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| Boot Up Outdoor  Learning  Re-opening  to Schools  Risk Assessment  DATE |

Introduction

Following the introduction of the ‘Guidance for full Opening: Schools - COVID-19 from the Government, Boot Up Outdoor Learning CIC have taken this opportunity to ensure our reopening phased plans adhere to the guidance. The guidance can be accessed through this link:

<https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools#section-2-school-operations>

This assessment document methodically assesses our plans and identifies where practical improvements can be made in line with Government guidance. If the Government guidance cannot be implemented fully, a thorough explanation will be given and details of any other control measures will be provided. Each Government objective is examined and our response is given.

This plan relates to the reopening of Boot Up Outdoor Learning to schools and other related agencies with restricted activities. Visitors and other agencies not related to schools will be asked not to engage until further restrictions are lifted. Further risk assessments will be produced relating to these activities at a later date when it is decided that they will be safe to operate.

# Thinking about risk

*Objective: that**all employers and schools and outside agencies that engage with Boot Up Outdoor Learning should carry out a COVID-19 risk assessment.*

## Managing risk

*Objective: to reduce risk to the lowest reasonably practicable level by taking preventative measures, in order of priority.*

As a responsible business, we took the decision to close Boot Up Outdoor Learning to the public and facilitate our team to work from home where possible.

The site was closed to visitors on March 16th 2020 to prevent any spread of COvid-19 to pupils, visitors and staff.

From 14th September 2020 we hope to return to being partially operational following a thorough process of risk assessment and implementing control measures.

In our next phase, we are preparing to open Boot Up Outdoor Learning to those schools and agencies that we have *previously engaged* with. We have completed a FULL RISK ASSESSMENT (below) to ensure that our control measure in place are sufficient to minimise the risk to our staff and pupils and the spread of COVID-19, before rolling out gradually to all schools and agencies.

Once we are up and running successfully using the above model we hope to extend the days offered to pupils and return Boot Up Outdoor Learning to full functionality.

A generic risk assessment can be found in Appendix 1.

Risk assessments, guidance and and safe system working practices have already been created for staff returning to work.

## Sharing the results of our risk assessment

This document will form part of the risk assessment process and advice available to all staff, based on the advice given by the Government and the level of risk to our self-employed workers.

We intend to publish this document and our risk assessment on our website and provide the information to our self-employed staff. This will be a working document so will be adapted or amended as required, either because new information becomes available or in response to feedback, and also in light of any changes to the level of risk.

# Who should go to work

*Objective: that the return to work for both employed and self-employed staff will be for essential staff only*

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| Government guidance | Our comment |
| Consider who is essential to be on the premises. | The number of staff required at Boot Up Outdoor Learning to carry out essential maintenance is clearly documented. This will be based on the specific tasks that will be carried out and the work that Boot Up Outdoor Learning is currently doing (e.g. building maintenance). Staffing will consist of the minimum amount of people required for these tasks and will also take into account the size of the space and the ability to maintain the appropriate social distance. |
| Plan for the minimum number of people needed on site to operate safely and effectively. | Discussions will take place between the Manager and self-employed staff as to who is essentially required each day.  This will constantly be reviewed and decisions made on the minimum number of self-employed staff required for each session. |
| Keep in touch with self-employed workers on their working arrangements including their welfare, mental and physical health.  Monitor the wellbeing of self-employed staff helping them stay connected to the rest of the team, especially if other colleagues are on-site. | The Manager will continue to maintain regular contact with the team, both through individual emails/calls and a socially distanced team meeting at the start of term.  The Manager will follow guidance relating to welfare conversations with staff about returning to work giving self-employed staff the opportunity to raise concerns and the support to try to address these. |
| Provide information for self–employed staff wishing to return. | Staff will be sent by email full risk assessments and code of conduct along with advice about ‘bubble’ rotation and other key concerns. |

## Protecting people who are at higher risk

*Objective: to protect clinically vulnerable and clinically extremely vulnerable individuals.*

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| Government guidance | Our comment |
| Provide support mental health and wellbeing support for employees. This could include advice or telephone support. | The Managers will continue to maintain regular contact with the team, both through individual emails/calls and meetings via Zoom. Guidance has been made available to the Manager relating to welfare conversations with staff about returning to work, to give staff the opportunity to raise concerns and the support to try to address these. |
| See current guidance for advice on who is in the ‘clinically extremely vulnerable’ and ‘clinically vulnerable’ groups. | Self-employed staff need to make the Manager aware of any concerns or wellbeing issues and will provide additional support to individuals as required. |

## People who need to self-isolate

*Objective: to make sure individuals who are advised to stay at home under existing government guidance do not physically come to work. This includes individuals who have symptoms of COVID-19 as well as those who live in a household with someone who has symptoms.*

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| Government guidance | Our comment |
| Request self-employed staff to self-isolate if appropriate. | People who are at very high risk of severe illness from COVID-19 because of certain underlying conditions have been advised to ‘shield’ by staying at home at all times (the extremely clinically vulnerable group). The Manager will support them so that they can follow the guidance.  People who are at moderate risk of severe illness from COVID-19 have been defined as clinically vulnerable – this includes people with certain medical conditions, pregnant women (and people over 70 years old). People in this category have not been advised to shield or self-isolate but have been advised to rigorously follow the social distancing guidance, and we will support them to do that. The Manager must be made aware of someone who is clinically vulnerable and needs to be within 2m of others. The Manager should carefully assess whether this involves an acceptable level of risk. |
| See current guidance for employees and employers relating to statutory sick pay due to COVID-19. | If someone is defined as clinically extremely vulnerable and advised to shield, or if someone who has shown symptoms or who lives in a household with someone who has shown symptoms to work from home, then, if *employed* by Boot Up Outdoor Learning, they will be entitled to sick pay as if it was a normal sickness absence. This means that if they are entitled to company sick pay, then they will receive sick pay up to the maximum of their entitlement (taking into account any previous absences within the rolling 12 month period as normal). |
| See current guidance for people who have symptoms and those who live with others who have symptoms. | Any colleague who has symptoms of COVID-19 should not return to work at Boot Up Outdoor Learning even if they feel well enough to work as normal for 7 days from the start of any symptoms. Any colleague who lives in a household with someone who has shown symptoms should not return to work until 14 days from the start of their symptoms. The Manager should then support them to be able to follow the guidance. |

## Equality in the workplace

*Objective: to treat everyone in your workplace equally.*

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| Government guidance | Our comment |
| Understand and take into account the particular circumstances of those with different protected characteristics.  Involve and communicate appropriately with workers whose protected characteristics might either expose them to a different degree of risk and consider how any measures that are introduced may be inappropriate or challenging for them.  Consider whether you need to put in place any particular measures or adjustments to take account of your duties under equalities legislation. | The Managers will be encouraged to have individual conversations with the team about any particular circumstances that they are facing as a result of any different protected characteristics.  An Equality Impact Assessment will also be completed and shared with staff, which considers the impact of these plans on different protected characteristics and what mitigations can be put in place to support different groups of staff. |
| Make reasonable adjustments to avoid disabled workers being put at a disadvantage and assess the health and safety risks for new or expectant mothers. | The Managers will be encouraged to have individual conversations with the teams about any particular circumstances that they are facing as a result of a disability or pregnancy, and guidance documents and tools will be provided to support managers.  Appropriate individual risk assessments will be carried out as appropriate, and existing risk assessments for pregnant women will be regularly reviewed and updated with changing circumstances and as their needs develop throughout pregnancy. |
| Make sure that the steps you take do not have an unjustifiable negative impact on some groups compared to others, for example those with caring responsibilities or those with religious commitments. | An Equality Impact Assessment will be completed and shared with the team which considers the impact on different protected characteristics of COVID-19 and our plans, setting out mitigations that can be put in place to support different groups of staff. Where this highlights unacceptable negative impacts, the policy or process will be reviewed. This will be a working document which will regularly be reviewed and updated as more information becomes available. |

# Social distancing at work

*Objective: to maintain 2m social distancing wherever possible, including while arriving at and departing from site, while in work and when travelling between Boot Up Outdoor Learning and Home.*

## Coming to work and leaving

*Objective: to maintain social distancing wherever possible, on arrival and departure and to enable handwashing upon arrival.*

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| Government guidance | Our comment |
| Stagger arrival and departure times at work to reduce crowding into and out of the site, taking account of the impact on those with protected characteristics. | The Manager will advise colleagues when and how to arrive and depart from work.  The group for the day will be divided into 2 groups of 2 (4 people) (and 1 other).  Staff in Group 1 will arrive together at 8.15am  Staff in Group 2 will arrive at 9am. The caretaker will arrive in between these times. |
| Provide additional parking or facilities such as bike-racks to help people walk, run, or cycle to work where possible. | Park at wide distance apart in the small car park.  Do not lift share unless the people sharing are in your social ‘bubble’. |
| Reduce congestion, for example, by having more entry points to the workplace | Discussions will take place between the Manager and self-employed staff about arrival times and spaces. |
| Use markings and introduce a one-way flow at entry and exit points. | Tape for markings will be provided to facilitate a one-way flow around the Boot Up site where possible. |
| Provide handwashing facilities (or hand sanitiser where not possible) at entry and exit points. | Hand wash stations are available in PolyHQ, The Barn, The Den, The Undercover Area and the Toilets.  Hand sanitiser is available in all stations. |
| Door Handles and other touch-sensitive spaces | Anyone passing through Boot Up will wash hands when arriving. Any door handles, taps and other touch-sensitive spaces will be sanitised at equal periods throughout the Boot Up day. |

## Moving around the site

*Objective: To maintain social distancing as far as possible while people travel through the site.*

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| Government recommendation | Our comment |
| Reduce movement by discouraging non-essential trips within buildings and sites. For example, restricting access to some areas, and encouraging use of radios where permitted. These items will require cleaning between users if they are used by multiple staff. | Supervisors will allocate roles for members of staff on each session. Where possible, radios and phones should only be used by one person. |
| Introduce one-way flows through buildings. Provide floor markings and signage and staff should remind all buildings users to follow to social distancing wherever possible. | All staff and pupils are to maintain a strict 2m distance at all times. Tape for markings and posters will be provided to facilitate a one-way flow around the site. |
| Make sure that people with mobility issues are able to access all sites. | Ensure all paths and walkways are safe and allow for distancing. |
| Regulate use of high traffic areas including staircases and walkways to maintain social distancing. | The Manager will ensure a one-way system is available where possible to maintain social distancing. Signage and posters will be displayed. |

## Workplaces and workstations

*Objective: to maintain social distancing between individuals when they are at their workstations.*

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| Government guidance | Our comment |
| Review layouts to allow workers to work further apart from each other. | The Manager will ensure members of the team are always working at least 2m apart to strictly maintain social distancing at all times. |
| Use floor tape to mark areas to help people keep to a 2m distance. | Supervisors will use the floor tape provided to mark out areas to help people keep a 2m distance, this is particularly important at collection and drop off points and at start of lessons. |
| Avoid people working face-to-face. For example, by working side-by-side or facing away from each other. | All staff are to maintain a strict 2m distance between each other at all times. Working spaces will be configured to enable this. Boot Up staff also have the option of wearing face masks and/or visors. |
| Use screens to create a physical barrier between people. | All colleagues will maintain a strict 2m distance between each other at all times. This will be monitored and if areas are identified where this is not possible, barriers will be put in place. |
| Use a consistent pairing system if people have to work in close proximity. | All colleagues will maintain a strict 2m distance between each other at all times. Staff and pupils will be divided into ‘bubbles’ of 2 pairs (4 people) and will rotate through the activities in these ‘bubbles’. |
| Minimise contact by hand ie: giving out drinks | Items should not be passed from hand to hand, a drop off point should be used to keep a 2m distance, and hands/surfaces sanitised before transacting to minimise contact transmission. |

## Meetings

*Objective: to reduce transmission due to face-to-face meetings and maintain social distancing in meetings.*

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| Government guidance | Our comment |
| Use remote working tools to avoid in-person meetings. | Meetings should continue via online methods, and only happen in person when unavoidable. |
| Only absolutely necessary participants should attend meetings, which should be held outdoors or in well ventilated rooms if absolutely necessary and should maintain 2m separation throughout. Hand sanitiser to be available | Wherever possible, meetings will be held outdoors.  If internal meetings are taking place, the strict 2m distance must be adhered to.  Hand sanitiser will be provided. |
| Avoid transmission during meetings, for example avoid sharing pens and other objects. | Items should not be passed from hand to hand, a drop off point should be used to keep a 2m distance, and hands/surfaces sanitised before transactions to minimise contact transmission. Personal equipment should not be shared. |
| For areas where regular meetings take place, use floor signage to help people maintain social distancing. | We do not envisage this requirement at this stage. |

## Common Areas

*Objective: to maintain social distancing while using common areas.*

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| Government guidance | Our comment |
| Stagger break times to reduce pressure on rooms or places to eat. | Breaks and lunch times will be timetabled to minimise movement around site. Additional spaces will be made available for break and lunch where available or required. |
| Use safe outside areas for breaks. | Where available and appropriate outside spaces will be preferred and made available for break and lunch |
| Create additional space by using other parts of the working area or building that have been freed up by remote working. | All spaces will be assessed and configured to enable 2m distancing when completing priority tasks and deliver services. |
| Install screens to protect workers | This is not relevant for Boot Up where no public will be visiting. All staff will be provided with face coverings and visors and will maintain 2m distance from colleagues at all times. |
| Encourage staff to bring packaged meals which avoid use of kitchen facilities (such as a toaster) wherever possible | Only staff who are timetabled to work a full day should bring lunch to work. Fridge handles and kettles should be wiped down between uses. Use of toasters should be avoided. Staff to bring their own drinks/cutlery/crockery. Pupils will be allocated one set of coloured plate & cup. |
| Reconfigure seating and tables to optimise spacing and reduce face-to-face interactions. | All staff are to maintain a strict 2m distance between each other at all times.  Working spaces will be configured to enable this. |
| Encourage workers to remain on-site and, when not possible, maintaining social distancing while off-site. | All staff & visitors are encouraged to eat lunch on site and maintain a 2m distance with others at all times.  Hands should be washed before leaving and after entering the site. |
| Consider use of social distance marking for other common areas such as toilets and in any other areas where queues typically form. | All Boot Up spaces will be assessed and configured to enable 2m distancing.  Staggering of entry, breaks, movement between tasks and exiting will minimise congestion in common areas. |

## Accidents, security and other incidents

*Objective: to prioritise safety during incidents.*

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| Government guidance | Our comment |
| Accident | In an emergency, for example, an accident, fire or break-in, people do not have to stay 2m apart if it would be unsafe. |
| Assistance | People involved in the provision of assistance to others should pay particular attention to sanitation measures immediately afterwards including washing hands. |

# Managing your pupils and visitors and contractors

## Manage contacts

*Objective: to minimise the contact resulting from visits by pupils and other visitors ie: carers/taxi*

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| Government guidance | Our Comment |
| Define the number of pupils and/or visitors that can reasonably follow 2m social distancing within the inside spaces and any outdoor areas. Take into account total floorspace as well as likely pinch points and busy areas. | The Manager will review spaces and make decisions about the maximum number of people to be in each building.  Manager to liaise with any contractor about the most appropriate time for access to be granted based on the space available, service delivery priorities and the nature of the work being completed. |
| Limit the number of pupils and staff and/or visitors overall and in any particular congestion areas, for example doorways between outside and inside spaces. | Manager to decide about the most appropriate time for access to be granted based on the space, service delivery priorities and the nature of the work being completed. |
| Suspend or reduce customer services/contractor visits that cannot be undertaken without contravening social distancing guidelines. This may include re-thinking how assistance is provided, for example, using fixed pairs of colleagues to lift heavy objects rather than a single colleague lifting with another | We do not envisage any issues with contractor works whilst only staff are present, but this will be monitored, and feedback actioned appropriately. |
| Remind visitors who are accompanied by children that they are responsible for supervising them at all times and should follow social distancing guidelines. | Signage and verbal reminders will be issued to inform visitors with children that there is NO ENTRY to site at present and that they must adhere to social distancing rules |
| Look at how people walk through the gates and how you could adjust this to reduce congestion and contact between people, for example, queue management or one-way flow, where possible. | On arrival, a member of staff will meet the pupils BEFORE they reach the gate to remind them it is single file and to stay 2m apart. They may enter one by one. They will refer visitors to signage and give verbal reminders to inform visitors (with children) that there is NO ENTRY to site at present and that they must adhere to social distancing rules |
| Ensure any changes to entries, exit and queue management take into account reasonable adjustments for those who need them, including disabled visitors | On arrival, a member of staff will meet the pupils BEFORE they reach the gate to remind them it is single file and to stay 2m apart. They may enter one by one. Physically disabled visitors/pupils will be allowed a carer to assist as long as this person is in their ‘bubble.  They will refer visitors to signage and give verbal reminders to inform visitors (with children) that there is NO ENTRY to site at present and that they must adhere to social distancing rules |
| Use outside premises for queuing where available and safe, for example some car parks. | Pupils will be dropped off as normal in the small car park ensuring they are 2m distant from any other transport delivering/collecting. They will be met by a member of staff for further supervision. |
| Work with your landlord to take into account the impact of your processes on public spaces such as public car parks. | Pupils will be dropped off as normal in the small car park ensuring they are 2m distant from any other transport delivering/collecting. They will be met by a member of staff for further supervision. |
| Have a clearly designated position from which colleagues can provide advice or assistance to customers whilst maintaining social distance. | Any visitor or pupil seeking advice PRIOR to entering site will be met outside the gate by the Manager at 2m apart. |
| Continue to keep food preparation areas closed until further notice. | The field kitchens at Boot Up will remain closed until further notice. Staff and pupils must bring their own hot drinks in flasks, water in bottles and packed lunch and break in containers to take home the rubbish. |
| Ensure pupils, staff and visitors are willing to accept the terms of Test & Trace | The Manager will issue a list and there is an expectation that the names and details of those visiting daily will be provided in advance.  ALL staff, pupils and visitors will be asked to sign in with name and contact details |

## Providing and explaining available guidance

*Objective: to make sure people understand what they need to do to maintain safety.*

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| Government guidance | Our comment |
| Provide clear guidance on social distancing and hygiene to people on arrival, for example, signage and visual aids. | Boot Up Outdoor Learning will provide signage and visual aids to provide clear guidance on hygiene and social distancing. |
| Provide written or spoken communication of the latest guidelines to both workers and pupils both prior and during the visit. | The Manager will supply a written document detailing the latest guidelines to both the pupil and staff prior to the start of term.  All staff will be asked to read the guidance and electronically sign to say they have read and understood the document, and this will be managed by the Manager.  There will be a hard copy of this guidance at Boot Up available to colleagues who are less comfortable reading documents online or less confident using IT. |
| Create social distancing champions to demonstrate social distancing guidelines to pupils and staff and visitors. | The Manager and Site Manager will both champion best practice and ensure staff and pupils are following social distancing, cleanliness and operational guidance. |

# Cleaning the workplace

## Before Opening

*Objective: to make sure that any site or location that has been closed or partially operated is clean and ready to restart.*

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| Government guidance | Our comment |
| Check whether you need to service or adjust any systems ie: water, power, tools and machinery etc | All water outlets will be run through and checked. Power supply will be checked and all electrical units (water boilers, radios etc) and power outlets will be checked. All power tools and garden machinery will be checked over and ensured it is good working order. |
| Check buildings and structures to enable safe use.  Check garden spaces and play areas such as swing and tree house are safe.  Fire pit area and Forest School are safe | All buildings will be checked for any irregularities. Door and window handles and locks will be checked and sanitized.  The Swing will be tested and rope sanitized. Treehouse will be tested and sanitized.  The Fire Pit and Forest school will be monitored and checked over frequently. Benches will be sanitized. |

## Keeping the workplace clean

*Objective: to keep the workplace clean and prevent transmission by touching contaminated surfaces*

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| Government guidance | Our comment |
| Frequent cleaning of work areas and equipment between uses, using your usual cleaning products. | Cleaning products have been ordered to enable staff to safely start at Boot Up on top of the regular cleaning carried out by our team, and advice on cleaning has been given within guidance. All staff will be expected to comply with The Manager’s guidance on cleaning and sanitizing work areas and communal spaces. Staff will be responsible for cleaning their own spaces. |
| Frequent cleaning of objects and surfaces that are touched regularly such as tools and equipment, art and craft materials and woodwork materials, making sure there are adequate disposal arrangements. | Cleaning products have been ordered to enable staff to safely start at Boot Up on top of the regular cleaning carried out by our team. Cleaning guidance Appendix 3  All staff will be expected to comply with The Manager’s guidance on cleaning and sanitizing tools and equipment as well as areas and communal spaces. Staff will be responsible for cleaning their own tools and spaces. |
| Clear workspaces and remove waste and belongings from the work area at the end of a shift. | Staff will have been advised by the Manger on how to safely dispose of any used cleaning materials and Personal Protective Equipment (PPE). |
| If you are cleaning after a known or suspected case of COVID-19 then you should refer to the specific guidance. | We will ensure that we follow the relevant Government and Public Health England guidance when a COVID-19 case has been identified in one of our team members, whether suspected or confirmed. <https://www.gov.uk/government/collections/coronavirus-covid-19-list-of-guidance> Appendix 4 |

## Hygiene – handwashing, sanitation facilities and toilets

*Objective: to help everyone keep good hygiene through the working day.*

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| Government guidance | Our comments |
| Use signs and posters to build awareness of good handwashing technique, the need to increase handwashing frequency, avoid touching your face and to cough or sneeze into a tissue which is binned safely, or into your arm if a tissue is not available. | See Appendix 5  Best practice posters are being prepared for the Manger and staff to display in prominent staff and public areas. |
| Provide regular reminders and signage to maintain hygiene standards. | The Managers to remind team of their own responsibility to maintain regular handwashing. |
| Provide hand sanitiser in multiple locations in addition to wash stations | Hand sanitiser has been provided for each area and more products can be ordered when required. |
| Set clear use and cleaning guidance for toilets to ensure they are kept clean and social distancing is achieved as much as possible. | Appendix 6  Daily Cleaning will be undertaken by The Manager and Site Manager  Intermittent use during the day cleaning should be supervised by staff. This has been communicated to all staff and is part of the Staff Guidance |
| Enhance cleaning for busy areas. | Staff will undertake periodic cleans of frequently used surfaces throughout the day. Increased cleaning will take place daily. |
| Provide more waste facilities and more frequent rubbish collection. | The Manager and Site Manager will empty filled bins as and when required. Bins with lids will be provided. |
| Provide hand drying facilities – paper towels | Paper hand towels have been provided for area upon opening and more products can be ordered when required. |

## Handling goods, equipment and other materials

*Objective: to reduce transmission through contact with objects in the workplace.*

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| Government guidance | Our comments |
| Encourage increased handwashing and introduce more handwashing facilities for staff and pupils and provide hand sanitiser where this is not practical. | Guidance to staff encourages frequent handwashing as a priority and hand sanitiser has been provided to use where handwashing cannot be accessed. Sanitiser will be made available to staff and pupils to use and posters will encourage use. |
| Limit customer handling of materials and equipment and limit rotation of materials & equipment | Each pupil will be given a pack with their own personal items such as pen, pencil, rubber, ruler, scissors, wipes and sanitiser.  Staff and pupils to only use what is necessary to compete a task ie: sharing with a pupil make sure the item is wiped down after each use ie: drill, scissors  Staff have been advised to increase the cleaning of items and hands when handling objects. |

# PPE and face coverings

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| Public Health England advice | Our comments |
| Workplaces should encourage the precautionary use of extra PPE to protect against COVID-19 outside clinical settings or when responding to a suspected or confirmed case of COVID-19. | Staff to use PPE where they feel appropriate ie: working indoors 1:1 with a pupil. Disposable masks and gloves are available.  Any cases of suspected COVID-19 should be immediately reported to the Manager. |
| Unless you are in a situation where the risk of COVID-19 transmission is very high, your risk assessment should reflect the fact that the role of PPE in providing additional protection is extremely limited. However, if your risk assessment does show that PPE is required, then you must provide this PPE free of charge to workers who need it. Any PPE provided must fit properly. | Staff to follow guidelines on using PPE.  Staff to liaise with the Manager if there are any issues with PPE. |

## Face coverings

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| Government guidance | Our comment |
| Wearing a face covering is optional and is not required by law, including in the workplace. If you choose to wear one, it is important to use face coverings properly and wash your hands before putting them on and taking them off. | This has been communicated within guidance to staff. |
| Employers should support their workers in using face coverings safely if they choose to wear one. This means telling workers:   * Wash your hands thoroughly with soap and water for 20 seconds or use hand sanitiser before putting a face covering on, and after removing it. * When wearing a face covering, avoid touching your face or face covering, as you could contaminate them with germs from your hands. * Change your face covering if it becomes damp or if you’ve touched it. * Continue to wash your hands regularly. * Change and wash your face covering daily. * If the material is washable, wash in line with manufacturer’s instructions. If it’s not washable, dispose of it carefully in your usual waste. * Practise social distancing wherever possible. | Face coverings are available to our staff.  We have communicated the manufactures guidance for use which is in line with the guidance given.  The use of face coverings will be Equality Impact Assessed separately. |

# Workforce Management

## Shift Patterns and working groups

*Objective: to change the way work is organised to create distinct groups and reduce the number of contacts each worker has.*

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| Government guidance | Our comment |
| As far as possible, where workers are split into teams, fix these teams so that where contact is unavoidable, this happens between the same people. | The Manager will ensure members of the teams are always working at least 2m apart to maintain strict social distancing. |
| Identify areas where people have to directly pass things to each other and find ways to remove direct contact such as by using or transfer zones. | The Manager and Site Manager to organise workspaces to minimise transfer of items between staff. If it is absolutely necessary, these will need sanitising before and after transferring (and transferred in a way to maintain social distance). |

## Work related travel

### Cars, accommodation and visits

*Objective: to avoid unnecessary work travel and keep people safe when they do need to travel between locations.*

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| Government guidance | Our comment |
| Minimise non-essential travel – consider remote options first.  Travel to and from work | If the nature of someone’s role means that they can continue to work from home they should be supported to do so.  Meetings with colleagues from other locations should take place via Zoom, Skype or telephone to avoid non-essential travel, unless it is absolutely necessary to meet face-to-face.  The Managers will also consider with all of their team how they travel to and from work. Government guidance is to avoid the use of public transport wherever possible, so staff will be encouraged and supported to walk, cycle or car share wherever possible. If an employee has no alternative to using public transport to get to work, they will consider ways of allowing the employee to avoid the busiest times by considering staggering hours. Staff will be advised to read the Government's safer travel guidance for passengers <https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers> which includes guidance on the use of public transport. Appendix 7  With effect from 15th June 2020, when using public transport, face coverings must be used. |
| Minimise the number of people travelling together in any one vehicle, using fixed travel partners, increasing ventilation when possible and avoiding sitting face-to-face. | Car share with fixed travel partners (bubble) |

## Communications and training

### Returning to work

*Objective: to make sure all workers understand COVID-19 related safety procedures.*

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| Government guidance | Our Comment | |
| Provide clear, consistent and regular communication to improve understanding and consistent of ways of working. | All staff will be asked to read the guidance and electronically sign to say they have read and understood the document, and this will be managed by the Manager.  There will be hard copy of the guidance at Boot Up so it is available to colleagues who are less comfortable reading documents online or less confident using IT. |
| Engage with workers and worker representatives through existing communication routes to explain and agree any changes in working arrangements. | We will share all guidance with Staff and invite their feedback and suggestions. |
| Develop communication and training materials for workers prior to returning to sites of work, especially around new procedures for arrival at work. | The Manager will communicate general guidance on minimising the risk of spreading and contracting COVID-19. |

### Ongoing communications and signage

Objective: to make sure all workers are kept up to date with how safety measures are being implemented or updated.

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| --- | --- |
| Government guidance | Our comment |
| Continually engage with workers to monitor and understand any unforeseen impacts of changes to working environments. | All guidance will be shared with staff. All feedback will be seriously considered and responded to, with the risk assessments being amended as required. It will be made clear that these are working documents, which will be updated as circumstances change, feedback is received, and risk levels vary. |
| Awareness and focus on the importance of mental health at times of uncertainty. The government has **published** guidance on the mental health and wellbeing aspects of coronavirus (COVID-19). | The Manager will continue to maintain regular contact with the team both through individual emails/calls and possible team meetings via Zoom. Guidance has been made available to the Manger relating to welfare conversations with staff about returning to work, to give staff the opportunity to raise concerns and the support to try to address these or signpost to their GP/other suitable resources where appropriate.  One of our core values is to support the health and wellbeing of our pupils and we will provide staff with guidance on how to have appropriate conversations with pupils who may be anxious or angry, whilst maintaining social distancing and signposting to relevant advice and services. |
| Use visual communications, for example whiteboards or signage, to explain changes to production schedules, breakdowns or materials shortages to reduce the need for face-to-face communications | As above. |
| Communicate approaches and operational procedures to suppliers, customers or trade bodies to help their adoption and to share experience. | Our contractors are being advised of any restrictions on site and we are asking they adhere to the guidance.  Our risk assessment will be published and available to the public. |

# Inbound and outbound goods

*Objective: to maintain social distancing and avoid surface transmission when goods enter and leave the site*

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| --- | --- |
| Government guidance | Our comment |
| Consider methods to reduce frequency of deliveries, for example by ordering larger quantities less often. | Bulk orders will be completed where stock levels, and storage space, allows. |
| Where possible and safe, have single workers load or unload vehicles. | The Site Manger will sign for/receive any deliveries. |
| Where possible, use the same pairs of people for loads where more than one is needed. | The Site Manger and Manager will sign for/receive any deliveries. |
| Encourage drivers to stay in their vehicles where this does not compromise their safety and existing safe working practice | This is not possible. |

# Appendix 1

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| **Risk Assessment Form** | | | | | | | | |
| Site Location | Boot Up Outdoor Learning | Activity/Item/Area under assessment | | Re-Opening to schools and agencies of Boot Up Outdoor Learning | | Completion Date | | 14/09/2020 |
| Assessor’s Name | Jane Atkinson | | Assessor’s Signature | |  | | Review Date | Change of operational arrangements |

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| --- | --- | --- | --- | --- | --- |
| Low Risk | L - Care/vigilance required | Medium Risk | M - Action Required | High Risk | H - Immediate action required & stringent controls required |

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| Anyone showing the following symptoms should not be entering a library building or liaising with library staff:   * A high temperature * A new, continuous cough * A loss or change to sense of smell or taste | | | | | | | | | |
| Persons at Risk | Hazard | Risk | Risk Rating | | | Control Measures | Risk Rating | | |
| Staff, people who come into close contact with staff | Contraction of COVID-19 from travel to and from library | Illness, transfer of illness to other vulnerable people | M | M | M | * Where possible, avoid public transport by walking, cycling, driving etc. * Maintain a 2m distance from other people. * Try not to touch anything, such as buttons on pedestrian crossings, or sitting on benches. * Where you must touch something, try to do this with a clean tissue. * Wash your hands on entering Boot Up for at least 20 seconds. * Wear a face covering from 15th June 2020 on Public Transport. | L | L | L |
| Staff, pupils, wider public | Contraction of COVID-19 | Illness, transfer of illness to other vulnerable people | M | M | M | Training and Basic Advice   * All staff to complete ‘Infection Control training prior’ re-opening * All staff to have understood the guidance on Safety \* * Regularly wash hands for 20 seconds and use paper towels/ to dry hands particularly when using shared areas (toilets, kitchen) and dispose of tissue in bin * Avoid touching your face (eyes, nose and mouth) * Always keep 2m distance from team members and pupils.   The Barn   * Furniture layout, working areas, common area should be adjusted to allow staff to maintain a 2m distance. * Buildings should increase natural ventilation by opening windows, even where this may cause discomfort. * Barn should use a one-way system in and out * Minimise the number of staff and pupils in the Barn at any one point to ensure safe distances are kept – consider rotas * Clear provision of posters and information to ensure people maintain a safe distance, wash their hands more frequently after undertaking activities * Access to building to be managed by staff on one out one in basis. Staff should monitor outside to avoid unnecessary entry * Staff can only offer assistance to pupils where 2m distance can be maintained. * All children’s furniture and toys to be removed. * No additional events and activities to take place * tea/coffee provisions to remain closed/unavailable until further notice. * Face coverings and gloves are being made available to staff to use * The Den * Furniture layout, working areas, common area should be adjusted to allow staff to maintain a 2m distance. * Building should increase natural ventilation by opening windows, even where this may cause discomfort. * The Den should use a one-way system where required * Minimise the number of staff and pupils in The Den at any one point to ensure safe distances are kept * Clear provision of posters and information to ensure people consider the need to maintain a safe distance, wash their hands more frequently after undertaking activities * Access to building to be managed by staff on one out one in basis. Staff should monitor outside to avoid unnecessary entry * Staff can only offer assistance to pupils where 2m distance can be maintained. * Face coverings and gloves are being made available to staff to use and direction on usage included within issued guidance   PolyHQ   * Furniture layout, working areas, common area should be adjusted to allow staff to maintain a 2m distance. * PolyHQ should use a one-way system where required * Minimise the number of staff and pupils in PolyHQ at any one point to ensure safe distances are kept * Clear provision of posters and information to ensure people consider the need to maintain a safe distance, wash their hands more frequently after undertaking activities * Access to building to be managed by staff on "one out one in" basis. Staff should monitor outside to avoid unnecessary entry * Staff can only offer assistance to pupils where 2m distance can be maintained. * Face coverings and gloves are being made available to staff to use and direction on usage included within issued   Outdoor Kitchen/Undercover Area   * Kitchen and tea/coffee making closed until further notice * Furniture layout, working areas, common area should be adjusted to allow staff to maintain a 2m distance. * Undercover area should use a one-way system where required * Minimise the number of staff and pupils in the Undercover area at any one point to ensure safe distances are kept * Clear provision of posters and information to ensure people consider the need to maintain a safe distance, wash their hands more frequently after undertaking activities * Access to building to be managed by staff on "one out one in" basis. Staff should monitor outside to avoid unnecessary entry * Staff can only offer assistance to pupils where 2m distance can be maintained. * Face coverings and gloves are being made available to staff to use and direction on usage included within issued   The Perch   * Furniture layout, working areas, common area should be adjusted to allow staff to maintain a 2m distance. * The Perch area should use a one in one out system with both staff and pupil exiting the space. * Staff should monitor outside to avoid unnecessary entry * Minimise the number of staff and pupils in The Perch at any one point to ensure safe distances are kept * Clear provision of posters and information to ensure people consider the need to maintain a safe distance, wash their hands more frequently after undertaking activities * Staff can only offer assistance to pupils where 2m distance can be maintained. * Face coverings and gloves are being made available to staff to use and direction on usage included within issued   Greenhouse   * working areas should be adjusted to allow staff to maintain a 2m distance. * Staff can only offer assistance to pupils where 2m distance can be maintained. * The Greenhouse area should use a one in one out system with both staff and pupil exiting the space. * Staff should monitor outside to avoid unnecessary entry * Minimise the number of staff and pupils in the Greenhouse at any one point to ensure safe distances are kept * Clear provision of posters and information to ensure people consider the need to maintain a safe distance, wash their hands more frequently after undertaking activitie   Compost Toilets  Toilets must be cleaned with aniti-bacterial wipe/spray at start of day, and after each use and at the end of day.  One out one in process.  All compostable loo paper to be thrown in the toilet.  Sanitary waste must be bagged and put in the available bin.  Door handles must be sanitized after each use.  Hand wash at hand wash station and dry with paper towel.  Dispose of paper towel in bin provided.  Sanitise hands.  Cleaning   * All staff to understand and undertake the cleaning regime * Supervisors to focus on high usage and high hazard areas * Staff should undertake additional spot cleaning of high usage areas with cleaning products supplied as per guidance document. * Face covering and gloves are being made available to staff to use | L | L | L |
| Staff and pupils | Contraction of COVID-19 from contractors | Illness, transfer of illness to other vulnerable people | M | M | M | * In an emergency where contractors are working onsite, areas should be cordoned off to allow contractor to work safely socially distanced. * Maintain 2m distance from contractors. * Get contractors to wash their hands/use sanitiser on entering the site and before touching anything. * Work in different areas to where the contractors are. * Ensure that they complete the work as quickly and efficiently as possible. | L | L | L |
| Pupils, Staff, contractors | Fire | Smoke inhalation, burns, entrapment, death | M | M | M | * Review the current fire risk assessment to ensure it’s up to date   Ensure staff can still carry out building evacuation if required   * In the case of emergency, people do not have to stay 2m apart if it is unsafe to do so. * Ensure that staffing allows sufficient fire warden coverage. | L | L | L |
| Staff | Contact with Substances Hazardous to Health (COSHH) | Occupational dermatitis, breathing in fumes, slip on spill, contact with skin | M | M | M | * Staff to complete training before using cleaning products. * Only use cleaning products supplied by Boot Up Outdoor Learning * Only use product as per the user instructions.   Ensure products are in their original container and clearly labelled.   * Wash hands thoroughly after contact. * Store cleaning products in a locked cupboard where possible, in any event away from the public. | L | L | L |
| Staff and pupils | Reduced first aid assistance | Injury, ill health, death | M | M | M | * Staff to provide first aid only if necessary and must wear PPE provided. * Ensure adequate numbers of appointed persons/first aid staff are available. * Keep safe distance if possible and ensure good hand hygiene before and after incident. * Any incident to be recorded in accident book | L | L | L |
| Staff | Electrical equipment | Electric shock, burns, death | M | M | M | * Carry out visual inspection before opening/closing. * Gradually switch on equipment that has not been in use since building closure. * Do not spray cleaning detergent directly onto electrical equipment. * If electrical incident occurs, staff to intervene whilst asking pupils to maintain safe distance if safe to do so. | L | L | L |
| Staff and pupils - safeguarding | People in need of social assistance | Unwanted/ inappropriate attention | M | M | M | * Staff to read Safeguarding policy * Staff to remain physically and emotionally distant from person * Clear guidance on escalation procedures for those needing assistance | L | L | L |
| Staff and pupils | Anti-social behaviour:  Alcohol & drug use, verbal abuse, threats of actual physical abuse | Mental and physical symptoms. | M | M | M | * Monitor the situation and call 999 for the police if events escalate * If ASB incidents occur and persist, Boot Up opening to be reviewed | L | L | L |