



BRIGHT FUTURES 4 ALL RISK ASSESSMENT/CHECKLIST – Covid-19 Summer Camp 2023

Item/Area/Activity Being Assessed	Venue	Assessor Name	Assessment Date	Approver Name	Approval Date	Review Date
Summer School	Sunnydown Secondary School					

Description of activity & hazards	Who might be harmed?	Suggested Controls Responsibility in some areas will fall between SP and the Organising Group and should be clarified on this document	Risk	Confirmed in place	Details/Notes / Further mitigating actions to consider
Introduction of virus from symptomatic or asymptomatic individuals	All	<p>Warning signs displayed in reception to stay away if symptomatic or if advised to self-isolate</p> <p>Advice on website</p> <p>Reminders issued to all attendees on a daily basis</p>	3		<p>Daily text reminders to parents, the evening before school is due to take place, requesting they update us should they/child, or someone they have come into contact with have the virus, to contact us asap.</p> <p>Also, staff will be asked to wear masks; Parents will be sent recommendations to wear masks. We will also provide masks to all students.</p>
Severe outcome from virus	Vulnerable & extremely vulnerable individuals	<p>Gov advice no longer requires isolation for extremely vulnerable people (after 1/8/20).</p> <p>Consider which duties and activities should be allocated to vulnerable and extremely vulnerable employees and attendees.</p> <p>Extra care protocols for vulnerable and extremely vulnerable attendees</p> <p>Consider the needs and concerns of BAME individuals (employees or attendees), who may</p>	3		<p>We will not be permitting children from households where adults are shielding to attend. Instead, we will offer an online options, via access on Zoom in the hall.</p>



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		be at increased risk of severe outcomes			
Contracting the virus through contact with infected surfaces or close contact	All	<p>Promote increased hand-washing</p> <p>Provide hand cleaning facilities / sanitiser stations</p> <p>Posters advising hand-cleaning and Catch It – Bin It – Kill it</p> <p>Enhanced cleaning of contact points within facilities whilst in use</p> <p>Enhanced cleaning of overall site and contact points not in use by Summer Camp (Schools Plus)</p>	2		
Mingling of children	Children and staff	<p>Group sizes (bubbles) strictly limited to 15 plus minimum one supervising adult but in line with standard child/adult supervision ratios</p> <p>Siblings should be kept in the same group where possible</p> <p>No mingling between groups during the day</p> <p>Children remain in allocated group for the duration of the sessions</p> <p>Staggered break times</p> <p>Breaks to be taken outside wherever possible</p> <p>Social distancing (1m+) to be exercised wherever possible, even within groups. Contact</p>	3		<p>e.g. Group 1 (8-10 yrs) in Room B; Group 2 (11-13 yrs) in Room C; etc.</p> <p>Each row of children will be split into groups from A to D in groups of 15 – maximum will be 4 groups.</p> <p>Note: These groups will only interact (observing 1 metre distancing) whilst queuing to enter and leave the venue and during short toilet breaks x 2. During these break times we will recommend they wear their masks and they will attend the toilets in groups of 5 at a time per bubble.</p>



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		between children to be kept to an absolute minimum. Activities should be designed with this in mind			
Travel	Parents, Children and Staff	<p>Children should ideally be from the local area and should be advised to arrive on foot or by bicycle and avoid public transport where possible</p> <p>Parents dropping off by car must only travel with members of their own household</p> <p>Attendees arriving on public transport should be reminded to follow social distancing and wear masks as required</p>	2		
Large numbers of people present in one location at drop-off and collection	All attendees and guardians, reception staff	<p>No physical sign-in sheet</p> <p>Set staggered arrival times for groups if possible</p> <p>Advise parents to arrive on time (not too early) and leave promptly</p> <p>Parents must drop and collect children outside (incl. car park) and may not enter the buildings</p> <p>Parents to be advised not to gather</p> <p>Use one-way system if possible for arrival and departure</p>	3		Check that this is safe given the individual school location and setting – Sunnydown School will be visited to conduct a pre-rec during the week beginning: Monday, 19 th July 2021 to check the location and that is fit for purpose in this regard..
Touching of equipment e.g. tables, chairs, sound	Leaders / all attendees / SP staff who touch	<p>Enhanced cleaning protocols</p> <p>Regular cleaning of surfaces and contact points</p>	3		Staff will wipe down all individual exam desks before children arrive each day.



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equipment	equipment after event	Cleaning at beginning and end of each day			
Use of shared equipment	Children and supervisors	Equipment to be allocated to a bubble Equipment must be cleaned before allocating to a different bubble Full cleaning of equipment at the end of each week	2		No child will share equipment. Children will be requested to bring their own learning tools. Papers will be individually wrapped and staff will handle with gloves; Thus only children will touch the paper.
Use of personal equipment	Children and supervisors	Use of mobile phones etc. should be limited for reasons of cross-contamination and safeguarding No sharing of personal equipment at all	2		The only mobile phone used will be by 3 adult supervisors. They will use individual phones that parents will contact them with.
Food & Snacks	Children and supervisors	Attendees should bring their own food, snacks and water bottles Eating and drinking should take place outdoors if possible No sharing of food or water bottles Social distancing 2m to be observed whilst eating. People eating should be seated Attendees take their bottles and packaging/food carriers away with them at the end of each day	2		During break time, snacks can only be consumed at their individual tables, nothing will be shared.
Indoor Activities	Children and supervisors	Social distancing to be maintained as far as possible Large spaces to be used	2		Note: No activities will take place except writing on papers. Children with questions will raise hands and adults with mask will attend.



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		<p>Consider carefully activities such as chanting and singing which carry extra risk</p> <p>Ventilation to be enhanced as much as possible</p> <p>If your activities can be conducted outdoors then they should be</p>			
Outdoor Activities	Children and supervisors	<p>Social distancing to be maintained as far as possible</p> <p>No contact – i.e. no matches, no tackling</p>	2		
Toilets	Children and supervisors	<p>Toilets to be allocated to bubbles if possible</p> <p>Manage use of toilets to limit the number of children at any one time</p> <p>Children from different bubbles should not use toilets at the same time if possible</p> <p>Toilets to be cleaned frequently. At least 2x per day and between use by different groups if possible</p>	2		Toilets will only be used x 2 during breaks as mention above.
Data for Test & Trace	All	Data to be held by the organising group for a minimum of 21 days.	1		We will hold data for all attendees alongside any reports of illness.
First Aid	All	<p>Each bubble to have a First Aider if possible</p> <p>First Aider to wear disposable PPE when administering First Aid</p>	3		The lead safeguarding officer will wear disposable PPE if administering any First Aid.
Symptomatic	All	If a child develops symptoms of Covid-19 while	2		



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Individual		<p>in attendance, they will need to be collected from camp immediately</p> <p>Any individual showing symptoms to be kept in an allocated room awaiting collection, with a Supervisor if a child</p> <p>Supervisor to wear PPE, mask and gloves if social distancing of 2m cannot be maintained</p> <p>Test & Trace to be notified. Whole bubble and supervisor may be required to self-isolate for 14 days</p>			
Individuals not aware of requirements	All	<p>Communicate policies and risk assessment with all parents and staff</p> <p>Share useful links, e.g. as shown</p>	1		<p>https://www.gov.uk/coronavirus/education-and-childcare</p> <p>https://www.gov.uk/government/publications/protective-measures-for-holiday-or-after-school-clubs-and-other-out-of-school-settings-for-children-during-the-coronavirus-covid-19-outbreak/protective-measures-for-out-of-school-settings-during-the-coronavirus-covid-19-outbreak</p> <p>https://www.brighthorizons.com/family-resources/talking-to-children-about-covid19</p>

Appendix: Rating Risk & Action Required

Risk Rating – Specific to Covid-19 and SUPPLEMENTARY to general Risk Assessment



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Likelihood	
1	Very unlikely (complete separation of different households)
2	Unlikely (2m distancing of separate households)
3	Moderate (1m+ distancing of separate households)
4	Likely (Less than 1m+ distancing)
5	Very likely (No distancing / large groups)

Risk Level above 3 is unacceptable