

PH Sports – COVID-19 Adaptions Risk Assessment

Risk Managed	Effects of COVID-19 on PH Sports Wrap-Around Care	Number of persons involved	N/A
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Approved By	Pete Hickerton	Date	07/07/2020

Sections/Areas Outlined	Facilities
	Minimising contact with Social Distancing
	Social Distancing
	Food Provision
	Cleaning and Hygiene
	First Aid
	Contact with COVID-19 symptoms
	Staff Training

Potential Severity of Harm	Meaning of the harm description
Fatal/Minor Injury	Death, major injuries or ill health causing long term disability/absence from work
Serious Injury	Injuries or ill health causing short-term disability/absence from work (over three days absence)
Minor Injury	Injuries or ill health causing no significant long-term effects and no significant absence from work.

Likelihood of Harm	Meaning of Likelihood
High (frequent)	Occurs repeatedly/ to be expected
Medium (possible)	Moderate chance/could occur sometimes
Low (unlikely)	Not likely to occur

Risk Rating Matrix	High (frequent)	Medium (possible)	Low
Fatal/Minor Injury	Very High Risk	High Risk	Medium Risk
Serious Injury	High Risk	Medium Risk	Low Risk
Minor Injury	Medium Risk	Low Risk	No Significant Risk

Section	Facilities
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What is the task/activity or Environment you are assessing?	What hazards are present or may be generated?	Who is affected or exposed to hazards?	What severity of harm could be expected?	Further Controls (responsibility of Staff and Location provider)	What likelihood is there of an accident occurring?	What is the risk rating?
Drop off / Collection	Parents/Carers, staff and children mixing with others, unable to maintain social distancing.	Parents Children Staff	Serious	<p>PH Sports will have separate entrance and collection points where possible. Where this is not possible PH Sports will ensure parents can drop off and pick up safely whilst remaining at a safe social distance.</p> <p>A one-way system will be in place where possible with a staff member to monitor registration. Where this is not possible social distance measures will be in place – including markings to indicate to parents where to queue for drop-off/collection. Where a staff member is not able to monitor, a bell system will be in place for parents to use to notify the member of staff of their arrival.</p> <p>PH Sports will have 2-metre markings at the entrance/exit points. Information around drop off and pickups will be communicated and reinforced to parents who have booked into wrap-around care for each individual school.</p>	Medium	Medium
Moving around the school site	<p>Mixing of groups.</p> <p>Mixing of group locations.</p> <p>Unable to maintain social distancing.</p>	Staff Children	Serious	<p>PH Sports will ensure groups do not cross over when moving around the venue. Channels/walkways will be made between bubbles to ensure a safe path to walk through. Where possible, radio communication will be in use to control when and where groups can move.</p> <p>Walkways and hallways will be kept clear and a one-way system will be in place where possible.</p>	Medium	Medium

				PH Sports will reinforce social distancing regularly and will have posters on display.		
Use of Indoor Classroom/Hall Spaces	<p>Children mixing work areas and sharing equipment.</p> <p>Unable to maintain social distancing.</p>	<p>Staff</p> <p>Children</p>	Serious	<p>PH Sports will rearrange indoor spaces to ensure social distancing and accommodate year group/class bubbles. This includes the layout of the table and chairs.</p> <p>No equipment will be shared across bubbles including stationary/arts and crafts equipment.</p> <p>PH Sports will prioritise the use of outdoor spaces and will only use indoor hall space where necessary (e.g. snack time and bad weather).</p> <p>PH Sports will ensure thorough cleaning before and after use.</p>	Low	Low
Children's belongings/Cloakroom areas	<p>Unable to maintain social distancing and cross-contamination of belongings due to lack of space.</p> <p>Mixing of groups and spaces.</p>	<p>Children</p>	Serious	<p>Children will be encouraged to bring minimal belongings to clubs. PH Sports will not be using cloakroom areas as a storage point for children's belongings. Children will use their table/chairs as a base point and will place their belongings under their table/chairs within their respective bubble.</p> <p>Each group will have a separate indoor space which will act as their base, these will not cross over or change during a week or until each room has been deep cleaned.</p>	Low	Low
Use of outdoor spaces	<p>Mixing of spaces.</p> <p>Cross-over of groups on the way to the outdoor area.</p>	<p>Staff</p> <p>Children</p>	Serious	<p>PH Sports will prioritise the use of outdoor spaces and will assign a specific area for each bubble group. In the event of bad weather, the group will return to their allocated indoor space.</p> <p>Outdoor spaces will be assigned and accessible by the easiest/fastest route from their indoor space. Groups will</p>	Low	Low

				not cross-over whilst travelling inside/outside. Radio communication will be used between groups where necessary.		
Use of toilets	<p>Cross-contamination due to inadequate cleaning.</p> <p>Mixing of children and groups.</p>	Children	Serious	<p>PH Sports will have an onsite leader (where numbers will permit) who will be responsible for ensuring the cleaning is maintained to a very high standard. However, where this is not possible and a member of staff is working alone, cleaning will be carried out after the session.</p> <p>PH Sports will provide cleaning equipment and will have a cleaning rota that needs completing and signing off unless this has been agreed otherwise by the school.</p> <p>Where possible, bubbles will use separate toilets with a limited number of children using it at any one time (dependant on size of toilets). Use of the toilets will be supervised and monitored by a staff to ensure children are washing hands thoroughly and promoting good hygiene.</p> <p>Where separate toilets for each bubble are not possible staff will ensure only one bubble to use the toilets as at any one time.</p> <p>Toilets will be thoroughly cleaned regularly before, during (when required) and after the session.</p>	Medium	Medium
Ventilation - Open door and windows	<p>Falls from a height (open window)</p> <p>Increased spread of virus due to air-conditioning.</p> <p>Additional doors and windows left open compromising site safety.</p>	Staff Children	Serious	<p>Where it is safe to do so, doors and windows will be kept open during the session. If there is a risk of falling from a height or a door which comprises the safety of the children, they will remain closed.</p> <p>PH Sports staff will be responsible for making sure doors and windows are opened and closed before and at the end of a session.</p>	Low	Low

				Air-conditioning will not be used, ventilation will only come from opening doors and windows.		
Shared Facilities	Cross-contamination where the indoor/outdoor space or equipment is used before/after breakfast or after school club,	Staff Children	Serious	<p>Any space or equipment used by PH Sports will be cleaned thoroughly by staff before and after use. All cleaning will be carried out in adherence to government guidelines (please see 'Cleaning and Hygiene').</p> <p>If there is insufficient time between the use of facilities to clean, children will be taken outside where possible with a member of staff to do an outdoor activity whilst cleaning is taking place.</p>	Low	Low

Section

Minimising contact with Social distancing

What is the task/activity or Environment you are assessing?	What hazards are present or may be generated?	Who is affected or exposed to hazards?	What severity of harm could be expected?	Further Controls (responsibility of Staff and Location provider)	What likelihood is there of an accident occurring?	What is the risk rating?
Grouping children attending PH Sports	Potential for spread of coronavirus throughout those attending the provision.	Children Staff	Serious	<p>Where possible PH Sports will have at least one adult per bubble. Bubbles will be organised in line with school bubbles. Where one adult per bubble is not possible PH Sports will make certain ratios are covered (1:15) whilst ensuring children remain in their bubbles at a safe social distance.</p> <p>Records of attendance are collected electronically (when they make the initial booking) and these will be kept and stored in the case of track and trace.</p> <p>As the risk of transmission is lower outside, we prioritise all activities to take place outside, however, in the event of bad weather, specific indoor spaces will be assigned to certain groups.</p> <p>In the event of multiple groups sharing the location, adequate time will be put in place to allow for cleaning before changeovers.</p>	Medium	Medium
Parents using outside areas for drop off and collection.	Unable to maintain social distancing and cross over of children in bubbles.	Children Parents	Serious	<p>PH Sports will have separate entrance and collection points where possible. Where this is not possible PH Sports will ensure parents can drop off and pick up safely whilst remaining at a safe social distance.</p> <p>PH Sports will have 2-metre markings at the entrance/exit points. Information around drop off and pickups will be communicated and reinforced to</p>	Medium	Medium

				parents who have booked into wrap-around care for each individual school		
PH Sports staff distancing from parents/children		Children Parents Staff	Serious	PH Sports staff will ensure, where possible, they stay the appropriate distance away from others (school staff, parents, children).		

Section

Social distancing

What is the task/activity or Environment you are assessing?	What hazards are present or may be generated?	Who is affected or exposed to hazards?	What severity of harm could be expected?	Further Controls (responsibility of Staff and Location provider)	What likelihood is there of an accident occurring?	What is the risk rating?
Social distancing across the site	Inability to maintain social distance increases the risk of the spread of COVID-19.	Children and staff	Serious	<p>We have taken the following measures to reduce footfall and maintain social distancing on-site including:</p> <p>Ensuring a safe drop off and collection where social distance can be maintained, such as social distancing markings and where possible separate entrances/exits.</p> <p>Advising parents that only one person should attend to deliver/pick up their child and to not enter the school building unless agreed and absolutely necessary.</p> <p>Separate areas for bubbles both indoors and outdoors to ensure safe social distancing and avoiding cross-contamination.</p> <p>Erected signage and barriers to remind those visiting the site of social distancing requirements.</p>	Medium	Medium

Section

Food Provision

What is the task/activity or Environment you are assessing?	What hazards are present or may be generated?	Who is affected or exposed to hazards?	What severity of harm could be expected?	Further Controls (responsibility of Staff and Location provider)	What likelihood is there of an accident occurring?	What is the risk rating?
Cross-contamination during snack time.	Cross-contamination, increased risk of the spread of coronavirus.	Staff Children	Serious	Each bubble group to eat in their respective, allocated areas. Children to remain seated and served breakfast/snack by staff. Once children have finished eating, they will remain seated at the table, staff will collect plates to be cleaned.	Low	Low
Food preparation (Breakfast/Extended club)	Cross-contamination, increased risk of the spread of coronavirus.	Staff Children	Serious	Children will choose what they would like for breakfast/snack at the start of the session (e.g. cereals or toast/cheese or ham sandwich/wrap and a veg side). Food will be pre-prepared for the children and served to their bubbles by a member of staff. The member of staff preparing and serving food will wear adequate PPE which will be provided by PH Sports.	Low	Low
Storing and use of cutlery, plates, bowls etc.	Cross-contamination, increased risk of the spread of coronavirus.	Staff Children	Serious	Children will need to bring their own water bottles to the club which minimises the use of cups. If a child forgets their bottle a plastic cup will be provided. Children will be served their breakfast/snack and plates/cutlery will then be collected by a staff member once finished.	Low	Low

				All cutlery/plates etc will be thoroughly cleaned after use following government cleaning guidance.		
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Section	Cleaning and Hygiene
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What is the task/activity or Environment you are assessing?	What hazards are present or may be generated?	Who is affected or exposed to hazards?	What severity of harm could be expected?	Further Controls (responsibility of Staff and Location provider)	What likelihood is there of an accident occurring?	What is the risk rating?
Cleaning of sites	Children or staff contract COVID 19 as a result of inadequate cleaning	Children Staff	Serious	<p>We have reviewed the cleaning guidance to ensure that this meets requirements set out in https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings</p> <p>Where our own cleaners and/or additional cleaning staff are required to undertake cleaning duties we have ensured that they have received appropriate training and are provided with PPE, as set out in guidelines above. This also applies to other staff who may be asked to carry out cleaning duties during this period.</p> <p>We have identified cleaning of high-risk areas to be undertaken throughout the school day to include:</p> <ul style="list-style-type: none"> - Door handles - Door Frames - Taps - Sanitiser/soap bottles - Switches - Surfaces that children are touching e.g.: toys, chairs, tables, doors, sinks, toilets, bannisters, light switches, etc. <p>A cleaning rota will be completed and signed off daily. All cleaning products will be secured in a safe place, out of reach from children.</p>	Medium	Medium

Cleaning of shared facilities	Cross-contamination and children or staff contract COVID 19 as a result of inadequate cleaning	Children Staff	Serious	<p>Any space or equipment used by PH Sports will be cleaned thoroughly by staff before and after use. All cleaning will be carried out in adherence to government guidelines – please see above for the detailed cleaning procedure.</p> <p>If there is insufficient time between the use of facilities to clean, children will be taken outside where possible with a member of staff to do an outdoor activity whilst cleaning is taking place.</p>	Medium	Medium
Washing of hands	Contamination through poor hand hygiene	Children & Staff	Serious	<p>Opportunities are provided for staff and pupils to clean their hands with soap and water and dry thoroughly or use sanitiser:</p> <ul style="list-style-type: none"> - on arrival at school - after using the toilet - before food preparation - before eating any food, including snacks - before leaving school - after sneezing/coughing <p>Signage about how to wash hands properly is on display and reinforced with pupils.</p> <p>Covered bins available for disposal of paper towels will be emptied periodically during the day. Supervision by staff is provided as needed.</p> <p>Catch it, Kill it, Bin it – tissues are available in the area of use. The message is reinforced with the pupils.</p> <p>Where sinks are not easily accessible from the room used by a 'group' of pupils hand sanitiser will be available.</p>	Medium	Medium
Use of hand sanitiser	Use of hand sanitiser potential for improper use and ingestion.	Children & Staff	Serious	The use of hand sanitizer will be supervised by staff to ensure that it is used appropriately.	Medium	Medium
Reducing contamination from equipment	Using shared equipment/resources	Children & Staff	Serious	Use of stationery and other equipment across bubbles will not be permitted.	Low	Low

				Equipment and surfaces to be appropriately cleaned after use.		
Cleaning of plates/bowls/cutlery	Cross-contamination through the use of shared items during breakfast/snack.	Staff Children	Serious	Where possible a dishwasher will be used to ensure all shared items are disinfected safely and correctly. Where this is not possible, staff will ensure all items are washed appropriately.	Low	Low

Section

First Aid

What is the task/activity or Environment you are assessing?	What hazards are present or may be generated?	Who is affected or exposed to hazards?	What severity of harm could be expected?	Further Controls (responsibility of Staff and Location provider)	What likelihood is there of an accident occurring?	What is the risk rating?
Provision of First Aid at Before and After School Club	Social distancing guidelines not able to be followed while giving first aid.	Children & Staff	Serious	Staff to wear full PPE when providing first aid to pupils. A single designated member of staff will be responsible for first aid and will wear full PPE. The member of staff will hold paediatric first aid qualification.	Medium	Medium

Section

Contact with COVID-19 symptoms

What is the task/activity or Environment you are assessing?	What hazards are present or may be generated?	Who is affected or exposed to hazards?	What severity of harm could be expected?	Further Controls (responsibility of Staff and Location provider)	What likelihood is there of an accident occurring?	What is the risk rating?
Contact with infected persons/ exposure to the virus within the club setting.	Person contracts COVID 19 as a result of direct contact with an infected person (or asymptomatic person)	Children & Staff	High	<p>Those affected must follow government stay at home guidance as follows</p> <p>https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infections</p> <p>Those who feel unwell should stay at home, should not attend work or any education or childcare setting and make arrangements to be tested for coronavirus. (see below).</p> <p>Temperature testing is not recommended on its own. Guidance states that it is not a reliable method for identifying coronavirus.</p> <p>Where a pupil or staff member tests positive, the rest of their class or group will be sent home and advised to self-isolate for 14 days. The other household members of the wider class or group do not need to self-isolate unless the pupil or staff member they live within that group subsequently develops symptoms.</p> <p>We have a process in place to inform parents testing is required and how to book tests.</p> <p>We will ask for evidence that children recommended having a test have done so and that the test is clear before they return to school.</p>	Medium	Medium

<p>Contact with infected persons/ exposure to the virus within the club venue</p>	<p>Contact with those developing symptoms of the virus during the working day.</p>	<p>Children & Staff</p>	<p>High</p>	<p>If anyone becomes unwell with a new, continuous cough or a high temperature we will send them home and advise them to follow the COVID-19: guidance for households with possible coronavirus infection guidance.</p> <p>If a child is awaiting collection, they will be moved, if possible, to a room where they can be isolated behind a closed door, depending on the age of the child and with appropriate adult supervision if required. Ideally, a window will be opened for ventilation. If it is not possible to isolate them, we will move them to an area which is at least 2 metres away from other people.</p> <p>If they need to go to the bathroom while waiting to be collected, we endeavour that they will use a separate bathroom if possible. The bathroom will be cleaned and disinfected using standard cleaning products before being used by anyone else.</p> <p>PPE will be worn by staff caring for the child while they await collection if a distance of 2 metres cannot be maintained (such as for a very young child or a child with complex needs). In an emergency, we will call 999 if they are seriously ill or injured or their life is at risk. We will not suggest a visit to the GP, pharmacy, urgent care centre or a hospital.</p> <p>If a member of staff has helped someone unwell with a new, continuous cough or a high temperature, we have noted they do not need to go home unless they develop symptoms themselves (and in which case, a test is available) or the child subsequently tests positive ('What happens if there is a confirmed case of coronavirus in a setting?' refers set out below).</p> <p>They are instructed to wash their hands thoroughly for 20 seconds after any</p>	<p>Medium</p>	<p>Medium</p>
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				contact with someone who is unwell. We will clean the affected area with normal household disinfectant after someone with symptoms has left to reduce the risk of passing the infection on to other people. See the COVID-19: cleaning of non-healthcare settings guidance.		
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Section	Staff Training
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What is the task/activity or Environment you are assessing?	What hazards are present or may be generated?	Who is affected or exposed to hazards?	What severity of harm could be expected?	Further Controls (responsibility of Staff and Location provider)	What likelihood is there of an accident occurring?	What is the risk rating?
Staff training	Staff are not aware or do not understand the requirements for working safely.	Children and staff	Serious	<p>Before opening the provision, training and written instruction has been provided re: operating procedures outlined in this risk assessment to all staff. This includes:</p> <ul style="list-style-type: none"> • What to do if they suspect that they or a member of their household has coronavirus (including testing arrangements) • Day to day organisations and procedures including arrangements for cleaning, staff welfare facilities, travel to work • The importance of keeping groups separate during the day • Safeguarding including the continued importance of all staff acting immediately on any safeguarding concerns, recording concerns and contacting DSL (or Deputy). • Procedures to follow if they suspect that a child in their group is displaying coronavirus symptoms 	Medium	Medium

				<ul style="list-style-type: none">• Behaviour policies for the provision.• Activity adaptations required re: social distancing• Site security and fire safety including evacuation and lockdown procedures. <p>Use of PPE (where applicable).</p>		
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