

# SCHOOLS PLUS RISK ASSESSMENT/CHECKLIST – Covid-19 (Base – to be personalised to customers/activity)



Customer	Venue	Activity Description	Facility	Approver Name	Approval Date	Review Date

Description of activity & hazards	Who might be harmed?	Suggested Controls Responsibility in some areas will fall between SP and the Organising Group and should be clarified on this document	Risk	Confirmed in place	Details/Notes / Further mitigating actions to consider
Introduction of virus from symptomatic or asymptomatic individuals	All	Warning signs displayed in reception to stay away if symptomatic or if advised to self-isolate  Advice on website  Reminders issued to all attendees on a daily basis	3		Warning Signs Covered under Schools Plus RA
Severe outcome from virus	Vulnerable & extremely vulnerable individuals	Gov advice no longer requires isolation for extremely vulnerable people (after 1/8/20).  Consider which duties and activities should be allocated to vulnerable and extremely vulnerable employees and attendees.  Extra care protocols for vulnerable and extremely vulnerable attendees  Consider the needs and concerns of BAME	3		

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		individuals (employees or attendees), who may be at increased risk of severe outcomes			
Contracting the virus through contact with infected surfaces or close contact	All	<p>Promote increased handwashing</p> <p>Provide hand cleaning facilities / sanitiser stations</p> <p>Posters advising hand-cleaning and Catch It – Bin It – Kill it</p> <p>Enhanced cleaning of contact points within facilities whilst in use</p> <p>Enhanced cleaning of overall site and contact points not in use by customer (Schools Plus)</p>	2		<p>Signage and facilities will be made available as far as possible within the school</p> <p>Confirm what cleaning protocols and materials you will have in place for cleaning of contact points before, during and after your activity</p>
Contracting the virus through close contact with others, particularly those who you would not normally meet	All	<p>Social distancing 2m to be enforced at all times where possible and 1m+ where necessary</p> <p><b>Face coverings to be worn at all times when indoors</b></p>	2		

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Travel	Participants	<p>Participants should ideally be from the local area and should be advised to arrive by car, on foot or by bicycle and avoid public transport where possible</p> <p>Parents dropping off by car must only travel with members of their own household</p> <p>Attendees arriving on public transport should be reminded to follow social distancing and wear masks as required</p>	2		
Delivering and collecting children (if relevant to activity)	Parents, Children, staff	<p>Where possible, parents to drop and collect outside the building. Organiser should greet children into the activity and supervise return to parents.</p> <p>Parents should be socially distanced when dropping and collecting and should not mingle or gather with other households.</p>	2		<p>Confirm any steps you are taking to ensure distancing during drop-off and collection and how you will avoid parents and others entering the building unnecessarily</p> <p>OR</p> <p>N/A</p>
Large numbers of people present in one location at drop-off and collection	All attendees and guardians, reception staff	<p>No physical sign-in sheet</p> <p>Advise participants to arrive on time (not too early) and leave promptly</p> <p>Schools Plus will enforce appropriate queuing, distancing, one way systems etc. as available within the buildings</p>	3		
Touching of equipment e.g. tables, chairs, sound equipment	Leaders / all attendees / SP staff who touch equipment	<p>Enhanced cleaning protocols</p> <p>Regular cleaning of surfaces and contact points (Customer)</p>	3		

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	after event	Cleaning at beginning and end of each day and between groups (Schools Plus)			
Use of shared equipment	Participants	Sharing of equipment to be avoided completely where possible, or cleaned between users	3		
Use of personal equipment	Participants	Use of mobile phones etc. should be limited for reasons of cross-contamination and safeguarding  No sharing of personal equipment at all	2		
Food & Snacks	Participants	Attendees should bring their own food, snacks and water bottles  Eating and drinking should take place outdoors if possible  No sharing of food or water bottles  Social distancing 2m to be observed whilst eating. People eating should be seated  Attendees take their bottles and packaging/food carriers away with them at the end of each day	2		
Indoor Activities	All	Social distancing to be maintained as far as possible in line with guidelines for relevant activity          Face coverings to be worn where possible	2		<p>Confirm what actions you are taking to enforce social distancing between households in your activity, e.g. Spacing of rows of seats, leaving gaps between households of at least 1m if all facing forwards</p> <p>If 2m distancing is not possible, what mitigations do you propose to allow for 1m+?</p>

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		<p>Large spaces to be used as much as possible</p> <p>Singing is to be avoided except by professional performers for work purposes only.</p> <p>Ventilation to be enhanced as much as possible</p> <p>If your activities can be conducted outdoors then they should be</p> <p>No indoor competitive sport unless according to an approved body's guidelines</p>			<p>If you are following guidelines under a grassroots sports body, confirm which guidelines these are and that you are fully prepared to conform to them</p>
Outdoor Activities	Participants	<p>Social distancing to be maintained as far as possible</p> <p>No contact – i.e. no matches, no tackling unless according to an approved body's guidelines</p>	2		<p>If you are following guidelines under a grassroots sports body, confirm which guidelines these are and that you are fully prepared to conform to them</p>
Exceeding Capacity of facility	All Participants	<p>Max attendees defined by capacity of your facility or your activity – must be strictly enforced</p>	3		<p><b>SCHOOLS PLUS TO ENTER MAXIMUM CAPACITY FOR FACILITY/ACTIVITY</b></p> <p>How will you ensure that this capacity is not exceeded?</p>
Toilets (where bubbles of children will be present)	Children and supervisors	<p>Toilets to be allocated to bubbles if relevant</p> <p>Manage use of toilets to limit the number of children at any one time</p> <p>Children from different bubbles should not use</p>	2		

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		<p>toilets at the same time if possible</p> <p>Toilets to be cleaned frequently. At least 2x per day (SP) and between use by different groups if possible (Customer)</p>			
Data for Test & Trace	All	Contact data for all attendees to be held by the organising group for a minimum of 21 days.	N/A		
First Aid	All	<p>Each customer to have a First Aider if possible</p> <p>First Aider to wear disposable PPE when administering First Aid</p>	3		Do you have a First Aider?
Symptomatic Individual	All	<p>If a participant develops symptoms of Covid-19 while in attendance, they will need to leave the site immediately if well enough to do so.</p> <p>Activity must stop immediately and you MUST notify Schools Plus staff immediately</p> <p>Any individual showing symptoms and unable to leave immediately to be kept in an allocated room awaiting collection, with a Supervisor if a child</p> <p>Supervisor to wear PPE, mask and gloves if social distancing of 2m cannot be maintained</p> <p>Test &amp; Trace to be notified. Whole bubble and supervisor may be required to self-isolate for 14 days</p>	2		
Individual participants not aware of requirements	All	<p>Communicate policies and risk assessment with all participants</p> <p>Share useful links, e.g. as shown</p>	1		

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**Appendix: Rating Risk & Action Required**

**Risk Rating – Specific to Covid-19 and SUPPLEMENTARY to general Risk Assessment**

Likelihood	
1	Very unlikely (complete separation of different households)
2	Unlikely (2m distancing of separate households)
3	Moderate (1m+ distancing of separate households)
4	Likely (Less than 1m+ distancing)
5	Very likely (No distancing / large groups)

**Risk Level above 3 is unacceptable**



## **SCHOOLS PLUS RISK ASSESSMENT/CHECKLIST – Covid-19 (Base – to be personalised to customers/activity)**

### **USEFUL LINKS:**

#### USE OF COMMUNITY FACILITIES:

<https://www.gov.uk/government/publications/covid-19-guidance-for-the-safe-use-of-multi-purpose-community-facilities/covid-19-guidance-for-the-safe-use-of-multi-purpose-community-facilities>

#### OUT OF SCHOOL SETTINGS:

<https://www.gov.uk/government/publications/protective-measures-for-holiday-or-after-school-clubs-and-other-out-of-school-settings-for-children-during-the-coronavirus-covid-19-outbreak/protective-measures-for-out-of-school-settings-during-the-coronavirus-covid-19-outbreak>

#### WORSHIP:

<https://www.gov.uk/government/publications/covid-19-guidance-for-the-safe-use-of-places-of-worship-during-the-pandemic-from-4-july/covid-19-guidance-for-the-safe-use-of-places-of-worship-during-the-pandemic-from-4-july>

#### PERFORMING ARTS:

<https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/performing-arts>

#### RECREATIONAL TEAM SPORTS:

<https://www.gov.uk/government/publications/coronavirus-covid-19-guidance-on-phased-return-of-sport-and-recreation/return-to-recreational-team-sport-framework>

#### GRASSROOTS SPORT:

<https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/providers-of-grassroots-sport-and-gym-leisure-facilities>

#### BADMINTON:

<https://www.badmintonengland.co.uk/media/8867/rtp-clubs-v3.pdf>