

## KICK CAMP COVID-19 RISK ASSESSMENT

KICK is committed to ensuring that our KICK Camps provide a safe environment for all children and staff, adhering to Government guidelines around safe practice and social distancing measures as identified in the recent Government Guidance ‘**Protective measures for out-of-school settings during the coronavirus (COVID-19) outbreak**’ (Published 1st July 2020). We have a vital role in ensuring the ongoing health of children, young people and their families with regards to Covid-19. The Risk Assessment below is a standard Risk Assessment for KICK Camp Provision taking place in October 2020, however each KICK Camp venue will have a Risk Assessment containing further information specific to its site.

<b>Name of person completing the risk assessment:</b>	Jonathan Sanders (KICK Camp Co-ordinator), Becci Lee (HR Manager) & John Wright (Quality Manager).	<b>Date Completed:</b>	Updated 05/10/20
<b>Description of work area being assessed:</b>	KICK Camp Risk Assessment for KICK Camps taking place in October 2020, ensuring that KICK Camps create a safe environment for all children and staff, adhering to Government Guidelines around safe practice and social distancing measures.		
<b>Description of task being assessed:</b>	KICK Camp Risk Assessment Template – Each KICK Camp will have a Risk Assessment containing further information specific to its site.		

What is the Hazard?	Who might be Harmed?	How might they be Harmed?	Existing Risk Controls Measures:	Current Risk Rating			Additional Control Measures:	New Risk Rating			Action / Monitored by Whom?	Action / Monitored by When?
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<b>BOOKING PROCEDURES</b>												
Families arriving at the KICK Camp who have not booked online.	Children, Young People, Staff & Families	Children, young people, staff and families at risk of/or becoming infected with Covid-19.	*All Bookings are to be made prior to KICK Camp. *KICK Camp register provides details of those booked in and only those children can attend.	2	4/5	8/10	*Clear communication for parents / guardians that bookings are to be made prior to KICK Camp only. *Staggered sign in times for different bubbles / groups.	1	4/5	4/5	Jonathan Sanders & John Wright	19/10/20
<b>ARRIVAL &amp; DISMISSAL</b>												
Parents gathering in groups upon arrival and dismissal with the risk of children mixing bubbles and parents	Children, Young People, Staff & Families	Children, young people, staff and families at risk of/or	*Clear sign in location at the front gate of the School site.	2	4/5	8/10	*Parents/Guardians to respect social distancing guidelines by waiting at the floor markings placed outside the KICK Camp entrance.	1	4/5	4/5	Jonathan Sanders & John Wright	19/10/20

not following social distancing measures.		becoming infected with Covid-19.	<p>*Front gate is locked when registration process is completed.</p> <p>*Designated times for sign in period based on groupings/bubbles.</p> <p>*Contactless sign in procedure with KICK Camp Manager completing register.</p>				<p>*The assigned main gate Entrance will be opened by the Camps Manager who will follow our registration procedure for each child who is booked into the KICK Camp.</p> <p>*Children to wash hands upon arrival of KICK Camp.</p> <p>*Once the KICK Camp Manager closes the gate after the morning drop-offs, unless there is an emergency, the assigned main gate will not be opened again until collection at the end of the day.</p> <p>*At the end of the day, each child will be ready to leave the premises and will be dismissed at the assigned main gate.</p>					
<b>WORKING GROUPS / BUBBLES / SOCIAL DISTANCING</b>												
Multiple children coming into contact and close proximity with each other without a clear structure of who has been in which bubble and preventing a clear Covid-19 tracing system.	Children, Young People, Staff & Families	Children, young people, staff and families at risk of/or becoming infected with Covid-19.	<p>*Children will be allocated to bubbles / groups.</p> <p>*Children to work in bubbles of up to 15 in accordance to Government guidelines.</p> <p>*Children and staff to maintain social distancing through the KICK Camp.</p>	2	4/5	8/10	<p>*Upon registration, children will be placed into an age specific bubble as soon as they enter the KICK camp. Each bubble will consist of 6 children and 1 assigned adult in accordance to Government guidelines. This is subject to change in accordance to updated guidance.</p> <p>*The KICK Camps Manager will have access to all bubbles, remaining social distant at all times. Where closer contact is required, PPE equipment will be worn.</p> <p>*The bubbles/groups will be identified ahead of the KICK Camp and recorded.</p>	1	4/5	4/5	Jonathan Sanders & John Wright	19/10/20
<b>TOILETS &amp; HANDWASHING</b>												
Without robust hygiene procedures, the risk of cross-contamination across surfaces is exposed.	Children, Young People, Staff & Families	Children, young people, staff and families at risk of/or becoming infected with Covid-19.	<p>*Children to wash hands upon arrival of KICK Camp.</p> <p>*Children to wash hands before and at the end of each session.</p> <p>*Children to wash hands before</p>	2	4/5	8/10	<p>*Each bubble will have regular assigned toilet and washing hand slots.</p> <p>*Designated toilets for each bubble.</p> <p>*Assigned adult supervision will be in place to manage this as well as checking children have washed their hands thoroughly and applied hand sanitiser.</p> <p>*Hand sanitiser stations will be available throughout the KICK Camp</p>	1	4/5	4/5	Jonathan Sanders & John Wright	19/10/20

			eating or drinking water.									
<b>EQUIPMENT &amp; CLEANING PROCEDURES</b>												
Exposing equipment which is being used by multiple children encourages cross-contamination and a spread of infection.	Children, Young People, Staff & Families	Children, young people, staff and families at risk of/or becoming infected with Covid-19.	*Equipment is to be allocated to each bubble and not shared between bubbles. *Equipment is to be cleaned after use. *Equipment is to be cleaned at the end of each day.	1	4/5	4/5	*Equipment is not to be shared within the KICK Camp. *After each activity, all equipment is to be cleaned and sanitised before the next bubble use it. Bin bags are provided for used wipes which are to be disposed of at the end of each day. *Activities will be individual based which ensures equipment is not shared and that children maintain social distancing throughout each activity. *The School site is to be cleaned each day with hand sanitiser stations available across the KICK Camp.	1	4/5	4/5	Jonathan Sanders & John Wright	19/10/20
<b>WATER BOTTLES &amp; DRINKS BREAKS</b>												
Children not washing hands before drinking water or filling up bottles increases the risk of spreading infection.	Children, Young People, Staff & Families	Children, young people, staff and families at risk of/or becoming infected with Covid-19.	*Children to bring their own water bottles which are not to be shared with others. *Water fountains will be out of action. *Children to wash hands before drinking or filling up water bottles.	1	4/5	4/5	*Water bottles are for the use of the child who owns the bottle only and must only be filled up from drinking water taps. Children are to wash their hands before filling up their water bottles. *When filling up water bottles, children maintain social distancing guidelines whilst adult supervision is in place. *Water fountains will not be used throughout the duration of the KICK Camp.	1	4/5	4/5	Jonathan Sanders & John Wright	19/10/20
<b>EATING AREAS AND INDOOR SPACES</b>												
Children coming into close proximity with another whilst eating or completing indoor	Children, Young People, Staff & Families	Children, young people, staff and families at risk of/or	*Bubbles to have staggered breaks. *Seating arrangements completed	1	4/5	4/5	*Children to have staggered breaks. *Clear eating areas to be designated for each bubble which ensures that social distancing measures are adhered to at all times.	1	4/5	4/5	Jonathan Sanders & John Wright	19/10/20

activity and risking the spread of infection		becoming infected with Covid-19.	following social distancing guidelines. *Surfaces to be cleaned after use.				*Cleaning of surfaces is to be completed after use. *Outdoor space is used where possible for activities; however, cleaning procedures are applied when indoor areas are used. *Children to be socially distant when completing indoor activities.					
<b>FIRST AID PROCEDURES</b>												
Children requiring first aid and an enhanced risk of cross contamination and the spread of infection if safety measures	Children, Young People, Staff & Families	Children, young people, staff and families at risk of/or becoming infected with Covid-19.	*First aid is only to be administered by the designated first aider. *First Aid to have designated area. *PPE to be worn when administering First Aid.	1	4/5	4/5	*First Aid will be administered by the designated First Aider who is qualified to administer First Aid. Face mask and gloves will be made available. *The designated First Aid area will be set up outdoors whenever possible and surfaces cleaned after use. *A waste bin will be available for all First Aid waste and disposed of at the end of each day.	1	4/5	4/5	Jonathan Sanders & John Wright	19/10/20
<b>POSSIBLE OR CONFIRMED CASES OF COVID-19</b>												
A child or adult at camp displaying symptoms of COVID-19. A clear procedure needs to be in place to manage this eventuality it occurs.	Children, Young People, Staff & Families	Children, young people, staff and families at risk of/or becoming infected with Covid-19.	*KICK to follow Government procedures and guidelines with regards to possible or confirmed cases of Covid-19. *All staff delivering KICK Camp sessions understand and adhere to procedures for possible and confirmed cases of Covid-19.	2	4/5	8/10	*If a child displays symptoms of Covid-19, they will isolate in a designated area and parents/guardians will be contacted for immediate collection. *If a staff member is required to come within 2 metres of the child, they need to wear PPE. *If the child needs to go to the toilet, this should be a separate toilet to the one assigned for every other child. *Once the child has been collected, they must get tested using the NHS portal 111. KICK then need to be informed of the results of the test. *If the test returns positive, parents / guardians within the bubble will be notified of the day the symptoms appeared. All children within the bubble must then self-isolate for 14 days.	1	4/5	4/5	Jonathan Sanders & John Wright	19/10/20

						<p>*If the test is negative, the child will not be permitted to attend for 7 days. If after 7 days they are well and have not had a fever in the last 48 hours, they can return. Other children in the bubble do not need to self-isolate.</p> <p>*If a family member who lives in the household has a confirmed case of Covid-19, the child needs to self-isolate for 14 days and get tested if they develop symptoms.</p>				
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<b>Review Date:</b>	19/10/20	<b>Signature of person completing the Risk Assessment:</b>	JONATHAN SANDERS
<b>Training Provider Name:</b>	HSQE Ltd.		

### Risk Rating Calculator

Likelihood that the hazardous event will occur:	
1	Very Unlikely
2	Unlikely
3	Fairly likely
4	Likely
5	Very likely

Consequence of the hazardous event should it occur:	
1	Insignificant – No Injury
2	Minor – Minor injuries requiring first aid
3	Moderate – Up to three days absence
4	Major – More than seven days absence
5	Catastrophic - Death

### Action Level Table

Risk Rating:	Action:
20-25	STOP – Stop activity and take immediate action
15-16	URGENT ACTION – Take immediate action and stop activity if necessary, maintain existing controls rigorously
8-12	ACTION – Improve within specified timescales
3-6	MONITOR – Look to improve at the next review or if there is a significant change
1-2	NO ACTION – No further action but ensure controls are maintained and reviewed