



Covid Safety Policy

Policy Statement

The coronavirus pandemic has caused huge disruption to our provision of life changing adventures, and continues to be a risk if allowed to spread unchecked. The health, safety and wellbeing of our visitors and staff teams will always be our primary concern, and during this time of uncertainty we are taking positive actions to ensure the risks to our visitors and staff teams from Covid-19 are minimised.

While the virus continues to circulate we will:

1. Comply with all statutory provisions, local restrictions or general guidance produced in support of controlling the spread of coronavirus.
2. Maintain each visiting group and each centre department as a separate 'bubble' and eliminate contact between different bubbles wherever possible.
3. Keep individuals within a bubble a safe distance apart from each other wherever possible (social distancing).
4. Identify and reduce Aerosol Generating Procedures.
5. Clean and disinfect potentially infected surfaces.

This policy and the actions we take arising out of it are all subject to periodic review and will change to reflect the evolution of good practice, statutory restrictions and the current state of the pandemic.

Kingswood fully endorses the actions outlined in the School Travel Sector Stakeholder Group's COVID-safe Charter for residential educational visits, a copy of which can be found on our [website](#).

To meet the requirements of the School Travel Sector Stakeholder Group's COVID-safe Charter you can expect the following:

General

- A Covid-19 risk assessment has been completed to identify the opportunities for virus spread and document the measures required to control this. Site-specific operating procedures are in place to reflect the local arrangements at each of our centres.
- We will communicate with you prior to your arrival to ensure you know what measures we have in place and what we require from you to keep everyone safe. This will mainly be measures relating to hand hygiene and social distancing. Frequent reminders of safe practice will be given on site through signs and interventions from our staff team.
- **We will be operating a bubble system so that you are kept separate from all other parties on site at the same time as you. This will include designated sole use of accommodation, segregated dining areas, separated meeting areas for activities, allocated times to visit the shop, etc.**
- Existing meeting areas for activities and fire assembly will be altered to maintain an acceptable distance between groups and prevent different bubbles having to mix.
- All hand contact points will be sanitised regularly (light switches, door handles, taps, toilet flushes, shower controls, bunk-bed ladders, bed rails, keypad locks, TV remote controls, kettle switches, etc.)
- We will ask you to confirm that all your party members, both children and adults, have been free of covid symptoms in the period leading up to your visit. You and our own staff team will all be briefed on what signs to look for that might indicate a problem and how to report concerns.
- You must not bring anyone who is self-isolating due to a positive covid-19 test result or because they are a close contact of someone who is covid-positive. Any party member who shows signs of

covid-19 infection in the days leading up to the trip must self-isolate and arrange a test. Those in this situation will be allowed to re-join the trip if their test result is negative.

- Any testing or monitoring arrangements that you have in place at school at the time of your visit should continue during your time at Kingswood, and we will do what we can to support you in achieving this.
- We will retain a record of who has been on each Kingswood centre on which days to support NHS Test and Trace. For visiting groups this will be via our bookings system and the Party Leaders' names and details will be supplied. For our staff team members it will be via our daily and weekly work rotas. Everyone else will be required to sign in at Reception in the normal way and either leave their contact details or check in using the NHS App and scanning the displayed QR code.
- Anyone who shows signs of covid-19 during the visit must self-isolate and arrange for a test as soon as possible. Rooms for safe isolation will be available. Kingswood will support you where we can in the repatriation of those showing signs, but the direct responsibility to arrange this remains with you, with parent collection deemed the best option.

Facilities

- Your arrival day site orientation tour will take place outside as much as possible and follow a set route to avoid different parties meeting.
- Your fire drill will take place on arrival day but this may be a 'walk-through' practice rather than a full-site evacuation where different bubbles might mix.
- Our receptions remain open for enquiries but seating for visitors has been reduced or removed to allow social distancing. We encourage you to raise questions or concerns with your course director to avoid you having to visit reception in person.
- First aider support will remain available. Our first aiders have been trained on safe treatment principles in line with UK Resuscitation Council guidance. To minimise traffic to and from our central first aid bases you are encouraged to make use of our remote first aid kits located around our sites.
- One way systems and social distancing signs have been introduced into high traffic areas to minimise congestion.
- We have assessed the safe capacity of all the indoor spaces that we will continue to use, taking into account social distancing and the purpose of the room. Signs in each room indicate the safe limit.
- We have removed all non-critical room fixtures to reduce areas that could harbour contamination and require cleaning (e.g. chairs, pictures, brochure stands, room directories, etc.)
- You will be allocated a specific time to visit our on-site shop, should you wish to. Pick and mix items and vending machines have been removed. You are requested not to pick up or handle items you do not intend to buy, and to pay with a card rather than cash. Hand touch points in our shops will be sanitised between bubbles.
- Additional hand sanitiser stations have been installed at key positions across our premises. Extra signs and prompts from team members will encourage everyone to wash or sanitise their hands regularly. You are encouraged to bring their own sanitiser for personal use as well as that provided by Kingswood.

Accommodation

- Your accommodation is allocated on a sole-use basis, so that you have your own building or part of a building to yourself. Separate access will be available so that groups using different parts of a building do not have to mix.
- Where accommodation is not en-suite, separate washrooms will be allocated to your group.
- All hard surfaces will be sanitised before you occupy your rooms (including all hand contact points, but also bed rails, toilet cisterns, bedside tables, lamps, walls, doors, window sills, wardrobe shelves, etc.)
- All soft/fabric surfaces that could be hand touch points will be sanitised before you occupy your rooms (e.g. backs of chairs, lower portion of curtains, light pull-cords, lamp shades, etc.)
- Your room keys will be sanitised before you collect them.
- Our housekeeping team members will sanitise their hands between cleaning each of your rooms.
- We will keep windows open as much as possible to ventilate indoor areas. Our housekeeping teams will open your bedroom windows when they enter and leave them open when they leave.

Catering

- You will have your own allocated dining time and space. Tables and chairs will be spaced and access to shared facilities such as serving counters will be controlled.
- Queueing areas will have floor markings or signs to encourage social distancing. Where necessary separate entrances and exits and one way systems will be used to avoid congestion.
- All dining tables and chairs will be cleaned down and sanitised between sittings.
- All cutlery, crockery and other tableware will either be single-use disposable or be cleaned and sanitised before you use it.
- Self-service food areas such as salad or cereal bars will be minimised to prevent them become congested and reduce the use of shared tongs, etc.
- You must wear face masks or shields at all times when indoors except when seated in the dining hall to eat or when inside your own bedroom. Kingswood staff will wear face masks or shields at all times when indoors except when seated in the dining hall to eat.

Activities

- Activities that normally take place indoors have, where possible, been moved outdoors.
- Activities where there is an increased risk of aerosol generation (those where there is physical activity causing panting, sustained heavy breathing or shouting) in an area with poor ventilation have been removed from the programme.
- Activity 'shout-outs' that normally take place on the activity lines will NOT take place. Participants will be reminded not to raise their voices unnecessarily for activities that have to take place indoors.
- You will have sole use of each activity area you use. If more than one group uses an activity area at the same time they will be from the same bubble. Evening activities such as discos or camp fires where previously different schools would mix will be kept as single-bubble events.
- Social distancing will be applied during activities as much as possible, particularly in waiting areas and for activities indoors. We have provided signs or floor markings to encourage social distancing at activity bases where participants need to queue or wait for their turn.
- Classroom spaces are set up so that desks are spaced out and all students face in the same direction.

- If participants have to work in smaller groups these will be the same sub-groups each time to limit the number of people each participant comes into close contact with. These sub-groups should be based on shared dormitories.
- Close-quarters actions normally undertaken by an activity leader will, where possible, be replaced by distanced demonstrations and explanations. Checks on fitting of equipment will be done, where possible, visually. If equipment needs to be adjusted or physically checked our instructor will wear a face covering and will do this with the participant facing away from them (i.e. from behind).
- If any checks that place the instructor within the breathing zone of the participant are unavoidable, then the instructor will wear a face shield when doing the checks, or the participant will wear a face covering.
- We will sanitise between uses the hand contact points of activity bases that are likely to be shared between preceding and succeeding groups.
- We will sanitise or quarantine for 72 hours all activity equipment that is shared between bubbles.

Staffing

- Our team members have all undertaken additional training in our new ways of working and are aware of their responsibilities for preventing virus transmission.
- You will have a dedicated group of Kingswood staff to lead your activities to minimize the number of people your bubble interacts with.
- Our staff team members undertake daily symptom checks and make symptom-free declarations. They also complete twice-weekly lateral flow tests to check for the presence of covid-19 antibodies.
- Our staff wear masks or shields when in close-contact situations outdoors, such as when checking participants' safety equipment.

Travel

- Any coach service we arrange for you will be with a reputable operator who has confirmed to us that they are operating in line with current covid-safe practice for transport providers.
- We will allocate staggered arrival times for visiting groups to reduce the opportunities for groups to mix during the arrival period. Wherever possible luggage will be transferred directly from the coach to the accommodation, rather than left in a central point for later collection.