

HUCKLEBERRIES NURTURE FARM CIC Protective Measures Risk Assessment

This Risk Assessment is based on the 'protective measures' risk assessment template for mainstream schools that has been prepared in response to the Government's phased return plans and issued on behalf of the Surrey Recovery Planning Team on 13 May 2020. The template draws on current planning already underway in Surrey schools.

It should be used alongside the government guidance below:

<https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings>

<https://www.gov.uk/government/publications/actions-for-educational-and-childcare-settings-to-prepare-for-wider-opening-from-1-june-2020/opening-schools-for-more-children-and-young-people-initial-planning-framework-for-schools-in-england>

The Government has indicated its intention to produce a toolkit which will supersede this advice.



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	Risk rating prior to action (RAG)	Recommended controls/Mitigation and Protective Measures	In place? Yes/No & person responsible	ACTIONS	Deadline	Risk rating following action (RAG)
Awareness of and adherence to policies and procedures	High	<ul style="list-style-type: none"> Health and Safety Policy has been updated in light of the COVID-19 advice All staff, practitioners and volunteers (“staff”) are aware of all relevant policies and procedures including, but not limited to, the following: <ul style="list-style-type: none"> Health and Safety Policy Infection Control Policy First Aid Policy Session leaders have regard to all relevant guidance and legislation including, but not limited to, the following: <ul style="list-style-type: none"> The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013 The Health Protection (Notification) Regulations 2010 Public Health England (PHE) (2017) ‘Health protection in schools and other childcare facilities’ DfE and PHE (2020) ‘COVID-19: guidance for educational settings’ The relevant staff receive any necessary training 	Yes	Update H&S Policy	1 June Completed	Low
			BC to draft First Aid Policy	Infection Control Policy completed and key policies circulated to staff/practitioners/volunteers Need to update First Aid Policy to reflect IC Policy	8 June	
			Yes	On recruitment of new session leaders provide & ensure all relevant guidance and Policies have been read and confirm in writing.	September 2020	
					8 June	



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	that helps minimise the spread of infection, e.g. infection control training.	Yes	
	<ul style="list-style-type: none"> The setting keeps up-to-date with advice issued by, but not limited to, the following: <ul style="list-style-type: none"> - DfE; NHS; Department of Health and Social Care; PHE Staff are made aware of the infection control procedures in relation to coronavirus via email; Parents are made aware of the Infection control procedures in relation to coronavirus via letter and procedure 'What to do if your child develops symptoms of Covid-19' and will contact Huckleberries of any symptoms. The school will advise Huckleberries if any child attending Huckleberries falls ill or is suspected of having symptoms of Covid-19 or if another household member develops symptoms Pupils are made aware of Huckleberries infection control procedures in relation to coronavirus and are informed that they must tell a member of staff if they begin to feel unwell The Staff and Volunteer Confidentiality Policy is followed at all times – this includes withholding the names of staff, volunteers and pupils with either confirmed or suspected cases of coronavirus. 	Yes	
	Induction Pack for staff & visitors which includes guidance on infection control.	2020	
	Subscribe to weekly updates on Covid-19 & issue to staff where relevant	Ongoing	
	All staff made aware of PPE location and Infection Control Policy	Complete	
	Procedure drafted & sent to all parents. Telephone Nos of parents taken incase a child feels ill.	Complete	
	In Terms of Engagement	5 June	
Included in Induction provided in first session	8 June		
This is also included in the Procedure re notification of symptoms	Completed		

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Implementing social distancing	High	<ul style="list-style-type: none"> • Small groups, are organised as described in the 'class or group sizes' in DfE guidelines; • Learning environments are organised to maintain space between seating where possible; • The timetable is revised to implement where possible: <ul style="list-style-type: none"> ○ All sessions will take place outside ○ No mixing of children across schools at any one session ○ Parents' drop-off and pick-up protocols are planned so that they minimise adult to adult contact; • Unnecessary items are removed from learning environment where there is space to store it elsewhere • Soft furnishings, soft toys and toys that are hard to clean (such as those with intricate parts) are removed; • Cohorts are kept together where possible and children are in the same small groups at all times each day • There is a 7-day gap between sessions • Where possible Practitioner sessions are scheduled 7 days apart to minimise cross infection from leader to child (other than main session leader who is at all sessions). • Mixing within education or childcare setting is minimised by: <ul style="list-style-type: none"> ○ Only one school visits at any one time ○ The number of children using the toilet at any one time is limited; • There is cleaning between use by different groups at 	Yes	Group size is 8 children	Completed	Med
			Yes	Picnic benches are closed. Roundells are spaced 2m apart. Yoga mats are placed 2m apart. Nurture tent has been replaced with a Coleman open sided shelter XL	Completed	
			Yes	No parents onto Huckleberries site	Completed	
			Yes	All blankets, cushions, hammocks, kids overalls are removed from site and stored at Registered office. Pencils pots are provided for each child and disinfected at the end of each day.	Completed	
			Yes	Programme of activities maximises gaps between Practitioner visits	Completed	



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		<ul style="list-style-type: none"> the end of each day The use of staff rooms and offices is staggered to limit occupancy 	Yes	<p>Toilet door is left ajar</p> <p>Fence posts, gates, seating, water taps, toilet and equipment used is cleaned at the end of each day. Bins emptied after each session.</p>	Ongoing – policy in place	
Hygiene practice	High	<ul style="list-style-type: none"> The COVID-19: cleaning of non-healthcare settings guidance is followed; Sufficient handwashing facilities are available. Where a sink is not nearby, provide hand sanitisers are in classrooms and other learning environments; Surfaces that children and young people are touching, such as gates, posts, handles, chairs, sinks, toilets etc are cleaned more regularly than normal; All adults and children are told to: 	<p>Yes</p> <p>Yes</p> <p>Ordered</p>	<p>Handwashing facilities are provided with anti-bacterial soap and paper towels.</p> <p>Temporary taps are in place until mains water is connected. All hand washing water is sanitised. All drinking water is brought to site daily</p> <p>Hand sanitisers are provided at all remote places and on entry into animal handling areas</p> <p>Posters and signage for hand wash and tap usage in place by start</p> <p>Cleaning and PPE ordered and will be in place by start. All areas are cleaned each day</p>	<p>On going</p> <p>5 June</p> <p>5 June</p> <p>5 June</p> <p>8 June</p>	Low

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		<ul style="list-style-type: none"> - frequently wash their hands with soap and water for 20 seconds and dry thoroughly; - clean their hands on arrival, before and after eating, and after sneezing or coughing; - are encouraged not to touch their mouth, eyes and nose - use a tissue or elbow to cough or sneeze and use bins for tissue waste ('catch it, bin it, kill it') <ul style="list-style-type: none"> • Help is available for children and young people who have trouble cleaning their hands independently; • Young children are encouraged to learn and practise these habits through games, songs and repetition; • Pupils are supervised in washing their hands with soap before and after break times and lunchtimes for no less than 20 seconds. • Bins for tissues are emptied at the end of the day; • The use of shared resources such as stationery and other equipment is limited and disinfected where not possible to avoid; • The amount of resources that are taken and brought in from home is limited; • All spaces are well ventilated using natural ventilation or outside; • Doors are propped open, where safe to do so (bearing in mind fire safety and safeguarding), to limit use of door handles and aid ventilation; • Posters are displayed reminding pupils to wash their hands, e.g. on arrival, before eating, before leaving, after handling the animals. 	<p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p>	<p>Included in induction and verbal reminders during the day</p> <p>Staff supervise hand washing</p> <p>Extra stationery bought to use by each child & cleaned after each session</p> <p>Toilet door is left ajar</p>		
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		<ul style="list-style-type: none"> • Additional alcohol-based sanitiser (that contains no less than 60 percent alcohol) is provided for use where social distancing cannot be adhered to. • Infection control procedures are adhered to as much as possible in accordance with the DfE and PHE’s guidance. • Sufficient amounts of soap (or hand sanitiser where applicable), clean water, paper towels and waste disposal bins are supplied. • Bar soap is not used, in line with the Infection Control Policy – liquid soap dispensers are installed and used instead. • Pupils do not share cutlery, cups or food. • Cleaning follows national guidance and is compliant with the COSHH Policy and the Health and Safety Policy. 	<p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p>	<p>Posters are displayed</p> <p>Children’s overalls will not be used</p> <p>Hand sanitiser is in remote areas i.e. at entrance gate, at entrance to woodland, animal handling pens and field.</p> <p>New colour coded buckets for Infection Control Policy, bin bags to double bag waste, disinfectant bought is suitable for viruses, PPE ordered (masks, visors, gloves, aprons) and paper towels for cleaning and hand drying</p> <p>Water bottles brought in to use instead of cups. Single use paper cups are available where child forgets water bottle</p> <p>Packed lunches are kept in child’s bag until eaten</p> <p>Daily cleaning and disinfection protocol after each session</p>		
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Ill Health	High	<ul style="list-style-type: none"> • Staff are informed of the symptoms of possible coronavirus infection, e.g. a cough, difficulty in breathing and high temperature, and are kept up-to-date with national guidance about the signs, symptoms and transmission of coronavirus. • Any pupil who displays signs of being unwell is immediately referred to the accompanying member of school staff (“designated staff”), who will put on appropriate PPE. • All staff act in line with the Infection Control Policy and ensure that any unwell pupils are moved to an isolated space whilst they wait for their parent to collect them. • Pupils displaying symptoms of coronavirus do not come in to contact with other pupils and as few staff as possible, whilst still ensuring the pupil is safe. • The designated staff member calls for emergency assistance immediately if the pupil’s symptoms worsen. • The parents of an unwell pupil are informed as soon as possible of the situation. • Where contact with a pupil’s parents cannot be made, appropriate procedures are followed in accordance with those outlined in governmental guidance and the schools own Infection Control Policy • Unwell pupils who are waiting to go home are kept in an area where they can be at least two metres away 	Yes	<p>Updates on Government guidance or risk will be circulated via e-mail.</p> <p>A set of PPE is kept in the red bucket in the Stable/Welfare</p> <p>Pop up tent is available if the child needs to lie down and the weather is wet or cold.</p> <p>Cleaning equipment including disinfecting spray is available and quickly charged.</p> <p>Spare clothes are kept at Huckleberries in case of contamination</p> <p>Parents to be told they must collect child immediately – emergency contacts to be checked with the school on receipt.</p> <p>Parent is told to take the</p>		Med



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		<p>from others.</p> <ul style="list-style-type: none"> • Areas used by unwell pupils who need to go home are thoroughly cleaned once vacated. • If unwell pupils waiting to go home need to use the toilet it must be cleaned by the designated staff member before it is used by another person, to minimise the spread of infection. • Parents are advised to contact 999 if their child becomes seriously ill or their life is at risk. 		<p>child for testing and to follow guidance on GOV.UK website.</p> <p>In case of an accident or other emergency, the emergency services will be called to attend.</p> <p>Where parents cannot be contacted the school's own procedures will be invoked.</p>		
Spread of infection	High	<ul style="list-style-type: none"> • Spillages of bodily fluids, e.g. respiratory and nasal discharges, are cleaned up immediately in line with the Infection Control Policy and Cleaning in non-healthcare settings guidance • Pupils are instructed to cough or sneeze into their elbow and use a tissue to cover their mouths where possible, disposing of the tissue in waste disposal units. • Pupils clean their hands after they have coughed or sneezed. • Parents are informed via letter not to bring their children to Huckleberries if they show signs of being unwell and believe they have been exposed to coronavirus. • Children who have displayed symptoms of coronavirus must self-isolate for 14 days before returning to school. • Pupils remain 2 metres apart when congregating at the entrance gate, during activities and when seated 	Yes	<p>PPE and cleaning materials are available for use.</p> <p>Posters are located explaining procedures on social distancing, hand washing, and catch it, bin it.</p> <p>Procedure in place and circulated to parents for what to do if their child shows symptoms of COVID-19.</p>	Complete/ongoing	Med

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		wherever possible, to avoid risks of transmission.				
Management of infectious diseases	High	<ul style="list-style-type: none"> Staff are vigilant and report concerns about a pupil's symptoms to the session leader. Huckleberries is consistent in its approach to the management of suspected and confirmed cases of coronavirus. Social distancing measures are implemented as much as possible Cleaning standards are monitored by Directors and where necessary additional measures are implemented manage the spread of coronavirus. 	Yes Yes	<p>Procedures in place for reporting, notification of parents and quarantine timeframes</p> <p>Social distancing visual reminders are installed around the site</p> <p>Cleaning as detailed above</p>	Ongoing Complete	Low
Parental Engagement	Med	<ul style="list-style-type: none"> Parents drop off in the car park and are asked to remain in cars wherever possible. No parents on site. Parents are informed of what to do if their child displays symptoms of COVID-19 Two parental contact telephone numbers are obtained before child attends Any contact with parents is by telephone or email only, and usually via the school. 	Yes	<p>Letter and guidance issued</p> <p>Posters at entrance gate</p> <p>Consent form captures two emergency contact telephone numbers</p>	Complete	Low
Communication	High	<ul style="list-style-type: none"> Children, young people, parents, carers or any visitors, such as suppliers, are told not to enter the education or childcare setting if they are displaying any symptoms of coronavirus (following the COVID-19: guidance for households with possible coronavirus infection) All staff will report immediately to the Session 	Yes BC to draft Terms of Engagement	<p>Parents & visitors not allowed on site to reduce risk of infection. Poster at gate to this effect</p> <p>Terms of Engagement include responsibilities and communication during a</p>	Yes 5 th June	Low

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		<p>Leader about any cases of suspected coronavirus, even if they are unsure. The session leader will liaise with the responsible person attending from the child's school who will become the designated person who will look after the child until the parent arrives. Huckleberries will contact the parent/carer.</p> <ul style="list-style-type: none"> • For incidents outside of Huckleberries sessions, schools will report immediately to Huckleberries about any cases of suspected coronavirus in any child attending Huckleberries, or in any child in the same bubble as a child attending Huckleberries. • The headteacher of the school attending Huckleberries will contact the Area Schools Officer immediately about any suspected cases of coronavirus, even if they are unsure, and will discuss if any further action needs to be taken This information will be provided to Huckleberries; there is also the option for Huckleberries to call the Department of Education Coronavirus Helpline Tel 08000468687 (mon-fri 8am-6pm) • Huckleberries will keep pupils and parents adequately updated about any changes to infection control procedures as necessary. • Cleaning staff are made aware of the additional cleaning requirements, including the portaloo service company. 		<p>suspected case of Coronavirus infections</p>		
<p>Partial school closure</p>	<p>Med</p>	<ul style="list-style-type: none"> • Huckleberries will communicate with those schools not able to attend this term due to need to extend sessions to full days. 	<p>BC to notify service agent when loo is delivered</p>	<p>Huckleberries to clean portaloo and inform service company of additional cleaning being undertaken</p>	<p>5th June</p>	<p>Low</p>



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		<ul style="list-style-type: none"> Huckleberries will communicate with parents via email regarding any updates to procedures which are affected by the coronavirus pandemic The Behavioural Policy is updated and adhered to at all times; Huckleberries manages the use of parents' and pupils' contact details in line with the Data Protection Policy and Records Management Policy, e.g. collecting emergency contact phone numbers. 	BC to draft	<p>Draft Behaviour policy to include Safe, Ready, Respectful and discuss with children during their induction</p> <p>Clear steps if a child does not follow hygiene procedures, or puts others at risk, they will not be allowed to return to Huckleberries</p>	By 8 th June	
Emergencies	Low	<ul style="list-style-type: none"> All pupils' emergency contact details are up-to-date, including alternative emergency contact details, where required. Pupils' parents are contacted as soon as practicable in the event of an emergency. Pupils' alternative contacts are called where their primary emergency contact cannot be contacted. The school has an up-to-date First Aid Policy in place which outlines the management of medical emergencies – medical emergencies are managed in line with this policy. 	<p>BC to check on receipt of consent forms</p> <p>BC to draft First Aid Policy</p>	<p>Ensure all emergency details are up to date for pupils and staff</p> <p>Ensure first aid policy reflects infection control policy</p>	By 8 th June	Low
Managing Transport	Low	<ul style="list-style-type: none"> Parents will drop children at Huckleberries by car to avoid need for school to transport the children. Parents remain in their car until they see their child at the gate, wherever possible 	Yes	Start and end of session times are adapted to accommodate needs of parents/school	Complete	Low

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