



### Funweek Risk Assessment – COVID-19

This Funweek risk assessment is about identifying the various risks in a workplace/school, or when undertaking an activity, specifically related to COVID-19. The process evaluates the likelihood and severity of each risk, and having measures in place to control the risk.

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

**Severity** - determine the potential injury/health.

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

*Although risks are numbered, this is not an indication of importance or priority.*

Risk/Hazard	Persons at risk	Level of Risk		Control Measures	Comments/Action points
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<b>1 Team member self isolating due to being and/or living with a vulnerable person(s)</b>	Staff,	2	3	<ul style="list-style-type: none"> <li>Identify vulnerable team members by completing a risk register</li> <li>Contact vulnerable team members</li> <li>Team member should remain at home in self isolation following current government guidelines</li> <li>Weekly phone calls/health and well-being questionnaire to be shared</li> </ul>	Team member/employer should remain in contact with each other for updates on health and well-being
<b>2 Team members working across multiple school settings</b>	Staff	2	2	<ul style="list-style-type: none"> <li>Team members to be limited to the number of schools they attend per week to support/work in</li> <li>Where possible, provision should be delivered across consecutive days. This would allow the team member to be out of an environment for 'break days'</li> <li>Team member ideally to deliver provision to one bubble/class per day.</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>Communicate to schools if staff member self-isolates following a site visit.</p> <p>Guidelines checked daily</p>
<b>3 Clothing items worn by team members</b>	Staff	2	1	<ul style="list-style-type: none"> <li>Team members attend their place of work in full company uniform</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> </ul>	Company provides additional uniform if required by a team member

<p><b>4 Team members travelling to and from their place of work</b></p>	<p>Staff</p>	<p>2</p>	<p>2</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</li> <li>• Team members should plan their journey prior to leaving</li> <li>• Team members to wash their hands prior to leaving, and also when they arrive at school setting</li> </ul>	<p>Travel arrangements reviewed on weekly basis, and staff members to have hand wash/gel as part of their equipment</p>
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<p><b>5 Delivering physical activities in schools</b></p>	<p>Staff, children</p>	<p>2</p>	<p>2</p>	<ul style="list-style-type: none"> <li>• Team members and children will wash/sanitise their hands before entering the learning environment</li> <li>• Lessons planned with social distance measures</li> <li>• Lessons taught in outdoor environments (ideally)</li> <li>• Lessons can be delivered with the use of equipment. The equipment is minimal and easy to clean before and after each session.</li> <li>• Equipment bags to be created for each class for their use only where possible</li> <li>• If equipment quality or quantity is an issue, allocate specific year groups/bubbles an activity and equipment to use for a period of consecutive weeks before rotating</li> <li>• Activities that can be delivered maintain social distancing, along with adequate cleaning procedures in place</li> <li>• Learning environments are clearly marked out for the class. Use of chalk on school playgrounds to minimise cones could be used</li> <li>• Team members to distance themselves by creating a zone when working within a 'bubble'</li> <li>• Each lesson to have a wash station so equipment and hands can be washed when needed</li> <li>• All will wash/sanitise their hands when leaving the learning environment</li> <li>• Team members reserve the right to contact their company line manager if they feel unsafe in school</li> </ul>	<p>Team member delivers activities, reinforced agreed rules and stops an activity if it becomes unsafe</p> <p>Regular and clear communication between delivery team and management about activities being delivered</p> <p>Funweeks to provide a “bank” of activities to team members for safe delivery</p> <p>Continue to update best practice examples through advice given by Government or Governing Bodies (AfPE, Youth Sport Trust, UK Active)</p>
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<b>6 Pupils' do not comply with social distancing guidance</b>	children	2	2	<ul style="list-style-type: none"> <li>• Clear messaging to pupils on the importance and reasons for social distancing is reinforced at the start of each day by team members</li> <li>• Use of spot mats, cones or tape to space children accordingly when possible</li> <li>• Team members model social distancing consistently</li> <li>• The movement of pupils around the site is minimised</li> <li>• Large gatherings are avoided</li> <li>• Break times and lunch times are structured and staggered to support social distancing and are closely supervised</li> </ul>	<p>Potential removal of child/ren from activity if non-compliance continues and this impacts the safety of others</p> <p>Camp leader to speak with parents about a child/rens behaviour if deemed unsafe following above stage</p> <p>Child to not return to camp for the summer period</p>
<b>7 Dealing with First Aid</b>	Staff, children	2	2	<ul style="list-style-type: none"> <li>• At least one qualified first aid trained team member at each Funweek venue</li> <li>• Only trained team members should administer first aid</li> <li>• Booking form requires parents to detail any medical needs</li> <li>• Any PPE items worn when administering first aid should be binned and not used again</li> <li>• First aid form to be completed, and shared with parent and line manager</li> </ul>	<p>Procedures reviewed by team and management through regular dialogue</p>
<b>8 The use of PPE in school</b>	Staff, children,	2	2	<ul style="list-style-type: none"> <li>• Team members to have option to wear PPE when delivering activities</li> <li>• Team members to discuss with management to make arrangements for PPE prior to delivery - face mask, disposal gloves, disposal aprons and hand sanitiser</li> </ul>	<p>PPE is not a requirement for team members at Funweek venues</p> <p>Funweeks to ensure PPE is available to those who opt to wear it</p>

<b>9 Effective infection protection and control</b>	Staff, children, parents	2	2	<ul style="list-style-type: none"> <li>• Minimising contact with individuals who are unwell by ensuring that those who have coronavirus (COVID-19) symptoms, or who have someone in their household who does, do not attend Funweeks</li> <li>• Cleaning hands more often than usual - wash hands thoroughly for 20 seconds with running water and soap and dry them thoroughly or use alcohol hand rub or sanitiser ensuring that all parts of the hands are covered</li> <li>• Ensuring good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach</li> <li>• Cleaning frequently touched surfaces</li> <li>• Continue to adhere to guidance from the Government</li> </ul>	<p>Parents will notify Funweeks management of children or other household members who has COVID-19, or the symptoms</p> <p>Management to ensure cleaning supplies at every venue, along with effective cleaning products</p>
<b>11 Shielded and clinically vulnerable children and young people</b>	Children	1	3	<ul style="list-style-type: none"> <li>• These children are not expected to be attending Funweeks</li> </ul> <p><b>Parents should follow medical advice</b> if their child is in this category.</p>	Parents to accept when booking that their child/ren is not shielded or vulnerable
<b>12 Children working and mixing in "Bubbles"</b>	Staff, children	1	2	<ul style="list-style-type: none"> <li>• Children to be placed in bubbles according to ages</li> <li>• Should the need arise, siblings will be placed together in the same bubble</li> <li>• Bubbles to have no more than 15 children</li> <li>• Bubbles not mixed for activities, and must remain as a bubble for the whole week</li> <li>• Each bubbles to have a designated classroom to leave coats and bags in throughout the day</li> <li>• Each bubble to have a specified team leader</li> </ul>	<p>Funweeks staff to allocate children a bubble, and this bubble stays the same throughout the week</p> <p>Booking forms only allow weekly registration and not odd days</p>

<b>13 Spread of Covid-19 between groups</b>	Staff, children	1	2	<ul style="list-style-type: none"> <li>• Keep cohorts together</li> <li>• Bubbles have separate lead supervisor, and participate away from other bubbles</li> <li>• Reduce the use of shared resources</li> <li>• Separate classrooms, eating areas</li> </ul>	Funweeks management to organise separate classrooms at each venue, to isolate each bubble
<b>14 Suspected Covid-19 infection in pupils</b>		2	3	<ul style="list-style-type: none"> <li>• If anyone in school becomes unwell, they must be isolated, phone call home to be collected, and advised to follow the COVID-19: guidance for households with possible coronavirus (COVID-19) infection guidance.</li> </ul>	
<b>15 Confirmed case of Covid-19 within a bubble</b>		2	3/4	To follow current Public Health England and government guidelines, with potential of bubble(s) being shut down	Funweeks management to follow up to date guidance related to COVID-19

Funweeks Team

June 2020