

Covid safety information for schools attending Robinwood

This document was last updated on Monday 3rd January 2022. We will keep things under constant review and keep schools updated with any changes made.

Risks 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 ensure that schools are kept separate. We will allocate separate areas for schools and manage movement around the activity centre, using one-way systems as and when appropriate.
Not using face coverings	Robinwood staff will wear face coverings, when moving around indoor areas and when supervising indoors at mealtimes and break times. We also ask that all visiting adults wear face covering when moving around indoors. We monitor virus risk level at the time of a course and look to increase the use of face coverings as appropriate, taking account of this.
General transmission of the virus	We will look to maintain social distancing, whenever it is reasonable to do so, in all cases other than for groups of children attending who are in the same bubble.
Poor standards of hand washing/sanitising	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 and equipment 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.
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/sanitising	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.
Poor covid safety supervision by Robinwood staff	Thorough consultation and training has taken place with all Robinwood staff teams to ensure best covid safe supervision of groups and safe operation of centres.

Courses can be adapted taking account of teachers' priorities

Provision can be tailored as and when required for each school attending. We will look to agree details with you in a pre-course phone call with the senior member of the centre-based team in charge of your course. Initial discussion and planning can also take place with your school liaison. We will also keep in close touch throughout the course, in order to work together to maintain appropriate covid safety standards throughout.

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.

Please assess the current covid risk level within your school party

Please undertake your own risk assessment before attending, taking account of covid symptoms and the level of covid cases at your school. We ask that schools check for symptoms and complete lateral flow tests where possible, for all members of their party before leaving school, following government guidelines as appropriate for any positive tests.

Whilst it is clear that anyone who has tested positive and anyone who has covid symptoms (but has not yet been tested) must not attend Robinwood, it is important, if you have individuals unable to attend for this reason, that you make a carefully considered judgement as to whether any other members of your party should not attend and whether the trip is able to continue. This involves assessing the risk that the virus may already have transferred to others in your party, who have not yet shown symptoms or tested positive.

If a member of your party already has covid and you plan to travel by coach to Robinwood, there is a high level of risk that multiple members of your party will have covid by the time you arrive at the activity centre. Whatever action is taken from this point onwards, there is a significantly increased risk of an outbreak that will impact the whole of your school party.

Coach transport to Robinwood

The vast majority of schools travel to Robinwood by coach and most schools currently still arrive with coaches full. We would advise all schools to consider carefully the steps that can be taken to minimise the risk of virus transfer during coach journeys to and from Robinwood.

It would be great, whenever possible, if multiple vehicles can be used for travel to the activity centre, in order to minimise risk levels.

If travelling by coach, we would suggest having children sit on the coach in the Robinwood dormitory groups that they have put them in, with seats left free wherever possible between dormitory groups. Please also ensure maximum ventilation of the coach throughout your journey.

We would very much appreciate any steps that you are able to take to minimise this risk as, if the virus has been allowed to spread to multiple children during your coach journey to the activity centre, it makes containment from the point at which they arrive much more difficult.

Action to be taken if a child, visiting adult or member of staff has covid symptoms

If anyone present on centre has one or more covid symptoms:

- a high temperature – hot to touch, a temperature more than 37.8 degrees C.
- a new, continuous cough – coughing a lot for more than an hour, or 3 or more coughing episodes in 24 hours (if someone usually has a cough, it may be worse than usual)
- a loss or change to your sense of smell or taste – cannot smell or taste anything, or things smell or taste different to normal

They must immediately isolate and then leave the centre and take a PCR test at the earliest possibility opportunity.

Robinwood will initially provide an isolation area on centre, but it would then be school's responsibility to ensure the child(ren) and/or adult(s) are taken off centre at the earliest opportunity. This could be through requiring parents to come and collect a child (or children) under these circumstances or it could be through a provision set up the school with transport available to them.

All schools attended need to consider in advance how members of their party will leave the activity centre, if needed, due to covid isolation requirements. If the situation arises, school parties need to be able to put their plan in to action to get anyone isolating off centre.

We would discuss with you whether it may be advisable for any other members of your party to leave the centre, taking account of all factors, if a member of your party has covid 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. 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 and then to leave the centre at the earliest time this could be arranged, for a PCR test to be completed.

Covid testing and action to be taken if a test is positive

Any Robinwood staff member with covid symptoms would self-isolate and take a PCR test. If the PCR test is positive, they would continue to self-isolate for at least 7 days from the date on which symptoms started. They would only come out of isolation after 2 negative lateral flow tests.

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.

We ask that schools also contact us if a member of their school party has tested positive, in the period immediately after their visit to Robinwood. Please contact us in all cases where symptoms that developed within 2 days of departing from Robinwood, led to a positive test result.

If a member of your party with covid symptoms tests negative for covid, before the end of the course, and they want to continue with their course, we would be happy for them to do this as long as their general health, meant that they are fit enough to do so and there are no other concerns in relation to the symptoms that have been shown.

If a member of staff who has not been double vaccinated comes into close contact with someone who has had a positive PCR covid test, they would immediately self-isolate for at least 7 days, following government guidelines as required.

If a member of staff who has been double vaccinated comes into close contact with someone who has tested positive for covid, they would take daily lateral flow tests and only continue to come in to work if and when lateral flow test results were negative. If a positive result is returned, they would immediately self-isolate and take a PCR test, following government guidelines as required, dependent on the result.

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 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.

We will look to manage movement of schools around the activity centre, using one-way systems when appropriate, in order to ensure that schools are kept separate. Whenever reasonably possible we will stagger break times in order to keep schools separate.

We will provide separate toilets for schools whenever we can. If this is not possible, we will look to manage usage so that different schools are not using toilets blocks at the same time and the blocks are sanitised between usage by different schools.

Additional provision for cleaning and sanitising

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

We will look to clean and sanitise heavy use contact points on a frequent basis. We will also sanitise rooms as much as possible as they pass from use by one school to another.

Robinwood staff; use of face coverings and maintaining social distance

Group leaders and all other Robinwood staff will wear face-coverings when moving around the centre and in general indoor areas.

All staff will use face coverings when they are in closer contact with members of your party, when fitting harnesses or helmets or buoyancy aids. Close contact for a very short period is needed to ensure completion of required safety checks.

We would currently recommend the use of face coverings by Robinwood staff, when working on indoor activity sessions, but we are happy to discuss this with you in order to agree the details of face covering usage by adults during indoor activity sessions.

We will continue to make judgements at the time of the course and may change advice on the use of face coverings, taking account of the current level of virus risk and related government guidance.

Robinwood staff will look to maintain social distance whenever it is reasonably possible to do so whilst ensuring they are also able to deliver safe high quality Robinwood courses.

Hand cleaning and hand sanitising

Frequent hand sanitising or hand washing will be encouraged. We have installed hand sanitiser dispensers at every activity location and at multiple other points around the centres. We have also installed blocks of hand-wash stations outside, with the provision of 4 hand wash points at each location.

Visiting adults; use of face coverings and maintaining social distance

We ask that all adults continue to wear face-coverings when moving around the activity centre and in general indoor areas, particularly when members of other school parties could be present. We also recommend that visiting adults wear face coverings for indoor activity sessions.

We ask all school parties to maintain a good level of social distance, whenever it is reasonable to do so, in particular with other schools on centre. Social distancing should always satisfy government restrictions in place at the time of the visit.

We will continue to review levels of risk and will keep schools updated with any changes to our policy on the use of face coverings.

Levels of ventilation

Rooms on centre will have windows and doors left open, wherever reasonable to do so, to a sufficient extent to enable good ventilation of all areas. 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.

CO2 monitors are used to measure ventilation levels in all rooms following HSE advice, taking action whenever needed to improve ventilation.

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 allocated for each school, in order to best enable the allocation of children without having large numbers in any single dormitory. We would also advise that children are allocated such that wherever possible all children in a dormitory are from the same activity group, or if this is not possible, from no more than 2 different activity groups.

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.

Mealtimes, meetings and activities with whole school groups

We will identify rooms for meals and 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 additional rooms as required to enable better social distancing.

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.

We are happy to consult with each school with 6 groups or more, about this 5 activity group limit which feel is also generally beneficially for the whole team challenge experience.

When providing meals, snacks and drinks will look to minimise contacts in all cases. We will for example look to ensure that drinks are poured out by a member of staff, rather than having multiple children holding and using the same jug. We will in all cases look to avoid multiple children having contact with the same point, as for example when items are passed from one child to another.

Robinwood kit provision

Helmets for dry activities (also 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.

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 no longer be running tuck shop, but schools could still pre-order souvenirs which we would pre-pack for the school to take home with them. We are happy for schools to decide, whether to allow children to bring tuck with them, but would like to emphasise that for safety reasons we operate nut free centres so, please ensure that any tuck brought on centre is completely nut free.

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.

Teachers' areas

All schools will have their own room allocated for their hot chocolate review meeting at the end of each day. We have created a small 'teachers' lounge' area within this room where teachers can stay and relax at the end of the day after children have gone up to bed.

Having provided these areas for schools when we first returned after covid closure, we have found they've proved very popular so we plan to move at all centres having separate teachers' lounge areas at the end of the day rather than moving back to a central teachers' lounge provision for all schools.

Staff vaccination

Virtually all Robinwood staff have now been double vaccinated and by the time centres re-open in January we would expect the vast majority to have had their booster jab. We are monitoring vaccination levels within the staff team and offering strong encouragement and support, to try to get all staff fully vaccinated.

Please don't hesitate to contact us if you any questions or queries about these details or would just like to discuss things further.

Ross East
School Liaison Manager