

COVID-19 Risk assessment–Willow Banks Forest School



The government guidelines stipulate that this must be in place prior to re-opening on 1st June 2020.

It is essential that a risk assessment is carried out. It should directly address risks associated with coronavirus (COVID-19), so that sensible measures can be put in place to control those risks for children and staff.

Employers need to consult all employees on health and safety, and so they are best placed to understand the risks in forest school. This risk assessment will be shared with staff and parents and reviewed and updated regularly.

If additional risk is identified then these will be added to the risk assessment.

When staff return to the setting make sure they are fully inducted into the risk assessment. Any area where the risk is assessed as being medium or high risk then additional measures must be put in place to minimise the risk.

Activity assessed: Daily routine

Assessment date: 15th May 2020

Assessment reference: Covid192020

Name of assessor: Victoria Predeth

Review date: 19th June 2020, 16th July 2020, 21st August 2020, 18th September 2020, 23rd October 2020, 8th January 2021

Hazard	Persons at risk and how they may be harmed	Controls currently in place	Current risk levels				Action by whom	Action by date	Completed date and by whom
						Risk rating			
Social Distancing	Staff and students	<p>Children will be in groups of no more than 12 children</p> <p>Groups of children will always be cared for by the same adults</p> <p>Parents/carers/taxi drivers/members of the public will not be allowed access to the site</p> <p>On the walk to and from the classroom we will maintain social distance of 2m from livery owners and equestrian staff</p>	3	2	6	Low	Forest School manager	1st June 2020	
Drop off and collection	Staff, parents and students	<p>Operation hours will be 9am-4pm term time and 9am-5pm for holiday clubs</p> <p>Parents/carers/taxi drivers and students must stay in their vehicles until collected/dropped off by a member of staff at the designated times (9am, 12pm or 4pm term time) or (9am, 1pm or 5pm for holiday club)</p> <p>Children will have their forehead scanned by a non-contact thermometer, to ensure their temperature does not exceed 37.8 they will then be escorted onto site by staff. If temperature reads above 37.8, children will</p>	3	2	6	Low	<p>Forest School manager</p> <p>Forest School manager</p>	1st June 2020	

		<p>be returned to their parents and asked to self isolate.</p> <p>Staff will not be able to have extensive handover conversations but if a parent wishes to discuss any aspect of their child's care then this can be done via an arranged telephone conversation.</p> <p>Drop off and collection will be as pre-covid but parents MUST remain 2 metres apart at all times</p>							
Isolation periods	Any child/adult displaying signs of Covid 19 or who is classed as extremely clinically vulnerable	<p>Any person who has tested positive for Covid 19, must self-isolate for a minimum of 7 days</p> <p>If the test result is unclear, void, borderline or inconclusive then a repeat test must be done and self-isolation must continue for 14 days or until a negative test result is obtained</p> <p>Anyone in contact with any person who has been diagnosed with Covid 19 or is displaying signs of having Covid 19, must self isolate for 14 days and test for covid-19</p> <p>Anyone who is classed as extremely clinically vulnerable must self isolate for the 12 weeks as recommended by the Government</p> <p>All children and staff will have their temperatures taken with a non contact thermometer when they arrive at the forest school and recorded. Anyone with a</p>	3	2	6	Low	Forest School manager	1st June 2020	

		<p>temperature above 37.8 will not be allowed access to the forest school and must test for Covid-19.</p> <p>Children with a temperature over 37.8 will have to return home with their parents and test for Covid-19.</p> <p>Any staff with a temperature will be asked to go straight home and test for Covid-19</p> <p>Results of the test must be requested via text and the results shared with the forest school before they can return. This Includes any staff member, child or family member where the child lives.</p> <p>Secondary age students will be offered two rapid tests three days apart, with positive results confirmed by a lab-based PCR test. The students' feeder school will be delivering the test. Any student attending who does not attend a feeder school will be advised to seek alternative testing through local sites. If the student tests positive, they will have to self-isolate for ten days from the day they took the test. They must follow the Government guidance. After this, they can then return to forest school and their feeder school.</p>						Forest School manager	8th January 2021	
Sickness/illness (staff and	All children and staff	<p>Symptoms of Covid-19</p> <p>Children or staff should not attend if they</p>	3	3	9	Low	Forest School manager	1st June 2020		

students)		<p>have symptoms, or if anyone in their house has symptoms. If they have symptoms they should test for Covid-19.</p> <p>If anyone becomes ill with a new continuous cough or a high temperature whilst at forest school they must be sent home immediately and advised to follow the staying at home guidance. They must test for Covid-19.</p> <p>If a child is awaiting collection, they should be moved away from the group and cared for with appropriate adult supervision. This adult should wear PPE whilst caring for the child</p> <p>If the child awaiting collection needs to go to the bathroom while waiting, they will need to be escorted to use the toilet in the yard area. This area will then be cleaned immediately after they have used it, including spraying with antibacterial solution.</p> <p>In an emergency, call 999 if they are seriously ill or injured or their life is at risk. Do not visit the GP, pharmacy, urgent care centre or a hospital</p> <p>If a member of staff has helped someone who has been taken unwell with a new, continuous cough or a high temperature, they do not need to go home unless they develop symptoms themselves or the child/adult tests positive for covid-19. They should wash their hands thoroughly for 20 seconds after any</p>							
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		<p>contact with someone who is unwell. Deep cleaning with antibacterial disinfectant after someone with symptoms has left will reduce the risk of passing the infection on to other people</p> <p>The forest school manager will maintain regular contact with staff members/parent/carer of child during this time</p>							
Emergency contact details/procedures	Children, parents and staff	<p>All emergency contact details will be up to date and available on every family</p> <p>In the event of an emergency the child will be cared for by an allocated adult in sight of other staff members</p> <p>The Parent will be contacted to confirm details of the emergency and will be asked to collect their child immediately</p> <p>Upon collection parents will be asked to maintain social distancing (remaining 2 metres away from other adults)</p> <p>In the event of an ambulance needing to be called the procedure above will apply—the parent will be given details of the hospital that the child will be taken to and will meet the child and the one accompanying adult at the designated hospital</p>	3	2	6	Low	Forest School manager	1st June 2020	VP June 2020

		Staff will be provided with PPE in this event (gloves and mask)							
Handwashing provision	All children and staff	<p>Children and staff will have their hands sprayed with medical grade sanitiser on arrival at the car park</p> <p>Hand washing will take place following activities, eating, using the toilet, coughing or sneezing. Or close contact with any adult or other child. Handwashing will take place a minimum of once an hour, there will also be hand gel available to use after washing</p> <p>On departure children and adults will wash their hands and on arrival at the car park, will have their hands sprayed again with medical grade sanitiser</p>	3	2	6	Low	Forest School manager	1st June 2020	VP June 2020
Cleaning of equipment	All staff and children	<p>The classroom will be locked, apart from handwashing and mealtimes, surfaces will be cleaned regularly during these times, social distancing will be adhered to during this time</p> <p>Storage of equipment and resources will be in the classroom, but no children will be allowed access to these resources or the classroom itself, when staff are in the classroom at the same time they must be social distancing</p> <p>All equipment and resources being used will</p>	3	2	6	Low	Forest School manager	1st June 2020	VP June 2020

		<p>be cleaned daily, this includes outdoor play items in the mud kitchen and tyre area</p> <p>The classroom, toilet, and gazebo area will be cleaned regularly, at a minimum of twice daily</p> <p>Parents will send their child to forest school in a clean set of clothes each day</p> <p>Children's waterproofs/wellies will need to be taken home each night and sprayed with anti-bacterial spray by parents</p> <p>Staff will be required to change their clothes at the end of each day ,washing them on the highest temperature for that garment</p> <p>Staff waterproofs/wellies must be cleaned with antibacterial spray at the end of each day</p>							
Sharing of resources	All staff and children	<p>Children will be placed in a group of no more than 12</p> <p>Staff will remain the same for this group of children</p> <p>The group will be allocated specific resources for the day to complete tasks and activities, these will be cleaned after use before being stored</p>	3	3	9	Low	Forest School manager	1st June 2020	VP June 2020

Using outdoor space and equipment	All staff and children	<p>The forest school will be using the outdoor space for the majority of daily sessions, apart from handwashing and mealtimes for staff to make drinks/top up water bottles, or bad weather.</p> <p>All outdoor equipment with hard shiny surfaces will be cleaned with anti-bacterial solution at least twice daily</p>	3	3	6	Low	Forest School manager	1st June 2020	
Supply of PPE	Staff	<p>Gloves, masks, aprons, cleaning materials, hand sanitiser will be provided for all staff</p> <p>Back up supplies of PPE will be kept and made available to all staff. This is stored in the office and is the responsibility of the manager to maintain adequate levels of PPE for all staff.</p>	2	2	4	Very low	<p>Forest School manager</p> <p>Forest School manager</p>	<p>1st June 2020</p> <p>18th September 2020</p>	
Supply of food	All staff and children	<p>All children and staff will bring their own healthy packed lunches, water bottles and morning/afternoon snacks where applicable</p> <p>Children's food will be stored in their rucksacks/bags until it is time for lunch, these rucksacks and bags will be stored in the outside bin</p> <p>Children will eat directly from their own lunch box, there will be no plates/bowls/cutlery provided</p> <p>Children will drink only from their own water</p>	3	2	6	Low	Forest School manager	1st June 2020	

		<p>bottles, they will be encouraged to keep them with them at all times</p> <p>Morning/afternoon snack can be packaged in a plastic food bag and kept in their rucksack until snack time - no bowls/plates/cutlery will be provided</p> <p>Updated allergy information will be held for each child</p> <p>Children with allergies will be carefully monitored during food times to ensure that they do not have access to another child's food</p> <p>One session of cooking has been reinstated for the secondary age students, they must adhere to all health and safety and covid procedures to prepare themselves a lunchtime meal. The outdoor cooking area will be used except in adverse weather. If due to adverse weather students must use the indoor kitchen area, staff will ensure extensive cleaning of equipment and kitchen area after use.</p>						Forest School manager	23rd October 2020	
Transport	Children and transport staff	Those children traveling to and from site by taxi, must wear a mask as 2 metre distancing cannot be maintained in an indoor space. This also applies to the driver and any passenger assistants.	3	3	9	Low		Forest School manager	1st June 2020	

Vulnerable adults/children	All	Children or staff who are classed as extremely clinically vulnerable or who live with someone classed as extremely clinically vulnerable will not be able to return to forest school/work	3	3	9	Low	Forest School manager	1st June 2020	
Indoor classroom	Children and staff	<p>The forest school will be using the indoor classroom from 8th January 2021</p> <p>Parents will still not have access to the site unless prearranged with the forest school manager. As covid procedures are still in place they are still required to drop their children to a staff member at the front gate.</p> <p>Any parent who has organised an after school meeting will be collected by staff from the gate at the arranged time. They must use the sanitiser available to sanitise their hands, they must wear a mask at all times and must adhere to social distancing.</p> <p>When showing around a prospective parent, staff must wear a mask at all times.</p> <p>The indoor sites will continue to be used for food preparation, equipment storage and administrative tasks and for full day children for lunch and hot drinks.</p> <p>If there are adverse weather conditions all children will be using the indoor spaces in order to keep children warm and safe.</p>	3	3	9	Low	Forest School manager	8th January 2021	

		<p>Secondary age students will be required to wear a mask if having to use the classroom to shelter due to adverse weather.</p> <p>Indoor toilets will continue to be cleaned after each use with antibacterial spray.</p> <p>All children and staff will wash their hands for a minimum of 20 seconds with warm soapy water after using the toilet.</p> <p>All equipment and the classroom as a whole will be cleaned with an antibacterial aerosol at the end of each day.</p>							
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Likelihood		Severity	
Rating	Guide words	Rating	Guide words
1	Extremely unlikely	1	No/minor harm
2	Unlikely	2	Moderate harm
3	Likely	3	Serious harm
4	Extremely likely	4	Major harm
5	Almost certain	5	Catastrophic

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Score	Risk level	Description
1-4	VeryLow	These risks are considered acceptable. No further action is necessary other than to ensure that the controls are maintained.
5-10	Low	No additional controls are required unless they can be implemented at very low cost (in terms of time, money and effort).Actions to further reduce these risks are assigned low priority. Arrangements should be made to ensure that the controls are maintained.
11-15	Medium	Consideration should be given as to whether the risks can be lowered, but the costs of additional risk reduction measures should be taken into account. The risk reduction measures should be implemented within a defined time period.Arrangements should be made to ensure that the controls are maintained, particularly if the risk levels are associated with harmful consequences
15-20	High	Substantial efforts should be made to reduce the risk. Risk reduction measures should be implemented urgently within a defined time period and it might be necessary to consider suspending or restricting the activity, or to apply interim risk controls, until this has been completed. Considerable resources might have to be allocated to additional controls.Arrangements should be made to ensure that the controls are maintained, particularly if the risk levels are associated with extremely harmful consequences and very harmful consequences
20+	Very High	These risks are unacceptable. Substantial improvements in risk controls are necessary, so that the risk is reduced to an acceptable level. The work activity should be halted until risk controls are implemented that reduce the risk so that it is no longer very high. If it is not possible to reduce risk the work should remain prohibited