



## Moving Matters Holiday camp, Mid-Summer 2022 @ The Elmgreen School.

### Introduction

In this Risk assessment we will cover how we're going to limit the spread of Covid as well as other potential hazards and risks associated with our Holiday Camp.

The guidance remains subject to change at a short notice as updates are being made all the time. Moving Matters have compiled this risk assessment through working with Schools Plus, The Elmgreen school and sought advice from UK Active and a wider network of organisations through Aspire Sports UK.

The completion of this tool/checklist has been undertaken by the Moving Matters' Director, Rob Wilkinson, in consultation with his leadership team who understand the risk assessment process. Risk assessment is about identifying sensible measures to control the risks in a workplace or when undertaking an activity. The process evaluates the threats and risks of a specified issue/situation and enables the likelihood that somebody could be harmed, together with an indication of how serious the harm could be, to be considered.

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

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

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

The matrix (below) provides a method to determine the level of risk, with the Likelihood and Severity being independently scored and plotted.



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RISK LEVEL MATRIX					
PROBABILITY (LIKELIHOOD)	4	Low	High	Very High	Very High
	3	Low	Med	High	Very High
	2	Low	Low	Med	High
	1	Low	Low	Low	Low
		1	2	3	4
SEVERITY (OUTCOME)					

Once the likelihood and severity of the risk have been assessed they are plotted on the risk profiling grid above and the risk rating defined e.g. If a risk has a likelihood of 3 – Likely and a severity of 1 – Minimal, the risk rating will be  $3 \times 1 = 3$ . This would mean the risk is low and arrangement would be adequate.

<b>Team member or children attending camp living with a vulnerable person(s)</b>	Low	<ul style="list-style-type: none"> <li>MM team members and children to social distance from vulnerable family members within the home prior to and during the week at camp</li> <li>Parents advise Moving Matters of any concerns they may have and we will endeavor to support the family as much as is possible</li> <li>Coaches advised to have vaccine to minimise severity of the symptoms</li> </ul>	Yes	Team member/employer should remain in contact with each other for updates on health and well-being



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<p><b>Team members, child attendees and their parents are not aware of the government advised procedures related to the display symptoms of COVID-19 or should there be a confirmed case of COVID-19 at camp</b></p>	<p>Low</p>	<ul style="list-style-type: none"> <li>● Team members and parents have received clear communications from Moving Matters on their website informing them of current government guidance (see appendix at the bottom) and the actions to take should anyone display symptoms of COVID-19 and how this will be implemented at camp.</li> <li>● Children are briefed each morning about guidelines by team members.</li> <li>● If a staff member is symptomatic they carry out a lateral flow test. If positive for Covid they will have to isolate for 7 days or until they get negative tests for 2 days.</li> <li>● Any child showing symptoms will have to isolate- children will have to be supervised when they isolate by 1 member of staff. Staff members must make sure they're socially distanced until the child is collected by parent/guardian.</li> <li>● That person MUST then be tested for Covid-19 at the earliest opportunity. If the test is positive that person will have to be isolated for 7. If it's possible we will carry out a lateral-flow test to get quicker confirmation. Furthermore, everyone who came into contact with the individual will be encouraged to take a test.</li> <li>● If a team member is unable to attend camp as a result of non Covid-19 related illness, Moving Matters has a backup coach available to join the group. If no additional staffing can be found, the children within the bubble will be added into another bubble or Camp Director takes over management of group. This will change staff to child ratios.</li> </ul>	<p>Yes</p>	<p>Any updates or changes to this guidance are communicated in a timely and effective way to all stakeholders.</p>
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<p><b>Limiting risk of transmission of Covid-19</b></p>	<p>Med</p>	<ul style="list-style-type: none"> <li>● Team members and children clear on how holiday camp will operate</li> <li>● During the day children will be in groups of max 30. These groups will be PCM, SLD and MM.</li> <li>● We will work on a 1:15 coach to child ratio.</li> <li>● We will try and minimise close contact as much as we can throughout the day, during extended day as well.</li> <li>● Medical conditions of children attending camp communicated to Moving Matters on sign up. This information is checked at the beginning of the week at camp upon registration by the coach per bubble.</li> <li>● Allocated break areas per bubble, which remain the same all week, break areas to be set up outside for optional use and to be used as a priority if the weather is fair and warm</li> <li>● Sporting activity to take place outside as much as possible</li> <li>● Toilet use is limited to specific bubbles</li> <li>● Hand sanitiser stations at the registration desk to be used upon arrival and each coach to have their own dispenser. Additional sanitised stations across The Elmgreen site.</li> <li>● Each coach with hand sanitiser, to be used after each activity</li> <li>● Washing hands before break times, 3 times each day. Hands to be washed with soap and water for at least 20 seconds, children encouraged to sing “happy birthday” song twice</li> <li>● Staggered start, finish and break times</li> <li>● Different registration points to avoid excess gatherings of children/parents</li> <li>● During extended day children from different bubbles will avoid close contact</li> <li>● Clear signage across the site</li> <li>● Movement around the site is limited and carefully managed by the team member in charge of each bubble</li> </ul>	<p>Yes</p>	<p>Keep updated on government guidance</p> <p>Review weekly</p>
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		<ul style="list-style-type: none"> <li>• Parents to line up for registration alongside marked out cones, socially distanced apart</li> <li>• Parents are prohibited from entering the site and encouraged to depart promptly at the beginning and end of the day</li> <li>• Parents to arrive punctually at the agreed time for their child's bubble</li> <li>• Verbal sign in and out process</li> </ul>		
<b>Team member working at schools prior to camp starting</b>	Low	<ul style="list-style-type: none"> <li>• Team members to follow personal hygiene protocol as referenced below</li> <li>• Team members to follow protocols for Covid-19 safe practice in their schools through following that Risk Assessment</li> </ul>	Yes	<p>Staff showing symptoms of Coronavirus should not attend camp</p> <p>Team member to self-isolate in line with government guidelines</p> <p>Communicate to schools if staff members self-isolates following a site visit.</p> <p>Guidelines checked daily</p>
<b>Breaks for team members and children</b>	Low	<ul style="list-style-type: none"> <li>• Team member breaks to be taken with their bubble</li> <li>• Each bubble to have an allocated break area, socially distanced from other bubbles on the site</li> <li>• Camp Director to cover bubble for team member toilet breaks</li> <li>• team member follows the procedure for personal hygiene at the workplace</li> <li>• Team member to have walkie talkie to communicate about taking breaks</li> <li>• Children to use cubicles and toilets assigned to their bubble and communicated to them at the start of the week</li> <li>• Children bring snacks, lunch and refreshments to camp. Children eat their lunch socially distanced from each other. Children dispose of food and packaging after use.</li> </ul>	Yes	Reviewed on a daily and weekly basis to ensure best practice



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		<ul style="list-style-type: none"> <li>• Each bubble area to be allocated a waste bin</li> </ul>		
<b>Team members personal hygiene and clothing</b>	Low	<ul style="list-style-type: none"> <li>• Team members to follow strict personal hygiene regime during the week at camp, in particular, frequent hand washing and sanitising</li> <li>• Team members to shower/bath once they return home from camp</li> <li>• Team members to go straight home after camp before meeting others</li> <li>• Team members attend camp in their full company uniform</li> <li>• Uniform to be washed immediately upon return from camp</li> <li>• Team members wear fully laundered uniforms each day</li> </ul>	Yes	The company provides additional uniform if required by a team member
<b>Team members, children and parents travelling to and from the camp</b>	Med	<ul style="list-style-type: none"> <li>• Parents should be from the local area and encouraged to walk or cycle to the camp if possible</li> <li>• Team members and parents should plan their journey prior to leaving and leave plenty of time to travel to camp</li> <li>• Team members arrive at camp, wash their hands and prepare for the start of the day at camp</li> <li>• Team members wash their hands prior to leaving camp</li> </ul>	Yes	<p>Travel arrangements are reviewed on a weekly basis</p> <p>Guidance to be reviewed on a daily basis</p>
<b>Team members are clear on new procedures and expectations</b>	Low	<ul style="list-style-type: none"> <li>• Team training provided in the lead up to camp</li> <li>• Camp Director briefs staff on their first morning at camp</li> <li>• Company Director and Camp Director to update team members of any changes</li> <li>• Leadership team individually check staff are clear on expectations and procedures</li> <li>• Team members provided planning time to get ready for camp</li> <li>• Team members workload expectations are clearly communicated by Director</li> </ul>	Yes	<p>Procedures reviewed every holiday camp</p> <p>Camp Director to report any issues to leadership team to be reviewed</p>



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<p><b>Delivering activities at camp</b></p>	<p>Med</p>	<ul style="list-style-type: none"> <li>● 2 team members per bubble of approximately 30 children</li> <li>● Activity schedule planned by the leadership group</li> <li>● Activities planned by coaches before each day at camp</li> <li>● Team members to communicate clearly with children at camp about how activities will run</li> <li>● Activities will be largely delivered outside or in a large well-ventilated space indoors</li> <li>● Limited sharing of indoor spaces</li> <li>● Each activity area to have a wash station and cleaning utensils so equipment can be cleaned after use (see Equipment at camp)</li> <li>● Children take and use their own water bottles during the activity</li> <li>● Team members to contact their Camp Director if they feel unsafe at camp</li> <li>● Team members are experienced and trained at running activities at camp</li> <li>● All surfaces, equipment, and activity areas checked for safety</li> <li>● Weather checked each day and appropriate preparations were made. Regular breaks taken during hot days at camp and shaded areas used</li> <li>● Children grouped based on age</li> <li>● Gymnastics activities set up appropriately to avoid prevent accidents and injuries</li> <li>● Head injuries addressed and reported to parents immediately.</li> </ul>	<p>Yes</p>	<p>Staff training on delivery method</p> <p>Team member delivers activities, reinforce agreed rules and stops an activity if it become unsafe</p> <p>Regular and clear communication between the delivery team and management about activities being delivered.</p> <p>Continue to update best practice examples through advice given by Government, Ofsted or Governing Bodies (AfPE, Youth Sport Trust, UK Active or other agencies working in the same field)</p>
<p><b>Use and sharing of equipment/cleaning procedures at camp</b></p>	<p>Med</p>	<ul style="list-style-type: none"> <li>● Clear brief on “Catch It, Bin It, Kill It” to team members and children</li> <li>● “Catch it Bin It Kill It” signage on display at registration point and around school site</li> <li>● Verbal sign in and out the procedure for parents to avoid sharing of pens</li> <li>● Each bubble is allocated an individual activity box, with games and other items to be used during break times. These items are cleaned frequently throughout the day and comprehensively at the end of the day.</li> </ul>	<p>Yes</p>	<p>Review daily after that point</p> <p>Camp Director to raise concerns on inadequate cleaning with team members.</p> <p>Issue elevated to company Director if unresolved</p>



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		<ul style="list-style-type: none"> <li>• An activity schedule has been created, so that different equipment is used by different bubbles each day</li> <li>• Each Team member within a bubble is provided with cleaning products and materials and is responsible for cleaning down equipment either after each activity or at the end of camp each day</li> <li>• Camp Director to manage and support cleaning of equipment daily</li> <li>• Team members to wipe down and clean their break area at the end of each day</li> <li>• Camp Director to check toilets before each break session and clean after usage by each bubble</li> <li>• The Elmgreen to arrange out of hours cleaning of the whole site including toilets</li> </ul>		
<b>Behaviour at camp and social distancing measures</b>	Low	<ul style="list-style-type: none"> <li>• Clear messaging to children on the importance and reasons for social distancing, in particular between bubbles. Reinforced at the beginning of and throughout the day by team members.</li> <li>• Social distancing measures will be enforced between different bubbles and between other Moving Matters' team members who aren't responsible for that bubble, for example, the Camp Director should ensure social distancing at all times at camp</li> <li>• Staff are experienced at managing behaviour at camp</li> <li>• Arrangements for social distancing have been agreed and staff are clear on expectations</li> <li>• Team members model social distancing consistently.</li> <li>• The movement of pupils around the holiday camp site is minimised.</li> <li>• Bubbles are kept the same for the whole day</li> <li>• Break times and lunchtimes are structured to support social distancing and are closely supervised.</li> </ul>	Yes	<p>Potential removal from activity if poor behaviour continues and safety of others is compromised</p> <p>Camp Director speaks with parent about a child's behaviour if deemed unsafe. Moving Matters reserves the right to exclude the child from camp as a result of consistently poor behaviour.</p>
<b>The Elmgreen staff, children and external contractors on site during camp</b>	Low	<ul style="list-style-type: none"> <li>• Moving Matters Director to discuss with Schools Plus who else will be on site during camp week and arrangements to be made in advance</li> <li>• The Elmgreen school to confirm dates for site maintenance and agree plan on how this effects camp provision</li> <li>• Camp Director to stay in regular contact with Nigel Lawrence or other premises staff at The Elmgreen</li> <li>• Premises staff to brief contractors using the site</li> </ul>	Yes	<p>Director to contact Schools Plus if issues arise</p> <p>Director to contact The Elmgreen SLT if issue can't be resolved through Schools Plus</p>





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		<ul style="list-style-type: none"> <li>● If any children have a health condition, we will seek as much information as possible and make sure we are fully prepared if an incident occurs. We will also talk to the parent.</li> </ul>		
<b>Injuries sustained at camp</b>	Low	<ul style="list-style-type: none"> <li>● Team members check all surfaces prior to activity</li> <li>● Team member to check weather and adapt activities accordingly</li> <li>● Activities to take place indoors during heavy wet weather or in conditions deemed unsafe outside</li> <li>● Children to arrive at camp appropriately dressed for sporting activity</li> <li>● Children wear appropriate footwear; no moulded or studded boots on astro turf pitch</li> <li>● Hair tied up and loose jewellery taken off</li> <li>● All equipment cleaned prior to use and checked for safety</li> <li>● Team members are experienced at delivering activities at camp</li> <li>● Children are carefully briefed on activities</li> <li>● First aid administered where necessary (see below)</li> </ul>	Yes	<p>All incidents recorded by Camp Director in accident book</p> <p>Parents notified of accidents at the end of camp</p> <p>System reviewed through the summer</p>
<b>Dealing with First Aid or children with additional needs</b>	Med	<ul style="list-style-type: none"> <li>● Team members trained in first aid</li> <li>● At least one team member paediatric first trained</li> <li>● Team member wears PPE when administering first aid (gloves, face mask and visor). Disposable gloves and masks to be disposed of after use.</li> <li>● Camp Director to manage bubble whilst first aid is administered coach</li> <li>● Camp director to review all data on children and inform coaches of any children with additional needs. Furthermore, CD will talk to parents to get a better idea of how to deal with any incidents.</li> </ul>	Yes	<p>Procedures reviewed weekly by Moving Matters</p> <p>Incidents of first aid to be recorded accurately by team member or camp Director</p>
<b>Existing policies on safeguarding, health and safety, fire evacuation, behaviour and other policies adapted for situation this summer</b>	Low	<ul style="list-style-type: none"> <li>● All relevant policies have been revised to take account of government guidance on social distancing and COVID-19 and its implications.</li> <li>● All have been briefed accordingly.</li> <li>● Arrangements are in place to review the policies in line with further guidance</li> <li>● The Elmgreen school to share Fire Evacuation updated policy with Moving Matters. Premises staff to brief Camp Director on process for evacuation of site.</li> </ul>	Yes	<p>Policies and procedures reviewed following guidance</p>



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<b>Risks are not comprehensively assessed</b>	Low	<ul style="list-style-type: none"><li>● Risk assessment has been reviewed and signed off by The Elmgreen school and Schools Plus</li><li>● Risk assessments are reviewed daily during camp and updated where necessary to ensure whole camp safety</li><li>● After the first week, risk assessment is reviewed by the Camp Director and company Director on a weekly basis</li><li>● Changes made to risk assessment following updated guidance</li></ul>	Yes	Weekly risk assessment review
<b>The use of PPE at camp</b>	Low	<ul style="list-style-type: none"><li>● Team member should not wear PPE unless a person within that bubble displays symptoms or is in need of first aid.</li><li>● PPE to be safely disposed of after use</li></ul>	Yes	Excess PPE stored at MM office  Company Director to order additional PPE upon request from team member or Camp Director

Links

<https://www.gov.uk/government/publications/guidance-for-parents-and-carers-of-children-attending-out-of-school-settings-during-the-coronavirus-covid-19-outbreak/out-of-school-settings-covid-19-guidance-for-parents-and-carers>

<https://www.afpe.org.uk/physical-education/coronavirus-guidance-support/>