

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

Example Seniors

Readiness level: Amber

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

Date agreed: 4th September 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
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
Young people to be signed up to club before first session and enrolment forms completed where possible. If not, blank registers and enrolment forms will be in staff folder. 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?
Arrival at provision	Young people, staff, parents/guardians
Control Measures	Level of Risk
Staff will need to ensure social distancing is applied outside the venue.	
Staff to complete building checklist (adapted for Covid-19) before young people arrive and after they leave.	H
Young people to wear face covering unless they are exempt or during physical activity.	H
All staff to wear face covering.	H

When handling money staff will need to wear gloves disposing of them afterwards and 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 Trace service. Young people/staff will only be allowed back to session after a Negative test for Covid-19.	H
First session: Young people will arrive at club and be asked to enter the hall and to sit down. Staff to go through behaviour and explain how session will run for the next half term. Chairs will be placed at least 2 metres apart.	M
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
Only to use main hall, small hall and garden areas. No more than 30 young people to attend each session.		H
When young people are entering new rooms, staff must make sure the young people are using the hand sanitizer at the sanitization stations outside each room.		H
All staff and 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 2 activities. Activity 1: Sports / team games. Activity 2: General activists, arts and crafts, board games, table tennis and pool.		H
Only get out equipment required and sanitize 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

Display posters in toilets on how to wash hands thoroughly.	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
Follow HSE guidance on social distancing.		H
Based on our rules of 15 per bubble where possible, max of 30 within the building overall. Explain social distancing and remind young people throughout the session.		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 30 young people.		H
No young people to enter the kitchen or other rooms.		M

What is the Risk?	Who is at Risk?	Level of 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 parent/guardian should be encouraged to contact the NHS test and trace service, if Covid-19 is suspected.		H
If Covid-19 suspected, 1 staff member to take young person to well ventilated area away from all others and call parents to pick them up. Debra to be contacted as soon as possible.		H

What is the Risk?	Who is at Risk?	Level of 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 (small hall).		M

References

<https://nya.org.uk/guidance/>. Managing youth sector activity and space during COVID -19

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