

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	18/09/2021 – 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>ACUK Covid Cancellation Policy (available on the web, date limited)</p> <p>Group Commitment Form – signed on arrival at the centre only</p> <p>*Infection Control Risk Assessment</p> <p>Activity Covid-19 Risk Assessment (available on website)</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 will be enforced by group leaders and followed by guests, children & young people, but Group Leaders are also subject to their own separate risk assessments and measures. • Based on the current government guidelines. • 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. • Provide sanitiser at entrances and advise guests to wash their hands regularly. • Increase ventilation where possible, and request groups to do the same in their lodges by opening windows. • Turn people with coronavirus symptoms or positive test results away and to ensure those already onsite leave in an expedited manner. <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. Please refer to the government website for guidance for your group (schools, conferences or youth groups)</p> <p>GROUP LEADERS risk assessments should, amongst other things, set out how:</p> <ul style="list-style-type: none"> • contingency plans to enable a rapid response to symptoms developing in the group or someone needing to self-isolate. • Staff ratios are maintained (in particular regarding safeguarding) in case of isolation or having to leave site. • Transport for emergency or evacuation. <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. • Testing may be employed where necessary and applicable. • Reporting health concerns or symptoms identified, done daily; Use of forehead temperature checks can be made if deemed necessary but 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 confirm that they are able to operate safely onsite and to their knowledge have not come into contact with the virus.

		<ul style="list-style-type: none"> Centre staff member will manage their work and presence on site.
	Guests	<ul style="list-style-type: none"> Group leaders are expected to develop and enact their own risk assessment for their group. Testing can be used where applicable. All guests should be checked for symptoms/positive test results/isolation requests/contact with virus before attending site. Reporting health concerns or symptoms identified, done daily – and centre staff MUST be updated immediately of concern; Use of forehead temperature checks can be made if deemed necessary but can be retaken to account for false positive results. Different groups are discouraged from interacting.
<p>Congregation of people in various places indoors increasing the likelihood of increased transmission of Covid-19</p> <p>(CAPACITIES)</p>	Guests and staff	<p>Venues</p> <ul style="list-style-type: none"> Will operate at normal capacity. Group Leaders can use agreed spaces as per their risk assessments. Where possible windows and doors can be opened, or fans provided to increase ventilation. Groups should ensure regular breaks and should use outdoor spaces as much as possible. To ensure availability, venues must be booked/allocated in advance. <p>Bedrooms</p> <ul style="list-style-type: none"> Lounge and kitchenette can be used, but measures should be followed as indicated. The group should ensure that they return items for cleaning or clean them up using facilities provided regularly. Effort should be made to avoid cross contamination by allocating items and reducing individuals in the space. Items for cleaning must be returned to set areas and should not be left around site. Windows should be kept open where possible. Rooms should be allocated to family groups where possible. Leaders should make use of cleaning equipment provided to sanitise heavily used areas. <p>All safeguarding and fire safety rules must still be followed.</p>
<p>Contagious people coming into the centre leading to increased transmission of covid-19</p> <p>(PRIOR TO ARRIVAL AT PIONEER CENTRE)</p>	Employees, guests, contractors and visitors	<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 or tested positive via a PCR test (COVID-19).</p> <p>Any guest who tests positive on a lateral flow test should remain offsite until result confirmed with a PCR test.</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.</p> <p>Isolation should be undertaken according to the government guidelines at the time and in accordance with the reason for self-isolating.</p> <p>Anyone contacted by the Government track and trace system should adhere to isolation for period required.</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, or has not received a positive test result. <u>Confirmation Agreement</u> to be signed on arrival.</p> <p>Group leaders and guests must abide by any centre staff direction given regarding exiting the centre due to suspected symptoms or positive test. Centre decision is final.</p>
<p>Spread of Covid19 due to contact with people and surfaces and objects</p> <p>(ARRIVAL AT PIONEER CENTRE)</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.</p> <p>Visitors / Contractors –Doorstep check of contractors requiring time in building, will be undertaken prior to allowing into building.</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 where possible. • 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, or has tested positive. • Guests will be required to wash their hands or use sanitiser gel on entering. • 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 or has tested positive. • When guests arrive, they will be required to use sanitisers as they enter the building. • 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 and results are not confirmed/enforced by centre. • Reception areas can be used for check-in and check-out. Queuing should be managed by group leaders to ensure distancing. All of these areas should be cleaned thoroughly, kept well-ventilated, and managed in line with guidance.
<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"> • 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 can be collected from the lodge lounge. • 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, where necessary. • All staff to frequently wash their hands. • 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

		<p>during your stay. If additional cleaning is required during a group stay (isolation, contamination, other 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 removed from beds and placed in the linen baskets in lounges, prior to breakfast for our staff to collect without having to enter the room or handle linen. • 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/security 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. • Signs displayed in each lodge to remind guests about 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"> • 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. • On entering dining room, guests to take a seat first. Then called up to servery 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 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 encourage reduced movement within the dining room by: Removal of self-service where necessary Where possible, desserts to be pre-placed and wrapped, on dining room tables. All other items served. Cutlery, glasses and juice to be on tables already rather than collecting from central area. • Serving 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. • 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.
<p>Spread of Covid19 due to contact with people and surfaces and objects</p>	<p>ALL</p>	<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 should go back to their lodge and use their own toilet where possible. • Accessible toilets will have increased cleaning.

<p>(COMMUNAL AREAS, including corridors)</p>		<ul style="list-style-type: none"> • Public areas will be managed inline with safety concerns, and may not be available. • Doors to lodges kept open as much as possible to stop continual touching of doors, overseen by group leader. • 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. • 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. • Guests and staff not to congregate in corridors or public spaces where possible. • 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>	<p>ALL</p>	<ul style="list-style-type: none"> • All staff provided with personal protective equipment (PPE) when dealing with a first aid incident (gloves, aprons, and mask if required) 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 First Aid provision, teacher / parent / guardian to remain with patient, but remains 2 meters from First Aider (where possible). • 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. • Groups are directed to remain separate, if required, on the basketball court. The whole of the court and field can be used under the guidance of the group leader(s). Fire warden and marshals will liaise with the group leaders as normal.
<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 or they test positive they must be sent home immediately and advised to follow the any guidance. • A room may be allocated by the group for the purposes of isolation should this be available. 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

		<p>should be opened for ventilation.</p> <ul style="list-style-type: none"> • The room will need to be deep cleaned and disinfected after use, but this maybe after the groups stay. • 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 where it works in conjunction with this assessment – in the case the groups risk assessment differs from the centres, the centres policy takes precedent. This may result in the whole group having to leave. • No refunds will be made for any guest/group that has to evacuate due to testing positive or presenting with symptoms or being part of a group that must vacate the centre. • 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 WITH TRANSPORT.
(NOTE ON INSURANCE)		<ul style="list-style-type: none"> • Insurance should be sought in accordance with your group’s needs. ACUK Covid cancellation policy covers only until end of 2021 and only prior to arrival (see policy). Insurance products are available should groups require further security regarding the affects of individual or group cancellation which cannot be provided by the centre. • Further information can be found on the Association of British Insurers website in advice published or RPA’s recently updated membership rules. https://www.gov.uk/guidance/the-risk-protection-arrangement-rpa-for-schools • Also, for Schools, https://oeapng.info/downloads/download-info/4-4c-insurance/
Spread of Covid19 due to contact with people and surfaces and objects (DURING ACTIVITIES)	Staff and guests	<ul style="list-style-type: none"> • National governing body guidance has been taken into account 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 night sessions maybe altered to ensure safe operations.
Spread of Covid19 due to contact with people and surfaces and		<ul style="list-style-type: none"> • Anti-viral disinfectant will be used as appropriate. • Hand sanitiser is available at all entrances and exits and kept topped up.

objects (CLEANING)		<ul style="list-style-type: none">• Increased ventilation – before and after every group windows and doors will be opened.
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IMPORTANT
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.

NAYC/ACUK	INFECTION CONTROL SYSTEM		
Location/Activity	ALL RESIDENTIAL CENTRES AND STAFF ACCOMMODATION		
Initially Assessed by	Tim Stone, Graham Hughes, Garryl Willis, Otto Tomanek	Assessment date	20/03/2017
Latest Assessment	Josh Thompson	Last review date	11/08/2021
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. Addressing HSE new guidance regarding covid-19 infections.		

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	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. 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.
Staff sickness	Staff who are unwell pass infection to other staff and guests.	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. Additionally, symptoms to include high temperature, loss of taste/smell and new continuous cough
		Staff who withdraw from work allow at least 48 hours after symptoms cease before returning to work. Or to isolate as per government guidelines
		Staff living in shared accommodation isolate themselves to avoid contact with colleagues
		Line managers to always monitor their own staff and send individuals home if concerned about the level of risk.
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.	Group leaders briefed regarding the importance of quick identification and isolation of guests who become ill. Instructions for this included in welcome pack. At all times group leaders to keep the GSTeam informed of sickness. SYMPTOMS of concern must be reported immediately and actioned.
		Facilities available for rapid cleaning of rooms, furnishings and group leaders made aware of procedures. Rooms must be ventilated by opening windows. Appropriate PPE to be worn and disposal of clinical waste safely. Where possible rooms should be left to quarantine 72hrs.

		<p>Isolation facilities (spare rooms) made available whenever possible.</p> <p>Persons who become ill are sent home at the earliest opportunity. They should be kept isolated until they can leave and any areas be disinfected upon departure.</p> <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.</p>
Use and cleaning of rooms occupied by sick persons	Infection remains on surfaces and in fabrics, carpets etc.	<p>Housekeeping have a routine to manage laundering, cleaning etc at the earliest opportunity after contamination (where . Deep clean and level 2 sanitation</p> <p>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.</p> <p>Room is made available for use when housekeeping are satisfied that cleaning is complete.</p> <p>Cleaning chemicals must meet government guidance for minimum standards of disinfecting.</p>
Standard cleaning regime	Source of infection remains undetected within accommodation	<p>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.</p>
		<p>All rooms regularly cleaned to a higher level and mattress protectors etc laundered.</p>
Staff and Guest Hygiene	Infection passed on from person to person.	<p>Hand washing facilities available in all guest bedrooms, communal toilets, staff lodges and food prep areas.</p> <p>Hand sanitiser available at entrances.</p> <p>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.</p> <p>Disposable gloves available for staff at all critical contamination and cleaning points.</p>
Staff personal hygiene	Infection carried through poor personal hygiene.	<p>Staff expected to have a good personal hygiene routine and launder clothing regularly.</p>
		<p>Some staff uniform items laundered on site.</p>
Staff accommodation cleaning	Infection spread through lack of cleanliness	<p>Staff expected to keep their own living space clean and change bedding regularly. Cleaning routine and designated cleaners for staff communal areas and kitchen.</p> <p>Staff given instruction in basic food hygiene.</p> <p>Inspection routine for staff accommodation and communal areas.</p>