

Risk Analysis = COVID-19

Prepared by: Nikki McNulty (QA Specialist)

Date: 24.06.20

Review date: 10.07.2020

Covid-19 Risk Analysis for Junior Adventure Group Uk.

Most people who become infected with Covid-19 will experience mild symptoms, such as fever and cough and are unlikely to become severely ill. Based on current knowledge of Covid-19 infection and transmission, children are unlikely to experience severe illness.

The following actions contribute to reducing the likelihood of Covid-19 transmission, and the severity of the impact;

- Washing hands frequently, for at least 20 seconds, using soap and running water, or hand sanitiser where soap and water is not immediately available
- Coughing and/or sneezing into a tissue before binning them
- Avoiding touching the eyes, nose or face
- Cleaning and disinfecting regularly touched objects and surfaces using regular cleaning products
- Ensuring that anyone who develops symptoms of Covid-19 stays at home and follows guidance on household isolation
- Ensuring that anyone who is deemed higher risk of illness from Covid-19 because they are clinically vulnerable follows guidance on social distancing
- Keeping up to date with and following government advice

If the above advice is followed carefully, any risk of transmission in clubs will be greatly reduced.

Further government advice can be found at; [coronavirus\(COVID-19\); implementing protective measures in education and childcare settings](#)

We have a vital role in ensuring the ongoing health and well being of children, young people and their families following the lifting of Covid-19 restrictions.

This is a generic Risk Analysis. Clubs will need to add any site specific controls required or they have in place additionally.

Tasks Undertaken Activity/Area Assessed	Risks	Level of risk (use Matrix)			Control methods	New level of risk (use Matrix)		
		L	C	R		L	C	R
GENERAL OPERATIONS	<ul style="list-style-type: none"> • Staff, CYP and their families becoming infected with Covid-19. • Those as above becoming ill and displaying mild symptoms such as cough or elevated body temperature. • In sever cases this could lead to acute respiratory syptoms and in rare cases even death. 	L	C	E	<ul style="list-style-type: none"> • Safe Practice Guidance posters will be on display inform CYP and ther parents/guardians and staff of the club social distancing, cleaning, and hygiene protocols throughout the day. • Hand washing facilities and/or hand sanitisers will be readily and widely available in clubs. Hands will be washed frequently for at least 20 seconds. • Club staff teams will ensure social distancing is adhered to. • CYP will be informed of the new rules, guidance and activity protocols daily at the start of every session. • Staggered drop off and pick up times are in place across all clubs. • Indoor playspaces will be well ventilated at all times with doors and windows open where safe to do so whilst maintaining site security at all times. • Internal doors in use will be propped open to limit contact with handles and push pads. • If a CYP or staff member shows any signs of Covid-19 they will need to leave the club and follow the appropriate exclusion guidelines. • Emergency evacuation routes to be confirmed and a site specific risk assessment to be completed. 	R	M	L

<p>CLEANING</p>	<ul style="list-style-type: none"> • Staff, CYP and their families becoming infected with Covid-19. • Those as above becoming ill and displaying mild symptoms such as cough or elevated body temperature. • In sever cases this could lead to acute respiratory syptoms and in rare cases even death. 	<p>L</p>	<p>C</p>	<p>E</p>	<ul style="list-style-type: none"> • Staff teams in clubs will continue to implement rigorous cleaning procedures throughout each day of delivery. • Additional opening and closing checklists will be in place along with daily and weekly cleaning schedules. These will be used as logs by staff teams to record cleaning. • Staff will carry out regular cleaning of high contact touch points and surfaces throughout the site, including but not exclusive to; door handles, handrails, table tops, equipment, toys and electronic devices. • Throughout the session staff will regulary check availabilty of soap, hand towels, tissues and sanitisers and replenish. • Should a case of Covid-19 be confirmed within a club all areas will be cleanedby the staff team whilst following the PHE Guidance – Covid-19; cleaning in non healthcare settings. • When cleaning the ususal products like detergents and anti bac will be used. All cleaning products will be stored safely as per COSHH procedures at all times. • Bins will be available in all key areas, double bagged and emptied at least twice a session. 	<p>R</p>	<p>M</p>	<p>L</p>
<p>WELCOME/RECEPTION AREAS</p>	<ul style="list-style-type: none"> • Staff, CYP and their families becoming infected with Covid-19. • Those as above becoming ill and displaying mild symptoms such as cough or elevated body temperature. • In sever cases this could lead to acute respiratory syptoms and in rare cases even death. 	<p>L</p>	<p>C</p>	<p>E</p>	<ul style="list-style-type: none"> • Hand sanitisers will be available – all those entering the club will be asked to sanitise their hands immediately on arrival. • Where possible (site specific) all welcome/reception areas will have a one way system in place. • Queue management will be in place with 1m + distancing marked out on the floor and at the entrance. • To control numbers of people on site at any given time where possible children will be signed in and out from the main door, if not possible (site specific)only one parent/guardian will be given access to the club at any time. 	<p>R</p>	<p>M</p>	<p>L</p>



				<ul style="list-style-type: none"> Entry into the club should be directly into the designated play space (site specific) where this is not possible the shortest route will be used. 				
TOILET FACILITIES/CHANGING AREAS	<ul style="list-style-type: none"> Staff, CYP and their families becoming infected with Covid-19. Those as above becoming ill and displaying mild symptoms such as cough or elevated body temperature. In severe cases this could lead to acute respiratory symptoms and in rare cases even death. 	L	C	E	<ul style="list-style-type: none"> Extra care will be taken and markings in place to maintain social distancing in these areas. CYP will access these areas in smaller groups to maintain distancing and to prevent overcrowding. Where possible (site specific) separate facilities will be used by each 'bubble', if this is not possible 'bubbles' will not mix in these areas, accessing them at different times. Usual protocols will be followed, however no toilet passes to be used and all children must sanitise their hands on return to the main play spaces/'bubble'. 	R	M	L
SESSION DELIVERY – RATIOS	<ul style="list-style-type: none"> Staff, CYP and their families becoming infected with Covid-19. Those as above becoming ill and displaying mild symptoms such as cough or elevated body temperature. In severe cases this could lead to acute respiratory symptoms and in rare cases even death. 	L	C	E	<ul style="list-style-type: none"> CYP will be grouped in weekly 'bubbles' of a maximum of 15 children. Where more than one 'bubble' is on any site 'bubbles' will be divided in KS groups. CYP will remain in their 'bubbles' at all times each day and will not mix with other 'bubbles' during the day or subsequent days of any given week. Activities provided will be suitable to the ages of the children in each 'bubble'. Staff teams will be assigned to each 'bubble', as far as is possible these will remain the same each day and subsequent days per week. All equipment used will be cleaned between being used by different 'bubbles'. Multiple 'bubbles' will not use equipment simultaneously. 	R	M	L
EQUIPMENT								

<p>MOVING 'BUBBLES' AROUND THE SITE</p> <p>SOCIAL DISTANCING</p>				<ul style="list-style-type: none"> • All soft furnishings, soft toys and equipment which is hard to clean thoroughly i.e parachute, bean bags, floor cushions, lego and all fabric items will be removed and not used during this period. • Staff should not directly touch CYPs personal items i.e water bottles, if this is unavoidable they should wash their hands before and after contact. • CYP will not be permitted to handle personal items of each others. • Staggering will take place at all times, especially at the start and end of the sessions when drop of and collection is taking place. • 'Bubbles' will not play games or sports together at any time, they will be kept separate during all activities. • 'Bubbles' will be moved at staggered times around the site to avoid contact – however brief transitional contact if unavoidable is low risk. • Where possible outside routes will be used to move around the site. • Staff team will minimise mixing with other staff, contact should be via walkie talkies or social distance space of 1m +. • CYP involved in circle games/group activities/welcome meetings will be sat at a distance of 1m + apart. 			
<p>PLAY SPACES, STUDIOS, COURTS, SPORTS HALLS</p>	<ul style="list-style-type: none"> • Staff, CYP and their families becoming infected with Covid-19. • Those as above becoming ill and displaying mild symptoms such as cough or elevated body temperature. • In sever cases this could lead to acute respiratory symptoms and in rare cases even death. 	L	C	<ul style="list-style-type: none"> • 1m + social distancing will be implemented at all times. • There will be a window of at least 10 minutes between different 'bubbles' using spaces. • 'Bubbles' will not wait outside spaces, in corridors or hallways for another 'bubble' to finish and leave the space. • All equipment including mats will be cleaned inbetween 'bubbles' and at the end of every use by staff team. • All spaces will be well ventilated at all times with doors and windows open where safe to do so whilst maintaining site security at all times. • Stations will be spaced as far apart as possible but at least 1m +. 	R	M	L

				<ul style="list-style-type: none"> Use of carpeted areas to be kept to a minimum, avoided where possible. 				
OUTDOOR ACTIVITY	<ul style="list-style-type: none"> Staff, CYP and their families becoming infected with Covid-19. Those as above becoming ill and displaying mild symptoms such as cough or elevated body temperature. In sever cases this could lead to acute respiratory syptoms and in rare cases even death. 	L	C	E	<ul style="list-style-type: none"> Outdoor activities and time outside will be favoured. There will be regular access to the outside play spaces. 'Bubbles' will remain in place along with all social distancing and cleaning measures. 	R	M	L
FOOD HANDLING & LUNCH/SNACK PROVISION	<ul style="list-style-type: none"> Staff, CYP and their families becoming infected with Covid-19. Those as above becoming ill and displaying mild symptoms such as cough or elevated body temperature. In sever cases this could lead to acute respiratory syptoms and in rare cases even death. 	L	C	E	<ul style="list-style-type: none"> Safe Practice Guidance posters will be displayed in all food prep and eating areas. Government guidance for food business on Covid-19 will be followed. CYP will stay within their 'bubbles' at lunch and snack times and not mix with other 'bubbles'. Lunch and snack times will be staggered for individual 'bubbles' to maintain social distancing in eating spaces/areas. Before lunch/snack every CYP will wash their hands. One seat space will be left empty between CYP at tables whilst eating. No sharing of food or drink. CYP to eat outside in their 'bubbles' where suitable (site specific) to do so. Cleaning protocols to be adhered to between 'bubbles' accessing eating areas. 	R	M	L

				<ul style="list-style-type: none"> All water fountains will be out of use. CYP will need to be provided with a personal water bottle from home. 				
FIRST AID	<ul style="list-style-type: none"> Staff, CYP and their families becoming infected with Covid-19. Those as above becoming ill and displaying mild symptoms such as cough or elevated body temperature. In sever cases this could lead to acute respiratory syptoms and in rare cases even death. 	L	C	E	<ul style="list-style-type: none"> First aid will continue as normal, with gloves, aprons and face coverings used as and when needed. There will be a minimum of one Paediatric First aider assigned to each 'bubble'. Where possible CYP will be encouraged to self administer medications whilst a staff member witnesses, where this is not appropriate the Paediatric First aider assigned will administer medication in the usual way. Any CYP requiring medication or medical equipment must bring this to the club with them for the first session, if this is not on site the CYP will not be admitted. All medications to be wiped clean after each use. 	R	M	L
INDIVIDUAL CYP NEEDS & VULNERABLE GROUPS	<ul style="list-style-type: none"> Staff, CYP and their families becoming infected with Covid-19. Those as above becoming ill and displaying mild symptoms such as cough or elevated body temperature. In sever cases this could lead to acute respiratory syptoms and in rare cases even death. 	L	C	E	<ul style="list-style-type: none"> Individual CYP's Health Care Plans and Additional Needs plans will be reviewed prior to attendance in consultation with parents and any additional steps will be considered. Individual risk assesments will be completed and discussed with staff team. 	R	M	L
VISITORS	<ul style="list-style-type: none"> Staff, CYP and their families becoming infected with Covid-19. 	L	C	E	<ul style="list-style-type: none"> Only essential visitors will be given access to the site and with prior arrangement from the Line Manager. All essential external contractors will follow social distancing and cleanliness guidelines. 	R	M	L

	<ul style="list-style-type: none"> Those as above becoming ill and displaying mild symptoms such as cough or elevated body temperature. In sever cases this could lead to acute respiratory syptoms and in rare cases even death. 							
ILLNESS (COVID-19)	<ul style="list-style-type: none"> Staff, CYP and their families becoming infected with Covid-19. Those as above becoming ill and displaying mild symptoms such as cough or elevated body temperature. In sever cases this could lead to acute respiratory syptoms and in rare cases even death. 	L	C	E	<ul style="list-style-type: none"> If anyone becomes unwell and presents with a new continuous cough, loss or change of taste and smell or a high temperature they will be sent home immediatley and adviced to follow Covid-19 guidance for households with possible coronavirus. CYP suspected of being ill and awaiting collection will be moved to a 'safe zone' either in an alternative space or where this is not available a designated area at leaste 2m away from the rest of the 'bubble' (site specific) with appropriate staff supervision. 'Safe zones' will be well ventilated. If a CYP needs to use toilet facilities whilst awaiting collection a separate facility will be used – this will then be used cleaned and disinfected before being used by anyone else. Staff caring for a ill child will be provided with and should wear PPE. If a CYP or staff team memembr tests positive for Covid-19 the whole 'bubble' will be sent home and adviced to self isolate for 14 days. All suspected and/or confirmed cases of Covid-19 must be reported immediately to the Line Manager. 	R	M	L
STAFF TRAINING	<ul style="list-style-type: none"> Staff, CYP and their families becoming infected with Covid-19. Those as above becoming ill and displaying mild symptoms 	L	C	E	<ul style="list-style-type: none"> All staff will complete in house Covid-19 awareness training prior to returning to work within a club. All staff will be made aware of the risk analysis and will have a duty of care to implement all control measures and report any concerns immediately to the Line Manager. 	R	M	L

	<p>such as cough or elevated body temperature.</p> <ul style="list-style-type: none"> In sever cases this could lead to acute respiratory syptoms and in rare cases even death. 							
WELL BEING during this period	<ul style="list-style-type: none"> Staff, CYP and their families becoming infected with Covid-19. Those as above becoming ill and displaying mild symptoms such as cough or elevated body temperature. In sever cases this could lead to acute respiratory syptoms and in rare cases even death. 	L	C	E	<ul style="list-style-type: none"> HO to continue to update staff as situations develop and as guidance changes. Staff absence will be managed by the Line Manager. It may be necessary to close clubs if absence is high – the Line Manager will make this decission with HO support. Risk assessmnets will be completed for any staff member with individual needs , medical requirements or health conditions. Staff rostas will be in place with allocated, regular break times scheduled. Staffing in clubs will allow for this. Separate areas for staff breaks will be provided. HO will make contact with club daily to check on staff team well being. 	R	M	L
SAFEGUARDING	<ul style="list-style-type: none"> Staff, CYP and their families becoming infected with Covid-19. Those as above becoming ill and displaying mild symptoms such as cough or elevated body temperature. In sever cases this could lead to acute respiratory syptoms and in rare cases even death. 	L	C	E	<ul style="list-style-type: none"> DSL to be made aware of any CYP attending on the CP register. Usual Child Protection procedures remain – any concerns must be logged on a Safeguarding form and reported immediately to the DSL. If the DSL is not on site they will be contactable remotely. Usual Safeguarding procedures and checks will be maintained. Behavioural issues will be dealt with by the club staff in the usual way and the Manager will communicate this with parents. 	R	M	L

L: Likelihood (AC, L, P, U, R)
 C: Consequence (I, Mi, Mo, Ma, C)
 R: Risk level (L, M, H, E)

Risk Matrix						
Likelihood	Consequence					
		Insignificant	Minor	Moderate	Major	Catastrophic
	Almost certain	Moderate	High	High	Extreme	Extreme
	Likely	Moderate	Moderate	High	Extreme	Extreme
	Possible	Low	Moderate	High	High	Extreme
	Unlikely	Low	Low	Moderate	High	High
	Rare	Low	Low	Low	Moderate	High

KEY;

CYP – Children & Young People

DSL – Designated safeguarding Lead

JAG – Junior Adventure Group UK

CP – Child Protection



