

Coronavirus (COVID-19) protective measures risk assessment V5

Name of setting:	The Hideaway Forest School	Date of this risk assessment: Version:	31/8/21
Risk being accessed:	This risk assessment will assist The Hideaway Forest School in preventing the transmission of Coronavirus (Covid19) in the setting. Settings include Henleaze, Hortham, Badocks, Kingsweston Hideaways and Henleaze infant school		
Aim:	To support the health and safety of all children, families, staff and visitors.		
Risk assessment to be reviewed on:	10/2021	Guidelines:	
What are the main methods of limiting the transmission of Coronavirus (COVID-19) at The Hideaway Forest School:	1. Infection prevention and control through frequent hand cleaning, wearing of masks where necessary and good respiratory hygiene practices	<p>Coronavirus (COVID-19): guidance for schools and other educational settings: Here</p> <p>Actions for schools during the coronavirus outbreak - GOV.UK (www.gov.uk)</p> <p>COVID-19: cleaning in non-healthcare settings: Here</p> <p>Protective measures for holiday and after-school clubs, and other out-of-school settings during the coronavirus (COVID-19) outbreak here (updated 11th March)</p> <p>https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19</p>	
	2. Infection prevention and control through regular cleaning practices		
	3. Infection prevention and control through minimising contact with small numbers of no more than 15 participants and 2 leaders in any given session.		
	4. Infection prevention and control through minimising mixing (social distancing)		
	5. Infection prevention and control by responding to individuals who are unwell with coronavirus symptoms, avoiding contact with anyone with symptoms and staff testing.		
People at Risk:	<div>Staff</div> <div>Vulnerable groups</div> <div>Children</div> <div>Parents & carers</div>	<div>Visitors</div> <div>Contractors</div>	<p>Building size and Description: We operate mainly outdoors with access to the toilets- Henleaze hideaway and HIS: inside the building accessed only by a corridor. Badocks, Hortham and Kingsweston outside facilities.</p> <p>Resources stored in stored in outside shed.</p>

1. Frequent hand cleaning and good respiratory hygiene practices

What is the Hazard: Risk of Covid-19 transmission through poor hygiene practices			
Control measures Control measures are actions and/or activities that are taken to prevent, eliminate or reduce the occurrence of a hazard that you have identified.	What is being done to control this risk now?	Can you do anything else to lower the risk further?	Who is Responsible For Implementing These Control measures?
Cleaning/washing hands regularly	<p>Upon entry to the site staff, children and visitors must use antibacterial hand gel available at entry and exit points. <i>(Please be aware of health and safety when dispensing hand sanitizer for young children. It may be necessary to use age appropriate hand sanitizer and to use a pea sized amount under supervision)</i></p> <p>Hand washing facilities with running water (Tippy taps outside and sinks in bathroom) are in place and fully stocked with soap. Everyone is reminded to wash hands more often and for 20 seconds with running water, soap and dry hands thoroughly with disposable paper towel.</p> <p>Staff teams will supervise young children to ensure they wash their hands more frequently and thoroughly and remind them to wash their hands more often throughout the session, for example before and after eating.</p> <p>Everyone is encouraged to avoid touching face, eyes, nose or mouth with unclean hands. (No pick, no lick rules)</p> <p>We will remind everyone to cover their mouth and nose with a disposable tissue (not their hands) when they cough or sneeze and throw the tissue straight away in the nearest hands free bin.</p>	<p>We will use signs and posters (for adults and children) to build awareness of good handwashing technique, the need to increase handwashing frequency, avoid touching the face and to cough or sneeze into a tissue which is binned safely. These posters and signs will be displayed in bathrooms and next to hand washing areas.</p> <p>Staff all completed 'Prevent covid-19 training.</p>	<p>Forest school leader will ensure that soap dispensers and antibacterial hand gels are full from the start of each day.</p> <p>All staff are informed to direct everyone to use hand sanitiser upon entering the site.</p> <p>Rigorous checks carried out by line managers to ensure that the necessary procedures are being followed.</p>

	<p>Tissues will be available. Bins will have a lid and be handsfree operated. Bins will have double bags and will be emptied at the end of each session.</p> <p>Staff teams will ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach.</p> <p>We will provide learning opportunities for children to learn and practise good hygiene through games, songs and repetition. We will aid children's understating of good hygiene by using age appropriate visuals.</p>	<p><i>Adults and children know how to wash hands correctly.</i> https://www.nhs.uk/livewell/healthy-body/bestway-to-wash-your-hands/</p> <p>"(To tune of row, row, row your boat) Wash, wash, wash your hands. Get them nice and clean! Scrub the tops And scrub the bottoms And don't forget in between!"</p>	
Wearing of masks	<p>When working with primary school aged children, staff and adult visitors are advised to wear face coverings in situations where social distancing between adults is not possible. Masks are available in first aid kits for use if mislaid own mask.</p> <p>Staff will wear masks-</p> <ul style="list-style-type: none"> - When collecting children on school sites for after school club - When inside any building - Staff may wear a mask at all times if they choose to do so but not required when working outside. 	<p><i>Masks available on each site stored in first aid box.</i></p>	<p>All staff responsible for own safety and carrying their own mask.</p> <p>Line managers to monitor masks being worn inside.</p>

What is the Hazard: Risk of Covid-19 transmission through poor hygiene practices

Is the hazard adequately controlled by implementing the hygiene and cleaning control measures detailed above? Yes (Please indicate)

What is the risk rating: High/Medium/Low (Please indicate) Medium

2. Regular cleaning practices

What is the hazard: Risk of Covid-19 transmission through poor cleaning practices			
Control measures Control measures are actions and/or activities that are taken to prevent, eliminate or reduce the occurrence of a hazard that you have identified.	What is being done to control this risk now?	Can you do anything else to lower the risk further?	Who is Responsible For Implementing These Control measures?
Surface cleaning	<p>Frequent cleaning of objects and surfaces that are touched regularly, such as outside bannister, door handles, sinks, and toilets.</p> <p>Site will be de-cluttered with only necessary items available to participants.</p> <p>Play resources and equipment will be regularly washed and disinfected at the end of each day using our standard anti-bacterial cleaning products. <i>(Resources are stored in Forest school shed to stop contamination from other ground users)</i></p> <p>Limiting or restricting use of high-touch items and non-easily washable/hard to clean items such as malleable materials. Resources will be allocated to specific groups and not mixed between settings or groups.</p> <p>Anti-bacterial soak buckets will be provided beside high-touch items including, large paint brushes, kitchen role play, spades and buckets, fishing nets.</p> <p>Play resources and equipment will also be cleaned between different groups of children and we will make sure that multiple groups of children do not use play equipment simultaneously.</p> <p>Participants and Henleaze Infant school will be given full waterproofs and these will be washed and/or rotated on a weekly basis..</p>	<p>We will follow the guidelines: COVID-19: cleaning in non-healthcare settings</p> <p><i>Resources should not be shared between home and setting (such as cuddly toys)</i></p>	

Sanitation	<p><i>Lidded/touch free bins will be available by fire circle and in bathroom (key locations) for the safe disposal of tissues and other waste. This waste will be double bagged and removed to external bin at the end of each session.</i></p> <p>Participants will provide their own hand towel which will be kept in their belongings bag to prevent cross contamination and to limit unnecessary use of hand towels (Sustainability policy) Blue roll is available in absence of towel. Hand dryer at Henleaze Hideaway with room ventilation.</p>	Property owners to be made aware of procedure.	
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What is the Hazard: Risk of Covid-19 transmission through poor cleaning practices

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What is the risk rating: High/Medium/Low (Please indicate) Medium

3. Minimising contact

What is the Hazard: Risk of Covid-19 transmission through poor hygiene practices			
Control measures Control measures are actions and/or activities that are taken to prevent, eliminate or reduce the occurrence of a hazard that you have identified.	What is being done to control this risk now?	Can you do anything else to lower the risk further?	Who is Responsible For Implementing These Control measures?
Small numbers	<p>On booking onto the session parents and carers sign an electronic agreement that they will not allow their child to attend The Hideaway if have or have been in contact with anyone with covid-19 symptoms..</p> <p>Booking system only allows for Young explorers – 16 participants (15 adults, under 5's don't count in ratios) Hideaway After school club and holiday club – 24 participants (in bubbles of 6) Henleaze after school club – 12 participants Forest school parties – 15 participants only birthday family parents permitted on site.</p> <p>Adults not allowed to enter the site at Henleaze Infant school. Adults advised to wear masks on collection and pick up</p> <p>Henleaze Infant school year R sessions will be delivered in class bubbles of no more than 15 children with two adults.</p>	Staff, families and site owners are informed about importance of consistent groups and maximum capacity.	<p>VP Owner to share with all parties</p> <p>Forest school leaders to inform anyone trying to enter the site</p>
Belonging areas	<p>Each participant will be instructed where to place personal objects on such as, water bottle, hand towel, crockery and loose clothing on and all participants educated that no one else is allowed to touch your belonging box.</p> <p>Belonging areas will contain freshly sanitised resources needed for the days session eg scissors, glue, paper and string. Only the participants who is allocated this group can touch these resources.</p>	Children educated about belonging areas at circle time session.	<p>Forest school leader to explain belonging boxes on arrival and include in forest school rules.</p> <p>"We only touch our own box"</p>
Staff Covid-19 self-test	All staff are provided with Covid-19 self-test (rapid antigen test) which they will carry out twice weekly whilst asymptomatic. Should any member of staff have a positive result they will remain home and order a Covid-19 test via Government website.	Staff educated on how to administer tests and how to report results.	Line manager available for advice.

What is the Hazard: Transmission of Covid-19 through close contact with others.

Is the hazard adequately controlled by implementing the social distancing control measures detailed above? Yes (Please indicate)

What is the risk rating: High/Medium/Low (Please indicate) Medium

4. Minimising social mixing (Social distancing)

What is the Hazard: Risk of Covid-19 transmission through close contact with others			
Control measures Control measures are actions and/or activities that are taken to prevent, eliminate or reduce the occurrence of a hazard that you have identified.	What is being done to control this risk now?	Can you do anything else to lower the risk further?	Who is Responsible For Implementing These Control measures?
Shielded and clinically vulnerable children and young people	<p>Shielding can only be implemented by Government guidelines.</p> <p>All staff and children with health needs will discuss any additional arrangements we can make to ensure they can participate fully in our sessions.</p>	Clear explanation on booking form on who can and cannot attend at this time.	
Traveling to and from the setting	<p>We will consider how staff, parents, carers and children travel to and from our setting and discourage travel on public transport where possible. We will signpost these people to the COVID-19 safer travel guidance for passengers: https://www.gov.uk/guidance/coronaviruscovid-19-safer-travel-guidance-for-passengers</p>	We will encourage families and staff to walk or cycle to the setting where possible.	
Travel to and from Henleaze infant school	<p>We will only travel through the school playground between 1pm and 1.15pm when no other children will be in the play ground.</p> <p>We will sign in at the school office following school guidelines all read and agreed to by Hideaway Forest school staff.</p> <p>Children will leave the school building through their classroom door and return via the same route.</p>	All staff informed of moving around the forest school site.	

Fire circle	<p>Only 6 children at a time will be permitted in the fire circle at a time socially distanced.</p> <p>No one is allowed to enter the fire circle unless forest school leader permits it.</p>		
Drop off/pick up times (After school clubs and holiday clubs)	<p>We will use signage at entry points to remind parents, carers, children or any member of the household that if they have the symptoms of Covid-19 (high temperature or a persistent cough) they will not be allowed to leave their child at the setting.</p> <p>Where possible we will stagger drop off and pick up times into smaller groups.</p> <p>We will provide clear instructions for parents and carers during drop-off and pick-up times that minimise adult to adult contact. Parents and carers to drop off/collect their child.</p> <p>Where possible we will encourage one parent or carer to drop off/pick up their child.</p> <p>Where parents and carers are waiting to drop off or collect their child we will remind them to adhere to social distance guidelines.</p>		
Small groups or 'bubbles' of children together throughout the session	<p>Children will stay within a small group of consistent children throughout the session to avoid larger groups of children mixing. Bookings limited per session.</p> <p>Children encouraged to look for play opportunities where less children are gathered.</p>		

<p>Lunches/breaks (Holiday club)</p>	<p>Children and staff lunch/break times will be held outside. Children will be asked to sit on 'sit mats' positioned two metres apart to eat their lunch facing inwards to the fire circle and not face to face with others.</p> <p>Children are to bring their own lunch and all crockery and utensils to be returned to their own bags.</p> <p>Children and staff are to wash hands immediately before and after eating.</p> <p>When snacks are offered they will be prepared using utensils and trays that are cleaned with anti-bacterial spray. Staff serving snack are to wash hands immediately before and after offering snack. Whilst Following food preparation policy.</p> <p>When staff collect resources from inside only one adult at a time is to access the building.</p>		
<p>Building/premises (Henleaze Hideaway)</p>	<p>We will limit the number of children who use toilet facilities at one time to ensure that toilets do not become crowded.</p> <p><i>Adults are advised to wear face coverings when indoors.</i></p> <p>Areas will be kept well ventilated by keeping windows open, where possible.</p>		
<p>Fire evacuation</p>	<p><i>In the case of fire, our fire evacuation procedure applies with children standing in a line 1 meter apart in the lane. Adults must ask public to find another route if fire evacuation in progress so as not to come to close to children.</i></p>		

Meetings	<p>We will use remote working tools (zoom) to avoid in-person and face to face meetings.</p> <p>Where meetings cannot be undertaken remotely, participants attending meetings will maintain a 2m separation throughout. Where possible we will hold meetings outdoors.</p> <p>Everyone will be discouraged from hand shaking and general personal greetings (that involve touch).</p>		
Visitors	We will Stop all non-essential visitors from visiting the setting, and where possible use remote conference calling instead. Where visitors and contractors are required to visit on site they will be instructed to follow the control measures within this risk assessment.		
Play activities/curriculum	All play activities will take place outside.	Stop germs spreading with e-Bug resources: https://campaignresources.phe.gov.uk/schools	
Wellbeing	<p>Management will promote mental health & wellbeing awareness to staff, children and families during the Coronavirus outbreak and will offer whatever support they can to help.</p> <p>MIND Coronavirus and your wellbeing</p> <p>Guidance for the public on the mental health and wellbeing aspects of coronavirus (COVID-19)</p> <p>Young minds child's mental health during the coronavirus (COVID-19) pandemic</p>		

What is the Hazard: Transmission of Covid-19 through close contact with others

Is the hazard adequately controlled by implementing the social distancing control measures detailed above? Yes (Please indicate)

What is the risk rating: High/Medium/Low (Please indicate) Medium

5. Individuals who are unwell/avoiding contact with anyone with symptoms

What is the Hazard: Transmission of Covid-19 by contact with an individual who is unwell

Control measures Control measures are actions and/or activities that are taken to prevent, eliminate or reduce the occurrence of a hazard that you have identified.	What is being done to control this risk now?	Can you do anything else to lower the risk further?	Who is Responsible For Implementing These Control measures?
Recognising the symptoms of coronavirus	<p>Ensure that all staff recognise the signs of Coronavirus.</p> <p>The most common symptoms of coronavirus (COVID-19) are a new, continuous cough or a high temperature (over 37.8 degrees).</p>	https://www.nhs.uk/conditions/coronavirus-covid19/check-if-you-have-coronavirus-symptoms/	VP Ensure all staff complete virtual covid-19 prevention training
Protective personal equipment (PPE)	<p>PPE should be worn by staff caring for a child who becomes unwell and while they await collection if a distance of 2 metres cannot be maintained.</p> <p>Masks, aprons and gloves are available (<i>If staff provide intimate care for any children or young people and for cases where a child becomes unwell with symptoms of coronavirus while in their setting and needs direct personal care until they can return home</i>).</p>	<p>. All staff aware of PPE resources in First aid box.</p>	
An adult develops symptoms of coronavirus whilst on the premises	<p>If an adult becomes unwell with a new, continuous cough or a high temperature they must be sent home and advised to have a PCR test follow the staying at home guidance.</p> <p>If a worker develops a high temperature or a persistent cough while at work, they should:</p> <ol style="list-style-type: none"> 1) Return home immediately 2) Avoid touching anything 3) Order a PCR test 	<p>If staff become ill, they are to be sent home and manager called to cover. If no cover available children to be sent home</p>	VP to instruct all staff in Health Protect Team Guidance

	<p>3) Cough or sneeze into a tissue and put it in a bin, or if they do not have tissues, cough and sneeze into the crook of their elbow.</p> <p>4) Order and take a covid-19 test</p> <p>5) They must then follow the guidance on self-isolation and not return to work until their period of self-isolation has been completed.</p> <p>Cleaning with normal disinfectant after someone with symptoms has left will reduce the risk of passing the infection on to other people. Full guidance on what to do if someone develops symptoms of Covid19 can be found here:</p>		
<p>If a child develops symptoms of coronavirus whilst on the premises (Hideaway sites)</p>	<p>If a child begins displaying a continuous cough or a high temperature, they should be sent home to isolate as per the guidelines.</p> <p>If a child is awaiting collection, they should be moved, if possible, to an outside area furthest point away from everyone else or placed where they can be isolated behind a closed door, depending on the age of the child and with appropriate adult supervision if required. Ideally, a window should be opened for ventilation. If it is not possible to isolate them, move them to an area which is at least 2 metres away from other people.</p> <p>If they need to go to the bathroom while waiting to be collected, they should use a separate bathroom if possible. The bathroom should be cleaned and disinfected using standard cleaning products before being used by anyone else.</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>Cleaning with normal disinfectant after someone with symptoms has left will reduce the risk of passing the infection on to other people.</p>		

<p>Response if a case of COVID-19 is confirmed at the setting</p>	<p><i>We will follow government guidance - Where a child, young person or staff member tests positive, they must inform NHS test and trace that they attended our setting.</i></p> <p>If a setting becomes aware that a child, student or member of staff has tested positive for coronavirus (COVID-19), they can contact the new Public Health England service, delivered by the NHS Business Services Authority, if they need support on the action they should take. It can be reached by calling the Department for Education's existing coronavirus (COVID-19) helpline number on 0800 046 8687, and selecting option 1. The advice service is open Monday to Friday from 8am to 6pm and 10am to 6pm on Saturdays and Sundays. The call will be with a dedicated team of advisors who will inform the setting of what action is needed based on the latest public health advice. They will work through a risk assessment to identify close contacts.</p> <p>Also report to Bristol city council - education.covid19reporting@bristol.gov.uk</p>	<p>Emergency contact information collated on booking</p> <p>Follow Health Protection Team protocol and guidance</p>	
<p>Reporting positive cases to Ofsted</p>	<p>If we have a confirmed case of Covid-19 in your setting (whether children or staff), or we are advised to close as a result, this is considered an "Event likely to impact on the smooth running of the setting" which must therefore be reported to Ofsted as soon as possible and within 14 days at the latest. When reporting a case of Covid-19 to Ofsted, you must use their online system for reporting a serious childcare incident, and ensure that you include all the necessary information.</p> <p>https://www.gov.uk/guidance/tell-ofsted-if-you-have-a-covid-19-incident-at-your-childcare-business</p> <p><i>Information needed to report:</i> Where there is a positive test, you must tell us whether it was by a member of staff or a child. However, you do not need to give us their personal details.</p> <p>You need to tell us the following dates:</p> <ul style="list-style-type: none"> • when COVID-19 cases were first suspected • when COVID-19 cases were confirmed as positive • when the setting is closing from, and when you intend to re-open <p>Who was there- We also need to know the total number of:</p> <ul style="list-style-type: none"> • children attending the setting at the time of the suspected case • staff working at the setting at the time of the suspected case 		

	<p>You should also tell us if you have:</p> <ul style="list-style-type: none"> notified the case to Public Health England via the Department for Education helpline and any advice they gave you advised the local authority taken any other action 		
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What is the Hazard: Transmission of Covid-19 by contact with an individual who is unwell

Is the hazard adequately controlled by implementing the social distancing control measures detailed above? Yes (Please indicate)

What is the risk rating: High/Medium/Low (Please indicate) Medium

Staff: email send receipt they have read	Parents and carers: available on website and emailed on booking	LA/Ofsted: website	Other:

Risk assessment method of circulation – email, on website

Risk assessment completed by		
Name: Vicki Paton	Role: Owner	Signature: