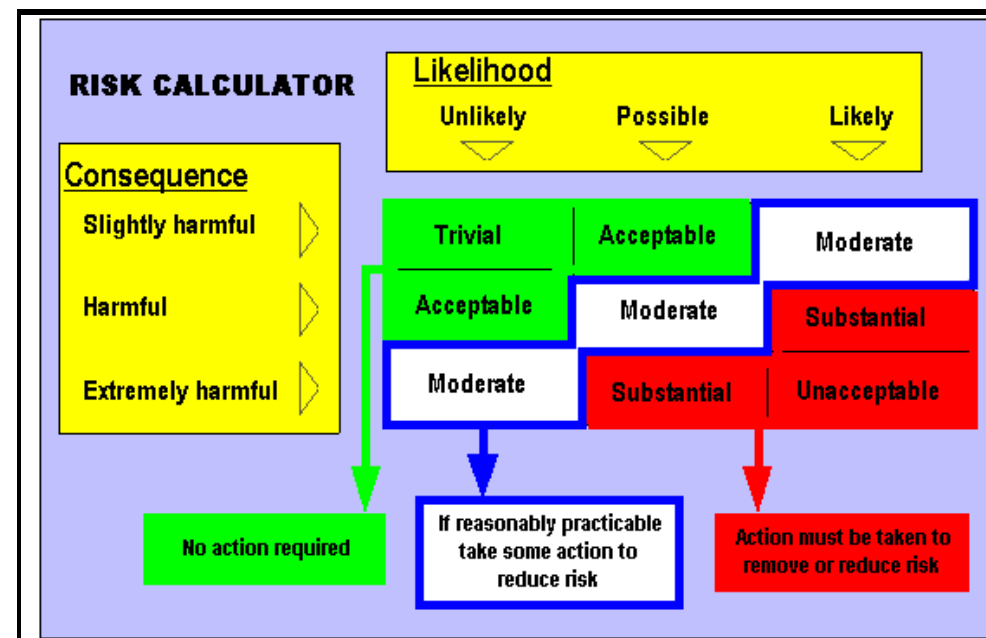


Assessment Title:	School Sports Coaching – COVID 19	Ref No: 003
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Venue name	Roundhegians Rugby Football Club	Venue address	The Memorial Ground, Chelwood Drive, Leeds LS8 2AT
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Date Assessment Undertaken: 10 Feb 2021	Name of Assessor : Chris Lindley	Assessors Signature CLI	Assessment Review Date: 10 Feb 2022
Name of Director Chris Lindley	Director Signature: C Lindley	Name of Director Adam Boocock	Name of Director A Boocock

Main Legislation and/or Information Source:	<ul style="list-style-type: none"> - Health & Safety at Work Act 1974 - Management of H & S at Work Regulations 1999 - Workplace, Health, Safety & Welfare Regulations 1992 - Leeds City Council PG512 – Guidance on Prevention of Slips, Trips & Falls
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Area of Control	Action/ Control Measures	Risk rating before controls Consequence x Likelihood =	Risk rating after controls Consequence x Likelihood =	Control measures by: Initial
1 Building Management / readiness	<p>All areas of the building not required will be clearly marked as 'closed' and locked where possible. These areas will be:</p> <p>Children using the toilets in the main building will do so observing social distancing rules. Adequate hand washing facilities will be available at all times, this will be checked hourly by the Camp Director.</p> <p>The building will be cleaned daily, following the cleaning method / increased clearing regime laid out in Appendix 1 – cleaning will be directed by the camp director at the end of each day.</p> <p>Where possible, to aid ventilation and avoid the contamination of door handles that need to be opened / closed regularly, doors should be kept open or only opened / closed by the member of staff responsible for that area and regularly cleaned / sanitised.</p> <p>New guidance released around fire doors the following steps will be taken;</p> <ul style="list-style-type: none"> • All doors will be pinned opened with a suitable weight when occupied by a <u>member of staff</u>. • In the event of the fire alarm sounding, the door must be immediately closed • When staff leave the room at break & lunch, the door must be closed <p>Staff in shared spaces should use an anti bac wipe and close windows at the end of each day.</p>	TH	Acceptable	Unless stated, control measures apply to all staff.

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Arrival and exit	<p>All children will arrive between 8:00 – 9:00am</p> <p>The camp director will remind children and parents not to enter the premises if they have any of the following symptoms: a high temperature, a persistent cough, a new loss of taste or smell.</p> <p>A member of staff will be placed on the front drive itself to ensure families do not ‘bunch-up’ waiting to access the camp venue.</p> <p>The camp director will direct the child to their coach for the week, who will formally register the child. The child shall leave the bag in the waiting area. The coach will take a paper register and hand this to the camp director no later than 9:00am in order to be electronically registered.</p> <p>Children will stay in their group and follow a personalised plan for the day, allowing for staggered breaks and lunches. They will also use one section of the playing field for the entirety of the camp.</p> <p>At the end of the day, parents/carers will collect the child from their coach, allowing for sufficient social distancing to take place.</p> <p>Children need to feel that we are happy to see them every morning, the holiday camp is an exciting and safe place to be for the week, the procedures that we follow must be done so in a welcoming manner.</p>	Substantial	Moderate	<p>Unless stated, control measures apply to all staff and children/families.</p>
Coaching groups.	<p>There will be no more than 15 children per group.</p> <p>Children will remain in the same group for the week, they will use the same equipment all week and will use the same playing area for the week. As much as possible, the group will work with the same member of staff for the whole week.</p> <p>The camp director will have overall authority of the camp. He/She will rotate round the groups ensuring that they are working in a safe and fun manner. The camp director will be supplied with first aid and cleaning supplies.</p> <p>If a child/member of staff wants to bring and use their own hand sanitizer they are allowed to do so.</p> <p>Each group will have their own set of equipment that will be used for the week. The coach will be responsible for ensuring the cleanliness of the equipment each day.</p>	Unacceptable	Moderate	<p>Unless stated, control measures apply to all staff and students.</p> <p>3.4 Site</p>

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	<p>No eating is permitted in the outdoor area by children or members of staff, except for in designated areas. If a child or staff member is at risk of fainting/other urgent medical need, food is permitted in all areas. Drinks are allowed in various areas of the playing area, all drinks must be clearly marked.</p> <p>Food and drinks should not be shared under any circumstances.</p> <p>A small emergency drinking supply will be available and is to be used at the camp directors discretion.</p> <p>Each playing area will be supplied with bin bags in order to safely dispose of any discarded drinks bottles.</p> <p>The coach is responsible for the daily upkeep of their own playing area, the camp director will have overall control of cleanliness.</p> <p>Toilet breaks will be staggered throughout the day, if a toilet break is urgent, the camp director will make a professional judgement.</p>			
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Staff	<p>No member of staff to attend camp if they are displaying any of the covid-19 symptoms. Staff absence must be reported by both a phone call to the managing director and an email to follow before 7am.</p> <p>All staff to read the risk assessment thoroughly and in its entirety.</p> <p>Staff will follow a timetable ensuring they are the only member of staff with a group each day.</p> <p>Staff are encouraged to avoid public transport where possible and follow government guidance if they must do so.</p> <p>Staff must raise any immediate health and safety concerns to the managing director.</p> <p>All personal belongings must remain with the member of staff throughout the day and should be kept to an absolute minimum.</p> <p>Staff are required to wear clothing that can be washed at a high temperature daily.</p> <p>Recommended that footwear is thoroughly cleaned at the end of each day.</p> <p>Any member of staff developing covid 19 systems whilst on camp must follow the guidance in section 9.</p>	Substantial	Moderate	Unless stated, control measures apply to all staff.
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First aid	<p>The camp director will be issued with a full first aid kit. Where possible, the coach should administer first aid to any child that requires it within their group. Where this is not possible, the camp director will issue first aid.</p> <p>After every first aid incident, a phone call must be made to the emergency contact to inform them of the situation. The managing director must be notified by the end of each day.</p> <p>If a member of staff requires first aid, this must be administered by the camp director. The Managing Director must be notified of this immediately.</p> <p>Where an emergency ensues, 999 must be called followed by a call to the emergency contact. Following this, the managing director must be notified immediately.</p>	Unacceptable	Moderate	Section 8 for all first aiders
Response to students/ staff showing symptoms of covid 19	<p>All persons who develop Covid 19 symptoms should be sent home as soon as possible and they should then follow government guidance on self-isolating and testing. They should self-isolate for 7 days and their fellow household members should self-isolate for 14 days. All staff and children who are attending an education or childcare setting will have access to a test if they display symptoms of coronavirus. All persons who are displaying symptoms must not come to the camp and should follow Government guidance on self-isolating.</p> <p>Persons whose family members are displaying symptoms of Coronavirus must follow Government guidance regarding self-isolating.</p> <p>Process</p> <p>If a child in a session presents with symptoms of Covid 19, the member of staff should alert the camp director who will make a phone call to the emergency contact. The child should be collected from the camp as soon as possible.</p> <p>Every effort should be made to ascertain if the child has come into close contact with any other child or staff member whilst on site.</p> <p>If the child or staff member tests positive for covid 19, the other group members will be informed and should self-isolate for 14 days. (14 days begins from the initial child displaying symptoms). The other household members of that wider group do not need to self-isolate unless the child, young person or staff member they live with in that group subsequently develops symptoms.</p> <p>Where the child, young person or staff member tests negative, they can return to their setting and the fellow household members can end their self-isolation. Where the child, young person or staff member tests positive, the rest of their group within their childcare or education setting should be sent home and advised to self-isolate for 14 days.</p> <p>As part of the national test and trace programme, if other cases are detected within the cohort or in the wider setting, Public Health England's local health protection teams will conduct a rapid investigation and will advise SSC on the most appropriate action to take. In</p>	Unacceptable	Moderate	Unless stated, control measures apply to all staff.

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	<p>some cases, a larger number of other children, young people may be asked to self-isolate at home as a precautionary measure – perhaps the whole group or site or year group. Where settings are observing guidance on infection prevention and control, which will reduce risk of transmission, closure of the whole setting will not generally be necessary.</p> <p>If a member of staff has helped someone who was unwell with a new, continuous cough or a high temperature, they do not need to go home unless they develop symptoms themselves or the students or staff member subsequently tests positive. They should wash their hands thoroughly for 20 seconds after any contact with someone who is unwell.</p> <p>The managing director will alert site staff that a deep clean of core areas those staff or children have been in with standard cleaners / disinfectants.</p> <p>deep cleaned with a sign placing on the door with clear timescales documented.</p> <p>Useful information on self-isolating https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection</p>			
PPE	<p>Government has advised there is no need for staff or children to wear face coverings as a matter of course when in sports setting. Staff are not permitted to wear face coverings unless as related to section 9 PPE requirements.</p> <p>FFP2 / 3 masks are not necessary in a education setting.</p>	Unacceptable	Moderate	Unless stated, control measures apply to all staff.

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Cleaning	<p>General Cleaning Cleaning should be carried out using standard cleaning chemicals/disinfectant and / or anti-viral wipes and sprays. Cleaning is prioritised to cover regularly touched surfaces e.g. door handles, tables, chairs, toilets, wash basins, sports equipment etc. and should be done with hot soapy water, disinfectant, anti-bac wipes. The clubhouse should be cleaned at the end of each day and left in a sterile condition for the following day. All sports equipment should be cleaned at the end of each day, in preparation for the following day. All rubbish will be double bagged and disposed of in the standard waste management processes</p> <p>Children will be permitted to eat their lunch in the clubhouse, or on the field in their group, at the discretion of the camp director. If the clubhouse is used, the tables and chairs should be cleaned before and after each use.</p>	Unacceptable	Acceptable	All staff
Handwashing summary (inc use of hand gel outside of classrooms)	<p>Hand washing will be available within the clubhouse for all children and staff. All staff should wash their hands-on arrival using the clubhouse. Approved hand sanitisers are used across site Children and staff should wash their hands with soap and water for at least 20 seconds on entering their allocated area (and at regular intervals throughout the day for staff on site all day), particularly after going to the toilet, touching faces, coughing or sneezing, and before and after eating. https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/ Paper towels should be available for drying hands. Tissues/ paper towels should be available in all group areas and should be single use only and binned after use.</p>	Unacceptable	Moderate	Unless stated, control measures apply to all staff.
Social distancing summary	<p>At all times both children and staff should adhere to the clear guidelines from the government about social distancing. Outdoor Areas</p>	Unacceptable	Moderate	Unless stated, control measures apply to all staff and students

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	<p>Children and staff should maintain social distancing when outside and stay within their allocated area of the site . Groups should not mix outside their allocated area of site (i.e. coaching groups with another, or a child from one coaching group to another)</p> <p>Breaks and Lunchtimes</p> <p>Children and staff will receive a break and lunch time as per the timetable. Exit to breaks and lunchtimes should be staggered to allow safe movement around the site. Children and staff should provide their own lunch, this is not to be shared. Handwashing to take place prior to eating. Food waste should be removed as soon as practical.</p> <p>Toilets</p> <p>Use of toilets should be for individuals on break / lunch. Social distancing observed in all toilet areas Wash hands before and after using the toilet (or use hand sanitisers if hand washing is difficult to achieve). In urgent situations, a toilet break can be authorised by the camp director.</p> <p>Sports</p> <p>Within coaching, the sports should focus mainly on individual events e.g – Atheltcis, Outdoor Adventurous Activities, Orienteering, Tennis etc. Where ‘invasion games’ take place, these should focus mainly on skills e.g – shooting in football, dribbling in hockey, control in basketball. For striking and fielding games (cricket, rounders, softball), social distancing should be adhered to at all times.</p>			
Lettings/ meetings/ visitors	<p>No unplanned visitors/ contractors/ parents or carers will be allowed onto site. All communication with any unannounced visitors should be done so quickly and the Managing Director should be informed immediately. All meetings should take place where possible over the phone Any requests for visitors to attend site/ meetings to take place need prior approval from the Managing Director. All persons likely to come onto the grounds should be informed they must not attend if they are displaying any symptoms of Covid 19.</p>	Substantial	Acceptable	Unless stated, control measures apply to all staff.
Updating student and staff details.	<p>Obtain up to date medical, allergy and emergency contact details from children and staff prior to coming to the holiday camp.</p> <p>Staff should be made aware of any / reminded of medical conditions / needs of the children they are caring for e.g. allergies, asthma etc. and devices such as epi pins and inhalers should be available wherever the pupil is. This will be made by the camp director. Food allergies / intolerances information should be shared with all staff for staff and children they may not already be aware of.</p>	Moderate	Acceptable	Unless stated, control measures apply to all staff.

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General	<u>Site</u> Site opening times for staff are 8am-5pm, and will be operated by the Camp Director. Cleaning and site staff may work outside of these hours as agreed with the committee.	Moderate	Acceptable	Unless stated, control measures apply to all staff.
Sports hall	The sports hall is to be used if the weather is deemed unsuitable. The sports should only be used by one group at a time. Non marking, soft soled shoes should be used indoors, outdoor shoes should not be used whilst indoors the sports hall. All children and staff will bring a spare pair of shoes for the indoor sports hall Where possible, doors will remain open to aid ventilation. The sports hall will be cleaned after each use by the lead coach.	Moderate	Acceptable	All staff

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