

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

<p>PROJECT NAME: Outdoor Learning/Educational and training provision in the context of Coronavirus (COVID-19) – updated in line with step 4 of the government roadmap (from 19th July)</p>	<p>DATE</p>	<p>02.08.2021 last updated</p> <p>24.09.2020 (approved) 3.12.2020 (amended) 30.03.2021 (Amended) 26.05.2021 (Amended)</p>	<p>Project Number (if applicable)</p>	
<p>ACTIVITY ASSESSED: Outdoor learning /Educational sessions with Schools, colleges, FE/HE Establishments and home educated groups Accredited training sessions with Wildlife Trust trainees as part of the Working for Nature project</p> <p><i>For Wild Play/Environmental Play/Family events or other community based activity please refer to the Risk assessment and Method statement for engagement activities</i></p>				
<p>LOCATION:</p> <p>Any Outdoor learning and Training approved sites which include: school grounds; Greno Woods, Woodland Discovery Centre, Ecclesall Woods; E.ON Education centre at Blackburn Meadows Biomass plant; Our Cow Molly; Stone face creative; Victoria Hall; Nature reserves, Whitely wood Outdoor education Centre or other approved site.</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 19th July 2021, the government moved the country to Step 4 of the roadmap out of Lockdown. In step 4 all legal restrictions have been lifted, but, we must continue to remain cautious during this transition period.

From this date Outdoor Learning and Training sessions will continue to take place. Sessions must be held outside wherever possible but indoor space may be used provided extra precautions are taken as outlined below:

Any indoor space must be well ventilated and have adequate space to safely accommodate the numbers of the group. Staff must also check with the venue what their own requirements are and staff or volunteers must adhere to the guidelines of the venue

which may include use of face coverings as required.

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

Activity will be limited to approved sites as identified above. Travel to the sites will be the responsibility of the school or group in line with their own risk assessments.

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; There is no limit to group sizes provided the room can safely accommodate the numbers required allowing for reasonable social distancing

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:												

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
Staff or participants contracting COVID19 during an organised activity by coming into contact with someone who has the virus	3	4	12	<p>Activities to be planned and delivered outside wherever possible.</p> <p>Indoor space at approved venues may be used in line with the venues requirements and safe distancing. Staff must wipe down surfaces before and after use. Activities to be kept to small group sizes wherever possible.</p> <p>Staff to keep indoor use to a minimum and to ensure the venue is well ventilated throughout.</p> <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>If anyone during a session develops symptoms or feels unwell. Prompt action to be taken with the</p>	<p>Check requirements for indoor space share with school or group prior to session. Staff to check with each school what group sizes will be and if they will continue in bubbles.</p> <p>share with the school or group summary of the session and risk assessments 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>	SRWT staff leading session	Prior to session	2	4	8
					SRWT staff and trainees to report to line manager/Head	SRWT staff leading	prior to the session			

	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>individual separated from the rest of the group. The school to arrange for them to be returned to school as soon as possible or collected by a parent/guardian. The member of staff must follow reporting systems and notify the office immediately.</p> <p>Participants may bring their own face coverings to wear if they feel more comfortable (especially in indoor situations). Face coverings will not be provided by SRWT</p> <p>Groups are required to book onto a session to ensure numbers are manageable and it must be made clear to them that they must not attend if they are feeling unwell or have any symptoms leading up to the session.</p> <p>If sessions are being delivered on a non SRWT site (ie WDC). A copy of the risk assessment to be sent to the relevant department within SCC or RMBC prior to activities proceeding.</p> <p>Anyone contacted by track and trace must self-isolate for 10 days</p> <p>From 16th August – anyone contacted by track and trace that has been double vaccinated and have no symptoms are not required to self-isolate. If they go on to</p>	<p>of Department if they develop symptoms of COVID-19. If positive test any impacted school/FE/HE to be notified</p> <p>Information shared with participants and group leaders</p> <p>Booking form</p> <p>Email communication</p> <p>Staff member to notify exec lead and HR ops manager to enable track and trace procedures to be put in place.</p>	session				

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
				develop symptoms they must self-isolate and arrange to take a PCR test						
Contracting COVID-19 from contaminated equipment	3	4	12	<p>Adapt and deliver activities to minimise sharing/touching of equipment</p> <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</p>	<p>Planning of activities, use of colour coded equipment to keep use to one group. 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>Staff leading session</p>	<p>During session</p> <p>Prior to and during session</p> <p>Before, and after session</p> <p>At start of session</p>	2	4	8

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
				<p>minimise sharing. Discuss with teacher which groups can share and take their lead.</p> <p>Hand wipes/sanitiser to be available</p>						
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>	<p>First aider leading session</p>	<p>During session</p>	2	4	8
Contracting Covid 19 whilst travelling to activities and sessions	3	4	12	<p>It is recommended that schools and groups are responsible for arranging their own transport and ensuring guidelines are followed by the travel company</p> <p>For SRWT activities that involve booking transport including minibuses/coaches Staff must follow SRWT COVID travel risk assessment.</p>	<p>Staff to relay travel arrangements to school or group prior to the session and get confirmation they are happy to proceed.</p>	<p>Lead member of staff</p>		2	4	8
Contracting COVID-19 through use of indoor	3	4	12	<p>Check requirements/risk assessment of the venue being</p>	<p>Hand sanitiser/. Staff to check</p>	<p>Staff leading</p>	<p>Each session</p>	2	4	8

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
spaces including toilet facilities				<p>used which also includes sessions delivered within school grounds what their requirements are. Staff to encourage regular use of hand sanitiser and hand washing facilities.</p> <p>When using indoor facilities staff to wipe down tables and touch points before and after use for rooms being used.</p> <p>Toilets to be used at the discretion of participants and venue procedures to be followed</p>	requirements with the venue being used and ensure information is relayed to school or group	session				

	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/activities as part of	3	4	12	<p>Refreshments during sessions to be limited to specific activities listed below.</p> <p>For any activities that involve Food and Drink as part of the session the following precautions must be followed:</p> <p>All cups/plates/ cutlery must be washed thoroughly before and after the session with hot and soapy water and stored appropriately.</p> <p>Everyone involved in the activity to wash hands thoroughly beforehand and advised to wash/sanitise at regular points during the session.</p> <p>Campfire sessions – making hot drinks. It is recommended that hot chocolate/other hot drinks are prepared in flasks prior to the session. Masks to be worn when preparing to avoid contamination. Hot drink to be poured out by group leader/teacher or picked up by the children. Empty cups to be put in a bag by individuals and taken away to be washed after the session.</p> <p>Campfire sessions with HE/FE students: Kelly kettle to be managed staff with each student coming forward to fill their own cup. Individual student to collect and return cups to be washed afterwards.</p>	<p>Staff to ensure cups/plates/cutlery are washed before and after session</p> <p>School to be advised of process for preparing and distributing drinks and marshmallows during booking process.</p> <p>Teacher/group leader asked to hand out drinks as needed.</p>	Staff leading session	Throughout the 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>Campfire sessions – marshmallow activity. Groups to be kept in approved bubbles (in line with school requirement) around 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>Butter making activities: 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>For groups staying all day or over a longer period any lunch/snack breaks to be supervised by school/group staff. All children and young people asked to wash/sanitise hands beforehand.</p>	Separate pots and butter spreaders for each bubble/group to be provided	Staff leader				

	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
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 or OL overnight training session	3	4	12	<p>Working for Nature Trainees: Trainees must follow the requirements for the Youth Hostel or venue regarding social distancing, as well as, when and where to wear face coverings. All trainees will be required to register with the YH/venue as part of the track and trace procedures. Travel to the YH will be in line with SRWT travel risk assessments.</p> <p>Wild PE overnight camping (organised by Hallam) – SRWT not supervising students between 9 pm and 09.30am</p> <ul style="list-style-type: none"> - Students to be aware of cleaning and use of the outdoor toilet at Greno woods - No refreshments to be provided by staff 	<p>SRWT Trainer to liaise with Derbyshire WT around booking of the YH and ensuring trainees are clear on what is expected of them.</p> <p>SRWT trainer to be aware of any restrictions or requirements for individuals staying at the Youth Hostel to ensure trainees are clear</p> <p>SOLO to check risk assessment from university regarding use of shelters for overnight camping</p> <p>Sanitiser and cleaning materials to be provided.</p>	SRWT trainer with Derbyshire WT	<p>Prior to residential</p> <p>Prior to the session</p>	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

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