



Moving Matters Holiday camp @ The Elmgreen School Risk Assessment, June 2020

Introduction

The government has given the go ahead for holiday camps to run this Summer and as a result Schools Plus and The Elmgreen school have agreed to open the site to Moving Matters. This risk assessment checklist is based on Government guidelines on COVID-19 and the DfE guidelines have informed much of our planning. It 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 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)			



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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 $3 \times 1 = 3$. 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 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 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 be collected from camp immediately. Any child showing symptoms to be kept in an allocated room with Camp Director, awaiting collection. Camp Director to wear PPE, mask and gloves • 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. Full refunds or credits issued. Non positive tests can return to camp when they are feeling better • 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 	Yes	Any updates or changes to this guidance are communicated in a timely and effective way to all stakeholders.



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		<p>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.</p> <ul style="list-style-type: none"> • Company Director to monitor the wellbeing of team members during the pandemic, in particular higher risk staff from BAME background 		
<p>Limiting risk of transmission of Covid-19</p>	<p>Med</p>	<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 • 4 day whole week booking – no new children from Mon – Thurs, 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 • Coach registering children into camp to ask parents; Have you, your child or anyone in your household shown any Covid-19 symptoms prior to camp today? • No movement between bubbles • Siblings within the same bubble • Allocated activity areas per bubble • Allocated break areas per bubble • Toilet use limited to specific bubbles • Hand sanitiser stations at registration desks • 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 with 2 registration points • No whole camp warm up or collaborative arts and crafts activity 	<p>Yes</p>	<p>Keep updated on government guidance</p> <p>Review daily during week 1 and then weekly thereafter</p>



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		<ul style="list-style-type: none"> • 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 		
Team member working at schools prior to camp starting	Low	<ul style="list-style-type: none"> • Camp starts on July 20th, with last day in school July 16th, so 3 day break (72 hours) between end of school term and holiday camp starting. • Team members to follow personal hygiene protocol as referenced below 	Yes	<p>Staff showing symptoms of Coronavirus should not attend camp</p> <p>Team member to self-isolate in line with government guidelines</p> <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, socially distanced from other bubbles on the site • 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 • Team member enabled to use mobile phone during break times but being conscious of children at camp and safeguarding 	Yes	<p>Reviewed on a daily and weekly basis to ensure best practice</p>



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		<ul style="list-style-type: none"> • Team member to have walkie talkie to communicate about taking breaks • 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 		
Team members personal hygiene and clothing	Low	<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 	Yes	Company provides additional uniform if required by a team member
Team members, children and parents travelling to and from the camp	Med	<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. 	Yes	<p>Travel arrangements reviewed on weekly basis</p> <p>Guidance to be reviewed on a daily basis</p>



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		<ul style="list-style-type: none"> Gloves and masks to be worn during travel and disposed of at the end of the day. 		
Team members are clear on new procedures and expectations	Low	<ul style="list-style-type: none"> Team members receive weekly briefings in the lead up to camp Team training provided in the lead up to camp Leadership team individually check staff are clear on expectations and procedures Team members provided planning time to get ready for camp Team members workload expectations are clearly communicated by Director 	Yes	Procedures reviewed on daily basis during w/c 20 th July and then weekly after that point
Delivering activities at camp	Med	<ul style="list-style-type: none"> 1 team member per bubble (ratio's are largely based on 1:8 for Mini Movers and 1:12 for SLD and PCM camps, these ratios are a directive but are subject to flexibility and change) 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 as much as possible Each activity will be delivered in a large area, allocated to that bubble for the day 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 	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>



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		<ul style="list-style-type: none"> Weather checked each day and appropriate preparations made. Regular breaks taken during hot days at camp and shaded areas used. 		
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 procedure to avoid sharing of pens Each bubble is allocated an individual activity box, with games and other items to be used during break times The cleanable items within the activity box are cleaned at the end of camp on a Thursday and left for 72 hours prior to camp the following week Activity schedule has been created, so that different equipment is used by different bubbles each day Equipment is always cleaned the day 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 as appropriate The Elmgreen to arrange out of hours cleaning of whole site including toilets 	Yes	<p>Review meticulously during first week of camp w/c 20th July</p> <p>Review weekly after that point</p> <p>Camp Director to raise concerns on inadequate cleaning with team members.</p> <p>Issue elevated to company Director if unresolved</p>
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. 	Yes	Potential removal from activity if poor behaviour continues and safety of others is compromised



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		<ul style="list-style-type: none"> • 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 • 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, whole week • Break times and lunch times are structured to support social distancing and are closely supervised. • The Moving Matter's behaviour policy has been revised to include compliance with social distancing and this has been communicated to all staff 		<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>
The Elmgreen staff, children and external contractors on site during camp	Low	<ul style="list-style-type: none"> • Moving Matters Director to discuss with The Elmgreen Senior Leaders who else will be on site during camp weeks • The Elmgreen school to confirm dates for site maintenance this summer and agree plan on how this effects camp provision • Camp Director to stay in regular contact with Nigel Lawrence or other premises staff • 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 wet weather • 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 • All equipment cleaned prior to use and checked for safety 	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>



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		<ul style="list-style-type: none"> • Team members are experienced at delivering activities at camp • Children are carefully briefed on activities • First aid administered where necessary (see below) 		
Dealing with First Aid	Med	<ul style="list-style-type: none"> • Team members trained in Paediatric first aid • Coach (team member) within the bubble to administer first aid • PPE to be worn, if necessary, when giving first • Team member wears PPE when administering first aid (gloves, face mask and disposal apron – all supplied by the school). These items should be binned and not used again • Camp Director to manage bubble whilst first aid is administered 	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>
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 the first week of camp and updated 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



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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, apron, 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
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Links

<https://www.youtube.com/watch?v=j-HTt4TanQY&t=4s>

<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

<https://www.ukactive.com/wp-content/uploads/2020/06/CAP-Guidance-Covid19-compressed-V1.2pdf.pdf>