

COVID 19

Date: 23/07/2020	Assessed by: Daniel Wilczynski Checked by: Lisa Darwin Katy Stockdale	Review Date: 20/08/20	*Or sooner if: There are reasons to believe the assessment is no longer valid. There are significant changes in the matters to which it relates following an accident or incident.
Location and Task: External centres and outdoor hire to operate Sport Camps. Lindey Swifts ARLFC 230 Halifax Rd, Huddersfield HD3 3QL		Relevant Standards: Health and Safety at Work Act 1974 and supporting regulations including The Management of Health and Safety at Work Regulations 1999. Equality Act 2010. Safeguarding statutory guidance 2015 and supporting guidance from Kirklees Council. HGCT and Prime Contractor Policies. HGCT Huddersfield Health and Safety policy 2019 HGCT Huddersfield Safeguarding for all policy 2019 Huddersfield Giants Community Trust Policies.	
Scope of Risk Assessment: This risk assessment covers the activities undertaken by Huddersfield Giants Community Trust, the aim of this risk assessment is to provide an overall risk assessment in accordance to key activities for summer camps 2020 at venue Dewsbury Moor ARLFC 229 Heckmondwike Rd, Dewsbury WF13 3NU and Lindley Swifts ARLFC, 230 Halifax Road HD3 3QL.			

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Number and description of employees involved in the activities covered by this assessment:

Maximum capacity will be 8 HGCT employees.

Description of non-employees potentially at risk from the hazards identified within the assessment:

Participants of HGCT summer camps 2020

Visitors and contractors

Parents/guardians

And other members of the public

Government guidance and legislation in relation to COVID 19

<https://www.gov.uk/government/publications/coronavirus-covid-19-maintaining-further-education-provision>

<https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/providers-of-grassroots-sport-and-gym-leisure-facilities>

<https://www.gov.uk/government/publications/coronavirus-covid-19-maintaining-further-education-provision/maintaining-education-and-skills-training-provision-further-education-providers>

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/885631/Overview_of_scientific_advice_and_information_on_coronavirus_COVID19.pdf

<https://www.gov.uk/government/publications/coronavirus-covid-19-guidance-on-phased-return-of-sport-and-recreation/guidance-for-providers-of-outdoor-facilities-on-the-phased-return-of-sport-and-recreation>

<https://www.gov.uk/government/publications/coronavirus-covid-19-guidance-on-phased-return-of-sport-and-recreation/guidance-for-the-public-on-the-phased-return-of-outdoor-sport-and-recreation>

<https://www.gov.uk/government/publications/coronavirus-covid-19-guidance-on-phased-return-of-sport-and-recreation/guidance-for-personal-trainers-and-coaches-on-the-phased-return-of-sport-and-recreation>

<https://www.gov.uk/government/publications/actions-for-educational-and-childcare-settings-to-prepare-for-wider-opening-from-1-june-2020/actions-for-education-and-childcare-settings-to-prepare-for-wider-opening-from-1-june-2020>

<https://www.gov.uk/government/publications/awarding-qualifications-in-summer-2020>

<https://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19/guidance-for-employers-and-businesses-on-coronavirus-covid-19>

<https://www.gov.uk/government/publications/coronavirus-covid-19-maintaining-educational-provision/guidance-for-schools-colleges-and-local-authorities-on-maintaining-educational-provision>

<https://www.gov.uk/government/publications/closure-of-educational-settings-information-for-parents-and-carers/reopening-schools-and-other-educational-settings-from-1-june>

<https://www.gov.uk/government/publications/actions-for-educational-and-childcare-settings-to-prepare-for-wider-opening-from-1-june-2020/opening-schools-for-more-children-and-young-people-initial-planning-framework-for-schools-in-england>

<https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings>

<https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings>

https://www.gov.uk/government/publications/coronavirus-covid-19-guidance-on-phased-return-of-sport-and-recreation?utm_source=586c784b-fae0-4b93-83c0-f584f1aeecb5&utm_medium=email&utm_campaign=govuk-notifications&utm_content=immediate

<https://nya.org.uk/wp-content/uploads/2020/06/0877-NYA-Readiness-Toolkit.pdf>

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<https://www.gov.uk/guidance/nhs-test-and-trace-workplace-guidance>
<https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/offices-and-contact-centres>
<https://www.gov.uk/government/publications/what-parents-and-carers-need-to-know-about-early-years-providers-schools-and-colleges-during-the-coronavirus-covid-19-outbreak/what-parents-and-carers-need-to-know-about-early-years-providers-schools-and-colleges-during-the-coronavirus-covid-19-outbreak#summer-provision>

Risk Rating System

Risks are rated (a) with existing control measures in place and (b) once additional recommendations are implemented. Severity and likelihood of harm are estimated.

Severity of harm most likely to arise from the hazard

1= Minor or no injury 2= Time lost injury 3= Major injury or worse

Likelihood of the potential incident:

1= Unlikely/Infrequent 2= Possible/Occasional 3=Likely/Frequent

Risk Rating- Severity x Likelihood (as shown in the table on the right)

The priority of actions arising from the assessment depends on the overall risk rating.

		Likelihood		
		1	2	3
Severity	1	1	2	3
	2	2	4	6
	3	3	6	9

Risk rating of:
 6 or 9 = High priority
 3 or 4 = Medium priority
 1 or 2 = Low priority

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HGCT overview					
Hazard	Person (s) at risk	Existing measures to control risk	Risk Rating Severity x Likelihood	Readiness Level	Additional risk control measures required
Workplace safety and becoming COVID secure	Employees Participants Visitors Volunteers Members of public	<ul style="list-style-type: none"> - Consider maximum occupancy levels to maintain social distancing regimes – The available space at each venue is also a factor. - Capable of organising smaller delivery groups - Careful consideration of which activities will take place - Consistently keep small groups of employees and children together throughout the day and avoid large groups mixing. - Able to ensure the same staff are assigned to consistent groups of children throughout and that the same groups are separated far apart at a consistent distance throughout camps. - Able to arrange for staff and children to avoid working face to face (side to side or facing away are safer options). 	Medium		<ul style="list-style-type: none"> - Maximum 30 participants on camp site. - 10 children per delivery group plus 1 coach (3 groups in total) in outside areas. - Staff members will be designated to a delivery age group prior to camp, this will be the same designated age group throughout all camps unless absolutely necessary for the health and safety of participants and other staff members. - Staff are able to work at a distance from the participants due to large outdoor spaces and allocated social distancing zones at both venues. - All activities will be designed to social distance (2m) where physically possible.

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					<ul style="list-style-type: none"> - Large outdoor area should enable little or no mixing of groups and coaches per group. - Signage for site to be put in place, 2metre markings in place for parents to que to drop off/collect. - To minimise contact, one person only to attend to drop off/collect, - Staff will only sign in/out their own delivery group. - Parents are responsible for their own social distancing outside of the camp grounds. - Parents asked not to enter camp site passed pick up/drop off areas. - No parents/guardians will be able to stay on camp site between camp hours unless arrangement with staff has been made.
Handwashing, sanitizing	Employees Participants Visitors Volunteers Members of the Public	<ul style="list-style-type: none"> - Hand sanitizer stations will be available at several points at the venue. - Signage and staff members will instruct and remind all to actively use this throughout points in the day, but ensure everyone has washed their hands or used hand sanitizer when entering and exiting the venue. 	Medium		<ul style="list-style-type: none"> - Sanitiser points Point A – Registration- sign in/out Point B – Break area Point C – Activity area Point D – Allocated toilets

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Facility cleaning and disinfectant	Employees Participants Visitors Volunteers Members of the Public	<ul style="list-style-type: none"> - HGCT will ensure delivery staff are trained to deliver frequent cleaning duties under the government guidance. - HGCT will invest in a personal PPE equipment bag for each participant which will include cleaning equipment for all cleaning points. - Touch points will be a focus and all staff will take an active lead in wiping surfaces, and specific areas they have used. - Communal areas such as tables, door handles and equipment will be regularly cleaned and wiped down. - HGCT will uphold a regular cleaning rota and implement spot checks. 	High		<ul style="list-style-type: none"> - Each staff member will have responsibility for their own delivery group and cleaning points. - Cleaning points Point A – Registration to be cleaned down before and after use at the start and at the end of camp. Point B – Break area to be cleaned throughout the day before and after each use. Point C – Activity area and equipment used to be cleaned throughout the day before and after each use. Point D – Allocated toilet area to be cleaned down before and after each use. - A cleaning check list with Date/Time/Signature will be at each point.
Information sharing and communication	Employees Participants Visitors Volunteers Members of the public	<ul style="list-style-type: none"> - Any activity related to HGCT hold the responsibility to ensure all parents/ guardian and participants have received the correct information about changes to our service, and what is expected of them to ensure safety prior to programs starting. - All participants signed onto camp will receive an email explaining 	Low		

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		expectations for camp and photo evidenced plans of the venue as to where to park and registration/collection points.			
Monitoring meeting areas such as common areas and activity areas.	Employees Participants Visitors Volunteers Members of the public	<ul style="list-style-type: none"> - Employees will have their own clear areas regarding their working space throughout the day, these areas should only be crossed should any person's health and safety be at risk. - Marked areas for each coach and each delivery group across the field area will be clear for all and boundaries/groups should not be crossed/mixed without social distancing (2m) clearly in place and for health and safety reasons only. - Staff and participants will be encouraged to bring their own food to work, and limit bringing food in from external services. - Hand washing facilities will be available and clearly marked in all break areas (Gazebos), while taking into account social distancing where possible. - Staff will be briefed on allocated toilet/drink and food times to limit movement throughout the 	Medium		

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		<p>camp day and should avoid crossing others and breaching social distancing measures. Equipment, door handles and tables will be cleaned throughout the day.</p> <ul style="list-style-type: none"> - Delivery of activities will take place in large areas of the field marked out prior to camp to encourage social distancing and all activities delivered will be specially designed to ensure social distancing is adhered to. 			
Maintaining social distancing measures	Employees Participants Visitors Volunteers Members of the Public	<ul style="list-style-type: none"> - HGCT will ensure that measures are in place for all users of the camp to remain within 2 metres of another, and will provide clear signage and communications to adopt the following practice. - All participants will be briefed by the leader of their delivery group on all social distancing measures in place before the start of camp day and throughout. - Where social distancing can not be met within 2M, additional measures will be put in place, which will be any safety measure that we deem fit for the specific environment. 	High		

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Staff and camp participants health and safety	Employees	<ul style="list-style-type: none"> - Every employee will be part of COVID secure training specific to their role at HGCT. - Safety measures will be put into a code of conduct and management will oversee employees carrying out the mandatory conduct in accordance to the training and position within the Trust. - Non-contact role or directed to work from home. Flexible working options are being considered on an individual basis. - Small delivery groups working to limit staff & pupil contact with others and enable rotation only where absolutely necessary for the safety of children. - Should a staff member show symptoms the staff member goes home immediately and makes arrangements for testing. Testing organised locally using latest guidance. - Staff rota regularly updated. - Any child showing symptoms stays in a designated quarantine area within each delivery area, as per guidance, until collected by an adult. 	Low		
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		<ul style="list-style-type: none"> - All families will be notified of a person on camp showing symptoms. - The above information will be collated on an isolation spreadsheet with a tab for each individual participant/staff member including dates and expected date of isolation end. This is saved in the HGCT Coronavirus Emergency Planning folder and Head of Sport will update this. - PPE will only be worn, in line with Government guidance, only for first aid, or close contact or cleaning activities, although staff and participants do have the choice to wear masks and other PPE should they feel it is necessary. 			
Access and moving around the venue	Employees Participants Visitors Volunteers Members of the Public	<ul style="list-style-type: none"> - HGCT will ensure there is a visible one-way system for all using the facility. - Participants will use the one carpark to park and then walk over to their specified registration point (3 registration points for particular age range). - Registration points will be clearly marked. 	Medium		

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		<ul style="list-style-type: none"> - Sign in and out policies will be adapted to reduce the usage of the same pens. - 10 pens will be made available for signature in and out of camp once used it will be put into water bucket so not re-used. - There will be a clearly marked social distancing que to sign in/out of camp and guardians will be pointed around the field in the opposite direction after drop/collection. - Careful planning of work spaces and employees will be implemented, to ensure key employees have access to all necessities with minimal movement and crossing of groups at the venue. 			
Accidents and incidents on site	Employees Participants Visitors Volunteers Members of the Public	<ul style="list-style-type: none"> - HGCT will ensure the same procedures applies to any incident, accidents on site. First Aid Officers will be established and administered under the government guidance, along with reporting and recording. - Where social distancing measures are breached due to supporting someone who has had an accident, additional measures will 	Medium		

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		<p>be communicated such as additional personal equipment, (Gloves, masks, aprons which will be disposed of immediately after use) and washing of hands and area immediately when it is safe to do so.</p> <ul style="list-style-type: none"> - Hazardous waste bin used and hazardous waste bags for disposal (double bagged) 			
Major incidents and fire evacuation procedures.	Employees Participants Visitors Volunteers Members of the Public	<ul style="list-style-type: none"> - In the event of a major incident HGCT will not expect individuals to carry out social distancing measures that would put themselves and others at more risk, and employees should manage themselves and users in accordance to the original critical incident plan. - HGCT once safe to do so will ensure additional measures such as cleaning and check in's with staff the following day are implemented. 	Low		
Equality and Inclusion	Employees Participants Visitors Volunteers Members of the Public	<ul style="list-style-type: none"> - HGCT will ensure equality and diversity is a key factor in all provision under the original policy that stands in the company. - When HOD are considering specific risk assessments they will ensure they have communicated 	Medium		

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		effectively with users, who may require further support and who on occasions COVID secure procedures may need to be adapted to provide the most suitable form of practice per individual.			
Data Protection	Employees Participants Visitors Volunteers Members of the Public	<ul style="list-style-type: none"> - HGCT will ensure that as part of any communication and participation in activity, parents are informed and we have received consent in reference to recording details, in accordance to the governments track and trace system. - Any other means of need for data will be in relation to the company's existing GDPR policy. 	Low		
Visitors and contractors	Employees Participants Visitors Volunteers Members of the Public	<ul style="list-style-type: none"> - Parents/guardians will not be permitted to stay on site between registrations or collection times. Any need to do so will be arranged prior with a member of HGCT staff to keep ratios on camp as low as possible. 	Medium		
Transporting to and from work or provided activities.	Employees Participants Visitors Volunteers Members of the public	<ul style="list-style-type: none"> - Parents / guardians will be advised to bring and participants where possible, and only 1 representative will be required. - Car park areas will be clearly marked out, in terms of cars being 	Medium		

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		<p>spaced out in accordance, and car park management will be in attendance to support.</p> <ul style="list-style-type: none"> - If a child/ YP is needing to use public transport then our company will advise them on mandatory precautions such as face coverings, and thorough cleanliness checks will be obtained on arrival. 			
First Aid	<p>Employees Participants Visitors Volunteers Members of the Public</p>	<ul style="list-style-type: none"> - HGCT will ensure that there is a First Aid Officer in ratio of all delivery groups set up and they have received the correct training in accordance to administering First Aid. - First Aiders will be briefed by HGCT in regards to the revised legislation when handling First Aid under COVID-19 measures as part of the HSE guidance. - First Aid boxes and equipment will be reviewed and assessed in accordance to regulation and where cleanliness is required equipment will be ordered to ensure members work in such circumstances can keep themselves and others as safe as possible. 	Medium		

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		<ul style="list-style-type: none"> - Where applying first aid and breaking social distancing procedures is essential to do so staff should use provided gloves, masks and apron. 			
Welfare of participants	Participants	<ul style="list-style-type: none"> - HGCT will ensure the welfare of participants is paramount, all workers and procedures will be adhered to in the correct ways, to reduce the risk of transmission. - Communication and expectation will support families prior to participation. - Daily check in's with young people and parents/ guardians to ensure there are no observational changes will be paramount to carrying out safe practice. 	Medium		
Safeguarding	Employees Participants Visitors Volunteers Members of the Public	<ul style="list-style-type: none"> - HGCT will maintain all Safeguarding practice and welfare for all participants and staff when required under the HGCT safeguarding for all Policy. - HGCT will consider additional welfare options and support, considering the age range of some of our participants it may mean additional welfare needs to be put in place. - All safeguarding concerns or disclosures will need to be 	Medium		

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		reported directly to Senior Safeguarding Lead.			
Staff training and induction	Employees Participants Visitors Volunteers Members of the Public	<ul style="list-style-type: none"> - Where possible all training will be conducted virtually and in line with E learning modules. - HGCT will consider whether the training is essential for duties to be carried out face to face, and if so will be within the guidance above in relation to face to face management and control measures. - Specifically for HGCT summer camps 2020, staff will have full face to face training in groups of no more than 4 staff members to go through all daily roles and responsibilities while at the camp venue throughout the duration of the summer camps. 	LOW		
Managing payment procedures	Employees Participants Visitors Volunteers Member of the Public	<ul style="list-style-type: none"> - HGCT will immediately adopt a no cash policy, and any payments that need to be made will be online. - Payments will be taken in advance of the booking. 	Low		
Signs, displays and information	Employees Participants Visitors Volunteers	<ul style="list-style-type: none"> - HGCT will ensure the COVID-Secure process is clearly sign posted, with outside entry signs, floor markings for 2M (marked by cones on the playing field and car 	Low		

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	Members of the Public	park), clear reference to hand sanitizer stations, and frequent reminder of company expectations and cleanliness.			
Face coverings and physical activity	Employees Participants Visitors Volunteers Members of the Public	<ul style="list-style-type: none"> - The government status is that face coverings are not required within outdoor facilities, but where 2m social distance cannot be maintained could be a precaution measure. - Individuals need to make the choice as to whether they would feel safer and more protected supporting a face mask. - Where HGCT feel that 2M distance could be breached at any given time, or that groups of people are situated in the same place for length of time then face coverings will be offered upon arrival but still as a compulsory measure. - However, HGCT will ensure where the government have stated face coverings are mandatory that participants are educated and additionally access to a face mask will be made available. 	Low		
Managing COVID signs and symptoms in individuals	Employees Participants Visitors Volunteers	<ul style="list-style-type: none"> - HGCT recognise that when carrying out activities in line with this risk assessments that DH hold the responsibility to screen 	Medium		

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	Members of the Public	<p>families and participants prior to arrival.</p> <ul style="list-style-type: none"> - Daily check ins to ensure circumstances have not changed will be mandatory. - If an individual displays or reports symptoms then they will be immediately moved into our allocated isolation room, and parent/guardian will be contacted for collection and signposted to the nearest test service. - All delivery grouped activities will suspend until the testing is completed and a review will take place dependant on the outcome. - Any information will be shared under the confirmed consent from the parent/guardian and in relation to the government track and trace processes. 			
Managing a positive case of COVID-19	Employees Participants Visitors Volunteers Member of the Public	<ul style="list-style-type: none"> - If HGCT incurred a participant who has tested positive for COVID-19. If the young person is situated on our site, they will be placed in an isolation area and parents/guardians will be contacted to collect and signposted to further guidance of support. 	Medium		

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		<ul style="list-style-type: none"> - Additionally, all young people and staff within that delivery group will be advised and required to get tested and self-isolate for 2 weeks. - HGCT will work with the government in line with sharing information for track and trace. 			
Identified isolation area	Employees Participants Visitors Volunteers Members of the Public	<ul style="list-style-type: none"> - HGCT will ensure an area situated near the sign out and activity area of the field is prioritised as an isolation area for anyone who is displaying symptoms. 	Low		
Mass Gatherings	Employees Participants Visitors Volunteers Members of the Public	<ul style="list-style-type: none"> - HGCT will ensure that mass gatherings do not take place on site by any persons registered to our camps when conducting activities, until we are advised accordingly. - HGCT will ensure 2M distance is maintained throughout, and where this isn't possible further precaution has been put in place. 	Low		
Toilet Management	Employees Participants Visitors Volunteers Members of the Public	<ul style="list-style-type: none"> - Toilets are accessible on site, where there is only one toilet and changing room's delivery groups will not mix and scheduled toilet breaks will be put in place. Toilets will be cleaned before and after 	Medium		

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		<p>each visit and checked by lead coach of delivery group.</p> <ul style="list-style-type: none"> - Changing rooms will be unavailable for use. - Participants will be expected to inform staff when they are required to use the toilet to reduce many people at one time, they will be advised on the safest pathway and access. - Paper towels will be offered instead of hand dryers. - Hand washing facilities, and sanitizer will be frequently replenished. - Cleaning schedules will be more regular and key touch points such as doors and taps will be concentrated on as a priority. - Where children/young people are placed in a delivery group, toilet facilities will be accessible without crossing over the environment of another activity bubble. 			
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Ongoing Monitoring/Management Required:




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Weekly check in of risk assessment progress
Monthly review of risk assessment in reference to COVID 19 and readiness status

Action Plan:

Issue	Further Action Required	Action by Whom	Action by When	Initials & Dates completed

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Record of review:			
Assessed by: Dan Wilczynski	Signature 	Name:	Date:
Checked by: Katy Stockdale	Signature 	Name:	Date:
Lisa Darwin			
Reviewed by: Dan Wilczynski	Signature 	Name:	Date: