

## North York Moors National Park Education Service

### Generic Risk Assessment and Guidance for: School/group visits during COVID-19 pandemic. (page 1 of 7)

This risk assessment covers all group activities taking place within The Moors National Park Centre at Danby and Sutton Bank National Park Centre.

**Adult to pupil ratio:** At least 1 adult to 10 pupils; more adults as appropriate for younger / less able pupils.

**Max group size per Activity Leader:** 1 class

**Provider:** NYMNP Education Service

**Assessor / Reviewed by:** Heather McNiff, Head of Education and Youth Engagement

**Last reviewed:** 10<sup>th</sup> Sept 2020      **Next review:** Oct 2020

**Method for review:** All hazards reviewed by:  
Monthly review (or as new guidance issued) / leader feedback / accident & near miss books

### Limitations and Emergency Procedures

All education staff and most centre staff hold a valid, appropriate first aid qualification and first aid kits available at each location.

Supervision of children during breaks between programmed activities is the responsibility of visiting teachers.

Roles and responsibilities of National Park Leaders and visiting teachers are stated in our 'Pre-Visit Information' on our website at:

<http://www.northyorkmoors.org.uk/about-us/school-and-group-visits/essential-information>

Risk rating scale where risk rating = likelihood x consequence				Risk rating assuming precautions are taken:
Consequence \ Likelihood of hazard causing harm assuming precautions are taken	1 Minor Injury Incident can be dealt with on site and casualty is able to continue activity	2 Major Injury Casualty cannot continue activity	3 At least 1 fatality	
1 Very unlikely	1	2	3	1 = low risk
2 Occasional	2	4	6	2 to 4 = medium risk
3 Likely	3	6	9	6 to 9 = high risk (unacceptable) Omit activity or change to reduce risk before proceeding

**Risk Assessment for school//group visits during COVID 19 pandemic. (Page 2 of 3)**

HAZARD	POTENTIAL HARM	PEOPLE AT RISK	PRECAUTIONS	RISK RATING	NOTES AND ACTIONS
Illness whilst at work	COVID-19 Spread of virus, contracting virus	Group members, staff and visitors	<p><b>NYMNPA Education Service staff prior to arriving at work:</b> If you have, or are showing symptoms of, coronavirus (COVID-19)</p> <ul style="list-style-type: none"> <li>• a new continuous cough,</li> <li>• a high temperature,</li> <li>• or a loss of, or change in, your normal sense of taste or smell – anosmia,</li> </ul> <p>or have someone in your household who is, you should not come to work.</p> <p>If you have been contacted through the test and trace system and have been told to self-isolate then you should not come to work.</p>	(1 x 2) <b>2 MEDIUM</b>	Staff should be at home, in line with the <a href="#">guidance for households with possible coronavirus infection</a> and arrange to have a test.
Spread from school/group visitors and NYMNPA staff	COVID-19 Spread of virus, contracting virus	Group members, staff and visitors	<p><b>School Visit lead will:</b></p> <ul style="list-style-type: none"> <li>• prior to arrival complete and sign a booking form to confirm that school staff will promote and monitor good personal hygiene and ensure social distancing is maintained where necessary</li> <li>• Upon arrival confirm that their setting is 'Covid free' or that their local health protection team have said that they are safe to stay open and everyone on the visit is in good health and not showing any signs of Covid-19</li> </ul> <p>One NYMNPA's Education Service staff member programmed to work with one school group each day.</p>	(1x2) <b>2 MEDIUM</b>	<p>Guidance docs for remaining hazards:</p> <p>Full school opening <a href="https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools">https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools</a></p> <p>Out of school settings <a href="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">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</a></p> <p>Educational visits <a href="https://www.gov.uk/government/publications/health-and-safety-on-educational-visits/health-and-safety-educational-visits/health-and-safety-educational-visits">https://www.gov.uk/government/publications/health-and-safety-on-educational-visits/health-and-safety-educational-visits/health-and-safety-educational-visits</a></p>

					<a href="#">on-educational-visits</a>  <a href="https://oeapng.info/downloads/download-info/4-4k-coronavirus/">https://oeapng.info/downloads/download-info/4-4k-coronavirus/</a>
Spread of virus through poor hygiene/lack of social distancing	COVID-19 Spread of virus, contracting virus	Group members, staff and visitors	<p>NYMNPA Education Service staff are instructed to follow good hygiene/SD practices including:</p> <ul style="list-style-type: none"> <li>to clean their hands more often than usual, particularly after arriving at the work place, when returning from breaks, and before and after eating or handling food, as well as after touching their face, blowing their nose and sneezing or coughing.</li> <li>to clean their hands, washing them thoroughly for 20 seconds with running water and soap and dry them thoroughly, or use alcohol hand rub/sanitiser ensuring that all parts of the hands are covered.</li> <li>maintaining their social distance (where possible 2 metres when inside)</li> <li>ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach</li> </ul> <p><b>NYMNPA Education Staff will:</b></p> <ul style="list-style-type: none"> <li>remind group members of the importance of good personal hygiene and</li> <li>remind school staff of their obligation to report any illness immediately.</li> </ul> <p>Appropriate signage and social distance markers are in place around the Visitor Centre site.</p>	(1 x 2) <b>2</b> <b>MEDIUM</b>	

Contact with others through being indoors and/or mixing with other groups	COVID-19 Spread of virus, contracting virus	Group members, staff and visitors	<p>Activities will be modified to take place outside and conducted to adhere to social distancing guidelines and prevent any interaction with other schools, wherever possible. In the event that inside working/lunch is required due to poor weather then a room for the sole use of one class will be provided.</p> <p>When groups require entry to the building and rooms then the following will be applied;</p> <ul style="list-style-type: none"> <li>Lecture theatre – entrance through the terraced garden and fire exit.</li> <li>Studybase – entrance through the fire exit into the downstairs permanent exhibition space and up the stairs.</li> </ul> <p>Both rooms are separated from the general public. Signs are displayed to prevent other centre staff from entering the rooms.</p> <p>Seating is arranged so that pupils sit side by side and facing forwards.</p> <p>NYMNPA Education staff to instruct group to use hand sanitiser on entrance to the building. Sanitiser available at multiple locations including allocated rooms.</p> <p>At the end of each day a thorough clean of each room will be undertaken which includes all surfaces being sanitised.</p> <p>Access to upstairs exhibition area to be roped off and the lift isolated. School staff are requested to instruct children not to use any of the exhibition equipment.</p>	(2 x 2) 4 <b>MEDIUM</b>	
Use of activity equipment	COVID-19 Spread of virus, contracting virus	Group members, staff and visitors	<p>Use of activity equipment is kept to a minimum.</p> <p>Any equipment which is shared (e.g. passing round stone age artefacts, sharing fire steels) then this protocol will be followed;</p> <ul style="list-style-type: none"> <li>Items are cleaned prior to use and stored in separate</li> </ul>	(1 X 2) 2 <b>MEDIUM</b>	

			<p>paper bags</p> <ul style="list-style-type: none"> <li>All participants use hand sanitiser prior to touching</li> <li>Items cleaned thoroughly and replaced in paper bag</li> <li>NYMNPA staff check with school staff prior to activity that they are happy with this protocol.</li> <li>The alternative is for NYMNPA staff to show artefacts and demonstrate fire steels.</li> </ul> <p>Equipment which is used is cleaned before and after use. Any equipment which is material based (e.g. gloves, bag handles, nets, wellys) is quarantined for 72 hrs in a designated space (time limit also applies to uncleaned plastics) e.g. landing area, climbing cave or welly store and clearly marked with start and end dates/times.</p>		
Use of toilet facilities	COVID-19 Spread of virus, contracting virus	Group members, staff and visitors	<p>Toilet facilities are reduced to aid social distancing and are open to public use. All toilet areas to be cleaned as per caretaker/cleaner inspection results. Usage for different school groups to be staggered. NYMNPA Education staff/caretakers have daily schedule to understand different school group movements on site. In addition an inspection will take place prior to school use and cleaned as appropriate – Education staff to radio caretaker to advise on timings.</p> <p>Internal upstairs toilets are NYMNPA staff use only.</p>	(2 X 2) 4 <b>MEDIUM</b>	
If someone falls ill with suspected COVID 19	COVID-19 Spread of virus, contracting virus	Group members, staff and visitors	<p>If anyone becomes unwell with a new, continuous cough or a high temperature, or has a loss of, or change in, their normal sense of taste or smell (anosmia), they should be sent home and advised to follow the <a href="#">COVID-19: guidance for households with possible coronavirus (COVID-19) infection guidance</a>.</p> <p>If a child is awaiting collection indoors, they should be moved, if possible, to a room where they can be isolated behind a closed door, depending on the age of the child and with school staff supervision. Ideally, a window should be opened for ventilation.</p>	(2X2) 4 <b>MEDIUM</b>	

			<p>If it is not possible to isolate them or the provision is outside, you should move them to an area which is at least 2 metres away from other people.</p> <p>If they need to go to the bathroom while waiting to be collected, they should use a separate bathroom if possible. The bathroom should be cleaned and disinfected using standard cleaning products and following the COVID-19: cleaning of non-healthcare settings guidance before being used by anyone else. Designated toilet is the staff toilet on the landing which is thoroughly cleaned afterwards.</p> <p>Maintain a distance of 2 metres at all times.</p> <p>In an emergency, call 999 if they are seriously ill or injured or their life is at risk. Do not visit the GP, pharmacy, urgent care centre or a hospital.</p> <p>If a member of staff has helped someone with symptoms, they do not need to go home unless they develop symptoms themselves (and in which case, a test is available) or the child subsequently tests positive. They should wash their hands thoroughly for 20 seconds after any contact with someone who is unwell. Cleaning the affected area of the setting with normal household disinfectant after someone with symptoms has left will reduce the risk of passing the infection on to other people. See the COVID-19: cleaning of non-healthcare settings guidance.</p>		
Response to any infection	COVID-19 Spread of virus, contracting virus	Group members, staff and visitors	<p>If an infection is confirmed within our setting then we will</p> <ul style="list-style-type: none"> <li>engage with the NHS Test and Trace process</li> <li>manage confirmed cases of coronavirus (COVID-19)</li> </ul>	(2 x 2) 4 <b>MEDIUM</b>	

			<ul style="list-style-type: none"> <li>contain any outbreak by following local health protection team advice</li> </ul>		
Delivering first aid - Guidance for first aiders	COVID-19 Spread of virus, contracting virus	Group members, staff and visitors	<p>Try to assist at a safe distance from the casualty as much as you can and minimise the time you share a breathing zone.</p> <p>If they are capable, tell them to do things for you, but treating the casualty properly should be your first concern. Remember the 3P model – preserve life, prevent worsening, promote recovery.</p> <p><b>Preserve life: CPR</b> Call 999 immediately – tell the call handler if the patient has any COVID-19 symptoms Ask for help. If a portable defibrillator is available, ask for it Before starting CPR, to minimise transmission risk, use a cloth or towel to cover the patient’s mouth and nose, while still permitting breathing to restart following successful resuscitation Only deliver CPR by chest compressions and use a defibrillator (if available) – don’t do rescue breaths <b>Prevent worsening, promote recovery: all other injuries or illnesses</b> If you suspect a serious illness or injury, call 999 immediately – tell the call handler if the patient has any COVID-19 symptoms If giving first aid to someone you should minimise the time you share a breathing zone with the casualty and direct them to do things for you where possible <b>After delivering any first aid</b> Ensure you safely discard disposable items and clean reusable ones thoroughly Wash your hands thoroughly with soap and water or an alcohol-based hand sanitiser as soon as possible</p>	(2X2) 4 <b>MEDIUM</b>	First aid advice from <a href="https://www.hse.gov.uk/coronavirus/first-aid-and-medicals/first-aid-certificate-coronavirus.htm#non-healthcare">https://www.hse.gov.uk/coronavirus/first-aid-and-medicals/first-aid-certificate-coronavirus.htm#non-healthcare</a>