

RISK ASSESSMENT FORM

Workplace	Chiddingly Primary School	Department	
Risk Assessor	Kayleigh Vile (HOS) Paul Herdman (Site Manager) James Procter (Exec. Headteacher)		
Room/Area	Hall		
Activity/Task	Multi-sports club	Date	October 2020 onwards
Benefit of activity	Wrap around school provision		

What are the significant, foreseeable, hazards? (the dangers that can cause harm)

- Potential contamination of resources
- Social distancing guidelines not being adhered to
- 'Bursting' of bubbles

Who is at risk?
Parents, staff and children

Current control measures (what is already in place/done)

- Children and staff to not attend school if anyone involved is unwell in any way. This includes members of their households as they will need to self-isolate if members of their household are displaying **any** of the three main symptoms for COVID-19
- Children will attend multi-sports club if pre-booked via the school office.
- Face masks are to be worn by adults in shared areas eg on entering school, in the corridors/halls during times of transitions **and** when 2m social distancing with adults cannot be maintained.
- **Adults working with different groups of children to have the option to wear a mask or be offered a clear visor/face mask. 2m social distancing should be adhered to wherever possible.**
- All members of club to sanitise hands on entry and exit.
- Bubbles will be allocated their own equipment which will not be shared with any other bubble. Pupils allocated individual equipment for the duration of the club, to avoid cross contamination wherever possible. Equipment will be cleaned / sanitised at the end of the session before being used again. Generic equipment such as benches and tables will be wiped down / sanitised at the end of the session.
- Sports coach to have access to antibacterial spray and cleaning products.
- Cones or markers will be used to facilitate social distancing. Pupils will work in their own zones, wherever possible. Sessions will be modified to minimise contact and sharing of equipment. Activities taking place should be strictly non-contact. Team games can be played, providing there is no contact and social distancing rules are followed. Greater focus on fitness and skill-based development during lessons. Any shared equipment will be stored safely out of the way and cleaned and sanitised before being re-used. Teacher / Coach to maintain 2m distance from pupils, wherever possible.
- 'Catch it, bin it, kill it' adhered to and tissues available with appropriate disposal
- Sports coach to regularly remind children to use hand sanitiser and keep a safe distance from those not in their bubbles.).
- Re-Organisation of workspaces – Hall & Playground in-line with new school protocols, including movement to and from classroom to workspace. Outdoor sessions are recommended wherever possible. Indoor spaces, such as the Hall must be kept well ventilated with doors and windows open to support air flow.
- Clear expectations of behaviour will be shared with the children with reminders regularly given to give space and have clean hands.
- If anyone becomes unwell with signs of COVID-19 they must be sent home and households advised to follow the COVID-19: guidance for households with possible coronavirus infection guidance
- Isolate the pupil immediately to the Rainbow Room – ensure windows will be opened to allow for ventilation. If appropriate arrange adult supervision in line with guidelines. Separate bathroom facilities should be used if necessary (disabled toilet), which should then be cleaned and disinfected before use by anyone else.
- First Aid – Teacher / Coach must be First Aid qualified including updated COVID-19 guidance and must follow PPE guidelines and school protocols when administering any first aid during the session.

Please mark appropriate number (1 = very low, 5 = very high) and Risk Priority Rating

Likelihood : 1 2 3 4 5	Severity : 1 2 3 4 5
Risk (Likelihood x Severity)	
Risk Rating	Low (1 – 8) Medium (9 – 14) High (15 – 25)

What additional control measures can be put in place to reduce the risk further?



- Parents and staff to have access to the risk assessment before making decisions about whether to send their child to multi-sport club.
- Children to remain in their Key Stage Bubbles, with plenty of space and individual equipment for each bubble.

Revised Risk Rating
(L) x (S) =

Low (1 – 8)**Medium (8 – 14)****High (15 – 25)****Action Plan (when will the above additional control measures be implemented and by whom?)**

Action	By Whom?	Deadline	Date Completed
PH (Site Manager) to liaise with JB (Sports Coach) to organise a box of cleaning equipment and enough hand sanitiser	PH / JB	23 rd October 2020	24 th October 2020

Signature and review

Name of Manager: James Procter	Signature of Manager: 	Date: 14 th October 2020
1st review undertaken on: 3.3.21	Signature of Manager: 	Date: 2.3.21
2nd review undertaken on:	Signature of Manager:	Date:
3rd review undertaken on:	Signature of Manager:	Date:

Likelihood (L)	X	Severity (S)
Almost Impossible	1	Insignificant (minor injury, no time off)
Unlikely	2	Minor (injury and up to 7 days off)
Possible	3	Moderate (injury causing more than 7 days off)
Likely	4	Major (death or serious injury)
Almost Certain	5	Catastrophic (multiple deaths)
Low = 1-8	Medium = 9-14	High = 15-25