

COVID-19 Risk Assessment: Summer Camp

Section 1: Summary Page

Risk assessment title:	People at direct risk:	Other people who could be affected:
Littlegarth Summer Camp	Staff and pupils	Visitors and the wider school community

Assessment of overall risk		
<p>What is your assessment of the risk <u>before</u> the ACTION PLAN is completed?:</p> <p><i>Click the drop-down to rate the Likelihood:</i></p> <p>- 3 - There is a 50/50 chance that the event will happen</p>	<p><i>Click the drop-down to rate the Severity:</i></p> <p>- 3 - Someone would be incapacitated from normal activities</p>	<p>Risk rating (before)</p> <p><input type="checkbox"/> High risk</p> <p><input checked="" type="checkbox"/> Medium risk</p> <p><input type="checkbox"/> Low risk</p>
<p>What will the level of risk be <u>after</u> the ACTION PLAN is completed?:</p> <p><i>Click the drop-down to rate the Likelihood:</i></p> <p>- 2 - Might happen, but on balance this is unlikely</p>	<p><i>Click the drop-down to rate the Severity:</i></p> <p>- 3 - Someone would be incapacitated from normal activities</p>	<p>Risk rating (after)</p> <p><input type="checkbox"/> High risk</p> <p><input checked="" type="checkbox"/> Medium risk</p> <p><input type="checkbox"/> Low risk</p>

		Severity					
		0	1	2	3	4	5
Likelihood	1	1	2	3	4	5	
	2	2	4	6	8	10	
	3	3	6	9	12	15	
	4	4	8	12	16	20	
	5	5	10	15	20	25	

Note: if the risk is still classified as 'High', even if you were to complete the action plan, then the hazard should be neutralised immediately (e.g. by stopping the activity or making the area safe) and the relevant manager should be informed.

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Section 2: Assessment and Action Plan

What are the hazards?	What might happen?	What are the expectations to manage the risk?	What are we doing?	Are you doing enough?		ACTION PLAN	
				Yes	No	If 'No' – state what else needs to be done and by whom	Complete?
Lack of planning	Poor planning can lead to unexpected issues that put the school community at risk from Covid-19.	Complete the 'Back to school – Phase One – Planning Checklists' document attached to this risk assessment.	We have considered all the points on the checklist.	<input checked="" type="checkbox"/>	<input type="checkbox"/>		Yes
Pupil numbers	Too many pupils can lead to difficulty with social distancing and therefore potential to spread coronavirus.	On the 15 th June, the government updated their guidance to allow schools to welcome back all year groups should they have space.	The summer course will run between the 3 rd and 7 th of August. Numbers have been restricted to 60 to make 4 groups of 15 as recommended by the government.	<input checked="" type="checkbox"/>	<input type="checkbox"/>		Yes

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Class sizes and staff availability	Difficulty with social distancing and therefore potential to spread coronavirus.	<p>Follow the hierarchy of measures set out in https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings</p> <p>Ensure children, and staff where possible, mix in a small group and keep that small group away from other people and groups.</p> <p>A written plan has been formulated which details where 'pods' of children are going to be based and what measures will be in place.</p>	<p>A written plan has been produced detailing the protective measures in place. In the staff training material, this is also detailed.</p> <p>Children are split up into pods of no more than 15 children.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		Yes

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				Yes	No	If 'No' – state what else needs to be done and by whom	Complete?
Attendance	Potential for infected people to spread coronavirus.	Parents and carers must be told that: No one with symptoms should attend for any reason. Children are strongly encouraged to attend, unless they are self-isolating or they are clinically vulnerable (in which case they should follow medical advice). If someone in their household is extremely clinically vulnerable, they should only attend if stringent social distancing can be adhered to, and the child is able to understand and follow those instructions. Families should notify the school as normal if their child is unable to attend so that staff can explore the reason with them and address barriers together.	A document has been written for parents to detail expectations. We have also detailed the procedure should a child become ill while at school.	<input checked="" type="checkbox"/>	<input type="checkbox"/>		Yes

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Transport	Potential for infected people to spread coronavirus.	<p>Parents and pupils should be encouraged to walk or cycle where possible, and avoid public transport at peak times.</p> <p>Refer to guidance on safe travel, particularly on public transport.</p> <p>Work together and with relevant transport providers to put in place arrangements, including the measures being put in place to reduce contact.</p> <p>Also see the additional transport information in the 'Lack of suitable systems and processes' section below.</p>	Due to the rural location of the school, all children are driven in by parents/carers, so we do not need to advise against using public transport.	<input checked="" type="checkbox"/>	<input type="checkbox"/>		

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Personal hygiene	Potential for infected people to spread coronavirus.	<ul style="list-style-type: none"> Staff to be reminded on a regular basis to wash their hands for 20 seconds with warm water and soap and the importance of proper drying. Good respiratory hygiene to be practiced. Everyone reminded to catch coughs and sneezes in tissues – following Catch it, Bin it, Kill it - and to avoid touching face, eyes, nose or mouth with unclean hands. All pupils and staff required to wash their hands on arrival at the school and encouraged to do so through the day. Hand washing facilities with soap and hot water in place. Gel sanitisers provided in any area where washing facilities not readily available. Tissues/paper towels will be made available in all required areas. Gel sanitisers available at all entrance areas 	<p>Posters have been printed and are being displayed in classrooms.</p> <p>Staff will be receiving training regarding hygiene and COVID safe working practices.</p> <p>Hand sanitisers have been purchased.</p> <p>The procedures for control measures have been outlined in the written reopening plan and in the staff training material.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		Yes

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<p>Communication</p>	<p>Potential for infected people to spread coronavirus if people don't know the rules.</p>	<ul style="list-style-type: none"> • Tell pupils, parents, carers or any visitors, such as suppliers, not to enter if they are displaying any symptoms of coronavirus (following the COVID-19: guidance for households with possible coronavirus infection) • Tell parents that if their child needs to be accompanied, only one parent should attend • Tell parents their allocated drop off and collection times and the process for doing so, including protocols for minimising adult to adult contact (for example, which entrance to use) • Make clear to parents that they cannot gather at entrance gates or doors, or enter the site (unless they have a pre-arranged appointment, which should be conducted safely) • Ensure pupils are aware of recommendations on transport to and from school (including avoiding peak times). Read the Coronavirus (COVID-19): safer travel guidance for passengers • Talk to staff about the plans (for example, safety measures, timetable changes and staggered arrival and departure times), including discussing whether training would be helpful 	<p>A guidance document has been produced detailing the processes and procedures which must be followed by children and parents.</p> <p>This document details practical arrangement such as drop-off and pick-up as well as guidance related to not coming to school if showing symptoms of COVID-19.</p>	<p><input checked="" type="checkbox"/></p>	<p><input type="checkbox"/></p>		<p>Yes</p>
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				Yes	No	If 'No' – state what else needs to be done and by whom	Complete?
		<ul style="list-style-type: none"> Communicate early with contractors and suppliers that will need to prepare for opening for example, cleaning, catering, food supplies, hygiene suppliers Discuss with cleaning contractors or staff the additional cleaning requirements and agree additional hours to allow for this. 					

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<p>When someone becomes unwell</p>	<p>Potential for infected people to spread coronavirus</p>	<p>If anyone becomes unwell with a new, continuous cough or a high temperature, they must be sent home and advised to follow the COVID-19: guidance for households with possible coronavirus infection guidance.</p> <p>If a child is awaiting collection, they should be moved, if possible, to a room where they can be isolated behind a closed door, depending on the age of the child and with appropriate adult supervision if required. Ideally, a window should be opened for ventilation. If it is not possible to isolate them, move them to an area which is at least 2 metres away from other people.</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 should be cleaned and disinfected using standard cleaning products before being used by anyone else.</p> <p>PPE should be worn by staff caring for the child while they await collection if a distance of 2 metres cannot be maintained (such as for a very young child or a child with complex needs).</p> <p>In an emergency, call 999 if they are seriously ill or injured or their life is at</p>	<p>An isolation room and toilet has been identified (Mallett Room).</p> <p>Procedure for if a child becomes unwell has been written and is contained within the written plan document and staff training.</p> <p>The school holds a stock of PPE.</p>	<p><input checked="" type="checkbox"/></p>	<p><input type="checkbox"/></p>		<p>Yes</p> <p>Yes</p> <p>Yes</p>
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		<p>risk. Do not visit the GP, pharmacy, urgent care centre or a hospital. 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 (and in which case, a test is available) or the child subsequently tests positive (see 'Confirmed case of coronavirus' below). They should wash their hands thoroughly for 20 seconds after any contact with someone who is unwell. Cleaning the affected area with normal household disinfectant after someone with symptoms has left will reduce the risk of passing the infection on to other people. See the COVID-19: cleaning of non-healthcare settings guidance.</p>					

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Confirmed case of coronavirus	Potential for infected people to spread coronavirus	<p>When a pupil or staff member develops symptoms compatible with coronavirus, they should be sent home and advised to self-isolate for 7 days. Their fellow household members should self-isolate for 14 days. All staff and students who are attending an education or childcare setting will have access to a test if they display symptoms of coronavirus, and are encouraged to get tested in this scenario.</p> <p>Where the pupil or staff member tests negative, they can return to school and the fellow household members can end their self-isolation.</p> <p>Where the pupil or staff member tests positive, the rest of their class or group within their childcare or education setting should be sent home and advised to self-isolate for 14 days. The other household members of that wider class or group do not need to self-isolate unless the pupil or staff member they live with in that group subsequently develops symptoms.</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 schools and</p>	This process has been formally documented in the re-opening plan and will also be detailed in the staff training material. Frequent reminders of good hygiene will be placed around the school.	<input checked="" type="checkbox"/>	<input type="checkbox"/>		Yes
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		other settings on the most appropriate action to take. In 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 class, site or year group. Where schools are observing guidance on infection prevention and control, which will reduce risk of transmission, closure of the whole setting will not generally be necessary.					

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Fire safety	Unusual working conditions may raise fire risks	<ul style="list-style-type: none"> Interim measures addressing fire safety management will be of a temporary nature. Once school returns 'as usual' the fire safety measures should again be reviewed, and normal procedures alarm/emergency lighting testing will continue Planned 6 monthly fire drills will be postponed All staff will be advised on any changes to fire evacuation procedures. Teachers to remind pupils of nearest and secondary fire exits on a regular basis particularly if students are taught in unfamiliar buildings. The fire risk assessment will be reviewed. Fire marshal provision will be reviewed. If additional fire marshals are required, newly appointed fire marshals will be asked to undertake e-learning. 	The fire routes are unchanged. Pod staff will ensure that, in the event of a fire, children are evacuated from the building and the current routes already allow for minimal contact between pods.	<input checked="" type="checkbox"/>	<input type="checkbox"/>		

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First aid	Lack of first aid cover due to low staff levels	<ul style="list-style-type: none"> A first aid needs assessment will be undertaken to determine the specific needs of the school during this period of reduced hours and reduced staff. A 3-months extension for first aid certificates which expire on or after the 16th March 2020 can be used when re-training cannot be accessed. Wherever possible when giving first aid, 2m distance will be maintained. A review of first aid procedures to in light of social distancing requirements will be undertaken Quantities of PPE for first aiders will be reviewed (including gloves and disposable aprons, masks as required). 	<p>The school first aider will be on site who holds a paediatric first aid certificate which is in date.</p> <p>The school holds a stock of PPE.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		Yes

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Section 3: Sign-off Sheet

Assessor		
Name of assessor: Dan Fountain	Signature of Assessor: 	Date: 29 th July, 2020
Headmaster		
Name of Headmaster: Peter H. Jones	Signature of Headmaster: 	Date: 29 th July, 2020