

**HOLIDAY SPORTS CAMP  
RISK ASSESSMENT**

<b>ACTIVITY: Holiday Sports Camp at Mangotsfield Primary School</b>					<b>October half term 2021</b>
<b>What are the hazards?</b>	<b>Who might be harmed and how?</b>	<b>What are you already doing?</b>	<b>What further action is necessary?</b>	<b>Action by whom</b>	<b>Action by when</b>
<p><b>Premises</b></p> <p><b>Arrangements for unlocking / locking</b></p>	<p>Caretaker/NSG may be harmed due to inaccurate procedures</p>	<p>Caretaker will be unlocking each day for 8am unless otherwise agreed with Spencer and Sporting Chance team. NSG security will lock up each evening at 4.30pm unless otherwise agreed with Spencer and Sporting Chance team.</p> <p>Normal daily safety checks will be carried out by the caretaker. SC to action these in absence of caretaker.</p>	<p>Spencer and team will access playground from 7.30am. Caretaker has been made aware. If caretaker on AL then Spencer / SC team to lock and unlock.</p> <p>The holiday club will run 8.30am – 3.30pm.</p> <p>Ensure checks are made to ensure locks/door/gates etc are in good working order and we have all the necessary keys and codes for access. Report any faults/failures.</p>	<p>Spencer Davies and SC team, Adam Webber (caretaker)</p>	<p>22/10 and each day of sports camp</p>

<p><b>Premises:</b></p> <p><b>Cleaning</b></p>	<p>Any person in the school – May cause physical harm including infection.</p>	<p>All areas in use are cleaned regularly throughout the day and at the end of the day.</p> <p>Spencer and SC team to ensure daily cleaning routines continue - as agreed with Carly Streeting.</p> <p>Sufficient cleaning agents and disinfectants will be used by SC team in process of cleaning.</p> <p>SC team to regularly clean corridors, handrails and communal areas in use.</p>	<p>Spencer Davies will report to MPS (Carly Streeting) at end of provision re cleaning / property carried out.</p> <p>Areas in use during school holiday: Studio Yr 2 corridor, toilets, and classes Larch, Poplar, Hawthorn</p> <p>Staff room and disabled toilet. Studio (and Hall if wet). Playground Sports pitch All of which will be sufficiently cleaned by SC team throughout and after provision</p> <p>For confirmed or suspected cases of Covid, any affected waste must be double bagged, tied securely and kept separate from other waste for at least 72 hours before being put into the waste bins for collection.</p>	<p>Spencer Davies, SC team</p> <p>Adam Webber, Caretaker.</p>	<p>22/10 and each day of sports camp</p>
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<b>Hygiene</b>	Any person in the school may contract Covid-19	<p>Current national guidance re hygiene procedures are provided by Spencer to whole team and updated as and when necessary.</p> <p>SC to provide a daily briefing to each group of children with regard to the following of latest guidance. Hands, Face, Space to be employed.</p>	<p>Camp leader role to help enforce social distancing and hygiene amongst staff and children - they will also be responsible for the cleaning of surfaces and high traffic / communal areas</p> <p>Hand sanitiser stations will be in place for visitors upon registration</p>	Spencer Davies and SC team	22/10 and each day of sports camp
<b>Safeguarding</b>	Children may be at risk of harm if correct procedures are not followed.	<p>Safeguarding procedures are in place for all OOSS. All employees are aware of safeguarding procedures. Sufficient and up to date training has been completed in safeguarding for SC team on site.</p> <p>All SC team are DBS enhanced checked. Spencer Davies, Adam Dyer, Ellys Jones, and James Ridgway are all Designated Safeguarding Lead trained for SC.</p> <p>A camp leader will be on site each day. This person will not have children but will be the first aider and have responsibility for safeguarding, registration, maintaining cleaning regime etc</p>	<p>Spencer to provide DBS certificates to school office of any new SC staff onsite as required.</p> <p>Any known safeguarding concerns for MPS children are to be shared by the school. Headteacher will then share information with SC on a needs to know basis, keeping information as secure as possible. This will be the same for SEND.</p> <p>All staff have completed the KCSIE part 1 and 2, along with prevent duty, and other safeguarding training.</p>	Spencer Davies / Ellys Jones / James Ridgway / SLT	22/10 and each day of sports camp

<p><b>Ratios</b></p>	<p>Adult to child ratios may not be met putting children at risk. Not sufficient supervision.</p>	<p>Appropriate number of SC team will be on site to supervise the children.</p> <p>A camp leader will be on site each day. This person will not have children but will be the first aider and have responsibility for safeguarding, registration, maintaining cleaning regime etc</p>	<p>Final numbers will be known in advance through secure booking system - bookings will be closed as and when days are at capacity.</p> <p>Additional staff and space required to enable the appropriate ratios to ensure safety of all present and to limit risk of transmission of infection. Discussed space options with Emma Tilley.</p>	<p>Spencer Davies / Carly Streeting</p>	<p>22/10 and each day of sports camp</p>
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<p><b>Children / staff from other schools / settings using provision</b></p>	<p>Children – unfamiliar with grounds and school and procedures may be at risk of harm.</p>	<p>SC team are responsible for any medication stored onsite and administering as appropriate and necessary.</p> <p>Daily briefing including information on venue and sports camp zones, relevant procedures will be given to all children attending (see opposite).</p> <p>First aider will be on site at all times whilst the school and grounds are open.</p> <p>First aid boxes are in place and sufficiently stocked at all times.</p> <p>Hand sanitiser</p>	<p>Medication must be advised in advance and given to Sporting Chance at the start of the first session.</p> <p>Full contact details must be obtained for children attending.</p> <p>The contact details and medical needs information will be required from the parents/carers before the first session.</p> <p>Site induction to be provided to children / staff unfamiliar with site.</p> <p>Children must be supervised at all times or escorted by a mango pupil ie to find toilets, collect forgotten items. Children to be advised of accessible areas during holiday provision.</p>	<p>Spencer Davies / SC team (camp lead)</p>	<p>22/10 and each day of sports camp</p>
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<p><b>Risk of transmission of infection (COVID-19)</b></p>	<p>Children and SC staff, anyone onsite (visitors at drop off and collection)</p>	<p>SC team to practice appropriate social distancing amongst the team and with the children (2m where possible).</p> <p>Operating the sports camp outdoors as much as possible with designated areas for each group each day.</p> <p>Allocated toilets for each group that they stick to throughout the day.</p> <p>Cleaning plan - as above 'Cleaning'</p> <p>Site visitors - parents at drop off and collection etc. Ensure the one way system and floor tape are used to limit congestion and close queueing. All signage is in appropriate locations to guide and remind all site visits of their responsibilities. Provide hand sanitiser at entry and exit points for visitors. All adults are invited to wear face coverings at opening and closing times.</p> <p>PPE is available on site for staff to use as and where required for first aid and cleaning duties.</p> <p>Ensuring all SC team understand the symptoms to be aware of for COVID-19 and reporting any suspected symptoms for camp leader to take action.</p>	<p>Indoors activities - open doors and windows for ventilation. Ensure additional cleaning is carried out where necessary of indoor spaces (before/after use)</p> <p>Space out around the site to allow plenty of room for transitions internally</p> <p>Ensure all bin bags are changed daily.</p> <p>Correct PPE is available for use onsite at all times for staff dealing with first aid (if necessary)</p> <p>Use of an isolation room room for anyone suspected of having symptoms - Classroom not being used eg Birch.</p>	<p>Spencer Davies, All staff and visitors to site</p>	<p>22/10 and each day of sports camp</p>
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<p><b>Cont-d from above</b></p>	<p>Children and SC staff, anyone onsite (visitors at drop off an collection)</p>	<p>Enhanced handwashing timetabled adhered to consistently - on entry, after break, after using outdoor equipment, prior to lunch, after using the toilet and before returning home. Ensure a good supply of paper towels, sanitiser and soap available for use.</p> <p>Reduced movement around school, use of external doors to playground, groups assigned to own stairwell and doors avoiding internal corridor movement and clustering.</p> <p>Children to be briefed on the structure and expectations for lunchtime. Workstation to be cleaned before eating. Children to wash their hands before eating and after eating and when returning to class after play. Children to dispose of their waste themselves in classroom bin.</p>	<p>Wipe down desk, keyboard, mouse and phone at the start of each day. Equipment is wiped down before and after use.</p> <p>Bucket to be available for every class. Contents to include:</p> <ul style="list-style-type: none"> <li>- Anti viral wipes</li> <li>- Black bags</li> <li>- Sick bowl</li> <li>- Gloves</li> </ul>	<p>Spencer Davies, all staff</p>	<p>22/10 and each day of sports camp</p>
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<p><b>Risk of transmission from large groups</b></p>	<p>Visitors, staff, children.</p>	<p>One way system to continue around the school site for drop off and collection..  <b>Lane gate is main entrance / exit for sports camp</b></p> <p>Outdoor session provision wherever possible.</p> <p>One parent drop off where possible, access promptly using one way system, staff member on gate, marked 'waiting posts' at distance on the floor.</p>	<p>Staff to be asked to wear face coverings on drop-off and collection of children, maintain social distance for families, reminded that they do not enter the building staying within the parent zone area.</p> <p>Reminded about hand sanitiser on way in by signage.</p>	<p>Spencer Davies, All staff, visitors</p>	<p>22/10 and each day of sports camp</p>
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<b>Contractors onsite during holidays</b>	Children - non DBS checked individuals onsite? Adequate supervision of contractors - safe zones for working?	Spencer Davies to be advised by Carly Streeting / Kerri Poole of days/times contractors will be on site and what areas will be inaccessible / closed off.	Spencer Davies to inform team of work schedule with timetable of works and duration.  SC team to ensure they are familiar with any areas out of bounds and ensure no children from their group are anywhere near the area	Spencer Davies, Carly Streeting, SC team.  Contractors	22/10 and each day of sports camp
<b>Managing allergies / medication</b>	Allergic reactions. No access to medication.	SC procedures and guidance regarding allergies are followed at all times.  All allergies / medical needs are tracked via secure registration and checked at drop off.	Children to bring a packed lunch each day and will be advised not to share food with others as part of daily briefing. Children to eat lunch outside in groups where possible. Indoor lunchtimes will be in their group allotted classroom where necessary if wet weather.	Spencer Davies, Camp leaders, and SC team	22/10 and each day of sports camp
<b>Image consent</b>	Children may have photos published without permission.	Permissions will be sought at booking and again checked at drop off with parents / carers. Parents will sign to give permission.	Camp leads will be the only person permitted to take video/photo footage on any particular day - use of SC phone to be used at all times for imagery and uploads.	Spencer Davies and camp leader	22/10 and each day of sports camp

<b>Emergency procedures</b>	Staff and children may attend from other settings.	<p>All usual MPS emergency procedures are followed. All SC staff attending site will be familiar with the school's emergency procedures.</p> <p>Assembly points are in place and will be to be used in emergencies.</p>	<p>Spencer to provide a briefing to all staff working onsite as an update.</p> <p>Group registers must be taken outside and taken at the assembly point. One staff member must meet the fire brigade at the front of school and inform them of anyone missing.</p> <p>Lockdown will be initiated by 5 whistle blows or 5 bells. Everyone to move inside closing external doors and windows.</p>	Spencer Davies and SC team	22/10 and each day of sports camp
<b>Fire</b>	All persons within the school	<p>School fire procedures are in place. All school staff are aware of fire procedures. Regular fire drills have been completed. A well-maintained fire alarm is in place. Fire detectors are in place. Fire extinguishers are located in relevant areas. Fire doors are in place.</p>	<p>Children and adults unfamiliar with the procedures will be provided with relevant information.</p> <p>Ensure all fire equipment is maintained in good working order with additional checks being completed and recorded by the caretaker.</p>	<p>Spencer Davies and SC team</p> <p>Adam Webber (caretaker)</p>	22/10 and each day of sports camp
<b>ASSESSED BY (Print Name)</b>			<b>SIGNED</b>	<b>DATE 22/10/21</b>	<b>REVIEW DATE</b>