

## Arena Covid-19 School Bikeability Risk Assessment (Linked to Bikeability Trust Covid-19 Guidance Addendum 19<sup>th</sup> July 2021) V7

**Date:** September 2021

**Review Date** – continually under review

Hazard	Person at Risk	Risk to consider	How can risk be reduced/Control measures	RAG Rating	Who is responsible?
<b>Awareness of policies and procedures</b>	Staff and Children	Lack of communication	<ul style="list-style-type: none"> <li>All staff, children are aware of the relevant policies and procedures in place.</li> <li>All staff have regard to all relevant guidance and legislation</li> <li>Arena will keep staff updated with advice issued by the government.</li> <li>Staff are informed of the symptoms of possible coronavirus infection, and are kept up to date with national guidance about signs, symptoms and transmission of coronavirus.</li> </ul>	<b>G</b>	<b>Arena Leadership/School</b>
<b>Signs and symptoms of ill health</b>	Staff and children	Poor management	<ul style="list-style-type: none"> <li>Staff are vigilant and report concerns about their own, a colleagues or child's symptoms to school leaders.</li> </ul>	<b>A</b>	<b>Arena Bikeability Instructors/School</b>

		Lack of understanding of signs and symptoms Spread of infection	<ul style="list-style-type: none"> <li>• Everyone is instructed to monitor themselves and others.</li> <li>• Arena Bikeability Instructors must contact the Director of Arena if they suspect they may have been exposed to coronavirus.</li> <li>• Staff must engage in the track and trace process.</li> </ul>		
<b>Preparation for delivery</b>	Staff	Not following procedures	<ul style="list-style-type: none"> <li>• Staff must wash their hands thoroughly at home before arrival at the school.</li> <li>• All staff must be self-sufficient for the entire sessions with packed lunch drinks etc</li> <li>• Risk assessments, incident/accident and course report to be emailed only to course provider</li> <li>• Registers to be taken and kept by school, to avoid use of paper documentation</li> </ul>	<b>A</b>	<b>Arena Bikeability Instructors</b>
<b>Arrivals and Departures at the school</b>	Parents, staff and children	Not following procedures	<ul style="list-style-type: none"> <li>• Arena Bikeability Instructors must adhere to the school's policy for arriving and departing from the site. This may involve the use of a one way system or staggered arrivals and departures.</li> </ul>	<b>G</b>	<b>Arena Bikeability Instructors</b>
<b>Use of equipment</b>	Staff/Children	Spread of infection	<ul style="list-style-type: none"> <li>• Children must use their own bikes (apart from balance and L3)</li> <li>• Children must use their own helmets (apart from balance) and self-adjust</li> </ul>	<b>G</b>	<b>Arena Bikeability Instructors</b>

			<ul style="list-style-type: none"> <li>Balance bikes must be cleaned thoroughly between each use, if there is an outbreak in the school</li> </ul>		
<b>Social distancing</b>	Staff/children	Not following procedures	<ul style="list-style-type: none"> <li>Arena Bikeability Instructors will work with children in groups according to the Bikeability Trust ratios and school's class groups.</li> <li>In the event of an outbreak at a school the delivery of activities will be designed to promote social distancing</li> </ul>	<b>G</b>	<b>Arena Bikeability Instructors /school</b>
<b>Hand washing / Maintaining hygiene</b>	Staff/children	Not following procedures	<ul style="list-style-type: none"> <li>Ensure that all adults and pupils frequently wash their hands with soap and water for 20 seconds and dry thoroughly.</li> <li>Ensure that all staff and pupils sanitise their hands-on arrival at school, before and after eating, and after sneezing or coughing.</li> <li>All staff and pupils are encouraged not to touch their mouth, eyes and nose.</li> <li>All staff and pupils to use a tissue or elbow to cough or sneeze and use bins for tissue waste ('catch it, bin it, kill it')</li> </ul>	<b>G</b>	<b>Arena leadership/ Bikeability Instructors</b>
<b>First aid</b>	Staff and children	Not following procedures	<ul style="list-style-type: none"> <li>All Arena Bikeability Instructors hold an up to date first aid qualification</li> <li>Awareness of school procedures with regards to first aid.</li> </ul>	<b>A</b>	<b>Arena Bikeability Instructors/School</b>

<b>Clothing</b>	Staff and Children	Not following procedures	<ul style="list-style-type: none"> <li>All Arena Bikeability Instructors and children must wear appropriate clothing and footwear for the activity, including Hi Vis vests when cycling on the road.</li> </ul>	<b>A</b>	<b>Arena Bikeability Instructors/School</b>
<b>Facial coverings</b>	Staff	Not following procedures	<ul style="list-style-type: none"> <li>Arena Bikeability Instructors will wear a facial covering inside the school building where it is required.</li> <li>Facial coverings will not be worn outside unless a member of staff is working for a sustained period of time in a one to one situation with a pupil. Arena Bikeability Instructors will wear face coverings if it is required by the school in the event of an outbreak.</li> </ul>	<b>A</b>	<b>Arena Bikeability Instructors</b>