



## 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 where required will comply with, Public Health England (PHE), the Health and Safety Executive (HSE) and Department for Education (DfE) COVID Guidance.

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

- We will assess and manage our COVID-19 risks and ensure safe work-resumption using a systematic approach, a 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 guidance and risk assessments
- We will help to 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 who were 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>The booking lead 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 individuals who are required to self-isolate do not attend the visit</li> </ul> <p><b>Maintaining Consistent Groups ('Bubbling') for educational groups</b> Although 'bubbles' are no longer required under the DfE Guidance, we will work with groups on a case-by-case basis to support those that are more vulnerable.</p> <ul style="list-style-type: none"> <li>Our rooming plans allow 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 within accommodation areas to limit the need to interact with other individuals or groups</li> <li>Each school or group will have staggered mealtimes to minimise grouping in the servery area.</li> </ul> <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 government guidance.</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>In addition to staff training and pre-arrival information for guests, posters will assist in ensuring visitors continue to do what makes them comfortable.</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> </ul>

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		<ul style="list-style-type: none"> <li>• We will limit the number of different Instructors assigned to each activity group where possible.</li> </ul> <p><b>Arrival</b> The booking lead or group leader(s) are reminded of the role they play in managing the risk of COVID-19 and their obligation to report any illness to UK Youth staff and promote good personal hygiene, including respiratory hygiene ('catch it, bin it, kill it')</p> <p><b>All Facilities</b></p> <ul style="list-style-type: none"> <li>• Where surfaces require disinfecting, we will use an antiviral disinfectant that is effective against Coronavirus.</li> <li>• Hand sanitiser will be readily available including at the entrance to all buildings.</li> <li>• Signage will be placed in prominent areas to remind everyone to wash their hands regularly.               <ul style="list-style-type: none"> <li>○ Additional cleaning and sanitising will take place in areas of high congregation and frequent touch points/surfaces such as door handles / push plates, 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 available for staff and accompanying visitors if required for 'self-service' cleaning</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>• Are reminded only to come into work if they are well and are aware of their obligation to report any illness</li> <li>• 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 as required.</li> <li>• Are kept updated and regularly monitored on all procedures related to COVID-19</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 Linen is laundered externally and returned packaged up for groups.</li> </ul>

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		<ul style="list-style-type: none"> <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> </ul> <p><b>Catering</b></p> <ul style="list-style-type: none"> <li>• Chairs, tables, and any other touch points will be sanitised between sittings in the dining room</li> <li>• Guests will be encouraged to bring a re-usable drinks bottle.</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. Group visits will require management by leaders.</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>• 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>• We will ensure strict maintenance of hand hygiene using hand sanitiser before, during and after activity (where appropriate)</li> </ul>
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.</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> </ul> </li> </ul>

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This risk assessment is regularly reviewed and was last updated in June 2022. 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 manual or assessments:

UK Youth Health and Safety Policy

Fire Safety Policy



DSE Policy

Manual Handling Policy

When was the assessment reviewed and by whom?

June 2022, by the Head of Outdoor Learning Operations

Date of next review and to be done by whom?

December 2022 (or sooner if required), by the Head of Outdoor Learning Operations