

Risk Assessment Copy

Risk Type	Why Is This a Risk?	What Should Your Club Consider?
Personal Items	When children are taking personal items into classes, there is potential for contamination. You should have a clear process in place for external items brought into your venue spaces.	→ Consider restricting the number of personal items allowing only essential things including water bottles and medications; → Children should keep all personal items with them at all times; → Ask children to come dressed for classes prior to arrival; → Communicate your process to parents in advance of opening; → Have hand sanitiser available at all entry and exit points.
Resources or Equipment	You should avoid children using equipment where possible. However, your activity type may require children to use equipment or resources. Having clear guidance around equipment use will help avoid infection spreading. You should rotate all equipment and leave it unused for 48 hours (72 hours for plastics) between use by different groups.	→ Temporarily take away any equipment that cannot be cleaned; → Make sure that equipment is assigned to one child for the duration of a class; → Cleaning all equipment after each class/before a new one begins; → Cleaning all contact points before/between classes; → Rotate equipment and leave unused for 48 hours (72 if plastic).
Venue Space	Depending on your venue space, there could be a real risk of the infection spreading if precautions aren't taken. Consider how well equipped your space is for social distancing, ventilation, entry, exit and moving around the space.	→ Introduce a one-way system to venue space (if applicable) to avoid congregating and mixing of groups; → Can you introduce a drop-off point externally for parents to restrict access to your venue space to reduce numbers?

		→ Keeping the area well ventilated where possible; → Implementing temperature checking before children enter classes; → How you will clean the space between classes. You should leave yourself enough time to clean floors, entry and exit points, as well as any contact points; → Increasing the frequency of cleaning all areas with particular attention on heavy footfall areas and public spaces such as toilets. → Having hand sanitiser available at entry and exit points.
Cash Handling	Handling cash risks spreading infection as it passes through the hands of many different people. To avoid the risk of spreading infection through exchanging cash, consider an online booking system.	→ An online booking system allows you to charge parents online and take payments automatically; → Limiting contact by letting parents book and pay online is the simplest way for social distancing measures. → Government guidance advises business owners to consider mandating contactless or card payment to avoid handling cash.
Class Numbers	While you are looking forward to classes returning, it's important to be aware that with more children, the greater the chances of infection spreading. Making sure you're prepared with clear measures in place will help combat this issue.	→ Try introducing classes to older age groups first as they will better understand social distancing; → Assign children to groups and keep them together at all times without interacting with other groups;

		→ Stagger start times between classes to allow you enough time to sanitise venue space, equipment, contact and entry/exit points; → Communicate all changes to parents in advance of re-opening; → Implement temperature checking before children enter classes; → Assigning a staff member to the same group or class bubble and keep consistent for all future sessions; → Keep an electronic record of class attendance and details for track and trace purposes for at least 21 days.
Staff Numbers	To reduce the chance of infection spreading - like with class numbers - consider operating with minimum staff numbers for the first while. The staff that aren't based physically in venues/spaces can help with the step up and support ongoing communication.	→ Have minimal numbers of staff at venue/classes to reduce the overall headcount. You should have enough staff to operate in accordance with the guidance/regulations for your activity type. → Consider staff needs - do you have any vulnerable staff? Do any staff members have to shield? → Make sure your staff have an up to date copy of the risk assessment.
First Aid	Your focus may be on infection control, but it's important to plan for any medical emergencies. Having a plan in place will reassure parents and stop you from panicking should any emergency arise. You should have a clear process in place that staff and	→ Do you have a named person responsible for first aid? → Is there a designated space for first aid? → Is there PPE available for the named first aider(s) should they require it? → Are you asking parents to supply any medication

	parents are aware of.	to the named first aider before classes begin? → Do you have a system that asks parents to complete a health declaration before classes?
Fire or Fire Alarm	Regardless of the circumstances you find yourself in, you should always be prepared for a fire alarm sounding.	→ Follow normal evacuation procedures. → Make sure your one-way system leads to fire exit and meeting points. → Use designated meeting points in a safe way.
Insurance	You will need to make sure that you have appropriate insurance cover for the lessons you are planning. This will allow you to review your cover and ask your insurer any questions.	→ Check you have appropriate levels of insurance cover; → Ensure there are no COVID-19 exclusions; → Does your cover provide everything you need for adapted classes? For example, if you're running outdoors, are you covered for this?
Symptoms of COVID (in your venue).	In the unfortunate event that a staff member or child displays symptoms of COVID in class, you need to have a clear process in place so you can act quickly and responsibly. It is also important that you communicate this process to parents and staff so they are aware of the measures in place. You should keep all records for 21 days to help local authorities test and trace in the event of an outbreak in your setting.	→ Make sure the process is clear to both staff and parents; → Have a designated area should a child or staff member feel unwell; → If child feels unwell, make sure parents are aware they will be contacted to collect from class; → Always explain self-isolation guidance in writing and in person; → Any staff member should be sent home and follow self-isolation guidance; → Any person displaying symptoms should be tested as soon as possible and stay at home following guidance until test results received;

		→ Ensure system in place for test and trace. → Engage with NHS Test and Trace.
Brand Reputation	You want to make sure that you're operating your classes/sessions/camps in the safest way possible. This goes a long way in protecting your brand's reputation.	→ Keep parents up to date with consistent and informative communications. → Maintain standards for cleaning, social distancing and class quality.