



# Welcome back!

## **Educational visits to Harlow Carr are restarting and we are looking forward to welcoming you back.**

We appreciate the value of Gardens, nature and the outdoors to everyone's wellbeing, especially right now while we all come to terms with Covid-19 and the implications of living with it and the restrictions that it can place upon us all. RHS Garden Harlow Carr have put into place protective measures for educational groups to ensure that we are able to carry on welcoming groups of children to enjoy our workshops and facilities.

Thank you for booking a visit to RHS Harlow Carr. I have enclosed our booking form. Please could you complete the details and sign the form before returning to us.

**Pre-visit:** You may have visited Harlow Carr before and some knowledge of the Garden and our facilities, however, we advise a pre-visit if you have not been here before, or have not been for some time. If you would like to arrange a pre-visit, please get in touch. We are happy for you to make a self-guided pre-visit at the weekends. These must be pre-booked to enable free access. If you would like to chat to a member of the Education Team we can organise a call or you can send us an email. The Education Team are normally available Monday to Friday

**Risk assessment:** It is important that you produce your own risk assessment that is specific to your visit and the children involved. For schools who will be relying on parent helpers to support the pupil to adult ratio – please can you include in your risk assessment the measures you intend to take to mitigate associated risks to the 'bubble'.

*Due to Covid-19, we need you to send us a copy of your trip risk assessment no later than 2 weeks before your visit, including any special safety measures you are taking for Covid-19. Included with this letter is a copy of the RHS School Visits Risk Assessment which we need you to read, understand and agree to abide by.*

## **Considerations and information for your visit**

### **Minimising contact between individuals and maintain social distancing wherever possible**

All teaching will take place out of doors where possible.

Learning Centre staff will aim to keep a 2-metre distance from school groups. They will wear a face covering at all times through your visit while you are indoors, and outside if social distancing of 2m cannot be maintained.

Primary school aged children will not need to wear a face covering whilst inside the Learning Centre or on-site.

Secondary children and all adults accompanying will be expected to wear a face covering indoors.

If a visitor has an accident, first aid will be provided by the school in the first instance. The RHS has first aiders who may assist if necessary.

Each visiting educational group will be considered a 'bubble'. Each bubble will have a designated area in the Learning Centre with a designated member of staff.

We request that schools do not exceed the current adult to student recommended ratios for educational visits – if there is a particular reason why they might need more adults e.g. SEND groups, we request they contact us.

### **Within the Learning Centre classrooms**

The Learning Centre will make adaptations to the classroom to support distancing where possible. This will include seating pupils side-by-side and facing forwards, rather than face to face or side on.

When working in classrooms they will be ventilated as far as possible to allow for air circulation.

### **Within the Learning Garden**

On the days that the Learning Garden is in use for school visits, barriers or signage will be placed at the entrance and exit to prevent general visitors entering the area.

### **Within the Greenhouse**

While there is a class in the greenhouse, all possible windows will be open allowing air circulation.

### **Measures for arriving at and leaving the Learning Centre**

The Learning Centre has put into place staggered start and finish times to keep groups apart as they arrive and leave the site.

AM workshops will start at 10am or 10.15am. We request you arrive 15mins before the session – you are welcome to stay the remainder of the afternoon.

PM workshops will start at 12.30pm or 12.45pm. We request you arrive 15mins before session – you are welcome to arrive earlier in the morning at a time arranged when booking.

To avoid congestion, the entrance and exit for schools will now be located to the gate which is located directly outside of the Learning Centre.

A member of the Learning Team will be waiting to greet the group and they will inform the Visitor Service team of the group's arrival and numbers.

We will request that schools inform us if there is a delay to their arrival.

### **Toilets**

Toilet provision should be within the school or group bubble whenever possible. Toilets will be cleaned regularly.

Your group will be provided with use of a specific set of toilets

Pupils and staff will be asked to stagger toilet visits to prevent congestion in corridors.

### **Retail and Plant Centre**

Due to the large numbers in school groups, we will request that they do not access retail and plant centre. This will protect school groups and other visitors.

### **Equipment and resources**

We have reviewed our use of equipment and resources so that their use is minimised. Each classroom will have its own set of resources. For individual and very frequently used equipment, such as pencils and pens, pupils will have their own items that are not shared and we may ask that schools bring these with them. Classroom based resources can be used and shared within the bubble; these will be cleaned regularly, along with all frequently touched surfaces.

We will recommend to visiting groups that pupils and school staff limit the amount of equipment they bring into the Learning Centre to essentials, such as lunch boxes, hats, coats, and mobile phones. Bags are allowed.

### **Lunches**

Your 'bubble' will have their lunch in their allocated classroom. Rubbish bins may be provided for waste but we encourage you to take your rubbish home with you. 'Bubble' facilities will be available for children to regularly wash their hands, with school staff supervising, as appropriate.

RHS staff will clean surfaces pre- and post- lunch.

### **Clean hands thoroughly more often than usual**

Teachers are responsible for organising hand cleaning routines. However the Learning Staff at the Centre will be flexible with workshops to allow these routines to be observed.

Visiting groups must have a COSHH assessment for the use of hand sanitiser and have implemented appropriate controls. Group leaders should inform RHS staff if there is a problem with its use for any attendees. Children should be supervised by group leaders when using hand sanitiser.

School groups wanting to use hand sanitiser should bring their own and are responsible for their own risk assessments relating to its use.

### **Measure for anyone showing signs of infection**

If anyone in the school group becomes unwell during their visit with a new and persistent cough or a high temperature, or has a loss of, or change in, their normal

sense of taste or smell (anosmia), their teacher must arrange for them to be sent home.

If a child/adult is awaiting collection, they will be moved to the room or area allocated for isolation within the Learning Centre or elsewhere onsite with adult supervision as per the school or group risk assessment.

School staff are responsible for caring for the child/adult while they await collection and PPE must be work as per the school or group risk assessment.

### **Tracking and Tracing**

Under Government guidance the RHS has a legal obligation to collect limited personal data of visitor's entering our Gardens and dining in or using our indoor seating at our Garden restaurants and cafes, for the purposes of contact tracing and sharing with the NHS Test and Trace service. This is a mandatory requirement. The personal data will only be used for purposes of contact tracing and only shared where we are requested to do so by the NHS Test and Trace service, to help minimise the transmission of COVID-19 and support public health and safety. In the case of a group, this would only be for the lead member of the group.

School and group booking information will be kept for the lead member of the group for contact tracing. Information will be kept for a minimum of 21 days.

The following personal data of the visitor/lead member of the group will be collected and shared for contact tracing:

- Full name
- Contact phone number
- Date of visit and Arrival time

Please visit <https://www.rhs.org.uk/Privacy> and <https://www.gov.uk/coronavirus> to find out how your personal data will be used and your rights under Data Protection Act 2018

We will request that, if any school has had a visit to our site with a pupil or staff member who develops Covid-19 within 10 days after their visit contact, they contact RHS Garden Harlow Carr to inform us. We will then follow RHS Garden Harlow Carr policy.