

COVID19 RISK ASSESSMENT – KALIWOODS



Name of person/s completing risk assessment:	Lorna Collins Mell Harrison Rachel Kellett (including other KE team)	Date and time completed:	03/07/20
Description of work area being assessed:	Kaliwoods woodland site, including camp fire area, equipment and structures, kitchen area, compost toilet and car park		
Description of task being assessed:	COVID19 protection measures to allow reopening of site for children to attend Forest School sessions while following government guidelines and other (FSA, SCC) advice.		

What is the hazard?	Who might be harmed?	Risk - How might they be harmed?	What are we doing already to control the risks?	Current risk rating			What further action is needed to be taken to control the risks?	New risk rating			Action / monitored by whom?	Action / monitored by when?
				L	C	R		L	C	R		
Spread of Covid-19 during FS session	Children Staff Volunteers Visitors Family members Friends	Infection Death	FOLLOWING GOVT/SCC/FSA GUIDANCE (staff/families)								Action: KE team Monitors: KE staff volunteers Lorna C	Action Date:
			-Zoom mtg with families	1	1	1	1	1	1			
			-Staff meeting to share info/actions	2	4	8	2 m apart and own food...	1	4	4		
			-Preparing wood to get it ready for groups returning	2	4	8	Work apart from one another and only one in a confined space, 2m apart	1	4	4		
			-Parent letter to go out by email/FB	1	1	1	Info to be finalised and updated	1	1	1		
			STAFF/CHILDREN SHOWING SYMPTOMS	2	4	8	Face shield/gloves to be worn by staff. Lots of reassuring to maintain a calm atmosphere. No children or additional staff to interact. Any children in the bubble with staff or child needs to wash hands and stay 2 m away from others in bubble. Parents to be informed. Follow up call if C-19 is confirmed through testing or not.					
			-staff to go home and isolate									
			-child to be removed to quiet/safe spot on own with one staff looking after them from distance with face guard on. Call parent/carer to collect child asap.									
			Forest School will run from July 4 onwards when 6 allowed to meet and up to 15 in group (bubble)									

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<p>Contracting the virus within a group setting</p> <p>Further cross contamination within the community</p> <p>Note: The risk factor for CYP (without underlying health conditions) is significantly less than older people (inc staff)</p>	<p>Children Staff Volunteers Visitors Family members Friends</p>	<p>Infection Death</p>	<p>. FOLLOW NHS RECOMMENDATIONS:</p> <p>. Don't attend sessions if fall into one or more vulnerable groups listed</p> <p>. Stay away for at least 14 days if they or any member of their household has a high temp or mild cough.</p> <p>Actively monitoring and regularly designing the session to reduce any significant risks.</p> <p>Keep an open dialogue with participants and families.</p> <p>Inform parents and staff to seek further guidance about community transmission to vulnerable groups.</p> <p>CLEAN EQUIPMENT/OBJECTS</p> <p>-Omit equipment that is shared or that encourages close contact with the face</p> <p>-Regularly clean and disinfect frequently touched objects and surfaces (shed handle, kitchen, toilet surfaces, tools, cups, cutlery, seats)</p> <p>Each staff member to be allocated specific zones/tasks associated with the zone: Toilet: Bubble 1/ Bubble 2 Entrance and exit Kitchen Hand washing - all for at least 20 seconds with hand soap used regularly</p>		<p>CHILDREN to:</p> <p>-Bring own bag – lunch, water bottle, minimum toys from home (store in one place) take rubbish home in lunch box.</p> <p>-Tissues to be put in bin. Bring own supply for hayfever/cold (parents to confirm symptoms before attendance)</p> <p>-Use parent questionnaire to gauge any significant risks to the child attending and potential risks to family members</p> <p>STAFF to:</p> <p>Use own named rubber gloves (one pr/person):</p> <p>Use disposable wipes to wipe handles, surfaces, Throw away wipe into bin one use.</p> <p>Spray gloves and hang up for use when needed (away from children – use peg)</p> <p>STAFF/CHILDREN to: Use Tippy Tap system to clean hands – demonstrate how to use it as arrive at entrance – explain reason/how</p> <p>Use Jug to refill water</p>		<p>AREAS TO CLEAN:</p> <p>Tippy Taps Toilet area Table tops Kitchen (regularly/at least every 2 hrs)</p> <p>SECOND TIER SURFACES TO CLEAN:</p> <p>Wheelbarrow handles, hand tools, store door handles (after each use)</p>	<p>Name labels on any hand tools that are being used by one child. Disinfect before another child uses it.</p>
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<p>Covid19 – Catching/ spreading virus if social distancing is not followed</p>	<p>Children Staff Volunteers Visitors Family members Friends</p>	<p>Infection Death Stress</p>	<p>CONTROL NUMBER OF CHILDREN ATTENDING: -follow guidelines 15 max , but aiming for 10 and build up if manageable.</p> <p>Organise ratio of Adults to Children and allocate staff to specific roles to clean and communicate with children</p> <p>CAMP - seating 2 m apart (explain system to children)</p> <p>Expanded kitchen area</p> <p>Put in tippy taps in locations away from other bubble group</p> <p>Stagger arrival time and departure time for each car.</p> <p>Allocate children in one bubble group for all sessions. Check that child is not attending other settings. Cannot move from one group to another. Same principle for adults. Reduces chance of catching/spreading infection</p> <p>(Forest School Association recognises that as in schools, social distancing is not practical during FS sessions, but that the overall risk of infection must be less due to the outdoor nature of FS and the smaller group sizes.)</p>		<p>Consider age range of children and place with others according to dynamics of group</p> <p>At least 1 Adult to 5 children</p> <p>Seating in two bubbles - 2 camps if 10+ children</p> <p>Regular cleaning with sterile wipes/one staff No communal cooking</p> <p>Staff member to be allocated filling up Tippy Taps (same as kitchen)</p> <p>Inform parents of the need to choose the setting and stick only to that one to reduce risk of infection and lots of contact with different children/groups</p>		<p>Boundary flags for bubble areas/individual seats?</p>	
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<p>COVID-19 cont. Social distancing - when not followed</p>	<p>Children Staff Volunteers Visitors Family members Friends</p>	<p>Infection Death Stress</p>	<p>CAR PARK ISSUE – FAMILIES POTENTIALLY MIXING</p> <p>Stagger arrival time and departure time for each car. One KE adult to be in high vis bib to welcome each car and send child off to camp fire seat. Share info about social distancing with families through email content .</p>				<p>Communication to be sent to all parents relating to arrival/departure time and need to leave quickly to keep car park space free</p> <p>Put up one way signs in car park (arrow) relating to one way pick up/drop off only.</p>					
<p>Equipment that may harbour COVID-19</p>	<p>All attending</p>	<p>Infection Death</p>	<p>Remove ropes No use of swings (remove) Hammocks to be used only by set children and labelled Bring in own blankets for sole use (label)</p>									
<p>Communal games that require group involvement</p>	<p>All attending</p>	<p>Infection Death</p>	<p>Adapt games to suit individual involvement:</p> <p>Creative – see Suffolk FSA collective ideas and others Identification Bush craft – ind dens, knot skills, splitting wood, whittling Games – hide and seek etc Health and wellbeing – walk, cloud watching, sit spot...</p>				<p>make a list of games/activities that are not suitable...</p> <p>gather minimal resources to avoid risk of contamination</p> <p>clean any equipment appropriately to avoid contamination, before sharing</p>				<p>No made items to go home</p> <p>No tools from home</p>	

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Risk rating calculator

Likelihood that the hazardous event will occur:	
1	Very unlikely
2	Unlikely
3	Fairly likely
4	Likely
5	Very likely

Consequence of the hazardous event should it occur:	
1	Insignificant – no injury
2	Minor – Minor injuries requiring first aid
3	Moderate – Up to three days absence
4	Major – More than seven days absence
5	Catastrophic - Death

Action level table

Risk rating:	Action:
20-25	STOP – Stop activity and take immediate action
15-16	URGENT ACTION – Take immediate action and stop activity if necessary, maintain existing controls rigorously
8-12	ACTION – Improve within specified timescales
3-6	MONITOR – Look to improve at the next review or if there is a significant change
1-2	NO ACTION – No further action but ensure controls are maintained and reviewed