

ACTIV CAMPS COVID- 19 RISK ASSESSMENT

BARN ELMS SPORTS TRUST

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"> - Families to be allocated a time slot in which to arrive for drop off / collection therefore staggering arrivals, avoiding overcrowding. - Arrival (on drop off & collection) to also be physically staggered with queuing points before entry to the sign in area and within sign in area. Activ Camps staff to manage. - Sign in/out area to be held outside on dry days, significantly reducing risk of transmission. On wet days sign in to occur under the marquee. - Sign in area to be separated into two, minimum of two metres between each desk. Activ Camps Staff to direct families to available tables. - One way system to be implemented. - Increased signage to support this system.
Sign In / Out	Multiple touch points whilst signing in using pen and paper.	<ul style="list-style-type: none"> - Activ Camps to implement contactless sign in procedure. Procedure already implemented at Graveney school over Easter and May holidays. - Staff to wear protective face masks during sign in. - Open access to sign in area so no touch points.
Circulation of Groups	Increased risk of transmission.	<ul style="list-style-type: none"> - All staff and children to be allocated a baseroom, clearly explain that they are not to go in to any other baserooms. - No one way system to be implemented due to significant risk posed by the carpark and open nature of the site. - Staff to supervise movement of groups to ensure no overcrowding. - Timings for groups to be staggered to avoid overcrowding. - Doors to be propped open, where appropriate, to reduce touch points and increase ventilation.

ACTIV CAMPS COVID- 19 RISK ASSESSMENT

BARN ELMS SPORTS TRUST

Grouping of Children	Children must remain in 'consistent bubbles', as per government guidance.	<ul style="list-style-type: none"> - Booking options to be limited to a five day week / three day week, enabling us to maintain consistent groupings. - Staff to be allocated to a singular group and to remain with the group throughout the course of the week. - 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. - Children will be allocated groups in advance and taken to their 'baserooms' as soon as they are signed in.
Group Size	Smaller groups required, in line with Government guidance	<ul style="list-style-type: none"> - Groups to be organised into consistent bubbles with a maximum of 15 children per group. - Space in baserooms, now that social distancing requirement has been reduced to 1 metre, safely allows for this number of children. - Children to be allocated an area in which to sit, helping them maintain appropriate social distancing. - Queuing markers, set out on the floor outside of the baserooms to allow for this. - Two staff to be allocated to each group, remaining with them for the full week, enabling sufficient and consistent supervision.
Isolating Groups	Increased use of shared spaces increases risk of transmission.	<ul style="list-style-type: none"> - Each group to be allocated a baseroom. Zero tolerance on children entering other baserooms. - Toilet facilities located within the base rooms therefore facilities are only shared within the group. - Baserooms to be cleaned 3 times per day. - Deep cleans of site to occur Wednesday & Sunday by professional contractors. - Doors to be propped open, where appropriate, to reduce touch points and increase ventilation.

ACTIV CAMPS COVID- 19 RISK ASSESSMENT

BARN ELMS SPORTS TRUST

Participants displaying symptoms of COVID-19	Participants attending with symptoms of COVID-19 / developing symptoms whilst on site.	<ul style="list-style-type: none"> - All children and staff to have temperatures taken twice daily using a non-contact thermometer. - All staff to receive guidance on identifying symptoms of COVID-19. - Parents to agree that they will inform Activ Camps if their children show any symptoms and will not, under any circumstance, attend Activ Camps. - 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. - 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. - 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 - Increased signage outlining the symptoms and importance of telling staff if you are feeling unwell.
Activities	Certain activities create unavoidable and considerably increased risk of transmission.	<ul style="list-style-type: none"> - Activities to be excluded from the timetable this summer. - 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. - 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. - Please see COVID-19 Activity Risk Assessment.
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"> - 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 in extreme weather. - Baserooms to be cleaned 3 times per day. - Deep cleans of site to occur Wednesday & Sunday by professional contractors. - Doors to be propped open, where appropriate, to reduce touch points and increase ventilation.

ACTIV CAMPS COVID- 19 RISK ASSESSMENT

BARN ELMS SPORTS TRUST

Use of shared toilet facilities.	Increased risk of transmission in shared toilets.	<ul style="list-style-type: none"> - Only two children able to enter the toilets at any given time, closely monitored by staff. - Clear queuing system to be implemented with spacing markers used. - Regular cleaning of the facilities. Activ Camps to have staff cleaning the shared toilets throughout the day, following a rota. - Increased signage to ensure correct technique for handwashing, staff to supervise this as closely as possible in line with current safeguarding procedure. - Deep cleans of site to occur Wednesday & Sunday by professional contractors. - Amended timetables for breaks and lunch times, staggering arrival of groups so to avoid overload.
Use of water bottle refill station.	Increased risk of transmission due to multiple people touching water refill.	<ul style="list-style-type: none"> - Activ Camps Staff members only to refill water bottles. Children are not to refill their bottles themselves. - Touch points to be cleaned three times per day.
Cleaning areas of use.	Increased cleaning required throughout the day and to enable rotation of shared activity areas.	<ul style="list-style-type: none"> - Activ Camps staff to clean toilet facilities, drinking water facilities touch points and base rooms, three times during the day (11.00, 1430 & 1700). Checklist and rotas to be implemented. - Deep cleans of site to occur Wednesday & Sunday by professional contractors.
Cleaning of equipment.	Transmission due to use of shared equipment.	<ul style="list-style-type: none"> - 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. - 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. - Equipment that can't easily be cleaned will be excluded from use this summer. - Checklists for cleaning of equipment to be implemented and records to be stored. - 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.
First Aid	Unable to have one first aider per group.	<ul style="list-style-type: none"> - 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

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