



Covid-19 Operational Information for Groups Booked at LOE Centres.
From Step 3 (17th May 2021) to Step 4 (not before 21st June 2021)

Lancashire Outdoor Education are looking forward to welcoming groups back after an extended period of disruption.

We are taking many steps to ensure our courses are adapted to operate safely, comply with current guidance and minimize the risk of virus transfer, whilst still providing a quality experience for all those attending.

The purpose of this document is to outline the measures taken at Borwick Hall, Hothersall Lodge and Tower Wood Outdoor Education Centres, to provide residential visits and outdoor activities in line with step 3 commencing on the 17th May 2021. We will keep things under constant review and will adapt and develop our provision as required. Information of the measures will be available to customers, where possible we will work with customers to adapt our provision to accommodate customer needs.

In these stressful and challenging times for children and others, a LOE experience presents a wonderful positive opportunity for their enjoyment and wellbeing. Our brand values have increased importance in these times for many individuals and organisations.

We Learn about ourselves, others and the environment
We try new things **Outside** of our comfort zone
We Explore our potential and make lifelong memories



A summary of some key steps being taken

To create a positive welcoming experience, we will be taking many steps to meet the current guidance at our centres and to reduce the risk of virus transfer to the greatest extent possible.

- Schools/groups will have separate accommodation and other allocated spaces
- Schools/groups will not mix or share spaces with other groups
- Access to some areas will be managed with restricted access and one-way systems where appropriate
- Our high standards of cleanliness will be supplemented with enhanced sanitising regimes
- Areas will be sanitised between group use
- Hygiene measures are in place for outdoor equipment including quarantine and cleaning where appropriate.
- Our staff are requested to undertake lateral flow tests twice each week

Courses can be adapted further based on your priorities

Arrangements can be adapted where possible as required for each school/group. Our centres have detailed plans to minimise risk. We are always happy to engage with teachers/group leaders to consider any further steps, taking account of each school/group preferences. Please don't hesitate to give us a call to discuss things.

Keeping schools and activity groups separate

We will keep schools separate throughout their course. Separate rooms/buildings will be allocated for each school/group for their use, including meetings and separate accommodation overnight. We will keep activity groups separate throughout their course and have increased hygiene measures in spaces which are used by other schools/groups.

Dining rooms will operate on a staggered system with one school/group per sitting and a pre/post use cleaning regime.

Each activity group will have an allocated tutor, who will run activity sessions for that group throughout the course where possible. Whilst all LOE staff will socially distance from children as much as can be achieved, there will be occasions, when for short periods of time group leaders in particular need to come into closer interaction with members of their group, in these cases our staff adopt additional measures as appropriate.

Additional provision for cleaning and sanitising and ensuring social distancing is maintained

We will be timetabling additional staff each day to maintain high standards of cleanliness particularly in areas where large numbers are passing through. All key contact points will be frequently sanitised. As well as manual cleaning with sanitiser and wipes, we will also have sanitiser spray provision at each centre which can be used to cover larger areas as required.

Cleaning will generally take place when participants are not present. When inside enclosed spaces LOE staff will wear face coverings and appropriate PPE for tasks undertaken.

Where suitable we will implement and manage one-way systems, to ensure groups are kept separate and are directed to appropriate locations for their time between activity sessions in particular.

Hand cleaning and hand sanitising

Hand sanitising or hand washing will be encouraged frequently and take place between activity sessions. We have installed hand sanitiser dispensers at activity locations and at multiple other points around the centres and LOE staff carry additional equipment when accessing remote locations. We will encourage participants to wash their hands and use hand sanitiser frequently, for best protection.

LOE staff interaction

LOE staff will wear face coverings as appropriate to their task or location. For the majority of the course, each LOE staff will remain socially distant from participants but there are times when they will need to be closer to individual children for very short periods of time. LOE staff will also wear face coverings when working for short periods more closely with participants as required for these tasks. We are happy to take account of any preferences expressed by teachers/leaders in relation to the protection worn by LOE staff working with their school/group.

Activity Equipment provision

LOE Centres will adopt a hierarchy of hygiene regarding the use of activity equipment, adopting the highest action where possible

- Where possible equipment will be allocated for participants for the duration of their stay.
- Equipment is quarantined between participant use
- Equipment is washed between participant use
- Participants are required to wash or sanitise their hands before, during and after the activity

We would recommend that children bring all their own general clothing for participation in activity sessions, but we will have some spare available if needed. Whenever this clothing is used, we will ensure it is not re-issued until it has gone through a hot wash to eliminate virus transfer risk.

Dormitory allocation

A key element of our approach to minimise virus transfer is keeping schools, groups and individuals separate throughout the course. We will maximise our dormitory provision in order to reduce the average number of participants accommodated in each dormitory and provide greater flexibility for the allocation of children to dormitories.

All dormitories have windows, that will be opened to increase ventilation, whilst ensuring that the retainers mean these windows cannot be open too wide. Heating levels will be maintained, to ensure that even with well-ventilated remain warm.

Mealtimes

We will arrange meal sittings so that when meals are taking place there will only be one school/group in each dining room area.

Dining rooms will be cleaned and sanitised between each sitting, before the next groups enter.



Activity programme organisation and breaktime management

Activity programmes have been reviewed during this period of Covid-19 restrictions, with greater detail provided to confirm movement of activity groups (including toilet use and hand cleaning) throughout the course to ensure that groups are kept separate. Additional detail will also be considered for each course, to adapt each programme as required, taking account of any school/group preferences expressed.

Movement around centre

One-way systems will be set up around the centres, as required to ensure best social distancing is achieved. LOE staff will ensure that groups follow these systems, with signage in place.

Use of toilet and washroom areas will be carefully managed to ensure social distancing, with school/groups kept separate. Toilets will be cleaned and sanitised, frequently throughout the day and between user groups.

Lateral flow testing for staff and action to be taken if a test is positive

We are providing lateral flow tests for our staff team, to be undertaken twice weekly.

Any LOE staff member testing positive on a lateral flow test will be required to self-isolate following government advice.

We ask that schools/groups also check for symptoms and complete tests as appropriate, for all members of their party before your visit to our centres, following government guidelines as appropriate for any positive tests.

Isolation and returning home

If any participant displays coronavirus symptoms during your trip, they must be isolated and sent home. LOE will support the school/group in implementing the protocol of the school/organization or advise on the current government guidance.

We ask all schools/groups attending to make preparations in advance to be able take an activity group home, before the end of course, if this is required.

In any situation when someone from a school/group displays coronavirus symptoms on centre, we would look to discuss this fully with the party leader in order that the best course of action is agreed and taken, taking full account of the individual circumstances in each case, the safety of others and current guidance.

Staff organisation and protection

We are also taking precautions to minimise the risk of virus transfers amongst the staff team, ensuring all staff maintain the best standards of social distancing that can be achieved at all times. Limits are being placed on the number of staff that can use each staff area at the same time, to ensure social distancing is maintained with times allocated, where needed, for staff to make use of staff dining room areas in particular.



Continued consultation and training

We continue to consult with our staff team about plans, making adjustments based on their feedback. This consultation process will continue, to ensure that we have a plan that everyone has had the opportunity to contribute to and everyone can get behind and deliver in the best way possible.

This plan will be kept under review and will be adjusted dependent on the overall position and restrictions in place at the time each course takes place.

During the pandemic we have undertaken comprehensive staff training to ensure we are fully prepared for schools and groups by remaining current and up to date with changes. This training includes:

- 1) Refresher training in all activities and general operation
- 2) Specific training in new systems of operation, whilst Covid-19 restrictions are in place
- 3) Staff safety assessments, as required

When so much has changed, some people may understandably be a little wary about a visit to our centres. We recognise there may be some concerns about returning, but we hope the details provided here will reassure you that we have given great thought to the way in which we can most safely operate and we have built in many changes in order to achieve the safest and best provision we can, whilst operating under Covid-19 restrictions. Please don't hesitate to contact us if you would like to discuss things further.

Derek Queenan.

Head of Lancashire Outdoor Education

[Borwick Hall](#) – [Hothersall Lodge](#) – [Tower Wood](#)