

Coronavirus (COVID-19) Risk assessment		
<b>Establishment:</b> YMCA East Surrey Recreational Sport Activities	<b>Assessment by:</b> Mike Roberts	<b>Date:</b> 1 Sept 2020
<b>Review Date:</b> 1 Oct 2020	<p><b>Red</b> – high risk</p> <p><b>Yellow</b> – medium risk</p> <p><b>Green</b> – little or no risk</p>	

People who are at risk	Time & area of consideration	Risks	Description of preventative measures	Action	New risk level after preventative measures & actions
Children, staff & parents	Drop off & collection  Reception & Sports Hall	<ul style="list-style-type: none"> <li>Children and staff hands will not be washed thoroughly</li> <li>Children will touch face, hands, mouth</li> <li>Families and staff will not stick to social distancing</li> <li>Families and staff will not be truthful about household health</li> <li>Families not telling us children have had medication which may reduce high temperatures</li> <li>Staff will not challenge families about health</li> <li>Children will want toys/teddies/blanket</li> </ul>	<ul style="list-style-type: none"> <li>Parents to drop and pick up the children from front entrance &amp; sports hall fire exits only. One way systems will be implemented.</li> <li>Parents and staff are to demonstrate social distancing at all times. This will be aided by the use of spots on the floor</li> <li>A member of staff will be in the foyer to welcome children and take the register. Children will leave the centre through the sports hall fire exits (creating a one way system).</li> <li>Children’s bags/coats to remain with parents where possible. Drinks bottles in separate cubicles within sports hall.</li> </ul>	<ul style="list-style-type: none"> <li>Information letter to parents about revised delivery of service</li> <li>Parents to sign agreement of disclosure and abiding to social distancing requirements</li> <li>Guidance and training to be provided to staff/coaches prior to re-commencement of work</li> <li>Protocols and signage to be displayed within building and rooms</li> </ul>	<ul style="list-style-type: none"> <li>Children and staff hands will not be washed thoroughly</li> <li>Children will touch face, hands, mouth</li> <li>Families and staff will not stick to social distancing</li> <li>Families and staff will not be truthful about household health</li> <li>Families not telling us children have had medication which may reduce high temperatures</li> <li>Staff will not challenge families about health</li> <li>Children will want toys/teddies/blankets from home, raising</li> </ul>

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		<p>s from home, raising risk of contamination</p> <ul style="list-style-type: none"> <li>• Non-essential travel and social interaction guidelines not followed by staff and families</li> <li>• Parents not following social distancing guidelines</li> </ul>	<ul style="list-style-type: none"> <li>• Children will arrive in correct sports attire for session. There will be no access to changing rooms.</li> <li>• On arrival at a recreational sports activity, it is reasonable for staff to ask if parents, children or any member of the household have any of the symptoms of COVID-19. If the answer is yes, they should not be allowed to leave their child at the setting. The child cannot return until a negative test result has been confirmed, or isolation period of 10 or 14 days has ended.</li> <li>• Only children and staff who are symptom free or have completed the required isolation period attend the setting.</li> <li>• No toys, teddys or blankets (or similar) to be brought in from home.</li> <li>• Staff to regularly wash hands through-out the day, including when they arrive to work.</li> <li>• Children to enter the setting</li> </ul>		<p>risk of contamination</p> <ul style="list-style-type: none"> <li>• Non-essential travel and social interaction guidelines not followed by staff and families</li> <li>• Parents not following social distancing guidelines</li> </ul>

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			<p>and staff/coaches take them to wash hands thoroughly on arrival at the setting, when going to the toilet &amp; when leaving their recreational sports activities.</p> <ul style="list-style-type: none"> <li>• All individuals coming to the setting should avoid all non-essential public transport travel, and outside of setting hours, follow national guidelines for social interaction.</li> <li>• Any individual who has been told to shield or who is clinically vulnerable or live in a household with someone who has been advised to shield or is clinically vulnerable cannot attend the setting.</li> <li>• Any child who has taken any form of paracetamol or ibuprofen will not be allowed into a recreational sports activity for 48hours after symptoms have ended.</li> <li>• Staff should be aware that children may take time to settle after prolonged break and change in routine.</li> </ul>		

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			<ul style="list-style-type: none"> <li>• Only parents who are symptom free and/or have completed the required isolation periods will be able to drop off or collect their child.</li> <li>• Limit drop off and pick up to 1 adult per family and stagger the timings where possible. No buggy's or siblings into the centre.</li> <li>• Parents to wait outside, one member of staff from the child's group to take child out to parent.</li> <li>• Parents not following social distancing guidelines will be asked to take leave immediately. If they do not follow the request, they will be asked to take their child home. At this point the Head of CYP will be informed and the family will have current guidelines, policy and social distancing measures reinforced to them</li> <li>• Further breaches may result in loss of child's place on a recreational sports activity</li> </ul>		
	Physical	• Children will not	• Each recreational sports	• Information letter to	• Children will not social

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	distancing/ grouping in setting	<p>social distance from each other or staff</p> <ul style="list-style-type: none"> <li>There will be issues with pinch points within the building and setting, where social distancing will be unachievable</li> </ul>	<p>activity session will have a low number of children in attendance, following guidance from the sport's National Governing Bodies. With the current guidelines in place:</p> <ul style="list-style-type: none"> <li>East Surrey Acrobatics – up to 15 (children &amp; coaches) per class, dependent on room sizes</li> <li>Footsteps Dance - up to 15 (children &amp; coaches) per class, dependent on room sizes</li> <li>Football (boys &amp; girls) – only outside sessions. 1:6 coach to child ratio.</li> </ul> <ul style="list-style-type: none"> <li>Visual reminders of social distancing requirements around building and setting</li> <li>Staff/coaching provided training and guidance on the importance of social distancing</li> <li>Risk assessment of building will be carried out, with actions implemented to</li> </ul>	<p>parents about revised delivery of service</p> <ul style="list-style-type: none"> <li>Visual reminders to be displayed</li> <li>Guidance and training to be provided to staff prior to re-commencement of work</li> <li>Building risk assessment to be carried out</li> </ul>	<p>distance from each other or staff</p> <ul style="list-style-type: none"> <li>There will be issues with pinch points within the building and setting, where social distancing will be unachievable</li> </ul>

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			reduce pinch points (by implementing one-way systems) <ul style="list-style-type: none"> <li>When staff/coaches provide personal care to a child, or assist with toileting - hand washing should accompany child's, and ensure effective hand washing and surfaces cleaned after each use.</li> <li>The use of communal internal spaces should be restricted as much as possible (e.g. staff room, changing rooms)</li> </ul>		
	Play & learning	<ul style="list-style-type: none"> <li>Children will not social distance from each other or staff</li> <li>Soft furnishings, pose a health hazard</li> </ul>	<ul style="list-style-type: none"> <li>Implement social distancing where possible, through the use of small groups in the sports halls within sessions</li> <li>Minimise the resources available to those that can be cleaned effectively.</li> <li>Ensure children, staff, coaches wash hands regularly, at the beginning &amp; end of each session, as well as before eating, after coughing or sneezing.</li> </ul>	<ul style="list-style-type: none"> <li>Information letter to parents about revised delivery of service</li> <li>Visual reminders to be displayed</li> <li>Guidance and training to be provided to staff/coaches prior to re-commencement of work</li> <li>Provide ample hand washing stations (including hand</li> </ul>	<ul style="list-style-type: none"> <li>Children will not social distance from each other or staff</li> <li>Soft furnishings, pose a health hazard</li> </ul>

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				sanitiser), along with regular hand washing times <ul style="list-style-type: none"> <li>Remove soft furnishings, equipment that are not easily cleaned.</li> <li>Create a set of resources for each small group and ensure that these are cleaned regularly at least daily.</li> </ul>	
	Children's wellbeing & education	<ul style="list-style-type: none"> <li>Children and staff not aware of the health risks or how to minimise them</li> <li>Children sometimes need comforting/support which requires close proximity</li> </ul>	<ul style="list-style-type: none"> <li>Children should be supported in developmentally appropriate ways to understand the steps they can take to keep themselves safe including regular hand washing and sneezing into a tissue.</li> <li>Children should be supported to understand the changes and challenges they may be encountering as a result of COVID-19</li> <li>Staff/coaches need to ensure they are aware of children's attachments and their need for emotional support at this</li> </ul>	<ul style="list-style-type: none"> <li>Child friendly displays of hand washing and other systems and protocols</li> <li>Staff/coaches should be aware of children's individual needs</li> <li>Guidance and training to be provided to staff/coaches prior to re-commencement of work</li> </ul>	<ul style="list-style-type: none"> <li>Children and staff not aware of the health risks or how to minimise them</li> <li>Children sometimes need comforting/supporting which requires close proximity</li> </ul>

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			time. • Staff/coaches should be supported to understand risks and how to take action to prevent risks associated with COVID-19		
	If a child or staff starts displaying symptoms.	<ul style="list-style-type: none"> <li>• Protocol not followed</li> <li>• Parents do not promptly collect their child when they display symptoms of COVID, thus increasing the health risks towards staff</li> </ul>	<ul style="list-style-type: none"> <li>• YMCA protocol if a child/staff member displays symptoms of COVID to be followed</li> </ul>	<ul style="list-style-type: none"> <li>• Guidance and training to be provided to staff/coaches prior to re-commencement of work</li> <li>• Ensure PPE and cleaning equipment available for isolation of potential case.</li> <li>• Parents to confirm emergency contact details before child returns, to ensure we have correct telephone numbers.</li> <li>• Parents must agree to prompt collection within the new contract, before child returns to a recreational sports activity</li> <li>• If a parent cannot</li> </ul>	<ul style="list-style-type: none"> <li>• Protocol not followed</li> <li>• Parents do not promptly collect their child when they display symptoms of COVID, thus increasing the health risks towards staff</li> </ul>



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				agree to prompt pick up, then the child cannot return to a recreational sports activity.	
Workforce	Attendance	<ul style="list-style-type: none"> <li>Staff coming into work displaying symptoms of COVID</li> </ul>	<ul style="list-style-type: none"> <li>Staff/coaches should only attend the recreational sports activity sessions if they are symptom free, have completed the required isolation period or achieved a negative test result.</li> <li>Staff/coaches to complete a back to work health questionnaire prior to returning.</li> <li>All staff/coaches coming to the setting should avoid all non-essential public transport travel, whenever possible and outside of setting hours, should minimise social interactions, as per the national guidelines including wearing of face coverings.</li> </ul>	<ul style="list-style-type: none"> <li>Guidance and training to be provided to staff/coaches prior to re-commencement of work</li> <li>Staff to be vigilant on health and stay away if unwell.</li> <li>Current government guidance to be followed.</li> </ul>	<ul style="list-style-type: none"> <li>Staff coming into work displaying symptoms of COVID</li> </ul>
Workforce and parents	Physical distancing – staff/coaches	<ul style="list-style-type: none"> <li>Physical distancing is difficult to achieve within the recreational sports activity sessions, between children and</li> </ul>	<p>Social distancing between other staff/coaches must be maintained during breaks.</p> <ul style="list-style-type: none"> <li>Staff members should avoid physical contact with each other including handshakes,</li> </ul>	<ul style="list-style-type: none"> <li>Guidance and training to be provided to staff prior to re-commencement of work</li> </ul>	<ul style="list-style-type: none"> <li>Physical distancing is difficult to achieve within the recreational sports activity sessions, between children and other</li> </ul>

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		other coaches	<ul style="list-style-type: none"> <li>hugs etc.</li> <li>Where possible, meetings and training sessions should be conducted through virtual conferencing.</li> <li>Visual reminders of social distancing requirements around building and setting</li> <li>The use of communal internal spaces should be restricted as much as possible (e.g. staff room, office, changing rooms)</li> </ul>	<ul style="list-style-type: none"> <li>Visual reminders of social distancing requirements around building and setting</li> <li>Staff provided training and guidance on the importance of social distancing</li> <li>Risk assessment of building will be carried out, with actions implemented to reduce pinch points (by implementing one-way systems)</li> </ul>	coaches
	Training	<ul style="list-style-type: none"> <li>Staff/coaches will not know the current guidance and requirements for mitigating the risks of COVID-19</li> </ul>	<ul style="list-style-type: none"> <li>All staff/coach members must receive appropriate instruction, guidance and training on infection control and the standard operation procedure and risk assessments within which they will be operate.</li> </ul>	<ul style="list-style-type: none"> <li>Guidance and training to be provided to staff/coaches prior to re-commencement of work</li> </ul>	<ul style="list-style-type: none"> <li>Staff/coaches will not know the current guidance and requirements for mitigating the risks of COVID-19</li> </ul>
Parents, management & visitors	Communication	<ul style="list-style-type: none"> <li>Parents, children and staff being unaware of guidance, systems and internal</li> </ul>	<ul style="list-style-type: none"> <li>Parents should receive clear communication regarding the role they play in safe operating procedure and all measures being taken to</li> </ul>	<ul style="list-style-type: none"> <li>Information letter to parents about revised delivery of service</li> <li>Parents to sign</li> </ul>	<ul style="list-style-type: none"> <li>Parents, children and staff being unaware of guidance, systems and internal protocols to mitigate risks of</li> </ul>

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		<ul style="list-style-type: none"> <li>protocols to mitigate risks of COVID-19</li> </ul>	<p>ensure the safety of their children and themselves.</p> <ul style="list-style-type: none"> <li>Sports &amp; Recreational Manager/Head of CYP to clearly and promptly keep all staff informed of changes in regards to systems &amp; policies.</li> </ul>	<p>agreement of disclosure and abiding to social distancing requirements</p> <ul style="list-style-type: none"> <li>Guidance and training to be provided to staff prior to re-commencement of work</li> <li>Protocols and signage to be displayed within building and rooms</li> </ul>	<p>COVID-19</p>
	Visits	<ul style="list-style-type: none"> <li>Visits of individuals who are not working or attending the setting can increase risk associated with COVID-19</li> </ul>	<ul style="list-style-type: none"> <li>Attendance to the setting should be restricted to children and staff as far as practically possible and visitors should not be permitted to Recreational sports activities unless essential (e.g. essential building maintenance).</li> <li>Where essential visits are required these should be made outside of the usual recreational sports activity hours where possible.</li> <li>All Management involvement, should where</li> </ul>	<ul style="list-style-type: none"> <li>Unannounced visitors not to be admitted</li> <li>Virtual conference to engage with management</li> </ul>	<ul style="list-style-type: none"> <li>Visits of individuals who are not working or attending the setting can increase risk associated with COVID-19</li> </ul>

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			possible, be conducted via virtual conferencing such as Zoom.		
PPE	Workforce & children	<ul style="list-style-type: none"> <li>• PPE not being available</li> <li>• Protocols and systems not being followed to reduce risk</li> </ul>	<ul style="list-style-type: none"> <li>• Follow up to date government &amp; Sports National Governing bodies guidance on use of PPE within childcare/education/sports activity settings</li> <li>• Wearing a face covering or face mask in schools or other education/childcare/sports settings is not recommended.</li> <li>• Schools and other education or childcare settings should therefore not require staff, children to wear face coverings.</li> <li>• Changing habits, cleaning and hygiene are effective measures in controlling the spread of the virus.</li> <li>• The majority of staff in education settings will not require PPE beyond what they would normally need for their work, even if they are not always able to maintain a distance of 2 metres from</li> </ul>	<ul style="list-style-type: none"> <li>• Ample PPE should be available for all staff</li> <li>• A COVID-19 grab bag for an individual displaying symptoms to be made available</li> <li>• Information letter to parents about revised delivery of service</li> <li>• Guidance and training to be provided to staff prior to re-commencement of work</li> <li>• Protocols and signage to be displayed within building and rooms</li> </ul>	<ul style="list-style-type: none"> <li>• PPE not being available</li> <li>• Protocols and systems not being followed to reduce risk</li> </ul>

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			<p>others.</p> <ul style="list-style-type: none"> <li>• PPE is only needed in a very small number of cases including: Children, young people and students whose care routinely already involves the use of PPE due to their intimate care needs should continue to receive their care in the same way</li> <li>• If a child becomes unwell with symptoms of COVID while in their setting and needs direct personal care until they can return home, a fluid-resistant surgical face mask should be worn by the supervising staff member if a distance of 2 metres cannot be maintained.</li> <li>• If contact with the child or young person is necessary, then disposable gloves, a disposable apron and a fluid-resistant surgical face mask should be worn by the supervising adult.</li> <li>• If a risk assessment determines that there is a risk of splashing to the eyes, for example from coughing,</li> </ul>		

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			spitting, or vomiting, then eye protection should also be worn <ul style="list-style-type: none"> <li>Children who are unwell need comfort and reassurance.</li> </ul>		
Cleaning	Undertake regular cleaning	<ul style="list-style-type: none"> <li>Cleaning not completed thoroughly, before, during and at the end of the session</li> <li>Soft toys and furnishing not being removed</li> <li>Adequate cleaning not being carried out when a child/staff displays symptoms of COVID-19</li> </ul>	<ul style="list-style-type: none"> <li>A member of staff/coach should be designated as the key cleaner for communal hot spots</li> <li>Staff/coaches to clean AND disinfect frequently touched surfaces after each session – including gymnastics/trampolining equipment, tables, chairs, resources, equipment, doorknobs, light switches, countertops, handles, toilets, taps, and sinks.</li> <li>Wear one pair of disposable gloves for cleaning and dispose of immediately after cleaning.</li> <li>Using a disposable cloth, first clean hard surfaces with warm soapy water, then disinfect these surfaces with the cleaning products you normally use.</li> <li>Wash hands regularly with</li> </ul>	<ul style="list-style-type: none"> <li>Ensure that sufficient PPE is available including hand sanitisers.</li> <li>Guidance and training to be provided to staff prior to re-commencement of work</li> <li>Protocols and signage to be displayed within building and rooms</li> <li>Regularly empty bins.</li> <li>Soft toys and furnishings to be removed from setting</li> <li>If there is a positive test result of an individual who has been in attendance, then current</li> </ul>	<ul style="list-style-type: none"> <li>Cleaning not completed thoroughly, before, during and at the end of the session</li> <li>Soft toys and furnishing not being removed</li> <li>Adequate cleaning not being carried out when a child/staff displays symptoms of COVID-19</li> </ul>

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			soap and water for 20 seconds, and after removing gloves, aprons and other protection used while cleaning.	guidance must be followed for cleaning of the setting.	
Cleaning	Cleaning of electronics	<ul style="list-style-type: none"> <li>Items may not be thoroughly cleaned resulting in risks associated with COVID-19</li> </ul>	<ul style="list-style-type: none"> <li>Regularly clean electronics, such as tablets, touch screens, keyboards, telephones and remote controls throughout the day.</li> <li>No sharing of iPad. Registers on iPad to be completed by one designated person each day</li> </ul>	<ul style="list-style-type: none"> <li>Guidance and training to be provided to staff prior to re-commencement of work</li> </ul>	<ul style="list-style-type: none"> <li>Items may not be thoroughly cleaned resulting in risks associated with COVID-19</li> </ul>
	Sports equipment	<ul style="list-style-type: none"> <li>Sports equipment available should be easily cleanable and regularly cleaned especially in between use.</li> </ul>	<ul style="list-style-type: none"> <li>No soft furnishings to be available.</li> <li>After each session, time will be set aside for cleaning of each piece of equipment to be carried out</li> </ul>	<ul style="list-style-type: none"> <li>Guidance and training to be provided to staff/coaches prior to re-commencement of work</li> <li>Staff/coaches to be advised on what items can be used. All equipment must be quickly and easily cleanable.</li> </ul>	<ul style="list-style-type: none"> <li>Sports equipment available should be easily cleanable and regularly cleaned especially in between use.</li> </ul>
	Disposal of potentially	<ul style="list-style-type: none"> <li>Improper disposal of hazardous waste</li> </ul>	<ul style="list-style-type: none"> <li>Waste from possible cases and cleaning of areas where</li> </ul>	<ul style="list-style-type: none"> <li>Guidance and training to be</li> </ul>	<ul style="list-style-type: none"> <li>Improper disposal of hazardous waste and</li> </ul>

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	contaminated waste	and PPE	possible cases have been, should be double bagged and put in a suitable and secure place, marked for storage until: <ol style="list-style-type: none"> <li>1) the individual tests negative; waste can then be put in with the normal waste</li> <li>2) the individual tests positive or results not known; then store it for at least 72 hours and put in with the normal waste</li> </ol>	provided to staff prior to re-commencement of work <ul style="list-style-type: none"> <li>• Use of hazardous waste kit or PHS bins provided</li> </ul>	PPE