

## Holiday Club Risk Assessment



**Last Reviewed: April 2023**

Description	Who	When	Associated Hazard	Processes / Action Taken / Control Measures	Managed by
Sports Equipment (including PE resources such as balls, bats, cones, poles etc.)	ASM Sports staff and Children	During sports	<ul style="list-style-type: none"> <li>- Equipment failure, damage to sports area.</li> <li>- Entrapment</li> </ul>	<p>Only use accredited sports equipment. Equipment to be inspected prior to use. Equipment to be stored correctly in the PE Store.</p> <p>Any Equipment such as court nets to be set up by suitably trained personnel following set up procedures. At this time there is no additional equipment that requires set up. (Tennis nets/Volleyball nets/posts etc.)</p> <p>Equipment must not be dragged across the surface.</p>	Lead coach/ Holiday club coordinator
Incorrect use of equipment	ASM Sports staff and Children	During sports	<ul style="list-style-type: none"> <li>- Equipment failure, damage to sports area.</li> </ul>	<p>Emphasise safety messages and the rules of the game. Work in groups where ratios are managed. Ensure safe space for game activities. Establish safe spacing between each group.</p>	Lead coach/ Holiday

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			- Entrapment		club coordinator
Mud/Debris or foreign objects on the surface	ASM Sports staff and Children	During sports	- Cuts and Abrasions - Slips, trips, and falls	Daily Inspections in place Report incidents of glass or any other contaminants <ul style="list-style-type: none"> <li>• Part of Facility inspections</li> <li>• Grounds Maintenance regime</li> <li>• Signage – No litter, food or drinks (other than water in approved container)</li> <li>• Footwear rules in place</li> </ul>	Lead coach/ Holiday club coordinator
Surface/Lines – Tears	ASM Sports staff and Children	During sports	- Slip, trips and falls. - Damage to sports hall surface	Regular inspections & reporting- avoid area if any discrepancies were detected. Report to the site team.	Lead coach/ Holiday club coordinator
Footwear	ASM Sports staff and Children	During sports	- Slip, trips and falls. - Damage to sports hall surface	Only appropriate approved footwear on pitch <ul style="list-style-type: none"> <li>• Includes staff, students, and visitors. No exceptions</li> <li>• Checks to be made during facility inspections.</li> <li>• Signs in place and communicated to school community.</li> </ul>	Lead coach/ Holiday club coordinator
Snow/Ice/Excessive rain	ASM Sports staff and Children	During sports	- Slips, trips, and falls	Regular inspections during periods of severe weather. Facility closed if the area is compromised.	Lead coach/ Holiday club coordinator

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Spectators/Staff/Visitors	ASM Sports staff and Children	During sports	- Collisions and bumps	Only Players and Referee/Coach on the playing area. All other staff/visitors/students to stand behind the fence off the pitch.	Lead coach/ Holiday club coordinator
Jewellery	ASM Sports staff and Children	During sports	- Cuts and Abrasions	Ensure all jewellery (including watches are removed before sports activity)	Lead coach/ Holiday club coordinator
Drinks (hot/cold)	ASM Sports staff and Children	During sports	- Slips, trips, and falls	ensure all drinks are left outside the sports arena in a cloak facility – Drink breaks to occur away from the sports area.  NO hot drinks	Lead coach/ Holiday club coordinator
General Facility issues (Damage - Vandalism)	ASM Sports staff and Children	During sports	- Varied	Staff to report issues to Facilities Management ASAP <ul style="list-style-type: none"> <li>• Picked up during facility inspection/opening facility.</li> <li>• Staff advised to report damage.</li> <li>• Facility to be locked overnight and weekends.</li> </ul>	Lead coach/ Holiday club coordinator
First Aid	ASM Sports staff and Children	During sports	- Varied	Nominated on-site first aider notified of any injuries. Recorded via my asm. Parents notified if warranted.	Lead coach/ Holiday club coordinator

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Contact details	ASM Sports staff, Children and Parents	During sports	- Varied	Ensure that the venues have the latest emergency contact details including medical records for all children.	Lead coach/ Holiday club coordinator
Clothing	ASM Sports staff and Children	During sports	- Varied	Only appropriate clothing to be worn: <ul style="list-style-type: none"> <li>• Includes staff, students, and visitors. No exceptions</li> <li>• Sporty flexible attire</li> </ul>	Lead coach/ Holiday club coordinator
Pre-existing injuries	ASM Sports staff and Children	During sports	- Varied	Ensure first aider is aware of any pre-existing injuries which the pupils may have. Ensure pupils are participating in activities, if possible, even in a restricted capacity such as refereeing/providing descriptive feedback of what is happening in practices and games. Reporting pre-existing injuries to first aiders/form teachers	Lead coach/ Holiday club coordinator
Toileting	ASM Sports staff, Children & Community	Ongoing observation	- NA	coaches 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. Each bubble group will have their own allocated bathroom or where not available each bubble will have their own toilet stall and sink, clearly marked.	Lead coach/ Holiday club coordinator

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Foliage	ASM Sports staff and Children	During sports/breaks	<ul style="list-style-type: none"> <li>- Varied</li> </ul>	Ensure foliage is maintained to ensure a safe activity space. Any fallen leaves need to be collected with the area being free from excessive mud and debris.	Lead coach/ Holiday club coordinator
Asthma	ASM Sports staff and Children	During sports	<ul style="list-style-type: none"> <li>- Asthma attack</li> <li>- Breathlessness</li> </ul>	<p>Ensure all pupils requiring an inhaler have it with them.</p> <p>Ensure the protocol is followed in the event of excessive exercise.</p> <p>Notify first aiders if an inhaler is used.</p> <p>Ensure pupils get appropriated rest period if required.</p>	Lead coach/ Holiday club coordinator
Insufficient Lighting	ASM Sports staff and Children	During sports	<ul style="list-style-type: none"> <li>- Bumps, collisions</li> </ul>	Light up every area where possible. Adequate lighting will ensure that children are safe and less likely to slip, trip or fall.	Lead coach/ Holiday club coordinator
Surrounding walls, windows, and doors (hall/sports hall)	ASM Sports staff and Children	During sports	<ul style="list-style-type: none"> <li>- Bumps, collisions</li> <li>- Slips, trips, and falls</li> </ul>	<p>Inspect the area before use – ensure doors are closed.</p> <p>Soft balls to be used inside or alternatively 'light' net/wall games.</p> <p>Pupils to use an area in the hall which is 'coned' out – therefore avoiding walls/doors.</p>	Lead coach/ Holiday club coordinator
Fire exits	ASM Sports staff and Children	During sports During evacuation	<ul style="list-style-type: none"> <li>- Slips, trips, and falls</li> </ul>	Ensure no game related equipment is used in a way where it could potentially block fire exit routes.	Lead coach/ Holiday club coordinator

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Displays	ASM Sports staff and Children	During sports	<ul style="list-style-type: none"> <li>- Slips, trips, and falls</li> </ul>	<p>Ensure displays are not interrupted during activities and games.</p> <p>Ensure games are performed in a direction whereby displays can be avoided.</p>	Lead coach/ Holiday club coordinator
Roof tiles and windows	ASM Sports staff and Children	During sports	<ul style="list-style-type: none"> <li>- Impact injury</li> <li>- Cuts and abrasions</li> </ul>	<p>Ensure roof tiles and windows are not interrupted during activities and games.</p> <p>Ensure games are performed in a direction whereby roof tiles and windows can be avoided.</p>	Lead coach/ Holiday club coordinator
Food / allergies	ASM Sports staff and Children	During break/lunch	<ul style="list-style-type: none"> <li>- Allergic reaction</li> <li>- Choking</li> <li>- Loss of consciousness</li> </ul>	<p>Parents supplying children with packed lunch. No swapping of foods.</p> <p>Children with allergies located in different eating areas.</p> <p>Parents specify dietary requirements/needs via myasm portal and checked on arrival/registration by a representative of ASM Sports.</p>	Lead coach/ Holiday club coordinator
Visitors - identified and expected, signed in /out & aware of fire/evacuation procedure.	ASM Sports staff and Children	Ongoing	<ul style="list-style-type: none"> <li>- NA</li> </ul>	<p>Ensure visitors are identified on arrival. Ensure visitors are signed in /out and are aware of setting procedure.</p>	Lead coach/ Holiday club coordinator
Surrounding industrial fences and gates	ASM Sports staff and Children	During sports	<ul style="list-style-type: none"> <li>- Entrapment</li> </ul>	<p>Ensure games and activities are set up leaving a safe distance from the perimeter of the sports area.</p>	Lead coach/ Holiday club coordinator

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<p>Persons feeling unwell prior to arrival, or at the point of arrival to the club.</p>	<p>ASM Sports staff and Children</p>	<p>Prior to arrival and ongoing</p>	<ul style="list-style-type: none"> <li>- Unwell, sickness</li> </ul>	<p>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) a new, continuous cough or a high temperature, b) a new, continuous cough or a high temperature. A senior member of the ASM Sports team 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: <a href="http://www.gov.uk/government/publications/covid19-stay-at-home-guidance">www.gov.uk/government/publications/covid19-stay-at-home-guidance</a> If a member of staff is sent home or needs to isolate they should inform their relevant member of the ASM Sports management team so that we can ensure that correct adult to child ratios are still being observed</p>	<p>Lead coach/ Holiday club coordinator</p>
<p>Stairs on site</p>	<p>ASM Sports staff, Children &amp; Community</p>	<p>Ongoing</p>	<ul style="list-style-type: none"> <li>- Slips, trips and falls.</li> <li>- Bumps</li> </ul>	<p>Ensure the stairs are clear for use and non-slip. Ensure a handrail is in place. Ensure the children are walking in a safe orderly way.</p>	<p>Lead coach/ Holiday club coordinator</p>

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<p>Persons developing symptoms during a club.</p>	<p>ASM Sports staff, Children &amp; Community</p>	<p>Ongoing observation.</p>	<p>- Unwell, sickness</p>	<p>If staff, young people, 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 in their own transport, they should be isolated while awaiting their collection. Children under 18 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 staff member. 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</p>	<p>Lead coach/ Holiday club coordinator</p>
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				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 an elevated 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 or volunteers. 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.	
Media consent	ASM Sports staff, Children & Community		- NA	parent or guardian will indicate whether they consent to media usage via myasm. Lead coach/ Holiday club coordinator will check this information before using any form of social media.	Lead coach/ Holiday club coordinator
Cleaning of contaminated areas.	ASM Sports staff, Children & Community	Ongoing observation	- NA	leaning 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	Lead coach/ Holiday club coordinator

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				<p>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, grabrails 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.</p>	
Waste disposal following contaminated area cleaning.	ASM Sports staff, Children & Community	Ongoing observation	NA	<p>Waste from 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</p>	Lead coach/ Holiday club coordinator

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				<p>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 treatment. ASM Sports staff should contact a member of the ASM Sports management team who will assist with this process.</p>	
End of day deep cleaning.	ASM Sports staff, Children & Community	Ongoing observation	NA	<p>SM Sports staff will be responsible for the stringent routine cleaning of their communal walkways and bubble spaces at their venues. Throughout the day the bubble staff should be cleaning frequently touched contact points as detailed below. In addition to this it is expected that each venue is deep cleaned at the end of each day. This is to preserve the safety of the 'daily bubble structure'. Coaches are expected to clean: - All door handles on their routes in, around and exiting the venue. - The sign in station: Computer mouse, key board, screen,</p>	Lead coach/ Holiday club coordinator

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				check in desk and chair. - Home Rooms: Desks, craft kits, chairs, toilets, sinks. - The sports equipment used by the children in your bubble, ready for kit rotation with another bubble. This should take place with standard cleaning products. Staff will be provided with disposable gloves and aprons to wear during this time.	
Surface contamination and ongoing cleaning as needed.	ASM Sports staff, Children & Community	Ongoing observation	NA	SM Sports staff will be provided with their own cleaning kit for the purpose of sanitizing equipment. The kit will include multi-purpose cleaner, sanitizing wipes and hand gel. Along with disposable cloths, gloves, aprons and bin bags. 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 coach at all times and kept out of reach of children. Where this is not Coaches are encouraged to return it to their vehicle in between use. It is the responsibility of the coach to replenish their kit from the provisions at the ASM Sports office. If a coach's individual RA states that they are not to attend the office, then they should inform a member of the management team when kit supplies are running low.	Lead coach/ Holiday club coordinator
Person to person contamination	ASM Sports staff, Children & Community	Ongoing observation		discuss with young children daily the importance of good hand hygiene. Supervise young children to ensure they wash their hands for 20 seconds more often than usual with soap and water or hand sanitiser and catch coughs and sneezes in tissues. Everyone should hand	Lead coach/ Holiday club coordinator

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				<p>wash on entry, before eating food and prior to going home. Additional hand washing opportunities should be highlighted by the ASM Sports coach or setting staff where he/she feels it is appropriate. Coaches should not offer hand sanitizer to children, 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. If water bottles must be refilled this should be supervised by an adult to ensure that the bottle does not touch the tap. Hand shaking and hand to hand contact games (such as circle games like 'The farmers in his den') should be removed from the programme of activities. Activities that require minimal hand contact are preferable. For example: football.</p>	
<p>access to the club, including drop off and collection.</p>	<p>ASM Sports staff, Children &amp; Community</p>	<p>Ongoing observation</p>	<p>NA</p>	<p>ASM Sports will clearly mark 2m waiting markers outside of the venue entrance. These should be placed safely away from traffic or moving vehicles. We request during the booking process that collection and drop off is limited to one parent or carer per family and all groups arriving at site adhere to the floor marked 2M markers 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</p>	<p>Lead coach/ Holiday club coordinator</p>

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				refuse entry (with a full refund) if we believe a child to be ill.	
Ratios, supervision, and bubble groups	ASM Sports staff, Children & Community	Ongoing observation	NA	<p>children will be placed into a daily bubble with other children of similar ages. Bubbles will be capped at a capacity of fifteen children. Siblings are not required to be in the same bubble. Consideration has been made about siblings being grouped together in a bubble; this will be at the coach's discretion if the siblings are close in age. Parents were surveyed and consistently preferred children to be grouped by age for social wellbeing. Each bubble will be referred to as a coloured group name and will remain the same name throughout the summer. This will allow us to keep a clear record on registers of which children have been in which group, and with which staff, throughout the course of the summer. Coaches to child ratios have been increased to 2:15. Children will be supervised by the same two coaches daily within their bubble. These two factors will ensure that children do not get combined or cared for by a different coach during AM/PM wrap around care. Every effort will be made to ensure that the coaches for each bubble remain constant throughout the summer (allowing a tolerance for illness and annual leave</p>	Lead coach/ Holiday club coordinator