

NAYC/ACUK Pioneer Centre	RISK ASSESSMENT SUMMARY
Location / Activity	Coronavirus (covid-19) Risk Assessment Summary – Residential & Other Site Visits to the centre
Assessment date	22/06/2021
Review Date	19/07/2021 – or when Government Guidance updated
Assessed by	Joshua Thompson (Head of Centre)
Contributions	Department Heads, Line Managers, Organisation Leadership Team
COVID-19 Secure Policy Statement	<p>As an employer, NAYC/ACUK has a legal responsibility to protect workers and others from risk to their health and safety as outlined in our H&S Policy. The well-being of all our staff, guests, customers, and users of our facilities is paramount and we continue to monitor the COVID-19 situation on a daily basis. As the situation develops, we will continue to follow government advice provided by the Public Health England relating to controlling the spread of COVID-19.</p> <p>As an organisation we are promoting effective ways to minimise any potential threat by actively promoting good hygiene and implementing other procedures recommended by Public Health England in our facilities.</p> <p>We request that these guidelines are followed by all staff, contractors, visitors or guests / group members, to ensure that there is a reduced threat of contamination.</p>
Overview	Analysis of the procedures to allow groups, staff and contractors on site and facilitate safe continued use of the centre, according to guidance, as far as practicably possible.
Related Information <i>(to be viewed in conjunction with risk assessment)</i>	<p>NAYC/ACUK H&S Policy (displayed at centre)</p> <p>*[External] COVID-19 Secure Policy and Procedures Document for further Guidance from the UK Outdoors on behalf of the Industry</p> <p>ACUK Covid Cancellation Policy</p> <p>*Staff Summary Document</p> <p>*Group Commitment Form</p> <p>Staff Training Form</p> <p>*Infection Control Risk Assessment</p> <p>Activity Covid-19 Risk Assessment</p> <p>Activity Individual Risk Assessments</p> <p>*copy attached to this document</p>

What are the hazards?	PERSONS AT RISK	CONTROL MEASURES IN PLACE TO REMOVE OR TO REDUCE THE RISK OF EXPOSURE TO THE HAZARD
Contracting the Covid-19 Virus	ALL	<p>Whilst the Covid-19 virus can, in the worst-case scenario, cause serious illness and even death, especially for vulnerable older adults and those with underlying health conditions, evidence suggests that for the majority (particularly children and young people) they will experience a mild to moderate illness at most, with around a third not experiencing any symptoms at all.</p> <p>The focus of this risk assessment is therefore the reduction of cross-contamination from an infected person to a non-infected person. It is not possible to manage this risk to zero, and no guarantee is given to those attending the centre, who do so on their own volition. All vulnerable older adults and those with underlying health conditions should seek guidance from their doctor prior to attendance.</p> <p>The following assessment has been developed based on the understanding that:</p> <ul style="list-style-type: none"> • All guidelines and measures we will be enacted by group leaders, guests, children & young people and contractors, which is subject to their own separate risk assessments and measures. • Based on the current government guidelines and the National rate of infections. • The risk assessment is necessarily dynamic, and changes will be made as safety concerns change.
<p>Summary of measures throughout the Centre:</p> <ul style="list-style-type: none"> • Clean more often the areas with high volume traffic and groups from multiple 'bubbles'. • Ask our customers to wear face coverings indoors in public spaces, exemptions apply. • Make sure everyone is social distancing. • Increase ventilation. • Turn people with coronavirus symptoms away. <p>Ultimately, the best action is to prevent those with Covid-19 from attending site. <i>This is therefore the responsibility of everyone attending site.</i></p>		
<p>GROUP LEADERS must undertake THEIR OWN full and thorough risk assessments in relation to all educational visits to ensure they can be undertaken safely. Further Information can be obtained from:</p> <p>https://www.hse.gov.uk/coronavirus/working-safely/risk-assessment.htm</p> <p>https://www.gov.uk/government/publications/health-and-safety-on-educational-visits</p> <p>https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/annex-a-health-and-safety-risk-assessment</p> <p>https://www.gov.uk/government/publications/protective-measures-for-holiday-or-after-school-clubs-and-other-out-of-school-settings-for-children-during-the-coronavirus-covid-19-outbreak</p> <p>GROUP LEADERS risk assessments should, amongst other things, set out how:</p> <ul style="list-style-type: none"> • the integrity of the bubble will be maintained throughout (including during recreational times) - you should: • not 'top up' or mix the bubbles at any time during the visit. • think very carefully about how you will maintain the integrity of large bubbles. • the integrity of the bubbles will be maintained, and bubble mixing prevented if more than one bubble is going on the trip • you will maintain the bubble throughout the visit and ensure that bubbles do not mix with other school groups or bubbles or other guests • contingency plans enable a rapid response to symptoms developing in the group or someone needing to self-isolate <p>The centre cannot assist with production of these risk assessments, other than through the measures indicated within this document.</p>		

Failure to maintain a Covid-19 free environment (PEOPLE)	Staff	<ul style="list-style-type: none"> To be inducted and refreshed of procedures relating to Covid-19 measures, using the <u>Staff Training Form</u> to record all completed training related to Covid-19. Workplace testing will be employed where necessary and applicable. Temperature check & health checks, done daily; temperature checks can be retaken to account for false positive results. H&S policy enforced, via disciplinary.
	Contractors	<ul style="list-style-type: none"> Contractors are expected to operate their own risk assessment. Contractors will have a temperature check on arrival; checks can be retaken to account for false positive results. Contractors will confirm that they are able to operate safely onsite and have not come into contact with the virus. Centre staff member will manage their work and presence on site. All contractors will be limited to essential works only.
	Guests	<ul style="list-style-type: none"> Temperature check on arrival; checks can be retaken to account for false positive results. There is an exemption to the social contact limits for residential visits organised by schools, colleges, further education and higher education providers for educational or educational training purposes due to the creation of 'bubbles'. Additional guests/visitors should not attend site.
Congregation of people in various places indoors increasing the likelihood of increased transmission of Covid-19 (CAPACITIES)	Guests and staff	<p>Venues</p> <ul style="list-style-type: none"> All venues will operate at 50% capacity. However, different groups have different allowable bubble capacities, so the venues will therefore operate at the lowest capacity for the bubble size i.e. Mackenzie Hall = activity day bookings maximum 200, residential group maximum 30 + support staff Capacities are set as follows: Mackenzie Hall – 200; Maple Hall and Sports Hall – 150; Dining Room – 130 (65 each side); Gilmour Lounge – 50; Thunderbay, Red Deer – 60; Blackfoot, Klondike, Noble Fir, Treehouse – 30; Outside Trading Post – 40; Gilmour Lounge Trading post will be out of action. To ensure availability, venues must be booked/allocated in advance. <p>Bedrooms – where group is in the same bubble.</p> <ul style="list-style-type: none"> Additional sofa beds should not be used. Maximum circa 30 young people + additional support staff per lodge Leaders should ideally be allocated separate rooms, where possible (recommendation) Rooms, where possible, should be limited to 6 people maximum. Lounge and kitchenette can be used, but measures should be followed as indicated. <p>Bedrooms – where group is NOT IN THE SAME bubble</p> <ul style="list-style-type: none"> Individual rooms MUST be provided per bubble. The lodge lounge and kitchenette cannot be used. Two households or 6 individuals maximum can meet indoors.

		<ul style="list-style-type: none"> • Social distancing and masks to be worn except in rooms or whilst seated eating. <p>In addition,</p> <ul style="list-style-type: none"> • Schools may bring multiple bubbles on a visit, as long as the integrity of the separate bubbles can be maintained. • All safeguarding and fire safety rules must still be followed.
<p>Contagious people coming into the centre leading to increased transmission of covid-19</p> <p>(PRIOR TO ARRIVAL AT PIONEER CENTRE)</p>	<p>Employees, guests, contractors and visitors</p>	<p>To help ensure that the risk of virus spread is as low as possible, the centre to tell staff and potential visitors, including customers and contractors, not to enter the centre if they are displaying any symptoms of coronavirus (COVID-19), if they have been in contact with someone with symptoms, has travelled internationally within 10 days (amber or red zones) or if they have been instructed to self-isolate.</p> <p>Anyone showing the symptoms (new continuous cough and/or a high temperature, loss of sense of smell & taste) should not come to work / enter the centre and should follow the relevant government protocols at home and before coming back to work. Isolation should be undertaken according to the government guidelines at the time and in accordance with the reason for self-isolating.</p> <p>Anyone living in a household where someone is showing symptoms should stay at home for 10 days. If they then become ill then they must continue to isolate for 10 days from when they first showed their own symptoms.</p> <p>Anyone contacted by the Government track and trace system should adhere to isolation for period instructed.</p> <p>Group organisers will be required to confirm that everyone attending in their party / booking is in good health and not showing any signs of Covid-19, has been in contact, has travelled internationally or has received a positive test result and are not in a household where isolation is taking place. <u>Confirmation Agreement</u> to be signed on arrival.</p> <ul style="list-style-type: none"> • Prior to boarding coach / bus, temperature checks should be carried out at the school / college / pick up point. This is the responsibility of the group organiser.
<p>Spread of Covid19 due to contact with people and surfaces and objects</p>	<p>Employees, guests, contractors and visitors</p>	<p>Employees - Staff are health checked each shift, including checking no one is presenting with Covid symptoms within their household and temperature of staff to be taken on arrival. Any staff member presenting with high temperature (37.8° or above) to be sent home.</p> <p>Visitors / Contractors – Temperature check & doorstep check of all contractors, visitors, deliveries requiring time in building, will be undertaken prior to allowing into building. Temperature check performed; checks can be retaken to account for false positive results.</p> <p>Group arrival (guests) by COACH / BUS –</p> <ul style="list-style-type: none"> • Prior to arrival, a designated time will be required for arrival so that we can manage a staggered approach for arrival of multiple coaches arriving on any one day. • When arriving by coach, guests to remain on coach until met by centre staff, either GST or Activity Liaison. • Group organisers will be required to confirm that everyone attending in their party / booking is in good

<p>(ARRIVAL AT PIONEER CENTRE)</p>		<p>health and not showing any signs of Covid-19 and are not in a household where isolation is taking place.</p> <ul style="list-style-type: none"> • The group should disembark the coach, limiting the number to 15 at any one time congregating outside of the vehicle. Guests will be required to wash their hands or use sanitiser gel. • Temperature check performed; checks can be retaken to account for false positive results. • Groups will then be taken straight to their allocated meeting area. <p>Group arrival (guests) by car / bike –</p> <ul style="list-style-type: none"> • If group not arriving altogether, group organisers will be required to confirm that everyone attending in their party / booking is in good health and not showing any signs of Covid-19 and are not in a household where isolation is taking place prior to arrival. • When guests arrive, they will be required to use sanitisers as they enter the building. • Temperature check performed; checks can be retaken to account for false positive results. • If multiple groups on site, groups to have separate registration areas to limit number of people in anyone area. Social distance signs displayed. <ul style="list-style-type: none"> • It is suggested that lateral flow tests be utilised by all groups to ensure that no asymptomatic guests arrive at the centre. This is the responsibility of the group. <ul style="list-style-type: none"> • Reception areas can be used for check-in and check-out for small groups, although residential visit bubbles will meet first outside and then in the large, allocated reception hall (see arrival by coach). Queuing will be managed to ensure social distancing. The bubble should not share facilities with other guests or other bubbles. All of these areas should be cleaned thoroughly, kept well-ventilated, and managed in line with guidance on social distancing and face coverings.
<p>Spread of Covid19 due to contact with people and surfaces and objects</p> <p>(ACCOMMODATION - LODGES)</p>	<p>Employees, guests, contractors and visitors</p>	<ul style="list-style-type: none"> • The bedroom capacity of each individual room will be set in accordance by UK government guidelines (see capacities). <i>All spare bedding will be removed from the room.</i> • We will implement strict pre-occupancy room cleaning and sanitizing protocols in compliance with health and safety procedures and guidelines, making sure we use specific products as recommended for disinfection. • Cleaning staff will have additional training and will be adhering to strict pre-occupancy cleaning and sanitizing protocols, in compliance with health and safety regulations, using specific products recommended. • On arrival, your bed linen to be placed on each bed and no beds to be made. This will limit the amount of contact our staff will have with surfaces guests are to touch. • Windows will be opened for ventilation. This can be managed by group during stay. • Cleaning team will have specific PPE to wear, including gloves, aprons, and face mask. • All staff to frequently wash their hands. • We will limit the number of staff in a room to clean at any one time, so staff can adhere to social distancing. • For your health, we will be limiting the staff access to bedrooms. This will mean no “refreshing” during guest stays. Cleaning Kits will be provided on check-in to help with sanitising that may need to occur during your stay. If additional cleaning is required during a group stay (isolation, contamination, other

		<p>sickness) this can be scheduled in when group is out of the lodge – please liaise with our staff.</p> <ul style="list-style-type: none"> • On departure, we will ask for bedlinen to be left outside of your bedroom, prior to breakfast for our staff to collect without having to enter the room. • Hand washing facilities and soap in all the en-suite bathrooms. • Touch free bins provided in bedrooms / bathrooms / lounge / kitchenette • Lodge lounge chairs to be spaced out further, doors to lodges kept open as much as possible to stop continual touching of doors – undertaken by group leader in conjunction with safety of group. • Each kitchenette to have paper hand towels provided. • Due to size constraints, signs displayed in kitchenettes to limit number of guests using area at any one time. This will be managed by the group. • Sign displayed by tea, coffee, sugar, to remind guests to only touch what they are to use. Individual servings provided. • Signs displayed in each lodge to remind guests about social distancing, hand washing and general covid-19 safety. • Groups to be encouraged to use open spaces outside as much as possible and be outside as much as possible.
<p>Spread of Covid19 due to contact with people and surfaces and objects</p> <p>(CATERING)</p>	<p>Staff and Guests</p>	<ul style="list-style-type: none"> • Prior to arrival, we will work with groups to arrange designated mealtimes for each group, allowing us to limit numbers in dining room at any one time. • Mandatory for all who enter the dining room to make use of hand sanitiser or wash hands prior to entering. To be overseen by the group leader. Signage also placed to remind guests. • Dining room split into two clear sections, both with their own designated and separate entry / exit doors for the dining room, therefore allowing a one-way flow of people movement when in the dining room, minimizing diners having to cross over each other. • On entering dining room, guests to take a seat first. Then called up to service table by table, with floor markers indicating where to queue to maintain social distancing, rather than all queuing in one long line together. • Increased spacing between tables and limiting seats per table, in line with Government social distancing measures, removing additional chairs and tables to allow social distancing space • Information posters and floor markings to assist guiding people. • Increased ventilation, open doors and windows and use of fans, where appropriate • We will restrict the limit of people movement within the dining room by: Removal of self-service Open salad bar removed, plated salad option to be available with lunches. Where possible, desserts to be pre-placed and wrapped, on dining room tables. All other items served. Cutlery will be wrapped, glasses and juice* to be on tables already rather than collecting from central area. *for groups in the same bubble only • Staff will be wearing PPE, including gloves and masks. • Additional increased cleaning, including anti-bacterial cleaning of all chairs / tables / napkin holders after each sitting.

		<ul style="list-style-type: none"> • Sign displayed by coffee stations to remind guests to only touch what they are to use. • Floor markings to highlight queuing / where to stand to adhere to social distancing. • Coffee stations will have increased cleaning. • During very busy periods, packed lunches maybe provided as an alternative to a sit in hot lunch. • An additional hall may also be set up as additional dining space in order to successfully accommodate all guests.
<p>Spread of Covid19 due to contact with people and surfaces and objects</p> <p>(COMMUNAL AREAS, including corridors)</p>	ALL	<ul style="list-style-type: none"> • Additional increased cleaning and sanitizing protocols in compliance with health and safety procedures and guidelines, making sure we use specific products as recommended for disinfection. • Groups will be asked to go back to their lodge and use their own toilet. Public toilets will be closed to guests. • Accessible toilets will have increased cleaning, and will be only made available for guests, coach drivers, contractors. GST to manage and make sure toilet is sanitised after use. • Communal public areas will be cordoned off and not in use. • Doors to lodges kept open as much as possible to stop continual touching of doors. • Where the games equipment (table tennis / pool/table football) is not allocated to a specific group - the activities will be taken out of operation. Games that can be isolated to a specific group will have sanitised equipment provided to a group leader at start of the stay. Where concern for cross contamination raises the priority will be to put the areas out of action. • All leaflets to be removed from reception lounge. • Touch free bins provided. • Traffic will be limited as much as possible through main areas, with the allocation of lodges in different areas to avoid congestion. Where this is not possible, one-way systems or signs will be used to direct traffic. • Group leaders are expected to manage their guests at all times and therefore limit the traffic to allocated times (meals, activities) Guests encouraged to walk single file, to maintain distancing. Where possible and necessary and at peak times, additional centre staff may be available to help coordinate traffic, however, most of the decongesting will occur through strict scheduling. • Guests and staff not to congregate in corridors. • Group leaders informed at the start of the schedules and timings and will be reminded that they must be on time but should not be early. • Groups should be encouraged to spend as much time outdoors as possible.
<p>Spread of Covid-19 due to contact with people and surfaces and objects</p> <p>(FIRST AID PROVISION)</p>	ALL	<ul style="list-style-type: none"> • When responding to a first aid request, all employees will have undergone additional training. • All staff provided with personal protective equipment (PPE) when dealing with a first aid incident (gloves, aprons, and mask) and must ensure it is worn correctly, adequately maintained, suitably removed and disposed of (where required). • Where possible, in the first instance, First Aid provision should be carried out in a large open space, well ventilated. • When a minor (child) requires Frist Aid provision, teacher / parent / guardian to remain with patient, but remains 2 meters from First Aider (where possible).

		<ul style="list-style-type: none"> All due care and preparation will be taken, however, the casualties' injuries and safety will be paramount
<p>Contagious people congregating during a fire alarm leading to increased transmission of Covid-19</p> <p>(DURING FIRE SAFETY, EVACUATION)</p>	<p>Guests, staff, contractors</p>	<ul style="list-style-type: none"> Fire doors must NOT be propped open at night; GST staff member to remind groups prior to leaving taking any doors off the latch and disinfecting handles. Evacuation procedures unchanged, test fire alarms will not be performed during your stay. Groups are directed to ensure bubbles remain separate on the basketball court. The whole of the court and field can be used under the guidance of the group leader. Fire warden and marshals will liaise with the group leaders as normal. It is the groups responsibility to manage the distancing.
<p>Person(s) presenting with symptoms whilst resident on-site leading to increased transmission of Covid-19</p> <p>(ISOLATION)</p>	<p>Guests and staff</p>	<ul style="list-style-type: none"> If someone becomes unwell and starts to display symptoms - with a new, continuous cough or a high temperature or with loss of taste/smell they must be sent home immediately and advised to follow the staying at home guidance. A room should be allocated by the group for the purposes of isolation should this be required. This needs to be identified on the Group Commitment Form. If available, this may be in another lodge. Safeguarding and fire safety rules must still be observed. Whilst the affected person is awaiting collection, they should remain in the isolation room. If they are a child, depending on the age of the child, appropriate adult supervision may be required. Ideally, a window should be opened for ventilation. The room will need to be deep cleaned and disinfected after use. Isolation room sign and hazard signs should be used to clearly identify the rooms. Separate linen should be collected for this room on arrival. The centre has provided a favourable <u>Cancellation Policy</u> – see Covid Cancellation policy - in order to supply flexible terms to the groups in their preparation and assist with not bringing isolating individuals. The group should enact its own risk assessment for the case of symptoms occurring. This may result in the whole group leaving. No refunds will be made for any guest/group that has to evacuate due to testing positive or presenting with symptoms. The centre will make available additional room(s) for the purposes of isolation, within the lodge or within another lodge – where there is another lodge available. Where no additional rooms are available, the Group leaders will have to make alternative arrangements. The group is responsible for the management and allocation of rooms. Group Leaders should be allocated to individual rooms where possible. This remains <i>guidance</i> only (recommendation) and is up to the group's safety assessment. Where no additional rooms are available, tents or local B&B's could be used as an alternative. This is at the cost of the group and not arranged by the centre. When isolating is required, safeguarding and fire safety rules must still be followed. As per our normal T&Cs groups should come in more than one vehicle in order to assist with evacuation needs (eg. hospital visits), the centre is unable to assist groups.

<p>Spread of Covid19 due to contact with people and surfaces and objects</p> <p>(DURING ACTIVITIES)</p>	<p>Staff and guests</p>	<ul style="list-style-type: none"> • National governing body guidance has been taken for each activity. • A separate risk assessment covers the activities, procedures and protocols. • Staff have undergone refresher training to avoid any skill fade and have also had additional time and support to ensure competence. • PPE provided. • Activity group sizes may be adjusted to suit bubbles. • Activity night sessions maybe altered to ensure safe operations.
<p>Spread of Covid19 due to contact with people and surfaces and objects</p> <p>(CLEANING)</p>		<ul style="list-style-type: none"> • Disposable clothes will be used. • Anti-viral disinfectant will be used as appropriate. • Hand sanitiser is available at all entrances and exits and kept topped up. • Increased ventilation – before and after every group windows and doors will be opened.
<p>IMPORTANT</p> <p>The above precautions have been put in place for the safety of all visiting the centre, including staff, guests, contractors, and visitors. Any persons NOT adhering to the guidelines in place maybe asked to leave the centre/property. Rudeness towards our staff will not be tolerated.</p>		

NAYC/ACUK	INFECTION CONTROL SYSTEM		
Location/Activity	ALL RESIDENTIAL CENTRES AND STAFF ACCOMMODATION		
Assessment date	20/03/2017	Last review date	01/01/2021
Assessed by	Tim Stone, Graham Hughes, Garryl Willis, Otto Tomanek	Last review by	Josh Thompson
Overview	Analysis of vulnerability to infection (principally flu, vomiting and other viral infections) being introduced to a centre and spreading among guests and staff. Identifying control measures to reduce risk of infection and re-infection. The principal concern is with highly infectious vomiting viruses that are especially prevalent in winter months.		

PROCESS	HAZARD	CONTROL MEASURES IN PLACE to remove or reduce risk of infection spread
Pre-event communications	Infected persons coming as guests and infecting other guests and staff	<p>Communications with group organisers in advance of each booking to explain and emphasise the importance of not bringing guests who are unwell or recently recovered from any infectious condition.</p> <p>These communications may include a section in standard pre-event letters and forms as well as a last-minute (7 days previous) reminder by email.</p>
Staff sickness	Staff who are unwell pass infection to other staff and guests.	<p>All staff alerted to the need to self-monitor and remove themselves from work when unwell and especially if suffering from vomiting, diarrhoea and flu-like symptoms.</p> <p>Additionally, symptoms to include high temperature, loss of taste/smell and new continuous cough</p>
		<p>Staff who withdraw from work allow 48 hours after symptoms cease before returning to work.</p> <p>Or to isolate as per government guidelines</p>
		<p>Staff living in shared accommodation isolate themselves to avoid contact with colleagues</p>
		<p>Line managers to always monitor their own staff and send individuals home if concerned about the level of risk.</p>
Guest or visitors become unwell	Infection is passed to other guests and/or to staff through direct contact or from infected surfaces and fabrics etc.	<p>Group leaders briefed regarding the importance of quick identification and isolation of guests who become ill. Instructions for this included in welcome pack.</p>
		<p>Facilities available for rapid cleaning of rooms, furnishings and group leaders made aware of procedures. Appropriate PPE to be worn and disposal of clinical waste safely.</p>
		<p>Isolation facilities (spare rooms) made available whenever possible.</p>
		<p>Persons who become ill are sent home at the earliest opportunity whenever possible. They should be kept isolated until they can leave and any areas be disinfected upon departure.</p>

		Group leaders monitor other guests who shared a room with the sick person. Their room should be decontaminated as soon as possible, and the guests should be moved to a new room. Areas should be well ventilated to reduce cross contamination.
Use and cleaning of rooms occupied by sick persons	Infection remains on surfaces and in fabrics, carpets etc.	Housekeeping have a routine to manage laundering, cleaning etc at the earliest opportunity after contamination. Deep clean and level 2 sanitation Housekeeping routine includes: IMMEDIATE ventilation of room, stripping bedding, cleaning carpets, using appropriate sanitising chemicals on surfaces and curtains, wiping bed frames, door handles, hard surfaces and mattresses. Room is made available for use when housekeeping are satisfied that cleaning is complete.
Standard cleaning regime	Source of infection remains undetected within accommodation	All bedding changed between user groups. Bathrooms and toilets cleaned and sanitised, carpets vacuumed and surfaces wiped between user groups. Any evidence of soiling or bodily fluids suitable treated and cleaned.
		All rooms regularly cleaned to a higher level and mattress protectors etc laundered.
Staff and Guest Hygiene	Infection passed on from person to person.	Hand washing facilities available in all guest bedrooms, communal toilets, staff lodges and food prep areas. Hand sanitiser available at entrances. Group leaders given guidance to instruct their group members to wash hands after using the toilet, before meals, after using shared equipment (ropes, gloves, paddles etc) and on any other occasion when contamination is likely. Disposable gloves available for staff at all critical contamination and cleaning points.
Staff personal hygiene	Infection carried through poor personal hygiene.	Staff expected to have a good personal hygiene routine and launder clothing regularly.
		Some staff uniform items laundered on site.
Staff accommodation cleaning	Infection spread through lack of cleanliness	Staff expected to keep their own living space clean and change bedding regularly. Cleaning routine and designated cleaners for staff communal areas and kitchen. Staff given instruction in basic food hygiene. Inspection routine for staff accommodation and communal areas.



GROUP COMMITMENT AGREEMENT

The organisation has put strict measures in place to do all it can to protect you, your group, staff, and contractors from the spread of the Covid-19 virus. This requires everyone to do their part.

By signing this agreement, you are declaring that you and anyone within your group, including all guests and visitors:

- DO NOT have symptoms of the coronavirus (*high temperature, continuous cough or loss or change in smell/taste*) or have had symptoms within the last 10 days.
- HAVE NOT been told to self-isolate within the last 10 days.
- HAVE NOT travelled abroad in the last 10 days (amber or red countries).
- HAVE NOT had contact with someone who has had symptoms (as above) or has been told to self-isolate.

In addition, you are agreeing to:

- Ensure that your 'bubble' is maintained throughout your stay.
- Not use public spaces, except for queuing.
- To ensure that everyone in your group is practising good hygiene, including regular washing/sanitising of hands, wearing masks (where applicable), and observing social distancing.
- To aide and manage the **immediate** isolation and subsequent removal of anyone exhibiting Covid-19 symptoms. To appropriately sanitise, using provided means, any necessary areas or items they have come in contact with. Where there is the need to address larger areas, like a bedroom, to work with centre staff in order to reorganise sleeping plan to accommodate necessary changes and allow our cleaners to access the area. Rooms affected should be identified by the WARNING posters provided. Should removal **not be immediately possible** (very late at night), the person should be moved to an isolation room (**LODGE: _____ ROOM: _____**) as temporary accommodation, and to then be removed at the earliest possible time the next morning.
- To follow and enforce all government guidelines, additional safety signage and any instructions or measures the Centre has in place.
- Complete a comprehensive risk assessment.
- Agree to all guests to have a temperature check on arrival.

PRINT NAME: _____

SIGNED: _____

AUTHORITY ON BEHALF OF THE GROUP:

DATE: _____

WE HOPE YOU ENJOY YOUR STAY SAFELY

Pioneer

Cleobury Mortimer, Shropshire, DY14 8JG

T: 01299 271217 | E: enquiries@pioneercentre.org.uk | W: www.acuk.net

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Registered Office: Action Centres UK Ltd, Kings Park Road, Northampton, NN3 6JL. Charity Registration No: 803431



SUMMARY INSTRUCTIONS FOR RETURNING STAFF

Staff **MUST**

- Undertake a forehead- touchless- temperature check, required on arrival, EVERYDAY – *only proceed to enter work if no high temperature is indicated by the check*
- Abide by all current government guidelines/legislation
- Wash your hands regularly
- Use sanitiser hand gel when entering or leaving the building
- Keep your distance – 2m or where not possible 1m+
- Wear a mask – *medical exemptions may apply*
- Clean and disinfect the toilet before and after use and use the same toilet where possible
- Ventilate any shared areas
- Move equipment/offices in order to create space and avoid working unnecessarily close to other staff
- Maintain hygiene and rigorous washing of clothes
- Disinfect before & after use – eg. - handles/workstations/phones/light switches
- Only go into areas that you are required to go into
- RESPECT other staff by keeping your distance
- Bring your own food/milk for drinks and wash and take away everything with you each day
- USE PPE where appropriate
- Lock any area and turn off lights
- Avoid arriving at the same time as others, stagger your break and meal times
- Work within the same teams where possible
- Read all risk assessments, policies and ASK if in any doubt
- Failure to adhere to safety guidelines or instructions, or breaching covid legislation or safety measures/guidelines may be a breach in organisation H&S and could result in disciplinary action, including dismissal

GOT SYMPTOMS? Do not come to work
Phone your line manager for help

STAY SAFE & WELL

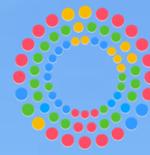
Pioneer

Cleobury Mortimer, Shropshire, DY14 8JG

T: 01299 271217 | E: enquiries@pioneercentre.org.uk | W: www.acuk.net

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UK Outdoors
Learning • Health • Adventure

COVID-19 Secure Policy and Procedures

The Outdoor Education Sector guide to regulations and recommendations for the 'COVID Safe' operation of Residential Educational Visits

2nd February 2021

Introduction

This document sets out a framework for providers of overnight Educational Visits and presents a basis for individual providers to develop their own operating guidance for schools, staff, and supply chains in their own venues, as necessary.

It is not intended to be exhaustive in covering every possible scenario but aims to provide a clear direction for the residential education visit sector to adopt best practice and meet the government guidance on working safely during coronavirus.

The document has been developed in partnership with significant outdoor sector organisations and representative bodies and will be reviewed on a monthly basis or more frequently if changes in legislation or guidance requires it.

- Association of Heads Outdoor Education Centres <https://ahoec.org/>
- British Activity Providers Association www.thebapa.org.uk/
- The Institute of Outdoor Learning www.outdoor-learning.org/
- Adventure Activities Industry Advisory Committee www.aaiac.org/
- Outdoor Education Advisers' Panel www.outdooreducationadvisers.co.uk/
- The Outdoor Council www.englishoutdoorcouncil.org/
- Scout Adventures www.scoutadventures.org.uk/
- Association of Sail Training Organisations [www.uksailtraining.org.](http://www.uksailtraining.org/)

Providers are directed to consider the National guidance for the management of outdoor learning, off site visits and learning outside the classroom. <https://oeapng.info/>

Each year millions of children and young people undertake outdoor activities and outdoor learning opportunities, with many participating in residential outdoor visits. These experiences are widely recognised as contributing to the education, welfare and personal development of those children and young people, by:

- developing interpersonal skills
- enhancing self-confidence and mental well being
- positively contributing to academic attainment
- sparking a life-long interest in healthy outdoor activities

The nationwide network of Educational Visit providers enables children and young people to access activities and developmental experiences that most schools cannot provide. For many schools, the residential visit is much more than meeting the Outdoor Adventurous Activity element of a curriculum, they build trust and understanding between teachers and pupils and constitute a key element of the school year.

Risk Strategy

It is advised that these guidelines, should be read in conjunction with your own standards, and adopted alongside the latest UK government advice and any specific regional or local restrictions.

The primary assumption for risk management is based on the DfE approach of 'school bubbling' and that Providers operate within their contained grounds or in remote environments minimising contact with groups outside their bubble.

A significant part of these visits is conducted outside, and the principles applied in schools for transport, arrivals, gathering and catering are mirrored in this guidance

Providers are reminded of their responsibilities under section 2 and 3 of the Health and Safety and Work etc. Act, in that they undertake their activities in such a way as to ensure, so far as is reasonably practicable, that no-one is exposed to risks to their health or safety.

Schools are advised to use the services of an Outdoor Education Adviser to assist with ensuring their policies and procedures relating to offsite visits comply with relevant legislation and government guidance

The Outdoor Education Advisers' Panel provides guidance on the many educational and health benefits of outdoor education. See <https://oeapng.info/downloads/download-info/2-1a-ecm-and-outdoor-learning-summary-matrix/>.

In addition, during the pandemic it is recognised;

- The risk of infection is reduced outdoors.
- 'Social distancing' is often easier to maintain outside.
- Being outdoors in natural settings has a positive impact on mental health and well-being.
- Establishments should therefore consider how they can maximise the amount of time that children and young people spend outdoors.

The sector has a long and outstanding track record on health and safety standards and is exceptionally well-placed to manage the COVID-19 associated risks with residential providers rigorously inspected, regularly risk assessed and focussed on safeguarding, mental wellbeing and health and safety.

GOVERNMENT GUIDANCE: ESSENTIAL READING

The Government* has provided 14 guides for working safely during coronavirus covering a range of different types of work. This guidance draws upon 8 of these:

[1] Five Steps to working safely

<https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/5-steps-to-working-safely>

[2] Hotels and other guest accommodation

<https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/hotels-and-other-guest-accommodation>

[3] Providers of grassroots sport and gym/ leisure facilities

<https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/providers-of-grassroots-sport-and-gym-leisure-facilities>

[4] Restaurants, pubs, and takeaway services

<https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/restaurants-offering-takeaway-or-delivery>

[5] Shops and branches

<https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/shops-and-branches>

[6] Vehicles

<https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/vehicles>

[7] The visitor economy

<https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/the-visitor-economy>

[8] Offices and contact services

<https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/offices-and-contact-centres>

9. Construction and other outdoor work

10. Factories, plants, and warehouses

11. Heritage locations

12. Other people's homes

13. Performing arts

14. Labs and research facilities

For specific guidance on School Transport and Social Distancing for Schools this publication draws upon the DfE published guidance on reopening Schools

<https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools>

Guidance to help schools understand their obligations when undertaking educational visits and other out of school activities

<https://www.gov.uk/government/publications/health-and-safety-on-educational-visits/health-and-safety-on-educational-visits>

*The UK Governments have produced guidance on how to work safely in a COVID-19 environment. It is updated regularly and whilst taking a slightly different approach they are very similar in terms of protocols.

Providers must ensure their operating procedures meet the latest guidance

For England

<https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19>

For Wales

<https://gov.wales/keep-wales-safe-work>

For Scotland

<https://www.gov.scot/publications/coronavirus-covid-19-returning-to-work/>

For Northern Ireland

<https://www.nibusinessinfo.co.uk/content/coronavirus-workplace-safety-guidance-and-priority-sector-list-published>

Re-opening Guidelines

<https://www.gov.uk/coronavirus-business-reopening>

COVID-19 Secure Policy Statement [1]

The provider will have Covid-19 secure policy statement making a clear commitment to provide a safe and healthy environment and outline the intentions and approach to manage the risk of Covid-19 transmissions. This is shared with staff and guests to ensure both parties understand their obligations

COVID-19 Risk Assessment [1]

The provider will undertake a Covid-19 risk assessment to protect people from harm. This includes taking reasonable steps to protect your workers and others from coronavirus

The provider must:

- identify what work activity or situations might cause transmission of the virus
- think about who could be at risk
- decide how likely it is that someone could be exposed
- act to remove the activity or situation, or if this is not possible, control the risk

In addition to the sector's well established approach to H&S and staff development through monitoring and compliance, these Covid19 specific requirements will be added to the provider's existing monitoring activity

School Transport

Based on government guidance to support schools to fully open;

<https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools>

- Schools are directed to the latest government guidance on travel which removes the need to implement 'social distancing' measures on dedicated transport.
- Schools are advised to consider:
 - how pupils are grouped together on transport, where possible this should reflect the bubbles that are adopted within school
 - Stop off / breaks at services etc.
 - use of hand sanitiser upon boarding and/or disembarking
 - additional cleaning of vehicles
 - organised queuing and boarding where possible
 - distancing within vehicles wherever possible

- the use of face coverings for children (except those under the age of 11), where appropriate, for example, if they are likely to come into very close contact with people outside of their group or who they do not normally meet
- Transport operators contracted by the provider will confirm in writing that they conform with latest government guidance

General Management [1] [2] [4] [5] [7] +

<https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings>

The provider will ensure:

- Occupancy levels form part of the provider's Risk Assessment to ensure government guidance can be implemented
- The Schools social distancing 'bubble (s)' is maintained and contact with others avoided by:
 - Staggering arrival times and being met independently
 - Allocating accommodation and adopting procedures to ensure schools avoid contact with other users.
 - Ensuring pupils remaining in their 'bubble' for all activities
 - Designating each 'bubble' an area within the dining room and setting mealtimes
 - Designating times for each 'bubble' to use facilities such as shops
 - Being under the supervision of accompanying teachers
- Prior to arrival, schools will have a clear understanding of the role they play in managing the risk of Covid, this includes promoting and monitoring of good personal hygiene and ensuring social distancing is maintained where necessary
- Upon arrival Schools will:
 - Confirm that and everyone on the visit is in good health and not showing any signs of Covid-19
 - Receive a comprehensive briefing highlighting their responsibilities
 - Be reminded of the importance of good personal hygiene and their obligation to report any illness to the provider
- Pupils will have either:

- Ensuite toilet and shower facilities avoiding the need to interact with other pupils or schools
- Assigned toilet and shower facilities which are cleaned at frequent intervals using an anti-viral disinfectant
- Physical meetings are limited to essential purposes only and social distancing principles enforced, these will be outdoors or in well-ventilated rooms
- Car parks are defined and controlled to ensure all traffic and vehicle movement is managed to minimise congestion
- Contractors and visitors are limited to essential services only, and that their operations are aligned with the Government's 'Covid-19 Secure' guidance.
- Fire risk assessments are reviewed to ensure they remain effective and comply with guidance on social distancing, adjusting where necessary 'fire assembly points' to maintain social distancing
- Legal compliance with statutory requirements for Legionella, fire safety, gas safety and electrical testing
- Ventilation systems are checked and serviced before reopening. (It is recommended that ventilation and air conditioning systems that normally run on recirculation mode, are now set to run on outside air where possible.)
- For a COVID-Secure environment, cleaning procedures need to consider both initial reopening and business continuation.

Facilities [1] [2] [4] [5] [7]

The provider will ensure:

- The number of people permitted in each building at any one time has been calculated to ensure social distancing can be maintained in line with the current government guidance, signage is provided at each entrance to illustrate the maximum numbers and highlight expectations..
- That where surfaces require disinfecting, an antiviral disinfectant that is effective against Coronavirus; certified to European standards BS EN 14476 and BS EN 1276 is used
- Hand sanitiser is available at the entrance to all buildings, and must be used by everyone entering the premises to reduce the risk of transmission
- Adequate hand washing facilities or sanitiser are provided at other key locations

- Markers will be in place to help staff and guests maintain social distancing wherever there is a need to queue
- Signage will be placed in prominent areas to remind everyone to maintain social distancing and wash their hands regularly
- One-way flows will be introduced where necessary to assist in maintaining social distancing
- Locations with a potential for congestion (dining room entrance) will be supervised by an adult to ensure that social distancing guidance is adhered to
- Doors, and windows will be open as much as possible unless they are designated fire doors
- Additional cleaning and sanitising will take place in areas of high congregation and frequent touch points/surfaces such as:
 - Toilets and showers
 - Door handles / push plates, especially in and around WCs, dining rooms, communal offices, receptions, vending machines
 - Entrances to buildings, classrooms, and accommodation corridors
 - Accommodation - light switches, bedside tables, taps, flush handles and toilet seats, door handles – inside and out, access control pads where fitted, ladders and rails, heater controls.
- Robust Cleaning Standards are in place:
 - Document for each new product; the contact time, how the product should be used by staff and identify what PPE should be worn.
 - Identify disinfection procedures based on the 6-stage disinfection procedure (pre-clean, main clean, rinse, **disinfect**, final rinse, drying.)
 - Use disposable cloths, paper towel roll and mop heads.
 - Avoid splashing onto surrounding surface areas or items.
 - Revise existing cleaning schedules in all departments to include the new standards and procedures and train staff.
 - Record any training given.
- Appropriate cleaning supplies will be readily available for staff and accompanying visitors to enable easy access for 'self-service' cleaning

- Where appropriate moveable soft furnishings that could harbour the Covid virus will be removed
- Where possible, furniture will be arranged to allow social distancing
- Toilet facilities provided for visitors will allow for users to maintain social distancing and cleaning materials will be provided to allow 'self-cleaning'
- Bins will be non-touch for the disposal of PPE, tissues etc.

Staffing [1] [2] [3] [4] [5] [6] [7] [8]

The provider will ensure that the Local Safeguarding Partnership Key Standards and DfE guidelines for recruitment are adhered to and that all Staff undergo an induction, training, and assessment programme

Staff:

- Will undergo comprehensive training in preventing the transmission of Covid, washing hands, cleaning, hygiene, social distancing, and the use of PPE
- Have staggered arrival and departure times at work to prevent crowding into and out of the workplace. More entry points have been provided.
- 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
- Where social distancing cannot be maintained, instructors will follow government advice and wear the appropriate protective equipment, all Instructors will be supplied with PPE for use at the appropriate time
- Are made aware of their obligation to report any illness and are reminded of the importance of good personal hygiene
- Are split into dedicated work teams where possible to keep the number of members interacting with others as small as possible, reducing the risk of transmission and allowing the provider to deliver in the event of one or more teams needing to self-isolate
- Are encouraged to take precautionary measures and will wear a face covering if using public transport
- Are kept updated and regularly monitored on all procedures
- Will have a change of clothes/spare uniform available for when required e.g. after dealing with virus or bodily fluids

- Will avoid using hot desks and spaces, where this is not possible, cleaning, and sanitising workstations will be undertaken between different occupants

Accommodation [1] [2]

The sector's provides a wide range of accommodation and wherever possible, within the constraints of accommodation type, the following standards are adopted:

- All premises, rooms, equipment, and resource provision are suited to the task, well maintained and are in accordance with statutory requirements
- There are separate male and female sleeping areas and separate bathroom facilities for mixed groups
- Sleeping areas are lit and have appropriate ventilation.
- There is space for the storage of luggage and clothes under beds or in cupboards, drawers, and shelves
- Separate sleeping accommodation is provided for party leaders accompanying a group
- Party leaders have access to their group's accommodation at all times.
- Campsites:
 - Tents will be spaced to allow access for emergency vehicles and additional support social distancing
 - Shared campsite toilets and showers will be well ventilated and cleaned at frequent intervals using an antiviral disinfectant

Measures to mitigate the spread of Covid:

- Rooms will be cleaned and sanitised prior to occupancy in accordance with the procedures outlined in the providers housekeeping manual and health and safety procedures
- All Linen is laundered at 60 degrees
- Guest keys will be sanitised with a disinfectant before arrival
- Each room will be inspected and approved for use by a member of the Housekeeping Management team

- To reduce the risk of transmission, rooms will only be cleaned during the stay at the request of the occupants
- Items that may be a source of personal contamination e.g.: extra pillows, refreshment trays, room information folders will be removed
- Providers will ensure maximum ventilation to rooms whilst considering fire regulations and personal safety.
- Staff must wear the PPE identified in the risk assessments and not shake linen when removing from beds. or handle guest personal items.
- Use hygiene wraps on toilets, and other items.
- Replace shower curtains with a freshly laundered curtain.

Activities [1] [3] [7]

Providers will have developed Operating Standards for all activities which outline the qualifications, training, equipment, and procedures required to deliver a safe experience

These standards are endorsed by a relevant Technical Expert and reviewed on an annual basis or as and when required due to developments in equipment, best practice or as a result of incidents within the sector

Measures to mitigate the spread of Covid:

- Programmes are modified to ensure activities can be conducted to adhere with social distancing guidelines and prevent any interaction with other schools
- Activities that normally take place indoors should be replaced or moved outside where possible
- Activities will be conducted in accordance with the guidance issued by the Governing Bodies of Sport and Industry sector bodies where relevant
- The need for guests to share equipment will be minimised
- Providers will ensure strict maintenance of hand hygiene using hand sanitiser before, during (where appropriate) and after activity
- Providers will 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 activity risk assessment. Where equipment cannot be disinfected it will be quarantined for 72 hours before being re-issued
- Rescues - If a close 'contact' rescue is necessary, the instructors will use a method that avoids 'face to face' situation or use the appropriate PPE

Catering [1] [2] [4] +

<https://www.gov.uk/government/publications/covid-19-guidance-for-food-businesses/guidance-for-food-businesses-on-coronavirus-covid-19>

Providers are inspected by the Local Authorities

Measures to mitigate the spread of Covid:

Providers will ensure:

- Staff and guests are aware of the procedures to be followed
- Face coverings are worn at all times by staff and guests except when seated at a table to eat or drink. Permitted exceptions include children under the age of 11 and people who cannot put on, wear, or remove a face covering because of a physical or mental illness or impairment, or disability
- The dining room will be clearly physically marked to ensure guests can follow a safe one-way queuing system that adheres to the latest advice regarding social distancing
- Seating is allocated for each 'school bubble'
- Dining will be organised to minimise:
 - Customer self-service of food, cutlery, and condiments to reduce the risk of transmission
 - The number of surfaces touched by both staff and customers
- Chairs, tables, and any other touch points will be sanitized between groups visiting the dining room
- Sterile cutlery, crockery and paper serviettes will be provided to guests over the food counter

Infection Control

<https://www.gov.uk/guidance/maintaining-records-of-staff-customers-and-visitors-to-support-nhs-test-and-trace>

- Providers will have procedures in place to manage any suspected infection which includes the use of designated rooms suitable for isolation whilst awaiting collection

- The provider's policy outlines the action to be taken in the event of someone (staff, guest, visitor) showing signs of Covid-19 including engaging with the NHS Track and Trace service and ensuring schools notify providers of any post visit infections
- If a guest is displaying signs of the Covid-19 virus they will immediately self-isolate to minimise any risk of transmission and request a test. If they are confirmed to have Covid-19, they will return home if they reasonably can
- 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.
- If we have 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;
 - Secure the room for 72 hours to reduce the infection risk, especially on soft furnishings which cannot easily be cleaned. Alternatively use a 'anti-virucidal' fogging machine can be used to clean the area.
 - Carry out your own cleaning procedure or use external contractors to add an extra layer of safety.
 - Use disposable cloths and mop heads.
 - Clean with warm soapy water first, then disinfect the surfaces.
 - Normal household disinfectant is recommended
 - Pay particular attention to high-touch point areas and air vents.
 - Staff should wear PPE and, as a minimum, gloves, mask and an apron.
 - 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.
 - 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.
- Providers staff are available to assist with any support and repatriation requirements
- First Aiders have been provided with additional training in accordance with the Resuscitation Council UK Covid-19 guidance on CPR and resuscitation. The

appropriate PPE is available in order to maintain an effective response to any incidents

Monitoring

Providers will have procedures in place to

- Monitor compliance with Covid control measures (audits, sampling)
- Consult with visiting staff and employees

Additional Sector Guidance

- http://www.theoia.co.uk/wp-content/uploads/2020/07/OIA-Hostels-Covid-19-Reopening-Guide_10-small.pdf
- <http://www.bhhpa.org.uk/covid19hs/>
- <https://www.ukhospitality.org.uk/general/custom.asp?page=coronavirus>
- <https://www.resus.org.uk/covid-19-resources/covid-19-resources-general-public/resuscitation-council-uk-statement-covid-19>
- <http://www.vertex-training.co.uk/docs/VIGReopeningv3.pdf>
- https://www.abcwalls.co.uk/wp-content/uploads/Climbing-Centres-Covid-19-Reopening-Guide_07b-Public.pdf