

Bowles Educational Covid-19 Risk Management Summary

Coronavirus (COVID-19) is a highly infectious disease. The national and international situation is changing rapidly, and so guidance about how to manage Coronavirus is also subject to change. We are monitoring advice and updating this guidance as the situation evolves.

Current Situation

As of the 26th of March 2021, all residential trips and educational day courses are allowed in line with the Government road map. This means that day visits are allowed from the 12th April and residential visits from the 17th May. See [Appendix A](#) for links to relevant guidance.

Benefits of Outdoor Education

Outdoor Education plays a vital role in the development of young people. During the last year young people have faced severe disruption to their educational life and social development. Outdoor Education is now more critical than ever as we can provide a fun, safe and educational experience.

Booking Conditions

Bowles has updated its booking Terms and Conditions and is allowing a full refund if the trip must be cancelled due to changes in government Covid-19 guidance. The Outdoor Education Advisors for our surrounding counties such as Kent, Sussex and Surrey have all agreed that trips to Bowles should not be cancelled as there is no financial risk to schools or parents.

Individual refunds are available if students are not able to attend due to the following reasons.

- A positive Covid-19 test.
- Symptomatic.
- Contacted by Track and Trace.
- Self-isolating.

Please keep evidence of the above to assist with any claims.

Covid-19 Risk Management

When schools return to Bowles, we will be making several changes to our operations to remain Covid-Secure. As each school coming to us will also have their own risk assessments

and policies in place, we will be working closely with schools to meet their requirements as well as our own.

To help prevent the virus reaching Bowles:

- Please ensure that your group washes their hands properly before travelling to the centre.
- Please do not bring group members to the centre who are poorly – this is standard advice.
- Please follow Public Health England’s guidance for schools as well as any local rules that may be in place.
- Please consider the risk to others and the likelihood of one of your group incubating the virus based on factors such as incidence at school, home or in the community.
- Students should continue with any Covid testing as required in their normal school week. This should be a test directly before the visit is due to happen.

Activities:

- All our activities have undergone a separate risk assessment for Covid-19. Bowles will be operating under both our Standard Operating Procedures and our Covid-19 Procedures.
- Staff have all received extra training on Covid-Secure operations and increased observations and feedback from the senior team.
- Measures included within all activities are as follows:
 - All activities to take place outside (except sessions in our indoor pool, when pools can open)
 - Where possible, all kitting up will take place outside.
 - Instructors to socially distance from group unless essential for safety.
 - If social distancing is not possible, staff will wear masks and sanitize hands before and after dealing with the situation.
 - All activities will be taking part in small bubbles, normally 12 but with an absolute maximum of 15.
 - All participants (including visiting staff and Bowles staff) will be expected to clean their hands before and after the session.
 - Activities that encourage participants to physically assist each other have been temporarily removed but will remain under review as guidelines change.
 - Timetables adjusted to ensure there is no mixing of educational bubbles during free time activities.
 - Personal activity equipment will be sanitized after use.

- Children & visiting staff will be encouraged to bring their own waterproofs and gloves.
- Only selected offsite activities will be offered due to the use of Minibuses (see below).

General measures in place:

- New handwashing stations have been installed and we encourage regular handwashing at Bowles.
- There are posters around the site to remind clients to wash their hands and how to do so.
- **Schools are required to have a system in place for the removal of a suspected case of Covid-19.**
- Whole staff team are trained in prevention and response.
- Increased cleaning in key areas around the centre.
- Groups contacted before their visit to discuss this policy.
- Adjusted the use of indoor spaces to meet current guidelines.
- Opening windows when possible, to ensure good ventilation.
- Bowles staff to wear face masks when working in shared areas such as kit rooms, dining room and when cleaning indoors.
- Bowles staff will packed lunches rather than eating in the dining room.
- Bowles staff will not be allowed to socialise indoors or eat lunches in indoor areas.
- If different schools/bubbles are onsite, different toilets will be allocated to each group.
- Use of the lift in the lodge is only allowed for people with SEND.
- Removal of soft furnishing where possible.
- Staff engaged in Track and Trace and regular Lateral Flow Testing.
- Staggered arrival times for day courses or management of carpark when this is not possible.
- General public use of the rocks is not allowed during school visiting hours.
- General maintenance from outside contractors limited to essential services only.
- Fire requirements adjusted to allow social distancing.
- Drying room will have allocated racks for each activity groups. Doors will be left open during the daytime to increase ventilation.

First Aid:

Staff have recently undergone OFQUAL regulated first aid refresher courses as well as internal training. Staff will follow the government guidance as well as the recent training given.

Overnight Accommodation:

Bowles can run residential trips, although several changes will be in place. As the situation evolves, these procedures may have to be adapted to meet current guidance and will remain in place until stage four of the Government Roadmap is reached.

- Timetables will be adjusted to ensure there is no mixing of educational bubbles during free time.
- There will be only one school booking per accommodation building (no mixing of schools within a building until stage four of Government road map is reached – currently planned for 21st June).
- There will be single occupancy rooms for all visiting staff with either allocated showers or allocated times for use of showers with cleaning organized between time slots.
- There will be reduced occupancy per student room depending on current guidelines.
- **Room allocation will match activity groups, so students sharing rooms will also be in the same activity group.**
- Face coverings must be worn in shared corridors in line with current guidelines for schools' age group (not currently required for primary school groups)
- Windows to be left open during the visit.
- An isolation room will be allocated to each group in case of an outbreak.
- All linen to be washed at 60 degrees.
- Keys to be sanitized after each group.
- If schools have more than one bubble per trip a number of extra measures can be put into place, these may include.
 - Splitting bubbles over different accommodation buildings **or** separating the bubbles onto different floors of the accommodation buildings.
 - One-way systems on shared corridors in accommodation buildings.
 - Increased cleaning of all rooms and corridors.
 - Timetables in place for use of showers with extra cleaning between open times.

Catering and Meals:

The catering and housekeeping team have fully risk assessed their operations and will be running in line with current guidelines.

You may notice several changes within the dining room.

- Hand washing will be required before entering the dining room.
- Reduced numbers on each table.
- Tables to be organised via room groups.
- Changes in the timetable to allow reduced numbers in the dining room.
- Changes in the timetable to only allow use by one bubble at a time.
- Increased cleaning between use of dining room.
- Separated room for teachers if required (a teacher will still need to be present when handing out meals to students with dietary needs)
- Table service only.
- Bowles staff no longer eating in the same room as students.
- Mask wearing by catering team.
- Increased ventilation in dining room.

Toilets and Shower use:

The Lodge accommodation has en-suite bathrooms, and the Chalet accommodation has a shared bathroom.

- Visiting staff in the dormitory will be given an allocated shower for their use during the visit. If this is not possible, a Rota can be set up with increased cleaning between time slots.
- All toilet facilities will have increased cleaning during the visit.
- Increased cleaning of showers facilities throughout the day.
- Showers to be allocated for single bubble use, or if not possible, a Rota will be set up with cleaning between time slots.

Use of Minibuses:

Currently offsite activities are not planned until June 2021, unless groups are able to provide their own transport to the area.

When allowed, the following procedures should be considered.

- Anyone over the age of 12 wear masks (unless exempt).
- Short Journeys to local venues only, such as Harrisons Rocks, Hornshurst woods and Pinewood.
- Windows to be opened to increase ventilation.
- Social distancing between driver and the group when possible.
- Cleaning/quarantine of vehicles is being used by different groups.
- Handwashing before entering the minibus.

Response to suspected or confirmed Coronavirus at Bowles:

If a client or member of Bowles staff shows relevant symptoms or has had a contact with someone who is showing symptoms or tested positive, our response will be to follow guidance from Public Health England at the time of the event.

If anyone is showing symptoms, they will be required to self-isolate and until arrangements can be made to leave the site. If symptomatic, a negative result on a lateral flow test is not accepted as proof of health due to the risk of false negative. See government guidelines on testing below.

Appendix A – links to current guidelines

Guidance for planning and managing outdoor visits.

1. <https://oeapng.info/downloads/download-info/4-4k-coronavirus/>

General Guidance

1. <https://www.gov.uk/coronavirus>
2. <https://www.gov.uk/government/publications/covid-19-response-spring-2021/covid-19-response-spring-2021-summary>
3. <https://www.gov.uk/guidance/covid-19-coronavirus-restrictions-what-you-can-and-cannot-do>
4. <https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19>
5. <https://www.nhs.uk/conditions/coronavirus-covid-19/testing-and-tracing/what-your-test-result-means/>

Updated: 12.04.21

Guidance for hygiene, cleaning and first aid

6. <https://www.gov.uk/government/publications/novel-coronavirus-2019-ncov-interim-guidance-for-first-responders>

Guidance for Schools, FE and Clubs

7. <https://www.gov.uk/coronavirus/education-and-childcare>
8. <https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak>
9. <https://www.gov.uk/government/publications/face-coverings-in-education>
10. <https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care>
11. <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>
12. <https://www.gov.uk/government/publications/coronavirus-covid-19-maintaining-further-education-provision>
13. <https://www.gov.uk/government/publications/guidance-for-parents-and-carers-of-children-attending-out-of-school-settings-during-the-coronavirus-covid-19-outbreak>
14. <https://www.gov.uk/government/publications/transport-to-school-and-other-places-of-education-autumn-term-2020>
15. <https://www.gov.uk/government/publications/coronavirus-covid-19-travel-advice-for-educational-settings>
16. <https://www.gov.uk/government/publications/higher-education-reopening-buildings-and-campuses>

Guidance for hospitality

17. <https://assets.publishing.service.gov.uk/media/5eb96e8e86650c278b077616/working-safely-during-covid-19-restaurants-pubs-takeaway-services-200812.pdf>
18. <https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/hotels-and-other-guest-accommodation>
19. <https://www.ukhospitality.org.uk/page/UKHospitalityGuidanceforHospitality>
20. <https://www.gov.uk/guidance/covid-19-advice-for-accommodation-providers>