

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

Readiness level: Red

Provision allowed: Support Session under lockdown November 5th to December 2nd 2020.

Date agreed: 5th November 2020.

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?
Prior to arrival at clubs	Young people, staff, parents/guardians
Control Measures	Level of Risk
This provision is a Support Group and only young people who are invited are able to attend.	H
Young people are not to travel to and from the provision unless they are members of the same household. (Meeting outdoors You can meet with 1 person from another household in outdoor public spaces, following social distancing).	H
Staff to make sure they have a face mask. If staff do not have this there will be a disposable one in the provision clean pack.	H
Staff coming by public transport to wear a mask.	H
Registers and sign up forms be provided to lead staff prior to first session at each club.	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?
Arrival at provision	Young people, staff, parents/guardians
Control Measures	Level of Risk
Staff to complete building checklist (adapted for Covid-19) before young people arrive and after they leave.	H
Young people aged 11 and over to wear face covering while in session unless exempt or whilst taking part in physical activity.	
All staff to wear face covering.	

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When handling money staff will need to wear gloves disposing of them afterwards and washing hands.	H
In line with government guidance, young people and staff are asked to check for symptoms of Covid-19. Young people and staff will have their temperature checked on arrival to session. If young people/staff display any signs of Covid-19, they will be asked to leave. Anyone with a temperature above 38C will be asked to leave. Young people/staff will be asked to contact the NHS test and trace service. Young people/staff will only be allowed back to session after a Negative test for Covid-19.	H
Staff will need to ensure social distancing is applied outside the venue. No young person will be permitted to be in group outside the provision This session is a closed off support session and young people are not allowed to come and go as they please during the session time. Young people to be reminded in each session as part of the group rules of the provision.	M
Put up all notices and set up sanitizing stations. Include '5 steps' notice from NYA.	M

What is the Risk?	Who is at Risk?	Level of 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
Display posters in toilets on how to wash hands thoroughly (not sure that we have these, maybe in venue).		H
Display other posters in pack as appropriate.		H

What is the Risk?	Who is at Risk?	Level of Risk
Social distancing	Young people, staff, volunteers	
Control Measures		Level of Risk
Social distancing must be maintained at all times. Young people and staff/leaders need to remain 1m plus (ideally 2m) apart at all times. The exceptions are to meet any welfare or health and safety needs.		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
No young people to enter the kitchen or other room.	H

What is the Risk?	Who is at Risk?
Activities in provision	Young people, staff, volunteers
Control Measures	Level of Risk
<p>Based on our rules of max of 15 to a bubble and only one bubble per session.</p> <p>Only use the sports hall and main small hall.</p> <p>Bubbles need to remain no larger than 15 young people including staff and will be structured as organised group work sessions and not open access sessions.</p> <p>Young people will be placed in consistent bubbles for regular sessions and will not swap bubbles during this period unless absolutely necessary.</p> <p>Support/key workers (i.e. for SEND young people) are included within the bubble maximum of 15.</p>	H
<p>Face coverings are required at all times (unless previously exempt) indoors by all attendees over 11 years of age (the day following their 11th birthday). This includes both staff/leaders and young people.</p> <p>When is a face covering not required?</p> <ul style="list-style-type: none"> • Young people aged 10yrs (up to the day before their 11th birthday) or under • All outdoor activities are exempt, although the NYA recommends that you should wear a face covering if social distancing isn't possible • When eating or drinking, although when preparing food, they should be worn • Playing team sports in large open indoor spaces (sports hall) <p>Individuals who are exempt and unable to wear a covering this includes (but is not limited to):</p> <ul style="list-style-type: none"> • children under the age of 11. • people who cannot put on, wear or remove a face covering because of a physical or mental illness or impairment, or disability. • where putting on, wearing or removing a face covering will cause you severe distress. • if you are speaking to or providing assistance to someone who relies on lip reading, clear sound or facial expressions to communicate. • to avoid harm or injury, or the risk of harm or injury, to yourself or others – including if it would negatively impact on your ability to exercise or participate in a strenuous activity. <p>What counts as a face covering?</p>	H

<ul style="list-style-type: none"> • A cloth face covering • Medical mask (similar to those used by dentists) • Plastic face shield (these are less effective at preventing infection) • Venues must remind people to wear face coverings where mandated 	
When group are entering new rooms, staff must make sure the young people are using the hand sanitizer when they arrive in to the room.	H
Social distancing must be maintained at all times. Young people and staff/leaders need to remain 1m plus (ideally 2m) apart at all times	H
All equipment to be cleaned before session 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
Display posters in toilets on how to wash hands thoroughly.	H
Encourage young people to wash hands regularly.	H
Display other posters in pack as appropriate.	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, the first-aider should be encouraged to contact the NHS test and trace service, if Covid-19 is suspected. Debra to be contacted.	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 must be individually wrapped.	H
Young people must wash hands before eating food.	H
Food must be eaten in one room only (main room).	H

References

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

- Managing youth sector activity and space during COVID -19
- Providing Youth Sector Activities During COVID-19 Red readiness Fact Sheet.

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

<https://www.gov.uk/government/publications/national-restrictions-poster>

- National restrictions now apply to England.