

**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 Fairfield Endowed CofE (VC) Junior School			
Date of Assessment	06/07/2020	Date of Issue	06/07/2020
Assessment carried out by	Nathan Neequaye	Signature	

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,
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 – 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	✓	NN			

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<i>(Continued)</i> 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	<ul style="list-style-type: none"> In parent guidance and child guidance. Posters up.. Staff have cleared a boards to be used for this to go up. 		
	Coronavirus Posters are posted around school/setting i.e. Reception, dining hall and in corridors	✓	NN			
Precautionary transmission measures not being followed at the camp	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. PPE requirement poster on doors 		
	Staff will follow the Derbyshire County Council 'PPE requirements for staff' guidance where required. Note; most staff will not require PPE beyond what they would normally need for their work, even if they are not always able to maintain a distance of 1 metres from others	✓	All			
	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.	✓	All			

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<p><i>(Continued)</i></p> <p>Precautionary transmission measures not being followed at the camp</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 in wall dispensers around school 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. Foot operated lidded bins (avoiding hand contact) are provided in key locations. 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 camp	✓	NN			
	A member of staff will greet each child and ensure they wash their hands immediately on arrival before going straight to their pods	✓	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 camp after using the toilet and after breaks and sporting activities before food preparation and eating any food, including snacks before leaving the camp 	✓	All			
	Children are in the same pod each day if they attend on consecutive days	✓	All			

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<i>(Continued)</i> Precautionary transmission measures not being followed at the camp	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			
Social distancing failure	The site has been assessed by the school internally and externally to identify the number of children the school can safely admit and the appropriate use of those areas. This includes outdoor play areas, car parking, access and drop off points, school entrances, reception areas, classrooms, break out spaces, corridor spaces for one way movement if necessary, sporting areas, dining areas etc	✓	ALL	<ul style="list-style-type: none"> Playground split in half by tape suitable for external use used by 2 pods at a time. Children will eat outside where possible, inside in pods if not. Lunches will be delivered to outside or to classroom and will be pack up type food. 		
	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	✓	ALL			
	Groups are split in half, with no more than 15 children per small group and one coach (and, if needed, a support coach). Everyone is a minimum of 1 metre apart.	✓	NN/ NS			

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<p><i>(Continued)</i></p> <p>Social distancing failure</p>	On arrival children will line up respecting social distancing rules	✓	All	<ul style="list-style-type: none"> • Spray paint to be used to mark 2m distant points on car park for pod lining up at start of the day. • Spray paint to be used to mark 2m distant points on footpath by bottom fence for children awaiting their pod entry time lining up at start of the day. • Tape suitable for external use to be used to mark 2m distant lining up points on playground for after lunch and break. • Children are supervised at lunchtime. Where possible the children will eat outside – if inside, the coach will supervise from the doorway of the hall. • Access to the camp from external doors accessed via car park gates and walking around exterior of school. All children will access playground by external door • Children will have no need to move around the school other than to access the nearest toilets. • Playground equipment forbidden. Adults to monitor. 		
	Cloakrooms are not used, and children are 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			
	Where and when possible, groups will use direct external doors to reduce the footfall along corridors and 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 around the school is staggered to reduce large groups of children / coaches gathering (brief, transitory contact, such as passing in a corridor, is low risk)	✓	All			
	As much as possible, staff seek to prevent the sharing of food, drink, utensils, equipment and toys	✓	All			

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	<p>Visitors are reminded to keep a minimum of 1+ metre gap between other visitors</p> <p>In green signage/ Use social distancing floor markers where queues cannot be eliminated</p>	✓	NN			
	<p>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</p>	✓	NN			
	<p>Any essential face to face meeting is undertaken maintaining a minimum of 1+ metre social distancing.</p>	✓	NN			
	<p>As much as possible, pupils and staff are spaced apart at all times i.e.</p> <ul style="list-style-type: none"> • the use of staff rooms are staggered to limit occupancy • 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 • using social distancing floor markers outside where queues cannot be eliminated • Children to leave one at a time in a row to manage pinch points • there are 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			

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<i>(Continued)</i> Social distancing failure	Throughout meal service times, social distancing rules in queues, seating and eating 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 outside school premises. Staggered start times (9.15am and 9.30am). Staggered breaks and lunchtimes. Staggered leaving school, (15 minutes apart) Parental guidance informs parents that only one parent should accompany the child and that they are not permitted on site giving alternative contact methods. 		
	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 times are staggered (including avoiding peak times) with parents informed that where a pupil needs to be accompanied to the setting, only one parent should attend	✓	NN/NS			
	Parents will not enter the school buildings to drop off or collect children or be allowed to gather on the school premises to talk to other parents	✓	NN/NS			
	Parents are reminded/encouraged to follow Coronavirus (COVID-19): safer travel guidance for passengers and discouraged from gathering at school entrance gates or doors	✓	NN/NS			

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Staff and children attending the camp temporarily from a different school	An appropriate health and safety induction to the school/setting is provided covering essential points i.e. hygiene, welfare, safeguarding, fire safety and first aid		NN	<ul style="list-style-type: none"> Parental. Child friendly and staff guidance documents produced and can be shared. 		
	Where possible the setting will implement social distancing and temporary staff and/or children will be kept separate by location and timings i.e. staggered lunchtime and breaks, allocating different areas of the dining hall to have lunch, using different playgrounds and toilets etc		NN			

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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	<ul style="list-style-type: none"> All staff and children have access to a test if they display symptoms of coronavirus, and they are encouraged to get tested Family room will be isolation room as advice is to not clean for 72 hours if possible and this still allows the rest of the school to function. Staff PPE to be available in First Aid room. Family room will be used for quarantine and window will be opened each morning as part of caretaker routine. 		
	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 will make appropriate communications arrangements for wellbeing	✓	NN			
		✓				

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<p><i>(Continued)</i></p> <p>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)	✓		<ul style="list-style-type: none"> • Would have to use a disabled toilet to minimise disruption to other pod and then sign to say do not use and tape off until deep cleaned. • PPE use grid shared with staff as part of staff guidance. • Hygiene post possible contact guidance shared with staff in staff guidance. • Enhanced cleaning follows guidance issued by DCC – action plan available. 		
	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)	✓				
	Parents informed of their child developments and asked to collect immediately	✓				
	In an emergency, staff will call 999 if they are seriously ill or injured or their life is at risk.	✓				
	Enhanced cleaning is undertaken in the classrooms, offices and any other room(s) 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 class or group within their education setting 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 school.	✓		<ul style="list-style-type: none"> • In reality any enhanced cleaning needs in corridor areas around toilets would need to be dealt with immediately as they impact ability to keep those pods running. This would be assessed as part of enhanced cleaning action plan following DCC guidance issued. 		
	Classrooms(s), offices and other room(s) 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/classroom /office 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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Lack of hygiene provision and effective cleaning	Where safe guarding and security is not adversely affected, all <ul style="list-style-type: none"> • internal doors that are not designated fire doors • fire doors with automatic closers • doors that do not need to be kept closed for security reasons are left open during the day when building is in operation to reduce the risk of having to touch communal door handles and push plates	✓		<ul style="list-style-type: none"> • We have no designated fire doors and the roof void means they would not function effectively anyway. Where doors can be hooked open they will be. Otherwise they will be wedged open. • Hand sanitiser is available in wall mounted dispensers across the school. • Note; hand sanitiser can be effective if soap is not available or the situation makes using soap less feasible (i.e. when outside) but using hand sanitiser provides none of the virus-destroying friction that rubbing your hands together and rinsing with water provides • Toilets will be cleaned within the day as well as at the end of the day. 		
	Hand sanitisers are located at key points where handwashing is not viable i.e. entrance/reception 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/cleaning contractors.	✓				
	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	✓				
	Classrooms, desks and chairs are cleaned at the end of the of the day and between different groups using the same furniture	✓				

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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	<ul style="list-style-type: none"> Included in staff guidance document. 		
	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	<ul style="list-style-type: none"> Included in staff guidance document. 		

