



Blackwell Adventure Covid Safety Policy

Blackwell Adventure faces several challenges regarding the health and safety of our workforce, reassurance of our customers and compliance with government guidelines. This document aims to overcome these challenges and return Blackwell Adventure to operating status quickly and safely.

This document is based on guidance from the HSE, Government, AHOEC and other industry bodies. This guidance can change so please note the date of this document, as this will be altered in accordance with the latest guidelines. Any changes to this document will be dated where the alteration has happened.

Below are the changes to the way we will work to comply with government guidance to reduce the spread of the coronavirus at our sites. It is also recognised that it is not within Blackwell Adventures means to stop all risk of the virus spreading and that anyone visiting our centres must weigh up the risk vs the benefits of visiting us. We will take all reasonably practicable steps to safeguard our visitors and staff.

Generic Processes:

1. Multiple hand washing stations around site
2. One-way systems in buildings
3. Staggered arrivals and departures
4. Strict hand washing regimes in place
5. Increased cleaning of high traffic areas or multiple touched surfaces like door handles etc
6. Spreading groups around the site rather than meeting in one specific area

Specific steps Blackwell Adventure is taking

Blackwell Adventure's Staff and Volunteers

It is of utmost importance that everyone follows the government guidelines to reduce transmission of Covid 19. It is essential our staff conduct themselves in a way that not only protects themselves but also those around them such as colleagues and visitors. We must be aware that everyone has the right to feel safe and comfortable, so all must adhere to these strict guidelines.

- If you feel ill, have been ill or have been near to someone who has been ill in the past 7 days, please do not come to Blackwell Adventure.
- Staff are asked to self-certify fitness for work to be free of Covid-19 symptoms 7 days prior to working with groups.
- Face coverings must be worn by staff working in any **indoor** area that is **open to the public** and where they are **likely to come into contact with a member of the public**: examples would be the Coach House reception, the Shop or the Chalet.
- Wear PPE (face masks, gloves, eye protection) when carrying out duties such as cleaning or on specific activities.
- Follow any business area specific update guidelines as per updated activity risk assessments or environmental changes that has been instructed by your line manager.
- Stay 2 metres apart wherever feasible, and mitigating the risks at 1 metre where not, this includes wearing face coverings, avoiding standing, or sitting face to face, and practising good hygiene by using hand sanitiser and frequently washing hands.
- Handwash regularly or / and use hand sanitiser when hand washing is not possible.
- Avoid touching your face.
- Reduced contact time with other staff members and use non-face to face communications where possible.
- When using toilet, please put the lid down before flushing to reduce transmission, wash your hands and leave building without touching any other surfaces. Clean around using bleach spray when necessary, in line with COSHH regulations.
- Sneeze or cough into a tissue (that is disposed of safely), if that is not possible use your elbow.
- Do not use communal areas in a group, one person at a time for example in the kitchen.
- Do not put yourself or those around you in an uncomfortable position by not adhering to social distancing rules.

What we are doing to make the centre 'covid safer'

- Increased signage around site about social distancing / hand washing.
- Indoor areas that are confined will have visible social distancing guides on the floor, one-way systems in place + hand sanitiser provided. Wherever possible visitors will be encouraged to remain outside.
- Male and Female Shower blocks are to be cleaned regularly and limited to 3 persons at a time for showering.
- Male and Female toilet Blocks are well ventilated, and a one-way system is in place. Cleaning to increase.
- Activity equipment PPE such as harnesses and helmets are allocated specifically to one participant and then once used, put aside for cleaning.
- All activity personal protective equipment will be supplied by Blackwell Adventure.
- Groups will be distanced appropriately and given their own space.
- Wherever possible, instructional staff will stay with their specific group for the entire duration of the activities.
- Extra hand washing breaks will be built into the programme and instructional staff will always have their own bottle of hand sanitiser that groups can use.
- First Aid provision is still provided although face shields and gloves are provided for staff members dealing with proximity to casualty. CPR is limited to chest compressions as per CPR resuscitation council guidance.

What changes there will be to the accommodation

- Under current government guidance (February 2021) the Roberts Pod Village and Brooks Tented Village cannot be used by groups. It is anticipated that as restrictions relax these accommodation units will be open again as per the Governments roadmap for reopening.
- The Manor House is unavailable for sleeping at this time (unless for specialist groups such as Police/Fire etc for training purposes), although breakout rooms and the dining rooms can be used.
- We are limiting numbers in the Pods and Tents to 2 young people per unit, ideally from the same school bubble.
- All accommodation units have had unnecessary furniture removed to ensure cleaning is easier and more effective.
- Catering can take place but will be from a limited menu with easy to plate up recipes. Groups can eat in their own village dining areas, whilst adhering to government regulations. Self-catering groups must adhere to food safety measures.
- Groups using the Roberts Pod Village and the Brooks Tented Village will be allocated showering times to ensure that there is no cross contamination between groups.

- As far as is practicable, groups will be encouraged to spend their free time and mealtimes in outside spaces.

Specific steps that Customers must take to protect themselves and others at Blackwell Adventure

All visitors must

- Prior to your visit you must email to confirm you have read and understand our Covid Policy, failure to do so will jeopardise your event.
- All group leaders must ensure all members of your group have read, understood, and will adhere to the Covid Policy and guidelines.
- Leaders are asked to ensure they are vigilant regarding their participants behaviour and comply with Blackwell Adventure's Covid-19 signage and rules.
- Please abide by all instructions given to you on signage or by Blackwell Adventure staff.
- Failure to do so will result in the activity/stay being stopped and participants asked to leave.
- All group bookings, including Youth Groups, Schools, Scouts and Guides Group leaders, must have the contact details of all people within your group visiting in case this data is needed by track and trace. This data must be kept for at least 21 days after your visit.
- Group Leaders must sign into NHS Track and Trace by scanning the appropriate QR code when on site. These QR codes will be on posters around the site.
- If you, or any members of your group feel ill, have been ill or have been near to someone who has been ill in the past 7 days, do not come to Blackwell Adventure.
- Stay 2 metres apart wherever feasible, and mitigating the risks at 1 metre where not, this includes wearing face coverings, avoiding standing, or sitting face to face, and practising good hygiene by using hand sanitiser and frequently washing hands.
- Please bring face covering (if over 11 years old) and wear it in shared indoor areas, especially if it is likely you will be unable to keep a 2-metre distance.
- Please bring your own first aid provision and any personal equipment you might need such as bedding/waterproofs. Please see kit list for more information
- Groups should look to provide their own first aid cover where possible, however, Blackwell Adventure will also be providing cover.
- When using toilet, please put the lid down before flushing to reduce transmission, wash your hands and leave building without touching any other surfaces.
- If unsure or uncomfortable about an issue that is Covid-19 related, please contact a member of the Blackwell team and we will be pleased to assist you.

Accommodation users

- All participants sleeping at BA will need to bring all their own bedding (sleeping bags, mattress covers, pillows and pillowcases).

- For showering, groups are asked to bring footwear such as flip flops and ideally a bath robe/dressing gown. This is to ensure that use of the showers can be safe and effective with minimal time spent in the changing room section of the shower block.
- All participants must conduct themselves in line with government guidance and social distancing rules.
- Clean around all communal areas regularly if possible, cleaning equipment can be provided unless you would prefer to bring your own.



Blackwell Adventure specific NHS Track and Trace QR code

