



# Health and Safety Policy COVID 19

**This is the statement of general policy and arrangements for:**

**Overall and final responsibility for health and safety is that of:**

**Day-to-day responsibility for ensuring this policy is put into practice is delegated to:**

A Touch of the Wild
Hannah Standen (Director)
Hannah Standen

Out of doors in nature reduces stress, keeps immunity strong, builds resilience and community, keeps us physically healthy.

**UK Government Guidance: 16/03/20**

- only travel on public transport if you need to
- work from home, if you can
- avoid indoor social activities, such as going to pubs, restaurants, theatres and cinemas
- avoid events with large groups of people
- do not have visitors into your home, including friends and family

The government has opened schools to Reception, Year 1 and 6 children from 1<sup>st</sup> June and secondary schools from 15<sup>th</sup> June. All nurseries are reopening from 1<sup>st</sup> June.

**The NHS recommends:**

- Wash your hands with soap and water often – do this for at least 20 seconds
- Always wash your hands when you get home or into work
- Use hand sanitiser gel if soap is not available (not for children under 12 months)
- Cover your mouth and nose with a tissue/sleeve when you cough or sneeze. Catch it, bin it.
- Put used tissues in the bin immediately and wash hands afterwards
- Avoid close contact with people who have COVID 19 symptoms
- Do not touch your eyes, nose or mouth if your hands are not clean

**A Touch of the Wild:**

- Recognises that, as in schools, social distancing is not practical during Forest School sessions but that the overall risk of infection must be less due to the outdoor nature of Forest School and the smaller group sizes.

Statement of General Policy	Responsibility of	Action / Arrangements
To prevent accidents and cases of work-related ill health and provide adequate control of health and safety risks arising from	Hannah Standen Director	Relevant risk assessments completed and actions arising out of those assessments implemented. (Risk assessments reviewed every year, or earlier if working habits or

Statement of General Policy	Responsibility of	Action / Arrangements
work activities.		conditions change.)
To provide adequate training to ensure freelancers are competent to do their work.	Hannah Standen Director	Staff given necessary health and safety induction and provided with appropriate training (including sharp tool awareness and fire safety) and personal protective equipment. We will ensure that suitable arrangements are in place to cover freelancers engaged in work remote from the main business site.
To engage and consult with freelancers on day-to-day health and safety conditions and provide advice and supervision on occupational health.	Hannah Standen Director	Staff routinely consulted on health and safety matters as they arise but also formally consulted at regular health and safety performance review meetings or sooner if required.
To implement emergency response procedure in case of medical emergency (serious injury, poisoning, illness), fire, missing person or other significant incident.	Hannah Standen Director	Escape routes identified and kept clear at all times. Evacuation plans are tested from time to time and updated as necessary. Fire Safety Risk Assessment completed. ( <a href="http://www.communities.gov.uk/firesafety">www.communities.gov.uk/firesafety</a> )
To maintain safe and healthy working conditions, provide and maintain tools, equipment and materials, and ensure safe storage / use of substances.	Hannah Standen Director	Toilets, washing facilities and drinking water provided. System in place for routine inspections and testing of tools and equipment and for ensuring that action is promptly taken to address any defects. Staff trained in safe handling/use of substances. ( <a href="http://www.coshh-essentials.org.uk">www.coshh-essentials.org.uk</a> )

Health and safety law poster is displayed:	At designated site in Grammarcombe Woods		
First-aid box and accident book are located: Accidents and ill health at work are reported under RIDDOR: (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations - <a href="http://www.hse.gov.uk/riddor/">http://www.hse.gov.uk/riddor/</a> )	At designated site in Grammarcombe woods		
Signed: (Employer)	<i>Hannah Standen</i>	Date:	June 2020
Subject to review, monitoring and revision by:	Hannah Standen (Director)	Every:	6 months or sooner if work activity changes



# Risk Assessment

Organisation name: A Touch of the Wild

Activity or Event Assessed	Assessor and Reviewer			Persons at Risk	Issue Number	Date
Grammarcombe woods, Ashcombe Estate, Ashcombe, Nr Exeter; OS Grid Reference for Emergency Services – SX884849	Hannah Standen Director			Children & Adults attending and A Touch of the Wild staff	05	10/6/20
<b>Likelihood of hazard taking place (if precautions are not in place)</b> <b>Probability (P)</b>				<b>Severity of Outcome</b> <b>Severity (S)</b>		<b>Risk factor (P x S)</b>
1. Very unlikely 2. Unlikely 3. Possible 4. Likely				1. Minor injury to one or more people 2. Major injury to one person 3. Major injury to several people 4. Death of one or more people		1 Very low 2 Low 3 Medium 4–8 High 9+ Very high
<b>Potential Hazard</b>	<b>P</b>	<b>S</b>	<b>Risk P x S</b>	<b>Precautions/ Control measures to reduce risk</b>		
				<b>Prerequisite precautions:</b> e.g. Weatherproof clothing, first aid arrangements, emergency contact information and lone working policy.		
<b>COVID 19 precautionary measures</b>				<b>COVID 19 precautionary measures</b>		
Spread of COVID-19 during forest school session  Contracting the virus within a group setting  Further cross-contamination within the community  Note: The risk factor for children and younger people (without underlying health conditions) is significantly less than for older people (including staff) and the wider community (where up to 1/3 of the population have underlying health conditions). The risk factor for vulnerable people is very high and so the control measures must be implemented rigorously in order to lower the residual risk.	3	3	12	<b>We are informing people to:</b> <ul style="list-style-type: none"> <li>- Follow the NHS recommendations listed above.</li> <li>- Not attend the sessions if they fall into one or more of the vulnerable groups listed by the NHS (including drop off and pick up).</li> <li>- Stay away for at least 14 days if they or any member of their household has a high temperature or even a mild cough</li> <li>- Not share food and drink and bring their own.</li> </ul> <b>We are actively and regularly:</b> <ul style="list-style-type: none"> <li>- Designing sessions that take COVID-19 into account. Omitting equipment that is shared or that encourages close contact with the face eg binoculars, mirrors and some mud kitchen resources.</li> <li>- Cleaning and disinfecting frequently touched objects and surfaces (Door knobs, taps, kitchen &amp; bathroom surfaces, chairs, tools, cups, cutlery, tools)</li> <li>- Informing ourselves of updated HSE &amp; Govt advice and following accordingly</li> <li>- Providing paper towels for drying hands</li> <li>- Providing correct hand sanitiser and hygiene products</li> <li>- Establishing more handwashing stations throughout our camp</li> <li>- Keeping an open and informed dialogue with participants</li> <li>- We are informing people to seek further guidance about community transmission to more vulnerable groups (HSE guidance).</li> </ul>		
Mud kitchen				All Mud kitchen equipment will be washed between groups		
Tools (drill/saw)				All users to wash hands thoroughly before and after use Wipe tool handle with alcohol gel between uses		
Toilet				Another outdoor toilet will be established, simple 'behind a tree/tarpaulin' to encourage lack of surface touching		

				Tippy tap setup outside temporary toilet for handwashing Hand sanitiser station placed outside compost toilet to apply before and after entering compost toilet/using door handles Contact points in toilet building disinfected between groups Tippy tap setup outside compost toilet for handwashing
Food/drink				All participants and staff asked to bring their own food and drinks
Seating				All participants asked to sit 2 metres apart if they do sit to eat their own snack or rest
Circle time activities				To be carried out in larger space away from enclosed seating area, to allow for 2m spacing. Songs, stories etc
Waterplay				Waterplay to be removed to avoid congestion of smaller areas
Hammocks				One hammock to be used per group
Tripping / falling due to roots or rabbit/badger holes	3	1	3	Verbal warnings given regarding the position of holes and general chat about hazards. Stay well clear of badger setts. Group advised not to run
Tripping / slipping on uneven, steep and slippery ground	3	1	3	Where possible activities to take place away from steep terrain Group advised to stay to paths or designated work areas. When exploring steep terrain, group supervised at all times
Danger from falling from trees	2	1	2	Verbal warnings given to prohibit climbing trees. If children wish to climb, they will do so under close supervision only to 2m.
Tripping / falling over fallen dead wood	3	1	3	Visual check of trees on site before group arrive Verbal warnings given regarding the fallen dead wood Group advised not to run or climb on
Scratches, stings, allergic reactions related to vegetation	3	1	3	Verbal warnings given before / during woodland walk / log pile / leaf litter activity Verbal warnings not to snap off branches / throw or wield branches
Injury from falling trees or branches	1	3	3	Weather forecast acquired prior to visit but if weather becomes too poor / dangerous to continue group will be walked out of wood towards car park
Infection and cuts from litter or barbed wire	1	2	2	Verbal warnings given to group not to handle litter or climb over fences Hand sanitisers & washing facilities available
Poisoning by toxic plants or fungi	1	2	2	Verbal warnings given before / during activities not to eat plants / berries / fungi Hands must be washed before eating Hand sanitisers & washing facilities available
Risks from members of the public (inc. abduction, physical or sexual abuse)	1	2	2	Supervision of the group at all times. Maintain appropriate ratios of adults to children Position adults in appropriate positions during activities where children will be separated (e.g. sound maps)
Use of tools in general and sharp-edged tools in particular.	2	2	4	Age appropriate Participant: Adult ratios when using mallets and other tools (up to 1:1 depending on group age, experience & activity) Training in use of equipment and hand tools, generally and specifically. Maintain safe working distances ('blood bubble'). When needing to attract the attention of someone using hand tools, do so from a safe distance. Ensure that all edged tools are sharp and in good condition. Ensure that tools are used and looked after properly whilst in use. Store tools properly when not in use.
Sawing	1	3	3	Appropriate staff ratio Ensure adequate instruction with particular reference to body position and being comfortable. Emphasize importance of not forcing or bending the saw in the cut. Ensure wood to be cut is held firm / an adequate kerf is created before 'proper' sawing begins / saw is sharp.

Use of Mallets	2	1	2	Appropriate staff ratio Clear instruction on the safe use of the mallet The mallet is not lifted above head height when in use When cleaving, make sure that the person hitting asks person holding 'are you ready?' before they hit.
Ticks and Lyme's disease	2	2	4	Activities to be carried out away from areas of bracken Tick removal tool carried in first aid kit and information sheets available to parents/teachers Verbal and written reminder for personal checking

Burns and scalds from fire				Verbal warnings given before / during activities involving fire, highlighting safe practice. Adults only in charge of feeding fire or using kettle. Group members not to poke the fire or put anything onto/ take anything off the fire unless instructed otherwise No running around fire site. Seating appropriate distance away from fire. Young people to be supervised at all times around fire Fire never left unattended Water and first aid kit on hand at all times Supervised marshmallow toasting
Exposure to extreme weather conditions	1	1	1	Weather forecast acquired prior to visit but activities to be cancelled if weather is too poor (high winds or extreme cold) to continue and shelter taken where possible. In very hot weather all group members to carry extra water Prerequisite precautions must be adhered to
Individuals / small groups getting lost	1	1	1	Supervision on walks and activities Brief group on importance of staying with group, unless otherwise stated Game/Activity boundaries clearly stated Regular head counts to be carried out Groups of children will be supervised at all times, with adults at back and front of group when walking around the woods No lone working among children
Negative interaction with other site users and their pets	1	1	1	Group advised not to pet strangers' dogs Group supervised at all times No lone working among children

<b>Implementation of Risk Assessment</b> (on-going monitoring of weather conditions, site conditions and the welfare of staff, volunteers and members of the public are prerequisite requirements)	<b>Responsibility</b>
Waterproofs, wellies or walking boots	A Touch of the Wild group leader
<b>Level of risk remaining</b>	
Low	