

HUCKLEBERRIES NURTURE FARM CIC

Protective Measures Risk Assessment

Based on **COVID-19 Risk Assessment Template v2 6 July 2020**

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 guidance for full opening. The measures set out in this risk assessment provide a framework for school/educational setting leaders to put in place proportionate protective measures for pupils and staff for September 2020. **The Board takes ownership of the risk assessment and has oversight of the principles behind its contents.**

Our site risk assessments has also been revised in respect of the conventional risk profile considering the implications of coronavirus (COVID-19).

This document should be used alongside the government guidance below:

<https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools>

<https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance>

<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.hse.gov.uk/coronavirus/assets/docs/risk-assessment.pdf>

The following policies have also been reviewed and/or updated as required:

- *Behaviour Policy*
- *Safeguarding & Child Protection Policy*
- *Health and Safety Policy*
- *Infection Control Policy*
- *First Aid Policy*
- *Emergency Plan*
- *Business Continuity Plan*



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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	M	<ul style="list-style-type: none"> Health and Safety Policy has been updated considering 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 that 	<p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p>	<p>Infection Control Policy completed, and key policies circulated to staff/practitioners/volunteers and school staff attending via weblink.</p> <p>On recruitment of new session leaders provide & ensure all relevant guidance and Policies have been read and confirm in writing.</p>	October 2020	L

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		<p>helps minimise the spread of infection, e.g. infection control training.</p> <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 the school letter and procedure 'What to do if your child is suspected of having symptoms of COVID-19, or if another household member develops symptoms, or if they have tested positive in the last 7 days' and are asked to contact Huckleberries. 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, or if they have tested positive in the last 7 days. 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 always followed – this includes withholding the names of staff, volunteers and pupils with either confirmed or suspected cases of coronavirus. 	<p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p>	<p>Induction Pack for staff & visitors which includes guidance on infection control.</p> <p>Programme Leader subscribes to weekly updates on Covid-19 & issue to staff where relevant</p> <p>All staff /volunteers made aware of PPE location and Infection Control Policy. PHE Flow chart is in Welfare cabin.</p> <p>Procedure drafted & sent to all parents. Telephone Nos of parents taken in case a child feels ill.</p> <p>Currently verbal and in induction for schools - Terms of Engagement to be drafted</p> <p>Included in Induction provided in first session</p>	<p>October 2020</p>	
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				This is also included in the Procedure re notification of symptoms		
<p>Prevention</p> <p>1. Minimise contact with individuals who are unwell with COVID-19 symptoms</p>	H	<ul style="list-style-type: none"> Staff and other adults do not come into the setting if they have coronavirus (COVID-19) symptoms, or have tested positive in the last 7 days, and anyone developing those symptoms during the day is sent home. If anyone in the setting becomes unwell with a new, continuous cough or a high temperature, or has a loss of, or change in, their normal sense of taste or smell (anosmia), they are sent home and advised to follow 'stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection', which sets out that they must self-isolate for at least 7 days and should arrange to have a test to see if they have coronavirus (COVID-19). Other members of their household (including any siblings) should self-isolate for 14 days from when the symptomatic person first had symptoms. If a child is awaiting collection, they will wait under the event shelter isolated from other children with appropriate adult supervision. If they need to go to the toilet while waiting to be collected, they should use a separate toilet if possible. The toilet room must be cleaned and disinfected using standard cleaning products before being used by anyone else. Everyone will wash their hands thoroughly for 20 seconds with soap and running water or use hand sanitiser after any contact with someone who is unwell. 	<p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p>	<p>PHE guidance issued to staff/volunteers</p> <p>PHE flowchart is on Welfare Cabin wall</p> <p>A separate toilet is unavailable, but if it is used by a child suspected of having COVID-19 symptoms it will be thoroughly cleaned before use by another person.</p>	Sept 2020	M



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	<p>The area around the person with symptoms must be cleaned with normal household disinfectant after they have left to reduce the risk of passing the infection on to other people. See the COVID-19: cleaning of non-healthcare settings guidance.</p> <ul style="list-style-type: none"> PPE will be worn by staff caring for the child while they await collection if a distance of 2 metres cannot be maintained (such as for a very young child or a child with complex needs). More information on PPE use can be found in the safe working in education, childcare and children's social care settings, including the use of personal protective equipment (PPE) guidance. In an emergency, call 999 if someone is seriously ill or injured or their life is at risk. Anyone with coronavirus (COVID-19) symptoms should not visit the GP, pharmacy, urgent care centre or a hospital. Any members of staff who have helped someone with symptoms and any pupils who have been in close contact with them do not need to go home to self-isolate unless they develop symptoms themselves (in which case, they should arrange a test) or if the symptomatic person subsequently tests positive (see below) or they have been requested to do so by NHS Test & Trace. The Infection Control Policy and Cleaning in non-healthcare settings guidance to be followed to clean the area. 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 	<p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p>	<p>Hand sanitiser at various locations. Versan disinfectant/antibac/anti-viral spray in COSHH store ready to use.</p> <p>Handwashing signage is place by taps</p> <p>PPE grab kits in red buckets.</p> <p>Staff are aware of the procedure</p> <p>Infection Control policy on website</p>	
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<p>Prevention</p> <p>2. Good hand hygiene practice</p>	<p>H</p>	<ul style="list-style-type: none"> The Setting will ensure that pupils clean their hands regularly, including when they arrive, when they return from breaks, when they change rooms and before and after eating. Supervision of hand sanitiser use will take place due to risk around ingestion. Younger pupils and pupils with complex needs will continue to be helped to clean their hands properly. The setting will build hand washing routines into the culture, supported by behaviour expectations set out in the Induction Pupils/staff arriving at the setting wearing a face covering follow school procedures and are instructed not to touch the front of their face covering during use or when removing them. They will place the face covering in a plastic bag which remains in the car, hand sanitise before entering the site and wash their hands on arrival at the site hand washing sink. Guidance on safe working in education, childcare and children's social care provides more advice. <ul style="list-style-type: none"> Sufficient handwashing facilities are available. Where a sink is not nearby, provide hand sanitisers in classrooms and other learning environments. 	<p>Yes</p> <p>Yes</p>	<p>Hand washing and sanitising is covered in induction and hand sanitiser is at all gates and welfare cabin door. All children regularly wash hands and after visiting the toilet and before eating and before returning home as a minimum. Sanitiser is used regularly. Children arriving in masks follow school protocol, hand sanitise at the gate and wash hands on arrival at the sink. Routine is well established with children and staff.</p>	<p>Sept 2020</p>	<p>L</p>
<p>Prevention</p> <p>3. Good respiratory hygiene</p>	<p>H</p>	<ul style="list-style-type: none"> 'Catch it, bin it, kill it' approach continues to be very important, suitable number of tissues and bins available in the setting to support pupils and staff to follow this routine. Younger pupils and those with complex needs are helped to follow this. <ul style="list-style-type: none"> Risk assessments to identify pupils with complex needs who struggle to maintain good respiratory hygiene, for example those who spit uncontrollably 	<p>Yes</p> <p>Yes</p>	<p>Staff and teachers to remind children during the day.</p> <p>The SENCo will risk assess any children who may struggle to maintain</p>	<p>Sept 2020</p> <p>Sept 2020</p>	<p>L</p>

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		or use saliva as a sensory stimulant.		good respiratory hygiene, and this is included in the child's profile provided to Huckleberries.		
<p>Prevention</p> <p>4. Enhanced cleaning</p>	H	<ul style="list-style-type: none"> Surfaces that pupils are touching, such as toys, books, desks, chairs, doors, sinks, toilets, light switches, bannisters are cleaned more regularly than normal. Soft furnishings, soft toys and toys that are hard to clean (such as those with intricate parts) are removed. Different groups/ "Bubbles" do not need allocated toilet blocks, but toilets will be cleaned regularly, and pupils encouraged to clean their hands thoroughly after using the toilet. The COVID-19: cleaning of non-healthcare settings guidance is followed. Outdoor surfaces and gates should be cleaned more frequently. This includes resources used inside and outside 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 Cleaners carry out daily, thorough cleaning that follows national guidance and is compliant with the COSHH Policy and the Health and Safety Policy. The SBM arranges enhanced cleaning to be undertaken where required – advice about enhanced cleaning protocols is sought from the local health team. Schools short of cleaning product supplies, should 	<p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p>	<p>Staff spray all surfaces (gates, fencing, chairs, table, roundels, sinks, toilets, door frames, pencil cases etc with Versan at the end of each day. Hammocks are thoroughly soaked with Versan and hung to dry. Well used areas such as chairs, toilet and picnic bench are also washed with a bleach solution at the end of every session.</p> <p>Intensive cleaning regime to continue</p> <p>Cleaning is done by the session leader in line with guidance. COSHH store is kept locked and appropriate PPE is worn.</p>	Ongoing	L



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		email DfE-CovidEnquiries.COMMERCIAL@education.gov.uk		Advice will be sought should there be a COVID outbreak		
				Cleaning records to be maintained	1 Oct 2020	
Prevention	H	<ul style="list-style-type: none"> The number of contacts between pupils and staff is reduced through maintaining distance between individuals. Each session group is perceived as a bubble and no more than one bubble attends at any one time. More information on groups can be found in COVID-19: Guidance for full opening If staff or pupils cannot maintain distancing, particularly with younger pupils, the risk is reduced by keeping pupils in smaller sized groups. Where possible staff should try and keep their distance from pupils and other staff as much as they can, ideally 2 metres from other adults. Adults to avoid close face to face contact and minimise time spent within 1 metre of anyone. Pupils old enough should be supported to maintain distance and not touch staff and their peers. Learning environments are organised to maintain space between seats where possible. Pupils are seated side by side and facing forwards in a large circle Parents' drop-off and pick-up protocols are planned and communicated so that they minimise adult to adult contact; 	Yes	Exercises e.g. Yoga avoids extended breathing close to each other. All sessions take place outside.	Ongoing	M
5. Minimise contact			Yes	Seats and roundels are spaced out to maintain social distancing.		
			Yes	There is overlap across school bubbles due to the nature of Huckleberries in that children attend across different year groups from one school.		
			Yes	Maximum group size is 8 children. Nurture tent replaced with open sided Coleman shelter		
			Yes	Sign at the gate and letter sent out in advance. No parents onto Huckleberries site		



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		<ul style="list-style-type: none"> Pupils use the same defined area of a setting throughout the day, with a thorough cleaning at the end of the day. And are seated at the same desk; Doors on stables, Welfare Cabin and toilet are always left open Visitors to the site are briefed on arrangements and follow site guidance on distancing and hygiene, on or before arrival. Visits take place outside of session times. A record will be kept of all visitors. Resources that are shared between groups such as hammocks, pens, animal equipment are cleaned frequently and meticulously and always between sessions or rotated to allow them to be left unused and out of reach for a period of 48 hours (72 hours for plastics) between use by different groups; Pupils limit the amount of equipment they bring to Huckleberries each day, to essentials such as lunch boxes, hats, coats, wellies. Bags are allowed. Lessons which include singing, chanting, playing wind or brass instruments or shouting may cause an additional risk of infection. Control measures of physical distancing, playing outside, limiting group size to 15, positioning pupils back to back or side to side, avoiding sharing of instruments and ensuring good ventilation are put in place. 	<p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p>	<p>All seats and resources (pencil cases, hammocks etc.) are numbered and a child retains that number for the whole day. All seats/resources are thoroughly cleaned at the end of each day.</p> <p>Pencil cases are infrequently used and are cleaned incl pens/pencils if they are to be reused within 72 hours</p> <p>Yoga takes place outside</p>		
<p>Prevention</p> <p>6. Where</p>	H	<ul style="list-style-type: none"> The majority of staff in education settings will not require PPE beyond what they would normally need for their work. PPE is only needed in a very small number 	<p>Yes</p>	<p>PPE equipment is available. Red grab buckets are kept</p>		L



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necessary, wear PPE		<p>of cases, including:</p> <ul style="list-style-type: none"> ○ where an individual child or young person becomes ill with coronavirus (COVID-19) symptoms while at schools, and only then if a distance of 2 metres cannot be maintained ○ where a child or young person already has routine intimate care needs that involves the use of PPE, in which case the same PPE should continue to be used ● Read the guidance on safe working in education, childcare and children's social care for more information about preventing and controlling infection and follow SCC PPE guidance. 		stocked in the Welfare Cabin with full array of PPE.		
<p>Response to infection</p> <p>7. Test and trace</p>	H	<ul style="list-style-type: none"> ● NHS Test and Trace process to be followed and understand how to contact their local Public Health England health protection team. Staff members and parents/carers understand that they will need to be ready and willing to: <ul style="list-style-type: none"> ○ book a test if they are displaying symptoms. Staff and pupils must not come into Huckleberries if they have symptoms and must be sent home to self-isolate if they develop them in the setting. All pupils can be tested, including children under 5, but children aged 11 and under will need to be helped by their parents/carers if using a home testing kit ○ provide details of anyone they have been in close contact with if they were to test positive for coronavirus (COVID-19) or if asked by NHS Test & Trace ○ self-isolate if they have been in close contact with someone who develops coronavirus 	Yes	Include in Staff Induction	Sept 2020	M

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		<p>they were last in close contact with that person when they were infectious. Close contact means:</p> <ul style="list-style-type: none"> ○ Direct close contacts - face to face contact with an infected individual for any length of time, within 1 metre, including being coughed on, a face to face conversation, or unprotected physical contact (skin-to-skin) ○ Proximity contacts - extended close contact (within 1 to 2 metres for more than 15 minutes) with an infected individual ○ Travelling in a small vehicle, like a car, with an infected person <ul style="list-style-type: none"> ● Records of pupils and staff in each group and any close contact that takes place between pupils and staff in different groups to be kept. This does not need to include every interaction a member of staff or pupil has. 	Yes	Detailed session plan and timetable available incl practitioners	Sept 2020	
<p>Response to infection</p> <p>9. Contain any outbreaks</p>	H	<ul style="list-style-type: none"> ● If two or more cases are confirmed within 14 days or an overall rise in sickness absence where COVID-19 is suspected, there may be an outbreak and the local health protection will advise on any additional action required. ● Follow local health protection advice 	Yes	<p>Contact PHE.</p> <p>Contingency Plan in place for closure of Huckleberries</p>	1 Oct 2020	M
	M	<ul style="list-style-type: none"> ● All pupil emergency contact details are up to date, 	Yes	Emergency Contact	Sept 2020	L

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Emergencies		<p>including alternative emergency contact details, where required.</p> <ul style="list-style-type: none"> • Parents are contacted as soon as practicable in the event of an emergency. • Pupil alternative contacts are called where their primary emergency contact cannot be contacted. <ul style="list-style-type: none"> • The setting 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>Details are kept in the Welfare Cabin</p> <p>Ensure all emergency details are up to date for pupils and staff</p>		
Managing Transport	L	<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 • Where possible transport arrangements are organised to cater for any changes to start and finish times 	Yes	<p>Huckleberries do not transport children. Parents drop off own child.</p> <p>If school staff transport the children, schools' own policies on face masks, cleaning and handwashing apply and the staff /child will hand sanitise at the gate and handwash once on site. All face masks will be left in the Staff car.</p> <p>Start and finish times are flexible to accommodate school drop off/collect timings for any siblings</p>		L