



Bfree Sports Holiday Camps COVID-19 Risk Assessment

Assessment conducted by:	Ciro Donadio	Job title:	Manager	Covered by this assessment:	Staff, Children, parents,venue
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Date of assessment:	06/07/20	Review interval:	17/7/2020	Date of next review:	27/07/2020
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Risk Matrix

I	Impact
P	Probability

Impact or Consequence		Probability or Likelihood of occurrence	
Description	Indicators	Description	Indicators
5 (Severe)	The risk has a severe impact if realised	5 (Almost Certain)	The risk will emerge
4 (Significant)	The risk has a significant impact if realised	4 (Likely)	The risk should emerge
3 (Moderate)	The risk has a moderate impact if realised	3 (Moderate)	The risk could emerge
2 (Minor)	The risk has a minor impact if realised	2 (Rare)	The risk is unlikely to emerge
1 (Insignificant)	The risk has insignificant impact if realised	1 (Impossible)	The risk will not emerge

Risk Rating	Risk Description	Action Required
E	Extreme	Immediate escalation to Operations Director for risk control activities
H	High	Risk to be actively managed with appropriate risk control activities
M	Medium	Take appropriate action to manage the risk
L	Low	Monitor activity to assess changes in risk rating

POTENTIAL CONSIDERATIONS FOR RISK ASSESSMENT

	Risk Description	I	P	Risk Rating	Risk Control(s)	Additional Controls Required (if any)
1.	Hazards being brought into camp	5	3	H	<ul style="list-style-type: none"> • Clear communications with parents prior to camp starting about expectations. • Staff will take children's temperature on arrival of holiday camp. • Registration will be carried out on arrival children will be placed straight into groups (bubbles). • The Camp Leader will sign the children in not the parents. • All staff and children to wash hands on arrival; after sneezing or coughing; after each activity; before and after eating food and just before leaving camp. Staff and children will either use hand washing facilities or hand sanitiser provided by group leader. • Children to keep their belongings where their class bubble is with them throughout the day. • Children to bring to camp their own large water bottles to camp each day. • Soap dispensers available, full and working – checked twice daily. 	<p>Children to wear clean clothes to camp each day.</p> <p>Parent/ carer to be contacted asap to pick their child up if temperature reading is 37.8 or above</p> <p>Children to be dismissed straight from their bubbles at the end of the day.</p> <p>Staff will wear clean clothes every day.</p> <p>Staff will use available PPE where necessary.</p> <p>All equipment to be wiped down daily.</p> <p>Water fountains not in use.</p>

					<ul style="list-style-type: none"> • Hand sanitiser available at the sign in desk and signage to families to wash hands on arrival. 	
2.	Infection may spread through resources used in camp	5	3	H	<ul style="list-style-type: none"> • Used tissues to be placed immediately in bins which will be double bagged and emptied regularly throughout the day. • Contact points, such as door handles, will be cleaned throughout the day and toilets. • Coaches to encourage all children to use hand sanitiser after each activity. • Coaches to clean all equipment used at the end of an activity. • No bibs are to be worn. • Children not allowed to share equipment • Non-contact sports, or games where children are closer than the social distancing guidelines, will not take place. All the activities have been hand-selected and altered to suit the safety requirements of COVID-19. • A carousel style activity programme to keep groups at a safe distance 	<p>Outside gym area, trim trails etc are out of bounds at venues.</p> <p>Staff to reinforce the “catch it, bin it, kill it” message.</p> <p>Group leaders to have packs with them at all times which will contain all necessary cleaning equipment: antibacterial spray and cloths; antibacterial wipes; tissues, black sacks to act as a temporary group rubbish bag if the group are not near a bin; hand sanitiser for the group; disposable gloves and mask in case they need to come into close contact with a child.</p>
3.	Infection may spread due to the numbers in camp	5	3	H	<ul style="list-style-type: none"> • Clear communications with parents prior to camp starting about expectations. • Covid-19 posters around camp. • Only large rooms to be used if inside space is required. 	Indoor areas to be kept well-ventilated; windows and doors (not fire doors) will be kept open where possible.

				<ul style="list-style-type: none"> • Staff should arrive at camp no longer than 45 minutes before children start to arrive and should remain in the designated areas of the camp and outside areas where possible. • Only one parent to bring child to camp and collect at the end of the day. • Parents encouraged to social distance in queue for registration/dismissal. And will not be able to enter the building. • Designated bases for bubbles (groups) to be set out and children to go straight to their group on arrival. • Children to be split into groups of 10/15 maximum. Groups are to be predetermined before the start of the day so that camp leaders have the grouping list for registration and children can go straight to their group. • Groups will not mix. • Groups will return to their base at the end of the day in readiness for dismissal and one coach from each group will support camp leader with dismissal from group. • Staff to regularly talk with the children at morning and afternoon registration about hand washing and the importance of using and disposing of tissues. • Activities will be carried out following social distancing guidelines. • Staff will go home no longer than 45mins after all the children have left. 	<p>A toilet will be identified for each group near to designated area; children will only be allowed to go one at a time.</p> <p>Additional cleaning to be carried out by the camp Leader and bfree staff.</p>
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4.	Maintaining social distancing at break and lunch	5	3	H	<ul style="list-style-type: none"> • Each group will eat separately. • Separate areas to be identified for each group to eat their food. • Groups to be supervised during lunchtimes by their designated coach. • Children to bring in a packed lunch and siblings must have separate lunch boxes and must not share. • Staff to have lunch only with their group. 	Staff to bring in their own lunches.
5.	staff Ratio at holiday camp	4	3	M	<ul style="list-style-type: none"> • Only the minimum number of staff needed in camp to maintain safe ratios. 	
6.	Fire or fire alarm	4	3	M	<ul style="list-style-type: none"> • Normal registration procedures to be followed. • Designated areas to be used for fire evacuation. 	
7.	Dealing with First Aid at holiday camp	4	3	M	<ul style="list-style-type: none"> • PPE to be available for first aiders. • Designated first aid area. • Staff to notify first aiders if a child feels unwell. • First aiders will take daily medication to the child in their group. 	<p>Children who are unwell with any form of illness should not be in camp.</p> <p>Staff who are unwell in any way should not be included in the work rotas.</p>
8.	A possible or confirmed COVID-19 case at camp	5	4	H	<ul style="list-style-type: none"> • Child to be taken to a specified separate area. • Parent to be called to collect from camp and self-isolation guidelines explained. • Unwell staff member to go home. • Any child or staff member who shows symptoms should be tested as soon as possible and remain at home until test results are received. • Parent to communicate with camp leader as soon as test has come back. 	<p>Parents/guardians of the other children in this 'bubble' do not need to be notified at this point but we will choose to notify parents/guardians if we feel a child is at risk due to health, ethnic backgrounds or living with older relatives.</p> <p>If case is confirmed, report to Public Health England and follow their advice.</p>

						<p>If case is confirmed we will contact parents/carers of the children in the bubble asap.</p> <p>If group are indoors when child presents symptoms, group to be moved to another room or outdoors.</p> <p>Room to be deep-cleaned.</p>
9.	Standards	5	3	H	<ul style="list-style-type: none"> • Ensure active high-quality communication with parents. • Evidence measures being taken including cleaning and social distancing. • Staff to fall in line with the Covid-19 guidelines. 	<p>Ongoing review of social distancing measures and inclusion of recommendations from outside agencies.</p>