

## Outdoor Education Visits Risk Assessment for COVID-19 (Parks and Horticulture)

<b>Directorate:</b> Community Services	<b>Service area:</b> Environment, Housing & Leisure	<b>Section:</b> Local Environmental Services	<b>Work Activity / Task / Site / Equipment:</b> Education Visits during COVID-19 pandemic	
<b>Date of initial assessment:</b> 04/08/2020	<b>Date of previous:</b>	<b>Review date:</b>	<b>Number of pages:</b>	<b>Persons involved in assessment:</b> N.Grogan, Z.Frazer, M. Stutt, S. Cable

The World Health Organisation state that Coronavirus disease (COVID-19) is an infectious disease caused by a newly discovered coronavirus.

The COVID-19 virus spreads primarily through droplets of saliva or discharge from the nose when an infected person coughs or sneezes. Most of these droplets fall on nearby surfaces and objects - such as desks, tables or telephones. People could catch COVID-19 by touching contaminated surfaces or objects – and then touching their eyes, nose or mouth. It's important that you practice good hygiene (e.g. Coughing into a tissue).

Most people infected with the COVID-19 virus will experience mild to moderate respiratory illness & recover without requiring special treatment. However, some go on to experience more serious illness & may require hospital care. Risk of serious illness rises with age. People with weakened immune systems & people with conditions such as cardiovascular disease, diabetes, chronic respiratory disease, & cancer are at higher risk.

Protect yourself and others from infection by washing your hands or using an alcohol-based rub frequently and not touching your face.

Refer to current government guidance:

<https://www.gov.uk>

<https://www.nhs.uk/conditions/coronavirus-covid-19/>



Wash hands thoroughly



Use soap or an alcohol-based hand rub



Keep safe distance from others



Do not touch your face esp. eyes, nose & mouth

### Outdoor Education Visits Risk Assessment for COVID-19 (Parks and Horticulture)

Hazard Identification	People at risk	Significant risks to health & safety	Existing control measures	COVID19 measures	Timescale / lead officer	Result*
<b>Hygiene COVID-19</b>	All staff/ School Groups	Surface transmission is now recognised as a major source of spread, and the virus can stay on surfaces for up to 72 hours	<ul style="list-style-type: none"> <li>• <b>If you have a new continuous cough and/or a high temperature, lose the sense of smell, or taste, self-isolate and inform your team leader at once. Volunteers with symptoms should register for a test (Test and Trace).</b></li> <li>• <b>Stay 2m from colleagues &amp; public wherever possible</b></li> <li>• <b>Wash hands for a minimum of 20 seconds</b> (or use an alcohol-based hand rub/gel/wipes) regularly, esp. after coughing/sneezing/nose-blowing.</li> <li>• Carry soap &amp; water or an alcohol-based hand rub, gel or wipes.</li> <li>• Visitors will be provided with appropriate wipes/sanitiser by group leader.</li> <li>• No access to communal areas including staffroom &amp; kitchens. Eating should be outside of visit hours whenever possible; if not possible, wash/sanitise hands and eat outdoors.</li> <li>• Limited access to indoor areas, group visits have been reduced to half day to reduce the need for access to the education building.</li> <li>• <b>Always clean/disinfect equipment thoroughly immediately after use</b> (i.e disinfect the handles of litter picks/hand tools, etc.)..</li> <li>• Gloves MUST be worn when collecting litter.</li> <li>• Reusable PPE &amp; work clothes should be washed regularly (monitor for government guidance).</li> <li>• When coughing or sneezing, cover mouth &amp; nose with tissue or flexed elbow. Double bag tissues &amp; put them in bin ASAP. <b>(Catch It, Bin It, Kill It!).</b></li> <li>• Clean hands with an alcohol-based hand rub/wipe or soap &amp; water after working, coughing or sneezing.</li> <li>• <b>Do not touch your eyes, nose or mouth, especially if your hands are not clean.</b></li> </ul>	Guidance for Volunteers will be provided	Ongoing/ All staff/ volunteers	A

### Outdoor Education Visits Risk Assessment for COVID-19 (Parks and Horticulture)

Hazard Identification	People at risk	Significant risks to health & safety	Existing control measures	COVID19 measures	Timescale / lead officer	Result*
<b>Working Environment COVID-19</b>	All staff/ School Groups	Low	<ul style="list-style-type: none"> <li>Avoid gathering in groups outside of your bubble, crowded areas &amp; possible virus pick up points (at front of buildings, car parks, etc.).</li> <li><b>Stay 2m park staff and public wherever possible.</b></li> <li>If a confirmed case is identified in your workplace/School, our local Public Health Team will provide relevant advice. It may be necessary to cancel your visit.</li> <li>Increased frequency of cleaning of: Toilets, equipment and surface touch points to be carried out by education team and care takers.</li> <li>Site checks will be carried out as stated in existing RA for sessions by Education/Park Wardens</li> </ul>	Guidance for employees will be provided	Ongoing/ All staff/ volunteers	A
<b>Safe-guarding COVID-19</b>	All staff/ School groups	People are permitted to travel to their place of work but anyone showing even mild symptoms of the virus should not attend work, under any circumstances.	<ul style="list-style-type: none"> <li><b>If you have a new continuous cough and/or a high temperature, lose the sense of smell, or taste, self-isolate and inform your team leader at once. Employees with symptoms should register for a test (Test and Trace).</b></li> <li><b>Note:</b> <ul style="list-style-type: none"> <li><b>RIDDOR reportable in certain circumstances.</b></li> <li>a person at work (a worker) has been diagnosed as having COVID-19 attributed to an occupational exposure to coronavirus. This must be reported as <a href="#">a case of disease</a></li> <li>a worker dies as a result of occupational exposure to coronavirus. This must be reported as <a href="#">a work-related death due to exposure to a biological agent</a></li> </ul> </li> <li>Only authorised personnel in council depot and vehicles.</li> <li>Only enter buildings when essential (collecting tools, toilet, washing, etc.). When instructed by group leader.</li> <li>All School groups are to follow “one way systems” if implemented, follow all directional signage and adhere to the instructions on signs.</li> </ul>	Refer to current government guidance:  <a href="https://www.gov.uk">https://www.gov.uk</a>  <a href="https://www.nhs.uk/conditions/coronavirus-covid-19/">https://www.nhs.uk/conditions/coronavirus-covid-19/</a>	Ongoing/ All staff/ volunteers	A
<b>Safe-guarding vulnerable operatives COVID-19</b>	Volunteers /staff in vulnerable groups		<ul style="list-style-type: none"> <li><b>Any members of the group who have been advised to shield by the NHS should not attend</b></li> </ul>		Ongoing/ Team Leader	

### Outdoor Education Visits Risk Assessment for COVID-19 (Parks and Horticulture)

Hazard Identification	People at risk	Significant risks to health & safety	Existing control measures	COVID19 measures	Timescale / lead officer	Result*
<b>PPE COVID-19</b>	All staff	Low	<ul style="list-style-type: none"> <li>• Appropriate PPE to be worn for all tasks</li> <li>• Ensure that work clothes and reusable PPE are regularly washed.</li> <li>• Replace old or dirty non-washable PPE whenever appropriate.</li> <li>• Do not share PPE</li> <li>• Report defective PPE to supervisor.</li> <li>• Store PPE securely.</li> <li>• Currently, masks are only required and provided for tasks that usually require masks. e.g. handling chemicals and exposure to aerosols/water vapour. Please refer to specific task risk assessments and COSHH assessments. (Monitor for any changes in government guidance)</li> </ul>	Guidance will be provided	All staff/ Ongoing	A
<b>First Aid COVID-19</b>	All Staff/School Groups		<ul style="list-style-type: none"> <li>• All Schools are notified in advance that they will be responsible for administering first aid on their groups to reduce the risk of infection outside of the school bubble</li> <li>• Where this is not possible guidance is provided to teams and is available at the link →</li> <li>• First Aid Kits have been stocked and are checked regularly and now include and Apron, Face mask, eye protection and additional gloves.</li> </ul>	<a href="https://www.hse.gov.uk/coronavirus/first-aid-and-medicals/first-aid-certificate-coronavirus.htm">https://www.hse.gov.uk/coronavirus/first-aid-and-medicals/first-aid-certificate-coronavirus.htm</a>		
<b>Activities Covid-19</b>	All Staff/ School Groups	Low	<ul style="list-style-type: none"> <li>• All activities will be adapted to fit into a half day reducing the risk by eliminating the need for indoor space.</li> <li>• Group size may be reduced depending on activity to allow for safe social distancing. Schools will be informed of this before the visit.</li> <li>• All equipment must be cleaned prior to and after activities. Where possible keep tool use to a minimum.</li> <li>• All groups and staff will adhere to social distancing guidelines with people outside of their bubbles and keep a 2m distance where possible.</li> <li>• All instructions and talks will be delivered outside, and there will be no spaces provided to store school bags etc.</li> <li>• Access to the education building will be provided by the ramp in the giants garden for the use of toilets and hand washing only (RSCP), access to public toilets at Wallsend Parks and Northumberland Park.</li> <li>• Visits may be cancelled/rescheduled if there is a weather warning in place. (Check in advance)</li> </ul>			

### Outdoor Education Visits Risk Assessment for COVID-19 (Parks and Horticulture)

Hazard Identification	People at risk	Significant risks to health & safety	Existing control measures	COVID19 measures	Timescale / lead officer	Result*
<b>Travelling on site to activity area</b>	All Staff/School groups	Low	<ul style="list-style-type: none"> <li>Schools/Teachers are responsible for making sure groups arrive safely at Park site</li> <li>Movement as a group within site to activity area will be coordinated by the education warden with assistance from School teachers.</li> <li>Wide paths: Groups will stay to the left hand side allowing for 2m social distancing.</li> <li>Narrow paths/Poor visibility: Education Warden will go ahead of the groups and stop oncoming traffic(public), forming a temporary 1-way system until full group has passed through.</li> </ul>			
<b>Use of equipment</b>	Staff/School groups		<ul style="list-style-type: none"> <li>For activities which require tools, all equipment must be cleaned down with and antibacterial cleaner C020 before and after use.</li> <li>For tool specifics please refer to individual session plan</li> </ul>	Please refer to COSHH RA COSHH TBT		

#### To be completed by the manager undertaking the risk assessment

Name: N.Grogan Job Title: Team Leader

Signature:

Date: 05/08/20

#### To be completed by the Senior Manager

I consider the risk assessment to be suitable and sufficient to control the risks to the health and safety of both employees undertaking the tasks involved and any other person who may be affected by the activities.

Name:

Job Title:

Signature:

Date: 28.04.20

**N.B. – If senior managers do not agree that the risk assessment is suitable and sufficient then the assessment must be revised**