

Company/Client/Department	Trowbridge Town Council – Leisure Services
Date:	01/07/2020
Work Area / Activity / Task:	Kids Camp

ASSESSMENT OF HAZARD / RISK (assume no controls in place)							ASSESSMENT OF CONTROLS AND ACTION PLAN					
No	Hazards Identified	Persons at Risk	What Harm Might Befall	Potential Severity	Likelihood / Probability	Risk Rating	Controls in Place	Further Action Required	Action By	Due Date	Date Done	Residual Risk After Controls In Place
1	Transmitting of COVID-19 through airborne particles	E	Catching/transmitting of COVID-19	4	5	20	<p>Process</p> <p>Each bubble will be allocated a class room, playground space and toilets for the week and a designated sports coach. A designated fire point will be arranged for each group</p> <p>Children will be signed in, no parents to enter the school site.</p> <p>Only 8 children per bubble</p> <p>Share the same space all week</p> <p>Desks to be 2m apart</p> <p>Social Distance as far as possible inside and out doors.</p> <p>Passing in corridors is acceptable if necessary.</p> <p>PE strictly no contact</p> <p>Coaches to have lunch in the classroom, no communal space to be provided.</p> <p>Weekly bookings only and allocated bubbles will be implemented.</p> <p>Any signs of Covid symptoms the</p>	<p>Ensure staff read the training manual</p> <p>Mark out the outdoor space for all groups</p> <p>Ensure class rooms are provided all equipment required for cleaning, ppe and activities.</p> <p>Posters to displayed on the walls.</p> <p>Each desk to be placed 2 mtrs apart</p> <p>Staff to be provided a personal PPE set</p> <p>Cleaning check list for each room to be signed daily.</p> <p>All sports equipment to be cleaned at the end of the day.</p> <p>Radios to be provided to all staff</p> <p>One way system around the school.</p>	1/08/2020			

							<p>whole bubble will be closed and a deep clean of the room will be implemented.</p> <p>All registers to be kept for 21 days retain 'contact data' for a 21 day retention to assist with the NHS Track and Trace.</p>					
2	Transmitting of COVID-19 through handwashing	E	Catching/transmitting of COVID-19	4	5	20	<p>Handwashing</p> <p>Cleaning hands more often than usual – wash hands thoroughly for 20 seconds with running water and soap and dry with paper towels or use alcohol hand rub. Paper towels to be used and disposed of in a double bagged bin liner. At the end of each day the bag will be stored for 72 hours before being able to be disposed of in normal waste.</p> <p>Handwashing on arrival</p> <p>Before and after lunch</p> <p>After blowing your nose or sneezing</p> <p>Before or after PE</p> <p>Before or after first aid</p>	<p>To make sure everyone follows these procedures and reports straight away if hand sanitiser or anti-bacterial spray / wipes are running low.</p> <p>To ensure clear signage is on display</p> <p>Ensure each group have a watering can, washing up bowls, hand wash and paper towels.</p> <p>Bin provided for each room</p> <p>https://www.england.nhs.uk/so-uth/wp-content/uploads/sites/6/2017/09/catch-bin-kill.pdf</p> <p>https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/</p> <p>https://www.youtube.com/watch?v=L89nN03pBzi&v=en</p>	01/08/2020			
3	Transmitting of COVID-19 through to other people	E	Transmitting of COVID-19	4	5	20	<p>Any employee with symptoms of COVID -19, and/or household members or being in contact with someone with symptoms, is not permitted into the office or building. They must stay home and follow the government guidelines and only return after</p>	<p>To be alert and aware of who the employee (yourself) comes into contact with outside of the building. To follow government guidelines not just when in the office/building</p>	01/08/2020			

							following the guidelines.					
4	Transmitting of COVID-19 through personal items	E	Transmitting of COVID-19	4	5	20	<p>All employees are not to bring in personal items from home with them into the building other than what they need for that shift.</p> <p>Children must bring in a water bottle which must stay on site for the week. Only jackets and lunch boxes are to be taken off site each day. No personal items are to be brought on site</p>	All shared spaces including coat and bag hangers are closed off and must not be used.	01/08/2020			
5	Transmitting of COVID-19 through First Aid / Safeguarding	E	Transmitting of COVID-19	4	5	20	<p>First aid should be treated as normal process.</p> <p>PPE must be worn at all times to administer. Gloves and Masks.</p> <p>First Aid forms to be completed and provided to the supervisor at the end of each day.</p> <p>Safeguarding processes to continue, completed form and report to designed safe guarding lead.</p>	<p>Each room to be provided first aid forms</p> <p>Staff to ensure their first aid kits are full</p> <p>Bump on the head stickers are to provided.</p>	01/08/2020			

Persons at Risk: E (employee), YP (young person / child), CON (contractor), PREG (pregnant mother), LW (lone worker), DIS (disabled), SN (special needs), PUB (public), VIS (visitor), A (agency)
Potential Severity: 1 (No injury) 2 (Minor) 3 (Moderate) 4 (Major) 5 (Catastrophic)
Likelihood / Probability: 1 (Extremely unlikely) 2 (Unlikely) 3 (Possible) 4 (Likely) 5 (Almost certain)
Risk Rating: 1-4 (LOW) 5-10 (MEDIUM) 12-25 (HIGH)

Risk assessment prepared by Hayley Bell	Date: 22/06/2020	Date of next scheduled review: As required	Contract Supervisor:
-----------------------------------------	------------------	--------------------------------------------	----------------------