***FIRST* LEGO League Challenge – COVID-19 Risk Assessment Guidance**

This document provides guidance on the potential risks of spreading COVID-19 associated with running *FIRST* LEGO League Challenge, along with ideas of safety measures that can be put in place to minimise these risks. It aims to assist you in creating a risk assessment specific to running *FIRST* LEGO League Challenge in an extra-curricular or out-of-school setting.

This document is not an extensive risk assessment and should be reviewed/adapted to meet your school or organisation’s specific needs and procedures. Use the ‘[FLL Challenge - Guidance for team coaches](https://education.theiet.org/first-lego-league-programmes/covid)’ to develop your plan on how to deliver the Challenge sessions during COVID-19. Your *FIRST* LEGO League Challenge risk assessment should work alongside your school or organisation’s existing risk assessments, local health official guidance, and the [NHS (UK)](https://www.nhs.uk/conditions/coronavirus-covid-19/) or [HSE (Ireland)](https://www2.hse.ie/coronavirus/) advice.

NOTE: Yellow sections require specific details relating to how you will run sessions, and to your school or organisation’s procedures.

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| **Hazard** | **Safety measures** |
| Session structure and space | * Remind team members of protocols during the session, including [agreeing who can and cannot handle kit, who can handle LEGO, avoid sharing kit, social distancing, etc.]. * The Team Meeting Guide and Engineering Notebooks to be used to structure the session and plan what equipment is and is not required during a session. * Team members all from same bubble **OR** team members from across two bubbles separated into two groups that work in separate spaces. * [Specifics around the space being used: large hall space, well ventilated, allocated seats, etc.] * Cleaning staff informed of when space is being used and of any additional cleaning requirements. |
| Social Distancing | * Staff and children reminded to stay [2m] apart where possible. * Team reminded to socially distance at the beginning of each session. |
| Use and building of LEGO, mission models and robots | * Relevant cleaning materials to be available to clean LEGO * Coach and team members to wash/sanitise hands before and after the session * Hand hygiene to be upheld at all times * LEGO pieces to be allocated/divided up so that only one team member handles those pieces per session * At the end of the session:   + All pieces/models used to be cleaned following school/organisation and/or LEGO Education (<https://education.lego.com/en-gb/support/in-person-steam-resources>) guidelines   + Pieces/models to be securely stored, labelled and quarantined for [72] hours. |
| Use of devices (desktop computer, laptop, tablet) and non-LEGO equipment | * If they exist, follow procedures relating to the use and sharing of devices and equipment. * Relevant cleaning materials to be available to clean devices and equipment. * Coach and team members have their own basic equipment (pens, pencils, etc.) to avoid sharing. * Resources that are shared within the group are cleaned regularly. * Devices allocated so that only one team member handles the device in a session.   + [If shared across the team, devices are cleaned between use] * At the end of the session:   + All devices used to be cleaned following school/organisation guidelines   + Devices to be stored and quarantined for [72] hours. |
| Communication | * Team members to be communicated with before the first session, and at the start of each session, to agree:   + Social distancing arrangements   + Who can and cannot handle specific equipment during the session   + How the sessions will be structured   + How will documents be shared amongst the team [e.g. digital share drive, documents photocopied] * Parent/guardian to be communicated with before the first session [and consent letters completed if required] to agree:   + Social distancing plan   + Handling, cleaning and quarantining equipment plan   + Event plan and potential of remote (digital) events   + [Additional safety measures as required]   + [Safeguarding procedures if using additional remote calls/digital tools] |
| Mentor/expert visitors | * No mentors/visitors to visit the group * Any meetings with mentors/experts to take place virtually [detail that the coach will always be present, how you will ensure digital safeguarding, etc.] * [If you can have mentors/experts visit the team, detail how you will ensure everyone’s safety (social distancing, hand washing, reading school/organisation policy before visiting, etc.)] |
| Event | * Event details to be confirmed nearer to the March - May 2021 tournament season. * If events are physically able to run, teams will be able to decide whether they wish to attend physically or remotely (digitally). * If physical events are not possible, the Remote Event Hub tool will be used to compete at the event remotely. |