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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Childs Name** |  | | | | | | **Date of Birth** | | | |  | | | | | | **AGE** |  | **M/F** |  |
| **Parents/Guardians name** |  | | | | | | **Relationship to child** | | | | | | | |  | | | | | |
| **Address** |  | | | | | | | | | | | | | | | | | | | |
| **Telephone** |  | | | | | **EMAIL** | | | | |  | | | | | | | | | |
| **MEDICAL/DIETARY/DISABILITY info** |  | | | | | | | | | | | | | | | | | | | |
| **Free school meal entitlement?** | **Yes / no** | **Parent/carer NHS, keyworker or Essential Worker?** | | | | | | | | **NHS** | | | | **Key Worker** | | | **Essential Worker** | | | |
| **What borough are you in?** | **Lambeth** | | | | **Southwark** | | | | | | | | **Other – please state** | | |  | | | | |
| **Do you authorise your child (12+) arrive & leave alone?** | | | | **YES / NO** | | | | **What school do your child attend?** | | | |  | | | | | | | | |
| **Please tick the day’s you**  **would like your child to**  **attend.** | **MON 20** | | **TUES 21** | | | | | | **WEDS 22** | | | | | | **THURS 23** | | | **FRI 24** | | |
|  | **MON 27** | | **TUES 28** | | | | | | **WEDS 29** | | | | | | **THURS 30** | | | **FRI 31** | | |
|  | **MON 3** | | **TUES 4** | | | | | | **WEDS 5** | | | | | | **THURS 6** | | | **FRI 7** | | |
|  | **MON 10** | | **TUES 11** | | | | | | **WEDS 12** | | | | | | **THURS 13** | | | **FRI 14** | | |
|  | **MON 15** | | **TUES 16** | | | | | | **WEDS 17** | | | | | | **THURS 18** | | | **FRI 19** | | |
|  |  | | **TUES 23** | | | | | | **WEDS 24** | | | | | | **THURS 25** | | | **FRI 26** | | |



**Summer Play Scheme, Living Space, 1 Coral Street SE1 7BE  
Monday 20th July – Friday 28th August10am to 4pm**

**PLEASE READ THE INFORMATION ON THE FOLLOWING PAGES AS COVID MEASURES ARE IN PLACE DURING THIS PLAYSCHEME.**





**Using the Play Space and Adventure Playground Safely at Living Space During Coronavirus**

**Current government guidelines** [**https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/5-steps-to-working-safely**](https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/5-steps-to-working-safely)

**request organisations to follow the steps below.**

**Carry out a COVID-19 risk assessment**

We will ensure safety by:

Carrying out a risk assessment in line with the [HSE guidance](https://www.hse.gov.uk/simple-health-safety/risk/index.htm)

Consulting with our workers or trade unions

Sharing the results of the risk assessment

**Develop cleaning, handwashing and hygiene procedures**

We will increase the frequency of handwashing and surface cleaning by:

Encouraging people to follow the [guidance on hand washing and hygiene](https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/)

Providing hand sanitiser around the centre

Frequently cleaning and disinfecting objects and surfaces that are touched regularly  
Enhancing cleaning for busy areas  
Setting clear use and cleaning guidance for toilets  
Providing hand drying facilities – either paper towels or electrical dryers  
  
**Social distancing**  
  
Social distancing aims to reduce social interaction between people to minimise the opportunity for transmission of COVID-19.  
Following a review of social distancing guidance, 2 metres or 1 metre with risk mitigations (where 2 metres is not viable) are acceptable.

The risk assessment on the following pages has been put together based on HSE guidelines.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Activity or Hazard** | **Those at risk** | **Seriousness of risk** | **Likelihood of risk** | **Action already taken to reduce risk** | **Further action needed** | **Likelihood of risk** |
| Children using the **adventure play equipment** and steps to minimise the transmission risk of COVID-19. | All | High | Low | Set up a one-way system for the playground equipment  Communicate maximum number of users at one time  Have a waiting area with social distancing for popular equipment  Set time limits for popular equipment so everyone gets a fair turn  Using PPE - frequently clean touch points between children i.e. mobilus handles  Encourage the use of gloves for rope swing and wooden surfaces | Set up an outdoor hand washing station and encourage children to wash their hands frequently  Encourage parents to send children in with extra wipes, gel, gloves, masks.  Remind children not to touch their faces  Remind children to use tissues and put them in the bin and wash their hands  No food or drink to be consumed on the equipment | **Lower** |
| Children mixing with many children and steps to minimise the transmission risk of COVID-19. | All | High | Low | Encourage children to stay in their friendship groups as much as possible  Avoid games where they would touch each other or be in very close proximity i.e. holding hands, sharing equipment  Space children around the centre – APG, Football pitch and 2 halls | Staff to remind children to keep their distance | Lower |
| Children using the inside facilities and steps to minimise the transmission risk of COVID-19 | All | High | Low | Communicate maximum number of users at one time  Have a waiting area with social distancing for popular equipment  Set time limits for popular equipment so everyone gets a fair turn  Using PPE - frequently clean touch points between children i.e. table tennis bats, pool q’s  Encourage washing hands between activities | Set up an extra hand washing station and encourage children to wash their hands frequently  Encourage parents to send children in with extra wipes, gel, gloves, masks.  Remind children not to touch their faces  Remind children to use tissues and put them in the bin and wash their hands |  |
| Entering and leaving the centre | ALL | High | Low | Children being dropped off should queue at the back gate entrance to the APG with parents/carers outside maintaining social distance.  They will be let in either one drop off at a time or a similar system judged by the capacity of staff on the day.  Any child presenting with Covid symptoms should NOT attend play scheme.  Children will NOT be allowed to leave to go to the shops – they should bring everything they need for the day.  Collecting children will also follow the same queue system with children being dispatched safely to parents/carers.  This will be done through the back gate to the playground at 4pm.  If you need to pick up your children earlier, you will need to make an appointment so you can be safely accommodated.  Anyone with Covid 19 symptoms should NOT come to the centre. Any child displaying symptoms during the day will be sent home – please make sure that the correct phone numbers are on the booking form. | Staff to ensure queue management to get children in as quick as possible – especially in bad weather.  Staff to make sure all children signed in and out.  Staff to monitor the door to lobby and back gate (which will be locked when not in use) so no child leaves.  Staff to monitor children and take action if they feel unwell. | Lower |

**Parent/Guardian signature:**

**Print name:**

**Date:**

**Terms & Conditions:  
GDPR Agreement** – by completing this form I consent to this data being stored for use relating to BOST/Sports City play schemes and events.   
We share anonymous data with funders/stakeholders for monitoring/evaluation/case study/fundraising purposes only.  
We may take photos or videos during our sessions which could be used in publicity/marketing and for funders/stakeholders.  
**All children** to be be **signed in/out** by **parent/guardian** unless authorised.  
All children must be collected **at 4pm**. Late pick up incurs a fine of £10 every 15 minutes.   
If you **book and don’t turn** up your place will be offered to another child on the waiting list.   
**Children must adhere to all instructions to ensure all participants are safe at all times.**PLEASE RETURN THIS FORM TO **SPORTS CITY** or email to [**bookings@sportscitylondon.com**](mailto:bookings@sportscitylondon.com) Tel: 020 3600 0508

FOR FURTHER INFORMATION CALL SPORTS CITY 020 3600 0508 or EMAIL [info@sportscitylondon.com](mailto:info@sportscitylondon.com)