

HOLIDAY SPORTS CAMP & HAF PROGRAMME RISK ASSESSMENT

ACTIVITY: Holiday Sports Camp at St Stephens Junior School					Winter 2022
What are the hazards?	Who might be harmed and how?	What are you already doing?	What further action is necessary?	Action by whom	Action by when
<p>Premises</p> <p>Arrangements for unlocking / locking</p>	Caretaker harmed due to inaccurate procedures	Camp leader will be unlocking each day for 745am unless otherwise agreed with Spencer and Sporting Chance team. Camp leader will lock up each evening unless otherwise agreed with Spencer and Sporting Chance team.	<p>Team will access from 7.45am.</p> <p>The holiday club will run 9.30am – 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>	SC team / Kristina Parfrey	Prior to and each and every day of camp

Premises: Cleaning	Any person in the school – May cause physical harm including infection.	All areas in use are cleaned regularly throughout the day and at the end of the day. SC team to ensure daily cleaning routines continue - as agreed with school Sufficient cleaning agents and disinfectants will be used by SC team in process of cleaning.	SC will report to SSJ at end of provision re cleaning / property carried out. Areas in use during school holiday: Hall Yr 4 corridor Yr 4 toilets Staff room Room next to hall (And possibly kitchen) Playground Field All of which will be sufficiently cleaned by SC team throughout and after provision	SC team / Kristina Parfrey	Each and every day of camp
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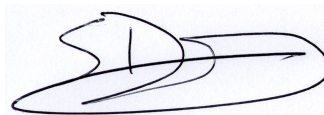
Food preparation and cleaning	Any person in the school - staff, visitors, children	<p>Sporting Chance registered as Food Business at St Stephens Junior School.</p> <p>At least 2 staff have level 2 food hygiene certificates, food allergy certificates, and are fully aware of the process for prepping and serving food at sports camp.</p> <p>Use of school kitchen to be checked is clean and ready for use.</p> <p>All fresh food is stored in fridge (regularly checked for temperature control).</p> <p>Hands washing, hair tied, gloves and apron worn during food preparation / serving.</p> <p>Food prep areas are routinely cleaned after use and food stored appropriately.</p>	Ensure all staff on site are aware of any new procedures relating to lunchtime meals including preparation, delivery, and cleaning.	SC Team / SC Management	Each and every day of camp
Hygiene (infection control)	Any person in the school - staff, visitors, children	<p>Current national guidance re hygiene procedures are provided by SC management 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, ensuring ventilation of indoor spaces is maintained.</p>	<p>Camp leader role to help enforce good hygiene amongst staff and children - they will also be responsible for the cleaning of surfaces and high traffic / communal areas on a regular basis</p> <p>Hand sanitiser stations will be in place for visitors upon registration and throughout school for children.</p>	SC Team / SC Management	Each and every day of camp

Safeguarding	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, Lawrence Gill, 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>Provide and documentation to the school necessary.</p> <p>Any known safeguarding concerns for children are to be shared by the school. School 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>	SC Management / Camp leaders / Kristina Parfrey	Prior to and each and every day of camp
Ratios	Adult to child ratios may not be met putting children at risk. Not sufficient supervision.	<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 Kristina Parfrey.</p>	SC Management	Each and every day of camp

<p>Children / staff from other schools / settings using provision</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.</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 SSJ pupil ie to find toilets, collect forgotten items. Children to be advised of accessible areas during holiday provision.</p>	<p>SC Management / Camp leaders</p>	<p>Each and every day of camp</p>
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Risk of transmission of COVID-19 / outbreak	<p>Children and SC staff, anyone onsite (visitors at drop off an collection)</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>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>Enhanced hand-washing 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>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>Indoors activities - open doors and windows for ventilation. Ensure additional cleaning is carried out where necessary of indoor spaces (before/after use)</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</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"> - Anti viral wipes - Black bags - Sick bowl - Gloves 	<p>SC Management / Camp leaders / Kristina Parfrey</p>	<p>Each and every day of camp</p>
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Contractors onsite during holidays	Children - non DBS checked individuals onsite? Adequate supervision of contractors - safe zones for working?	SC Management to be advised by Kristina Parfrey of days/times contractors will be on site and what areas will be inaccessible / closed off.	SC Management to inform Camp lead of any 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	SC Management / Kristina Parfrey / SC team Contractors	Each and every day of camp
Managing allergies / medication	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 by Camp lead.	Children advised not to share food with others as part of daily briefing. Indoor lunchtimes will be in their group allotted classroom where necessary if wet weather.	Camp leaders / SC team	Each and every day of camp
Image consent	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 lead will be the only person permitted to take video/photo footage on any particular day - use of SC smart device to be used at all times for imagery and uploads.	Camp leader	Each and every day of camp

Emergency procedures	Staff and children may attend from other settings.	<p>All usual SSJ 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>Camp leader 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>	SC Management / Kristina Parfrey / Camp leader	Each and every day of camp
Fire	All persons within the school	<p>School fire procedures are in place. All 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>	SC Management / Kristina Parfrey / Camp leader	Each and every day of camp
ASSESSED BY (Print Name) SPENCER DAVIES			SIGNED 	DATE 9/12/22	REVIEW DATE 30/03/23