

RISK ASSESSMENT

Educational Setting	Improve it/ Witchford School Sports Partnership (WSSP)
Activity / Task	COVID-19 Risk Management Assessment (Educational Settings)
Completed by & Date	Di Baker, Director Monday 26 th October 2020 Overseen By Ian Roberts PE Advisor for Cambridgeshie
Review Date	Thursday 3rd December 2020 (or sooner if new guidance comes out)

This Model Risk Assessment should be used and modified to suit the school setting

This document has been informed by national guidance from the Association for Physical Education and local guidance from Cambridgeshire County Council.

This document will regularly be reviewed in accordance with Government guidelines.

WSSP staff will share this document with schools prior to going in and liaise with schools about access/equipment/space etc

What are the hazards?	Who might be harmed and how?	What are you doing already?	What further action is necessary?	Action by whom?	Action by when?	Done
Equipment	WSSP Staff, Primary School Staff, Children	PE Lessons <ul style="list-style-type: none"> WSSP Staff will use the school's equipment unless the school requests for WSSP to supply the equipment. If the same equipment is being used for more than one bubble, WSSP will clean the equipment before and after use, following the school's cleaning procedure. Session times may need to be reduced to give time to clean the equipment. 				

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		<p>Event Days</p> <ul style="list-style-type: none"> WSSP staff to bring all equipment for event days. If the same equipment is being used for more than one bubble, WSSP will clean the equipment before and after use, following WSSP's cleaning procedure. <p>General</p> <ul style="list-style-type: none"> Touching, moving and sharing of the equipment during a session will be kept to a minimum by the WSSP staff member and participants. 				
Activities/ Sports taught	WSSP Staff, Primary School Staff, Children	<ul style="list-style-type: none"> WSSP staff will not organise any contact or non-contact sport or games where children cannot socially distance as per guidelines issued from the Government and the Association for PE (AfPE) WSSP staff will not plan 'High Risk' activities or new skills beyond the young people's capabilities which would require support or someone to 'spot'. No shared gym equipment will be used. If mats are used individually they should be thoroughly cleaned/sanitised after use. WSSP staff will teach outdoor lessons where possible. If indoor lessons have to be taught WSSP staff will limit contact of additional surfaces within the primary schools. Windows and doors will be opened in the space being used. Schools will ensure 'bubbles' are kept together and there is no mixing of pupils from different bubbles. 				

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		<ul style="list-style-type: none"> Children and staff will wash their hands before and at the end of each session following the Government guidelines on hand washing. 				
WSSP Staff	WSSP Staff, Primary School Staff, Children	<ul style="list-style-type: none"> WSSP staff will regularly wash and sanitise their hands. WSSP staff can teach in more than one school on the same day (as outlined in the Government guidance September 2020). For example, one school in the morning followed by a different school in the afternoon. The staff will ensure they follow the guidance on washing hands, using hand sanitiser and social distancing to minimise risk. WSSP staff to ensure 2m minimum teaching distance at all times. Break/Lunch Times & Entering School Building: <ul style="list-style-type: none"> WSSP staff will not remain on the school site after finishing their teaching/support. Where possible and after discussions with primary school, WSSP staff will minimise their entry to the school building. For example, enter and exit via the school gate closest to the field, the classes supported need to be escorted to WSSP teacher outdoor and escorted back in by primary school staff. 	<ul style="list-style-type: none"> Purchase small hand sanitisers that can be carried around with WSSP staff members. Update WSSP PE Teachers and Sports Coaches with updated protocols. Continue to collate and create PE and Physical Activity ideas that ensure social distancing. Discussions with primary schools to confirm whether their updated policies and protocols allow WSSP staff to support within the school. If yes, updated protocol for WSSP staff member, including sign in process, aware of updated fire assembly locations etc. 			
Hygiene		<ul style="list-style-type: none"> WSSP will provide staff with hand sanitiser which will be carried round with them and used regularly as referenced in the WSSP staff section. 	<ul style="list-style-type: none"> Purchase hand sanitiser. 			

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First Aid		<ul style="list-style-type: none"> • First Aid will be administered by the primary school staff and following their updated COVID-19 policies and procedures. • Staff with medical needs have been assessed and relevant consents are in place. 	<ul style="list-style-type: none"> • The HSE have announced a three-month extension to the validity of the following qualifications if the first aider to requalify because of the coronavirus: <ul style="list-style-type: none"> ○ First Aid at Work ○ Emergency First Aid at Work ○ Paediatric First Aid ○ Emergency Paediatric First Aid 			
Personal Protective Equipment (PPE)		<ul style="list-style-type: none"> • PPE should not be used as an alternative to social distancing. • As referenced in the WSSP Staff section, staff will implement teaching at a minimum distance of 2m. 				
Staff within the shielded group		<ul style="list-style-type: none"> • Any member of staff that is within the Clinically extremely vulnerable group must not attend school as per the Government guidelines • Staff that meet the criteria as moderate risk of infection e.g. diabetics, those who are pregnant, should have a risk assessment completed to identify any suitable control measures that must be in place before returning to work/school. 	<ul style="list-style-type: none"> • Follow up with WSSP staff to confirm current situations (individually and with their family). 			
WSSP Administrator and Office based work		<ul style="list-style-type: none"> • Maximum of 2 members of staff in the office if work cannot be carried out at home. • WSSP office door to remain open when staff are using the office to limit the number of individuals opening and closing the door. 	<ul style="list-style-type: none"> • To limit time in the office, share further WSSP documents to Office 365 			

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		<ul style="list-style-type: none"> • Windows in office to be opened at all times for full air circulation whilst occupied. • Desk, Keyboard, Chair, Telephone and other devices used to be thoroughly cleaned and sanitised at the end of the day. 				

Useful Guidance

[Guidance from PE Advisor to Cambridgeshire](#)

Our website also has links to various documents provided by AfPE and Youth Sport Trust. <http://www.improveit.education/covid-19-information>

General staff and pupil advice on limiting the spread of coronavirus in the Educational Setting

Government advice is clear PPE, including facemasks should be taken into account where employees could be put at risk. The use of such PPE does not replace or reduce the need to follow the government guidance in relation to hygiene practices

Frequently clean and disinfect objects and surfaces that are touched regularly, using your recommended cleaning products.

- Wash your hands with soap and water often – do this for at least 20 seconds.
- Use hand sanitiser gel if soap and water are not available.
- Staff and Pupils should wash their hands as soon as they get to school and when they arrive home, after they blow their nose, cough or sneeze, before they eat or handle food.
- Cover mouth and nose with a tissue or a sleeve (not hands) when you cough or sneeze.
- Put used tissues in the bin immediately and wash your hands afterwards.

Handwashing techniques advice can be found [here](#)