

**AM Sport Academy**

1 Strathearn Road, London, SW19 7LH

**Location: Wimbledon Park Primary School, SW19 8EJ**

<b>Title :</b> WPPS Sports Camp Site	<b>Date of Assessment :</b> 25/09/2020	<b>Risk Assessor :</b> Adam Moriarty
<b>Risk Assessment Reference :</b> October Camps Season 2020	<b>People involved in making this assessment :</b> Adam Moriarty, Amelia Collins	
<b>Task/ Process :</b> To provide a sports childcare provision during the summer holidays for families at the schools and the wider community. The 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 : Work equipment</b> Exposing equipment which is being touched by multiple pupils encourages cross-contamination and a spread of infection.
<b>Control Measures:</b>
1. Equipment is NOT be shared. This means no sports kit or equipment that travels, or is passed from one child to another using their hands should be used (balls, sticks, rackets, clubs, gym mats, etc)
2. Clean the equipment before the first use of the day if there is uncertainty it has not been cleaned before it was stored away by the previous user.
3. This equipment can only be touched and returned by that child. Instructions should be clear to this effect. This equipment becomes 'theirs' and theirs alone whilst they are in the activity. Store away equipment that is 'tempting' to grab habitually.
4. After each activity, all equipment to be cleaned and sanitised before the next 'bubble' are able to use it. Bin bags are provided for used wipes, which are disposed of at the end of each day.
5. A carousel style activity programme will be in place to keep 'bubble' groups at a safe distance.
6. Activities will all be individual based and a planning portal detailing all the safety steps for every activity will be made available for our staff.
7. Safety is paramount – if the child can do a skill safely and it is well within their ability, then we will allow it. However, we will discourage activities that are physically challenging for children, which might require adult intervention or physical support, or could result in injury.
8. High-risk activities or new skills beyond the children's capabilities should be avoided to remove pupil to staff close contact.
9. Endorse the 'Catch it, Bin it, Kill it' approach by displaying visible poster on all bins provided.
10. Activity 1-5, Main Gate, Toilets and First Aid area will have the following PPE equipment available; Anti-bacterial wipes, hand sanitiser, a bin with a 'Catch it, Bin It, Kill it' poster and a chair. These items will have visible location signs so they are used in the same place each day.
11. Our daily activity maps have been created so equipment that can be disinfected using wipes is used in only one activity per day (ie, orange cricket airballs, footballs, soft plastic balls)
12. For 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.
13. Our Covid-19 activity planning portal will clearly display the equipment required for each activity and staff will be briefed accordingly to this effect.

<b>Hazard : Maintaining Social Distancing</b> To avoid the risk of spreading infection and to ensure everyone consistently have their own individual space, which are 2m apart.
<b>Control Measures:</b>

1. Social distancing guidelines should be followed between people from different households wherever possible. This means a distance of 2m between people from different households, or 1m plus mitigations (such as face coverings or avoiding face-to-face contact) where 2m is not possible.
2. 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.
3. Planned activities and contexts where children can social distance and do not need to touch or use 'others' equipment.
4. Personal physical challenges, strength-based challenges, skill challenges with their own ball or flexibility-based challenges suit the contact of activity required.
5. Provide each child with their own social distanced cone where their equipment and personal belongings can be stored. This is demonstrated in the COVID-19 activity planning portal.
6. Fixed Playground equipment cannot be used.

**Hazard : Toilet and Hand Washing Regimes** Without robust hygiene regimes, the risk of cross contamination across various surfaces and equipment is exposed.

**Control Measures:**

1. Each 'bubble' group will have regular assigned toilet and washing hand slots, which will differ from other 'bubbles'.
2. Designate 1 toilet only to be used by all the children whilst on site for cleaning purposes.
3. Implement a '1 in 1 out system' with only one cubicle in the Boys and Girls assigned toilet being available. Children line up outside the toilets maintaining social distancing guidelines.
4. Assigned adult supervision will be in place to manage this as well as checking children have washed their hands thoroughly and applied hand sanitiser.
5. Toilet cleaning protocols have been put in place to limit coronavirus transmission. Toilet flusher, tissue dispenser, taps, doors and any other touch points to be wiped down with disinfectant wipes after each 'bubbles' use. This ensures the toilets are clean and safe for there next 'bubble'
6. If a child wets themselves, there will be a stock of gloves and masks which can be used – the child, where possible, should change themselves. EYFS and KS1 children are recommended to provide a change of clothes.
7. If a child soils themselves, our staff will not put themselves at risk by changing this child. Our procedure will be to contact parents/guardians and the child collected and taken home. Wipes will be offered to the child. EYFS and KS1 children are recommended to provide a change of clothes.
8. Hand sanitiser stations will be available throughout the camp.
9. Reference to the hand washing posters both outside and inside the assigned toilets to promote and maintain hand hygiene.

**Hazard : Water Bottles and Hydration** Reduce the risk of cross-contamination by implementing robust water station procedures.

**Control Measures:**

1. Water bottles are for the use of the 'owner' only and MUST be filled up from drinking water taps or designated 10L water containers. If a child does not have a water bottle, they are provided with their own named water cup.
2. Fill up on a '1 by 1' rota, maintaining social distancing guidelines. Adult supervision in place.
3. Water fountains will not be made available.
4. The water container is cleaned with bacterial wipes after use.

**Hazard : First Aid** The unavoidable need to have close contact in order to instruct first aid enhances the risk of cross contamination and the spread of infection.

**Control Measures:**

1. Select which activities take place on the softer areas reducing the impact of trips and falls. Coupled with individual sports, this will minimise first aid incidents and treatments required.
2. First Aid will be managed by the Camps Manager or a qualified member of staff who has volunteered to conduct First Aid. Face mask and gloves will be made available.
3. A waste bin will be available for all First Aid waste and disposed of at the end of each day.
4. The designated First Aid base will be set up outdoors whenever possible and surfaces cleaned after use.

**Hazard : Arrivals** Traffic coming in and out of the grounds, which enhances the risk of cross contamination, close human contact and unnecessary small gatherings forming.

**Control Measures:**

1. Due to the drop-off and pick up safety procedures, there will be a slight delay in getting every child in and out of the camp.
2. Please request our playground visuals for arrival locations and set up.
3. Hand washing and sanitiser will be implemented at the start of the day when children arrive, throughout the day and before they are dismissed from the camp.
4. The assigned external gates (Havana Road at WPPS) and (Farlton Road and Garratt Lane at Floreat Wandsworth) will only be unlocked at 9:30am and closed again as soon as all expected children have safely entered the grounds. The gates will be supervised by our staff at all times.
5. Once the Camps Manager closes the gate after the morning drop-offs, unless there is an emergency, all external gates will be locked until dismissal begins 4:20pm.
6. Before heading into the grounds, children will receive a sticky label with their animal and bubble number (Crocodiles EYFS, Sharks KS1 and Eagles KS2) and directed towards a staff member holding an animal sign matching their label.
7. If temperatures are not displaying potential fever, the child will be checked into camp on our electronic register. Any necessary medical equipment will be placed into our medical box and any medication needed to be administered will require a completed medical consent form.
8. A non-contact infrared forehead thermometer check will take place. If temperatures display on or above 37.8 children will be sent home and will be required to get tested and advise us of the outcome once received, usually within 24 hours.
9. Provide parents, carers and young people with a clear process to minimise adult to adult contact by modelling an 'in and out entrance' registration system. They will not be permitted onto the grounds for the morning drop-offs.
10. The assigned Main Gate Entrance (Havana Road, WPPS and Farlton Road, Floreat Wandsworth) will be opened by the Camps Manager at 9:30am, who will follow our registration procedure for each child who is booked into camp one by one.
11. Parents/Guardians to respect social distancing guidelines by waiting at the floor lines or strategically placed cones outside the grounds. A COVID-19 safety banner at the entrance of camp and around the site to remind parents/guardians, children and staff of the guidelines to be followed.

**Hazard : Bubble Groups** To reduce the risk of transmission within our camps, we will minimise the number of different people each child comes into contact with. As such, maintaining small, consistent groups of no more than 15 children and at least one staff member.

**Control Measures:**

1. Based on daily capacities of a maximum of 45 children per day at each individual camps site, we will be following the 1:15 coach to child ratio with the addition of a Sports Leader in each bubble, increasing the ratios to 2:15 in most cases.

2. Children will be, as much as possible, assigned to a particular bubble and should then stay in this bubble consistently for future sessions for the duration of the summer camps season and avoid mixing with other bubbles around camp.
3. The designated Camps Manager will have access to all the 'bubbles' but will maintain social distancing guidelines. If closer contact is required, PPE equipment to be worn.
4. Any decisions surrounding bubble groups, should be taken with full consideration of any ongoing welfare needs or safeguarding concerns.
5. Parents and carers are encouraged to limit the number of settings their child attends, ideally ensuring their child only attends the same setting consistently.
6. Children will snack and have lunch in their 'bubbles'. These will be staggered to reduce numbers congregating in shared spaces.
7. Each 'bubble' will have assigned staff, which will remain consistent with a bubble for a minimum of 1 full week. At the start of each week, due to staff annual leave and personal circumstances, staff may rotate into different roles. All bubble participants and staff schedules will be recorded.
8. The 'bubble' groups will be pre-planned, age specific and recorded for the whole summer camps season to assist the Track and Trace service for the whole. This could help contain clusters or outbreaks.

**Hazard : A possible or confirmed case of COVID-19** 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.

**Control Measures:**

1. 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.
2. 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.
3. 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.
4. 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.
5. 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.
6. If the test returns positive, we will notify the London Coronavirus Response Cell (LCRC): 03003030450.
7. 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.
8. Bubble' children do not need to self isolate if the test is negative.
9. 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.
10. 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.
11. 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.
12. 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.
13. 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.

**Hazard : Online Bookings** An online system, which support the Track and Trace service is essential to our provision. Additionally, this will erase people arriving at camp who are not booked in, jeopardising our strict camp capacities and unnecessarily increasing the traffic outside the camp grounds.

**Control Measures:**

1. All individual child allergy and medical information and emergency contact numbers will be known to us as it is included in the booking process. This information will be available on our electronic register.
2. The online booking system 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.
3. Daily capacities as of 10th July 2020 is capped at a maximum of 45 full day bookings per day at each individual camps site.
4. Fully contactless booking and payment system through our website.
5. Only a full day 9.30am - 4.30pm booking option available to reduce arrival and departure traffic in camp. All flexi bookings and ad-hoc drop-off and collections times have been removed.
6. The capacities are in line with the ability of the children in attendance to maintain social distancing, the age of the children in attendance, the nature of the activities and the size or layout of the premises available to us.

**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 : Maintaining Good Hygiene** To minimise the spread of the potential of spreading infection, promoting good hygiene is essential in operating a safe provision. Educating children and routinely installing the new way of working will significantly enhance the maintenance of all on the premises.

**Control Measures:**

1. Signs and posters will be visible to build awareness of good hand washing technique and the need to increase hand washing frequency; 'Remember To Wash You Hands' poster on the doors into the toilets and 'Did You Wash Your Hands' poster on the back of the door inside the toilets.

2. Provide hand sanitiser in multiple locations in addition to washrooms.
3. Use clear cleaning guidance for toilets to ensure they are kept clean and social distancing is achieved.
4. Enhancing cleaning for all busy areas.
5. Providing more waste facilities and dispose of at the end of each day.
6. Cleaning hands regularly, including when they arrive at camp, before and after eating and when they return from breaks will be routinely scheduled on a daily basis throughout the summer camps season.

**Hazard : Indoor Provision** In the event operations cannot function outside, the risk of transmission is high indoors. Therefore, in order to keep children and staff safe robust measures need to be in place.

**Control Measures:**

1. Initially, all of our operations will be planned to take place outside; registrations, all sports activities, snack and lunch breaks, water station and First Aid.
2. In the event this is not possible due to wet weather, a detailed indoor plan will be in place to ensure the guidelines are still being adhered to, whilst ensuring the safety of all.
3. Indoor hall, classroom based provisions will be in place, following practical steps that can be taken to implement the control measures; desks are spaced as far apart as possible and each child has 'their own' social distance visual spot to perform low intensity indoor hall activities.
4. Bubbles will be separated into different indoor spaces so social distancing can be maintained.
5. Activities will be altered for indoor use accordingly, taking into consideration the extra challenges with space and social distancing.

**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 : 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 : Communicating to Parents/Carers** All plans regarding our re-opening, including new safety measures that we have put in place to reduce the risk of infection and transmission of the virus needs to be communicated to our parents/carers.

**Control Measures:**

1. Use technology to communicate with parents and carers digitally where possible; email is our primary form of communication and all the measures and wider camps information will be send via email as soon as a booking has been made.
2. Inform children, young people, parents, carers or any visitors, such as suppliers, not to enter your setting if they are displaying any symptoms of coronavirus (COVID-19) (following the COVID-19: guidance for households with possible coronavirus (COVID-19) infection).
3. Encourage parents to avoid using public transport to get to your setting. Ideally, they should walk or cycle where possible or use a private vehicle (provided they are only travelling with those from within their household).
4. Avoid the need for parents and carers to wait, but where they have to, provide 2m social distancing markers on the floor and ensure they are being adhered to.
5. Make clear to parents that they cannot gather at entrance gates or doors.
6. Alternatively, for immediate contact a site phone number will be available, where the contact numbers are visible at the registration desk and also on our website. <http://www.amsportsacademy.co.uk/camps/emergency-camp-phone-numbers/>
7. Whilst camp is in operation, parents and carers can email our office at [info@amsportsacademy.co.uk](mailto:info@amsportsacademy.co.uk), where responses will typically take up to a few hours.

**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** To avoid small gatherings, minimise adult to adult contact and provide a safe social distanced one way in and one way out system.

**Control Measures:**

1. Please request our playground visuals for dismissal locations and set up.
2. All external doors from 4:20pm will be supervised by staff until all children have been collected safely and the gate can be locked.
3. At WPPS, the gate on Havana Road will be the collection point access to the grounds is not permitted. At Floreat Wandsworth, entrance to parents/carers will be at Farlton Road, parents/carers will have access to the grounds to collect and exit through the Garratt Lane gate.
4. Hand washing and sanitiser will be implemented at the end of the day before children are lining up ready to go home.
5. Every child will be assigned a cone to stand next to which will be the same colour as their animal and will have a their animal sticker on it. These cones will follow social distanced guidelines.
6. The assigned Main Gate Entrance (Havana Road, WPPS and Farlton Road, Floreat Wandsworth) will be opened by the Camps Manager at 4:20pm. The Camps Manager will then be responsible for dismissing children one by one to their parent/carer.
7. Parents/Guardians to respect social distancing guidelines by waiting at the floor lines or strategically placed cones outside the grounds. A COVID-19 safety banner at the entrance of camp and around the site to remind parents/guardians, children and staff of the guidelines to be followed.

**Documents Associated with this Risk Assessment:****Review Date :** 29/10/2021**Reviewer :** Adam Moriarty