

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 holiday or after-school clubs and other out-of-school settings for children during the coronavirus (COVID-19) outbreak*' and '*COVID-19: Actions for out-of-school settings*'. 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 the Summer KICK Camp Provision taking place in July & August 2021; however, each KICK Camp venue will have a Risk Assessment containing further information specific to its site.

Name of person completing the risk assessment:	Jonathan Sanders & Sam Walford (KICK Camp Co-ordinators), Becci Lee (HR Manager) & John Wright (Quality Manager).	Date Completed:	Updated 22/07/2021
Description of work area being assessed:	KICK Camp Risk Assessment for KICK Camps taking place in July & August 2021 Summer holidays, ensuring that KICK Camps create a safe environment for all children and staff, adhering to Government Guidelines around safe practice and social distancing measures.		
Description of task being assessed:	Summer 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 / Monitor ed by When?
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BOOKING PROCEDURES												
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 the KICK Camp. *KICK Camp register provides details of those booked in and only those children can attend.	2	4	8/10	*Clear communication for parents / guardians that bookings are to be made prior to KICK Camp only.	1	4/5	4/5	Jonathan Sanders & John Wright	26/07/21
ARRIVAL & DISMISSAL												
KICK Coaches, parents or children gathering upon arrival and	Children, Young People,	Children, young people, staff and families at risk of/or becoming	*Clear sign in location at the front gate of the School site.	2	4	8/10	*All KICK staff will receive a lateral flow testing kit prior to the KICK Camps taking place. These will be completed twice per week. KICK Coaches to complete	1	4/5	4/5	Jonathan Sanders & John Wright	26/07/21

dismissal with the risk of children and parents coming into close contact.	Staff & Families.	infected with Covid-19.	<p>*Front gate is locked when registration process is completed.</p> <p>*Contactless sign in procedure with KICK Camp Manager completing register.</p>				<p>a covid-19 self-assessment whilst also using hand sanitiser upon arrival.</p> <p>*The assigned entrance will be opened by the KICK Camp Manager who will follow our registration procedure for each child who is booked into the KICK Camp.</p> <p>*Children will be asked to complete Covid self-assessment questions upon arrival. Children will also be asked 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>				
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WORKING GROUPS / BUBBLES / SOCIAL DISTANCING

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>*Based on the updated government guidance (July 21), a bubble system will not be required, however children will work in groups assigned by the KICK Camp lead.</p>	2	4 / 5	8 / 10	<p>*Upon registration, children will be placed into an age specific group as soon as they enter the KICK camp.</p> <p>*The KICK Camps Manager will have access to all groups. Where closer contact is required, PPE equipment will be worn.</p> <p>*The groups will be identified ahead of the KICK Camp and recorded.</p> <p>*KICK's outbreak management plan covers the possibility that in some local areas it may become necessary to reintroduce 'bubbles' for a temporary period, to reduce mixing between groups.</p>	1	4 / 5	4 / 5	Jonathan Sanders & John Wright	26/07/21
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TOILETS & HANDWASHING

Without robust hygiene procedures, the risk of cross-contamination	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</p>	2	4 / 5	8 / 10	<p>*Each group will have regular assigned toilet and washing hand slots.</p> <p>*Designated toilets for each group.</p>	1	4 / 5	4 / 5	Jonathan Sanders & John Wright	26/07/21
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across surfaces is exposed.			the end of each session. *Children to wash hands before eating or drinking water.				*Assigned adult supervision will be in place to manage this as well as checking children have washed their hands thoroughly and applied hand sanitiser. *Hand sanitiser stations will be available throughout the KICK Camp. *Toilets and surfaces will be cleaned daily with frequent cleaning throughout the day for surfaces that are regularly used (door handles, taps).				
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EQUIPMENT & CLEANING PROCEDURES

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 group. *Equipment is to be cleaned after use. *Equipment is to be cleaned at the end of each day.	1	4 / 5	4/5	*After each activity, all equipment is to be cleaned and sanitised before the next group 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 reduces the need to share equipment. *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	26/07/21
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WATER BOTTLES & DRINKS BREAKS

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. *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	26/07/21
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EATING AREAS AND INDOOR SPACES

Children coming into close proximity with another whilst eating or completing indoor activity	Children, Young People, Staff & Families.	Children, young people, staff and families at risk of/or becoming infected with Covid-19.	*Seating arrangements completed following social distancing guidelines.	1	4 / 5	4/5	*Clear eating areas to be designated for each group which ensures that social distancing measures are adhered to at all times. *Cleaning of surfaces is to be completed after use. *Outdoor space is used for all activities unless in the event of adverse weather conditions.	1	4/5	4/5	Jonathan Sanders & John Wright	26/07/21
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due to adverse weather conditions and risking the spread of infection.			<p>*Surfaces to be cleaned after use.</p> <p>*All activities, including lunchbreaks to take place outdoors unless in the event of adverse weather conditions.</p>				<p>*Cleaning procedures are applied when indoor areas are used.</p> <p>*Where indoor space is used, the area is to be well ventilated with windows open.</p>					
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FIRST AID PROCEDURES

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.	<p>*First aid is only to be administered by the designated first aider.</p> <p>*First Aid to have designated area.</p> <p>*PPE to be worn when administering First Aid.</p>	1	4 / 5	4 / 5	<p>*First Aid will be administered by the designated First Aider who is qualified to administer First Aid. Face coverings and gloves will be made available.</p> <p>*The designated First Aid area will be set up outdoors whenever possible and surfaces cleaned after use.</p> <p>*A waste bin will be available for all First Aid waste and disposed of at the end of each day.</p>	1	4 / 5	4 / 5	Jonathan Sanders & John Wright	26/07/21
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POSSIBLE OR CONFIRMED CASES OF COVID-19

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.	<p>*KICK to follow Government procedures and guidelines with regards to possible or confirmed cases of Covid-19.</p> <p>*All staff delivering KICK Camp sessions understand and adhere to procedures for possible and confirmed cases of Covid-19.</p>	2	4 / 5	8 / 10	<p>*If a child displays symptoms of Covid-19, they will isolate in a designated area and parents/guardians will be contacted for immediate collection.</p> <p>*If a staff member is required to come within 2 metres of the child, they need to wear PPE.</p> <p>*If the child needs the toilet, this should be a separate toilet to the one assigned for every other child.</p> <p>*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.</p> <p>*If the test is negative, the child can return to camp. If, however, the child is unwell, they should not return to camp until they are fully recovered. Once they are well and have not had a fever in the last 48 hrs, they can return. If not, they should continue to self-isolate until fever-free for 48 hrs.</p>	1	4 / 5	4 / 5	Jonathan Sanders & John Wright	26/07/21
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						<p>*If the test returns positive, parents / guardians within the bubble will be notified of the day the symptoms appeared.</p> <p>*Close contacts will be identified via NHS Test and Trace and out-of-school settings will not be expected to undertake contact tracing. As with positive cases in any other setting, NHS Test and Trace will work with the positive case to identify close contacts.</p> <p>*If a family member who lives in the household has a confirmed case of Covid-19, the child needs to self-isolate as directed by NHS Test & trace and get tested if they develop symptoms.</p>				
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STEPPING MEASURES UP & DOWN (KICK Outbreak Management Plan)

KICK have an Outbreak Management Plan outlining how KICK Camps operate if there is an outbreak in the setting or local area.

KICK Camps adhere to the following Control Measures:

1. Ensure good hygiene for everyone
2. Maintain appropriate cleaning regimes, using standard products such as detergents
3. Keep occupied spaces well ventilated
4. Follow public health advice on testing, self-isolation and managing confirmed cases of COVID-19

Review Date:	26/07/21	Signature of person completing the Risk Assessment:	JONATHAN SANDERS
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Training Provider Name:	HSQE Ltd.
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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