

COVID RISK ASSESSMENT FORM - ACTIV CAMPS 2021



AREA

PROCEDURE / ACTIVITY

EQUIPMENT

TITLE: COVID-19 RISK ASSESSMENT

VENUE: Emanuel School

Initial/Date: WDL 01.21

BRIEFING: This document outlines the control measures put into place by Activ Camps in order to decrease the likelihood of transmission of COVID-19.

WHO IS AT RISK: Camp staff, children, parents/carers & school staff.

RELEVANT DOCUMENTATION/RESOURCES: This risk assessment has been developed, and will be implemented, in line with the following documents and resources.

- [Department for Education, Protective measures for out-of-school settings during the coronavirus \(COVID-19\) outbreak](#)
- [Department for Education, Children of critical workers and vulnerable children who can access schools or educational settings](#)
- [Department for Education, Guidance for parents and carers of children attending out-of-school settings during the coronavirus \(COVID-19\) outbreak](#)
- [Public Health England, COVID-19: guidance for households with possible coronavirus \(COVID-19\) infection](#)
- [Department for Education, Face coverings in education](#)
- [Activ Camps EMS Critical/Key Worker Status & Health Declaration](#)
- [Activ Camps Staff COVID-19 Prevention and Awareness Agreement](#)

NOTICE OF EXEMPTION FROM NORMAL PROCEDURE:

Activ Camps normally considers a controlled Hazard/Risk with a risk rating higher than 4 to be unacceptable and, the activity/area/process associated, would be stopped/immediately reviewed. In the case of COVID-19, a controlled risk with a risk rating higher than 4 is unfortunately unavoidable due to the severity of the effects of the disease and the high level transmissibility of it.

It is an inflated risk that must be accepted in order to provide the necessary care for the children, supporting their education, wellbeing and parents'/carers' needs.

HAZARD / RISK	Uncontrolled Risk			CONTROL MEASURES	Controlled Risk			Further Action Required? Y/N
	L	S	Rating (LXS)		L	S	Rating (LXS)	
Increased transmission within the community due to participation of children who are not eligible to attend.	2	2	6	<ul style="list-style-type: none"> - Activ Camps are operating this provision of care solely for those deemed as children of a Critical Worker or as vulnerable. - Activ Camps will clearly advertise and proactively police this. - All families will sign and agree to the Activ Camps EMS Critical/Key Worker Status & Health Declaration prior to attending Activ Camps, providing further evidence of their status as a Critical Worker via email. - Activ Camps will maintain an up to date log of those that have proved that parents/carers have met these requirements, making this available to Emanuel School if required, and will not allow those who have not provided this information to attend Activ Camps. 	1	2	3	
Transmission of virus through families arriving en mass.	2	3	6	<ul style="list-style-type: none"> - Parents/carers to be emailed DfE guidance for parents and carers of children attending out-of-school settings during the coronavirus (COVID-19) outbreak. - Parents/carers to be emailed specific guidance as to how to safely drop off and collect their children, including being asked to maintain 2m distance and to wear facemasks. - 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. - Systems implemented to ensure a quick turn around time from parent/carer arrival to their departure with child/ren. - Sign in/sign out to occur outside in a covered area. - Sign in/sign out area to be separated into two, minimum of three metres between each desk. Activ Camps Staff to direct families to available tables. - Staff to wear face coverings at all times, other than whilst working directly with the children (due to the need for facial expressions to support communications and the children's wellbeing) unless 2m distance can't be maintained. - Temperature checks for each child will occur before they reach the sign in desk. 	1	3	3	

				- If a child or staff member displays any signs of COVID-19 they will be sent home immediately and advised to follow Public Health England, COVID-19: guidance for households with possible coronavirus (COVID-19) infection guidance.				
Transmission of virus through multiple touch points whilst signing in using pen and paper.	2	3	6	<ul style="list-style-type: none"> - Activ Camps to implement contactless sign in procedure. - Staff to wear face coverings at all times, other than whilst working directly with the children (due to the need for facial expressions to support communications and the children's wellbeing) unless 2m distance can't be maintained. In line with guidance provided by the DfE on face coverings in education. - AIO forms to be discussed with parents at a distance, Site Manager will sign on behalf of parents/carers. - Doors and gates to be propped open where appropriate to reduce touchpoints, where not possible Activ Camps staff to open doors/gates for children/parents/carers. 	1	3	3	
Transmission of virus if circulation of groups is not managed.	2	3	6	<ul style="list-style-type: none"> - Staff to continually supervise movement of groups attempting to ensure that 1m distance between children is maintained. Regular verbal reminders provided. - Timings for groups using shared facilities to be staggered to avoid overcrowding. - Doors to be propped open, where appropriate, to reduce touch points. - Each group to be allocated a baseroom, reducing circulation and likelihood of interaction with other groups. - 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. - Staff must have a face covering to hand at all times. - Staff do not have to wear face coverings whilst working directly with the children in baserooms and activity areas but should attempt to maintain 2 metres distance. If this distance must be breached, staff are encouraged to put on a face covering. - Moving between these area, during staff meetings, etc. staff must wear face coverings at all times. unless 2m distance can't be maintained. 	1	3	3	
Transmission of virus if children & staff are not kept in 'consistent bubbles'.	3	3	9	<ul style="list-style-type: none"> - 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. - Most staff to be allocated to a singular group and to remain with the group throughout the course of the week. - Staff must maintain a safe distance from all other staff members, including those allocated to their bubble, friends, siblings, etc. 	1	3	3	

				<ul style="list-style-type: none"> - If a member of a group presents symptoms of COVID-19 Activ Camps will follow guidance on dealing with symptoms or a confirmed case as provided within the - Activ Camps will follow the procedure provided in the Department for Education, Protective measures for out-of-school settings during the coronavirus (COVID-19) outbreak guidance. - Children to be allocated groups in advance and will join their group as soon as they are signed in. 				
Transmission of virus due to large numbers of children in the same group.	3	3	9	<ul style="list-style-type: none"> - Maximum of 15 children per group in line with government guidance - Children will be allocated 'bubbles' based on their age and group/team activities to be played within these 'bubbles' whenever reasonably possible. - All activities and areas of use to be sufficient in size to accommodate 15 children plus staff socially distanced. - All activities and areas of use to be organised to enable children and staff to maintain appropriate social distancing. This will include physical queuing aid, regular verbal reminders. 	2	3	6	
Transmission of virus due to participants attending with symptoms of COVID-19 / developing symptoms whilst on site.	3	3	9	<ul style="list-style-type: none"> - All families to sign and agree to the Activ Camps EMS Critical/Key Worker Status & Health Declaration prior to attending Activ Camps. - Parents/carers to be emailed DfE guidance for parents and carers of children attending out-of-school settings during the coronavirus (COVID-19) outbreak. - All staff to complete Activ Camps Staff COVID-19 Prevention and Awareness Agreement. - All staff must have received a negative COVID test within 72 hours of the start of their shift. - All children and staff will have their temperatures taken twice daily using a non-contact thermometer. - If a child or staff member displays any signs of COVID-19 they will be sent home immediately and advised to follow Public Health England, COVID-19: guidance for households with possible coronavirus (COVID-19) infection guidance. - As soon as the concern of a possible case of COVID-19 is raised the child/staff member in question should be moved to a well ventilated area and should remain isolated until collection. If support/first aid is required staff to wear full PPE. - 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 	2	3	6	

				<ul style="list-style-type: none"> - Grouping information will be stored for 21 days to support the NHS Track and Trace system. - Control measures outlined throughout this risk assessment to be followed at all times, limiting the amount of transmission. - Staff must have a face covering to hand at all times. - Staff do not have to wear face coverings whilst working directly with the children in baserooms and activity areas but should attempt to maintain 2 metres distance. If this distance must be breached, staff are encouraged to put on a face covering. - Moving between these area, during staff meetings, etc. staff must wear face coverings at all times. unless 2m distance can't be maintained. 				
Transmission of virus due to the nature of certain activities.	3	3	9	<ul style="list-style-type: none"> - Activities that create an exponentially and unavoidable high risk of transmission to be excluded from the activity programme. - All activities to be reviewed by Senior Staff with consideration of reasonable adaptations that can be made to control risk of transmission. Adaptations to be relayed to Activity Instructors in daily briefing. - Increased cleaning on equipment after activities if in use by another bubble less than 24 hours apart, to be recorded by SAI. - Regular hand washing/sanitising throughout the course of the day, in between activities and before and after breaks/lunch. Hand sanitiser to be carried by each group - Staff must have a face covering to hand at all times. - Staff do not have to wear face coverings whilst working directly with the children in baserooms and activity areas but should attempt to maintain 2 metres distance. If this distance must be breached, staff are encouraged to put on a face covering. - Moving between these area, during staff meetings, etc. staff must wear face coverings at all times. unless 2m distance can't be maintained. 	2	3	6	
Transmission of virus due to shared use Sports Hall & Hampden Hall.	2	3	6	<ul style="list-style-type: none"> - Emanuel School cleaning contractors to be allocated to areas used by Activ Camps, cost of this to be covered by Activ Camps. - Areas to be kept well ventilated throughout the day with windows and access points being kept open. - Strict timetabling to ensure that sharing of these spaces is reduced, staggered and that clashes, potentially resulting in overcrowding, do not occur. 	1	3	3	

Transmission of virus due to shared use of toilets.	3	3	9	<ul style="list-style-type: none"> - Number of children entering the toilets at any given time to be restricted (Dacre: 2, Sports Hall: 2) and closely monitored by staff. - Groups to be allocated specific toilets in order to reduce sharing of facilities and so not to compromise capacity. - Children to maintain appropriate distance from one another when queuing for the toilets. - Emanuel School cleaning contractors to be allocated to areas used by Activ Camps, cost of this to be covered by Activ Camps. - Timetables allow staggered arrival of groups to toilets. 	1	3	3	
Transmission of virus due to use of shared equipment between bubbles.	3	3	9	<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. - After activity cleaning is to include benches, mats and table tops, as well as sporting equipment used if it is being used in the next 24 hour period. - Equipment that can't easily be cleaned will be excluded from use. - Regular hand washing throughout the course of the club, on arrival, before each break time, lunch time or any occasion the group re-enters their base room. - Hand sanitiser to be carried by each group and used regularly, this should be done after snack time and in between activities. 	1	3	1	
Transmission of virus due to use of shared equipment within bubbles.	3	3	9	<ul style="list-style-type: none"> - Where appropriate, within the group children will have their own piece of equipment (i.e. tennis racket) which they will keep with them for the whole session. - Regular hand washing throughout the course of the club, on arrival and before snack time. - Hand sanitiser to be carried by each group and used regularly, this should be done after snack time and in between activities. 	1	3	3	
Transmission of virus through a shared on-site first aider.	2	3	6	<ul style="list-style-type: none"> - Where first aid is required, First Aiders to have adequate PPE, disposed of between interactions with participants. - Children to self-administer first aid where possible (i.e. holding the ice pack, sticking plaster on etc) - First aid equipment to be sanitised between use. - Staff must have a face covering to hand at all times. - Staff do not have to wear face coverings whilst working directly with the children in baserooms and activity areas but should attempt to maintain 2 metres distance. If this distance must be breached, staff are encouraged to put on a face covering. 	1	3	3	

				- Moving between these area, during staff meetings, etc. staff must wear face coverings at all times. unless 2m distance can't be maintained.				
Transmission of virus due to poor respiratory hygiene.	3	3	9	<ul style="list-style-type: none"> - Promote the 'Catch it, bin it, kill it' strategy. - All participants have access to tissues, soap and warm water, and hand sanitizer (alcohol free). Ensure each group carries disinfectant spray and wipes. - After sneezing or coughing ensure the participants immediately sanitise their hands without contact of any other surfaces. - Disinfect any equipment that the participant had contact with. - Ensure that indoor spaces are well ventilated, windows and external doors to be kept open when appropriate. - Staff to wear face coverings at all times, other than whilst working directly with the children (due to the need for facial expressions to support communications and the children's wellbeing) unless 2m distance can't be maintained. 	2	3	6	
Transmission of virus via poor hand hygiene.	3	3	9	<ul style="list-style-type: none"> - Regular hand washing throughout the course of the day. - Hand sanitiser to be carried by each group and used regularly, this should be done after snack time and in between activities. - Increased signage displayed in toilets. - Increased staff supervision of this process, where possible and in line with safeguarding policy. - Staff to ensure they are washing their hands at the same points as the children do throughout the day. 	1	3	3	

Further Action Required

Associated or New Hazard	Proposed Action	Date & Time Reported to Head Office	Date & Time Action Completed	Staff Signature

KEY	
L	Likelihood: marked 1-3, low-high
S	Severity: marked 1-3, low-high
Risk Rating	Likelihood x Severity: giving over al risk rating 1:Low - 9: Very High
Uncontrolled Risk	Risk rating prior to control measures are put into place
Controlled Risk	Risk rating after control measures are put into place
Low	Risk Rating 1-2: Tolerable Risk
Medium	Risk Rating 3-4: Moderate Risk
High	Risk Rating 6: Substantial Risk (requires immediate action)
Very High	Risk Rating 9: Intolerable Risk (requires immediate action)