

## Time 4 Sport 2020 Holiday Camp Covid-19 Risk Assessment

### MATRIX:

Legend	
I	Impact
P	Probability

Impact or Consequence	
Description	Indicators
5 (Major)	The risk has a <i>major</i> impact if realised
4 (Significant)	The risk has a <i>significant</i> impact if realised
3 (Moderate)	The risk has a <i>moderate</i> impact if realised
2 (Minor)	The risk has a <i>minor</i> impact if realised
1 (No consequence)	The risk has <i>no consequence</i> if realised

Probability or Likelihood	
Description	Indicators
5 (Very Likely)	The risk <i>will</i> emerge
4 (Likely)	The risk <i>should</i> emerge
3 (Unlikely)	The risk <i>could</i> emerge
2 (Very Unlikely)	The risk is <i>unlikely</i> to emerge
1 (Impossible)	The risk <i>will not</i> emerge

Score	Risk Description	Action Required
25	Extreme Risk	Immediate escalation to Operations Director for risk control activities
20-13	High Risk	Risk to be actively managed with appropriate risk control activities
12-6	Medium Risk	Take appropriate action to manage the risk
5 and below	Low Risk	Monitor activity to assess changes in risk rating

NOTE: This Risk Assessment was last updated on 02/06/2020 following the latest government guidelines.



	Risk Description			Risk Rating	Risk Controls	Additional controls required
1	Contaminants being brought into camp	5	3	15	<p>Clear communication with parents prior to camp starting about expectations.</p> <ul style="list-style-type: none"> <li>• Parents should check for all Covid-19 symptoms (high temperature, a new continuous cough and a loss/change in taste or smell) each day before camp, and they must not come to camp if they have of these symptoms.</li> <li>• Registration will be carried out in the school main reception area and children will be placed straight into groups (bubbles).</li> <li>• Registration and dismissal will be contactless. The Camp Manager will sign the children in not the parents.</li> <li>• 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.</li> <li>• Children to keep their belongings with them throughout the day.</li> <li>• Children to bring to camp their own large water bottles to camp each day.</li> <li>• Soap dispensers available, full and working – checked daily.</li> <li>• Hand sanitiser available at the sign in desk and signage to families to wash hands on arrival.</li> </ul>	<p>Children to wear clean clothes each day.</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>

2	Infection may spread through resources used in camp	5	3	15	<ul style="list-style-type: none"> <li>• No soft toys and difficult to clean toys to be used.</li> <li>• Used tissues to be placed immediately in bins which will be double bagged and emptied regularly throughout the day.</li> <li>• Contact points, such as door handles, will be cleaned throughout the day.</li> <li>• Coaches to encourage all children to use hand sanitiser after each activity.</li> <li>• Coaches to clean all equipment used at the end of an activity.</li> <li>• No bibs are to be worn.</li> </ul>	Staff to reinforce the “catch it, bin it, kill it” message.
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3	Infection may spread due to the numbers in camp	5	3	<p>15</p> <ul style="list-style-type: none"> <li>• Clear communications with parents prior to camp starting about expectations.</li> <li>• Signage around camp.</li> <li>• Only large rooms to be used if inside space is required (larger than 55 sqm).</li> <li>• Staff should arrive at camp no longer than an hour before children start to arrive and should remain in outside areas where possible.</li> <li>• Only one parent to bring child to camp and collect at the end of the day.</li> <li>• Parents encouraged to social distance in queue for registration/dismissal.</li> <li>• Designated bases for bubbles (groups) to be set and children to go straight to their group on arrival.</li> <li>• Children to be split into groups of 15 maximum. Groups are to be predetermined before the start of the day so that camp managers have the grouping list for registration and children can go straight to their group.</li> <li>• Groups will not mix.</li> <li>• 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 manager with dismissal from group.</li> <li>• Staff to regularly remind children of the need for social distancing and what that means for them (this will form part of the morning meeting and camp rules and signs will be displayed around camp).</li> <li>• Activities will be carried out following social distancing guidelines.</li> <li>• Staff will go home no longer than an hour after all the children have left.</li> </ul>	<p>Indoor areas to be kept well-ventilated; windows and doors (not fire doors) will be kept open where possible.</p> <p>A toilet will be identified for each group, and children will only be allowed to go one at a time.</p> <p>Additional cleaning regime to be carried out by the camp manager.</p>
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4	Maintaining social distancing at break and lunch	5	3	15	<ul style="list-style-type: none"> <li>• Each group will eat separately.</li> <li>• Separate areas to be identified for each group to eat their food.</li> <li>• Groups to be supervised during mealtimes by their two group coaches.</li> <li>• Children to bring in a packed lunch and siblings must have separate lunch boxes and must not share.</li> <li>• Staff to have lunch only with their group.</li> </ul>	Staff to bring in their own lunches.
5	Too many staff at camp	4	3	12	<ul style="list-style-type: none"> <li>• Only the minimum number of staff needed in camp to maintain safe ratios.</li> </ul>	
6	Fire or fire alarm	4	3	12	<ul style="list-style-type: none"> <li>• Normal registration procedures to be followed.</li> <li>• Designated areas to be used for fire evacuation.</li> </ul>	
7	Dealing with First Aid	4	3	12	<ul style="list-style-type: none"> <li>• PPE to be available for first aiders.</li> <li>• Designated first aid area.</li> <li>• Staff to notify first aiders if a child feels unwell.</li> <li>• First aiders will take daily medication to the child in their group.</li> </ul>	<p>Children who are unwell with any form of illness should not be in camp.</p> <p>Adults who are unwell in any way should not be included in the work rotas.</p>

8	Staff or children display COVID symptoms at camp	5	4	20	<ul style="list-style-type: none"> <li>• Child to be taken to a specified separate area.</li> <li>• Parent to be called to collect from camp and self-isolation guidelines explained.</li> <li>• Unwell staff member to go home.</li> <li>• Any child or staff member who shows symptoms should be tested as soon as possible and remain at home until test results are received.</li> </ul>	Parents of children in camp to be advised of a possible case. If case is confirmed, report to Public Health England and follow their advice. If group are indoors when child presents symptoms, group to be moved to another room or outdoors. Room to be deep-cleaned.
9	Reputation	5	3	15	<ul style="list-style-type: none"> <li>• Ensure active high-quality communication with parents.</li> <li>• Evidence measures being taken including cleaning and social distancing.</li> </ul>	Ongoing review of social distancing measures and inclusion of recommendations from outside agencies.