**BA ACADEMY RISK ASSESSMENT PLAN – COVID 19**

**NOVEMBER 2020**

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| **Risk Assessment Number: 1** | | | | **Date of Assessment:**  2nd November 2020 | | | | | **Additional Information check sheet/risk assessments required.**  **Substances Hazardous to Health:**  **Manual Handling:**  **Display Screen Equipment:**  **New and Expectant Mothers:**  **Young Persons:** | | | | | ☐y  ☐n  ☐n  ☐n  ☐n | | |  | | | | | |
| **Task / Work Activity / Work Area Assessed:**  School – Halls  Hired Venues | | | | **Assessment carried out by:**  **Hayley Newnes** | | | | |
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|  | Worst Case Outcome | | | | | |  | Likelihood | | | | | | |  | Risk Rating  (Outcome x Likelihood) | | | | | |  |
| 5 | 4 | 3 | | 2 | 1 | 5 | | 4 | 3 | 2 | 1 | | **High** | | | **Medium** | | **Low** |
| Fatality | Severe  Injury | Lost time  Injury | | Minor  Injury | No Injury | Certain | | Very likely | Likely | Unlikely | Remote | | **13-25** | | | **5-12** | | **1-4** |
|  | | | | | | | | | | | | | | | | | | | | | | |
| **Persons affected by the Activity** | | | **Identified Hazards** | | | | **Control Measures Already in Place** | | | | | | | | **Outcome** | | | **Likelihood** | | **Risk Rating** | **Further action required?**  Yes/No | |
| Section 1: Coach/Instructor - Premises | | | | | | | | | | | | | | | | | | | | | | |
| BA Staff, Children,  Parent/Carers  BA Staff ,Children | | | Transmission of Covid-19 through lack of PPE when entering a venue  BA Staff not well enough to coach  Cleanliness of room and equipment | | | | * Hired Venue to be unlocked and locked wearing gloves and a mask * Gloves and a mask to be worn when entering alarm codes in buildings * All BA Staff have their temperature taken on arrival at location * Throughout the week all coaches and instructors daily report their temperature and health check to the company * Where a BA Staff member is not well enough to teach on the day of the session and a replacement coach cannot be found the class will be cancelled and the fee payers credited * All BA Staff to wear a mask when entering/exiting or moving around the building. * Cleaning/hygiene arrangements enhanced in line with government guidance: [Cleaning in non-healthcare settings](https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings) To include: Labelled, lidded bins in all used indoor spaces, availability of soap and hot water in every toilet, sanitising wipes for cleaning of equipment, hand sanitiser, tissues (and disposal – double-bagging and emptying), following the ‘Catch it, Bin it, Kill it’ principles for the disposal of tissues * Staggered times for departure of each session * No access to be allowed to other spaces in the school/venue other than toilet facilities * Doors propped open between hall and toilets * Windows to be opened to allow free flow of air throughout the room * Provide signage at venue/hall entrances/exits to remind of social distancing * Minimise equipment usage to enable cleaning. * Prepare information to be sent to BA Staff and parent/carers to explain operating procedures. * Cleaning of floors and equipment to be carried out after each class/training session. | | | | | | | | 3 | | | 1 | | 3 | No | |
| Section 2: Virus Transmission | | | | | | | | | | | | | | | | | | | | | | |
| BA Staff, Children,  Parent/Carers | | | Transmission of the virus | | | | * Minimising contact with individuals who are unwell by ensuring that those who have coronavirus symptoms, or who have someone in their household who has symptoms or has tested Covid-19 positive, do not attend the session <https://www.nhs.uk/conditions/coronavirus-covid-19/what-to-do-if-you-or-someone-you-live-with-has-coronavirus-symptoms> * Parents to sign agreement acknowledging how they must support extra curricular activities to minimise virus transmission e.g. not congregating before or after sessions, only one parent/carer dropping-off or collecting, respecting social distancing at all times, etc. * Within schools – adhering to school policies and protocols for drop off and collection of children * BA Academy to tell children, parents, carers or any visitors, not to enter the education or childcare setting if they are displaying any symptoms of coronavirus in-line with [COVID-19 guidance](https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance) * BA to request that parents/carers of children closely monitor children for signs of Covid-19 symptoms in line with PHE, NHS and Government guidelines (e.g. unwell with a new or continuous cough, high temperature, loss of taste or smell etc) BEFORE school/class drop-off and do not bring child to session if child/household member is symptomatic * Symptomatic child/staff to self-isolate for 7 days and the members of their household for 14 days. Parent/carer to obtain test for the child and coaches to obtain a test for themselves including any other symptomatic household members (within age limitations). If negative, child/staff can return to session once well and family members can stop self-isolating (follow the guidance on testing on the [NHS testing web page](https://www.nhs.uk/conditions/coronavirus-covid-19/testing-for-coronavirus/ask-for-a-test-to-check-if-you-have-coronavirus/)) * Where a child/staff member tests positive, the rest of their pod will be sent home and advised to self-isolate for 14 days. Other household members of this wider group do not need to self-isolate unless their child starts to have classic symptoms * PPE is not a requirement in standard day-to-day operations but coaches can choose to wear PPE if they wish and they must wear PPE in situations where administering first aid, taking temperatures or physically supporting gymnasts * Ensure there is always a first aider, and a first aid kit for every session. BA Staff to ensure kits are stocked. * Existing safeguarding procedures and controls should remain in place and any potential impact due to COVID-19 related issues, closely monitored/managed. * Temperatures will be taken before each session if any child, coach or helper has a temperature of 37.8 degrees or above, they will be sent home. | | | | | | | | 5 | | | 1 | | 5  med | Y | |
| BA Staff, Children,  Parent/carers | | | Children and Parents/carers arriving on site of external venues and school halls  (Possible cross contamination) | | | | * Parents/carers reminded to social distance when collecting children from a venue or adhere to school policies and protocols for collection * Gymnasts/dancers and multi sports children should be changed into gym/dance/sportswear if arriving to a venue having been home or train in uniform where arriving from class to avoid losing, swapping of clothes. Children should have a labelled bag in which to put their shoes. These to be hung on pegs in the changing area or placed at their designated changing space in the hall – each child will be given a coned area to place their belongings. All cones to be sanitized between classes * Training sessions to be reduced to a minimum number * Parents/carers to use a drop off and collect system. Parents/carers are not to wait inside the hall/venue whilst sessions are taking place. BA Staff will sign children out after sessions. * Sanitising of equipment will take place after/in between sessions * Children will not be allowed to attend a session if any of their family members are in self isolation. Children will be lined up, socially distanced and taken to wash their hands after the session ends. * Hand sanitizer will be used regularly throughout each sesson * Parents/carers and BA Staff are reminded that if they have anyone at home who is deemed extremely vulnerable they should not attend any sessions. | | | | | | | | 3  Lost Time Injury | | | 2  Likely | | 6  Medium | Y | |
| BA Staff, Children  Parents/Carers | | | Droplets or virus being live on equipment (high touch area) | | | | * All equipment will be cleaned but beams/fabric covered vault will not be used unless a suitable cleaner is available that will not ruin fabrics * Mats will be wiped down after every session, before a new class starts * Sign off checklist sheet that equipment has been wiped down before start of next session * Every handle will be cleaned and doors kept open where possible so no one needs to use handles – push pads to open the doors in the gym * All touch surfaces – door/window handles will be cleaned before/after each session * All BA Staff to read the COSHH risk assessment | | | | | | | | 3  Lost Time Injury | | | 2  Likely | | 6  Medium | Y | |
| BA Staff, Children  Parents/Carers | | | Leaving the Hall/Venue | | | | * Children will all wash their hands, then collect coats and bags and sanitise hands * Children who are not collected at the correct time will be moved to an isolated area so not to cross contaminate with newcomers or other late arrivals | | | | | | | | 3  Lost Time Injury | | | 2 | | 6  Medium | Y | |
| BA Staff, Children  Parents/Carers | | | Sneezing, Coughing | | | | * Good hygiene practice in place * Tissues available * Hand wash stations available for use * All tissues placed into a separate bag and placed in bin provided * Practise ‘Catch it, Bin it, Kill it’ * Bins are cleaned after each training session * Cough and sneeze into the crook of their elbow and use a separate bathroom if possible | | | | | | | | 3  Lost Time Injury | | | 2 | | 6  Medium | Y | |
| BA Staff, Children  Parents/Carers | | | Identification of potential infection:   * Cough * Fever * Sore throat * Shortness of breath | | | | * Isolation area available to accommodate person/s * Session will be cancelled, and the risk assessment reviewed * Children should not be participating in any session if any family member in the household is self-isolating * This bubble will be sent home, including the hands-on coach (excluding distanced coach/es) and will need to self-isolate until a negative Covid-19 test is obtained, at which point this bubble could return. | | | | | | | | 3  Lost Time Injury | | | 2 | | 6  Medium | Y | |
| BA Staff, Children  Parents/Carers | | | Returning from another country | | | | **Travel Corridors**  Travelers should follow government advice regarding traveling within the ‘common travel area’. If returning from a country accounted for in this list, children and coaches can return to sessions upon their return.  **Non-travel corridors**  Travelers should follow government advice. Those who have holidayed outside of the Travel corridors as described by the government must self-isolate for 14 days upon return. This includes transit-stops in countries outside of the common travel area.  <https://www.gov.uk/government/publications/coronavirus-covid-19-how-to-self-isolate-when-you-travel-to-the-uk/coronavirus-covid-19-how-to-self-isolate-when-you-travel-to-the-uk> | | | | | | | | 3  Lost Time Injury | | | 2  Likely | | 6  Medium | N | |
| Cleaning | | | | | | | | | | | | | | | | | | | | | | |
| BA Staff, Children  Parents/Carers | | | Substances which may be hazardous to health | | | | COSHH risk assessment completed separately  All coaches and helpers to read COSHH risk assessment and complete cleaning training. | | | | | | | | 5 | | | 1 | | 5  medium | Y | |
| BA Staff | | | Misuse of cleaning products | | | | * Cleaning should be in accordance with the cleaning checklist after each session. * Coaches will sign the checklist and store electronically * When cleaning, wash hands and sanitise before and after use * Chemicals will be stored in a separate bag at all times, when not in use. * See checklist for colour coding and cross-contamination management.      * Spillage and cleanup procedures as per COSHH information sheets. | | | | | | | | 3 | | | 2 | | 6  medium |  | |
| BA Staff, Children  Parents/Carers | | | Droplets or virus being live on equipment (high touch area) | | | | * All equipment will be cleaned after/in between every session/bubble.   Mats will be wiped down after every session,   * Sign off that equipment has been wiped down before start of next session * All procedures will adhere to the ‘[COVID-19: cleaning of non-healthcare settings’ guidance](https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings) * Use only PVC coated mats that are more easily cleanable. * Shared equipment and surfaces should be cleaned and disinfected more frequently (including pegs, toilet doors, handles, light switches etc. | | | | | | | | 3  Lost Time Injury | | | 2 | | 6  Medium | Y | |
| Operations of sessions - social distancing, bubbles, hands on coaching etc. | | | | | | | | | | | | | | | | | | | | | | |
| BA Staff, Children  Parents/Carers | | | Persons attending the sessions who are asymptomatic and do not display any symptoms may spread the virus | | | | * We will limit the numbers coming into the class to participants only * Class numbers will be limited and within accordance to venue/hall size * Parents will not be permitted in the hall/venue until all pandemic restrictions are lifted. While there is no guarantee that a child is not asymptomatic there are further control measures that we will implement to control infection spread and reduce the risk. * We will also take each childs temperature on arrival, any child who records a temperature of 37.8oC or above will not be permitted in the session. We will use a no touch infrared thermometer to undertake this activity. | | | | | | | | 5 | | | 2 | | 10 medium |  | |
| Children, BA Staff | | | Failure to socially distance when moving around the hall/venue or while waiting for equipment, resulting in Covid 19 being potentially spread. | | | | * Children to socially distance at 1m+ * Signs around the hall/venue to reiterate and remind everyone of social distancing * Coaches and children to remind each other of social distancing at all times. * Small group sizes to allow for enough space for all children. * Where children need lyrics for songs or scripts they will be sent electronically to the parent/carer to be printed at home * Where this is not possible BA will have ‘spare copies’ printed out 72 hours previously and handed to children wearing protective gloves | | | | | | | | 5 | | | 2 | | 10  Medium |  | |
| Children, BA Staff | | | Failure of hand hygiene resulting in Covid 19 spread. | | | | * Hand hygiene will be enforced. All persons entering the hall/venue will have to sanitise their hands before entering the building, then wash their hands for 20 seconds before entering additional changing area if applicable. * We will introduce additional hand hygiene during the session when changing equipment or moving onto another station or exercise. * If a child needs the toilet they will have to sanitise their hands on returning to the hall * All children will also have to sanitise their hands on leaving the hall/ venue | | | | | | | | 5 | | | 2 | | 10  Medium |  | |
| Children, BA Staff | | | Eating and drinking leading to spread of Covid-19 because of facial contact- lack of a safe snacking space. | | | | * Sessions will be kept to 1 hour and children will be encouraged to eat when returning home after sessions but will not be permitted to eat during sessions. (Unless for a medical reason ie: low blood sugar ) * Drink breaks will be staggered and children will have to bring a labelled drinks bottle from home to ensure none get mixed up. These will stay in their bags unless they need a drink or it is their allocated drink break. * If a child does not have water then the coach will carry a separate bottle of sealed water and disposable cups which will have the child’s name written on, then disposed of after the session | | | | | | | | 5 | | | 1 | | 5Medium | Child with diabetes to have an individual plan for eating and monitoring blood sugar levels. | |
| Children, BA Staff | | | Covid 19 being spread from bodily fluids such as urine and blood. | | | | * Where a first aid incident has taken place, the area in which the accident has taken place is to be cleared. The first aider is to ensure that they use barrier gloves and if CPR is needed the current British Heart Foundation guidance is followed. If the first aider feels at risk they are at liberty to refuse to administer first aid. * Where possible the casualty is to be instructed to self-treat, i.e. hold this bandage here and lift your arm. Therefore the first aider does not come into contact with blood. When fluids are being cleaned up we will use disinfectant, hot soapy water and dispose of any waste in line with [Cleaning in non-healthcare settings](https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings) (double-bagging and quarantining for 72 hours) | | | | | | | | 5 | | | 1 | | 5Medium |  | |
| Children, BA Staff | | | Fire emergency causing social distancing to be compromised. Potentially resulting in Covid 19 being spread | | | | * Upon hearing the fire alarm we will evacuate the building maintaining a 1m+ gap at all times as long as we cannot see fire or the products of combustion such as smoke, light or feel heat. * If fire or the products of combustion are seen or felt the building is simply to be evacuated as quickly as possible regardless of social distancing. The acute harm fire will cause outweighs the potential harm Covid 19 might do. * On exiting the hall/venue if social distancing has been maintained during the evacuation it is to be maintained at the assembly point. If social distancing has been compromised those who have been involved are to be segregated from those who were able to evacuate while observing social distancing. It is likely that if someone has been in a fire and seen the fire or smelt smoke that they will need medical screening by the ambulance service even if they are not admitted to hospital. * Laminated registers will be used for every session that can be easily taken from entry table, and wiped clean after use. | | | | | | | | 5 | | | 1 | | 5  medium |  | |
| Vulnerable Children | | | | | | | | | | | | | | | | | | | | | | |
| Children with Type 1 diabetes or nut allergies or SEN needs | | | Child becoming ill through an allergic reaction | | | | * Coaches to be made aware from the initial parent agreement when signing up for classes * Medical needs declared on the parent/carer contract * Separate Risk Assessments to be carried out for these children | | | | | | | | 5 | | | 2 | | 10  Medium | Y | |

**BA RISK ASSESSMENT COVID-19 SECURE**

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| **Further Control Measures** | | | | **Further Control Measures Follow up** | | | |
| **Allocated to** (name) | | **Target date** | **Date completed** |
| COSHH Risk assessment | | | | Hayley Newnes | | 20.11.20 | 22.11.20 |
| Parent Contract | | | | Hayley Newnes | | 20.11.20 | 22.11.20 |
| Coaches Contract | | | | Bem Asare | | 20.11.20 |  |
| Risk assessments for children with Type 1 diabetes, nut allergy or SEND needs | | | | Hayley Newnes | | 24.11.20 |  |
| **Risk Assessment Reviews** | | | | | | | |
| Suggested Review Date (either after significant changes, actions completed, or annually): | | | **After significant changes – Feb 2021** | | | | |
| Risk Assessment Reviewed by (name): | **Alexander Cowie** | Risk Assessment Reviewed by (name): | | |  | | |
| Date: 22.11.20 |  | Date: | | |  | | |
| Comments: | **Amendments made** | Comments: | | |  | | |
| Next Suggested Review Date: |  | Next Suggested Review Date: | | |  | | |
| Risk Assessment Reviewed by (name): |  | Risk Assessment Reviewed by (name): | | |  | | |
| Date: |  | Date: | | |  | | |
| Comments: |  | Comments: | | |  | | |
| Next Suggested Review Date: |  | Next Suggested Review Date: | | |  | | |