

Covid-19 Risk Assessment

Company:	The Elms Sport In Schools Ltd
Assessment carried out by:	Jason O'Connor
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Covid-19 Risk Assessment

The following risk assessment covers all areas of The Elms Sport In Schools including extra curriculum activities, holiday camps and tennis activity at the Elms Lawn Tennis Club.

A risk assessment is a systematic review of tasks, jobs or processes in place to allow activity to take place. Hazards, the risk of someone being harmed and control measures are included.

The Elms Sport In Schools employees will be included in the circulation and training of this document which will also be made available to parents and facilitators on request.

The Risk Assessment will continue to be updated as advice on Covid-19 continues to develop.

From March 29th 2021 guidance suggests children under the age of 12 can recommence organised sport outdoors as long as rules and protocols are in place. If the activity carried out by The Elms Sport In Schools is in a school environment, The Elms Sport In Schools will ensure staff are briefed on the School's very own Risk Assessment and protocol.

THE ELMS SPORT IN SCHOOLS

Covid-19 Risk Assessment

Risk Level

1 – Low risk managed well with no impact on camps or clubs recommencing

2 – Minor risk identified with management following processes in place to alleviate

3 – Significant risk identified that requires immediate action beyond Elms Sport In Schools to manage

What are the hazards?	Who might be harmed and how?	Controls	What further action do you need to consider to control the risks?	Who needs to carry out the action?	When is the action needed by?	Risk Level 1. Low 2. Medium 3. High
Contracting or spreading coronavirus by not washing hands adequately	Children Coaching staff	Provide water, hand dispensers and drying facilities Signage on how to wash hands properly Ensure there are enough wash facilities to cater for the number of participants Provide hand sanitizer for each group which is applied at regular intervals (camps & Elms LTC groups) Infrared thermometers used when delivering out of school settings (OOSS) Sneeze into elbow Catch it, bin it, kill it	Ensure there are monitoring and supervision of the controls Put signage up to remind people to wash their hands Ensure there are staggered breaks for groups to wash their hands ensuring only one group at a time visit the wash facilities Identify if and where additional wash facilities may be required Provide information on how and when to use hand sanitiser Identify how to replenish washing/sanitising facilities	Managing Director's responsibility to ensure each site has a sufficient amount of products for Camps. Head coach to ensure all the controls are in place	Prior to camp or club The day of the camp/club	1

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Contracting or Spreading coronavirus in high traffic common use areas	Children Coaching Staff Visitors	<p>Identify areas where people will congregate – venue entrance and dismissal points. Have different times to drop off and collect or use social distancing signage.</p> <ul style="list-style-type: none"> Registration point Toilet and washroom facilities <p>Use marker spots on the floor ensuring parents are maintaining SD during drop off and dismissal times</p> <p>Have more than one area to drop off or dismiss children if possible</p> <p>During inclement weather, any indoor space used to provide shelter will mean no sports activity is possible. Children must SD and all ventilation used.</p>	<p>Put in place monitoring and supervision to ensure people are following controls put in place</p> <p>Put in place monitoring and supervision to make sure people are following controls</p>	<p>Head coach to ensure all areas of high traffic are regularly cleaned and signage is readily visible</p> <p>Head Coach</p>	<p>The first day of the camp or club</p> <p>First day of camp or club</p>	1
Contracting or spreading Coronavirus by not cleaning equipment or surfaces used	Children Coaching staff Visitors	<p>Ensure all equipment is regularly disinfected using the cleaning products provided by SiS</p> <p>Reduce and limit the amount of equipment used</p> <p>Reduce and limit the amount of equipment shared by different groups – each group to have their own equipment for the duration of the camp/club</p> <p>Disinfect equipment after use</p> <p>Leave doors open where possible as long as it doesn't pose safety and safeguarding issues</p> <p>Ensure bins at sites are emptied more often</p> <p>Have deep clean procedures in place should anyone display symptoms of Coronavirus</p>	<p>Provide information to staff on who is responsible to ensure equipment is cleaned and maintained</p> <p>Provide instruction and training to staff on how to thoroughly disinfect and clean equipment</p> <p>Ensure someone responsible to replenish cleaning products</p>	<p>Head Coach</p> <p>Head Coach</p> <p>Head Coach</p> <p>Head Coach</p>	<p>First day of camp or club</p> <p>All staff prior to camp</p> <p>Organised prior to camp</p>	1

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Mental health and wellbeing affected through anxiety and procedures in place	Children Coaching staff Parents	<p>Explain to parents procedures in place ensuring they are confident that all guidance and protocols are followed</p> <p>Speak to the children about the reasons why all of the different control measures are in place</p> <p>Ensure workers are free and confident to voice their concerns and add to the RA</p> <p>Ask children to speak up if they are unwell or notice something unusual in a peer</p> <p>Ensure workers have breaks</p>	<p>Ensure all staff are briefed on the mental and wellbeing issues that may arise – training</p> <p>Ensure the children are put at ease with the environment</p> <p>Share the HR contact number with staff for employee assistance to discuss supportive strategies</p> <p>Invite parents to contact The Elms to discuss any matter</p> <p>Head coach to schedule regular breaks for coaches</p>	Head Coach Head Coach Managing Director Administration Head Coach	Prior to camp or club Day of camp or club Prior to camp or club Email admin Prior to camp	1
Contracting or spreading coronavirus by failing to use social distancing	Children Coaching Staff Parents/Guardians	<p>Follow current guidance on social distancing</p> <p>Identify places where under normal circumstances people would not be able to maintain SD</p> <p>Identify activities that can be played where SD isn't a factor – individual games whilst adapting skills in team sports which can be performed by an individual</p> <p>Use marker tape/spots on the floor</p> <p>One way systems</p> <p>Staggering drop off and dismissal times where possible</p>	<p>As of 4th July this is 1m</p> <p>Drop off and collection points Registration areas</p> <p>Tennis, golf and other individual sports</p> <p>Only skills and drills in invasion game such as football, rugby, netball, basketball and hockey</p> <p>Drop off, dismissal, registration, breaks and lunch</p> <p>Washroom and toilet facilities</p>	All Head Coach and school Head Coach Coaching staff Head Coach Head Coach	Prior to camp/club Guidelines set prior to camp/club Day of camp or club Day of camp or club	1

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Identifying someone who is displaying symptoms of coronavirus	Children Coaching Staff	<p>Explain to children why they are not allowed to make unnecessary contact with one another</p> <p>If an adult is displaying signs of coronavirus they should be sent home immediately – here they should follow COVID-19 guidance for households with possible infection which includes arranging a COVID-19 test</p> <p>If a child displays sign of COVID-19 they should be moved to a room where they can be isolated. If there is no internal resource for isolation they can be kept outside ensuring they are at least 2m away from other people</p> <p>If the individual showing signs of COVID-19 needs to use the toilet they should use a separate one and this must be cleaned and disinfected</p>	<p>Ensure staff working at venues are doing what they can to commute without using public transport where possible and ensure they continue to adhere to guidelines but inform their line manager immediately if they display symptoms of coronavirus</p> <p>Parent of the child is informed immediately to collect their child. An A&I is subsequently recorded.</p> <p>All other staff workers at the venue must be informed</p>	Coaching staff	Throughout the activity day	2
A confirmed case of Coronavirus is confirmed at your venue	Children Coaching Staff Parents/Guardians Visitors	<p>If an adult or child test positive for coronavirus NHS test and trace will be in contact</p> <p>Ensure all participants have been informed and SLT at venues are aware</p> <p>Advice given may be that all in the croup/class are to self-isolate for 14 days</p>	<p>Daily check-ups with line manager to ensure member of staff is fit and healthy</p> <p>Ensure member of staff is equipped with enough hand sanitiser which is replenished when required</p> <p>Sent for a COVID-19 test</p> <p>Coaches can car share where necessary to prevent use of public transport</p>	Head Coach Head Coach NHS T&T MD	Immediately after symptoms are displayed Immediately after Immediately Immediately	3

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Coaching staff working in multiple sites	Coaching staff	Staff to follow and adhere to all guidance on cleanliness and hand washing	If activities are moved inside due to inclement weather, sessions will be postponed and parents notified to collect children Liaise with school to arrange rendezvous points in the playground where children can meet coaching staff (Gazebo/sheltered area preferable) As most activities will be individual to adhere to social distancing there is less risk that an impact injury will occur	Senior Manager	Daily	2
		Staff to carry hand sanitiser provided by Elms Sport In Schools Ltd		Senior Manger	Weekly	
Coaching staff working in multiple sites	Coaching staff	Regular testing		Coach	Weekly	1
		Staff working in schools throughout the day are eligible for lateral flow test				
Delivery of sports activities	Children Coaching Staff	Staff with any symptoms to stay off work and inform their line manager immediately		Senior Manager	Immediately	1
		Use staff that do not require the service of public transport where possible		Senior Manager	Prior to sessions	
		Where possible activities are to take place outside		Coach	During session	
		Meeting and registration outside (clubs)		Admin and School	Prior to course commencing	
Administering first aid	Children Coaching Staff	Coaching staff will continue to administer first aid when required and will use protective gloves to clean away bloodied areas Ice packs will be applied by the child (Instant Ice packs for kids)		Coaching staff	During activity	1

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Venue where activity takes place	Children Coaching staff	All club and camp activities to be outdoors.	During inclement weather, children are to be brought indoors and adhere to social distancing. No activities to take place	Coaching staff	During activity	1

May 2021

With COVID-19 restrictions eased, ESS will continue to adhere to the policy as stated and continued to be guided by the schools on numbers of children per group/bubble for summer 2021.

Organised outdoor activity now has no maximum number. Where possible, we will stick to groups of 15 (different groups of children) using indoor spaces ensuring there is plenty of ventilation. In the event of inclement weather in the summer, we will look to use different sites of a school should we exceed 15 children, splitting children and staff adequately.

ESS is now keeping a register of staff that have received the vaccine.

December 2021

Following news of the Omicron variant in November ESS will continue to carry out the follow procedures for staff.

Staff will continue to adhere to government guidelines and as many are moving from different locations will produce 2 LFT's per week. Staff will also produce an LFT on the day if a school should request one as part of their policy. Any positive LFT will result in a PCR test and period of isolation for a minimum of 7 days and if a negative LFT is produced on day 6 and 7 isolation will only then end. Any staff displaying symptoms will be asked to carry out a PCR as per the guidance and be isolating until a negative test is produced, usually within 48 hours.

ESS will continue to endeavor and ensure that every session is covered by a coach when a member of staff is isolating. From time to time, if there is a staff shortage the school will be contacted to discuss a contingency plan.