



**Introduction**

The government plan for the phased return of some children to school from the week commencing 1<sup>st</sup> June. This risk assessment checklist is based on Government guidelines on COVID-19. It remains subject to change at a short notice as updates are received from the Department for Education (DfE).

The completion of this tool/checklist should not be undertaken in isolation by one individual and should involve staff who understand the risk assessment process. Once completed, the risk assessment should be shared with all relevant stakeholders.

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)			

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.

<b>Safety of area</b>	Low	<ul style="list-style-type: none"> <li>MM staff to identify safe area for coaching session and communicate to parents.</li> <li>MM staff to check and clear area prior to session.</li> <li>MM staff to safety check area on arrival.</li> <li>Area to be away from permanent fixtures; benches, MUGA, fences to avoid points of contact</li> </ul>		<p>Carry out a further check of the area at the end of each session</p> <p>Review the area and move if necessary</p>
<b>Managing area in a public space</b>	Low	<ul style="list-style-type: none"> <li>MM staff to cone out a set area for the activities</li> <li>MM staff to police the public and dogs and keep them away from the area</li> <li>MM staff to leave party if safety is compromised</li> </ul>		Review this with other coaches and management after sessions
<b>Team member working with multiple children during the week</b>	Med	<ul style="list-style-type: none"> <li>Team members to be limited to the amount of schools they attend per week and the number of bubbles (see Return to school Risk Assessment)</li> <li>Staff have “break days” in between working in a different school or a different group of children</li> <li>Team members to rigorously follow government guidelines on hygiene and social distancing in all areas of life</li> </ul>		<p>Any person showing symptoms of Coronavirus asked to leave session and should isolate in a specified room at school until collected</p> <p>Team member to self-isolate in line with government guidelines</p> <p>Guidelines checked daily</p>
<b>Clothing items worn by team members</b>	Low	<ul style="list-style-type: none"> <li>MM staff attend their place of work in full company uniform</li> <li>At the end of day, team members change into fresh, clean clothes and put all worn uniform into a bag to be taken home (ideally a washable bag or pillowcase as this can be put straight into a washing machine)</li> <li>Team members wear fully laundered uniform each day</li> <li>Team members to be sent away from place of work if uniform is perceived to be unclean</li> <li>Team members aim to wear company uniform but other appropriate clothing can be worn during this time</li> </ul>		Company provides additional uniform if required by a team member

<p><b>Team members travelling to work</b></p>	<p>Med</p>	<ul style="list-style-type: none"> <li>• Team members will ideally drive themselves to their place of work. If they cannot drive, team members are advised to walk, run or cycle and avoid the use of public transport when possible</li> <li>• Team members to avoid any unnecessary contact with the general public and adhere to social distancing</li> <li>• Team members should plan their journey prior to leaving</li> <li>• Team members arrive at school setting, wash their hands and follow MM procedures</li> <li>• Team members wash their hands prior to travelling there and back</li> <li>• Team members provided with hand sanitiser, masks and gloves for travel into work. Gloves and masks to be worn during travel and disposed of at the end of the day.</li> </ul>		<p>Travel arrangements reviewed on weekly basis</p>
<p><b>Staff are insufficiently briefed on expectations</b></p>	<p>Low</p>	<ul style="list-style-type: none"> <li>• Team members receive daily/weekly briefings on company procedures</li> <li>• Support for mental health and wellbeing is communicated to all team members and there are plans in place to check on team wellbeing regularly, including senior leaders</li> <li>• Flexible working arrangements needed to support any changes to usual working patterns are agreed</li> <li>• Team members workload expectations are clearly communicated</li> <li>• Schedule what team training is needed to implement</li> </ul>		<p>Procedures reviewed on daily basis</p>
<p><b>Delivering activities during SLD training</b></p>	<p>Low</p>	<ul style="list-style-type: none"> <li>• Children to arrive in clothing appropriate for activity</li> <li>• Children to bring their own football if possible</li> <li>• MM staff to communicate to the parents of those in attendance to bring individual water bottles and footballs</li> <li>• All children will sanitise their hands upon arriving at the session, mid-way through the session and before leaving</li> <li>• Activities carefully planned with social distance measures prioritised, so no game play which would involve close physical contact</li> <li>• Session planned in outdoor space with a maximum ratio of 1 adult to maximum of 5 children</li> <li>• Activities delivered with the use of cleaned equipment. The equipment is minimal and easy to clean before and after each session.</li> <li>• MM staff to bring equipment to session</li> <li>• MM staff responsible for management and cleaning of equipment</li> <li>• Gloves to be worn during cleaning. Wet wipes and clothes to be used for cleaning</li> <li>• MM staff to socially distance themselves from children at the session,</li> </ul>		<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>Length of session time to be reviewed, as longer time slots for reception groups might not work</p> <p>Regular and clear communication between delivery team and management about activities being delivered.</p>

		<ul style="list-style-type: none"> <li>maintaining 2 metres at all times</li> <li>Children to bring their own water bottles to session</li> <li>MM staff reserve the right to contact their company line manager immediately if they feel unsafe</li> </ul>		Continue to update best practice examples through advice given by Football Association
<b>Children’s behaviour at sessions</b>	Low	<ul style="list-style-type: none"> <li>Clear messaging to children on the importance and reasons for social distancing</li> <li>Behavioural expectations communicated to children by MM staff</li> <li>Parents to support MM staff with management of children at session</li> </ul>		Potential removal from activity if poor behaviour continues and safety of others is compromised
<b>Dealing with First Aid</b>	Low	<ul style="list-style-type: none"> <li>MM staff to attend with first aid kit</li> <li>If parent is in attendance, they can administer first aid upon direction of MM staff</li> <li>First aid administered by MM staff if child is in critical need or no parents present</li> <li>PPE to be worn administering first aid due to closer proximity to children</li> </ul>		Procedures reviewed by company

Links

<http://www.thefa.com/news/2020/jun/12/grassroots-covid-19-update-120620> - See guidance for Coaches

<https://www.afpe.org.uk/physical-education/wp-content/uploads/COVID-19-Interpreting-the-Government-Guidance-in-a-PESSPA-Context-FINAL.pdf>

<https://www.gov.uk/government/publications/guidance-to-educational-settings-about-covid-19/guidance-to-educational-settings-about-covid-19>

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

<https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care/safe-working-in-education-childcare-and-childrens-social-care-settings-including-the-use-of-personal-protective-equipment-ppe>

<https://www.gov.uk/government/publications/coronavirus-covid-19-guidance-on-vulnerable-children-and-young-people>

[http://www.legislation.gov.uk/ukpga/2020/7/pdfs/ukpga\\_20200007\\_en.pdf](http://www.legislation.gov.uk/ukpga/2020/7/pdfs/ukpga_20200007_en.pdf)