



**HANFORD**  
SPORTS

**AFTER SCHOOL CLUBS AND HALF TERM CAMPS**

**UPDATED MONDAY 14<sup>th</sup> JUNE**

**VENUES: HATHERN CE PRIMARY  
SCHOOL, LE12 5LJ  
KEGWORTH PRIMARY  
SCHOOL, DE74 2DA**

**1) Managing Risk: General Safety Measures Document (14/6/21). Compilation of Risk Assessments Key Points.**

**2) Key Risk Assessments\*: (14/6/21).**

**2a) Indoor Setting**

**2b) Outdoor Setting**

**2c) Risk Management**

**2d) First Aid**

**2e) Site**

**2f) Drop Off/Collection Points**

**2g) Missing Child Protocol**

**2h) General: Half Term Camps**

**2i) Cleaning and Hygiene**

**3) HANFORD SPORTS liability certificate**

**3A) Staff Data\***

**4) Insurance Policy\***

**5) First Aid and Epipen\***

**6) Food Hygiene Certificate  
(No food on site Half Term 2021)\***

**7) General Daily Timetable\***

**8) Cleaning Measures: Daily Routine\***

**9) Booking Information\***

**10) Photo Consent Forms Record\***

**11) Blank Photo Consent Form\***

**\*FOR STAFF PURPOSES AND TO REMAIN ON SITE**

## **Safely enhancing and supporting physical and emotional wellbeing through Out Of School Settings (OOSS):**

### **Managing Risk: General Safety Measures Document (14/6/21). Compilation of Risk Assessments Key Points.**

To all Parents, Carers and Staff, Thank you for your continued support during these exceptional times. We are delighted to be offer you our After School Club and Half Term Camp Provision. As we continue to overcome the challenges of Covid-19, this document is designed to highlight all the key areas of our extensive Risk Assessment and help to reassure you that yours and your children's safety and wellbeing is at the forefront of our planning and our main priority. At all times we are directed by the Government Guidelines and we will continue to maintain up to date information at [www.hanfordsports.com](http://www.hanfordsports.com).

<https://www.hanfordsports.com/>

Your Sincerely

Ben Hanford

Hanford Sports @ Hathern CE  
Primary School

## **Risk Assessing: Managing Risk: General Safety Measures Document. Compilation of Risk Assessments Key Points.**

### Summary

#### **Government Guidance: Protective measures for out-of-school settings during the coronavirus (COVID-19) outbreak**

Provision for children can operate over the Half Term holiday, with safety measures in place. Providers are now able to open for both outside and indoor provision provided that they follow the protective measures set out by government.

Please note, The Government has identified that 'Attending Out Of School settings can have a positive impact on the wellbeing of children and young people. However, it is crucial that we ensure we are minimising the risks to the nation's health. Parents and carers are encouraged to limit the number of settings their children attend, and ideally to ensure their children attend the same setting consistently'.

Hanford Sports will operate as planned.

**REVIEWED 14/6/21 BY HANFORD SPORTS**

#### Key points:

Children will be assigned to a 'Pod' of up to 30 and these will remain consistent as far as possible. (e.g. It may be that 1 group of 30 may split during a day that only children from that same Pod exceed 30)

Drop off and collection points will be open to Pod members only

Minimise adult to adult contact at gates

The majority of staff will not require PPE. PPE is only needed in a very small number of cases:

- children, young people and learners whose care routinely already involves the use of PPE
- PPE should be worn if a distance of 2 metres cannot be maintained from any child, young person or other learner displaying coronavirus (COVID-19) symptoms

Therefore Hanford Sports will not be making PPE compulsory and will seek to maintain a nurturing and comfortable environment for attending children.

Hanford Sports will provide Hand sanitizer, face masks, gloves and gowns optional for staff and available should a child demonstrate Covid-19 symptoms.

We do not expect or enforce PPE for your child but will always support your judgment, if you wish for your child to wear PPE this will be for them to monitor. We will of course always support the emotional needs of all our children.

Hanford Sports will support the Governments Test and Trace service by:

- making the school as safe as possible for staff, children and parents
- promoting the need to get tested if anyone is symptomatic
- encouraging staff to heed any notifications to self-isolate and supporting them when in isolation

If anyone in Camp becomes unwell with a new, continuous cough or a high temperature, or has a loss of, or change in, their normal sense of taste or smell we will arrange for that person (adult or child) to be collected or sent home and

advised to follow the [COVID-19: guidance for households with possible coronavirus \(COVID-19\) infection guidance](#).

If a child is awaiting collection indoors, they should be moved, to a room where they can be isolated, depending on the age of the child and with appropriate adult supervision.

Where the child, young person or staff member tests negative, they can return to the setting and the fellow household members can end their self-isolation.

If the child, young person or staff member tests negative but is unwell, they should not return to that setting until they are recovered.

Where the child, young person or staff member tests positive, NHS Test and Trace will speak directly to those they have been in contact with to offer advice. This advice may be that the rest of their class or group within the setting should be sent home and advised to self-isolate for 14 days.

At our 2021 Camps the best interests of our children must and will always continue to come first. As a provider of services to children and young people, we understand the importance of creating spaces, services and opportunities that enable everyone to engage equally.

I am confident we can run and maintain a safe and fun environment for all our children at Half Term Camps this year. I completely trust the staff in place, who will all be working to the strict risk assessing and safety measures. Each member of staff is experienced and trained in working with a variety of young people. It has been a challenging time for our staff as it has for us all and will continue to be so. We will do everything we can to ensure that our setting is safe for your child/children as well as our staff.

The safety of the children and staff remains our overriding priority, we have liaised closely with School's to identify key protective measures and guidance in anticipation of these updated regulations. We're following all appropriate government guidance available for schools and childcare settings to ensure we run a safe camp that still enables children to have an amazing time.

### Key points from June 14th 2021

- We will continue to appropriately set and review groups, keep up-to-date records of the children attending and members of staff in each pod.
- maintain awareness of maintaining social distancing in setting
- Prioritise outdoor activities, ensuring indoor activities maximise natural ventilation and follow our strict hygiene and cleaning policy.
- sports and art equipment will continue to be individual to each pod as far as possible and cleaned between groups when shared.
- children to bring essential items only (bag, weather appropriate clothing, lunch, drinks etc.) We discourage bringing phones, please liaise with Ben, and have a no device/games policy.
- Our camps continue to create opportunities that enable everyone to engage equally



## Managing Risk

### The importance of the 'hierarchy of controls'

Based on SAGE (Scientific Advisory Group for Emergencies) modelling, the hierarchy of controls are factored into our planning to help prevent the spread of COVID-19. These are set out below:

- Controlling the transmission of the disease: minimising contact with children and adults who are unwell by ensuring that those who have coronavirus symptoms, or who have someone in their household who does, do not attend Camp.
- Management and control through personal hygiene: cleaning hands more often than usual - washing hands thoroughly for 20 seconds with running water and soap and dry them thoroughly or use alcohol hand rub or sanitiser ensuring that all parts of the hands are covered.
- Ensuring good respiratory hygiene: promoting the 'Hands. Face. Space' approach
- Enhanced cleaning regimes: cleaning frequently touched surfaces often using standard products, such as detergents and bleach.
- Minimising contact and mixing: altering, as much as possible, the environment (such as room layout) and timetables (such as staggered break times).

## Timings

### **Camp Day**

- Split entrance/exit times are no longer necessary however, using all available entrances so that each pod can start and finish school without coming into contact with children from other pods will remain in place.
- Adults will not come into the buildings of the school, but will instead line up outside the entrances, and encouraged to leave in a prompt manner. Clear markings will be made on the playground/pavement leading to each entrance providing safe distancing.
- Collection will run in reverse, with pupils meeting parents at the door and 'released' to parents/carers in an orderly manner.

### **Lunchtimes and Break times:**

- Lunchtimes will be staggered so that each pod will have a time slot to eat their lunch, either in their base or outside, without contact with other pods.
- Lunch will be eaten with the adult(s) from their pod/base.
- Lunch and Snacks to be provided from home, no food provision on site. Water refills only and to be made by staff. NUT FREE.
- Each pod will have a designated playtime slot, with only 1 pod in any one outside area at any time, and hands will be washed before coming back into base.
- Each pod will run its own individual timetable, ensuring regular breaks.
- Each pod will be responsible for ensuring no mixing occurs between pods at the break and lunch times (staggered). Pods are encouraged to use the outdoor environment as often as possible, ensuring maximum distance between other pods.

## Quality of Delivery

Staff are delegated responsibility to specialise in that activity to ensure weekly plans and activities are ongoing.

The main focus of our delivery is for resocialisation, mental health and Enjoyment. Following initial grouping of children, additional plans will be reviewed to reflect the 'pods' needs.

## Health and Safety guidance

### Hygiene and hand washing:

- Children will continue the routine of regular hand washing that they practiced before lockdown: washing them at the start and end of each day, after break time and before and after lunch, after visiting the toilet and before they leave for home as minimum. Staff will consistently demonstrate and encourage good hygiene throughout the day.

**Essential items** – only send your child(ren) with a coat, water bottle and lunchbox to school. No games, gadgets, media devices, pencil cases, book bags or soft toys, etc. Prizes, crafts creatiuins etc to go home at the end of the last day of that individuals booking.

**No Mixing of pods** – no pods will be allowed to mix with each other. Each pod has an allocated set of toilets and sinks to use. Hanford Sports has the right to use 'best judgement' in managing this as consistent as far as possible. (e.g. It may be that 1 group of 15 may split during a day that only children from that same Pod exceed 15)

**Adjusted Routes in/out of Camp** – there will be a number of gates/entrances open to come into and out of school. You will be advised which gate/entrance to use and please arrive at the gate at the correct time. This is so there aren't too many people there at once.

**Basic hygiene reinforced** – children will be reminded to wash their hands regularly throughout the day, especially before they go home

## Risk Assessment – Key extracts

## **Site considerations**

- Designated base for each pod to host max 30 children with 2 Coaches for the day.
- Limiting the amount of contact between different groups of children (such as smaller pod sizes with children and staff spread out more).
- Designated toilets for each pod.
- Access to hand washing facilities for each pod.
- Soap and hot water in every toilet (and base where possible).
- Each pod will have a designated entry and exit point and parents will collect children from this area only.
- Markers to indicate social distancing whilst waiting to drop and collect children
- Removal of furniture from bases that are not deemed essential.
- Some parts of the school and playground may be out of use.
- Office spaces 'Out Of bounds'
- Furniture rearranged to support the 1.5m social distance where possible.
- School building closed for lettings and other building use.
- Reduction or exclusion of visitors on site.
- Adhere to staff and child ratios.
- Encourage only one parent to drop off and collect child.
- Parent's to drop off child at gate and a Coach will send children to pods. At the end of the day a Coach will dismiss children as parents arrive at gate. A member of staff will notify of adult arrival.
- Parents to only enter site with pre-arranged booking.

## **Cleaning and hygiene**

- Clean of whole site before opening.
- Additional cleaning capacity throughout the day.
- Staff to have access to disposable cloths and sterilizing fluid that is safe to use around children so that they can clean surfaces and handles more frequently.
- Checklist of items to be cleaned on daily basis.
- Each pod to have soap, hand sanitizers, paper towels, tissues and bins.
- Children encouraged to wash hands for 20 seconds when entering and before leaving school, after coughing or sneezing, after using the toilet, before and after handling food.
- Children to be taught to 'Hands. Face. Space'.
- Internal doors will be propped open to avoid use of handles.
- Cleaning response to a confirmed or suspected Covid 19 case is agreed.
- Wear disposable 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.
- 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.
- 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), use protection for

the eyes, mouth and nose, as well as wearing gloves and an apron. Waste should be double bagged and stored safely away from children and kept aside for 72 hours before disposing of in general waste.

- wash hands regularly with soap and water for 20 seconds, and after removing gloves, aprons and other protection used while cleaning.
- Increase focus cleaning on touch points and tables.
- Prepare for additional deep cleaning if required.
- Adequate cleaning supplies in place for long term arrangements and continual supply.

### **Staffing**

- Identify staffing levels through an audit to ensure the reintegration of children adheres to guidelines.
- Agreed staffing and rota in place.
- May need to “introduce a temporary cap on numbers to ensure safety is prioritised”. Bookings already made and paid for will not be affected.
- Contingency plan to cover staff in case of absence.
- Ensure that on site there is always at least one first aider and where possible someone with Paediatric First Aid.
- Staff identified as clinically/extremely vulnerable should work from home.<sup>1</sup>
- Clinically vulnerable staff should take extra care of social distancing and work from home where possible.<sup>1</sup>
- Staff with other health issues should seek advice from their doctor.

### **Transition around site**

- Access rooms from outside where possible.

- one-way circulation or place divider in corridors to keep groups apart.
- No movement between pods.
- Playground will be zoned off for each pod.
- Each pod has own designated toilets to use.
- Lunches in base
- First Aid box in each base.
- Adults to adhere to 2m distancing where possible whilst on site.

### **Delivery**

- Children will in their own designated pod with the same Coach for the day.
- The same base to be used by each pod.
- Children will remain in these pods for the duration of the day, no mixing with children from other pods.
- Each child will have own designated space.
- Reduce sharing of resources.
- Any shared or frequently used resources will be collected by adult and sterilized.
- Sports equipment to be sterilized between each session.
- No items to be brought in from home except water bottle and lunchbox which will be kept in own space..
- No books or resources will be sent home.
- Soft furnishings removed from each classroom as well as any shared resources.
- Use disposable drinking cups if needed.

- Staggered break and lunchtimes.
- Consider which activities will be delivered to reduce movement around school.
- Not to use outdoor equipment unless it can be cleaned appropriately between groups of children using it.
- Set age appropriate challenges by designated staff.
- Wear apron and gloves whilst changing a child and dispose of these in the bin provided.

### **COVID-19 Infection Control**

- Follow advice from COVID-19 guidance for households with possible coronavirus infection guidance.
- If child is unwell and presenting symptoms, remove from base, isolate and call parents. Designated adult to remain with child in isolated area if suspected case of Covid 19.
- PPE to be worn by staff caring for child if a distance of 2 metres cannot be maintained.
- Normal 48 hours after last symptom if not Covid related.
- If the toilet is needed they use an isolated toilet where possible. This will need to be disinfected after.
- Contact relevant agencies e.g. LA/Public Health England.
- Have designated isolation area with member of staff to stay with child whilst maintaining 2m social distancing if possible.
- Where a child needs direct personal care whilst at school the adult should wear disposable gloves, apron and a fluid-resistant face mask and eye protection if at risk from splashing to the eyes from coughing, spitting or vomiting.
- Inform staff and parents in pod.
- Increase monitoring of other children in pod.



- Core reminders of hand washing and social distancing.
- Contact relevant agencies e.g. LA/Public Health England.
- Where a child needs direct personal care whilst at school the adult should wear disposable gloves, apron and a fluid-resistant face mask and eye protection if at risk from splashing to the eyes from coughing, spitting or vomiting.
- If child or member of staff has confirmed case of Covid they are to self-isolate for 7 days. Their fellow household members should Self-isolate for 14 days.
- The whole pod that the child or staff was in has to isolate for 14 days but not their household unless they too show symptoms.
- Deep clean of the classroom base.
- Inform staff and parents.

Documents that have been referenced when producing the risk assessment:

1 DfE: Coronavirus: implementing protective measures in education and childcare settings.

2 DfE: Opening schools and educational settings to more pupils from 1 June: guidance for parents and carers (Updated 14/6/21).

3 DfE: Planning guide for primary schools. (Updated 14/6/21)

4 DfE: COVID 19: cleaning in non-healthcare settings (Updated 14/6/21)

5 DfE: Safe working in education, childcare and children's care settings, including the use of personal protective equipment (PPE). (Updated 14/6/21)

DfE: Opening schools for more children and young people: initial planning framework for schools in England (Updated 14/6/21)

DfE: Managing school premises, which are partially open, during the coronavirus outbreak. (Updated 14/6/21)

Leicestershire County Council Health & Safety Team: COVID-19 risk assessment template (developed with Covid-19 risks as known Updated 14/6/21)

DfE: Protective measures for Out Of School Settings (OOSS) during Coronavirus (COVID-19) outbreak. 23rd June 2020 (Updated 14/6/21).

**Date: 16/08/21**

**HANFORD SPORTS: Liability Certificate**

**AFTER SCHOOL CLUBS AND HALF TERM CAMPS: Academic Year 2021/22**

**Hanford Sports**  
**SPECIALIST SPORTS COACHING**  
**7 FARNHAM ST**  
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**AFTER SCHOOL CLUBS AND HALF TERM CAMPS - SPORTS,ARTS AND CRAFTS,LATE STAY**  
**- CERTIFICATE OF LIABILITY**  
**ASC 3:15-5:30/4:30pm**  
**HTC 08:30am-3:30pm**

This certificate is to confirm that HANFORD SPORTS coaches hold the relevant qualifications and documentation in the below criteria appropriate for the delivery of **AFTER SCHOOL CLUBS HALF TERM CAMPS - SPORTS,ARTS AND CRAFTS.**

<b>Site</b>	Hathern CE and Kegworth Primary School
<b>Name of certificate holder</b>	Mr Ben Hanford-Sadik- Hanford Sports
<b>Date of commencement</b>	Monday 16th August 2021

<b>LIABILITY INSURANCE – PL-PSC10000655423/07</b>	<b>DATE: 18/09/2020</b>
<b>DBS REGISTERED - 001672194470</b>	<b>DATE: 11/09/2019</b>
<b>CHILD PROTECTION (INCLUDING PREVENT) – Hathern CofE Primary School</b>	<b>DATE: 23/08/2021</b>
<b>EMERGENCY FIRST AID AT WORK- 52693</b>	<b>DATE: 2020-2022</b>
<b>EPIPEN- Hathern CofE Primary School</b>	<b>DATE: 08/08/2020</b>
<b>SAFEGUARDING - Hathern CofE Primary School</b>	<b>DATE: 23/08/2021</b>
<b>CONFIDENTIALITY AGREEMENT-</b>	<b>DATE: 23/08/21</b>

**Lead Coach Name(print): BEN HANFORD-SADIK**

Signed: BHS

Date:16/06/2021

**Notes:**

**Any questions or concerns feel free to contact Ben:  
[ben@hanfordsports.com](mailto:ben@hanfordsports.com)  
[www.hanfordsports.com](http://www.hanfordsports.com)**

**Yours Sincerely**

**Ben Hanford**