

<b>Activity/ Situation</b>	<b>Sporting Influence Summer Camp 2021</b>				
	<b>Protective measures for holiday and after-school clubs, and other out-of-school settings during the coronavirus (COVID-19) outbreak (applies until Step 4)</b>				
	<b>July 2021</b>				
<b>Location</b>	Harrogate Ladies' College				
<b>Persons at Risk</b>	<b>Pupils</b>	<b>Employees</b>	<b>Visitors</b>	<b>Contractors</b>	
<b>STEP 1 –</b>	<i>Follow Government &amp; Governing Body guidelines.</i>				
<b>STEP 2 –</b>	Amend sessions as necessary to suit guidelines				
<b>STEP 3 –</b>	Evaluate the risks and decide on control measures – <i>add to or amend as necessary</i>				
<b>STEP 4 –</b>	Record your findings and implement them – make a plan of action – ensure they are effective				
<b>STEP 5 –</b>	Review, revise and update as necessary				
<b>HAZARD(S)</b>	<p style="margin: 0;"><b>Drop Off &amp; Pick Up</b>    <b>Precautions</b></p> <p style="margin: 0;"><b>Lunchtime</b>            <b>Equipment</b></p> <p style="margin: 0;"><b>Illness</b>                    <b>Hygiene</b>      <b>Injury/First Aid</b>      <b>Toilets</b></p> <p style="margin: 0;"><b>Playing areas</b>          <b>Wet weather</b>   <b>Close contact</b>      <b>Road crossing</b></p> <p style="margin: 0;"><b>Swimming</b>            <b>Late pick ups</b></p>				
<b>CONTROL MEASURES</b>			<b>Yes</b>	<b>No</b>	<b>N/A</b>
<p><b>Drop Off &amp; Pick Up</b></p> <ul style="list-style-type: none"> <li>● Children will be allocated 'pods'. Each pod will arrive and leave at different time intervals (e.g. 8:00-8:20am and 3:00-3:20pm) and using two car parks. This will prevent any crossover between 'pods'.</li> <li>● A one-way system will be in place for cars to follow when dropping off/collecting children.</li> <li>● Parents are expected to stay in their car unless there is an urgent need to speak to staff.</li> <li>● Children will remain in their car until they have been registered at the front of the queue.</li> </ul>			X		
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<ul style="list-style-type: none"> <li>● Parents and children walking to camp will be safely directed to the front of the queue.</li> <li>● After registering, children will be directed towards their Pod leader.</li> </ul>	X		
<p><b>LATE PICK UP - SUMMER 2021</b></p> <ul style="list-style-type: none"> <li>● From July 12, we will offer parents/carers the option to extend their child/ren's day at camp to help the work/childcare balance.</li> <li>● Parents will be able to pick up their child any time between their scheduled pod finish time and 5pm.</li> <li>● This will mean that children from separate pods will join to make a 'Late Pick Up Pod'</li> <li>● Where possible, this pod's late provision will be outside with their own pod bag. Parents will collect from the netball court at the bottom of the field, by the squash court.</li> <li>● If we have to go inside, the large sports hall will be used for optimum ventilation. Parents will park up and walk down to the sports hall - without entering the building, they will report to a Sporting Influence staff member and will be dismissed by the bottom fire exit door.</li> <li>● Depending on numbers, late pick ups will be arranged into smaller groups to limit the mixing. These groups should stay separate from others.</li> </ul>	X		
<p><b>Lunchtime and Snack</b></p> <ul style="list-style-type: none"> <li>● Lunchboxes will be kept indoors, each pod will have their own indoor classroom - this is where they will eat.</li> <li>● Doors and windows will be open to maximise natural ventilation.</li> <li>● Children will wash their hands thoroughly before snack and lunch.</li> <li>● Children will not be allowed to share food or drinks with other children.</li> <li>● Litter will be disposed of in a pod rubbish bag - these bags will be collected and disposed of accordingly.</li> <li>● Children will be encouraged to be socially distant when eating.</li> </ul>	X		
<p><b>Illness</b></p> <ul style="list-style-type: none"> <li>● If a child from a pod is ill or displays COVID-19 symptoms during the day they will be moved to an isolation room (squash court) and parents alerted. This will help reduce the risk of spreading infection within the pod.</li> <li>● If a child tests positive for COVID-19 they will be unable to attend any more days at camp until they have completed an isolation period.</li> <li>● If someone within the child's household bubble tests positive whilst the child is at camp, then they should not attend camp until they have completed a 10-day self-isolation period.</li> </ul>	X		

<ul style="list-style-type: none"> <li>• Parents of the other children within their pod will be made aware of the situation and it will be their choice as to whether their child(ren) continue to attend camp.</li> <li>• Sporting Influence will keep up to date with any changes to isolation periods and others deemed as contact to anyone who tests positive.</li> </ul>	X		
<p><b>Injury/First Aid</b></p>			
<ul style="list-style-type: none"> <li>• If an injury occurs, in the first instance, the Sporting Influence Staff with that particular pod will treat the injured child/children.</li> </ul>	X		
<ul style="list-style-type: none"> <li>• If a member of Sporting Influence staff should have to administer First Aid they will follow these steps: <ul style="list-style-type: none"> <li>a) Wear PPE to minimise contact (apron, masks, goggles &amp; gloves).</li> <li>b) If possible, ask the injured party to face away from the first aider to limit likelihood of airborne transmission.</li> <li>c) Wash hands, wrists and forearms immediately after administering first aid.</li> <li>d) Where possible - applying ice packs, wiping cuts, etc - children will be asked to support administration. This will be age-appropriate and assessed based on the injury.</li> </ul> </li> </ul>	X		
<ul style="list-style-type: none"> <li>• All Sporting Influence staff will carry a radio with them to communicate with the Camp Leader or member of staff on-call in case of emergency.</li> </ul>	X		
<ul style="list-style-type: none"> <li>• Sporting Influence will look to minimise the risk of injury by: <ul style="list-style-type: none"> <li>a) Holding sessions on soft ground to lower the risk of abrasions.</li> <li>b) Ensure children are wearing the correct footwear and clothing.</li> <li>c) Keep children at a safe distance from each other and remove any contact games.</li> <li>d) All long hair will be tied back and jewellery removed.</li> </ul> </li> </ul>	X		
<ul style="list-style-type: none"> <li>• All Sporting Influence staff will carry a first aid pack with them. This will be replenished at the end of each day.</li> </ul>			
<ul style="list-style-type: none"> <li>• First Aid kits will include the correct PPE - apron, mask, gloves.</li> </ul>	X		
<p><b>Close contact</b></p>			
<p><b>Children will be assigned consistent pods (maximum of 16) throughout their booking duration. Pod will be age-appropriate but will also take into consideration: siblings, pod requests from parents, schools attended, safeguarding/welfare needs.</b></p>			
<ul style="list-style-type: none"> <li>• Throughout the day children will be reminded to adhere to social distancing where possible. This includes during play, eating, cleaning, toileting. Sporting Influence will do this by: <ul style="list-style-type: none"> <li>a) Assigning areas for different pods - physical activity outside space, toilet, classroom, indoor space.</li> </ul> </li> </ul>	X		

<p>b) Consistently reinforcing to children the need to consider their personal space when moving around.</p> <p>c) If lining up before, during or after a session, children must be at 2m intervals unless next to siblings or children who live in the same household.</p> <ul style="list-style-type: none"> <li>● Sporting Influence will minimise the amount of adult-child &amp; child-child close contact by: <ul style="list-style-type: none"> <li>a) Where possible holding sessions on grass to limit the likelihood of abrasions.</li> <li>b) Delivering activities that minimise contact between participants.</li> <li>c) Allowing toilet &amp; hand washing breaks at alternating times to other pods.</li> </ul> </li> <li>● If contact is made or children have found themselves too close to each other, Sporting Influence will: <ul style="list-style-type: none"> <li>a) Ask all parties involved to wash their hands, wrists and forearms straight away.</li> <li>b) Review and assess the activity or exercise to limit the need for contact in the future.</li> <li>c) If children continue to make contact despite warnings, parents will be contacted and may be asked to collect.</li> </ul> </li> <li>● As of May 17, children of secondary school age no longer need to wear face coverings in classrooms and/or communal areas. It is no longer recommended for staff to wear face coverings in classrooms though it is recommended in areas where social distancing is not possible (corridors and other communal areas)</li> <li>● Sporting Influence staff will adhere to setting guidance from Harrogate Ladies' College on face coverings.</li> </ul> <p><b><u>Sporting Influence cannot guarantee social distancing will take place at all times. Our aim is to employ a firm approach to our assessed risks to minimise the spread of infection.</u></b></p> <p><b>Playing Areas</b></p> <ul style="list-style-type: none"> <li>● Sporting Influence members of staff will as always look for the safest and most appropriate place to hold their session.</li> </ul> <p><u>Outdoor - we will aim to hold our sessions outside where possible.</u></p> <ul style="list-style-type: none"> <li>● These playing areas may vary depending on the activity. The factors taken into account are: <ul style="list-style-type: none"> <li>a) Space</li> <li>b) Floor type</li> <li>c) Surroundings</li> <li>d) State of flooring</li> </ul> </li> </ul>	<p>X</p> <p>X</p> <p>X</p> <p>X</p> <p>X</p> <p>X</p>		
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<p>e) Hazards</p> <ul style="list-style-type: none"> <li>Each pod's playing area will be separate from other pods, marked out on the field.</li> </ul>			
<p><u>Indoor</u></p> <ul style="list-style-type: none"> <li>Should the need arise where the session is indoors, an appropriate large space will be used. Natural ventilation will be maximised by opening doors and/or windows.</li> <li>When this indoor space is in the same building as another pod's, different entrances and/or times entering will be used.</li> <li>In the case of pods sharing an indoor space, scrupulous attention to cleaning and hygiene will be adhered and carried out.</li> <li>Using the link below, Sporting Influence will refer to NGB guidance for sports as to whether we can take part in these sports indoor and what adaptations we must make.</li> <li><a href="https://www.gov.uk/guidance/coronavirus-covid-19-grassroots-sports-guidance-for-safe-provision-including-team-sport-contact-combat-sport-and-organised-sport-events">https://www.gov.uk/guidance/coronavirus-covid-19-grassroots-sports-guidance-for-safe-provision-including-team-sport-contact-combat-sport-and-organised-sport-events</a></li> </ul>	<p>X</p> <p>X</p> <p>X</p> <p>X</p> <p>X</p>		
<p><b>Equipment</b></p> <ul style="list-style-type: none"> <li>Each pod will have their own equipment bag. This will be designated for their use only. In the classroom, they will have their own pod box too with travel board games, pencils, etc.</li> <li>Sporting Influence staff will clean equipment before and after sessions where equipment has been shared between pods (e.g. tennis rackets, rounders posts).</li> <li>Sporting Influence staff will clean (or rotate*) all equipment at the end of each pod week - Wednesday or Friday - with hot water and detergent.</li> <li>Remove the use of porous materials such as soft balls so not to spread bodily fluids between children.</li> <li>Rotation of equipment - can be left unused for 48 hours, 72 hours for plastics.</li> </ul>	<p>X</p> <p>X</p> <p>X</p> <p>X</p> <p>X</p>		
<p><b>Toilets</b></p> <ul style="list-style-type: none"> <li>Each pod will have their own designated toilet. Both boys and girls will use this pod toilet but not at the same time.</li> <li>The Sporting Influence staff will take their teams to wash their hands and use the toilets during an allotted slot. There will not be more than TWO children allowed to enter the toilet/changing room area at the same time. The rest of the</li> </ul>	<p>X</p> <p>X</p> <p>X</p>		

<p>children in that team should not enter the toilet area unless they are told to do so by a Sporting Influence member of staff.</p> <ul style="list-style-type: none"> <li>• Upon leaving the toilet, children will also be encouraged to use hand sanitiser before returning to their next activity.</li> <li>• Any queues for toilets should adhere to social distancing rules.</li> </ul>	X		
<p><b>Cleaning</b></p>	X		
<ul style="list-style-type: none"> <li>• Harrogate Ladies' College facilities have always been cleaned rigorously on a morning during Sporting Influence Camps by their cleaning staff. This will continue alongside Sporting Influence's added cleaning schedule.</li> </ul>	X		
<ul style="list-style-type: none"> <li>• Any surfaces that children will come into on a regular basis will be cleaned throughout the day. Any surfaces where children could have been sat for a while e.g. arts &amp; crafts, will be wiped down with an anti-bacterial wipe by the child, before and after use.</li> </ul>	X		
<ul style="list-style-type: none"> <li>• Any surfaces which require cleaning after a high volume of traffic e.g. toilet sinks, will be cleaned by the free Sporting Influence member of staff. These will be cleaned after the allotted use times and wearing basic PPE to limit the spread of any infection.</li> </ul>	X		
<ul style="list-style-type: none"> <li>• If the session has taken place inside for whatever reason, upon leaving the room the last Sporting Influence member of staff to leave will wipe the door handles down.</li> </ul>	X		
<ul style="list-style-type: none"> <li>• A cleaning schedule will be completed to record what areas/equipment has been cleaned, when and by what method.</li> </ul>	X		
<ul style="list-style-type: none"> <li>• During the camp day, Sporting Influence staff will have increased cleaning responsibilities. However, HLC cleaning staff will be available if required.</li> </ul>	X		
	X		
<p><b>Precautions</b></p>			
<ul style="list-style-type: none"> <li>• <b><u>All sessions to take place outside where possible.</u></b></li> </ul>			
<ul style="list-style-type: none"> <li>• At least one member of Sporting Influence staff will be assigned a pod to work with for the length of the booking.</li> </ul>	X		
<ul style="list-style-type: none"> <li>• As a precaution, Sporting Influence have removed the following from their summer camp:</li> </ul>	X		
<ul style="list-style-type: none"> <li>a) High Fives</li> </ul>			
<ul style="list-style-type: none"> <li>b) Large-group lunch sitting</li> </ul>	X		
<ul style="list-style-type: none"> <li>c) No close-contact partnered work</li> </ul>			
<ul style="list-style-type: none"> <li>d) Group huddles/team talks</li> </ul>			



<ul style="list-style-type: none"> <li>• Sporting Influence will work alongside our qualified swim teacher, Mrs Laura Singleton, and Harrogate Ladies' College to ensure our swimming provision is in line with current Swim England guidance.</li> <li>• Our aim is to return to swimming over the Summer Camp and will do this in phases, in line with the guidance. We understand, as professionals, the demand and importance for children to get back in the water and build their confidence back up after months of missing out.</li> <li>• For weeks 1-3, children in Key Stage 2 and above (only) will get the opportunity to swim. This is based on social distancing and not being able to have a staff member in the water to support weak and non-swimmers.</li> <li>• Camp Lead and swim teacher will keep in regular contact and discuss the proposed return for all children, when further guidance is out.</li> </ul>	X		
What is the level of risk for this activity/situation	High	Med	Low
Is the risk adequately controlled with existing control measures	Yes		No
Have you identified any further control measures needed to control the risk and recorded them in the action plan	Yes		No
<p><b>ACTION PLAN:</b></p> <ul style="list-style-type: none"> <li>- All Sporting Influence staff will read the risk assessment prior to camp to ensure they are clear on all plans and procedures in place.</li> <li>- Sporting Influence staff to adhere to the above risk assessment at all times, where appropriate/necessary it may be adapted to suit the pod or children's needs.</li> </ul>			
State overall risk level assigned to the task <b>AFTER</b> implementation of control and action plan measures taken as a result of this risk assessment Low	High	Med	Low
Is such a risk level deemed to be as low as reasonably practical? Yes	Yes		No
<p><b>FEEDBACK FROM EMPLOYEES:</b> (for improving risk assessment or reducing risk further still)</p>			
<b>Assessor(s):</b>	D McTernan		
<b>Position(s):</b>	Camp Lead Sporting Influence	<b>Signature(s):</b>	<i>D McTernan</i>
<b>Date:</b>	8/7/2021	<b>Review Date:</b>	Rolling
<p><b>Distribution:</b> Via email in the week prior to camp starting alongside staff training.</p>			

