

SHARP SHOTS WORKSHOPS COVID 19 RISK ASSESSMENT 2020.

Compiled July 30th 2020

<u>DESCRIPTION</u>	<u>WHO COULD BE HARMED</u>	<u>ACTION TO BE TAKEN</u>	<u>BY WHO?</u>	<u>WHEN</u>
Persons feeling unwell prior to arrival, or at the point of arrival to clubs or sessions.	Staff & children	At the point of booking, all parties should be made aware, that they should not attend any session, or care provision if they or any member of their household is displaying any signs or symptoms of COVID19. These are as follows: - A new, continuous cough or a high temperature Staff and volunteers should be made aware prior to arriving at work that they should not attend if they or anyone in their household is displaying any signs or symptoms of COVID19. These are as follows: - a new, continuous cough or a high temperature We should visually check all incoming parties (staff, children and parents) for signs of illness. It is reasonable for the team to question those arriving about signs and symptoms. Any party who is experiencing symptoms or lives with someone experiencing symptoms, should not be admitted into the session and should return to their home immediately and self isolate with their household following the latest government staying at home guidance here: www.gov.uk/government/publications/covid-19-stay-at-home-guidance If a member of staff is sent home or needs to isolate they should inform their relevant management team (BA or setting management team) asap so that we can ensure that correct adult to child ratios are still being observed.	Sharp Shots staff	Prior to arrival and ongoing.
Persons developing symptoms during a session.	Staff & children	If staff or children become unwell on site with a new, continuous cough or a high temperature they should be sent home. If they are unable to leave immediately, they should be isolated while awaiting their collection. Children should be supervised by one adult, if safe and appropriate, in an open air space away from equipment, minimising the risk of transfer to the accompanying instructor. If a child is awaiting collection, and it is not safe or appropriate for them to be in an open air space, they should be moved, if possible and if appropriate, to a room where they can be isolated behind a closed door. Settings should be mindful of individual children's needs – for example it would not be appropriate for younger children to be alone without adult supervision. Ideally, a window should be opened for ventilation. If it is not possible to isolate them, move them to an area which is at least 2 metres away from other people. If they need to go to the bathroom while waiting to be collected, they should use a separate bathroom if possible. The bathroom should be cleaned and disinfected using standard cleaning products before being used by anyone else. If they need clinical advice, they (or their teacher, parent or guardian) should go online to NHS 111 (or call 111 if they don't have internet access). In an emergency, call 999 if they are seriously ill or injured or their life is at risk. Do not visit the GP, pharmacy, urgent care centre or a hospital. If a member of staff has helped someone who was taken unwell with a new, continuous cough or a high temperature, they do not need to go home unless they develop symptoms themselves. They should wash their hands thoroughly for 20 seconds after any contact with someone who is unwell. All household members of the unwell person must leave together, this includes siblings and parents that may also be on site as staff. Once an unwell person has been identified care should be taken to thoroughly clean down all surfaces and equipment that they have been in contact with.	Sharp Shots Staff	Ongoing observation.
Cleaning of contaminated areas.	Staff & Children	Cleaning an area with normal household disinfectant after someone with suspected coronavirus (COVID-19) has left will reduce the risk of passing the infection on to other people. If an area can be kept closed and secure for 72 hours, wait until this time has passed for cleaning as the amount of virus living on surfaces will have reduced significantly by 72 hours. Wherever possible, wear disposable or washing-up gloves and aprons for cleaning. These should be double-bagged, then stored securely for 72 hours then thrown away in the regular rubbish after cleaning is finished. Using a disposable cloth, first clean hard surfaces with warm soapy water. Then disinfect these surfaces with the cleaning products you normally use. Pay particular attention to frequently touched areas and surfaces, such as bathrooms, grab-rails in corridors and stairwells and door handles. If an area has been heavily contaminated, such as with visible bodily fluids, from a person with coronavirus (COVID-19), consider using protection for the eyes, mouth and nose, as well as wearing gloves and an apron. Wash hands regularly with soap and water for 20 seconds, and after removing gloves, aprons and other protection used while cleaning. Government advice can be found and followed here: www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings	Sharp Shots Staff	Following the identification and removal of an unwell person.
Waste Disposal following contaminated area cleaning.	Staff, Children, Volunteers, and the wider community.	Waste should be disposed of in a foot operated pedal bin that closes to reduce the spread. Waste from possible cases and cleaning of areas where possible cases have been (including disposable cloths and tissues): Should be put in a plastic rubbish bag and tied when full. The plastic bag should then be placed in a second bin bag and tied. It should be put in a suitable and secure place and marked for storage until the individual's test results are known. Waste should be stored safely and kept away from children. You should not put your waste in communal waste areas until negative test results are known or the waste has been stored for at least 72 hours. If the individual tests negative, this can be put in with the normal waste if the individual tests positive, then store it for at least 72 hours and put in with the normal waste storage for at least 72 hours is not appropriate, arrange for collection as a Category B infectious waste either by your local waste collection authority if they currently collect your waste or otherwise by a specialist clinical waste contractor. They will supply you with orange clinical waste bags for you to place your bags into so the waste can be sent for appropriate	Sharp Shots Staff	Following the identification and removal of an unwell person.

		<p>treatment. Government advice can be found and followed here: www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings</p>		
Contamination through camera and equipment use	Staff & children	Personal and camera equipment should not change hands or be touched by anyone else apart from the owner or renter of the equipment. In the event of the equipment being touched by any other person then it should be thoroughly cleaned with disinfected wipes by Sharp Shots staff	Sharp Shots Staff	Ongoing during the day.
Contamination through camera and equipment rental	Staff & Children	Sharp Shots offers camera hire. The camera equipment will be fully disinfected prior to arrival and then wiped down with disinfectant wipes immediately prior to handing to the customer. This camera will not then be shared by any other person for the duration of the course.	Sharp Shots Staff	The beginning & ongoing during the day.
Surface contamination and ongoing cleaning as needed.	Staff & Children,	Whilst Sharp Shots does not plan to hold any workshops or courses within an internal closed area for summer 2020 and does not plan to use any equipment such as chairs & furniture we recognise the need to Clean and disinfect regularly touched objects and surfaces more often than usual (regularly throughout the day) using your standard cleaning products. High frequency contact points should be cleaned as required throughout the day, this includes (but is not limited to) external door handles, hand washing taps, toilet/bathroom door handles. Consider where possible and without compromising safeguarding if doors can be propped open to minimise contact. This should take place with standard cleaning products. Staff will be provided with disposable gloves and aprons to wear if this is needed.	Sharp Shots Staff	Prior to beginning the session, ongoing throughout the day and at the end of all sessions.
Safe handling of cleaning products, soaps and sanitizers.	Staff & Children	Sharp Shots staff will be provided with their own cleaning kit for the purpose of sanitizing equipment. The kit will include, sanitizing wipes and hand gel. Staff will be advised on the safe use and storage of the kit at the point of issuing. The kit and its contents will be kept with the instructor at all times and kept out of reach of children.	Sharp Shots Staff	Ongoing.
Spreading Covid19 specifically through the touching of frequently touched surfaces, such as door handles, signing in screens.	Staff, Children & parents/guardians.	Instructors are expected to wash their hands thoroughly prior to holding a workshop or course. They will be expected to sanitise their hands when entering and before leaving a setting. Instructors should also wash hands in between class sessions. Hand washing should be thorough for 20 seconds or more and using soap, drying on paper towels. WHO Hand washing link here - https://youtu.be/3PmVJQUcm4E Every effort should be made to find a hand washing sink, however when one is not available coaches are encouraged to use hand sanitizer. How to use Hand Sanitizer link- https://youtu.be/4xC-7ZiQoY Sharp Shots will provide all staff with a personal hand sanitizing bottle that should be on their person at all times. It is the responsibility of the instructor to advise management in a timely manner when a refill is required.	Sharp Shots Staff	Ongoing.
Person to person contamination	Staff, Children, parents and the wider community.	Discuss with young children daily the importance of good hand hygiene. Everyone should hand wash prior to arriving at a Sharp Shots workshop , before eating food and if possible, prior to going home. Additional hand washing opportunities should be highlighted by the Sharp Shots instructor or setting staff where he/she feels it is appropriate. Instructors should not offer hand sanitizer to children if a parent explicitly states that they do not want hand sanitizer offered to their child permission, as it may cause irritation to the skin. Where possible water and drinks should not be refillable at communal water fountains. Encourage children to bring enough to drink from home. Hand shaking and hand to hand contact will not be allowed at a workshop. Hand sanitiser will be available for use.	Sharp Shots and Setting Staff	Ongoing throughout the day.
Airborne spread of COVID19.	Staff, Children, parents, and the wider community.	Ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach. Sharp Shots will hold all of their 2020 workshops outside and instructors will clearly demonstrate how to keep 2m distance between each other. If internal spaces are used then where possible all spaces should be well ventilated using natural ventilation (opening windows) or ventilation units.	Sharp Shots and Setting Staff	Ongoing throughout the day.
Access to the workshop, including pickup and drop off.	Staff, Children, parents, and the wider community.	We request during the booking process that drop off and collection is limited to one parent or carer per family and all groups arriving at site adhere to the 2M distance while queuing to enter the club. We will also make Parents or Carers aware at the point of booking that we reserve the right to undertake temperature tests, request a verbal declaration of health daily, and have the right to refuse entry (with a full refund) if we believe a child to be ill.	Sharp Shots and Setting Staff	During booking process and ongoing throughout the day.

Ratios, Supervision and Bubble groups.	Staff, Children and the wider community.	Children & teenager workshops will have a maximum of 5 attendees. Apart from the instructor they should not come into contact with anyone else. This will allow us to keep a clear record on registers of which children have been in which group, and with which staff. Children will be supervised by the same instructor for the duration of the workshop.	Sharp Shots and Setting Staff	Ongoing throughout the day.
Toileting	Staff, Children and the wider community.	As of July 1st 2020 the government released holiday club specific guidance on toileting that reads as follows: It is not necessary for each class or group to use a separate toilet. However, you should consider how you can limit the number of children using the toilet at any one time and, where possible, you should avoid different groups using the same facilities at the same time. Importantly, you should promote good hand hygiene and encourage all children to wash their hands thoroughly, with soap and running water for 20 seconds, after using toilet facilities. As with all frequently used surfaces, toilets should be cleaned thoroughly using standard products such as detergent and bleach. The frequency of cleaning required will depend on usage but is advised to be more frequently than might have been previously considered appropriate. In most cases we expect cleaning of toilet facilities to take place at least twice a day, and in particular between use by different classes and groups. Where possible Sharp Shots instructors are advised to continue to use separate facilities per workshop. This will mitigate any additional risk and is a sensible precaution. However we recognise that where this is not possible a club may still be able to operate safely using shared facilities with frequent and thorough cleaning, this will be addressed at a site specific level. Instructors should consider how many children will be able to go to the toilet at a time and still be able to adhere to social distancing. If toilets are small then children should go to the toilet one at a time to allow for social distancing measures.	Sharp Shots and Setting Staff	Ongoing throughout the day.
Staffing- Lunch, Illness and Annual leave	Staff & Children	Sharp Shots instructors will be expected to bring their own food with them, (already prepared) and expected to avoid vending machines, and trips to buy food during the working day. Sharp Shots staff should not be attending any other setting in their uniform, including supermarket shopping.	Sharp Shots staff and Management Team	Ongoing throughout the summer.
Break Times for Children/teens	Staff, Children, and the wider community.	Most of Sharp Shots workshops are 2.5 hrs long and do not need break times. However, for the extended workshops, such as Yellowwave (4 hrs) a break could be taken. At each venue there will be ample outside space to allow each workshop to have their own designated spaces.	Sharp Shots staff and Management Team	Ongoing
Venue Organization	Staff, Children, Volunteers, and the wider community.	For 2020 Sharp Shots will only be holding workshops externally and no part of the workshop will be held indoors. However, going forward we may start to use internal spaces. Within the venue each workshops will have their own designated room this will be exclusively used by one workshop. The room will be set out with chairs and desks/table at a 2m distance. This is where attendees will spend their time for the desk based portion of the workshop and also provides a safe space to store belongings. Attendees will have their own designated desk and chair. Attendees will be asked to keep their coat on the back of their chair and their bag under their seat. At the end of the day the instructor will include a wiping down of the desks and chairs in their clean down procedure.	Sharp Shots staff and children on site.	Ongoing
Staff equipment and transferables	Staff, Children, Volunteers, and the wider community.	Sharp Shots staff computer & photography equipment should be cleaned at the start of each day and should be used where possible only by the instructor on duty to prevent cross contamination. All staff equipment that is used should be cleaned in between uses, or in between workshops. It should also be cleaned again at the end of the day. Cash payments should be avoided- this will be communicated to parents at the point of booking. Where possible card payment via the booking website is preferred. If a cash payment cannot be avoided it is recommended that the staff member handling the money uses their hand sanitizer or hand washes immediately after and before touching anything else	Sharp Shots and Setting Staff	Prior to beginning the workshop, ongoing throughout the day and at the end of all workshops.
Specifically the spread of COVID19 relating to the consumption of food and drink whilst at a Sharp Shots workshop or with face and mouth contact such as the sharing of drinks bottles.	Staff, Children and the Wider community.	Instructors should have their own drinks bottle. Instructors should not use vending machines to purchase food or drinks. Attendees are encouraged to bring their own water bottles to a session with them. These bottles should be stored in their bag or rucksack. Remind children that they should not share. Children will be asked to bring their own food. It is advised that parents only send children with food items that they can open and eat independently. This avoids unnecessary breach of the social distancing guidelines. Children will eat outside in a socially distanced format.	Sharp Shots Staff	Discussed with the setting prior to arrival and ongoing.
Administering first aid	Staff, Children and the Wider community.	Social distancing will be broken if a child requires first aid to be administered by an instructor. Instructors are provided with masks, aprons, and gloves to wear whilst breaking social distancing. We recognise that on occasion Children need to	Sharp Shots staff	Ongoing.

		take routine medications such as inhalers, or allergy medications such as eye drops. Instructors will not be able to administer routine medications to children.		
Behaviour Management	Staff, Children and the Wider community.	Children must be sent home if they are unable to behave within normal expected parameters, especially if the behaviour affects social distancing measure. This is more important now than ever as social distancing plays a huge part in keeping us all safe. Children will only be guided by their instructors.	Sharp Shots staff	Ongoing.
Emergency evacuation	All persons on site.	It is recommended that instructors familiarise themselves with the existing site-specific fire procedure. Its unlikely that there will be a need for evacuation as all workshops for 2020 will be held outside, however, it's important that instructor familiarise themselves with any venue specific evacuation procedures.	Sharp Shots staff	Ongoing.
Parking and access	Staff, Children, Parents, Guardians and the wider community.	Parking at some of our venues is sparse. It is advised parking at drop off and collection allows for social distancing Only one parent should bring their child to the door. Parents will not enter the building at drop off or pick up.	Sharp Shots staff	Ongoing.
Bad weather	Staff, Children, and the wider community.	We make clear to parents/guardians prior to booking that workshops in 2020 will be held outside and at no point will they be allowed inside apart from toilet use. We advise that unless there is a very positive forecast we strongly advise that attendees bring wet/cold weather clothing including an umbrella. Instructors will have assessed the venue or surroundings prior to workshops and will try and identify locations which could be used for socially distanced cover. In the event of bad weather instructors will try and muster the attendees in a location with additional cover. Prior to the workshop – if the weather forecast is particularly bad and instructors believe there is little option for cover Sharp Shots will cancel the workshop.	Sharp Shots staff	During and before the start of the workshop.
Valuables and Bags	Staff, Children, and the wider community.	There will be no facility for holding bags or valuables – Sharp Shots have advised parents and attendees on booking that they should bring a rucksack and keep all valuables, clothing, etc on them at all times. The rucksack should be worn at all times and not left anywhere. We cannot be responsible for any attendees valuables whilst attending our workshops. Sharp shots will re-advise parents of this prior to attending and the instructor will re-iterate on the workshop day.	Sharp Shots staff	At the point of booking and ongoing.