

SKILLS ACADEMY LTD Risk Assessment Form

Activity: After School Football Club
WARREN ROAD PRIMARY SCHOOL

Assessment Date: Spring term
1st July 2020

Review Date: Autumn term
Weekly (according to Government guideline changes)

Hazard and Risk	People at risk	Our Controls Measures	Risk Level
-----------------	----------------	-----------------------	------------

PRE CAMP

Contaminations brought to the camp.	Coach Children	<ul style="list-style-type: none"> • Parents will receive a clear break down of the expectations for the camp. • Parents will be advised to take their child's temperature prior to the course and be sure not to send their child if there are any symptoms of illness • Children will bring their own lunch and water bottles. These must be labelled. Parents are to provide enough drinks for the day • Staff and children will be advised to wash their hands for 20 seconds if they cough, sneeze, throughout their stay. • Coaches arrive 45mins before all children arrive • All participants and children will wear clean clothes every day • Staff will have constant access to PPE and sanitiser • No sharing of food or drink, containers. • All equipment is prepared and wiped and cleaned 	M
Facilities Check Spreading of any infection	Coach	<ul style="list-style-type: none"> • Ensure all checks are complete prior to session, first aid kit, facility clear and ready for use, footballs are pumped and in good condition. • Grass is at a suitable length, no loose objects, clear surface and no stones visible. • High standard of equipment, all had been updated prior to the camp • Pitch is cut by and external contract every second Monday through out summer 	L-M
ARRIVAL OF COACH Morning Briefing	Coach	<ul style="list-style-type: none"> • Coaches must not exchange any physical contact when meeting, such as: handshakes, high five bump elbows. • Coaches must allocate their area of the facility to prepare in isolation • Maintain social distancing of 2m throughout 	L-M

<p>FACILITIES CHECK</p> <p>Number of children per session</p>	<p>Coach/ Children</p>	<ul style="list-style-type: none"> • Grass is at a suitable length, no loose objects, clear surface and no stones visible. • We need to check with grass cutting team when they will be attending • Children will be separated into groups of 10 maximum. Parents will be notified what group their children will be in and no changes or swapping is allowed. We will begin with 10:2 child/coach ratio and this may change with updated government guidelines • No sports activities to take place indoors. Parents are advised they must collect their children Should extreme weather conditions occur - heavy rain etc. 	<p>L-M</p>
<p>Lifting & setting up equipment</p> <p>2 metre zone</p>	<p>Coach/ Children</p>	<ul style="list-style-type: none"> • Coaches should not carry extremely heavy equipment by themselves • All equipment should properly be weighted down. • Nothing must hang from the goal posts • Goals pinned to the ground, banners secure, • Ditches must be covered by a cone. • Coaches carry goals and heavy equipment in pairs. • Children are advised not to touch any equipment. If equipment is contacted a 20 second hand washing is necessary • Players 'Station' will have a signed posted cone to ensure the children keep a safe distance from the coach and other children upon arrival. • Staff and children will be advised to wash their hands for 20 seconds if they cough, sneeze, throughout their stay • Sanitizer station will be visible and accessible to all. • All players will have a 'station' where they have their belongings and water bottles. Safely 2 meters from others. 	<p>M</p>
<p>COLLECTION AND MEETING OF CHILDREN</p> <p>Car Park</p> <p>Social Distancing upon arrival and dismissal.</p>	<p>Coach</p> <p>Parents/ Children</p>	<ul style="list-style-type: none"> • Children must not walk along the car park. • Children must be accompanied by an adult at all times. • Parents will ensure their child's safety, as the coach meets the player on the field. • The car park will be overseen by 2 members of staff. • Parents will queue at a safe 1-2-meter distance when waiting for registration. • Cones and signs will guide attendees when queueing. • A 'One way' system will be applied • Guidance will be offered to parents and players on where to leave their belongings. 	<p>M</p>
<p>Appropriate Clothing & Footwear Check</p>	<p>Children</p>	<ul style="list-style-type: none"> • Each child's footwear and clothing should be checked before starting session. • Shin pads unnecessary due to government guidelines on no physical contact or tackling. • Trainers, or football boots to be worn. • Children must be able to tie own shoelaces, otherwise Velcro trainers/ football boots must be worn • Clear communication to the parent about what the child needs. • Bibs will be sanitized every day and not shared. • 	<p>M</p>

<p>COVID-19 Mandatory Rules</p>	<p>Children Coaches</p>	<ul style="list-style-type: none"> • Safe 1-2 metre between all participants. • Social distancing is in action throughout the session. • Equipment is only shared if necessary and will be COVIDsafe • Equipment is wiped and sanitized each morning and afternoon session • A 'Track & Trace plan' is in place. Should it be reported a child/ coach or their family member are showing any symptoms, they will not be permitted to return to camp and should isolate for 14 days according to government guidelines. All children / coaches in that bubble will also be told not to return to camp and take appropriate testing/ isolating measures in accordance to government/ NHS guidance. • All footballs are wiped down post and prior all sessions • Footballs are marked and not shared with other groups 'bubbles' • The Skills Academy are obligated to abide by the current government guidelines. • Equipment is sanitized morning and afternoon. • An 'air high-five' will replace an original high five. 	
<p>Allergies/medical conditions</p>	<p>Children</p>	<ul style="list-style-type: none"> • Coaches will have a register with relevant medical conditions. • Coaches should be made aware of any medical conditions or additional needs • Medication must be left with the child and kept near the individual at all times. Both the coaches and child must be aware of where the medication is located for quick access. • Children must have sun cream applied. Allergies to creams must be documented. • Sessions must be planned with easy access to shaded areas due to hot weather. • Medication is administered by either the child (if able to) under the coaches' observations. If the child cannot do this, will be sent to the 'direct First aider' who will have the suitable PPE to assist the child. • Coach's and head coach are made fully aware of any medical conditions. • Medication is applied by the First Aider who will have correct PPE available. • -Sun cream will be applied by parents prior to the camp and the children may apply again at lunch under the supervision of the First Aider. 	<p>H</p>
<p>TOILET PROCEDURES</p>	<p>Children</p>	<ul style="list-style-type: none"> • Toilet breaks will take place and structured times. • Children will be accompanied to the outside of the toilet with their group and coach. The coach will allow the children in 1 at a time (keeping social distancing in mind). • All children will wash their hands prior to exiting. • The coach will conclude sanitising the facility with a suitable mist disinfectant spray after each visit after each child to ensure the safety of all in attendance. • At the end of the day the facility will be wiped down to avoid any cross contamination. 	

Hand washing	Children	<ul style="list-style-type: none"> Children will be advised to wash their hands via the antibacterial wipes, sanitiser or soap accessible upon arrival. Children must wash their hands for 20 seconds after visiting the toilet or sneezing/ coughing Parents will be notified prior to the beginning of the camp of hygiene expectations 	M
COVID-19 Mandatory Rules	Children Coaches	<ul style="list-style-type: none"> Safe 1-2 metre between all participants. Social distancing is in action throughout the session. Equipment is only shared safely when necessary Equipment is wiped and sanitized after every morning and afternoon activity. All footballs are wiped down labelled and not shared with other 'bubbles' The Skills Academy are obligated to abide by the current government guidelines. 	M
Registrations/ Absentees Safeguarding	Children	<p>The Main Register should be accessed through 'Active Networks' by the lead coach.</p> <ul style="list-style-type: none"> Children will be grouped to individual groups 'Bubbles' in preparation of the camps. Each group coach will have a separate register for their group. The register should be taken promptly to allow the session to begin. There should be no further use of mobile phones for the remainder of the session, except for in an emergency situation when a parent/guardians needs to be contacted by telephone. The phones should also be used to access 'authorised pick-ups' for the children. Medical conditions and parent contact details are shown on the individual group registers as well as the Main register Coaches should take into consideration and be aware of children with medical problems, or learning difficulties as shown on all registers. 'Authorised pick ups' are displayed on the register. Children must only be dismissed to persons named as an 'authorised pick up'. In case of a child absent, the Skills Academy admin office will access the register 5 mins after registration is complete and will contact parents of any absence that we haven't been made aware of, to ensure that the child is safe. Notes should be taken if a new child is present and not on the register. We cannot take a child in to our care without having full medical & emergency contact details of that child. 	H
SESSION/ACTIVITY; Covid- 19 Government requirements mandate children play in a 'bubble' A group created to reduce infection	Children	<ul style="list-style-type: none"> All children will be allocated a bubble/ area/ section/ to participate in the course. This 'bubble' will not mix with other bubbles on the course to ensure safety of the coaches and children. The groups will be assigned a group number prior to the morning of their arrival. Parents will be advised prior to the camp what 'Bubble' the child will be in. No child will change groups 	L-M
Pre Occurring Injuries	Children	<ul style="list-style-type: none"> Coach to verbally check before warm-up activity 	L

Dehydration	Children	<ul style="list-style-type: none"> • Check (verbal) that every child has water bottle • Regular Water breaks in hot weather • Parents will be advised to pack enough water. • If child is feeling lightheaded or sick, sit them down in shade. A parent will be contacted and emergency services will be contacted if necessary. <p>• ACCIDENT REPORT FORM MUST BE COMPLETED</p>	L-M
Strains/ fractures/ breaks	Children	<ul style="list-style-type: none"> • Participants to be supervised at all times. • As children are accompanied by their parent the parent will be the first port of call. • If an emergency occurs - Staff are trained to a minimum of 'Emergency Aid' and hold an in-date certificate • Mobile phone available to contact emergency services • Child must stay seated while being treated/examined • The nominated First Aider will support an injury when using the correct PPE protection to assist the individual. <p>ACCIDENT REPORT FORM MUST BE COMPLETED</p>	L-M M- H
Choking	Children	<ul style="list-style-type: none"> • Chewing gum and other eating to be banned during sessions/activities • Staff to be trained to a minimum of 'Emergency Aid' and hold an in date certificate • Children should always be reminded to digest food properly before continuing to participate. • All coaches are trained in Emergency 1st Aid • ACCIDENT REPORT FORM MUST BE COMPLETED 	M-H
Slipping/Falling due to adverse weather	Children	<ul style="list-style-type: none"> • Appropriate clothing and footwear to be worn in inclement weather • All sessions/activities to be suspended if weather is deemed to be to be obstructive • Never play in Thunder & lightning/ Extreme wind & rain <p>ACCIDENT REPORT FORM MUST BE COMPLETED</p>	M
Head collisions and knocks	Children	<ul style="list-style-type: none"> • Always check for bruises, blood, other signs for more serious head injury. • Do not leave child alone • Keep track of change of behaviour, sleepiness, confusion. • Notify parents & apply emergency 1st aid as appropriate. • ACCIDENT REPORT FORM MUST BE COMPLETED 	H

Scrapes, cuts and burns	Children	<ul style="list-style-type: none"> • Check for bleeding immediately, take necessary steps to stop flow of blood ASAP • Have fully stocked first-aid kit in coaches equipment bag at all sessions. ACCIDENT REPORT FORM MUST BE COMPLETED	
Dismissal of Children	Children	<ul style="list-style-type: none"> • Parents should wait at the same point as arrival to collect their child. • Children will be walked to the designated area in their groups to meet the parent • Dismissals of each group will be staggered and children will be dismissed one group at a time, avoiding too many parents waiting and congestion • Children may only be dismissed to a non - parent if the person is named as an 'Authorised pick up' on the register. • If a child claims to be leaving alone, the 'Notes' section on the register will show that the child is allowed to walk home alone. If no such note is displayed, a call should be made to a parent or guardian. Only if this is confirmed may the child leave the premises. • If no parent or guardian arrives to collect a child, the coach must not leave the child unattended. • Children should never be left with those you don't know or parents of other children, unless permission has been given. 	H
Assessor's signature: <i>Greg Wickenden</i>		Manager's signature: <i>Mike Delaney</i>	
Date: 6th July 2020		Date: 6th July 2020	
Safety Officer Assigned: <i>Greg Wickenden</i>		First Aider Assigned: <i>Greg Wickenden</i> N.B - ALL COACHES ARE TRAINED IN EMERGENCY FIRST AID	

CLOSEST HOSPITAL: The Princess University Hospital - Orrington BR6 ND

CLOSEST DEFIBRILLATOR: Main Office

CLOSEST EXTINGUISHER - N/A - Session runs outdoors in a vast recreation pitch.

FIRST AID KIT: All qualified coaches in attendance .

FIRE ALARM MEETING POINT: Car park,