

**GENERAL HEALTH & SAFETY RISK ASSESSMENT FOR
AIM HIGH COACHING**

CORONAVIRUS (COVID-19)

Used with Existing Risk Assessments & Government Guidance

PART 1 : ADMINISTRATIVE DETAILS

Section/Establishment Name: Aim High Coaching at Tintwistle Athletic FC

Date of Assessment	06/07/2020	Date of Issue	06/07/2020
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Assessment carried out by	Nathan Neequaye	Signature	
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Reviews

Review Date	Reviewed by	Date	Changes Made	
			Y	N

Affected persons: Young People/Clients Staff Visitors Contractor Others (specify)

Name of Manager confirming and agreeing Assessment: Nathan Neequaye, Chris Rathburn, Jill Crossland

Signature:

The following sections should be completed by all staff who need to be made aware of and abide by the findings of the Risk Assessment. NB: If, as a result of a review, changes are made to the Risk Assessment the relevant box on the attached page should be completed as appropriate by the staff concerned.

RISK ASSESSMENT

I confirm that I am aware of and understand the findings of the Risk Assessment and agree to ensure that I will work to the stated Control Measures and bring to the attention of Management any deficiencies in the findings of the Assessment.

Print Name	Signature	Date	Print Name	Signature	Date
Nathan Neequaye					
Chris Rathburn					
Jill Crossland					

RISK ASSESSMENT – TO BE USED WITH EXISTING RISK ASSESSMENTS & GOVERNMENT GUIDANCE

What are the hazards?	Generic Control Measures	✓ X N/A	Person to implement	Additional Control Measures needed to reduce risk to an acceptable level	Person to implement	Date to be actioned
Lack of current and relevant information / guidance	Nathan Neequaye ensures daily checks are made with Government updates and Derbyshire County Council Health and Safety S4S Resources page. Any key changes in information are implemented and shared with staff	✓	NN	➤		
	Aim High Coaching website information is automatically updated	✓	NN			
	All staff and children (visitors) are informed of the rules and procedures for social distancing and hygiene precautions	✓	All			
	All staff with underlying health issues or those within vulnerable groups have been asked to make their condition known to Nathan Neequaye or Chris Rathburn	✓	NN/CR			

What are the hazards?	Generic Control Measures	✓ X N/A	Person to implement	Additional Control Measures needed to reduce risk to an acceptable level	Person to implement	Date to be actioned
(Continued) Lack of current and relevant information / guidance	Parents are informed of social distancing and hygiene expectations and for the need to communicate this message in the home environment	✓	NN/ CR	<ul style="list-style-type: none"> In parent guidance and child guidance. Posters up.. 		
	Coronavirus Posters are posted around the setting	✓	NN/ CR/ JC			
Precautionary transmission measures not being followed in the setting	Staff will not report for work if feeling unwell or if in self-isolation until the full recommended period of self-isolation has expired	✓	All	<ul style="list-style-type: none"> Staff to bring cutlery, crockery and cup as required from home each day and wash up themselves. Staff to prepare food and drinks in kitchen 1 at a time. No communal use of milk cartons and coffee and tea canisters – we will order individual sachets or staff may bring their own supplies if they prefer. 		
	Staff will wash hands regularly including before and after eating and before and after using shared equipment i.e. kettles	✓	All			
	Staff will only use their own cup, cutlery, plates etc and will be responsible for washing these themselves	✓	All			
	Staff will not make drinks for each other and will take it in turns to use kitchen facilities, unless working closely together as a requirement of their work	✓	All			

What are the hazards?	Generic Control Measures	✓ X N/A	Person to implement	Additional Control Measures needed to reduce risk to an acceptable level	Person to implement	Date to be actioned
<p><i>(Continued)</i> Precautionary transmission measures not being followed in the setting</p>	Toilets areas are only (wherever possible) used by 1 member of staff at a time	✓	ALL	<ul style="list-style-type: none"> All doors will be wedged ajar so staff can open with elbow or hip. Can check verbally if occupied. Han sanitizer available as back up to handwashing. Parental guidance document– if child is ill or member of household ill – please ring Aim High Coaching to consult before sending the child in. Note; parents, carers and settings do not need to take children’s temperatures every morning. Routine testing of an individual’s temperature is not a reliable method for identifying coronavirus Hygiene procedures will be explicitly taught in the pods. Also included in parental guidance document. Note; parents, carers and settings do not need to take children’s temperatures every morning. Routine testing of an individual’s temperature is not a reliable method for identifying coronavirus 		
	Where possible staff will use the same area	✓	ALL			
	Children who are unwell with Covid-19 symptoms will not be allowed to attend the football camp	✓	NN/CR			
	A member of staff will greet each child and ensure they sanitize their hands immediately on arrival before going straight into their activities.	✓	All			
	Handwashing techniques are explained to all children and the supervision of children’s washing hands correctly is periodically undertaken by staff	✓	All			
	Coaches (and support staff) follow and regularly reiterate the hygiene message to pupils; <ul style="list-style-type: none"> cover your cough or sneeze with a tissue if you don’t have any tissues available, then cough and sneeze into the crook of your elbow throw the tissue in a bin avoid touching your eyes, nose and mouth with unwashed hands 	✓	All			
	All children are asked and reminded to wash their hands; <ul style="list-style-type: none"> before leaving home and on arrival at the football camp after using the toilet and after breaks and sporting activities before food preparation and eating any food, including snacks before leaving the football camp 	✓	All			
	Children are in the same pod each day if they attend on consecutive days	✓	All			

What are the hazards?	Generic Control Measures	✓ X N/A	Person to implement	Additional Control Measures needed to reduce risk to an acceptable level	Person to implement	Date to be actioned
<p><i>(Continued)</i></p> <p>Precautionary transmission measures not being followed in the setting</p>	External doors and windows are opened to allow additional ventilation, where possible	✓	All	<ul style="list-style-type: none"> Doors including outside doors to be hooked open where possible. Where not possible, a wedge to be provided so that the door can be propped open. 		
	Where possible and weather permitting, the coaches will try to maximise the use of outdoor spaces for activities	✓	All			
	Children do not share their own equipment	✓	All			
	Staff and children do not wear face masks or face coverings on camp unless it is a requirement of an authorised/competent risk assessment	✓	NN/ CR			
	Staff implement social distancing and any other recommended measures as far as they are able, whilst ensuring children are kept safe and well cared for	✓				
	Groups are split in pods, with no more than 15 children per small group and one coach (and, if needed, a support coach). Everyone is a minimum of 1+ metres apart.	✓				

What are the hazards?	Generic Control Measures	✓ X N/A	Person to implement	Additional Control Measures needed to reduce risk to an acceptable level	Person to implement	Date to be actioned
(Continued) Social distancing failure	On arrival children will line up respecting social distancing rules	✓	All	<ul style="list-style-type: none"> Children are supervised at lunchtime. Where possible the children will eat outside – if inside, the coach will supervise from the doorway. Children will have no need to move around the club house other than to access the nearest toilets. 		
	Children will be asked to place their bag(s) in the designated areas	✓	ALL			
	Coaches and children are always in the same small groups each day, and different groups are not mixed during the day, or on subsequent days thereby NOT EXTENDING the contact group and limiting the potential spread of coronavirus (COVID-19)	✓	NN/ CR			
	Where and when possible, groups will use direct external doors to reduce circulation routes	✓	All			
	When outdoor equipment is used, it is cleaned between small groups of children using it, and multiple groups do not use it simultaneously	✓	All			
	Movement of children will be staggered to reduce large groups of children / coaches gathering (brief, transitory contact, is low risk)	✓	All			
	As much as possible, staff seek to prevent the sharing of food, drink, utensils, equipment and toys	✓	All			

What are the hazards?	Generic Control Measures	✓ X N/A	Person to implement	Additional Control Measures needed to reduce risk to an acceptable level	Person to implement	Date to be actioned
	To reduce queues and face to face conversations, parents and any potential known visitor(s) to the school are informed to phone/email Aim High Coaching, if they have any queries	✓	NN/CR			
	Any essential face to face meeting is undertaken maintaining 1+ metre social distancing.	✓	NN/CR			
	<p>As much as possible, pupils and staff are spaced apart at all times i.e.</p> <ul style="list-style-type: none"> • using a one-way circulation direction of travel rule i.e. break times (including lunch) are staggered to minimise staff and children contact and mixing • avoiding unnecessary gatherings • Children will have staggered arrangements for breaks/play times, so that only one group of maximum 15 children are in the same play/sports/field area at one time • structured non-contact play is introduced • Children using toilet and welfare facilities at one time are limited • each group has a designated set of toilets to use (where feasible) 	✓	All			

What are the hazards?	Generic Control Measures	✓ X N/A	Person to implement	Additional Control Measures needed to reduce risk to an acceptable level	Person to implement	Date to be actioned
<i>(Continued)</i>						
Social distancing failure	Throughout meal service times, social distancing rules are followed	✓	All	<ul style="list-style-type: none"> ● Children will eat outside where possible, inside in pods if not. ● If eating outside, the coach will clean tables between different pods wearing gloves and using recommended cleaning agents.. ● Parents will pick up from their child's pitch 		
	Staff and children are reminded to wash their hands prior to eating	✓	All			
	Groups are kept apart as much as possible and tables are cleaned between each group.	✓	ALL			
	Children drop-off and collection will be at different areas, only one parent should attend if possible	✓	NN/ CR			
	Parents are reminded/encouraged to follow Coronavirus (COVID-19): safer travel guidance for passengers and discouraged from gathering on the car park	✓	NN/ CR			

What are the hazards?	Generic Control Measures	✓ X N/A	Person to implement	Additional Control Measures needed to reduce risk to an acceptable level	Person to implement	Date to be actioned
Staff or children develops symptoms of coronavirus (COVID-19) on site	When a child, young person or staff member develops symptoms compatible with coronavirus, they will be sent home and advised to self-isolate for 7 days. Aim High Coaching will inform the relevant staff/parents that their fellow household members should self-isolate for 14 days	✓	NN/ CR			
	Staff (or visitor) will self- isolate and take the journey home by car. If they require the use of a taxi, they should wear a face mask (provided by the school)	✓	ALL			
	Nathan Neequaye or Chris Rathburn will make appropriate communications arrangements for wellbeing	✓	NN/ CR			
		✓				

What are the hazards?	Generic Control Measures	✓ X N/A	Person to implement	Additional Control Measures needed to reduce risk to an acceptable level	Person to implement	Date to be actioned
<p><i>(Continued)</i> Staff or children develops symptoms of coronavirus (COVID-19) on site</p>	A separate toilet is used by the child if this is required to limit disruption (as this would require enhanced cleaning before being used by anyone else)	✓	NN/CR	<ul style="list-style-type: none"> • Would have to use a changing room to minimise disruption to other pod and then sign to say do not use and tape off until deep cleaned. • Hygiene post possible contact guidance shared with staff in staff guidance. • Enhanced cleaning follows guidance issued by DCC 		
	PPE is worn by staff caring for the child while they await collection if social distancing cannot be maintained (see Derbyshire County Council PPE requirements for staff guidance) As a precaution staff should wash clothing when they get home in accordance with the manufacturer's instructions, using the warmest water setting and dry items completely (Most viruses won't survive in temperatures over 60°C)	✓	NN/CR			
	Parents informed of their child developments and asked to collect immediately	✓	NN/CR			
	In an emergency, staff will call 999 if they are seriously ill or injured or their life is at risk.	✓	NN/CR			
	Enhanced cleaning is undertaken in any rooms used by the person with symptoms of coronavirus (COVID-19)	✓				
Confirmed staff or child Covid-19 case	Where a child, young person or staff member has been sent home with possible Coronavirus symptoms, the rest of their pod will be sent home and advised to self-isolate for 14 days until they hear otherwise. If the test comes back negative, the group will be called back into the football camp or a refund given.	✓	NN/CR			
	Any room used by the member of staff or child with a confirmed case of Covid-19, are closed off for enhanced cleaning. Where cleaning and disinfecting is not required <u>immediately</u> , for instance where we can use another room then, and where practical to do so, the process will be delayed for 72 hours, during which time these areas will be secured with appropriate signage on the door 'Closed for Cleaning'	✓				
	Areas where the individual has passed through and spent minimal time, such as corridors, but which are not visibly contaminated with body	✓				

	fluids are cleaned thoroughly as normal					
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	Hand sanitisers are located at key points where handwashing is not viable i.e. entrance areas for visitors to use	✓		➤		
	Soap dispensers and hand towels within toilet areas are fully stocked at the start of each day and regular checks are made throughout the day to ensure adequate supply	✓				
	Additional cleaning requirements have been agreed with site staff.	✓	ALL			
	Site staff follow (existing) cleaning procedures and risk assessments with special attention given to frequently-touched surfaces (contact points) i.e. light switches, hand rails, door handles and toilets etc	✓	ALL			
	The club house will be cleaned at the end of the of the day and between different groups using the same furniture	✓	ALL			

What are the hazards?	Generic Control Measures	✓ X N/A	Person to implement	Additional Control Measures needed to reduce risk to an acceptable level	Person to implement	Date to be actioned
Travelling to and from work	Staff are advised to stay 2 metres (6 feet) away from other people where possible on the way into work if walking or using public transport and to wash hands as soon as they arrive at school (considering touch points and making adjustments as they go to wash their hands thoroughly)	✓	ALL			
	Staff are advised to keep up to date about reduced public services and closed stations	✓	ALL			
	Staff are informed (for information) to read Government Coronavirus (COVID-19): safer travel guidance for passengers, which is available online	✓	ALL			
Driving to and from work	If staff have to get out of the vehicle en-route, and cannot wash their hands or do not have an appropriate alcohol-based hand sanitiser, they are advised to avoid touching their face; avoid eating or drinking; and wash their hands as soon as they can	✓	ALL			

