

## RETURN TO THE WOODS RISK ASSESSMENT FORM

<b>Workplace</b>	Sawpit Woods	<b>Likelihood (L)</b>	<b>X</b>	<b>Severity (S)</b>
		Almost Impossible	1	Insignificant (minor injury, no time off)
<b>Risk Assessor</b>	Louise Munn	Unlikely	2	Minor (injury and up to 7 days off)
<b>Area</b>	Sawpit Woods and Hodore Farm site	Possible	3	Moderate (injury causing more than 7 days off)
<b>Activity/Task</b>	<b>The phased re-opening of Forest school provision following lockdown</b>	Likely	4	Major (death or serious injury)
<b>Date</b>	February 2021	Almost Certain	5	Catastrophic (multiple deaths)
<b>Benefit of activity</b>	Forest School Sessions for well-being and return to previous educational enrichment and child led play experiences outdoors: after school provision, in school enrichment provision, parent and child provision and holiday club provision.	Low = 1-8	Medium = 9-14	High = 15-25

**This document was updated on February 22nd 2021. It is being kept under review as updated guidance is published by the Government.**

**Advice is being updated regularly <https://www.gov.uk/coronavirus>**

	What are the significant, foreseeable, hazards? <i>(the dangers that can cause harm)</i>	Who is at Risk?	Current control measures <i>(What is already in place/done)</i>	Risk Rating			What additional control measures can be put in place to reduce the risk further?	Revised Risk Rating		
				L	S	R		L	S	R
1.	<b>Potential contamination arising from staff working on Sawpit Woods site and Hodore Farm site during the preparation for the phased planning and reopening of Forest School</b>	All members of staff	<ul style="list-style-type: none"> <li>Directors updated policies, risk assessments &amp; practices during the lockdown period when Forest School was closed to participants</li> <li>Tell any visitors, such as suppliers, not to enter the Forest School site, or drop off collection area if they are displaying any symptoms of coronavirus (following the</li> </ul>	3	3	9	<ul style="list-style-type: none"> <li>Ensure Directors are up-to-date with the ongoing updated scientific advice for the phased return to school guidance for schools and outdoor sports and play facilities, helping control the rate of transmission. Provide regular updates for families and participants</li> </ul>	2	3	6

			<p><a href="#">COVID-19: guidance for households with possible coronavirus infection</a>)</p> <ul style="list-style-type: none"> <li>Follow Government guidance for critical workers identification and vulnerable pupils has been followed</li> <li>Follow the Government's <a href="#">COVID-19 cleaning of non-healthcare settings guidance</a></li> </ul>				<ul style="list-style-type: none"> <li>Where a child, young person or staff member lives in a household with someone who is extremely clinically vulnerable, as set out in the <a href="#">COVID-19: guidance on shielding and protecting people defined on medical grounds as extremely vulnerable guidance</a>, ensure staff, parents and carers and the pupil(s) themselves know that they can only attend Forest School if stringent social distancing can be adhered to (this may not be the case for younger pupils). Decide on the most suitable course of action for individual pupils / staff</li> <li><a href="#">Coronavirus-covid-19 Implementing protective measures in education and childcare settings</a></li> <li>Consider parking arrangements in line with social distancing guidelines</li> </ul>			
2.	<p><b>Increased risk of introducing contamination from participants and staff returning to Forest School in greater numbers during phased reopening period</b></p> <p><b>Useful planning resources:</b></p>	All members of the Forest School community	<p><i>The following control measures should be considered:</i></p> <p><i>(i) Movement around the Forest School site,</i></p> <p><i>(ii) General woodland activities,</i></p> <p><i>(iii) tools and equipment</i></p>	4	3	12	<p><b>2a – Participant issues</b></p> <ul style="list-style-type: none"> <li>Clear communication with families and participants and wider community about return to Forest School procedures and new arrangements. Think about</li> </ul>	2	3	6

	<ul style="list-style-type: none"> <li>● DfE Planning guide for Primary Schools <a href="https://www.gov.uk/government/publications/preparing-for-the-wider-opening-of-schools-from-1-june/planning-guide-for-primary-schools">https://www.gov.uk/government/publications/preparing-for-the-wider-opening-of-schools-from-1-june/planning-guide-for-primary-schools</a></li> <li>● Afterschool provision <a href="https://www.gov.uk/government/publications/protective-measures-for-holiday-or-after-school-clubs-and-other-out-of-school-settings-for-children-during-the-coronavirus-covid-19-outbreak/protective-measures-for-out-of-school-settings-during-the-coronavirus-covid-19-outbreak">https://www.gov.uk/government/publications/protective-measures-for-holiday-or-after-school-clubs-and-other-out-of-school-settings-for-children-during-the-coronavirus-covid-19-outbreak/protective-measures-for-out-of-school-settings-during-the-coronavirus-covid-19-outbreak</a></li> <li>● Information for parents about out of school clubs</li> <li>● <a href="https://www.gov.uk/government/publications/guidance-for-parents-and-carers-of-children-attending-out-of-school-settings-during-the-coronavirus-covid-19-outbreak/guidance-for-parents-and-carers-of-children-attending-out-of-school-settings-during-the-coronavirus-covid-19-outbreak">https://www.gov.uk/government/publications/guidance-for-parents-and-carers-of-children-attending-out-of-school-settings-during-the-coronavirus-covid-19-outbreak/guidance-for-parents-and-carers-of-children-attending-out-of-school-settings-during-the-coronavirus-covid-19-outbreak</a></li> </ul>		<p><i>(Refer to separate activities, site and tool use RA)</i></p> <p><b>2a – Participant issues</b></p> <ul style="list-style-type: none"> <li>● Review the NHS <a href="#">guidance on hand cleaning</a> Participants should be supervised for regular handwashing for 20 seconds with soap and water at the following times: <ol style="list-style-type: none"> <li>1. Arrival to Forest School site</li> <li>2. Before &amp; after snack times</li> <li>3. Before &amp; after lunchtimes</li> <li>4. Before and after use of tools and resources and site-specific activities</li> </ol> </li> <li>● Reinforce routines of using a tissue or elbow to cough or sneeze and bins for tissue waste</li> <li>● Remind participants regularly not to touch their face with their hands. When they do so encourage them to wash hands immediately.</li> </ul> <p><b>2b – Staff</b></p> <ul style="list-style-type: none"> <li>● Reinforcing learning and practice of good hygiene habits</li> </ul>			<p>new Forest School rules if needed - (<a href="#">See DfE Planning guidance</a>)</p> <ul style="list-style-type: none"> <li>● <a href="https://www.gov.uk/government/publications/coronavirus-covid-19-guidance-on-phased-return-of-sport-and-recreation/guidance-for-providers-of-outdoor-facilities-on-the-phased-return-of-sport-and-recreation">https://www.gov.uk/government/publications/coronavirus-covid-19-guidance-on-phased-return-of-sport-and-recreation/guidance-for-providers-of-outdoor-facilities-on-the-phased-return-of-sport-and-recreation</a></li> <li>● Communication re hygiene measures recommended after Forest School and pupils need clean clothes each day.</li> <li>● Ongoing vigilance, monitoring and support for any emerging pastoral, anxiety and/or mental health issues</li> </ul> <p><b>2b – Staff</b></p> <ul style="list-style-type: none"> <li>● Organise for small groups (maximum 15)</li> <li>● Remove unnecessary items from store shed and store elsewhere</li> <li>● Remove equipment that is hard to clean</li> </ul>		
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			<p>through games, songs and repetition</p> <ul style="list-style-type: none"> <li>• Consider how to continue remote connections to families and participants where applicable</li> <li>• Review the NHS <a href="#">guidance on hand cleaning</a> e.g. on arrival to school, before &amp; after breaktime, before &amp; after lunchtime, before and after using resources and tools.</li> </ul> <p><b>2c – Buildings and resources</b></p> <ul style="list-style-type: none"> <li>• Tools and resources cleaned prior to re-opening</li> </ul>			<ul style="list-style-type: none"> <li>• Ongoing support for any emerging anxiety and/or wellbeing issues</li> </ul> <p>Early Years</p> <ul style="list-style-type: none"> <li>• Plan how to keep small groups of children together throughout the day and to avoid larger groups of children mixing</li> <li>• Consider how play equipment and tools and resources are used ensuring appropriate cleaning between groups using it</li> </ul> <p><b>2c – Buildings &amp; resources</b></p> <ul style="list-style-type: none"> <li>• Organise learning environments maintaining space where possible.</li> <li>• Plan to use logs spaced out for gathering at central circle, eating, snack times</li> <li>• Ensure sufficient and proportionate handwashing supplies and cleaning materials are available. Reusable paper towels for hand drying. Ensure these are stored and collected at the end of each session and washed thoroughly to be reused in future.</li> </ul>		
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3.	<b>Risk of transmission between parents and participants during Forest School drop-off and collection times</b>	All members of the Forest School community	<ul style="list-style-type: none"> <li>Communicate to parents and carers that if children need accompanying to Forest School, only one parent to drop-off or collect. Parents to maintain 2 metre social distancing rule</li> <li>Inform parents/carers and pupils their allocated drop off and collection times and the process for doing so, including protocols for minimising adult to adult contact (for example, which entrance to use)</li> <li>Ensure parents and carers do not gather at car park or enter the site (unless they have a pre-arranged appointment, which should be conducted safely).</li> </ul>	3	3	9	<ul style="list-style-type: none"> <li>Review and revise drop off and pick up protocols as necessary to minimise social contact</li> </ul>	2	3	6
4.	<b>Risk of ongoing contamination from people (staff, parents/carers, contractors and/or deliveries) coming to Forest school or Farm site</b>	All members of the Forest School community	<ul style="list-style-type: none"> <li>Follow Government guidance <a href="#">implementing protective measures in education and childcare settings</a></li> <li>Contractors aware of any changes to Forest School day – drop off, collection, use of woodland site</li> </ul>	3	3	9	<ul style="list-style-type: none"> <li>For any staff member or pupil who feels unwell, check their temperature and for <a href="#">other recognised symptoms of COVID-19</a>.</li> <li>Isolate and send children and staff home immediately if they display symptoms (<i>See section 7 below</i>)</li> </ul>	2	3	6

			<ul style="list-style-type: none"> <li>Communicate clear messages shared about social distancing procedures for adults</li> <li>Parents and carers bringing or collecting pupils during the day phone ahead and arrange to drop/collect safely and not enter the site if possible</li> <li>Strict handwashing procedures in place as soon as pupils/staff arrive in Forest School</li> </ul>				<ul style="list-style-type: none"> <li>Review effectiveness of revised site management systems – eg one-way systems and hand washing routines etc to ensure appropriate social distancing for any visitors.</li> <li>Read information about how to open your workplace safely <a href="https://www.gov.uk/coronavirus-business-reopening/y/none/up_to_4/yes/no/yes/no">https://www.gov.uk/coronavirus-business-reopening/y/none/up_to_4/yes/no/yes/no</a></li> </ul>			
5.	<b>Risk that contamination exists at the Forest School environment due to ineffective hygiene measures.</b>	All members of the Forest School community	<ul style="list-style-type: none"> <li>Site staff follow the <a href="#">COVID-19: cleaning of non-healthcare settings guidance</a></li> <li>All handwashing sink, water supply, soap, drying towels etc are every day to ensure stock levels are adequate</li> <li>Inspect daily to ensure good/effective hygiene levels</li> <li>Resources and hand washing basins, shed door cleaned thoroughly at the end of each session/ day.</li> </ul>	3	3	9	<ul style="list-style-type: none"> <li>Clean surfaces that participants and staff are touching, such as shed door, trolley, tools and resources more regularly than normal</li> <li>Check unnecessary items are removed from site and stored elsewhere</li> <li>Cleaning schedule in place to ensure effective hygiene standards</li> </ul>	2	3	6
6.	<b>Risk of transmission from participants and staff who have been in contact with the virus and/or are showing signs of having the virus (a</b>	All members of the Forest School community	<ul style="list-style-type: none"> <li>If anyone becomes unwell with signs of COVID-19 they must be sent home and households advised to follow the <a href="#">COVID-19: guidance for households</a></li> </ul>	3	3	9	<ul style="list-style-type: none"> <li>Isolate the participant immediately in a space away from others. If appropriate arrange adult</li> </ul>	2	3	6

	<p><b>new, continuous cough or a high temperature)</b></p>		<p><a href="#">with possible coronavirus infection guidance</a></p> <ul style="list-style-type: none"> <li>• Prepare plans and source suitable PPE supplies (individual masks) to be used by the supervising member of staff if a 2m distance cannot be maintained during isolation of an unwell child onsite. (<i>Plan should identify any likelihood of behavioural, SEND issues etc that may apply</i>)</li> <li>• Ensure all parent contact details are available for daily groups</li> </ul>			<p>supervision in line with guidelines. Separate bathroom facilities should be used if necessary which should then be cleaned and disinfected before use by anyone else.</p> <ul style="list-style-type: none"> <li>• Revise plans and PPE supplies in the light of experience or any updated guidance</li> <li>• Send children home immediately if they display symptoms. Arrange for deep clean of space, or not using the isolation area for 72 hours and other facilities as necessary before they are used again.</li> </ul>			
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**Action Plan (when will the above additional control measures be implemented and by whom?)**

Action	By Whom?	Deadline	Date Completed
Create Risk Assessment	Louise Munn	March 2021	February 2021
Share risk assessment with families and participants	Sawpit Woods CIC Directors- add appropriate government guidance links to correspondence with parents when booking and when returning permission forms- send by email and put on website	March 2021	Links added to information for parents.
Share what to if COVID-19 us suspected to families and participants	Louise Munn	March 2021	Updated RA on Website February 2021
Procure necessary PPE supplies	Louise Munn	March 2021	February 2021
Procure cleaning supplies to clean resources when necessary	Louise Munn	March 2021	February 2021

<b>Sufficient water for handwashing</b>	Lead practitioner on session days	Daily before each session	Water supply in woodland
<b>Handwashing soap</b>	Lead practitioner on session days	Daily before each session	February 2021
<b>Hand drying towels removed at end of the day and washed, or replaced for following sessions</b>	Lead practitioner on session days	Daily before each session	February 2021 and ongoing daily for sessions
Update Action plan and risk assessment as and when government advice changes	Louise Munn	Ongoing	February 2021 and ongoing

### Signature and review

<b>Name of Risk Assessor:</b>	Louise Munn	<b>Date:</b>	9/6/2020
<b>1<sup>st</sup> review undertaken on:</b>	Louise Munn	<b>Date:</b>	24/ 6 2020
<b>2<sup>nd</sup> review undertaken on:</b>	Louise Munn	<b>Date:</b>	22/2/2121
<b>3<sup>rd</sup> review undertaken on:</b>		<b>Date:</b>	