

PH Sports – COVID-19 Adaptions Risk Assessment

Risk Managed	Effects of COVID-19 on PH Sports	Number of persons involved	N/A
Assessed By	Peter Drew, Tom Martin, Abbie Morrissey, Justin Bryant	Date	28/05/20
Approved By	Pete Hickerton	Date	28/05/20
		Updated	20/01/21*

*Updates made on the date shown above are highlighted in yellow

Sections/Areas Outlined	Working on school site
	Use of and cleaning equipment
	Risks associated with the use of PPE
	Cross-contamination risks
	Preparation to limit risks
	Risks within PH Sports Office

Potential Severity of Harm	Meaning of the harm description
Fatal/Minor Injury	Death, major injuries or ill health causing long term disability/absence from work
Serious Injury	Injuries or ill health causing short-term disability/absence from work (over three days absence)
Minor Injury	Injuries or ill health causing no significant long-term effects and no significant absence from work.

Likelihood of Harm	Meaning of Likelihood
High (frequent)	Occurs repeatedly/ to be expected
Medium (possible)	Moderate chance/could occur sometimes
Low (unlikely)	Not likely to occur

Risk Rating Matrix	High (frequent)	Medium (possible)	Low
Fatal/Minor Injury	Very High Risk	High Risk	Medium Risk
Serious Injury	High Risk	Medium Risk	Low Risk
Minor Injury	Medium Risk	Low Risk	No Significant Risk

Section

Working on school site

What is the task/activity or Environment you are assessing?	What hazards are present or may be generated?	Who is affected or exposed to hazards?	What severity of harm could be expected?	Further Controls (responsibility of Staff and Location provider)	What likelihood is there of an accident occurring?	What is the risk rating?
Social distancing of pupils within lessons	Pupils coming within 2 metres of each other.	Pupils	Serious	<p>Staff are provided with lesson plans designed specifically to ensure social distancing guidelines are adhered to.</p> <p>Layout of sessions encourages segregation of pupils where possible.</p> <p>Staff will encourage and remind pupils when necessary to remain 2m apart.</p>	High	High
Social distancing between staff and pupils within lessons	Pupils coming within 2 metres of staff.	Pupils and staff	Serious	<p>PH Sports staff will avoid 'close contact' with pupils, school staff and other PH Sports staff where possible.</p> <p>Close contact is defined: https://www.gov.uk/government/publications/guidance-for-contacts-of-people-with-possible-or-confirmed-coronavirus-covid-19-infection-who-do-not-live-with-the-person/guidance-for-contacts-of-people-with-possible-or-confirmed-coronavirus-covid-19-infection-who-do-not-live-with-the-person</p> <p>PH Sports staff will ensure pupils are aware of the boundaries and rules to follow during the lesson.</p> <p>Staff will encourage and remind pupils when necessary to remain 2m apart.</p>	Medium	Medium
Pupils travelling to and from lessons	Pupils coming within 2 metres of staff and other pupils around the school as well as cross-contamination of equipment/other areas of the school.	Pupils and staff	Serious	<p>PH Sports staff will follow individual school guidance and procedures, which will be provided to staff before entering the school. If staff are unsure of any procedures, they must ask for clarity to ensure understanding.</p> <p>PH Sports staff will reinforce social distancing guidelines and ensure that pupils maintain social distancing when lining up and travelling to/from lessons. Staff will be vigilant and remind pupils</p>	Medium	Medium

				not to touch anything whilst travelling through the school.		
Following safeguarding/incident reporting/behaviour management procedures	Safeguarding/behaviour issues are missed or not reported.	Pupils	Minor	PH Sports staff will deal with any safeguarding/incident reporting/behaviour management issues following the usual procedures, whilst additionally maintaining social distancing.	Low	No Significant Risk
Following an emergency/lockdown procedure in school	Pupils coming within 2 metres of staff and other pupils around the school as well as cross-contamination from other areas of the school	Pupils and staff	Serious	PH Sports staff will follow individual school guidance and procedures, which will be provided to staff before or on entering the school. If staff are unsure of any procedures, they must ask for clarity to ensure understanding. PH Sports staff will reinforce social distancing guidelines and try to ensure that pupils maintain social distancing when lining up and travelling. Staff will be vigilant and remind pupils not to touch anything whilst travelling through the school. However, the safe evacuation/lockdown takes priority over social distancing arrangements temporarily.	Medium	Medium
Administering first aid	Staff coming within 2 metres of pupils that require first aid.	Pupils and staff	Serious	In this period, PH Sports staff will not act as the designated first aider. This ensures PH Sports staff can maintain social distancing. PH Sports staff will continue to offer emotional support, whilst maintaining social distancing, as usual. PH Sports staff will ensure they are aware of the school's approach to first aid.	Low	Low
Application and administration of medicines, sun creams etc.	PH Sports staff coming within 2 metres of pupils needing medication or application of sun cream. Medicines are not administered.	Pupils and staff	Serious	PH Sports staff will not apply sun cream or administer any medication to pupils. PH Sports will communicate this to schools beforehand to ensure alternative arrangements are made.	Low	Low

Pupils changing for PE	Pupils coming within 2 metres of each other and staff. Cross-contamination if pupils swap uniform/PE kit.	Pupils	Serious	<p>Pupils to change in their own space, ensuring they only collect and change into their own uniform/PE kit. Staff will remind pupils of social distancing where this is possible.</p> <p>PH Sports will advise schools that, on days where pupils have PE, they could come to school already wearing PE kit, negating the need to change.</p>	Low	Low
Use of drinks bottles	Pupils mixing up water bottles during lessons.	Pupils	Serious	<p>PH Sports staff will remind pupils to bring their own water bottles during lessons and not to share with others.</p> <p>Pupils bottles should be clearly labelled with their names. Bottles to be stored in a way that ensures social distancing is adhered to when using/retrieving.</p>	Low	Low
Storage of staff belongings	<p>Bringing contaminated belongings into school.</p> <p>Contaminating personal belongings whilst in school and then taking home.</p>	Pupils and staff	Serious	<p>PH Sports staff will bring only essential belongings with them. All belongings will be appropriately cleaned before and after entering/leaving the building.</p> <p>Staff will follow the guidance within each individual school as to where to store belongings.</p>	Medium	Medium
Access to hand-washing facilities	Pupils and staff not having access to handwashing facilities before and after PE lessons. Cross-contamination could be a risk if these facilities aren't in place.	Pupils and staff	Serious	<p>PH Sports staff will follow the Governments handwashing guidance, regarding handwashing.</p> <p>Pupils will wash their hands before and after each lesson.</p> <p>Staff will agree with school which hand washing facilities can be used within the school both before and after lessons.</p>	Low	Low
Staff contact with school equipment (whilst signing in/out etc.)	PH Sports staff having contact with contaminated equipment in school or contaminating school equipment.	Pupils and staff	Serious	<p>PH Sports staff will follow school guidance whilst following signing in/out procedure.</p> <p>Staff will wear gloves if necessary and ensure hands are washed thoroughly and regularly as per Government guidelines see (updated 04/11/20): (https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools)</p>	Low	Low

Section

Use and cleaning of Equipment

What is the task/activity or Environment you are assessing?	What hazards are present or may be generated?	Who is affected or exposed to hazards?	What severity of harm could be expected?	Further Controls (responsibility of Staff and Location provider)	What likelihood is there of an accident occurring?	What is the risk rating?
Use of school sports equipment	Pupils sharing/using/touching the same equipment leading to cross-contamination which could increase the spread of the virus.	Pupils and staff	Serious	<p>PH Sports staff have been advised to use minimal to no equipment for the first 2 weeks when returning to school. This is to ensure pupils have time to adapt to changes within their lessons, that encourage social distancing.</p> <p>When/if equipment is used, it will not be shared between children and will be appropriately cleaned after the lesson (see below).</p>	Low	Low
Cleaning of sports equipment/resources	Pupils sharing/using/touching the same equipment leading to cross-contamination which could increase the spread of the virus.	Pupils and staff	Serious	<p>Pupils will return equipment to designated areas, which will then be appropriately cleaned after each use.</p> <p>PH Sports staff will ensure appropriate cleaning measures are in place by the school following Government guidelines. See guidance (updated 04/11/20): https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools</p>	Low	Low
Use of PH Sports Equipment in schools	If the equipment is not cleaned correctly, there is possible cross-contamination between sites which exacerbates the risk of further infection.	Staff and pupils	Serious	<p>PH Sports recommends we do not bring equipment into school, and when equipment is used, it is that of the school.</p> <p>If PH Sports staff do bring in equipment, from our store, it must remain in that school.</p> <p>Any equipment must be appropriately cleaned (see above) before leaving or entering school.</p>	Medium	Medium

Section

Risks associated with the use of PPE

What is the task/activity or Environment you are assessing?	What hazards are present or may be generated?	Who is affected or exposed to hazards?	What severity of harm could be expected?	Further Controls (responsibility of Staff and Location provider)	What likelihood is there of an accident occurring?	What is the risk rating?
Use of Personal Protective Equipment (PPE)	Incorrect use exacerbates the risk of further infection.	Pupils and staff	Serious	<p>Unless otherwise requested, PH Sports staff will wear a face covering whenever inside school.</p> <p>https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools</p> <p>In cases where face coverings are worn, staff are required to wear face masks as a minimum. It is then optional to wear a face visor in addition.</p> <p>https://www.gov.uk/government/publications/face-coverings-when-to-wear-one-and-how-to-make-your-own/face-coverings-when-to-wear-one-and-how-to-make-your-own</p> <p>PH Sports will provide face masks and gloves where required. Staff will receive multiple items of PPE to ensure daily rotation, ensuring cleanliness of PPE.</p>	Medium	Medium
Disposal of PPE in schools	Incorrect disposal of PPE exacerbates the risk of further infection.	Staff and pupils	Serious	<p>PH Sports staff will receive information on 'site-specific procedures' regarding the safe disposal of PPE before arriving at a school.</p> <p>If PPE is not used on the school site, PH Sports staff will follow company policy in regards to the correct disposal of PPE equipment.</p>	Medium	Medium

Section

Cross-contamination risks

What is the task/activity or Environment you are assessing?	What hazards are present or may be generated?	Who is affected or exposed to hazards?	What severity of harm could be expected?	Further Controls (responsibility of Staff and Location provider)	What likelihood is there of an accident occurring?	What is the risk rating?
Taking equipment between multiple sites	If the equipment is not appropriately cleaned, there is a potential of cross-contamination between sites.	Staff and pupils	Serious	Staff must clean equipment before and after use. See 'Use of PH Sports Equipment in schools' for further controls.	Low	Low
Wearing uniform across multiple sites	If staff do not follow social distancing guidelines there may be an increased risk of spreading the virus between sites visited.	Staff and pupils	Serious	PH Sports will follow government and company guidelines regarding social distancing to avoid contamination. Within staff guidance, staff have been instructed to wash uniform daily. PH Sports staff will receive additional uniform, where required.	Low	Low
Staff attending multiple sites throughout the week	If staff do not follow social distancing and personal hygiene guidelines there may be an increased risk of spreading the virus between sites visited.	Staff and pupils	Serious	Staff will follow Government guidelines in place to protect themselves and others. This includes, but not limited to social distancing, hand washing, safe use of PPE and cleaning of equipment. Schools will be made aware of circumstances beforehand and the above guidelines will be adhered to by staff to ensure the safety of themselves and others. However, if schools are not happy with the precautionary measurements in place then alternative arrangements will be made where possible within the timetable, providing it is financially viable and logistically possible as a company to do so.	Low	Low

Section

Preparation to limit risks

What is the task/activity or Environment you are assessing?	What hazards are present or may be generated?	Who is affected or exposed to hazards?	What severity of harm could be expected?	Further Controls (responsibility of Staff and Location provider)	What likelihood is there of an accident occurring?	What is the risk rating?
Staff uniform	Unwashed clothes exacerbates the risk of further infection.	Pupils, staff and public/family	Serious	Staff have been instructed to wash their uniform daily. Additional uniform to be provided where required.	Low	Low
Lunchtime periods	Staff not socially distanced 2m apart.	Staff	Serious	PH Sports staff will follow site-specific instruction as to where to spend break/lunchtimes. Staff have been instructed to eat their lunch socially distanced from others, avoiding places like the staff room where large groups of teacher/people may be gathered. Staff have also been instructed to wash their hands before and after eating or handling food.	Medium	Medium
Entering/Exiting settings	Spread of the virus if personal hygiene protocol is not followed.	Staff and pupils	Serious	Staff have been provided with NHS guidance on washing hands within the PH Sports 'Staff Guidance'. Staff will wash their hands on arrival, and before exiting.	Medium	Medium
Site-specific procedures	Misunderstanding of procedures/guidelines within a specific school which may lead to the harm of others.	Staff and pupils	Serious	Staff must follow site-specific procedures/risk assessments regarding COVID-19. Staff should be given the relevant site-specific procedures/risk assessments before or when entering a school to ensure the safety of themselves and others. If this is not possible, PH Sports staff will find out relevant information on arrival and ensure full clarity of guidance before entering school.	Medium	Medium

Staff personal teaching items	Equipment that is not cleaned maybe be contaminated and could exacerbate the risk of further infection.	Staff and pupils	Serious	<p>Staff are advised that their teaching items are not touched or handled by others where possible, including pupils. Staff are advised to clean their teaching items before and after use to ensure to avoid contamination.</p> <p>Once cleaned wipes will need to be disposed of correctly within their setting.</p>	Medium	Medium
Use of school resources	Cross-contamination and incorrect handling and cleaning of equipment could increase the risk of further infection.	Staff and pupils	Serious	<p>Staff will adhere to 'site-specific procedures/guidelines' as previously stated.</p> <p>If schools are happy for staff to use school resources such as sports equipment or stationary (books, pens etc) cleaning procedures must be followed as per Government advice.</p>	Medium	Medium

Section

Risks within PH Sports Office

What is the task/activity or Environment you are assessing?	What hazards are present or may be generated?	Who is affected or exposed to hazards?	What severity of harm could be expected?	Further Controls (responsibility of Staff and Location provider)	What likelihood is there of an accident occurring?	What is the risk rating?
Working/accessible spaces within the office	Staff working within 2 metres of each other, increasing the risk of spreading the virus.	Any person who is working from the PH Sports Office(s).	Serious	Segregation of specific areas of the office to be limited to 1 person at a time. Working areas/desk spaces to be distanced following social distancing guidelines. Staff to be courteous towards each other and to allow personal space.	Low	Low
Sharing/touching of particular items within the PH Sports office (stationary, door handles, toilet areas, key safe box etc).	Spreading of the virus through sharing/touching objects within the office.	Any person who is working from the PH Sports Office(s).	Serious	Staff encouraged to wash their hands thoroughly and regularly as per Government and NHS guidelines. Appropriate cleaning materials to be provided to allow staff to regularly wipe down door handles and any other objects they wish. Each member of staff is expected to complete a daily clean down of the office space they have used before leaving and follow the entering/exiting procedure.	Low	Low
Food preparation and consumption	Spreading of the virus through sharing/touching objects within the office when preparing and consuming food.	Any person who is working from the PH Sports Office(s)	Serious	Kitchen spaces limited to one person at a time. Food prep areas to be appropriately cleaned after each use by the individual. All utensils, cutlery used to be brought in by staff members.	Low	Low
Entering and exiting the office	Staff coming within 2 metres of each other, increasing the risk of spreading the virus.	Any person who is working from the PH Sports Office(s)	Serious	In line with Government guidance staff have been advised to wash their hands more often than usual, particularly after arriving and leaving a setting, touching your face, blowing your nose, sneezing	Low	Low

				<p>or coughing, and before eating or handling food.</p> <p>Staff have been provided with NHS guidance on washing hands within the PH Sports 'Staff Guidance' and there are signs displayed around the office: "To clean your hands you should wash your hands thoroughly for 20 seconds with running water and soap and dry them thoroughly, or use alcohol hand rub/sanitiser ensuring that all parts of the hands are covered."</p> <p>Staff may visit more than one location in any one day and therefore it is vital to ensure hands are washed regularly.</p>		
Accepting deliveries	Spreading of the virus through contact with another person and item.	Any person who is working from the PH Sports Office(s)	Serious	<p>Delivery drivers to knock and leave the delivery at the door before stepping back.</p> <p>PH Sports staff to wash hands after opening. Packaging to be disposed of in recycling/bin.</p>	Low	Low
Number of staff in the office	Increasing the risk of spreading the virus.	Any person who is working from the PH Sports Office(s)	Serious	<p>PH Sports will limit the number of staff within the office, staff to work from home as much as possible with highly limited staffing in the office.</p> <p>Staff delivering in schools will work from home in the majority of cases.</p> <p>The office is to be used infrequently and heavily reduced numbers of staff in the office at any one time. Ideally the office will never have more than 4 people occupying it at any one time.</p>	Low	Low

Section

Illness

What is the task/activity or Environment you are assessing?	What hazards are present or may be generated?	Who is affected or exposed to hazards?	What severity of harm could be expected?	Further Controls (responsibility of Staff and Location provider)	What likelihood is there of an accident occurring?	What is the risk rating?
PH Sports member of staff who shows signs or symptoms of COVID-19	Staff may come into contact with others and/or items/objects that will be used or touched by others which may increase the spread of the virus.	All of those who are part of the school community as well as members of the public and work colleagues.	Serious	Staff are aware of government guidelines and the signs and symptoms to look out for. If a member of staff has any doubt that their signs/symptoms could be COVID-19 related they will remove themselves from work and self isolate for at least 7 days (or until all symptoms have passed). See guidance: https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection	Medium	Medium
PH Sports member of staff is living with someone who shows signs or symptoms of COVID-19	Staff may have become infected by the virus and could then come into contact with others and/or items/objects that will be used or touched by others within a school.	All of those who are part of the school community as well as members of the public and work colleagues.	Serious	Staff are aware of government guidelines surrounding living with someone who shows signs and symptoms of COVID-19 and the 14-day self-isolated period. See guidance: https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection	Medium	Medium
PH Sports staff who become ill during work	Any person or item/object that the member of staff has come into contact with during their time at work may also now be contaminated and therefore further spread the virus.	All of those who are part of the school community as well as members of the public and work colleagues.	Serious	Staff will follow government guidelines and not take any risks with regards to going to work if they begin to show any signs or symptoms related to COVID-19. If for any reason they begin to show signs or symptoms whilst at work then they will inform the school immediately and leave the premises, return home and being the 7-day self-isolation period. See guidance: https://www.acas.org.uk/coronavirus/if-someone-has-coronavirus-symptoms-at-work	Medium	Medium

Staff Signatures