

Stafford Sports and Performance Academy

Risk Assessment



Activity / Situation	SSPA Summer Holidays Camp 2026		
Location	Blessed William Howard High School		
Persons at Risk	☐ Pupils	☐ Employees	☐ Visitors / Contractors

STEP 1 Follow Government & Governing Body guidelines.	STEP 2 Amend sessions as necessary to suit guidelines.	STEP 3 Evaluate the risks and decide on control measures.	STEP 4 Record findings, implement them, make an action plan, ensure they are effective.	STEP 5 Review, revise and update as necessary.
Hazards:	Drop off & pick up	Lunchtime	Equipment	Illness
	Hygiene	Injury/First Aid	Toilets	Playing areas
	Wet weather	Contact	Close	

Control Measures	Yes	No	N/A
DROP OFF & PICK UP			
Prior to children's arrival a thorough check of locks/doors/gates etc will be made to ensure all are in good working order and all necessary keys and codes are in place for access at all times. Reporting of all faults/failures will be made to site staff.			
• Children will be allocated two drop off times. One group will arrive at 8.30am and group at 10am.			
• A one-way system will be in place for cars to follow when dropping off/collecting children.			
• Parents will drop their children outside the canteen and stay socially distanced from other parents.			
• Children must sanitize hands before entering building.			
• Parents and children walking to camp will be safely directed to the front of the queue.			
• After registering, children will be directed towards their allocated table for the day.			

Control Measures	Yes	No	N/A
LUNCHTIME AND SNACK			
• Lunchboxes will be kept indoors on the child's table - this is where they will eat.			
• Children will wash their hands thoroughly before snack and lunch.			
• Children will not be allowed to share food or drinks with other children.			
• Litter will be disposed of in a group rubbish bag - these bags will be collected and disposed of accordingly.			
• Children will be encouraged to be socially distant when eating.			
ILLNESS			
• Parents will be contacted if a child is ill.			
INJURY / FIRST AID			
• If an injury occurs, in the first instance, the SSPA Staff with that particular group will treat the injured child/children.			
• If a member of SSPA staff should have to administer First Aid they will follow these steps: - Wear PPE to minimize contact (apron, masks, goggles & gloves). - If possible, ask the injured party to face away from the first aider to limit likelihood of airborne transmission. - Wash hands, wrists and forearms immediately after administering first aid. - Where possible - applying ice packs, wiping cuts, etc - children will be asked to support administration. This will be age-appropriate and assessed based on the injury.			
• All SSPA staff will carry a radio with them to communicate with the Camp Leader or member of staff on-call in case of emergency.			
• SSPA will look to minimize the risk of injury by: - Holding sessions on soft ground to lower the risk of abrasions. - Ensure children are wearing the correct footwear and clothing. - Keep children at a safe distance from each other and remove any contact games. - All long hair will be tied back and jewellery removed.			
• All SSPA staff will carry a first aid pack with them. This will be replenished at the end of each day. The canteen will have a full supply of first aid kit, along with ice packs.			
• First Aid kits will include the correct PPE - apron, mask, goggles, gloves.			

Control Measures	Yes	No	N/A
Safeguarding procedures are in place at all times. All employees are aware of safeguarding procedures. Sufficient and up to date training has been completed by all staff.			
All Staff are DBS enhanced and clear.			
Stephen Glover is the Designated Safeguard Lead.			
Registration forms provide any information on any health and safeguarding needs/requirements.			
An appropriate number of staff will be on site at all times to supervise the children. The ratio will never be higher than 1:10 and this generally is lower based on the ages and needs of children.			
CLOSE CONTACT			
- Throughout the day children will be reminded to adhere to social distancing where possible. This includes during play, eating, cleaning, toileting. SSPA will do this by: a) Assigning areas for different groups - physical activity, toilet, indoor space. b) Consistently reinforcing to children the need to consider their personal space when moving around. c) If lining up before, during or after a session, children must be at 2m intervals unless next to siblings or children who live in the same household.			
- SSPA will minimise the amount of adult-child & child-child close contact by: a) Where possible holding sessions on grass to limit the likelihood of abrasions. b) Where possible deliver activities and games that don't require passing of equipment or physical engagement. c) Allowing toilet & hand-washing breaks at alternating times to other groups.			
- If contact is made or children have found themselves too close to each other, SSPA will: a) Ask all parties involved to wash their hands, wrists and forearms straight away. b) Review and assess the activity or exercise to limit the need for contact in the future.			
SSPA cannot guarantee social distancing will take place at all times. Our aim is to employ a firm approach to our assessed risks to minimise the spread of infection.			
PLAYING AREAS			
SSPA members of staff will as always look for the safest and most appropriate place to hold their session.			
<u>Outdoor</u> These playing areas may vary depending on the activity. The factors considered are:			

Control Measures	Yes	No	N/A
a) Space b) Floor type c) Surroundings d) State of flooring e) Hazards			
• Each group playing area will be separate from other groups, marked out on the field.			
Indoor			
• Should the need arise where the session is indoors, an appropriate space will be used – sports hall and gym. This will ensure that each group remains independent from others and there is no cross-contamination.			
• When this indoor space is in the same building as another group, different entrances and/or times entering will be used.			
• Doors/windows will be open to allow fresh air to circulate.			
EQUIPMENT			
• SSPA staff will clean equipment before and after sessions where equipment has been shared between groups (e.g. tennis rackets, rounder's posts).			
• All equipment is age-appropriate and in good working order. Staff continually monitor the state of all equipment throughout the day.			
ACTIVITIES			
• All activities are planned and structured by suitably qualified staff. Each activity is differentiated based upon the needs and age of the children participating.			
TOILETS			
• Each group will have their own designated toilet. Both boys and girls will use this group toilet but not at the same time.			
• The SSPA staff will take their teams to wash their hands and use the toilets during an allotted slot. There will not be more than TWO children allowed to enter the toilet/changing room area at the same time. The rest of the children in that team should not enter the toilet area unless they are told to do so by a SSPA member of staff.			
• Upon leaving the toilet, children will also be encouraged to use hand sanitiser before returning to their next activity.			

Control Measures	Yes	No	N/A
Any queues for toilets should adhere to social distancing rules.			
CLEANING			
The facilities will be constantly cleaned by the SSPA Team.			
Any surfaces that children will come into on a regular basis will be cleaned throughout the day. Any surfaces where children could have been sat for a while e.g. arts & crafts, will be wiped down with an anti-bacterial wipe by the child, before and after use.			
Any surfaces which require cleaning after a high volume of traffic e.g. toilet sinks, will be cleaned by a SSPA member of staff. These will be cleaned after the allotted use times and wearing basic PPE to limit the spread of any infection.			
All sessions to take place outside where possible.			
HYGIENE			
- SSPA staff will expect children to follow these hygiene steps: - Wash hands, wrists & forearms at the beginning of each day - Wash hands, wrists & forearms after using the toilet - Use hand gel/hand wash after opening doors - Wash hands, wrists & forearms upon finishing day - Place any disposable items e.g. tissues in a bin bag provided by SSPA staff.			
- All children will be reminded how to properly wash hands including: 20 second rule - using soap and warm water - washing wrists as well as hands - drying of hands			
SSPA staff to use a staff toilet which is located in a position which minimises the risk to them and the children.			
Staff are not to assume all children know how to wash their hands.			
EXTREME WEATHER			
In case of wet weather or the temperature being too high to stay outside for long periods of time, the sessions will be moved indoors.			
An appropriate space will be used which will ensure that each group remains independent from others and there is no cross-contamination.			

Control Measures	Yes	No	N/A
• Each group will have an access point to their area separate from other groups.			
• Doors/windows will be open to allow fresh air to circulate.			
IMAGE CONSENT			
• Permission will be sought at booking and again checked at drop off with parents/carers. Parents will sign to give permission and only those with permission will have photos taken.			
MANAGING ALLERGIES / MEDICATION			
• All allergies/medical needs are tracked via secure registration and checked at drop off.			
FIRE			
• School Fire Procedures are in place. All staff are aware of fire procedures. A well-maintained fire alarm is in place. Fire Extinguishers are located in relevant places. Fire Doors are in place. A daily staff briefing will reinforce this.			

RISK RATING — BEFORE FURTHER ACTION			
What is the level of risk for this activity/situation?	☐ High	☐ Med	☐ Low
Is the risk adequately controlled with existing control measures?	☐ Yes	☐ No	
Have you identified any further control measures needed to control the risk and recorded them in the action plan?	☐ Yes	☐ No	

ACTION PLAN

- Risk Assessment will be constantly monitored throughout each day.
- All Hazards will be continually identified and assessed throughout the day.
- All SSPA staff will read the risk assessment prior to camp to ensure they are clear on all plans and procedures in place.
- SSPA staff to adhere to the above risk assessment at all times; where appropriate/necessary it may be adapted to suit the group or children's needs.

RISK RATING — AFTER IMPLEMENTATION OF CONTROLS & ACTION PLAN

State overall risk level assigned to the task after implementation of control and action plan measures taken as a result of this risk assessment.

☐ High☐ Med☐ Low

Is such a risk level deemed to be as low as reasonably practical?

☐ Yes☐ No**FEEDBACK FROM EMPLOYEES**

(for improving risk assessment or reducing risk further still)

Assessor(s)	Position(s)	Signature(s)	Date
Review Date Rolling	Distribution Via email in the week prior to camp starting, alongside staff training.		