in non-healthcare settings. As a minimum this will include;             <ul style="list-style-type: none"> <li>○ Secure the room for 72 hours to reduce the infection risk, especially on soft furnishings which cannot easily be cleaned.</li> <li>○ Use disposable cloths and mop heads</li> <li>○ Clean with warm soapy water first, then disinfect the surfaces</li> <li>○ Normal household disinfectant is recommended</li> <li>○ Pay particular attention to high-touch point areas and air vents</li> <li>○ Staff should wear PPE and, as a minimum, gloves, mask and an apron</li> <li>○ PPE should be discarded by double-bagging and keeping in a secure place, away from other waste for 72 hours. Staff should always wash their hands with soap and water for at least 20 seconds</li> </ul> </li> </ul>

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		<ul style="list-style-type: none"> <li>○ Public areas where a symptomatic person has passed through should be cleaned thoroughly even where contamination may not be visible. All surfaces that the symptomatic person has come into contact with should be disinfected, including all high-touch points such as bathrooms, door handles etc.</li> <li>○ Schools and Groups should notify providers of any post-visit infections</li> </ul>

This risk assessment is regularly reviewed and was last updated on 28 May 2021. If you are unsure of anything, please do let us know as we are here to help ensure you have all the necessary information in advance of your visit.

**Reference to other manuals or assessments:**

UK Youth Health & Safety Policy

Fire Safety Policy

DSE Policy

Manual Handling Policy

**When was the assessment reviewed and by whom?**

May 2021, by Director of Outdoor Learning & Head of Outdoor Learning Operations

**Date of next review and to be done by whom?**

June 2021, by Director of Outdoor Learning & Head of Outdoor Learning Operations