

# Gresham's Co-Curricular Covid-19 Risk Assessment 2020/21

It is now imperative that as a School that every Co-Curricular Activity needs a Risk Assessment – there is a generic Risk Assessment below but Appendix A requires a specific one for your particular activity – this will often require National Governing Body/Government guidance to be inserted and how at Gresham's we will follow this.

TITLE OF ACTIVITY	
TIMINGS IN WEEK	
LOCATION IN SCHOOL	
ASSESSED BY	
DATE	
REVISION	

Severity \ Likelihood	1 Incident	2 Minor	3 Serious	4 Major	5 Catastrophic
5- Certain	5	10	15	20	25
4-Probable	4	8	12	16	20
3-Likely	3	6	9	12	15
2-Remote	2	4	6	8	10
1-Improbable	1	2	3	4	5

(Refer to RA Procedure for further detail on Risk Rating System)
<b>16-25 High Risk. Do not proceed until risk is below 15</b>
<b>7-15 Medium Risk. Ensure controls are in place and monitor</b>
<b>1-6. Low Risk. Keep under review</b>

**RISK=LIKELIHOOD X SEVERITY**

Ref	Activity/Plant/Environment (1)	Hazard (2)	People affected (3)	Without Controls (4)			Controls required (5)	Responsibility	With Controls (6)		
				L	S	R			L	S	R
01	<b>This is for all Co-Curricular Activities at Gresham's – Appendix A is the specific information for the activity in question</b>	Transmission of COVID 19	All Persons	4	5	20	<p>All persons are to maintain 2 metre social distancing where and when possible</p> <p>All persons are to wash their hands and sanitize when entering and leaving the premises.</p> <p>All persons to wash and sanitize their hands regularly, after coughing and sneezing and after removal of PPE.</p> <p>Only Student and staff allowed in the building / room.</p> <p>Sessions to be timed so that sufficient time is allowed for cleaning down.</p> <p>Current Risk assessment/s for this department remain in force.</p>	<p><b>Your Name</b></p> <p><b>Chris Manders HSO</b></p> <p><b>Will Chuter Deputy Head</b></p> <p><b>Simon Hawkey Estates and Facilities Manager</b></p> <p><b>Julie Flower DSL</b></p> <p><b>Dominic Atkinson AHCC</b></p>	2	5	10

						<p>All current Gresham's Risk Assessments and Policies remain in operation.</p> <p>Adequate supplies of Soap and Hand sanitizer to be maintained and distributed.</p> <p>Staff and student are to be trained in the use of hand hygiene Isolation Room or area to be identified for Suspected Covid 19 person.</p> <p>Any person showing signs of COVID 19 to be placed in the isolation room and assistance requested from the Duty nurse and School protocol followed</p> <p>Staff and students are to use their own equipment for the session and not share it where appropriate</p> <p>Work area to be cleaned down before and after use, and intermittently where necessary.</p> <p>All equipment, machinery, sports equipment to be cleaned before and after use.</p> <p>All sports training must follow current guidelines set out by their recognised nation body for that sport.</p>				
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## **Appendix A – Activity Specific Guidelines for Covid-19**

**This section is for your own specific activity.**

**Please complete the sections below on how you are going to run your session in line with the Risk Assessment above, Government Guidelines and sports governing bodies if required.**

### **General Information:**

***(In this section write a brief description of the activity, numbers of pupils, staffing, location and timings of the activity in question etc.)***

- *Primary School Swimming*
- *Four lanes (2m Lane Width)*
- *Max up to 16 swimmers in each session*
- *Swimmers will all swim in the same direction, set off at intervals and finishing at marked areas along lane rope.*
- *Overtaking is not permitted*
- *Swimmers will enter and leave the pool using the wall in their lane*
- *Swim teachers will teach on poolside and are not permitted to have any contact with a swimmer or their equipment. If it is necessary to provide in water instruction the teacher must remain 2m away from any swimmer and a face visor must be worn*

### **Preparing for the session to reduce the transmission of Covid-19:**

***(In this section include things like length of session, any other preparation work to be completed in advance e.g. cleaning balls in advance of session, keeping doors and windows open)***

- *Swimmers will arrive swim ready, remove outer clothes and walk to pool area through shower.*
- *Pool hall fire exit doors will be open during any lessons*
- *Swimmers will only use numbered floats issued to them and there will be no sharing of any equipment*
- *All used equipment will be cleaned after each lesson before being used again*
- *Pool sides, steps, floors, changing room benches, hooks, floors, toilets and any hard surfaces will be wiped down between each session*
- *Fifteen minutes will be allowed between each session to allow time for staff to clean*

## **Transport to reduce the transmission of Covid-19:**

*(In this section include any transport required and management of this e.g. minibuses to pick up children between sessions)*

- *Swimmers will sanitise their hands when leaving the pool and wait in the car park socially distanced from each other under the supervision of a member of swimming staff then hand over to collecting member of staff.*

## **Session Protocol to reduce the transmission of Covid-19:**

*(In this section you put how you are going to run the session such as hand hygiene, bringing own water bottles, using the toilet before they come, bringing own equipment, or are they being supplied etc. Social distancing. E.g. in cricket every 6 overs balls and hands sanitised)*

- *Swimmers will sanitise their hands upon entry and exit to the swimming pool*
- *Numbered floats will be issued so there is no confusion and floats will not be shared*
- *Swimmers need to provide their own hats and goggles and no help will be given to fit them*
- *Swimmers will remain socially distanced in and out of the pool*
- *Swimmers may bring and use a named water bottle*

## **After Session protocol to reduce the transmission of Covid-19:**

*(In this section include things such as students cleaning their equipment, hands on leaving, how to hand over to parents where necessary, isolating the student if showing signs of COVID 19 e.g. clean the balls using wipes after use and store)*

- *Swimmers will place used equipment in chlorinated water baths where they will remain submerged for a min of 30 seconds*
- *All hand overs to parents or staff will be outside the swimming pool building*
- *Parents should wait in the car park area and teachers will escort swimmers to them adhering to social distancing rules*
- *No spectators poolside*
- *Swimmers should be made aware of the detailed signage around the pool and in the changing areas*

## **Requirements to reduce the transmission of Covid-19:**

*(In this section outline anything that is required from Gresham's to make the sessions and activity safe e.g. sanitising bottles placed at entry to astros)*

- *Hand Sanitiser is available at the entrance of the swimming pool*
- *Window side of pool is only for swim teachers and lifeguards*
- *Lifeguards will wear face visors when working*
- *Office is only for swim staff and lifeguards*
- *PPE packs available for teachers and lifeguards to deal with any first aid or emergency situation.*
- *All teachers and lifeguards will receive covid update training before restarting work*

## **References and Attachments to reduce the transmission of Covid-19:**

*(In this section outline any government guidance, links to documents or websites that will be useful additional information)*

*Swim England – [swim.org](http://swim.org)*

*Swim Teachers Association – [sta.co.uk](http://sta.co.uk)*

*Royal Life Saving Society – [rlss.org](http://rlss.org)*

**Appendix B**

**I confirm that I will comply with the appropriate precautions detailed above and that I have read and understood the information above.**

Print Name	Signature	Date
Dominic Atkinson		
Chris Manders		

**Once this has been completed please return to Chris Manders Health and Safety Officer ([cmanders@greshams.com](mailto:cmanders@greshams.com)) and Dominic Atkinson [datkinson@greshams.com](mailto:datkinson@greshams.com) as an attachment**

**NO OPERATION SHOULD BE CARRIED OUT UNTIL ALL IDENTIFIED CONTROLS ARE IN PLACE & CONFIRMED IN WRITING**

**This Risk Assessment must be issued and communicated to those present and working in that activity**