

COVID-19 Risk Assessment Template including activities

This is a non -exhaustive risk benefit analysis and it will be reviewed daily.

Group: Woodland Adventure Harrow	Site: 90 Uxbridge Road, Harrow Weald, HA38QI	
People at Risk: Staff, children and parents	Additional Information: Covid – 19 risk elements will be reviewed after each visit.	
Contact Person: Jan Boresta	Job Title: Manager	Review Date: after each session September – October 2020

Risk Evaluation / Assessment

Hazard	Risk	Initial Rating (L/M/H)	Control Measures	Final Rating (L/M/H)	Additional Action Required (action by whom and completion date)
What's the hazard?	What is the risk of harm?	Is this risk Low, Medium or High?	What measures will you put in place to reduce the risk identified?	How has the rating changed as a result?	What else can you do to minimise risk?
Coronavirus	Covid-19 infection	H	Correct PPE protection, staff updated and consulted prior to visits	M	Daily on-going rating after each session
Visitors to Forest School	Cross -contamination	H	2m marked areas for children and parents to wait. One entry route marked and one exit route for families to keep to a safe distance	M	An adult representative from forest school will register children. Once registered families will be asked to exit via church pathway to get back to car park.
Infection	Coronavirus or any other contractable infection	H	Manager and team will wear full face shields when registering children. Once a 2 m distance is maintained at main site the	M	Evaluate and assess after each session.

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			shields can be removed if practitioners wish to do so.		
Infection	Coronavirus or any other contractable infection	H	Children will have temperatures taken before session by infrared thermometer placing device on their wrists.	M	If the temperature is higher than 37.7C the child will be asked to leave with their parents or leader and to inform us of the outcome. This is in order to comply with Government Track & Trace measures.
Cross-contamination	Infection from a contractable infection	H	All stakeholders will be asked to use a sanitiser prior to entry to woodland.	M	The sanitiser will not be held or touched it will be automatic once hands are placed underneath. After each session, the sanitiser will be cleaned.
Paper contact	Contractable infection possibly from paper	M	All consent forms will be sent electronically/manager will sign children in each day on the register for Woodland Adventure use only	L	Ensure that all the staff on site do not accept paper consent forms on the day of arrival. If some families cannot access a computer to download the consent forms, then the manager can do this whilst registration takes place.
Taking payments	A booking form and invoice will be emailed	L	Payment for sessions can be made by BACS transfer. Card payments can be taken on the day with a contactless payment system in place	L	On registration, payment can only be made if advised beforehand. Families are encouraged to bring correct amount of money.
Activities for children	Possible contraction from shared items.	H	Each child & family will be given their own activity bag with items for use in the session. Included in the bag will be hand towels and a plastic bag. Soiled items will be placed into the plastic bag and sealed and disposed in the green bin on leaving. The bin lid will be open, so families and children do not have to lift the lid.	L	Each child will be given their bag on registration. The bag should then be taken home after the session with their activities
Grouping 'bubbles'	Holiday groups are NOT in a bubble	H	Each child must be treated as being in a separate 'bubble'. If the child in a group is	M	A group bubble is fine when children are related and have been in a

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			not related and have met children before Social distancing measures must be implemented.		family 'bubble'. children from September will be in class 'bubbles' which is then safe for a group to attend but we will still adhere to safety guidelines and government advice.
Food Hygiene	Holiday/school groups are advised to bring their own drinks and snacks	L	Each child will have a break after 40 mins during the 1.5 session.	L	Staff are not able to peel fruit or undo wrappers. Children are advised to bring their own snack and have their fruit peeled.
Toilets	Cross-infection	H	Toilets are cleaned before and after each child... The toilets must be cleansed using an antiviral spray on the seating. The toilet lid must be closed when flushing. All staff must wear a mask, face shield an apron and gloves. Children must use anti-bacterial soap with an automatic dispenser. Paper towels must be placed into the bin with a foot pedal to open.	M/H	As the sessions are 1.5 duration at present all stakeholders are advised to use toilet facilities beforehand. Staff toilet can be used throughout the day if on site all day. The same sanitising measures must be in place. At the end of each session the bag must be sealed and placed into the green bin.
Staff controls	May infect visitors	H	Each staff member will also have their temperature taken daily before attending work. If it is high, then social isolating procedures must be implemented, and the management team must inform all stakeholders.	L	Phone number for each volunteer must be given to the manager of the project.
Travelling to site	Possible risk of infection	M	Giving a lift: manager can give one volunteer a lift if both are wearing face masks and window is open. Masks must be worn on public transport as per Govt guidelines. if possible and living close to the site it may be preferable to walk.	L	All team members must inform the manager if they are not attending a session.
Staff hand washing	Contamination	M	Solar water bags will be on site for staff use. An eco-friendly soap is available for staff hand washing whilst outdoors	L	Anti- bacterial gel is also available for staff t use. It is alcohol based and children should not use this. Please do not give it to them.

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Staff waste disposal	Infection	M	All paper towels and food items must be disposed in plastic bags and placed in the staff bin with a lid.	L	All items will then be put into the big green bin for safe disposal.
Staff PPE	Infection	H	All staff will be given a face shield, mask and gloves. It is their decision whether they wish to remove this once safe distancing is maintained.	L	Staff must throw their disposable gloves and face mask into a plastic bag. Staff are responsible for cleaning their face shields.
Staff food	Possible infection	L	All staff are encouraged to bring a warm or cold drink and their own snack.	L	Staff to keep hydrated. Have a break in-between sessions. Social distancing seating on site for staff.
Visitors	Visitors not registered will be advised that sessions are in progress	M	Notice to go across site entrance after children and families have entered group. The gate at main site must be closed after entry and chain placed across.	M	This is a public site all Woodland Adventure team must be vigilant about other adults who may be in the woods. Do not approach them. If the manager feels it necessary for any unwanted behaviours then re-enforcement teams will be contacted 999 or 112 for emergency services.
Visitors to church	Interruption of session	L	Woodland Adventure team are not responsible for allowing visitors into the church. The name can be taken, and the vicar or wardens can be contacted.	L	Woodland Adventure team are not responsible for visitors to the church unless advised by Warden P. Jackson or Vicar Rev Fr JoHn Barker.
Fire	Fire hazards causing breathing problems and burns	H	Fire meeting points will be visible and discussed at the initial session with groups. The meeting points will also ensure that social distancing is maintained. The gate will be opened by volunteers.	M	Volunteers to go to North gate and open gate if fire is in southern direction. If fire is in northward direction the manager will lead the group to meeting point near the front of the church. This will enable emergency services access.
Fire	Fire marshals	L	Fire Marshall at All Saints' will be advised of any activities taking place in the woodland near All Saints' church.	L	Wardens and Fire Marshalls will be informed when we are site. They will be advised if are entering the church premises for toilet facilities only. The main door will be open with a staff member to enable a safe exit. If

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					the fire is in the hallway the door to the garden will be opened.
Resources	Cross -contamination	H	When using fire steels, rubber hammers, tarps or any other hard resource these will be washed after each group.	M	After use of hard surfaces items will be washed by a staff member using an antiviral wash. Staff members when washing must wear PPE,gloves and face shield.
Soft furnishing	Cross- contamination	M	Remove soft furnishings, soft toys and toys that are hard to clean (such as those with intricate parts	L	Woodland Adventure will not have any shared items out for play.

Questions & Prompts:

- Are you keeping up to date with guidance for your locality/region/nation/country? **yes**
- Do you need to stagger arrival and departure times? **yes**
- How will your entry and exit points be managed to protect staff, children and parents? **Manager to manage entry and registration. Staff to manage exit area.**
- Have you allowed for time to change clothes? **N/A**
- Can you make the hygiene reminders entertaining/fun? **yes**
- What will your hand washing procedures be? **On entry, before toilet use and after**
- How, if at all, will you combat any skin damage caused by repeated hand washing? **Using a foam sanitiser suitable for children**
- How will you navigate dressing & toileting with younger children? **Parents will be responsible for changing their children. Staff will adhere to cleaning routines.**
- How will equipment be transported? **In situ and plastic boxes**
- What routines will you need to put in place for cleaning/ resting (72hours) /'bubbling' equipment? **Shared items, hard surfaces will be cleaned using an anti-viral wash after use. Different areas in the woodland can or may be used.**
- What precautions will you take with products made in sessions? **Children will take them home after each session.**
- Do you need any physical or visual barrier in place? **Staff will wear face shields, if they prefer masks, they will be available**

- How will you avoid bottle necks, congestion and queuing? **By staggering and having an entry and exit point**

Do you need any visual reminders around the site? **All Saints' Church will have signs and procedures in place for toilets and hand washing. Woodland team working outdoors will give an initial talk to parents and children.**

(Guidelines Forest School Association. 2020)

This guidelines below are from the World Health Organisation. May 2020. It may change. For now, we will adhere to this advice.

CHECKLIST FOR STUDENTS AND CHILDREN

- 1. In a situation like this it is normal to feel sad, worried, confused, scared or angry. Know that you are not alone and talk to someone you trust, like your parent or teacher so that you can help keep yourself and your school safe and healthy.**
 - Ask questions, educate yourself and get information from reliable sources

- 2. Protect yourself and others**
 - Wash your hands frequently, always with soap and water for at least 20 seconds
 - Remember to not touch your face
 - Do not share cups, eating utensils, food or drinks with others

- 3. Be a leader in keeping yourself, your school, family and community healthy.**
 - Share what you learn about preventing disease with your family and friends, especially with younger children
 - Model good practices such as sneezing or coughing into your elbow and washing your hands, especially for younger family members

- 4. Don't stigmatize your peers or tease anyone about being sick; remember that the virus doesn't follow geographical boundaries, ethnicities, age or ability or gender.**

- 5. Tell your parents, another family member, or a caregiver if you feel sick, and ask to stay home.**

PP: Rev: John Barker

Chair of Trustees to sign:

Date: ...21.08.20.....

Review daily when children are on site. Chairperson to be informed of any changes.