


Outdoor learning – Education and Training - Risk Assessment and Method Statement

PROJECT NAME: Outdoor Learning/Educational and training provision in the context of Coronavirus (COVID-19)	DATE	26.05.2021 updated 24.09.2020 (approved) 3.12.2020 (amended) 30.03.2021 (Amended)	Project Number (if applicable)	
<p>ACTIVITY ASSESSED: Outdoor learning /Educational sessions with Schools, colleges, FE/HE Establishments and home educated groups and delivery of accredited training sessions with Wildlife Trust trainees as part of the Working for Nature project</p> <p>For Wild Play/Environmental Play/Family events or other community based activity please refer to the Risk assessment and Method statement for engagement activities</p>				
<p>LOCATION:</p> <p>From 12th April - In line with step 2 of the roadmap, the government advised that schools could resume educational day visits in line with the guidance. https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/schools-coronavirus-covid-19-operational-guidance#educational-visits</p> <p>Staff are able to plan and run Outdoor learning and training sessions at approved sites including school grounds; Greno Woods, Woodland Discovery Centre, Ecclesall Woods; E.ON Education centre at Blackburn Meadows Biomass plant; Our Cow Molly; Victoria Hall; nature reserves and other approved sites.</p>				
<p>GROUP : This risk assessment applies to all ages and groups in an educational capacity, which includes early years providers, primary, secondary, colleges, universities (FE/HE), home educated groups and Wildlife Trust trainees</p>				
<p>ASSESSED BY: Linda Baldwin REVIEWED BY: Cathy Slater, Outdoor learning and training staff APPROVED BY: Cathy Slater</p>		<p>SIGNATURE:</p> 		
<p>PROBABILITY RATINGS</p>		<p>SEVERITY RATINGS</p>		
Probable (likely to occur immediately)	4	Catastrophic (death/severe illness)	4	
Reasonably probable (probably will occur in time)	3	Critical (serious injury/illness)	3	

Remote (may occur in time)	2	Marginal (not serious)	2
Extremely remote (unlikely to occur)	1	Negligible	1

Calculate Reduced Risk Rating using this chart – is it now Low / medium / High / Very High?

1	2	3	4	6	8	9	12	16
LOW				MEDIUM		HIGH		VERY HIGH

Obtain authorisation if needed

REDUCED RISK RATING		Authorisation required by:	Name	Signature	Date
LOW	1-4	Assessor			
MEDIUM	6-8	Line Manager / H&S Officer			
HIGH	9	Director/H&S Officer			
VERY HIGH	12-16	ACTIVITY MUST NOT PROCEED			

METHOD STATEMENT

Sheffield and Rotherham Wildlife Trust deliver outdoor learning sessions to schools, colleges, FE/HE establishments and home educated groups across the city. The age ranges from early years to adults, through primary, secondary and HE/FE. The Trust also delivers accredited training to Wildlife Trust trainees as part of the Working for Nature project in partnership with Derbyshire and Nottinghamshire Wildlife Trusts.

On the 22nd February 2021, the government set out a 4 step roadmap out of Lockdown. Each step is conditional of a number of measures being met satisfactorily. From 17th May 2021 we will be moving into step 3 with the following requirements put in place.

<https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/schools-coronavirus-covid-19-operational-guidance#educational-visits>

Staff are able to plan and run Outdoor learning and training sessions at approved sites including school grounds; Greno Woods, Woodland Discovery Centre, Ecclesall Woods; E.ON Education centre at Blackburn Meadows Biomass plant; Our Cow Molly; Victoria Hall; nature reserves and other approved sites.

For Educational day visits – Any educational day visits must be conducted in line with relevant COVID-secure guidelines and regulations in place at that time. This includes system of controls, such as keeping children within their consistent groups and the COVID-secure measures in place at the destination. A full and thorough risk assessments must be carried out by the school/provider in relation to all educational visits to ensure they can be undertaken safely.

Travel to the sites will be the responsibility of the school or group in line with their own risk assessments.

SRWT staff will deliver activities outdoors only. Group sizes will be dependent upon capacity at the venue and the ability to maintain social distancing. Indoor facilities for lunch breaks and bag storage may be available dependent on venue but usage of this will be at the discretion and under supervision of the school or group leaders and in accordance with guidance provided by the facility manager. SRWT staff should advise schools of this guidance but should not provide supervision of groups indoors.

For our own trainees and those hosted by our partners Derbyshire and Nottinghamshire Wildlife Trusts where SRWT is the training provider, where possible training will be delivered online or outdoors but where this is not practical in meeting the required learning outcomes then training activities may be held indoors with the mitigations in place as outlined in this risk assessment and those referenced below; Group sizes will be limited to a maximum of 8 people.

As part of the Working 4 nature trainee programme, the trainees take part in a drystone walling course which is delivered over 2 days. This is delivered as part of a residential stay at a local YH. Travel back and forward each day is unrealistic. The Government has said that overnight domestic residential stays can go ahead from 17th May. Any domestic residential educational visits must be conducted in line with relevant COVID-19 guidance and regulations in place at that time. Numbers will be limited to groups of six for meeting indoors in line with the latest regulations and trainees and staff will be required to follow restrictions for the venue.

This risk assessment is informed by the government guidance <https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care/safe-working-in-education-childcare-and-childrens-social-care-settings-including-the-use-of-personal-protective-equipment-ppe>

This risk assessment will be reviewed regularly to reflect any changes in government restrictions and must be used in conjunction with the following:

1. SRWT Covid-19 risk assessments for Outdoor Work, Staff travel and transport, Fairport yard and Office working.
2. SRWT Policies and procedures for Safeguarding and health and safety
3. Activity specific risk assessment
4. Procedure for managing school visits to WDC (WDC specific)

	INITIAL RISK RATING							REDUCED RISK RATING		
1	2	3	4	5				6	7	8
HAZARD	Probability P	Severity S	Risk R	ACTION TO REDUCE HAZARD	What	Who	Done	Probability P	Severity S	Risk R
Is the spread of COVID-19 in each of the following situations:										
Staff or participants contracting COVID-19 during or following delivery of a session	3	4	12	<p>Activities must always be delivered outside. In the event of extreme bad weather when the session is not able to proceed it should be cancelled and rearranged. The session MUST NOT be moved indoors.</p> <p>Staff only to enter school building for purposes of signing in/out, use of toilet or in emergency situation.</p> <p>Indoor space at approved venues may be used for bag storage or lunchtime use in line with the venues restrictions. Schools must keep groups to the same bubbles and follow requirements as they do in a school setting.</p> <p>Group sizes should be considered with regard to</p>	Booking process to be used to confirm details of session and participants prior to session happening.	SRWT staff leading session	Prior to session	2	4	8

1	INITIAL RISK RATING			5	What	Who	Done	REDUCED RISK RATING		
	2	3	4					6	7	8
HAZARD	Probability P	Severity S	Risk R	ACTION TO REDUCE HAZARD				Probability P	Severity S	Risk R
				<p>venue capacity and in order to support maintenance of social distancing</p> <p>For Wildlife trainees where it is not practical to run training sessions online or outdoors then these may be held indoors as long as the setting used has good ventilation and sufficient capacity to allow a distance of 2 metres to be maintained between SRWT staff and trainees at all times. It is recommended that face coverings should be worn but it will be up to participants to provide these themselves.</p> <p>Training should be planned with time indoors minimised as much as possible with preference given to use of outside venues and online training whenever this can deliver the training outcomes required.</p> <p>Wildlife trainee group sizes to be limited to a maximum of 8 people</p>		<p>Training Officer</p> <p>Training Officer</p>	<p>Ongoing</p> <p>Prior to session</p>			

	INITIAL RISK RATING							REDUCED RISK RATING		
1	2	3	4	5				6	7	8
HAZARD	Probability P	Severity S	Risk R	ACTION TO REDUCE HAZARD	What	Who	Done	Probability P	Severity S	Risk R
				<p>When using external venues SRWT staff must ensure they are familiar with the venue's specific Covid RAs and mitigations before running the session. This is to ensure the session can be planned to meet our and customer's safety requirements.</p> <p>SRWT lead staff member to share with the school or group a copy of this risk assessment, and a copy of the risk assessment for the activities being delivered.</p> <p>For sessions at the WDC – SRWT to follow the guidelines for working at the WDC and ensure any relevant information is passed onto the school.</p> <p>Prompt action to be taken should anyone involved in session develop symptoms of Covid 19.</p>	<p>School/FE/HE setting to be contacted and advised to carry out their own risk assessments. For school grounds session's SRWT staff will undertake a site visit in advance For visits to WDC school staff to be advised that a site visit prior to session is recommended.</p> <p>Confirmation summary email and risk assessments sent to school prior to session</p> <p>SRWT staff and trainees to report to line manager/Head of Department if</p>	<p>SRWT staff leading session</p> <p>SRWT staff leading session</p> <p>Staff and trainees</p>	<p>Prior to session</p> <p>Prior to session</p>			

1	INITIAL RISK RATING			5				REDUCED RISK RATING		
	2	3	4					6	7	8
HAZARD	Probability P	Severity S	Risk R	ACTION TO REDUCE HAZARD	What	Who	Done	Probability P	Severity S	Risk R
				Governments test, track and trace systems to be followed and if necessary staff/trainees asked to self isolate for 10 days (or as required through track and trace)	<p>they develop symptoms of COVID-19. If positive test any impacted school/FE/HE to be notified.</p> <p>Confirmation email to be sent to school outlining procedures for the session will include School being asked to advise us if anyone involved in the session tests positive for COVID-19 within the subsequent week.</p>	SRWT staff leading session				
Contracting COVID-19 through taking part in activities as part of the session	3	4	12	<p>Social distancing of 2 metres should be maintained at all times between SRWT staff and participants/trainees and between Wildlife Trust trainees.</p> <p>For pupils/participants from educational groups the school/HE/FE Covid 19 social distancing</p>	<p>Distancing measures between pupils/participants to be clarified with</p>	<p>Staff leading session</p> <p>Staff leading session</p>	<p>During session</p> <p>Prior to session</p>	2	4	8

1	INITIAL RISK RATING			5	What	Who	Done	REDUCED RISK RATING		
	2	3	4					6	7	8
HAZARD	Probability P	Severity S	Risk R	ACTION TO REDUCE HAZARD				Probability P	Severity S	Risk R
				<p>protocol will be followed. Where school bubbles are in place then distancing measures may be less than those stipulated above for SRWT staff and trainees.</p> <p>Only no contact games to be played.</p> <p>Staff may use visual aids as needed to help reinforce 2m rule when delivering activities and in particular to younger children, children and young people with learning difficulties and/or English as a second language.</p>	<p>the educational organisation/group and their guidelines to be followed. Booking process to stipulate that educational organisation staff/parents to be responsible for children's/student's behaviour (including following distancing guidelines)</p> <p>Visuals aids need to be clear and bright e.g. cones, tape. This could also be used as a safe space for staff when children come to close.</p>	<p>Staff leading session</p> <p>Staff leading session</p>	<p>When planning and during session</p> <p>During session</p>			
Contracting COVID-19 from contaminated equipment	3	4	12	Adapt and deliver activities to minimise sharing/touching of equipment	Planning of activities, use of colour coded equipment to keep use to one group.	Staff leading session	During session	2	4	8

	INITIAL RISK RATING							REDUCED RISK RATING		
1	2	3	4	5				6	7	8
HAZARD	Probability P	Severity S	Risk R	ACTION TO REDUCE HAZARD	What	Who	Done	Probability P	Severity S	Risk R
				<p>Equipment with hard surfaces must be previously cleaned before the session with soap and water or sanitising wipes, or quarantined for 72 hours (3 days), and either cleaned afterwards or left to quarantine.</p> <p>Equipment that is not readily cleaned must have been quarantined or not be used.</p> <p>Safety talk given to school staff and children at start of session to ensure starting with clean or sanitised hands. Individuals to wash/sanitise hands at appropriate intervals during activities (eg when changing activity/equipment used) and at end of session.</p> <p>More equipment will be used to minimise sharing. Discuss with teacher which groups can share and take their lead.</p>	<p>Pre prepare materials such as balls of clay</p> <p>Hand sanitiser, wipes, appropriate area to quarantine equipment</p> <p>Provide sanitiser and wipes.</p> <p>Session plan and information sheet for staff leading session to ensure consistency</p>	<p>Staff leading session</p> <p>Staff leading session</p> <p>Staff leading session</p>	<p>Prior to and during session</p> <p>Before, and after session</p> <p>At start of session</p>			

	INITIAL RISK RATING							REDUCED RISK RATING		
1	2	3	4	5				6	7	8
HAZARD	Probability P	Severity S	Risk R	ACTION TO REDUCE HAZARD	What	Who	Done	Probability P	Severity S	Risk R
				Hand wipes/sanitiser to be available						
Contracting COVID-19 whilst administering first aid	3	4	12	<p>SRWT staff to carry first aid kit Staff/trainees to self-administer first aid if minor injury. In the event that CPR is required. No rescue breaths to be done. Casualty and first aider to wear face coverings/masks and wash/sanitise hands afterwards.</p> <p>Where working with school/HE/FE college/university their staff to administer first aid in line with their own policies to their pupils/students and staff.</p>	<p>First aid kit</p> <p>School/HE/FE college/university to be advised of their responsibility for first aid during booking process</p>	First aider leading session	During session	2	4	8
Contracting COVID-19 through use of toilet facilities	3	4	12	<p>For sessions being delivered in school grounds – SRWT staff to check with school re use of toilets and sanitise hands before and after use.</p> <p>If using toilet facilities at an approved venue ie WDC then school or group to follow requirements of the venue. SRWT staff to ensure school is aware of</p>	Hand sanitiser/wipes.	Staff leading session	Each session	2	4	8

	INITIAL RISK RATING							REDUCED RISK RATING		
1	2	3	4	5				6	7	8
HAZARD	Probability P	Severity S	Risk R	ACTION TO REDUCE HAZARD	What	Who	Done	Probability P	Severity S	Risk R
				what requirements are.						

1	INITIAL RISK RATING			5	What	Who	Done	REDUCED RISK RATING		
	2	3	4					6	7	8
HAZARD	Probability P	Severity S	Risk R	ACTION TO REDUCE HAZARD				Probability P	Severity S	Risk R
Contracting COVID-19 through refreshments/eating	3	4	12	<p>Activities that involve eating or drinking must be limited to specific approved activities as detailed below:</p> <p>Hot chocolate/or other hot drink for campfire sessions to be prepared in flasks prior to the session. Mask to be worn when preparing to avoid contamination. Hot drink to be poured out by staff member during session and shared out by group leader/teacher or picked up by children. Empty cups to be put in bag by individuals and taken away to be washed after session.</p> <p>Cups/spoons to be washed before and after session in hot soapy water.</p> <p>Campfire cooking: marshmallow activity Groups to be kept in approved bubbles around the campfire. School/group leader (NOT SRWT) to distribute sticks and marshmallows. Marshmallows will be stored in an airtight container until the point of use, and used sticks will be stored in a plastic bag to avoid contamination.</p>	<p>When planning activities/session</p> <p>Advice to school/FE/HE regarding process for providing refreshments during booking process</p> <p>Teachers/Group leader asked to hand out drinks as needed</p>	Staff leading session	Ongoing	2	4	8

	INITIAL RISK RATING							REDUCED RISK RATING		
1	2	3	4	5				6	7	8
HAZARD	Probability P	Severity S	Risk R	ACTION TO REDUCE HAZARD	What	Who	Done	Probability P	Severity S	Risk R
Contracting COVID-19 through refreshments/eating cont...				<p>Butter making activities – groups to be kept in approved bubbles with each bubble being supervised by an adult. The adult to take responsibility for spreading the butter on the crackers and sharing out with the pupils within the bubble only. Adult to ensure hands are thoroughly washed before and after preparing.</p> <p>Smoothie making activity. – groups to be kept within approved bubbles with each bubble being supervised by an adult. The adult to take responsibility for pouring out the smoothie and handing out within the bubble. Adult to ensure hands are thoroughly washed before and after.</p> <p>Drinks and refreshments not to be shared across the different groups</p> <p>Prior to lunch/snack breaks advise participants to wash/sanitise hands</p>	Separate pots and butter spreaders for each bubble to be provided.	Staff leader				

1	INITIAL RISK RATING			5	What	Who	Done	REDUCED RISK RATING		
	2	3	4					6	7	8
HAZARD	Probability P	Severity S	Risk R	ACTION TO REDUCE HAZARD				Probability P	Severity S	Risk R
Increased fire/burns risk due to use of hand sanitiser containing alcohol	2	3	6	Make clear that hands must be completely dry after using hand sanitiser before any activity involving fire or fire lighting	Include in safety talk/instructions prior to activities involving fire	Staff leading session	During session	1	3	3
Contracting COVID19 whilst staying overnight as part of a residential training course	3	4	12	Working for Nature Trainees: Trainees must follow the requirements for the Youth Hostel regarding social distancing, as well as, when and where to wear face coverings. A max number of 6 people will be allowed to stay overnight. All trainees will be required to register with the YH as part of the track and trace procedures. Travel to the YH will be in line with SRWT travel risk assessments. Meals will be arranged as sit down meals with lunches provided as packed lunch from the hostel	SRWT Trainer to liaise with Derbyshire WT around booking of the YH and ensuring trainees are clear on what is expected of them. SRWT trainer to be aware of any restrictions or requirements for individuals staying at the Youth Hostel to ensure trainees are clear	SRWT trainer with Derbyshire WT	Prior to residential	2	4	8

Additional notes

For further information see:

Contact Name	Position/ Location	Number
Linda Baldwin	Community Engagement and Learning Manager	0114 2634335
Cathy Slater /Amy Simcox	Head of Fundraising and Engagement	0114 2634335
Sheffield and Rotherham Wildlife Trust	Main Office	0114 263 4335
Gas - Transco	Gas leaks and breaks	0800 111999
Water - Yorkshire Water	Water leaks (mains)	0843 1242424
Electricity - Yorkshire Electricity	Power cuts and emergencies	0800 375675
Sheffield Safeguarding Hub	For reporting concerns about children and young people	0114 273 4855
Rotherham Multi Agency Safeguarding Hub (MASH)	For reporting concerns about children and young people	01709 336080
NSPCC Child Protection	Helpline	0808 800 5000
South Yorkshire Police		0114 220 2020
Social Services	Children Services	0114 273 4855