

Risk Assessment Checklist for COVID-Secure Sports Fixtures

Visit Details <i>(Give a description of the trips, locations, specific activities, etc. covered by this assessment)</i>	
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What does the visit organiser do with this risk assessment?

1. Consider the hazards that may affect your participation in offsite sport covered by the generic assessment. A list of general risk factors is included, but you can add others that you think apply or remove those that are not relevant.
2. Update the 'persons at risk' if you believe there are others to be included.
3. Your school should have these general arrangements in place for regular offsite fixtures and participation in sporting events. Check to make sure the precautions in this assessment are in place.
4. Add any extra information that is relevant to how you manage your visits.
5. Bring this risk assessment to the attention of all staff that have responsibility for taking pupils off site.

1. These are the general risk factors you would normally have to consider during these trips	
- Injury from participation in PE and sports - Slips, trips and falls - Vehicle/pedestrian conflict (e.g. roads, car parks etc.) - Getting lost or separated from the rest of the group - Behaviour (presented by individuals) - Child protection issues (unsuitable contact/abuse) - Weather extremes (exhaustion/hypothermia/ sunburn) - Venue hazards (fire, falls, etc.) - During travel (e.g. road accident, breakdown etc.) - Sickness/hygiene related illness - Accidents and emergencies - Transmission of Covid-19	
Are there any more risks you can think of that are associated with these trips?	Y/N

2. These are persons that could be at risk during the trip
Pupils Staff and volunteers Members of the public

Have you got anyone on the trip that requires a personal risk assessment? (e.g. because of medical needs or challenging behaviour.)	Y/N
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3. Generic Measures and Precautions		Confirm
Staff are made aware of GCC's <i>Standard for Offsite Visits and Journeys</i> and how to access competent health and safety advice. Staff are made aware of guidance in Section 16 of the standards <i>Offsite Sports Fixtures, Tournaments and Events</i> .		
Schools must only return to sport when they are ready and have the appropriate measures in place to prevent transmission of COVID-19.		

All staff selected to accompany teams are appropriately trained, experienced and qualified to competently fulfil their roles and responsibilities.	
Staff are fully aware of COVID-19 guidance for re-starting competitive sport issued by the relevant governing bodies and the required actions for each sport.	
Participants who are unwell or have coronavirus (COVID-19) symptoms should not be in school anyway, but are not to attend fixtures. Staff must check with everyone prior to departure that they or someone they live is not suffering with a high temperature, continuous cough, or loss of or change to their sense of smell or taste.	
Parents/carers are fully informed of schools participation in offsite sports and are made aware of: • their child's participation in each offsite fixture; • transport; • emergency contact arrangements; • venue details; • dispersal/collection points and estimated times.	
Where participants notify parents that they have been selected for a team and provide details of the times etc: • sufficient notice is given to allow participants the opportunity to inform parents; • it is made clear to participants and their parents that it is their responsibility to provide the relevant information; • participants are warned that failure to notify their parents is a discipline matter.	
Accompanying staff have up to date emergency contact information for all participants.	
Staff identify any participant that may require a personal risk assessment (based on special needs, medical conditions or challenging behaviour) and plan what arrangements to put in place.	
Staff identify any participant that requires medication (e.g. inhalers, allergy and hay fever relief, Epipens, insulin, etc.), including where pupils have personal responsibility for taking any necessary medication.	
There is an emergency plan for dealing with any incident on the visit. Contingency arrangements have been considered for the following: • who supervises the team should the member of staff need to go to hospital with a pupil, and the arrangements necessary to hand over responsibility for visiting pupils to a third person for escort back to their own school; • action in the event of illness; • early completion or abandonment of the event; • a supervision strategy if parents who will collect their child are delayed; • arrangements in the event of delays in the journey.	
Procedures should anyone become unwell with COVID-19 symptoms during the visit: • they are to be removed from the group immediately; • they are kept isolated from any other person for the remainder of the fixture in a suitable place with appropriate social distanced adult supervision if required; • PPE to be taken and worn by staff if a distance of 2 metres cannot be maintained, including fluid resistant face mask, gloves and apron (all ideally disposable). • everyone who has had contact with the unwell pupil/staff member to wash or sanitise their hands; • if possible arrangements should be made for the unwell child/staff member to be collected by a member of their family or household;	

• if that is not possible, during the return journey they should be distanced as far as possible from the rest of the group; • once back at school follow normal school procedures - move the pupil to a room where they can be isolated whilst awaiting collection.	
Supervision ratios are appropriate and sufficient to manage the team(s) safely and respond to emergencies.	
All host schools or event organisers take account of the venue issues and organisation of the fixture or event to assess any risks. This includes the risk of COVID-19 and protective measures required. The host school is COVID-secure. Any issues are communicated to the visit staff. On arrival the visit staff check arrangements for the team and do a cursory safety check of the venue, facilities and equipment and report any issues to the host.	
Where possible avoid using host school changing rooms. Players should arrive and leave changed and shower at home.	
Ensure frequent washing/sanitising hands, including when getting on and off transport; after removing face coverings, touching surfaces, using the toilet; before and after eating; before, during and after matches; following any treatment of injuries, etc.	
The extent and nature of first aid required is assessed: • first aid kits will be carried and equipped with appropriate PPE (including face covering);; • one or more staff have a current first aid qualification; or • a person is appointed to take charge of the first-aid arrangements, including looking after the first aid kits and calling the emergency services if required; • one or more staff have knowledge of sports related injuries and dealing with an initial injury situation; • members of staff are relying on external first aid cover at the venues.	
The following checks are made before setting off: • numbers in the group are checked, the register will be taken and a list left at school; • a staff or school mobile 'phone is to hand in case of emergency and contact numbers are left at school; • participants have the appropriate kit, footwear, hand sanitiser, drinks bottle and face covering; • medication and other personal needs; • emergency contact information is to hand during the journey.	
On arrival at the venue or any stops, staff provide instructions relevant to each location. Before getting off the coach participants are briefed: • where to go and what to do once they have left the vehicle; • any hazards and any safety precautions; • standards of behaviour; • to remain in groups at all times; • what to do if they become separated; • a meeting point and time.	
Participants are fully briefed on COVID-secure modifications, such as avoiding hand shakes, social distancing, no spitting, goal celebrations, hand and respiratory hygiene, etc.	
Guidance on social distancing principles to be followed at all times by all those present, including players, staff, match officials and any supporters.	
For travel by coach	Confirm Y/N
• Reputable and trusted coach operator used.	

- At least one member of staff travels on each coach to maintain good order and ensure young people keep seat belts on. - Discuss COVID-19 arrangements with the coach operator and driver(s), including check vehicles will be cleaned before the journey and hand hygiene and face coverings requirements. - Transport planned to allow distancing within vehicles if pupils are from mixed bubbles (this may mean large vehicles or more are used).	☐ ☐ ☐
For travel by school minibus	
- All minibus drivers hold a valid licence. - Drivers are trained to MiDAS or other assessed course. - Minibuses are regularly serviced and checked. - Minibus is cleaned before and after use, including handles and other frequently touched surfaces. - Plan to allow distancing within the minibus if pupils are from mixed bubbles. - Ensuring good ventilation of fresh air by keeping windows or roof lights open. - Pupils over 11 and adults to wear a face covering (unless exempt) on vehicles if they are likely to come into contact with people outside of their bubble during travel. - Established procedure followed during vehicle breakdown. - Passengers are reminded about behaviour during travel and to wear seatbelts.	☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐
For travel by car	Confirm Y/N
Any drivers have declared the following: - They hold a valid licence with no endorsements or points on my license, or have declared any points and the reasons for accruing them. - They have insurance that covers business travel and transporting young people. - Cars kept in safe running condition and where required, has a valid MOT certificate.	☐
All passengers use a seat belt with a child seat or booster seat as appropriate.	☐
During journeys: - windows to be open for ventilation; - the driver and passengers over 11 wear a face covering (unless exempt); - seating arranged to maximise distance between people in the car; - use hand sanitiser; - the car is cleaned between journeys including door handles and other areas touched.	☐
If parents take responsibility for arranging their own transport of their child to the venue, they should be informed to avoid sharing lifts or of the precautions to be followed.	☐
4. Additional points that the school is adopting/noting for this trip:	

Where participation fixtures and sporting events generally follow these same organisational procedures, it is acceptable for this single risk assessment to cover all these trips so you need not carry out a risk assessment every time. Although every trip and every group is different (so staff still need to think about the specific risks and whether any extra controls are required to deliver each trip safely) a regular check to make sure the precautions in this assessment remain suitable and are implemented is all that is required.

Declaration:

I confirm that I have checked what we will be doing against the standard controls in the risk assessment above plus any others I have identified. I will ensure these arrangements will be followed by all visit staff and participants so that the risks are adequately controlled.

Name: _____ Position: _____ School: _____

Date: _____ Date(s): _____