

Active8 Minds Summer Holiday Club	Including; Holiday Clubs, Connect for Summer	Completed by:
Risk	Covid 19	Date created/updated: 19/06/2020

What is the risk	Who does it affect	What control methods are in place	Who is responsible	By When	Review date	Risk rating High, Medium, Low	
Staff onsite are following and understand government guidance to reduce risk	Active8 Minds - All	<p>Ensure all staff understand through training essential health and safety measures set out by the law, which requires Active8 Minds to assess risks and put in place proportionate control measures which include:</p> <p>A requirement that people who are ill stay at home</p> <p>Robust hand and respiratory hygiene</p> <p>Enhanced cleaning arrangements</p> <p>Active engagement with NHS Test and Trace</p> <p>Formal consideration of how to reduce contacts and maximise distancing between</p>	All Active8 Minds staff - Management Team	July, before clubs start		High	

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		<p>those in attendance wherever possible and minimise potential for contamination so far as is reasonably practicable</p> <p>Ensure that pupils, staff and other adults do not come onsite if they have COVID19 symptoms or have tested positive in the last 7 days, and ensure anyone developing those symptoms during the day is sent home.</p> <p>These are essential actions to reduce the risk and further drive down transmission of coronavirus.</p> <p>Coaches read out disclosure to responsible adults that the child in attendance is well and sign the form on behalf of the parent.</p> <p>Active8 Minds to follow this process and ensure all staff are aware of it.</p>					
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Social Distance whilst on site	Any Person On Site	<p>Social Distancing Guidelines</p> <p>Any Person On Site to follow the up to date government guidelines (attached)</p> <p>In house training delivered to all Active8 Minds staff and attendees on social distancing measures.</p>	Any Person On Site		Daily	Medium to high	Management to share any updated government guidance.
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		<p>Guidance given to any persons attending the site for Active8 Minds.</p> <p>Clear markings visible to implement social distancing.</p> <p>One way systems in place where possible.</p> <p>Safety talks at the start of each day</p>					
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Social Distancing while signing in	Any Person On Site	<p>Clear markings on the floor to indicate safe waiting distance.</p> <p>Parents/Guardians encouraged to stay outside at all times.</p> <p>Hand sanitiser provided at entrance which any mandatory internal visitor is encouraged to use.</p> <p>Sign in to be completed outside by coaches to limit touch points.</p> <p>Once children have registered they will wait within their group bubbles (year/class group) before entering the building.</p>	Any Person On Site		Daily	Medium to high	Continue to follow updated government guidelines
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Social Distancing while on Break and lunchtime	Any Person On Site	<p>Attendees to be bubbled by year/class group.</p> <p>Tables to be set up by year/class groups.</p> <p>Children encouraged to choose and remain in the same seat for the day</p> <p>Staff to ensure children are sitting within their bubbles in line with government guidelines at all times.</p> <p>Staff to be vigilant that nobody within a bubble feels excluded and no food/drink is shared.</p> <p>Active8 Minds have lunch provided from a third party. Staff will collect all lunches from outside the building and distribute to children</p>	Attendees and Staff		Daily	Medium to high	Escalate any concerns to management
<p>Social Distancing for children with additional needs</p> <p>Children with limited understanding of social Distancing</p>	Any Person with responsibility of the child, any child in attendance of the club	<p>All staff are trained to deal with additional needs and behaviours.</p> <p>Parents are responsible and encouraged to update booking information with all relevant support children may need.</p>	Any adult, guardian, parent, staff member with responsibility to the child.		Daily	Medium	Holiday club manager to liaise with the management team and update with any concerns.

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		<p>Staff to check online registers for children who may need additional support.</p> <p>Staff to record and inform the management team of any behavior concerns.</p> <p>Staff to follow Active8 minds behaviour policy at all times.</p> <p>If child's safety is at risk (I.E child running from building) Staff may approach and disregard social distancing guidelines in order to keep the child safe.</p> <p>Any child not adhering to the social distancing procedures put in place by my Active8 Minds and who places other children and staff at risk will be asked to leave.</p> <p>Staff to keep parents informed of any concerns of behaviour</p>					
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Social Distancing while signing children out.	Staff Children Parents	Clear markings on the floor to indicate safe waiting distance. Parents/Guardians encouraged to stay outside at all times.	Staff Parents		Daily	Medium	Encourage wet weather gear/umbrellas for sign in and sign out
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		<p>Hand sanitiser provided at entrance which any mandatory internal visitor is encouraged to use.</p> <p>Sign out to be completed outside by coaches to limit touch points.</p> <p>Children wait within their group bubbles until hand over is complete.</p> <p>Managers to sign out children to authorised persons.</p> <p>Staff to follow the signing out process.</p>					
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Social Distancing within games and activities	Staff Children	Attendees to be bubbled by year/class group. Internal tables to be set up by year/class groups with relevant distance. Whilst inside, if possible, doors (excluding fire door) and windows should be opened. Staff to ensure children are sitting within their bubbles in	Staff and Children		Daily	Medium to High	Staff to follow approved games booklet from Active8minds
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		<p>line with government guidelines at all times.</p> <p>All creative sessions and internal non active activities to be done within the year/class bubbles.</p> <p>Staff to follow government guidelines for games and activities.</p> <p>All active sessions to be led outside within class/group bubbles.</p> <p><i>After School Club Only:</i> Where ratios are at risk separate KS1 and KS2 activity sessions can be led outside but group/class bubbles must be adhered to (i.e. two sessions run simultaneously on seperate parts of the playing area).</p> <p>Staff to maintain social distancing while delivering games and activities where possible.</p> <p>Staff to be aware of children who may feel isolated and re-engage within their group.</p>					
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		No contact sports are to be played, i.e tagging games football, dodgeball etc					
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Social Distancing Child/Staff Member Unwell	Staff and children	<p>Safe place (outdoors and indoors) for unwell person to be identified by the onsite team before the start of the session.</p> <p>Staff to remove themselves or the child from the populated area and relocate to the safe space when going home immediately is not an option.</p> <p>The outside space should be used first.</p> <p>If using the inside space , open windows if possible and allow ventilation) and stay away from the internal doors and close to ventilation.</p> <p>Staff to stay with the child at all times, stay calm and reassuring.</p> <p>Staff to take their own or child's temperature and record.</p>	Staff		Daily	Medium to low	Management team to support
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		<p>Staff to contact the child's parents and ask for the child to be collected immediately.</p> <p>Once the child/staff member has left , all equipment is to be deep cleaned following the cleaning process.</p> <p>All incidents of unwellness to be recorded and reported to the management team.</p> <p>Suspected COVID19 If a person has suspected COVID19 (symptoms include): New, continuous cough or a high temperature, or has a loss of, or change in, their normal sense of taste or smell (anosmia), they must be sent home and advise/advised to follow 'stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection', which sets out that they must self-isolate for at least 7 days</p>					
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		<p>and should arrange to have a test to see if they have coronavirus (COVID-19). Other members of their household (including any siblings) should self-isolate for 14 days from when the symptomatic person first had symptoms.</p> <p>If a child is awaiting collection, all above guidelines to be followed.</p> <p>If they need to go to the bathroom while waiting to be collected, they should use a separate bathroom if possible. The bathroom and all areas used must be cleaned and disinfected using standard cleaning products before being used by anyone else (refer to relevant area of risk</p>					
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		assessment for further details). PPE to be worn when caring for a child with suspected COVID19					
Cleaning During Games and activities	Staff	Children and staff to wash/sanitize hands after each different session. This includes the start of each day, before and after lunch, after each session/activity and before leaving the club.	Staff		Daily	Medium to low	

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		<p>Staff to clean all equipment before and after the game sessions.</p> <p>Creative equipment to be kept and labeled in year/class groups for use.</p> <p>Staff to clean equipment during the session if needed ie when equipment is being shared or has been handled.</p> <p>At the end of each activity staff to wipe and clean all the equipment. Paying particular attention to all equipment that is hand held.</p> <p>Staff to use the covid cleaning packs provided by Active8minds</p> <p>Staff to inform management when new cleaning resources are needed.</p> <p>Staff to follow all COSHH risk assessments.</p>					
Toilet Breaks	Staff	Children encouraged to use the facilities in group bubbles	Staff		Every 30 Minutes	Medium to High	

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		<p>(2 max in toilet) every 30 minutes</p> <p>If a child requires the facilities at any other point then they will be escorted by a staff member who will wait outside the toilet</p> <p>Children will be asked to wash hands after use of facilities</p> <p>Staff member to escort child back to group and return to facility to antibac high touch areas.</p> <p>Floating staff members check facilities every 30 minutes and antibac high touch areas.</p>					
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Cleaning Lunch Breaks	Staff	<p>Children and staff to wash hands before and after lunch.</p> <p>Tables to be cleaned before and after lunch.</p> <p>High touch points wiped down and cleaned.</p> <p>Where food is provided disposable plates, cutlery, containers and cups will be used and double bagged on disposal.</p>	Staff	Daily	Daily	Medium to High	Inform management when new equipment is required
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		All bags to be placed in outside bins.					
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Cleaning Start of Day Risk of unknown virus on surfaces	Staff	<p>Staff to ensure they are wearing clean uniform each shift.</p> <p>Staff to to wipe down all surfaces and ensure that all space being used is clean and tidy before children arrive</p> <p>Staff to identify any additional cleaning and undertake via the cleaning procedure</p> <p>Staff to wear appropriate PPE while cleaning. Gloves , mask and aprons are provided</p> <p>All cleaning equipment and wipes used to be double bagged disposed of in household waste</p> <p>Complete the cleaning checklist within the black file.</p>	Staff				
Cleaning End of Day clean		ALL AREAS must be cleaned with the cleaning equipment provided at the end of the day. i.e	Staff		Daily	Medium	

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		<p>Chairs Counters and ALL Equipment used throughout the day, Door handles railings etc</p> <p>Staff to identify any additional cleaning and undertake via the cleaning procedure.</p> <p>Staff to wear appropriate PPE while cleaning. Gloves , mask and aprons are provided</p> <p>All cleaning equipment and wipes used to be double bagged disposed of in household waste</p> <p>Complete the cleaning checklist within the black file</p> <p>Staff to ensure all items of clothing washed at the end of each shift.</p>					
<p>Cleaning Unwell Child/Staff</p> <p>If a Child/Staff has presented unwell</p>		<p>Staff to inform management of any child/staff member who has become unwell and has to go home.</p> <p>Staff to clean appropriate areas i.e. chairs , equipment, toilets , surfaces.</p>	Staff		Daily	Medium	

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		<p>If a child has presented as unwell (not suspected as COVID19) and social distance has been adhered to then the staff member is to change into fresh clean clothing once the child has been collected.</p> <p>If a child or staff member has been confirmed as having Covid Management must contact and inform Public health england , Management to liaise with the relevant team to ensure deep clean can take place.</p> <p>All government guidance to be followed with regards to track and trace, informing relevant people and closure of any clubs.</p>					
Extra Cleaning for areas if a suspected case							
Suspected cases require a professional deep clean	Team	Site HC Manager and team to deep clean	Notify Management Team		Daily	Medium	Seek guidance and consider partial/full closure of the site if a confirmed case.

Deep Cleaning Guidelines for Suspected COVID19	Consider Clean and disinfect surfaces people have come into contact with, including: Objects which are visibly contaminated with body fluids – toilets etc.
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	<p>All potentially contaminated high-contact areas (e.g. bathrooms, door handles, telephones, grab-rails in corridors and stairwells) When cleaning hard surfaces and sanitary fittings, use either: Disposable cloths, or Paper rolls and disposable mop heads</p> <p>When cleaning and disinfecting, use either: A combined detergent/disinfectant solution</p> <p>A household detergent, followed by a disinfectant</p> <p>Have all cleaning team wearing: Disposable gloves and aprons, washing their hands with soap and water once these have been removed</p> <p>If there's a higher level of contamination (e.g. the individual has slept somewhere) or there's visible contamination with body fluids, a surgical mask or full-face visor should be considered</p> <p>Place any possibly contaminated fabric items, in a bag and take it to a point of parents to collect.</p> <p>Keep any waste from possible cases and cleaning (e.g. tissues, disposable cloths) in a tied double bagged plastic rubbish bag inside a tied bin bag, and place these bags in suitable and secure place, marked for storage After 72 hours, dispose of these bags in your normal waste.</p>	
Additional Measures		
Confirmed - via testing	Team and children	Contact relevant agencies - Public Health England, Deep clean core areas- see above. Inform necessary all departments. Take and act on guidance given

Suspected case in a family	Team and children	Deep clean core areas Inform Active8 managers, team and site team Core reminders of hygiene Contact parents – general information about sickness etc. and the key next steps e.g. closure of building/ or carry on etc. child/ family should be isolated in line with guidelines. Inform Public health.
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		Follow guidance https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-holds-with-possible-coronavirus-covid-19-infection
Confirmed case in a family	Team and children	As above. Isolation in line with guidelines. Inform Team, Active8 management team and site team
Team shortage	Team and children	Continue to monitor. Run the site on a skeletal staffing structure.

Parent asked on sign in if child has any medication or additional information we need to be aware of

If the answer is yes the parent should go to the floating coach (the coach not receiving class/groups of children)

The floating coach will complete paperwork on behalf of the parent at a social distance

Medication to be placed on the desk

Active8 Minds to wipe down medication, label and add to the medical box by year/class with relevant form