

Risk Assessment: Youth Network MK – COVID-19 RISK ASSESSMENT

Junior Clubs - Example

Readiness level: Amber

Provision allowed: Open access clubs with maximum of 15 in a bubble plus staff.

Date agreed: 4th September 2020 (revised 14/09/20)

The purpose of the risk assessment is to:

- Identify situations that might cause transmission of the virus and analyse who could be put at risk and the likelihood of exposure.
- Help Management and Staff to minimize the risk of transmission.
- Serve as a checklist for Management and Staff.
- Reassure Club participants and Parents/Guardians that everything reasonably practicable has been done to make the activity COVID-19 secure.
- Help ensure that all legal health and safety obligations are met, and all relevant guidance adhered to.

What is the Risk?	Who it at Risk?	Level of Risk
Prior to arrival at clubs	Young people, staff, parents/guardians	
Staff to make sure they have a face mask. If not there will be spare masks available in the Covid-19 box.		H
Staff coming by public transport to wear a mask.		H
Children and young people to be signed up to club before first session and enrolment forms completed where possible. Post will be put up on Facebook, and parents will be contacted before the first session.		H
All young people will complete a new enrolment form to ensure all information is up to date.		H
Parents/guardians will be informed to keep their young person away from club if exhibiting any symptoms of Covid-19.		H

What is the Risk?	Who it at Risk?	Level of Risk
Arrival at provision	Young people, staff, parents/guardians	
Control Measures		
All staff to wear face covering.		H
The law now requires all those aged 11 years and over to wear a face covering, unless they are exempt, when attending youth sector activities.		H
Staff, when handling money, will need to wear gloves and follow HSE guidance on washing hands.		H
All staff, children and young people will have their temperature taken on arrival. Anyone with a temperature above 38C will be asked to leave and contact NHS Test and		H

Trace service. Young people/staff will only be allowed back to session after a Negative test for Covid-19.	
From week 2 stagger arrival and departure times. At first session young people assigned to a group and information given to pass to parents/guardians.	M
First session: young people will arrive at club and be asked to enter the sports hall and to sit down. Staff to go through behaviour and explain how session will run for the next half term.	M
Second session: Stagger arrival and pick up of young people. Group of 15 young people and parents/guardians to arrive at one time only. Parents/guardians will be asked to communicate with staff via mobile.	M
Ensure social distancing is applied outside the venue.	M
Staff to complete building checklist (adapted for Covid-19) before young people arrive and after they leave.	H
Put up all notices and set up sanitizing stations. Include '5 steps' notice from National Youth Agency.	M

What is the Risk?	Who is at Risk?	
Activities in provision	Young people, staff, volunteers	
Control Measures		Level of Risk
Based on our rules there will be a maximum of 15 young people to a bubble/room. 15 in sports hall/field. 15 in computer room & games room 15 in upstairs dance room. No more than 45 young people to attend each session		H
When group are entering new rooms, staff must make sure the young people use the hand sanitizer.		H
Young people must stay at least one metre away from each other at all times when two metres are not possible.		H
Session will be made up of 3 activities. Activity 1: General activity in the computer room and games room Activity 2: Sports hall – general sports Activity 3: Dance room Each activity will run for 30 minutes before moving to next.		H
Only get out equipment required for session and clean before and after session.		H
All rooms to be ventilated with windows and doors open where possible.		H

What is the Risk?	Who is at Risk?
Hand washing/hand sanitizing of staff and young people	Young people, staff, volunteers

Control Measures	Level of Risk
Staff to wash hands on arrival.	H
Young people to have sanitizer offered to them as they enter the provision and throughout the session.	H
Set up sanitizing stations outside each room including toilets with sanitizer, open bin, paper towels. Young people to use on arrival and when moving from room to room.	H
Encourage young people to wash hands regularly.	H
Display posters in toilets on how to wash hands thoroughly.	H

What is the Risk?	Who is at Risk?
Social distancing	Young people, staff, volunteers
Control Measures	Level of Risk
Follow HSE guidance on social distancing.	H
Based on our rules of max of 15 to a bubble/room.	H
Work out flows of movement and put notices in place to guide young people. Provide a one-way system wherever possible. Follow building guidance.	H
Ensure we do not exceed maximum number of 45 young people/30 in venues with only one room.	H
No young people to enter the kitchen or any other room.	H

What is the Risk?	Who is at Risk?
First aid	Young people, staff, volunteers
Control Measures	Level of Risk
In an emergency, accident first aid must be given and staff and young people do not have to be socially distanced.	H
When first aid is given to young people or staff, if Covid-19 is suspected, parent to be encouraged to contact the NHS test and trace service.	H
If Covid-19 suspected, 1 staff member to take young person to well ventilated area and call parents to pick them up. Debra to be called if not in Centre.	H

What is the Risk?	Who is at Risk?
Food and drink	Young people, staff, volunteers
Control Measures	Level of Risk
Young people to bring their own water bottle to session.	H
Snacks provided at the Club must be individually wrapped.	H
Young people must wash hands before eating food.	H
Food must be eaten in one room only (to be allocated).	M

References

<https://nya.org.uk/guidance/>.

- Managing youth sector activity and space during COVID -19

<https://www.gov.uk/coronavirus>.