


Risk Assessment



PART A. ASSESSMENT DETAILS

What is being assessed: Steps to prevent the spread of COVID-19 in Ormskirk School during evening and weekend activity for facility letting groups

Location: Ormskirk School

Team/School name: Address & Contact details:	Ormskirk School	Name of Person(s) undertaking Assessment:	Mr G Fairbrother
		Signature(s):	<i>g.fairbrother</i>
Director of Community	Mr M Forster	Date of Assessment:	23/09/2020
Signature:		Planned Review Date:	23/10/2020
How communicated to staff:	Email and copy on site in site office	Date communicated to staff:	23/09/2020

This Risk Assessment has been produced and published specifically in relation to the risks presented by Covid-19, and the associated control measures that have been introduced.

It complements, but does not replace, the existing risk assessments for Ormskirk School's facility usage, which remain in place and describe the control measures for non-Covid related risks.

In the event of any conflict between the control measures described in the different risk assessments, then this risk assessment shall take precedence, and the requirements of any other risk assessment shall be considered to be amended accordingly.

This risk assessment is specifically focused on the risk of catching or spreading the virus that leads to COVID-19. The potential severity of the hazard can range from nil (asymptomatic) to fatal in any individual.

The control measures are designed to reach at least the standards and guidance intended to control transmission, as issued by UK Government and Public Health England, using the latest scientific advice

Therefore the post-mitigation risk ranking is deemed to be acceptable on this basis, and there is little benefit in attempting to quantify more precisely the likelihood and severity of each sub-risk associated with COVID transmission, contained within this Risk Assessment.

Endeavour Learning Trust
All printed versions are uncontrolled

This risk assessment has been compiled based on the following governmental guidance <https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/providers-of-grassroots-sport-and-gym-leisure-facilities> and supporting documentation.

PART B1. HAZARD IDENTIFICATION AND CONTROL MEASURES:

Step 1 Identify significant hazards				Step 2 Identify who might be harmed and how		Step 3 identify precautionary measures already in place	
List of significant hazards (something with the potential to cause harm)		Who might be harmed?	Type of harm		Existing controls (Actions already taken to control the risk)		

<p>COVID-19 Transmission - General</p>	<p>Coaches/teachers, parents, students, facility staff, members of the public</p>	<p>COVID-19</p>	<ul style="list-style-type: none"> - No person is allowed to attend Ormskirk School outside of school hours if they or a member of their household are displaying symptoms of Covid-19, or have received a positive test result, and are still within the required self-isolation period as defined by UK Government, or are subject to a period of quarantine following travel to proscribed countries as defined by UK Government. - No parent, guardian or other responsible adult should transport or accompany a person to Ormskirk School if they are displaying symptoms of Covid-19, or have received a positive test result, and are required to self-isolate. - If a person displays symptoms of Covid-19 in the vicinity, or otherwise becomes unwell, they will immediately be requested to leave the building and should follow the prescribed UK Government rules on isolation. If under the age of 18, the user group will contact the parent/guardian to come and collect their child immediately. The user group will take care of the child who will remain with the group in isolation until the child is collected. - User groups have committed to notifying their members if a person from their group returns a positive Covid-19 test in which they have attended. - User groups committed to taking a register of attendees at all sessions within Ormskirk School which shall be retained by the group, in the event that this information is required for the purposes of "track and trace". These must be shared with Endeavour Community upon request for purposes of track and trace. - Each entrance point will have a new NHS QR Code on display and users over the age of 16 will be encouraged to scan the code when they arrive. This is to help trace and stop the spread of Covid-19. - All user groups to be sent a copy of the RA and must respond confirming that they have read and understood this document and agree to undertake the actions requested from them. Failure to comply will result in the cancellation of their booking - All user groups to be sent a disclaimer which confirms that no member of their group should be in quarantine due to previous travel at the time of using the facilities; and that no member of any of their user groups households, including themselves, are displaying symptoms of COVID19 as per NHS/PHE guidance at the time of using the facilities. This must be signed and returned to Endeavour Community before their first hire session. It is the responsibility of the user group lead to communicate this individual responsibility to each individual user within their group
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Access	Coaches/teachers, parents, students, facility staff, members of the public	COVID-19	<ul style="list-style-type: none">- Attendees to Ormskirk school fields and outdoor astroturf will be required to access the facility through the rear of site car park.- Attendees to Ormskirk school sports hall and gymnasium will be required to access the facility through the rear of site car park using the emergency fire doors to gain entry.- Initially there will be no bookings for the Dance/Drama studio or any other facility in school that requires user groups access through the school.- Members of the public from different households must socially distance when they exit their vehicles.
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Facility Entrance and Exit Points	Coaches/teachers, parents, students, facility staff, members of the public	COVID-19	<ul style="list-style-type: none">- All users over the age of 18 years and Endeavour Community staff must wear a face covering on entry to any building at Ormskirk School. For user groups, this may only be removed once their activity commences and must be worn when leaving the building or using the Forum toilet facility. Staff must wear a face covering on entry and when moving around site – this may only be removed when outdoors or when stationary in the designated office.- All outdoor user groups will only be permitted access to the area they have booked - either the MUGA/tennis courts, school fields or AstroTurf pitches.- Indoor sports hall and gymnasium users will only have access to the facility they have booked, with no access to the wider school.- A lead member (only one person permitted) of every user group (both indoor and outdoor) must visit the Community Desk which will be set up by the rear doors outside the Gym, to sign in with Endeavour Community staff. They must wear a face covering on entry to the building and must sanitise their hands upon arrival using the dispenser provided. They will then leave via the entrance door and make their way round to the back of site to join their group.- When a sports hall/gymnasium group leaves, they must leave through the fire doors at the rear of the site, avoiding the need to access the rest of the school under any circumstances. They must then return to their vehicles and leave site in an orderly manner.- When an outdoor user leaves, they must leave their area, return to their vehicles and leave site in an orderly manner.- Hygiene Stations to be set up with hand sanitiser, gels and wipes at the rear fire doors of sports hall, gymnasium and the entrance to the Astro. All users to sanitise hands upon entry and exit of the facility they have booked.
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Changing Rooms/Toilets	Coaches/teachers, parents, students, facility staff, members of the public	COVID-19	<ul style="list-style-type: none">- There will be no access to changing rooms for changing or showering before or after activity across the whole of the Ormskirk School site – this applies to both indoor and outdoor user groups.- The only toilet access permitted for outdoor and indoor sports hall/gymnasium bookings is the toilet in The Forum building, located to the left of the green gate when entering/exiting the rear of site. Toilet use is a 'one in, one out' system and must be controlled by the user groups. It is recommended that each user group, particularly if the group is a children's activity, arrange an ordered system of toilet use during their hire period. It is recommended that all adults only use the toilet facilities where absolutely necessary.- Users of the sports hall/gymnasium to arrive ready to do their activity with any bags to be stored in the sports hall/gymnasium during their activity. They must not under any circumstances, other than the toilet located in the Forum, enter another room in which their activity is not taking place. All users advised to include a change of clothing (if necessary) with which to depart the building in without using the changing rooms – this can be done inside their booking area which will be cleaned by facility staff after each use.
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<p>General Facilities</p>	<p>Activity In</p>	<p>Coaches/teachers, parents, students, facility staff, members of the public</p>	<p>COVID-19</p> <ul style="list-style-type: none"> - Maximum capacity of the sports hall/gymnasium during a period of hire should be determined by the user group, based on the guidance given by the relevant authority for that activity. - This should follow the 'rule of 6' for adult indoor team sports activities introduced by the government in September 2020. Any adult indoor team sports must adhere to this policy, meaning that they must be in groups of no more than 6 before, during and after their activity. - All COVID-19 compliance should be produced through consultation with user group members and a policy agreed for their activity. This must be shared with Endeavour Community staff prior to their first booking in order to confirm it complies with this risk assessment for general activity. It is recommended that each user group has a designated COVID-19 officer responsible for producing club protocol. - Avoidance of noisy activities to avoid people raising their voices in the sports hall/gymnasium in close proximity to each other– e.g. any music to be played at a lower volume. - It is expected that guidance provided by the relevant authority will be adhered to in all situations/circumstances. - Fire doors (which are being used for entrance/exit) will remain open for increased ventilation. Endeavour Community staff will be responsible for ensuring these are securely closed before locking the building.
<p>Member of public becomes unwell during a session</p>	<p>Activity In</p>	<p>Coaches/teachers, parents, students, facility staff, members of the public</p>	<p>COVID-19</p> <ul style="list-style-type: none"> - In the case of an emergency, any necessary first aid will be undertaken by Endeavour Community staff using PPE (as per usual procedures) and the Community Manager will be informed if any Covid-19 related symptoms are suspected. Accident Report/Administration of First Aid to be reported and recorded following the guidance set out in the Endeavour Community Staff Handbook.

<p>Hygiene Measures and Managing Contact</p>	<p>Coaches/teachers, parents, students, facility staff, members of the public</p>	<p>COVID-19</p>	<ul style="list-style-type: none"> - In every indoor area, the frequency of hand sanitising and surface cleaning to be increased through poster and hygiene station displays. - Hand gel available at entrance and exit points to be used by all, upon entry and exit to the building and during activity where appropriate. - Policies communicated in advance of returning to the facilities regarding hygiene measures with customers. Customers informed prior to and at the point of arrival, via email and/or telephone calls with Endeavour Community. Only once Endeavour Community has confirmed that they believe the user group will comply with this risk assessment will a user group be allowed to take part in their activity. - Toilets in the Forum building for outdoor/sports hall/gymnasium users will be cleaned by facility staff at regular intervals and before the next user of each facility arrives for their activity. - Adult users to be encouraged to use the toilet at home before and after their session – toilets in The Forum should only be used where necessary and only one male and one female to be permitted to use the appropriate toilet at any one time. - Everyone should make every reasonable effort to comply with the social distancing guidelines set out by the government (2m). Signage to ensure staff and members of the public are aware and reminded of social distancing. - No cash to be taken in by Community staff, bookings now made online through new booking platform launched September 2020. - Doors to be safely fixed open where feasible. - Equipment that is permitted to be readily accessible avoiding contact with storage compartments and sanitised between use by Endeavour Community staff. - No paperwork permitted to be transferred to staff or members of the public – must be done electronically. - Endeavour Community Staff to follow cleaning procedures (see cleaning policy) and use cleaning checklist to ensure thorough cleaning of all areas accessed by user groups with a particular focus on all 'touch points'.
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Spectators	Coaches/teachers, parents, students, facility staff, members of the public	COVID-19	<ul style="list-style-type: none"> - Parents/carers of sports hall/gymnasium/dance studio users under the age of 18 to be actively encouraged to wait for their family member outside of the building. - Where parent/carers are required to enter the facility they must sanitise their hands, wear a face mask and are required to remain standing at all times adhering to social distancing guidelines.
Session Spacing	Coaches/teachers, parents, students, facility staff, members of the public	COVID-19	<ul style="list-style-type: none"> - A suitable break will be in place between sessions to enable groups to enter and exit and maintain social distancing rules at all times. All users to exit their building as soon as possible after their session. Where there is more than one fire door groups will be requested to use a one way system entering via one door and exiting via another. Signage used to denote this. - A minimum of 15 minute intervals has been timetabled between all indoor bookings to allow for cleaning (see cleaning schedule) and restrict groups from crossing over with one another. - This will allow cleaning time for facility staff. All equipment in use by indoor groups must be sanitised by staff with appropriate cleaning materials provided by Endeavour Community before the next user group enters the facility.

This general risk assessment will apply to this area/task/activity in most schools providing the control measures described are in operation and there are no further local significant hazards. If it does not fully apply, please go to Part B2 on the next page. If it fully applies please sign below.

I certify that the risk assessment above fully applies to the area/task/activity under assessment in Ormskirk School.

Name: Mr G Fairbrother

Title: Community Manager

Date 23/09/2020

If the control measures described are not in operation and further action is required or there are further local significant hazards please record these here, transfer any actions required to the Action Plan at Part C below and sign off below. Do not sign off above if further actions are required.

PART B2. HAZARD IDENTIFICATION AND CONTROL MEASURES:			
Further significant hazards	Who might be harmed?	Type of harm	Existing controls (Actions already taken to control the risk)

PART C: ACTION PLAN Step 4 Further action / controls required

Hazard	Action required	Person(s) to undertake action?	Priority	Projected time scale	Notes / comments	Date completed