

Woodcraft School Ltd

Covid 19 Operating position and rational.

From the perspective of COVID-19 there are two main considerations.

1. The safety of our clients, the public and those that we work with.
2. Ensuring that we continue to comply with all current legislation and other obligations.

Rational

- When operating our business, whenever and wherever our work takes place becomes our workplace, and is therefore covered by the relevant health and safety legislation
- HM Government have not currently listed our business as one which should remain closed. They have maintained that all 'non-prohibited' businesses should continue to operate where possible, but in line with the requirements of the PHE COVID-Secure guidance.
- The current requirement relating to a maximum group size of 6 people from different households is a 'social' one applying outside the workplace setting, therefore we can have more than six people (including members of the public) within a workplace providing we can adhere to the relevant COVID-Secure guidance.

With the above in mind, we have taken the decision to operate our business providing we meet the HM Government and Public Health England COVID Guidance. This includes maintaining social distancing (both between staff and clients, and clients and others), and the provision of other relevant precautions.

To ensure that we keep our clients safe, adhere to the law and keep our business COVID- Secure we will:

- Undertake a suitable and sufficient risk assessment, identifying the control measures which allow us to meet the PHE guidance and continue to safely operate our business.
- Make a record of that Risk Assessment and keep a copy which are available on request.
- Review that assessment on a regular basis to ensure that it is valid
- Continue to monitor the advice and guidance issued by HM Government Public Health England and Governing Bodies, updating our policies, procedures and risk assessments where necessary.

In addition, we will:

- Communicate regularly with our clients and subcontractors.
- Send information to them regarding what is expected when attending or teaching on one of our courses.
- Retain client contact details for a period of 21 days should we be contacted by PHE test and trace services, or one of our clients or subcontractors regarding a possible or confirmed case of COVID-19.

Covid 19 Methodology Statement & mitigation

Statement to employees, subcontractors, and clients.

It is important for all employees, subcontractors and clients to note that if you, or a member of your household, are unwell with symptoms of coronavirus you should not travel to or attend the course or programme. If you are already at the course venue when you feel unwell already then you should cease work immediately, contact the company director, and take steps to isolate and remove yourself.

Clients: we guarantee to honour your booking for courses at a later date should you become unwell prior or during a course. Please do not therefore feel obligated to attend for fear of losing a place.

Specific Covid 19 Methodology Statement

Operation: Woodcraft School Limited will run of all our education course activities in adherence with HM Government and Public Health England specific advice.

Training: This document forms part of the training for employees on managing a COVID SECURE workplace – along with specific additional instruction.

Activity and actions expected:

1. Employees, sub-contractors and clients must at all times remain 2 meters apart - there should be no physical contact such as hand shaking. This distance can be reduced to 1 metre with appropriate mitigating measures if the 2-metre distance is not practical.
2. All courses will adhere to a maximum number of clients not exceeding 12 persons.
3. Where possible all clients while on site, will maintain social distancing, and in the unlikely event where this is not possible, other control measures will be implemented, including facing away from each other, wearing face coverings etc.
4. All on site must increase the frequency of handwashing, in practice this means on arrival at site and a compulsory handwash for a minimum of 20 seconds using soap and water regularly during the day. Handwashing will be done using a foot operated pump to provide running water
5. All clients are requested to bring their own hand sanitising gel with a minimum of 65% alcohol content, especially for field trips.
6. A disposable face covering 'mask' is available for anyone on site that wishes to use them.
7. There should be no sharing of equipment when items of realia are used in a lesson then they are placed on benches and clients invited to come up to inspected them at 2-metre distance from one another. Disposable gloves will also be issued for those who wish to handle these objects. Handwashing before and after handling such items will be required
8. With regards to tools all clients to be provided with these tools to use for the duration of the programmes and disinfected after each course.
9. Surfaces and equipment should be cleaned and disinfected using a disinfectant with proven action against COVID-19 before and after each use.
10. Any personal litter should be burnt or removed at the end of the day and taken home.
11. All staff should avoid touching their face and if there is a cough or sneeze this should be done into a tissue and disposed of in the fire. If no tissue is available, it should be done into the elbow.

12. Toilets are to be cleaned by the user after each use with the spray provided.
13. Paper towels should be used for drying hands.
14. A receptacle will be on site to collect any flammable materials used, for example hand drying towels then burned at the end of the session
15. Face coverings are to be encouraged when social distancing is not possible and can be very simple:
16. Direct passing of equipment between staff/customers is to be avoided, items should be placed on the ground for the recipient to pick up see point 10.
17. Where sharing a vehicle is essential there should be only be two persons in the vehicle, and;
 - Occupants must maintain the 2-metre physical distancing by sitting diagonally in the front and rear of the vehicle
 - Windows must be opened to allow adequate ventilation, thinking about the flow of air, i.e. not going from driver to rear passenger (open front nearside and rear offside windows for crossflow)
 - A face covering must be worn by both occupants, however if a covering hinders the driver's ability to safely view the road, or vehicle controls and display then they must not wear a face covering.
 - The vehicle must be fully cleaned inside including all contact hot points using a suitable disinfectant or biocide
18. Pre course information to clients to include a reminder to socially distance and to bring hand sanitising with a minimum alcohol content of 65%, be self-sufficient in food and cooking equipment if possible.
19. Those needing to cook on the fire must do so in rotation.
20. Clients will be refused entry on the instructor's discretion based on appearance of potential symptoms.
21. Where the kettle is used then a staff member will distribute the beverages and pour water to minimise multiple handling of equipment.
22. Reminders that 65% plus alcohol gel may not be effective on soiled hands and that hands should be cleaned first.
23. Personal toilet paper supply will be issued to all on site.

Emergency Situations

- In case of emergency evacuation people do not have to stay distanced if it is unsafe to do so.
- In addition to our normal provision of first aid equipment we will ensure that we have additional face coverings and hand sanitiser for use by our first aid qualified instructors.
- In the event that the provision of first aid is required, the first aider will wherever possible wear a face covering.
- Casualties will also be encouraged to wear a face covering where this does not impede the delivery of first aid.
- Particular care must be taken to minimise the risk of transmission, by the washing and or sanitising of hands, and cleaning of equipment both before and after treatment.
- In the event that resuscitation is required our first aid qualified instructors will follow the COVID-19 guidance issued by the UK Resuscitation Council

The following will be communicated to all clients at time of booking and this entire document will be available for viewing on our website

C19 joining instructions

- Please do not attend this course if you are suffering any of the symptoms associated with this illness * we are happy to issue a credit note for a future course if you are unwell.
- In addition, please do not attend if anyone that you have had close contact or live with in the past 14 days has symptoms or has tested positive for COVID-19 or has been instructed to isolate by the NHS Test and Trace service.
- All course participants will be required to complete a COVID-19 Declaration on arrival and before course commencement, participants will be asked to leave if they refuse to do so.
- We will be maintaining social distancing under Government guidance which is currently 2-metres, or where not practical 1-metre with mitigations, this may change before the course start.
- We are suggesting that you consider wearing a face covering 'mask', we have a supply of disposable ones on site, but you may wish to bring your own.
- We will be passing books and teaching aids etc around as we teach and have gloves available for these occasions.
- We also provide one running water hand washing station and three points where hand sanitiser can be found. High alcohol gel in various places around the camp, but I suggest you buy a small personal supply especially for when we are out and about on field trips etc. 65% or above alcohol content is considered effective when hands are clean
- Most of our courses are self-catering, and you should come entirely self-sufficient for the week, we will supply fresh water, and can provide a central fire for cooking but with social distancing measures this may mean queue at mealtimes. Bring your own cooking stove if possible.
- We are able to provide hot drinks and a kettle to be controlled and beverages distributed by staff
- We have a composting toilet and require clients to wipe down surfaces after each use
- If your course involves a field trip you will have to use your own transport to get there

* The main symptoms of coronavirus are:

- **a high temperature** – this means you feel hot to touch on your chest or back (you do not need to measure your temperature)
- **a new, continuous cough** – this means coughing a lot for more than an hour, or 3 or more coughing episodes in 24 hours (if you usually have a cough, it may be worse than usual)
- **a loss or change to your sense of smell or taste** – this means you've noticed you cannot smell or taste anything, or things smell or taste different to normal

Most people with coronavirus have at least one of these symptoms.

Appendices

Legislation & guidance: In addition to the guidelines outlined above, below is listed the legislation and guidance documentation considered and complied with to compile this document

- Health and Safety Work Act 1974
- The Management of Health and Safety at Work Regulations 1999
- Workplace (Health, Safety and Welfare) Regulations 1992
- Provision and Use of Work Equipment Regulations (PUWER) 1998
- Control of Substances Hazardous to Health Regulations 2002
- The Work at Height Regulations 2005
- The Personal Protective Equipment at Work Regulations 2002
- The Manual Handling Operations Regulations 1992
- Relevant UK home nation guidelines
- **RIDDOR** (The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013)

Useful Links:

<https://www.gov.uk/coronavirus>

<https://www.hse.gov.uk/coronavirus/index.htm>

<https://www.resus.org.uk/covid-19-resources/covid-19-resources-general-public>