



**The Manor**  
Preparatory School

## **To Parents of Children in Year 5**

25 September 2020

Dear Parents

### **River Pang Visit**

On **Friday 2 October**, as part of this term's Geography theme of Rivers, Year 5 will be performing fieldwork at the River Pang in Berkshire. The centre is based at Rushall Farm, near Bradfield, Berkshire. We will be leaving school at 9:00am and returning in time for the end of the school day.

As we will be outdoors all day, the children will need to wear comfortable clothing and will need to bring a waterproof jacket with a hood. Trousers will be more suitable than shorts as there are nettles and brambles along the paths. The children should wear trainers or walking boots and bring a pair of Wellington boots, in a plastic bag, to change into on arrival. We would like them to bring along a change of clothing, especially socks, which they can leave in a safe place during the visit.

We will be pond dipping during the day and whilst the chances of infection are low, we would ask that any cuts and scratches are covered with waterproof plasters.

The school will provide a mid-morning snack and a packed lunch.

In light of the government guidelines, which have been given to schools with regards to COVID-19, we have taken a number of measures in order to minimise the risk to both pupils and staff. These measures include:

- using 2 coaches to allow for social distancing
- ensuring the coaches arrive straight from the depot, have been thoroughly cleaned and have not been used by any other schools prior to our use that day
- ensuring pupils sanitise their hands regularly throughout the day
- keeping pupils within the Year 5 'bubble'; we have ensured there will be no other schools working on the site of Rushall Farm during our visit

**In addition to this, we shall also be taking the temperature of all Year 5 pupils as they enter the school gate on Friday morning. Should they be found to have a temperature of 38 degrees or above, they will unfortunately be unable to join us on the trip and you will be asked to take your child home. Children travelling to school by bus will have their temperature checked upon arrival at school.**

**All children will be required to wear a face mask on the coach to and from Rushall Farm. The school will provide your child with a disposable mask, however if your child would prefer to bring their own, please ensure it is packed in their bag. If there is a medical reason why your child is not able to wear a face mask, you will need to show us an exemption card prior to the trip.**

Please also find attached below the risk assessment from Rushall Farm, which will give you further information about the measures that have been put in place to keep everyone safe.

Please note that if you have declared your child to have asthma/an allergy requiring an adrenaline auto-injector (AAI) on their school medical form and they have been prescribed an inhaler/AAI, your child will not be allowed to leave the school site without their device.

Please also be aware that the bus company will insist that the children wear the safety restraints provided, which could either be seat belts or lap belts depending on the individual coach used.

Yours sincerely

Mrs Rhiannon Demain  
Year 5 Geography Teacher

## COVID 19 Risk Assessment

<b>SITE NAME:</b> Rushall farm	<b>GRID REF:</b> SU 589 726
<b>OWNER:</b> W. Cumber & Son (Theale) Ltd	<b>TEL. NO:</b> 0118 9744 547
<b>ASSESSORS:</b> John Bishop	<b>DATE OF ASSESSMENT:</b> 17.08.20
<b>NEAREST HOSPITAL:</b> Accident & Emergency: Royal Berkshire, Craven Road, Reading (0118 987 5111), Minor Injuries (Work Hours) West Berkshire Community Hospital, Thatcham (01635 273300) <b>SITE ACCESS FOR EMERGENCY VEHICLES:</b> from Scratchface Lane	

HAZARD	Who	RISK LEVEL (HIGH/ MEDIUM/ LOW)	Existing control measures
Contaminated Site	All	Medium	<ul style="list-style-type: none"> <li>Everyone to wash hands on arrival &amp; departure</li> <li>Enhanced cleaning schedule throughout the site. All areas to be deep cleaned between visits. Contact points also to be cleaned during the day</li> <li>Supplies of paper towels &amp; soap &amp; sanitiser topped up regularly &amp; at least daily</li> <li>Equipment to be cleaned after use. Avoid use of equipment which can't be cleaned. 72 hour rule may apply.</li> <li>JST Staff to wear gloves when cleaning.</li> <li>Bin liners in all bins &amp; emptied daily.</li> <li>Schools to collect own rubbish &amp; take it away with them</li> <li>Only essential visitors (eg contractors) on site during school visits. They should come after 3pm where possible. Briefing on procedures on arrival</li> </ul>
Person to person infection	All	Medium	<ul style="list-style-type: none"> <li>Everyone to wash hands on arrival &amp; departure</li> <li>School to be asked to temperature check children before leaving school</li> <li>Only 2 schools on any day – 1 at Rushall Manor &amp; 1 at Oaklands</li> <li>Cohort number to be limited to 60</li> <li>Cohort divided into groups of 15 max.</li> <li>Bubble size to be determined according to how individual schools operate in classroom</li> <li>Bubbles to be kept separate</li> <li>Social distancing according to government guidance to be maintained within bubble where possible.</li> <li>Timetable keeps bubbles separate &amp; staggers lunches/toilet &amp; hand washing</li> <li>Frequent handwashing. Soap &amp; water where possible, but sanitiser also available in indoor spaces (Black Barn, Stable, trailer...)</li> <li>JST staff to maintain 2m distance from each other and schools</li> <li>JST staff to stay with same group throughout the visit</li> <li>All activities to take place outside where possible.</li> <li>Lunch outside where possible or use Black Barn</li> <li>Indoor spaces to be well ventilated</li> <li>Use Black Barn rather than Stable where possible, as better ventilation</li> <li>All equipment including chairs &amp; tables to be cleaned after use</li> <li>Avoid sharing equipment where possible</li> <li>Bubbles to use separate toilets where possible &amp; social distance when queuing</li> <li>Dedicated toilet for JST staff</li> <li>JST staff to be given/ have own reusable gloves &amp; sanitiser</li> <li>All staff (JST &amp; school) to bring own cup/water bottle.</li> <li>School staff responsible for First Aid where possible. JST staff to use PPE if need to do First Aid. (Mask, gloves, apron, eye protection). Minimise time with infected individual. Wash hands afterwards.</li> <li>All rubbish to be disposed of by individual, so others don't need to touch it</li> <li>One way system to be used at farm</li> </ul>

Using trailer		Medium	<ul style="list-style-type: none"> <li>One bubble at a time</li> <li>Hands to be washed before climbing onto trailer</li> <li>Where sanitiser is used before getting on trailer, (because soap &amp; water are not available) it should be allowed to dry before climbing on.</li> <li>Passengers sit side by side &amp; face outwards. Cushion seats are 1m apart &amp; well ventilated</li> <li>Rails to be cleaned between bubbles</li> <li>Cab to be ventilated &amp; cleaned between drivers – use gloves where possible</li> <li>Same driver for tractor throughout day</li> </ul>
Lack of awareness		Medium	<ul style="list-style-type: none"> <li>Posters to be displayed around site.</li> <li>Briefings for JST staff on risks &amp; procedures. Include possible symptoms</li> <li>Procedures they will need to adhere to will be included in H&amp;S briefing given to school on arrival. School to be asked to confirm they have read and understand procedures before they visit</li> <li>Risk assessment to be sent to school in advance.</li> </ul>
Child/ school staff shows symptoms		Medium	<ul style="list-style-type: none"> <li>Move to separate designated space (Bee Room) and await immediate collection. School staff responsible for monitoring child- maintain 2m distance &amp; use PPE where appropriate.</li> <li>JST office to be notified</li> <li>Areas occupied &amp; equipment touched by affected person to be cleaned &amp; disinfected</li> <li>A note to be kept of any JST staff who have been in contact with person with symptoms. They should follow government guidance.</li> <li>Make sure each subgroup knows name of JST leader – helps with tracing</li> <li>Only school staff to accompany visit – not parents</li> </ul>
JST staff member shows symptoms		Medium	<ul style="list-style-type: none"> <li>Go home immediately, get tested &amp; isolate according to government guidance</li> <li>Should only return to work after receiving a negative test result</li> </ul>
Fire		Medium	<ul style="list-style-type: none"> <li>Emergency evacuations are to take place, following social distancing principles as far as is reasonably practicable, particularly at assembly areas (2m separation). Bubbles should assemble together and not mix with other groups.</li> <li>In the event of an unplanned evacuation, fire safety must take priority over social distancing.</li> </ul>
Deliveries		Low	<ul style="list-style-type: none"> <li>Do not approach delivery staff, allow packages to be left in a safe place. <ul style="list-style-type: none"> <li>Hands are to be thoroughly washed after handling all deliveries or waste materials.</li> </ul> </li> </ul>
Camps			<ul style="list-style-type: none"> <li>Group sizes limited to keep to government guidance. 30 in total in groups of 2 households. Campers to bring own tents</li> <li>Kitchen use limited.</li> <li>Kitchen cleaned after visits</li> <li>Cleaning materials to be available for campers to use as necessary</li> <li>Individual groups may use washing facilities together, while social distancing, if space, otherwise 1 in 1 out to be observed.</li> </ul>
Volunteers		Low	<ul style="list-style-type: none"> <li>No volunteer groups on site during school visit</li> <li>2m social distancing to be observed</li> <li>Volunteers to bring own tools to avoid sharing</li> </ul>

**Risk assessment to be updated following any new government guidance.**