**COVID-19: Operational risk assessment for delivery of face to face competitions and events for Knowsley Schools**

**Completed: 12th May 2021**

**Review: Weekly from 7th June 2021**



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| Assessment conducted by: | Kerstine Hogg | Job title: | Partnership Development Manager | Covered by this assessment: | KSSP Staff |

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| Date of assessment: | 21/04/21 | Review interval: | As required | Date of next review: | 14/06/21 |

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| *This document has been shared with the Rowan Learning Trust and is a guide for KSSP staff working within your school taking Covid-19 into consideration and working safely alongside staff and children while ensuring the delivery of quality training.* |

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| Related Documents | |
| Documents | Guidance for full opening: schools (<https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools>)  COVID19: afPE Curriculum and Physical Education Covid-19 Statement  Additional updates specific to sport and physical activity from <https://www.sportengland.org/how-we-can-help/coronavirus>  afPE Safe Practice Handbook (2020) Edition Coronavirus (COVID-19): grassroots sports guidance for safe provision including team sport, contact combat sport and organised sport events (<https://www.gov.uk/guidance/coronavirus-covid-19-grassroots-sports-guidance-for-safe-provision-including-team-sport-contact-combat-sport-and-organised-sport-events>) Guidance on extra-curricular activity <https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/schools-coronavirus-covid-19-operational-guidance#wraparound-provision-and-extra-curricular-activity> |

**Risk matrix**

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| Risk rating  High (H), Medium (M), Low (L) | | **Likelihood of occurrence** | | |
| **Probable** | **Possible** | **Remote** |
| **Likely impact** | **Major:** Causes major physical injury, harm or ill-health. | H | H | H |
| **Severe:** Causes physical injury or illness requiring first aid. | H | M | L |
| **Minor:** Causes physical or emotional discomfort. | M | L | L |

| HAreas for concern | Risk rating prior to action  (H/M/L) | Control measures | In place?  (Yes/No) | Further additional actions where necessary | Residual risk rating  (H/M/L) |
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| **1.1 Net capacity** | | | | | |
| **Available capacity of the activity is reduced when social distancing guidelines are applied** | H | * Agreed number of children to access events and competitions dependent of facility. Maximum numbers:   + Full size 3G 100 children   + 3 Netball Court 60 Children   + Cricket Pitch 120 Children   + Athletics Track 110 Children   + 6 x football Cages 100 Children * School informed of the maximum number teams and squad size allowed to attend * Review of space to enable safe activity. * 2m distance to be maintained with staff as far as possible | Y | * Continue to monitor the number of children/young accessing events and competitions. | L |
| **1.2 Movement around the event facility** | | | | | |
| **Movement around the event facility risks breaching social distancing guidelines** | M | * Comply with facility one way systems and follow markings where appropriate. * Partnership staff will greet schools on car park to stagger arrivals and to explain the registration process to staff and pupils. * School staff and pupils will arrive through one entry point. * Schools to make their way to their designated area and one member of school staff to register with Partnership staff. * There will be designated entry and exit points to reduce movement around the site and to ensure a one-way flow of people. * School staff will be asked to minimise the movement of their pupils and ask them to remain in their designated areas during breaks between games. * Exit of schools will be staggered to avoid a bottle neck of schools trying to leave. * Partnership staff will be responsible for the safe release of schools from the playing area at one-minute intervals. * Apply 2m social distancing when speaking with staff and children. * Children over 11 and school staff to be advised to wear face coverings when indoors/communal areas waiting for registration / accessing toilets . | Y | * Partnership staff to send out movement protocols to schools prior to the event and brief school staff at the start of the event | M |
| **1.3 Availability of Staff** | | | | | |
| **The number of coaches who are available is lower than that required** | M | * Partnership staff to voluntarily under-go Lateral Flow Testing. Staff to be asked to complete their home test on Sunday night before 6pm and Wednesday night before 6pm. This is optional. * Partnership staff to inform host site if they have a positive test that evening to allow cancellation of event. * Partnership staff will be expected to register and log in using their mobile devices. * If staff are unwell, event will be cancelled. | Y | * Partnership staff briefed on host school protocols. | L |
| **1.4 Delivery of event and competition** | | | | | |
| **Delivery of events and competitions involves contact and breaches social distance guidelines** | M | **Face Coverings**   * Staff to wear face coverings during the registration of schools * Face coverings removed if staff are refereeing/ officiating * Face coverings to be sanitized after each event / competition * Disposable face coverings to be disposed of by double bagging / Reusable face coverings to be cleaned. | Y |  | M/L |
| **Outside**   * School / staff informed of expectations of delivery– non-contact, 2 metre social distancing. * Plenty of water should be drank to avoid any pupils fainting or becoming dehydrated. Water bottles are stored in a safe place and accessible within their designated area.. * Partnership staff aware of emergency procedure when working outside e.g. where and who to contact if need assistance. * All equipment to be sanitised before and at the end of the session and in between matches | Y | * Children should be brought to Partnership staff to reduce movement around the school. * Staff and children to have shower jackets / coats in case of sudden down pour. * Maintain the recommended 2m social distancing rule at all times, where practicable. * Staff and children to sanitise hands before and after event |  |
| **Playing Area / Surfaces**   * Partnership staff to check and clear playing area as required to ensure the surface is clear from obstructions, clean and non-slip * Officials will check that the surface is fit for purpose * Minimum 2metre distance between pitches. * No drinks allowed in playing area. * Appropriate footwear to be worn (trainers). * Check outdoor playing surface for slip, trips and falls control due to weather (rain, ice, snow). | Y |  |  |
| **Toilets**   * Shared public toilets to be used * School staff to accompany pupils to toilets when required * Partnership and school staff to stress the importance of handwashing * Separate staff and pupil toilets |  |  |  |
| **Clothing**   * Pupils to arrive in their sportswear. * Pupil’s long hair is required to be tied back. * Pupils are required to remove all personal effects. If they cannot be removed then all personal effects must be made safe. * Pupil’s wear outdoor PE kit (t-shirt, shorts/ jogging pants, jacket, trainers. * Partnership staff wear appropriate footwear and clothing.   . | Y | * Children may need to bring a shower jacket / coat in case of sudden downpour |  |
| **Equipment**   * The suitability of equipment should reflect pupil needs, age and ability. * Inspection of equipment is carried out prior to event  Staff to make regular inspection of equipment in order to identify signs of wear and tear that may cause injury, * All equipment to be sanitised before and at the end of the session and in between matches. * School staff informed prior to the event of any equipment their own school will using including bibs. * Mobile phone on site in case of a major emergency. | Y | * Staff to use activities with minimal equipment to avoid bacterial / viral transmission. * Resource cards laminated and sanitised at the end of the session * Consideration on how children can safely collect and return equipment whilst adhering to social distancing. |  |
| **Potential injury**   * Event equipment checked on the day of delivery to ensure it is suitable for use * School Games approved formats / National Governing Bodies of Sport laws of the game to be followed during the competition * Event rules and regulations shared with schools before the event * No jewellery should be worn by participants and appropriate clothing and footwear should be worn * School staff to be responsible for delivery of first aid to any pupils who are injured whilst taking part in any activities delivered * Mobile phone on site in case of major emergency |  |  |  |
| **1.5 Policies and procedure** | | | | | |
| **Existing policies on safeguarding, health and safety, fire evacuation, medical, and other policies are may no longer be fit for purpose in the current circumstances** | H | * School staff must ensure that all children are appropriate dressed for physical activity. Children may need coat dependent on weather. * All staff to follow safeguarding procedures and policies of host school to the letter if children should disclose any information during this period in time. * Follow procedure of the school for reporting children or staff members with visible symptoms of Covid-19. * Staff to be made aware of the facilities policies (NOP/EAP).These will have been revised to take account of government guidance on social distancing and COVID-19 and its implications for its users. | Y | * Policies shared with staff | L |
| **1.6 Hygiene/ Handwashing / Cleaning** | | | | | |
| **Spread of COVID-19 through inadequate cleaning, hygiene and hand washing measures** | H | * Staff provided with hand sanitising gel which is to be used before and after events and competitions. * All children to sanitise their hands before and after the event / competition. * All equipment and laminated resources sanitised before / after and during event / competition. | Y |  | M |
| **1.7 First Aid / Personal Protective Equipment (PPE)** | | | | | |
| **The lack PPE available to First Aiders puts staff safety at risk** | H | * All staff appropriately first aid trained * Suitable first aid provision is immediately available (First Aid kit to be taken outside). * In the event of an accident, all activity ceases immediately and event facility emergency procedures and policies enacted. * A clear record of any incident is completed as soon as possible after the event. * Suitable and sufficient PPE equipment purchased for staff with guidelines on when it can be used and how it can be accessed. * Government guidance on wearing PPE is understood, communicated and sufficient PPE has been procured * Maintain a record of PPE stock issued to monitor use and necessary replacement of stock. | Y | * Consideration on how children can safely collect and return equipment whilst adhering to social distancing. * Staff informed of procedures and know how and where to access PPE * Identify first aider at facility. * If there is an accident, complete accident form and record who dealt with situation and who you reported it to. Keep a file copy | M |