

# ACTIV CAMPS COVID- 19 RISK ASSESSMENT

## EMANUEL SCHOOL

PROCEDURE	CONCERN	CONTROL MEASURE / REQUIRED ACTION
Arrival of Participants	Families arriving en mass will create an increased risk of transmission if this process is not well planned and managed.	<ul style="list-style-type: none"> <li>- Families to be allocated a time slot in which to arrive for drop off / collection therefore staggering arrivals, avoiding overcrowding.</li> <li>- Arrival (on drop off &amp; collection) to also be physically staggered with queuing points on the school bridge (with permission from Emanuel School), before entry to the sign in area and within sign in area. Activ Camps staff to manage.</li> <li>- Sign in/out area to be held outside on dry days, significantly reducing risk of transmission.</li> <li>- Sign in area to be separated into three, minimum of five metres between each desk. Activ Camps Staff to direct families to available tables.</li> <li>- One way system to be implemented.</li> <li>- Increased signage to support this system.</li> <li>- Sign In to occur in the Dacre Block/Yard to reduce use of school drive significantly reducing the risks presented by the works occurring on the far side of the field. Please see Building Works RA.</li> </ul>
Sign In / Out	Multiple touch points whilst signing in using pen and paper.	<ul style="list-style-type: none"> <li>- Activ Camps to implement contactless sign in procedure. Procedure already implemented at Graveney school over Easter and May holidays.</li> <li>- Staff to wear protective face masks during sign in.</li> <li>- Open access to sign in area so no touch points.</li> </ul>
Circulation of Groups	Increased risk of transmission and cost to school if circulation of groups is not minimised.	<ul style="list-style-type: none"> <li>- All staff and children to be made aware of areas of use. Zero tolerance policy if any decide to use facilities other than those agreed.</li> <li>- Circulation of Year 7 and Hill Form based groups to be confined to the field, class rooms and ground floor of the Sports Hall.</li> <li>- Circulation of the Dacre Block based group to be confined to Dacre class room, Dacre Yard, Mini Astro and Hampden Hall.</li> <li>- Doors to be propped open, where appropriate, to reduce touch points.</li> </ul>

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Grouping of Children	Children must remain in 'consistent bubbles', as per government guidance.	<ul style="list-style-type: none"> <li>- Booking options to be limited to a five day week. Therefore all children on site will be present for the full week, enabling us to maintain consistent groupings.</li> <li>- Staff to be allocated to a singular group and to remain with the group throughout the course of the week.</li> <li>- Following government guidance, if a member of a group presents symptoms of COVID-19 Activ Camps will follow Public Health England guidance and Department for Education guidance on dealing with symptoms or a confirmed case.</li> <li>- Children will be allocated groups in advance and taken to their 'base rooms' as soon as they are signed in.</li> </ul>
Group Size	Smaller groups required, in line with Government guidance	<ul style="list-style-type: none"> <li>- Groups to be organised into consistent bubbles with a maximum of 15 children per group.</li> <li>- Space in baserooms, now that social distancing requirement has been reduced to 1 metre, safely allows for this number of children.</li> <li>- Children to be allocated a desk and chair each, spread around the rooms.</li> <li>- Queuing markers, set out on the floor outside of the classroom to allow for this.</li> <li>- Two staff to be allocated to each group, remaining with them for the full week, enabling sufficient and consistent supervision.</li> </ul>
Isolating Groups	Increased use of shared spaces increases risk of transmission.	<ul style="list-style-type: none"> <li>- Each group to be allocated a baseroom and outdoor area in which to use.</li> <li>- Capacity for only six groups on site. Baseroom to include ground floor year 7 classrooms (x4), Hill Form classroom (x1) and Dacre Block classroom (x 1).</li> <li>- Outdoor playing spaces to be marked out of the field (x 5 for groups situated in Year 7 and Hill Form).</li> <li>- Group in Dacre Block to use the astro for outdoor activities.</li> <li>- Strict measures to be in place for the sharing of facilities (toilets &amp; indoor play areas).</li> <li>- Doors to be propped open, where appropriate, to reduce touch points.</li> </ul>

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Participants displaying symptoms of COVID-19	Participants attending with symptoms of COVID-19 / developing symptoms whilst on site.	<ul style="list-style-type: none"> <li>- All children and staff to have temperatures taken twice daily using a non-contact thermometer.</li> <li>- All staff to receive guidance on identifying symptoms of COVID-19.</li> <li>- Parents to sign an agreement that they will inform Activ Camps if their children show any symptoms and will not, under any circumstance, attend Activ Camps.</li> <li>- If a child or staff member displays any signs of COVID-19 they will be sent home and advised to follow Public Health England, COVID-19: guidance for households with possible coronavirus (COVID-19) infection guidance.</li> <li>- Activ Camps will follow the guidance provided in the Department for Education, Protective measures for out-of-school settings during the coronavirus (COVID-19) outbreak.</li> <li>- Contact details of all participants are stored, therefore if there is a confirmed case we will be able to support the NHS Track and Trace system</li> <li>- Increased signage outlining the symptoms and importance of telling staff if you are feeling unwell.</li> <li>.</li> </ul>
Activities	Certain activities create unavoidable and considerably increased risk of transmission.	<ul style="list-style-type: none"> <li>- Activities to be excluded from the timetable this summer.</li> <li>- Activities excluded to include all tag games, where participants would be forced to break the 1m social distancing guidelines. Should government guidance relax, we will relax our restrictions on activities accordingly and reintroduce activities.</li> <li>- Activities that increase risk of transmission due to difficulty to properly sanitise or that reduce ventilation to be excluded. Activities include swimming, Archery Tag, Body Zorbs, Pedal Karts, rock climbing.</li> <li>- Please see COVID-19 Activity Risk Assessment.</li> </ul>
Use of shared indoor activity spaces.	Necessity to have indoor play space (hot weather, suitability of certain activities, etc.) however increased risk due to touch points and reduced ventilation.	<ul style="list-style-type: none"> <li>- Activ Camps recognises that "risk of transmission is considerably lower outdoors" (DfE) and will therefore timetable most activities outdoors however, indoor space will still be used for limited number of activities and in extreme weather.</li> <li>- Indoor spaces: Hampden Hall (Dacre Group only), Sports Hall 1 (entry via main sport complex entrance) &amp; Sports Hall 2 (entrance via fire escape beside rock wall).</li> <li>- Indoor spaces to be used on a half day rotation. Cleaning of all touch points to be carried out over the lunch period, before use by different groups.</li> </ul>

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		<ul style="list-style-type: none"> <li>- Doors to be propped open, where appropriate, to reduce touch points.</li> <li>- Baserooms to be cleaned twice daily by Activ Camps staff.</li> <li>- Two professional cleaners assigned to cleaning areas of use 8 hours per day.</li> <li>- Doors to be propped open, where appropriate, to reduce touch points and increase ventilation.</li> </ul>
Use of Refectory	Spread of infection due to shared use of area & risk to children whilst crossing the route between the Sports Hall and Hampden Hall.	<ul style="list-style-type: none"> <li>- Due to the necessity to reduce use of facilities and movement of children Activ Camps will not use the Refectory. Children will instead eat in their Base Rooms/on the field in their groups.</li> </ul>
Use of shared toilet facilities.	Increased risk of transmission in shared toilets.	<ul style="list-style-type: none"> <li>- Only three children able to enter the toilets at any given time, closely monitored by staff.</li> <li>- Clear queuing system to be implemented with spacing markers used.</li> <li>- Regular cleaning of the facilities. Activ Camps to have staff cleaning the shared toilets throughout the day, following a rota.</li> <li>- Increased signage to ensure correct technique for handwashing, staff to supervise this as closely as possible in line with current safeguarding procedure.</li> </ul>
Cleaning areas of use.	Increased cleaning required throughout the day and to enable rotation of shared activity areas.	<ul style="list-style-type: none"> <li>- Emanuel School cleaning contractors to perform morning and midday cleaning of all areas of use. Added cost of midday cleaning to be covered by Activ Camps.</li> <li>- Activ Camps staff to clean toilet facilities and drinking water facilities, three times during the day (11.00, 1430 &amp; 1700). Checklist and rotas to be implemented.</li> </ul>
Cleaning of equipment.	Transmission due to use of shared equipment.	<ul style="list-style-type: none"> <li>- Groups to be assigned their own equipment sets, therefore kit will only be used by participants within the bubble. Cleaning of said equipment to occur once daily, excluding bibs.</li> <li>- Shared equipment for activities to be greatly reduced, as per COVID-19 Activity Risk Assessment, and on rotation allowing adequate time for cleaning between use.</li> <li>- Equipment that can't easily be cleaned will be excluded from use this summer.</li> <li>- Checklists for cleaning of equipment to be implemented and records to be stored.</li> <li>- Shared Kit Cleaning Area to be set up at each site. Area for dirty kit to be quarantined, buckets of water and disinfectant for washing, and area for clean kit to dry.</li> </ul>

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First Aid	Unable to have one first aider per group.	<ul style="list-style-type: none"> <li>- As seen over Easter and May, incidents requiring first aid are greatly reduced by smaller group sizes and limiting of activities. However, where first aid is required, First Aiders to have adequate PPE, disposed of between interaction with participants.</li> <li>- PPE to include face mask and disposable latex free gloves.</li> </ul>
Respiratory Hygiene	Increased transmission due to poor respiratory hygiene.	<ul style="list-style-type: none"> <li>- Promote the 'Catch it, bin it, kill it' strategy.</li> <li>- All groups to carry supplies of tissues, hand sanitizer and sealable bags for when bins aren't immediately available.</li> <li>- Ensure the participants immediately sanitise their hands without contact of any other surfaces.</li> <li>- Disinfect any equipment that the participant had contact with.</li> <li>- Ensure each group carries disinfectant spray and wipes.</li> <li>- Use outdoor spaces for activities as much as possible.</li> <li>- Ensure that indoor spaces are well ventilated, base room windows to be kept open during the day.</li> </ul>
Handwashing	Spread of infection via dirty hands.	<ul style="list-style-type: none"> <li>- Regular hand washing throughout the day, between each activity if new equipment/area is in use.</li> <li>- Hand sanitiser to be carried by each group and used regularly.</li> <li>- Hand sanitiser available to all parents/carers on arrival.</li> <li>- Increased signage displayed in toilets.</li> <li>- Increased staff supervision of this process, where possible and in line with safeguarding policy.</li> </ul>