

**AM Sport Academy**

1 Strathearn Road, London, SW19 7LH

**Location: SW18 and SW19**

<b>Title :</b> Floreat Wandsworth Sports Camps Site	<b>Date of Assessment :</b> 15/09/2020	<b>Risk Assessor :</b> Adam Moriarty
<b>Risk Assessment Reference :</b> October_Season_2020	<b>People involved in making this assessment :</b> Adam Moriarty, Amelia Collins	
<b>Task/ Process :</b> The purpose of this document is to outline regulations for staff in order keep themselves and everyone around them safe from harm. Our holiday camps will operate from 9.30am - 4.30pm under strict covid-19 Government guidelines.	<b>People at Risk :</b> Employees, Members of the Public, Residents, Children , Parents/Guardians	

<b>Hazard : Staff Arrivals</b> Traffic coming in and out of the grounds, which enhances the risk of cross contamination, close human contact and unnecessary small gatherings forming.
<b>Control Measures:</b>
1. Minimise adult to adult contact by standing side by side rather than face to face where possible and maintain 2m social distancing guidelines.
2. Refer to 'A possible or confirmed case of COVID-19' for the next steps in the event of a high temperature.
3. All staff are scheduled to arrive on-site for a meeting with their Camps Manager at 8:45am. Staff arrivals can begin from 8:30am. Please wash hands and use hand sanitiser as soon as you arrive on-site.
4. If staff are expected to be late, a phone call must be made to the Camps Manager at the very earliest opportunity. If you are unable to speak to them, leave a voicemail and follow up with a text message.
5. The Camps Manager at Wimbledon Park's direct contact details are: Adam Moriarty, 07841 758 764. The camps site contact number is 07547 330 560.
6. The Camps Manager at Floreat Wandsworth direct contact details are: Amelia Collins, 07958 126 274. The camps site contact number is 07598 927 362.
7. A non-contact infrared forehead thermometer check will take place for all staff at the start of the meeting. If temperatures display on or above 37.8, staff will be sent home and will be required to get tested and advise us of the outcome once received, usually within 24 hours.

<b>Hazard : A possible or confirmed case of COVID-19</b> A child or adult at camp displaying symptoms of COVID-19. A clear procedure needs to be in place to manage this eventuality it occurs.
<b>Control Measures:</b>
1. Isolate the child in an area closeby to the designated First Aid base. Contact parents/guardians for immediate collection. If isolation for any reason is not possible, they should be moved to an area as far away from other people but at least following social distancing guidelines.
2. If a child has parental consent to make their own way home they can do so but should avoid public transport and coming into contact with others.
3. If a staff member is required to come within 2 metres of the child they need to wear PPE - gloves, mask (FRSM), apron +/- eye protection.
4. If the child needs to go to the toilet, this should be a separate toilet to the one assigned for every other child. Once used, cleaned thoroughly with standard cleaning products.
5. If a child is awaiting collection indoors, they should 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. Ideally, a window should be opened for ventilation.

6. Once the child has been collected, they must get tested using the NHS portal 111. The results of the test need to be passed back to us, which usually takes up to 24 hours.
7. Cleaning the affected area of the camp with disinfectant wipes after someone with symptoms has left will reduce the risk of passing the infection on to other people. See the COVID-19: cleaning of non-healthcare settings guidance.
8. 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.
9. If the test returns positive, we will notify the London Coronavirus Response Cell (LCRC): 03003030450.
10. If a family member, who lives in the household has a confirmed case of COVID-19, The child needs to self isolate for 14 days and get tested if they develop symptoms. As parents/guardians are not permitted onto the ground of our camps, no further action is required.
11. Bubble' children do not need to self isolate if the test is negative.
12. If the test is negative, the child can return to camp. If however, the child is unwell, they should not return to camp until they are fully recovered. Once they well and not had a fever in the last 48 hrs, they can return. If not, they should continue to self-isolate until fever-free for 48 hrs.
13. Where the child, young person or staff member tests positive, NHS Test and Trace will speak directly to those they have been in contact with to offer advice. This advice may be that the rest of their class or group within the setting should be sent home and advised to self-isolate for 14 days.

**Hazard : Test and Trace** The NHS Test and Trace service will help to manage the risk of the virus re-emerging as restrictions on everyday life are eased, as far as it is deemed safe to do so.

**Control Measures:**

1. As part of the national Test and Trace programme, if other cases are detected within the class or group or in the wider setting, Public Health England's local health protection teams will conduct a rapid investigation and will advise on the most appropriate action to take.
2. We will continue to adhere to the Test and Trace guidelines: <https://www.gov.uk/guidance/nhs-test-and-trace-workplace-guidance>.
3. If anyone in our camp becomes unwell with a new, continuous cough, a high temperature a loss or change in their normal sense of taste or smell (anosmia), they will be sent home and advised to follow the COVID-19: guidance for households with possible coronavirus (COVID-19) infection guidance.
4. We will also be keeping a record of staff shift patterns for the whole duration of our camps season. This could help contain clusters or outbreaks.
5. Additionally, we will assist the Track and Trace service by keeping a record of our customers and visitors for the whole duration of our summer camps season. This could help contain clusters or outbreaks.
6. Encouraging staff to heed any notifications to self-isolate and supporting them when in isolation.
7. Promoting the need to get tested if anyone is symptomatic.
8. Ensuring our camps setting is comprehensively following all the guidelines making it as safe as possible for staff, children and parents.

**Hazard : Infection Protection and System of Controls** The system of controls provides a set of principles that will effectively minimise risks. All elements of the system of controls are essential - a hierarchy of controls that, when implemented, creates an inherently safer system, where the risk of transmission of infection is substantially reduced.

**Control Measures:**

1. Minimise contact with individuals who are unwell by ensuring that those who have coronavirus (COVID-19) symptoms, or who have someone in their household who does, or have been advised by NHS Test & Trace to self-isolate, do not attend our camps.

2. Ensuring that children, staff and other adults do not come into settings if they have coronavirus (COVID-19) symptoms or have tested positive in the last 7 days and ensuring anyone developing those symptoms during the day is sent home,
3. Clean hands thoroughly more often than usual - Coronavirus (COVID-19) is an easy virus to kill when it is on the skin. This can be done with soap and running water or hand sanitiser.
4. Ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach by providing hand wipes and bins to support children and staff to implement this routine. Children understand that this is now part of how our camps operate.
5. Introduce enhanced cleaning, including cleaning frequently touched surfaces often using provided disinfectant wipes. Schedules will provide cleaning equipment and toilets regularly throughout each day.
6. Contain any outbreak by following Local Health Protection Team advice.
7. Manage confirmed cases of coronavirus (COVID-19) amongst the camp and local community. We must take swift action once aware that someone who has attended has tested positive for coronavirus (COVID-19).
8. To self-isolate if they have been in close contact with someone who tests positive for coronavirus (COVID-19) symptoms or someone who tests positive for coronavirus (COVID-19)
9. Provide details of anyone they have been in close contact with if they were to test positive for coronavirus (COVID-19) or if asked by NHS Test and Trace.
10. Engage with the NHS Track and Trace process; ensure staff members and parents/carers understand that they will need to be ready and willing to book a test if they are displaying symptoms and follow the guidelines set out in a possible or confirmed case of COVID-19 section.
11. Where necessary, wear appropriate personal protective equipment (PPE); is only needed in a very small number of cases, including where an individual child becomes ill with coronavirus (COVID-19) symptoms and only then if a distance of 2 metres cannot be maintained.
12. Minimising contact and mixing by altering, as much as possible, the environment (such as layout) and timetables (such as allowing for sufficient changeover time to clean the area between different classes or groups of children and ensuring areas do not become overcrowded)

**Hazard : Reviewing Risk Assessments** There are important actions that we need to take during the coronavirus (COVID-19) outbreak, to help prevent the transmission of the virus.

**Control Measures:**

1. We will have active arrangements in place to monitor that the controls are effective, working as planned, and updated appropriately considering any issues identified and changes in public health advice.
2. We will thoroughly review our health and safety risk assessment and draw up plans as part of the wider opening.
3. We will comply with health and safety law, which requires us to assess risks and put in place proportionate control measures.

**Hazard : Safeguarding and Child Protection** The coronavirus (COVID-19) outbreak may have caused significant mental health or wellbeing difficulties for some children and they may be at increased risk of harm or abuse. Therefore, it is imperative we are aware of the safeguarding issues that can put children at risk.

**Control Measures:**

1. If safeguarding issues come to light, we will activate our child protection and safeguarding policy, which has been recently updated.
2. All staff will be signposted to the policy and child protection procedures to ensure all staff members understand their responsibilities and know what to do in the event of a safeguarding concern, including what to do if a child makes a disclosure.

3. Our Designated Safeguarding Lead for the Summer Camps 2020 season will be Adam Moriarty. His work contact number, which will be available from 9:30am - 4:30pm during operational days only is 0707547330560. His out of office contact details are 07841758764.

4. Our Deputy Designated Safeguarding Lead for the Summer Camps 2020 season will be Amelia Collins. Her work contact number, which will be available from 9:30am - 4:30pm during operational days only is 07598927362. Her out of office contact details are 07958126274.

5. The children's Social Care and Local Authority Designated Officer (LADO) teams in the boroughs of Merton and Wandsworth will be contacted if a safeguarding concern requires a referral.

**Hazard : Dismissals and End of Day Checklist** Staff's presence in a safe dismissal for the children is important as is the tidying and clearing of the camps site at the end of each day.

**Control Measures:**

1. The Camps Manager will arrange the dismissal for the children and assign tasks for staff on a daily basis.
2. Please view the end of day checklist for staff tasks. This will take place from 4:30pm - 4:45pm. Some Sports Leaders may be assigned tasks as early as 4:20pm.

**Hazard : Pre COVID-19 Camps Season Preparation** To ensure staff and Sports Leaders are fully prepared and up to date with our COVID-19 procedures, certain measures have been put in place. Followed correctly, the required knowledge skill and understanding of our operational needs and specific roles and responsibilities will be achieved.

**Control Measures:**

1. There will be no camps induction course as all staff are now accustomed with the COVID-19 activities from summer camps 2020 and Autumn Term 1
2. All full-time staff and Sports Leaders must read both our parent/guardian Risk Assessment and our Staff Risk Assessment.
3. Once read, an acknowledgment email needs to be sent to adam@amsportsacademy.co.uk confirming you have read and understood both the hazards and risks set out in the parent/guardian and staff Covid-19 October Camps 2020 Risk Assessment and will adhere to the control measures associated with it.
4. All full-time staff and Sports Leaders will have access to our online Dropbox portal, where they can view the following documents; the induction course, risk assessments, bubble timetables, activity maps, weekly planning, playground visuals, wet weather plans and end of the day tidy checklist.
5. A full summer season staff schedule link will be released on Google sheets, which will be shared with all staff. This will detail who is scheduled for working duties, which site, the bubble group they are working with and a daily timeline of events.

**Hazard : Public Transport & Face Coverings**

**Control Measures:**

1. Staff must wear face masks when travelling into work on public transport, where spaces are enclosed and social distancing isn't possible.
2. Please note, face coverings do not replace social distancing.
3. It is important to use face coverings properly and wash your hands before putting them on and taking them off.
4. There are 150 face masks available at each camps site. These will be used for First Aid, as and when staff feel they need to wear one and can also be used by staff to travel to and from work.

**Hazard : Communicating Safe Working Measures with Staff** We have used Government guidance on working safely during coronavirus (COVID-19) to ensure we have put in place measures to create a safe environment for the staff and children attending summer season camps provision based on the five principles outlined below.

**Control Measures:**

1. Carry out a coronavirus (COVID-19) risk assessment.
2. Develop cleaning, handwashing and hygiene procedures.
3. Help people to work from home where possible.
4. Maintain social distancing, where possible.
5. Where people cannot maintain social distancing, do everything practical to manage the transmission risk (including considering whether the activity needs to continue for the business to operate)
6. Furthermore, we welcome regular opportunities to get feedback from staff on the new arrangements.

**Hazard : Activity Maps & Equipment Care** Without careful and strategic planning, the miss-use of equipment is an easy way and extremely quick route to spreading the virus. We have therefore, implemented the following steps to eradicate this concern.

**Control Measures:**

1. The maps have been created so equipment that can be disinfected using wipes is used in one activity per day ONLY (ie, Orange Cricket Airballs, Footballs, soft plastic balls)
2. For the equipment that cannot be disinfected as effectively, such as bean bags, Tennis felt balls, and general Tennis balls, these are being used just twice a week on a Monday and Thursday only to allow 72 hours in between use where any trace of infection will have disappeared.
3. Staff have a responsibility to take extra precautions to look at the equipment list on the planning portal, where clear equipment guidelines have been set out. Ask your Camps Manager for information if you are unsure.
4. Each bubble will have their own set of Tennis balls and Bean Bags inside a bag labelled with their bubble animal. The bubble only use the balls assigned to them and they are returned into this bag after use and re-used again 72 hours later.
5. Each activity will host disinfectant wipes. These need to be used on equipment that has been touched as soon as a bubble has finished using them. After this process, the equipment will be available for the next bubble. This is a shared responsibility for full-time and Sports Leader staff.
6. Hand sanitiser will also be available at every activity. Please apply regularly, especially after using the disinfectant wipes.
7. Remember, children are assigned their equipment for each activity and can only touch this equipment. Staff have a responsibility to echo this message consistently. In the event a child touches another child's equipment, it would need to be wiped down before used again. Follow the process above.

**Hazard : Daily Staff Safety Messages** This outlines daily routines staff need to be made aware of, which will be different from our usual operations.

**Control Measures:**

1. Alter clothes daily and have high levels of personal hygiene.
2. Regularly wash and sanitise hands using the PPE equipment we have set up throughout the camps site.
3. You must bring your own packed lunch as you will not be able to use any of the catering facilities at the school. There will not be access to a microwave, kettle, cutlery etc
4. Do not bring in lunches that require re-heating.

5. For the safety of all at our camps, staff are not permitted to leave the grounds to visit supermarkets, café's or other establishments which may be crowded with people. It is highly recommended, staff stay on site throughout the day.
6. Safari searches and social media can also be explored during breaks. However, please adhere to our safeguarding email and internet policy, which is available on your induction presentation. If you do not have access to this, please request it from our Managing Director.
7. Whilst on assigned breaks your personal mobile phones can be used in staff areas away from the children. During these time, calls/messages can be made externally. If replies from these actions spill into when you are active on the field, they must be ignored and responded to at your next break.
8. If your personal mobile phone is used for any other reason other than work-related needs whilst you are on the field supervision the children, this will progress into a disciplinary matter.
9. In order to ensure staff are able to contact the Camps Manager in an emergency, staff are allowed to carry their mobile phones in their possession whilst on the field with the children. They are used for work-related phone calls only, which in most cases, will always involve the Camps Manager.
10. The use of walkie talkies will not be permitted to avoid the spread of possible infection.

<b>Hazard : Reviewing Staff Availability</b>
<b>Control Measures:</b>
1. Clinically vulnerable individuals may also be at higher risk of severe illness (for example, people with some pre-existing conditions have been advised to take extra care in observing social distancing.
2. If any clinically vulnerable individuals, including those that are clinically extremely vulnerable, cannot work from home, they will be offered an individual discussion with the Managing Director to ensure the safest available on-site roles.
3. Those who need to work and cannot do so from home will be advised to return to work as long as their workplace is coronavirus (COVID-19)
4. Clinically extremely vulnerable staff members should follow the latest government advice on shielding in order to keep themselves safe. From Saturday 1 August the guidance will be relaxed so clinically extremely vulnerable people will no longer be advised to shield.
5. We have aimed to add a Sports Leader to enhance the ratios to 2:15 but this may not always be possible.
6. As part of our risk assessment, we have considered appropriate staff:child ratios. We have assigned a maximum of 15 children per small bubble with at least 1 staff member as per Government guidelines.

<b>Hazard : Supporting Children's Wellbeing</b> It is important to recognise that as staff may we need to acknowledge individual children who have found the long period at home hard to manage. Some may developed anxieties related to the virus.
<b>Control Measures:</b>
1. Opportunities for children to talk about their experiences of the past few months.
2. Opportunities for conversations with trusted adults where this may be supportive.
3. Some lessons on relevant topics, for example, mental wellbeing or staying safe.

<b>Documents Associated with this Risk Assessment:</b>	2B. RA_June20_Activity_Visual.pdf(A support document visual outlining social distancing, )
<b>Review Date :</b> 03/01/2021	<b>Reviewer :</b> Adam Moriarty