



BEST in Horticulture Group
B.E.S.T in Horticulture Limited
The Academy of Practical Horticulture Limited
BEST in Horticulture Education Limited

Covid-19 Policy & Guidelines
Valid from 1st August 2020 to
31st August 2027

For the centres at:
Ryton Gardens
Bampton
AND
North Moreton

1.0 POLICY STATEMENT

The B.E.S.T in Horticulture Group (Hereafter referred to as the Organisation) is committed to ensuring the health and wellbeing of its Directors, Lecturers, Associates, and Learners. The aim of the company is to ensure as so far is reasonably practicable an environment which minimises the possibility of the transmission of Covid-19

2.0 PRINCIPLES

The following principles relate to Directors, Lecturers, Associates, Learners and include the places where Company functions take place. It includes all out-reach centres, work placements, employer premises and other venues where activities are taking place in the name of, or on behalf of, Best in Horticulture Ltd or The Academy of Practical Horticulture Limited.

3.0 PRACTICAL MEASURES – OVERVIEW

The following practical measures are considered necessary at this time and may be subject to change as required:

- 3.1 The exclusion of anyone who has symptoms of Covid-19**
- 3.2 The exclusion of anyone who has come into contact with somebody who has symptoms of Covid19 for 14 days.**
- 3.3 The exclusion of anyone who is in the high-risk category from participating in any activities.**
- 3.4 PPE to be worn during all activities as directed by a representative of The Company (see No. 5 below)**
- 3.5 No food or drink will be provided on ANY site for consumption by learners whilst restrictions remain in place.**
- 3.6 No food or drink is to be consumed on ANY site where teaching/learning is taken place (other than that provided by individuals for their personal use).**
- 3.7 Before any activities take place all learners will read a copy the hazard/risk assessment (which will be provided electronically beforehand) and complete a signed declaration which is to be left in the box provided at the commencement of their first session.**

4.0 SPECIFIC PRACTAL MEASURES

4.1 Cleaning of facilities, tools, and equipment.

After each session everybody will assist in cleaning and disinfecting objects and surfaces that are touched regularly particularly in areas of high use such as door handles, light switches and all tools and equipment used in practical teaching using appropriate cleaning products and methods.

4.2. Hand Washing

After each session everybody will wash their hands with soap and water (in the designated area) or use a gel sanitiser where hand washing facilities are not readily available. Stringent hand cleansing to take place.

Please see hand washing guidance.

<https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/>

4.3 Social Distancing

The number of persons in any area has been reduced to help comply with the 1 metre distance as recommended by the Public Health Agency.

Layout of teaching rooms and outdoor spaces has been redesigned to comply with the 1-metre distance as recommended by the Public Health Agency

Everybody is reminded of their obligation to comply with this requirement.

<https://www.gov.uk/government/collections/coronavirus-covid-19-list-of-guidance>

4.4. Wearing of Gloves

For all practical activities, gloves will be worn. An adequate supply of these will be provided in a range of sizes. Learners will be instructed on how to remove gloves carefully to reduce contamination and how to dispose of them safely in the bins provided on leaving the premises.

4.5. Wearing of other PPE, masks/face coverings

Anyone who is delivering learning or carrying out assessment of learning will wear a protective face shield and mask (if practicable) for the protection of learners.

All learners **will provide their own mask or suitable face covering** and put it on or make sure it is properly in place before entering any building where teaching/learning is to take place. No learner will be permitted to attend without a face mask (unless they have medical exemption ((Proof will be required))). A supply of disposable masks will be available should a learner forget to bring their own.

For assessment, all learners **will provide their own mask or suitable face covering** and put in on/in place before the assessment process takes place. No learner will be permitted to attend an assessment session without a face mask (unless they have medical exemption ((Proof will be required))). A supply of disposable masks will be available should a learner forget to bring their own.

4.6. In the event of illness occurring during teaching/assessment

If anyone becomes unwell with a loss of smell/taste, a new continuous cough, or a high temperature in the learning environment, they will be immediately sent home and advised to arrange for a test at the earliest possible opportunity. The session will

be terminated, and teaching and assessment suspended until the results of the tests are known. **Please note: if required for track and Trace purposes, personal information will be made available to the relevant Health Authorities without seeking permission.**

4.7. In the event of illness occurring after or between sessions of teaching/assessment

If anyone becomes unwell with a loss of smell/taste, a new continuous cough, or a high temperature at home are advised to self-isolate and to arrange for a test at the earliest possible opportunity. They are required to notify the person in charge of their session by phone or email. All teaching and assessment will be suspended until the results of the tests are known. The possible outcomes will be:

- (a) if proven negative teaching and learning can resume at the next scheduled session.
- (b) if proven positive all teaching and learning will be suspended for 14 days and providing there are no further occurrences teaching can then recommence at the next scheduled session after 14 days have elapsed.
- (c) if proven positive all teaching and learning will be suspended for 14 days, should there be further occurrences then teaching and assessment will be suspended until further notice.

5.0 OVERRIDING CONSIDERATIONS

This policy is subject to revision without notice as the situation demands. Any changes made will be in line with specific guidance issued by Government or Local Health Authorities.

<https://www.gov.uk/government/collections/coronavirus-covid-19-list-of-guidance>