

## Covid-19 Risk Assessment for School Visits

IDENTIFIED HAZARD / RISK	KEY CONTROL MEASURES	FURTHER ACTION REQUIRED TO REDUCE RISK
Contamination risk between students, staff, students and Learning Officer	Groups limited in size either children in education or 'bubbles'. School groups to bring in their own stationery (pens, pencils) to reduce cross contamination. Classrooms to have student designated zones separate from other LookOut users.	Confirm with school maximum group size/bubble. Keep children within small, consistent groups. Follow social distancing guidelines between TRP staff, school staff and the group of students. Face coverings do not need to be worn during teaching activities (DfE guidance, 26.8.20) but face shields will be used by TRP staff where there is a risk of 2 metres not being maintained
Contamination during arrival at The LookOut	Group to use hygiene measures – wash hands, remain in group/bubble, remain in 1 location	Strict hygiene measures to be followed during group arrival following use of public transport – bag drop, social distancing, restricted use of toilets to clean hands (1 or 2 at a time) or use of sanitiser stations. One-way system established for student/adult movement.
Contamination during Learning Activity	<p>In advance of sessions unnecessary equipment and items removed and stored elsewhere</p> <p>Activities to be modified to avoid mixing or close contact wherever practicable</p> <p>Transmission via the sharing of equipment</p> <p>Equipment/resources to be cleaned following use</p> <p>Activities involving touching outside surfaces e.g. gate should be avoided</p> <p>When moving round enclosed sites, groups restricted to specific routes/areas</p> <p>TRP Staff to avoid areas of the park that are likely to be busy with the public</p> <p>Inclement weather</p>	<p>This is current practice.</p> <p>TRP staff to modify plans to ensure minimal contact &amp; social distancing</p> <p>TRP staff plan activity that avoids sharing or resources.</p> <p>Where impractical, hygiene measures – single use items (quadrats, pond dipping nets, clipboards), will be wiped clean between use by different bubbles after each activity - to be followed at all times</p> <p>TRP staff to ensure all visitors are aware of social distancing, routes and any "out of bounds" areas – limit movement</p> <p>Sessions will be planned taking groups to areas of open space, and using wide pathways where possible</p> <p>As appropriate, either use shelters out in the park; shelter under the LookOut eaves; use classroom/Gatehouse. Prior to arrival</p>

		(booking confirmation) students to be reminded that waterproofs are essential.
Contamination while having lunch	Group to eat in the park  Poor weather	Safe allocated space used where possible – under shelters in the park, eaves on LookOut terrace or in LookOut classroom if appropriate. Hygiene & Cleaning procedure (cleaning/washing hands, use of sanitiser. Equipment to be cleaned and stored safely) to be followed throughout
Visitor becoming unwell with Covid-19 symptoms	Where an individual has Covid-19 symptoms, TRP staff will follow a COVID secure approach (isolate, support and return home) – whilst waiting, provide visitor/child with appropriate PPE in line with guidance. The appropriate reporting and cleaning procedures will be followed	Ensure TRP staff are aware of appropriate procedures - if possible, isolate person (using the Gatehouse) with appropriate adult supervision, room to be ventilated (window open). TRP staff will work in collaboration with schools regarding their specific COVID-19 measures. PPE to be worn whilst waiting. Fully clean room following use. Should a TRP member of staff develop symptoms then the session will be cancelled, TRP staff sent home (get a test). Schools notified of test outcome. TRP staff to have mobile number of key worker within The LookOut.
Contamination during departure	Inside space used, to be cleaned	Ensure TRP site cleaning procedures are followed – TRP staff to undertake cleaning of flat surfaces, resources as appropriate. TRP cleaners to ensure all room space is cleaned
Changes to Covid-19 guidance	TRP staff to continue to monitor Gov.uk & DfE guidance and internal TRP Health & Safety team advice	
Contamination during movement around LookOut site	One-way movement system. Classroom to be enclosed own space – no student access to Office space	Site map sent in advance; movement procedures discussed on arrival. LO staff to follow keeping hands clean & hygiene procedures. Resources/content original based in South Office to be moved to temporary area cordoned off by drapes as a prep area
Contamination during non-covid first aid situation	First aid to be continued as normal except resuscitation. 1 <sup>st</sup> aid kits available. Medical emergency 999 called.	Ensure 1 <sup>st</sup> aid trained staff on site. PPE worn as appropriate by first aider
Contamination during virtual delivery - staff working on live and pre-recorded activity	TRP staff following office working procedures	Equipment & resources cleaned as appropriate

Risk Assessor(s)	Graham Alderton	Signature(s)		Date Completed	1 September 2020 Updated 3.3.21
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This Risk Assessment is to assess the COVID-19 secure working requirements for TRP staff (Learning Officers) and the relevant TRP Learning activities based in Hyde Park, Kensington Gardens, St James' Park and Brompton Cemetery.

During times that school visits take place, especially at The LookOut, Hyde Park, please note that TRP staff are working within the enclosed Office areas that are separate from the student designated zones.

Current Government guidance (February 23<sup>rd</sup>, 2021):

[www.gov.uk/government/publications/protective-measures-for-holiday-or-after-school-clubs-and-other-out-of-school-settings-for-children-during-the-coronavirus-covid-19-outbreak/protective-measures-for-out-of-school-settings-during-the-coronavirus-covid-19-outbreak](https://www.gov.uk/government/publications/protective-measures-for-holiday-or-after-school-clubs-and-other-out-of-school-settings-for-children-during-the-coronavirus-covid-19-outbreak/protective-measures-for-out-of-school-settings-during-the-coronavirus-covid-19-outbreak)

...The government's intention is then for out-of-school settings and wraparound childcare providers to be able offer provision as normal, to all children, from the start of the school summer term. **This will be no earlier than 12 April**, and will be confirmed as part of step 2 of the [COVID-19 Response - Spring 2021...](#)

Previously - Government guidance (September 1st, 2020):

In the autumn term, schools can resume non-overnight domestic educational visits. These trips should include any trips for pupils with SEND connected with their preparation for adulthood (for example, workplace visits or travel training). This should be done in line with protective measures, such as keeping children within their consistent group, and the COVID-secure measures in place at the destination. Schools should also make use of outdoor spaces in the local area to support the delivery of the curriculum.