

Educational Visits Risk Assessment for Coronavirus

Based on current guidance September 2020 (will be updated as necessary)



What are the hazards?	Who might be harmed?	How?	How high is the risk?	What do we need to do to control this risk?	Action by who?	Action by when?
Spread of coronavirus when travelling from the school to Martineau Gardens (and back).	Volunteers, staff, visitors (including school pupils and staff), trustees.	Other people travelling are symptomatic/ asymptomatic and transmitting covid-19	High	<p>Walk, or use dedicated transport (e.g. school minibus or hired coach) if possible. Travelling by public transport should currently be avoided.</p> <p>Groupings on transport should reflect the groupings used within school (e.g. 'bubbles').</p> <p>Use of hand sanitizer when getting on and off transport; additional cleaning of transport; distancing on transport where possible; and use of face coverings if required.</p>	<p>All staff/adults from visiting schools.</p> <p>Transport companies.</p>	Ongoing
Spread of coronavirus from and between members of the public	Volunteers, staff, visitors (including school pupils and staff), trustees.	People coming into the Gardens are symptomatic/asymptomatic and transmitting covid-19	High	<p>Only one school group will be on-site per day, and the pupils/staff should be from the same 'bubble'.</p> <p>Pupils supervised at all times, to ensure that they do not interact with any visitors or volunteers.</p> <p>Most of the activities will take place outdoors. Visiting school groups will also be allocated a dedicated indoor space, which will not be shared with any other members of the public and will be cleaned before and afterwards.</p>	<p>All staff who are working at the Gardens.</p> <p>All staff/adults from visiting schools.</p>	Ongoing
Spread of coronavirus during school visits and teaching sessions.	Volunteers, staff, visitors (including school pupils and staff), trustees.	Individuals coming into the Gardens are symptomatic/ asymptomatic and transmitting covid-19	High	<p>Require staff not to come to work if they or a member of their household has symptoms, for 10/14 days respectively.</p> <p>Encourage staff and households to undertake a Covid-19 test and remain isolated until results obtained.</p> <p>If anyone becomes unwell with a new continuous cough or a high temperature, while at the Gardens they will be asked to go home and advised to follow the stay at home guidance.</p> <p>If we are advised that a member of staff or volunteer has developed Covid-19 and were recently at the Gardens, the Public Health Authority will be contacted to discuss the case, identify people who have been in contact with them and will take advice on any actions or precautions that should be taken.</p>	<p>All staff who are working at the Gardens</p> <p>All</p> <p>Martineau Gardens staff and school staff</p> <p>Director / Deputy Director & School Management</p>	<p>Ongoing</p> <p>As needed</p> <p>As needed</p> <p>As needed</p>

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Spread of coronavirus during school visits and teaching sessions.	Volunteers, staff, visitors (including school pupils and staff), trustees.	Direct transmission between individuals	High	<p>A one-way system will be in operation where everyone comes into the Gardens via the main path and leaves via the track.</p> <p>Social Distancing: Pupils to social distance where possible, including at lunchtimes. The class is split into 2 smaller groups for our sessions, which allows for more social distancing. Pupils will be from the same 'bubble', so should act in the same way as at school.</p> <p>We will ensure that activities do not involve close contact (e.g. holding hands) or pupils working face to face.</p> <p>Only 2 pupils at a time to be in the toilets for handwashing or toileting. School staff to supervise from the open doorway.</p>	Martineau Gardens Staff School staff	Ongoing
Spread of coronavirus during school visits and teaching sessions.	Volunteers, staff, visitors (including school pupils and staff), trustees.	Indirect transmission via surfaces	Medium	<p>Activities to take place outdoors whenever possible.</p> <p>The same hygiene procedures as in school (regular handwashing, use of antibacterial gel) should be followed.</p> <p>Handwashing: Visiting school groups to only use sinks in the toilets for handwashing (2 pupils only to be inside at a time), using the no-touch soap dispensers and new taps which can be pressed with an elbow. Disposable paper towels will be available for hand drying.</p> <p>There is an antibacterial gel dispenser in the Welcome Shelter which should be used on entry to Martineau Gardens.</p> <p>It is also recommended that school staff carry antibacterial gel; tissues and bags for waste whilst around the site.</p> <p>Cleaning: Objects and surfaces that are touched regularly will be cleaned and disinfected before the start of each session. Chairs and tables, WC handles and taps will be regularly disinfected.</p> <p>Equipment, e.g. bug pots, will be cleaned between sessions and, where possible, pupils will not need to share equipment.</p>	Martineau Gardens staff & School staff	Ongoing

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Cancellation of visits due to illness or school/centre closures.	Martineau Gardens staff, school staff, pupils.	Because of Covid-19, there may be a higher than normal risk of Martineau Gardens staff, school staff or whole school groups being unable to attend a visit.	Medium	Schools should take into account that a member of staff may not be able to attend a visit, and plan for a replacement if possible (keeping in mind issues such as maintaining bubbles).	School staff and Senior Management	Ongoing
				If a key member of Martineau Gardens staff (e.g. Environmental Education Teacher) is unable to attend the visit due to ill health, Martineau Gardens will inform the school with as much notice as possible, as this may require the postponement of the visit.	Martineau Gardens staff	Ongoing
				If the planned visit needs to be cancelled due to staff shortages (at the school or at Martineau Gardens) or closure of a school / bubble / Martineau Gardens, an alternative date will be sought where possible. If this is not possible, Martineau Gardens will not charge their usual cancellation fee.	Martineau Gardens staff, school staff organising the visit.	Ongoing

Next Review March 2021

This Risk Assessment is based on guidance from the Government, DfE and Outdoor Education Advisors Panel (OEAP).