



Moving Matters Holiday camp, April 6th– 9th 2021 @ The Elmgreen School - Risk Assessment, March 2020-21.

Introduction

The government has provided updated guidance on provision by holiday and after school club providers in out of school settings. As a result Schools Plus and The Elmgreen school have agreed to open The Elmgreen school site to Moving Matters. This risk assessment checklist is based on Government guidelines on COVID-19 as referenced here <https://www.gov.uk/government/publications/protective-measures-for-holiday-or-after-school-clubs-and-other-out-of-school-settings-for-children-during-the-coronavirus-covid-19-outbreak/protective-measures-for-out-of-school-settings-during-the-coronavirus-covid-19-outbreak#who-can-attend>

The guidance remains subject to change at a short notice as updates are being made all the time. Moving Matters have compiled this risk assessment through working with Schools Plus, The Elmgreen school and sought advice from UK Active and a wider network of organisations through Aspire Sports UK.

The completion of this tool/checklist has been undertaken by the Moving Matters' Director, Rob Wilkinson, in consultation with his leadership team who understand the risk assessment process. Risk assessment is about identifying sensible measures to control the risks in a workplace or when undertaking an activity. The process evaluates the threats and risks of a specified issue/situation and enables the likelihood that somebody could be harmed, together with an indication of how serious the harm could be, to be considered.

Likelihood - For each issue/situation, determine the likelihood it will occur.

Severity - determine the potential injury/health.

Likelihood	Severity
4 = Certain = common or frequent occurrence	4 = Major risk - death, loss of limbs, etc
3 = Probable = likely to occur sometime	3 = High risk - broken bones, burns, etc
2 = Possible = may occur sometime	2 = Moderate risk - cuts, bruises, sickness, etc.
1 = Improbable = unlikely to occur	1 = Minimal risk - strain, shaken, no injury, etc

The matrix (below) provides a method to determine the level of risk, with the Likelihood and Severity being independently scored and plotted.

RISK LEVEL MATRIX					
PROBABILITY (LIKELIHOOD)	4	Low	High	Very High	Very High
	3	Low	Med	High	Very High
	2	Low	Low	Med	High
	1	Low	Low	Low	Low
		1	2	3	4
		SEVERITY (OUTCOME)			



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Once the likelihood and severity of the risk have been assessed they are plotted on the risk profiling grid above and the risk rating defined e.g. If a risk has a likelihood of 3 – Likely and a severity of 1 – Minimal, the risk rating will be 3 x 1 = 3. This would mean the risk is low and arrangement would be adequate.

Area of concern to be addressed	Risk rating	Control measures Good Practice Control Measures Adopted	In place? (Yes/No)	Further action/ Comments
Team member or children attending camp living with a vulnerable person(s)	Low	<ul style="list-style-type: none"> • MM team members to complete health questionnaire and update Director if anything changes • MM team members and children to social distance from vulnerable family members within the home prior to and during the week at camp • Parents to advise Moving Matters of any concerns they may have and we will endeavour to support the family as much as is possible. 	Yes	Team member/employer should remain in contact with each other for updates on health and well-being
Team members, child attendees and their parents are not aware of the government advised procedures related to the display symptoms of COVID-19 or should there be a confirmed case of COVID-19 at camp	Low	<ul style="list-style-type: none"> • Team members to ask parents upon arrival at camp if they or anyone in their family has shown any Covid – 19 related symptoms in the past few days. Anyone who discloses that they or family members have shown symptoms, to be denied entry to camp. • Children to be temperature checked upon arrival at camp. Any child displaying a temperature above 38 degrees to be denied access to camp. • Team members and parents have received clear communications from Moving Matters on their website informing them of current government guidance (see appendix at the bottom) and the actions to take should anyone display symptoms of COVID-19 and how this will be implemented at camp. • Children briefed each morning about guidelines by team members. • Any child or staff member showing symptoms will be need to leave/ be collected from camp immediately. Any child showing symptoms to 	Yes	Any updates or changes to this guidance are communicated in a timely and effective way to all stakeholders.



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		<p>be isolated in an allocated room with Camp Director, awaiting collection. Camp Director to wear PPE; visor, mask and gloves</p> <ul style="list-style-type: none"> • That person MUST then to be tested for Covid-19 at the earliest opportunity. If the test is positive all children and MM team members who have come into contact within the bubble, need to self-isolate for 14 days. Non positive tests can return to camp when they are feeling better. The child who tests positive needs to self isolate for 10 days. • If team member is unable to attend camp as a result of non Covid-19 related illness, Moving Matters has a backup coach available to join the bubble. If no additional staffing can be found, the children within the bubble will be added into another bubble or Camp Director takes over management of group. This will change staff to child ratios. • Company Director to monitor the wellbeing of team members during the pandemic, in particular higher risk staff from BAME background 		
Limiting risk of transmission of Covid-19	Med	<ul style="list-style-type: none"> • Team members and children clear on how holiday camp will operate • Guidance video shared with parents on Moving Matters You Tube channel • Bubble system at camp – children in a set group for the week • 1 team member to 15 children per bubble • 4 day whole week booking – no new children from Tues – Fri, set groups for whole 4 days • Medical conditions of children attending camp communicated to Moving Matters on sign up. This information is checked at the beginning of the week at camp upon registration by the coach per bubble. • Siblings to remain in the same bubble • No movement between bubbles • Allocated activity areas per bubble 	Yes	<p>Keep updated on government guidance</p> <p>Review weekly</p>



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		<ul style="list-style-type: none"> • Allocated break areas per bubble, which remain the same all week, break areas to be set up outside and to be used as a priority if the weather is fair and warm • All sporting activity to take place outside • Toilet use limited to specific bubbles • Hand sanitiser stations at registration desk to be used upon arrival and each coach to have their own dispenser. Additional sanitised stations across The Elmgreen site. • Each coach with hand sanitiser, to be used after each activity • Washing hands before break times, 3 times each day. Hands to be washed with soap and water for at least 20 seconds, children encouraged to sing “happy birthday” song twice • Staggered start, finish and break times • 2 registration points to avoid excess gatherings of children/parents • No whole camp warm up or collaborative arts and crafts activity • Clear signage across the site • Movement around the site limited and carefully managed by the team member in charge of each bubble • Parents to line up for registration alongside marked out cones, socially distanced apart • Parents prohibited from entering site and encouraged to depart promptly at the beginning and end of the day • Parents to arrive punctually at agreed time for their child’s bubble • Verbal sign in and out process 		
<p>Team member working at schools prior to camp starting</p>	<p>Low</p>	<ul style="list-style-type: none"> • Team members to follow personal hygiene protocol as referenced below • Team members to follow protocols for Covid-19 safe practice in their schools through following that Risk Assessment • Team members using lateral flow testing during week prior to camp starting 	<p>Yes</p>	<p>Staff showing symptoms of Coronavirus should not attend camp</p> <p>Team member to self-isolate in line with government guidelines</p>



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		<ul style="list-style-type: none"> Team members to use (if made available by schools) lateral flow testing during week of camp, testing on Sunday and Wednesday each week 		<p>Communicate to schools if staff member self-isolates following a site visit.</p> <p>Guidelines checked daily</p>
Breaks for team members and children	Low	<ul style="list-style-type: none"> Team member breaks to be taken with their bubble Each bubble to have an allocated break area under a gazebo, socially distanced from other bubbles on the site, indoor space allocated and to be used in the event of poor weather Camp Director to cover bubble for team member toilet breaks Team member follows procedure for personal hygiene at the workplace Team member must bring their own food and drinks to camp, leaving site during camp is not permitted Team member is encouraged to take breaks in an outside area with their bubble, weather permitting Team member enabled to use mobile phone during break times but being conscious of children at camp and safeguarding Team member to have walkie talkie to communicate about taking breaks Children to use cubicles and toilets assigned to their bubble and communicated to them at the start of the week Children to bring snacks, lunch and refreshments to camp. Children to eat their lunch socially distanced from each other. Children to dispose of food and packaging after use. Each bubble area to be allocated a waste bin 	Yes	<p>Reviewed on a daily and weekly basis to ensure best practice</p>



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<p>Team members personal hygiene and clothing</p>	<p>Low</p>	<ul style="list-style-type: none"> • Team members to follow strict personal hygiene regime during week at camp, in particular frequent hand washing and sanitising • Team members to shower/bath once they return home from camp • Team members to go straight home after camp before meeting others • Team members attend camp in their full company uniform • Uniform to be washed immediately upon return from camp • Team members wear fully laundered uniform each day 	<p>Yes</p>	<p>Company provides additional uniform if required by a team member</p>
<p>Team members, children and parents travelling to and from the camp</p>	<p>Med</p>	<ul style="list-style-type: none"> • Team members will ideally drive themselves to camp and park in The Elmgreen car park. If they cannot drive, team members are advised to walk, run or cycle and avoid the use of public transport when possible • Parents should be from the local area and encouraged to walk or cycle to the camp if possible • Team members and parents using public transport to avoid any unnecessary contact with the public during travel and adhere to 2 metre social distancing where possible • Team members and parents should plan their journey prior to leaving and leave plenty of time to travel to camp • Team members arrive at camp, wash their hands and prepare for the start of the day at camp • Team members wash their hands prior to leaving camp • Team members provided with hand sanitiser, masks and gloves for travel into work. • Gloves and masks to be worn during travel and disposed of/washed at the end of the day. 	<p>Yes</p>	<p>Travel arrangements reviewed on weekly basis</p> <p>Guidance to be reviewed on a daily basis</p>
<p>Team members are clear on new procedures and expectations</p>	<p>Low</p>	<ul style="list-style-type: none"> • Team training provided in the lead up to camp • Camp Director briefs staff on their first morning at camp • Company Director and Camp Director to update team members of any changes • Leadership team individually check staff are clear on expectations and procedures 	<p>Yes</p>	<p>Procedures reviewed on daily basis during w/c 20th July and then weekly after that point</p>



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		<ul style="list-style-type: none"> • Team members provided planning time to get ready for camp • Team members workload expectations are clearly communicated by Director 		
Delivering activities at camp	Med	<ul style="list-style-type: none"> • 1 team member per bubble of 15 children • Activity schedule planned by leadership group • Activities planned by coaches before each day at camp • Team members to communicate clearly with children at camp about how activities will run • Children will be encouraged to maintain social distancing as much as possible during the majority of activities • Moving Matters will endeavour to deliver socially distanced activities as much as possible • Activities will be delivered outside only • Each activity will be delivered in a large area, allocated to that bubble for the day with no other bubble using that space • Each activity area to have a wash station and cleaning utensils so equipment can be cleaned after use (see Equipment at camp) • Children take and use their own water bottles during the activity • Team members to contact their Camp Director if they feel unsafe at camp • Team members are experienced and trained at running activities at camp • All surfaces, equipment and activity areas checked for safety • Weather checked each day and appropriate preparations made. Regular breaks taken during hot days at camp and shaded areas used. 	Yes	<p>Staff training on delivery method</p> <p>Team member delivers activities, reinforced agreed rules and stops an activity if it become unsafe</p> <p>Regular and clear communication between delivery team and management about activities being delivered.</p> <p>Continue to update best practice examples through advice given by Government, Ofsted or Governing Bodies (AfPE, Youth Sport Trust, UK Active or other agencies working in the same field)</p>
Use and sharing of equipment/cleaning procedures at camp	Med	<ul style="list-style-type: none"> • Clear brief on “Catch It, Bin It, Kill It” to team members and children • “Catch it Bin It Kill It” signage on display at registration point and around school site • Verbal sign in and out procedure for parents to avoid sharing of pens • Each bubble is allocated an individual activity box, with games and other items to be used during break times. These items are cleaned 	Yes	<p>Review daily after that point</p> <p>Camp Director to raise concerns on inadequate cleaning with team members.</p>



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		<p>frequently through the day and comprehensively at the end of the day.</p> <ul style="list-style-type: none"> • Activity schedule has been created, so that different equipment is used by different bubbles each day • Equipment is always cleaned before being used by another bubble • Each Team member within a bubble is provided with cleaning products and materials and is responsible for cleaning down equipment either after each activity or at the end of camp each day • Camp Director to manage and support cleaning of equipment daily • Gloves to be worn when cleaning equipment at the end of the day/week • Team member to wipe down and clean their break area at the end of each day • Camp Director to check toilets before each break session and clean after usage by each bubble • The Elmgreen to arrange out of hours cleaning of whole site including toilets 		Issue elevated to company Director if unresolved
Behaviour at camp and social distancing measures	Low	<ul style="list-style-type: none"> • Clear messaging to children on the importance and reasons for social distancing, in particular between bubbles. Reinforced at the beginning of and throughout the day by team members. • Moving Matters take the view that it will be difficult to social distance children and the coach (team member) within a bubble, over a 4 day week at camp but will endeavour to • Social distancing measures will be enforced between different bubbles and between other Moving Matters' team members who aren't responsible for that bubble, for example the Camp Director should ensure social distancing at all times at camp • Staff are experienced at managing behaviour at camp • Arrangements for social distancing have been agreed and staff are clear on expectations • Team members model social distancing consistently. • The movement of pupils around the holiday camp site is minimised. • Bubbles are kept apart for the whole day and whole week 	Yes	<p>Potential removal from activity if poor behaviour continues and safety of others is compromised</p> <p>Camp Director speaks with parent about a child's behaviour if deemed unsafe. Moving Matters reserves the right to exclude the child from camp as a result of consistently poor behaviour.</p>



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		<ul style="list-style-type: none"> Break times and lunch times are structured to support social distancing and are closely supervised. 		
The Elmgreen staff, children and external contractors on site during camp	Low	<ul style="list-style-type: none"> Moving Matters Director to discuss with Schools Plus who else will be on site during camp week and arrangements to be made in advance The Elmgreen school to confirm dates for site maintenance and agree plan on how this effects camp provision Camp Director to stay in regular contact with Nigel Lawrence or other premises staff at The Elmgreen Premises staff to brief contractors using the site 	Yes	<p>Director to contact Schools Plus if issues arise</p> <p>Director to contact The Elmgreen SLT if issue can't be resolved through Schools Plus</p>
Injuries sustained at camp	Low	<ul style="list-style-type: none"> Team members check all surfaces prior to activity Team member to check weather and adapt activities accordingly Activities to take place indoors during heavy wet weather or in conditions deemed unsafe outside Children to arrive at camp appropriately dressed for sporting activity Children wear appropriate footwear; no moulded or studded boots on astro turf pitch Hair tied up and loose jewellery taken off All equipment cleaned prior to use and checked for safety Team members are experienced at delivering activities at camp Children are carefully briefed on activities First aid administered where necessary (see below) 	Yes	<p>All incidents recorded by Camp Director in accident book</p> <p>Parents notified of accidents at the end of camp</p> <p>System reviewed through the summer</p>
Dealing with First Aid	Med	<ul style="list-style-type: none"> Team members trained in first aid At least one team member paediatric first trained Team member wears PPE when administering first aid (gloves, face mask and visor). Disposable gloves and masks to be disposed off after use. Camp Director to manage bubble whilst first aid is administered coach. 	Yes	<p>Procedures reviewed weekly by Moving Matters</p> <p>Incidents of first aid to be recorded accurately by team member or camp Director</p>



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Existing policies on safeguarding, health and safety, fire evacuation, behaviour and other policies adapted for situation this summer	Low	<ul style="list-style-type: none"> • All relevant policies have been revised to take account of government guidance on social distancing and COVID-19 and its implications. • All have been briefed accordingly. • Arrangements are in place to review the policies in line with further guidance • The Elmgreen school to share Fire Evacuation updated policy with Moving Matters. Premises staff to brief Camp Director on process for evacuation of site. 	Yes	Policies and procedures reviewed following guidance
Risks are not comprehensively assessed	Low	<ul style="list-style-type: none"> • Risk assessment has been reviewed and signed off by The Elmgreen school and Schools Plus • Risk assessments are reviewed daily during camp and updated where necessary to ensure whole camp safety • After the first week, risk assessment is reviewed by the Camp Director and company Director on a weekly basis • Changes made to risk assessment following updated guidance 	Yes	Weekly risk assessment review
The use of PPE at camp	Low	<ul style="list-style-type: none"> • Team member should not wear PPE unless a person within that bubble displays symptoms or is in need of first aid. • PPE provided by Moving Matters; face mask, visor, disposal gloves and hand sanitiser • PPE to be safely disposed of after use 	Yes	Excess PPE stored at MM office Company Director to order additional PPE upon request from team member or Camp Director

Links

<https://www.gov.uk/government/publications/protective-measures-for-holiday-or-after-school-clubs-and-other-out-of-school-settings-for-children-during-the-coronavirus-covid-19-outbreak/protective-measures-for-out-of-school-settings-during-the-coronavirus-covid-19-outbreak#who-can-attend>

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