

School: Primary Schools	Assessment Date: February 2021
Facility: Field / Playground / Hall	Completed By: Teamtheme coach (Gary Shackleford)
Objectives: 2 weeks	Reviewed Every: Term

The Government has given the go ahead for holiday camps to run and as a result St Stephens School have agreed to open the site to Teamtheme Kent. This risk assessment checklist is based on Government guidelines on COVID-19 and the DfE guidelines have informed much of our planning. It remains subject to change at a short notice as updates are being made all the time. Teamtheme have compiled this risk assessment through working with our schools closely.

The completion of this tool/checklist should not be undertaken in isolation by one individual and should involve staff who understand the risk assessment process. Once completed, the risk assessment should be shared with all relevant stakeholders.

Risk assessment is about identifying sensible measures to control the risks in a workplace or when undertaking an activity. The process evaluates the threats and risks of a specified issue/situation and enables the likelihood that somebody could be harmed, together with an indication of how serious the harm could be, to be considered.

1a Risk Assessment					
Hazard / Check	Description of Hazard	Who's at risk	Level of risk [High, Med, Low]	How can the risk be controlled	Resolution/Action
Breaks for children & staff / Teamtheme Staff	Pupils to maintain within their Bubbles at all times	Pupils and staff	Low	Follow the Government Guidelines surrounding the 'Bubble System'	<ul style="list-style-type: none"> • Team member breaks to be taken with their bubble • Each bubble to have an allocated break area, socially distanced from other bubbles on the site • Camp Director to cover bubble for staff toilet breaks • Team member follows procedure for personal hygiene at the workplace • Team member must bring their own food and drinks to camp, leaving site during camp is not permitted • Team member is encouraged to take breaks in an outside area with their Bubble • Team member enabled to use mobile phone during break times but being conscious of children at camp and safeguarding • Team member breaks to be taken with their bubble

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					<ul style="list-style-type: none"> • Each Bubble to have an allocated break area, socially distanced from other Bubbles on the site • Camp Director to cover bubble for team member toilet breaks • Team member follows procedure for personal hygiene at the workplace • Team member must bring their own food and drinks to camp, leaving site during camp is not permitted • Team member is encouraged to take breaks in an outside area with their bubble • Team member enabled to use mobile phone during break times but being conscious of children at camp and safeguarding
Glass or dangerous object on the field / Teamtheme Staff	A glass bottle has been smashed on the field, leaving glass shards on the grass	Pupils and staff	Med	Checks of the field/playground before the lesson	Report to the school staff/ facilities to contact the caretakers to remove the glass
Incorrect or unsuitable warm-up / Teamtheme Staff	This can cause DOMS [Delayed Onset of Muscle Soreness] Warm-ups should last for at least 10 Minutes	Pupils	Low	Staff/Coach to lead warm-ups	Pupils should be made aware of the effects of DOMS due to an incorrect warm-up
Hall space clear/ Teamtheme Staff	The hall needs to be clean and free of any litter/water as this can cause injuries	Pupils	Low	<ul style="list-style-type: none"> • Daily checks are performed by the Teamtheme coach. • Staff should check the area prior to setting up their lesson 	If any litter or water is found, then it needs to be cleaned up prior to lesson

<p>Use of defective equipment/ Teamtheme Staff</p>	<p>If equipment is damaged or broken, then this can cause injuries to pupils.</p>	<p>Pupils</p>	<p>Med</p>	<p>Equipment is checked before every lesson and staff are advised if anything is broken and should not be used.</p>	<p>If any piece of PE equipment is broken during a lesson, then it should be passed on to the school staff/caretaker to either fix or to store away for repairs at a later date.</p>
<p>Team member or children attending camp living with a vulnerable person(s) / Teamtheme Staff</p>	<p>Team member or children attending camp living with a vulnerable person(s)</p>	<p>Pupils</p>	<p>Med</p>	<ul style="list-style-type: none"> • Teamtheme team members to complete health questionnaire and update Director if anything changes • Teamtheme team members and children to social distance from vulnerable family members within the home during the week at camp • Parents to advise Teamtheme of any concerns they may have, and we will endeavour to support the family as much as is possible. 	<p>Team member/employer should remain in contact with each other for updates on health and well-being</p>
<p>Infected individual within the camp or school / Teamtheme Staff</p>	<p>Team member or children attending camp contracting Covid 19</p>	<p>Pupils, staff & parents/carers</p>	<p>Med</p>	<p>Protocol for isolating, removing and testing of any individual suspected of displaying Covid-19 symptoms either at school or at home required. If someone develops a high temperature or a persistent cough while at school, staff should:</p> <ul style="list-style-type: none"> • Contact parent and ask them to collect their child (children) immediately. • Child(children) to be kept in isolation room which will the headteachers, the office will be made a secure, easily deep cleaned room). Adult supervising child will have PPE – _face mask, face shield, apron and gloves. This member of staff will then be allowed to go home to shower, change and wash clothes and return to work. A window should be opened for ventilation. • In an emergency, call 999 if they are seriously ill or injured or their life is at risk. Do not visit the GP, pharmacy, urgent care centre or a hospital 	<p>Temperatures taken as required by staff – Any updates or guidance taken on as appropriate</p> <p>As from the 06th May 20, the current advice is available: Spotting Covid-19 symptoms: https://www.nhs.uk/conditions/coronavirus-covid-19/check-if-you-have-coronavirus-symptoms/ Obtaining a Covid-19 test: https://www.gov.uk/guidance/coronavirus-covid-19-getting-tested.</p> <p>Child (children) to be kept in separate are school office - isolated until collection behind a closed door, depending on the age of the child and with appropriate adult supervision if required.</p> <p>A window should be open for ventilation. If it is not possible to isolate them, move to an area which is at least 2m away from other people.</p> <p>Staff presenting with symptoms should go home straight away having informed the HOS or AHT first.</p>

				<ul style="list-style-type: none"> • The rest of the Bubble should wash their hands thoroughly for 20 seconds immediately after that child has left the class and wipe down services using antibacterial spray supplied. • Areas used for isolation to be disinfected after they have left to reduce the risk of passing the infection on to other people. • If a staff member develops symptoms, they need to return home immediately and request a test using the Government website. • Parent/ staff member must then follow the guidance on self-isolation and not return to work until their period of self-isolation has been completed. • All staff/pupils to cough or sneeze into a tissue and put it in a bin, or if they do not have tissues, cough and sneeze into the crook of their elbow. Hands must be washed immediately after with soap for 20 seconds. <p>If there is a confirmed case of Coronavirus Covid-19 in school, all staff and pupils from that Bubble will need to self-isolate for 14 days. The classroom and resources will be deep cleaned.</p>	
Insufficient/Ineffective cleaning regime to reduce viability of virus on surfaces / Teamtheme Staff	Pupils or staff attending camp contracting Covid 19	Pupils and staff	Low	<ul style="list-style-type: none"> • Professional cleaning company have been employed to clean before and after each day. • Each Bubble has their own cleaning buckets and TT staff will be carrying out cleans throughout the day. 	<ul style="list-style-type: none"> • Cleaning of areas and equipment effectively • Signage around premises regarding 2m rule to be adhered to by all at all times. • Avoid touching your face/eyes/nose/mouth with unwashed hands and cover your cough or sneeze with a tissue then throw it in the bin.
Inability/refusal of pupil to comply with distancing	Pupils refusing to adhere to the social	Pupils & staff	Low	Regular reminders throughout the day on expectations Behaviour Policy and key values encompass expectations.	<ul style="list-style-type: none"> • Warnings as first step • Repeated offences could lead to internal isolation and extend to exclusion in consultation with parents.

requirements / Teamtheme Staff	distancing rules				
Delivering activities at camp	Ensuring safety throughout	Pupils	Low	<ul style="list-style-type: none"> • Staff training on delivery method • Team member delivers activities, reinforced agreed rules and stops an activity if it became unsafe • Regular and clear communication between delivery team and management about activities being delivered. • Continue to update best practice examples through advice given by Government, Ofsted or Governing Bodies (AfPE, Youth Sport Trust, UK Active or other agencies working in the same field) 	<ul style="list-style-type: none"> • 1 team member per bubble • Activity schedule planned by leadership group • Activities planned by coaches before each day at camp • Team members to communicate clearly with children at camp about how activities will run • Children will be encouraged to maintain social distancing as much as possible during the majority of activities • Teamtheme will endeavour to deliver socially distanced activities as much as possible • Activities will be delivered outside as much as possible • Each activity will be delivered in a large area, allocated to that bubble for the day • Children take and use their own water bottles during the activity • Team members to contact their Camp Director if they feel unsafe at camp • Team members are experienced and trained at running activities at camp • All surfaces, equipment and activity areas checked for safety
Use and sharing or equipment	Ensuring safety throughout whilst using equipment within Bubbles	Pupils	Med	<ul style="list-style-type: none"> • Clear brief on “Catch It, Bin It, Kill It” to team members and children • “Catch it Bin It Kill It” signage on display at registration point and around school site • Verbal sign in procedure to avoid sharing of pens • Each bubble is allocated an individual activity box, with games and other items to be used during break times • The cleanable items within the activity box are cleaned at the end of camp on a Thursday and left for 72 hours prior to camp the following week 	<ul style="list-style-type: none"> • Review meticulously during first week of camp w/c 17th July • Review weekly after that point • Camp Director to raise concerns on inadequate cleaning with team members. • Issue elevated to company Director if unresolved

				<ul style="list-style-type: none"> • Activity schedule has been created, so that different equipment is used by different bubbles each day • Equipment is always cleaned the day before being used by another bubble • Each Team member within a bubble is provided with cleaning products and materials and is responsible for cleaning down equipment either after each activity or at the end of camp each day • Camp Director to manage and support cleaning of equipment daily • Gloves to be worn when cleaning equipment at the end of the day/week • Team member to wipe down and clean their break area at the end of each day 	
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Current Government Advice on Cleaning in Non-healthcare Settings:

What you need to know -

Cleaning an area with normal household disinfectant after someone with suspected coronavirus (COVID-19) has left will reduce the risk of passing the infection on to other people. Wear disposable or washing-up gloves and aprons for cleaning. These should be double-bagged, then stored securely for 72 hours then thrown away in the regular rubbish after cleaning is finished

Using a disposable cloth, first clean hard surfaces with warm soapy water. Then disinfect these surfaces with the cleaning products you normally use. Pay particular attention to frequently touched areas and surfaces, such as bathrooms, grab-rails in corridors and stairwells and door handles. If an area has been heavily contaminated, such as with visible bodily fluids, from a person with coronavirus (COVID-19), use protection for the eyes, mouth and nose, as well as wearing gloves and an apron

Wash hands regularly with soap and water for 20 seconds, and after removing gloves, aprons and other protection used while cleaning.