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|  | | | **RISK ASSESSMENT FOR FACE-TO-FACE YOUTH WORK DURING COVID-19 PANDEMIC** | | | | | | | | |
| **What are the hazards?** | **Who might be harmed and how?** | | | **What are you already doing (existing Control Measures)?** | | **Do you need to do anything else to manage this risk (Additional Control Measures)?** | | **Action by whom?** | | **Action by when?** | **Done** |
| **Lack of social distancing during group work resulting in direct transmission of the virus** | Staff, young people, families, | | | Keep group sizes, including staff and volunteers, to the maximum permitted in government / NYA guidance – revised to 15 due to NYA moving to readiness level Amber on 6/7/20. 9/9/20 – despite changes in law, youth work is recognised as essential and remains able to operate with groups of 15. 4/11/20 – new guidance issued due to Lockdown 2 and support groups are limited to 15 which must include young people, staff and volunteers. 2/12/20 – update along with new tiered system and a return to 15 yp plus staff/volunteers. 5/1/21 – 3rd national lockdown – NYA red readiness level where support groups can be a maximum of 15 yp plus staff / volunteers, 29/3/21 – no limit outdoors, indoor groups (invite only) maximum of 15.  If operating 2 groups these will be run in 2 separate spaces each with a clear identified working area (unlikely to happen now maximum group size is 15)  For 1:1 work, maintain 2 metres distance where possible, if not possible face coverings should be worn. Sit side by side rather than face to face when possible.  Equipment will be cleaned before and after sessions and only shared where gloves are being used or regular handwashing and cleaning can be ensured.  When possible and safe to do so, activities will be delivered in outside environments where social distancing can be maintained.  Indoor activities will be delivered in Covid-19 secure settings which have been appropriately cleaned before and after use, some windows and doors will be opened to provide ventilation and all staff, volunteers and young people will be required to wear face coverings.  All sessions will have clearly planned activities which will be risk assessed and include measures to minimise risk of Covid-19 transmission.  Young person’s procedures produced and circulated to young people and updated as necessary.  Shared or communal outdoor equipment will only be used if it can be thoroughly cleaned before use and there is appropriate handwashing and sanitising available on site. | | Have an additional member of staff present to speak to other users of the recreation ground / outdoor space to prevent extras joining the group where necessary (more relevant to sessions run during day light)  Ensure young people are clear of the procedures for the session before activity commences.  Ensure there are clear records of who has been in each group, with which member of staff, and on which day for each session.  Ensure posters advising of the requirement to wear a face covering indoors are displayed on the door of all premises used.  Have spare masks available for use at sessions if necessary. | | JF  All staff involved in face to face delivery  Lead workers for sessions  Lead workers for sessions  JF/RS | | On day of session  On day of session  On day of session  Before first indoor session  Before indoor sessions commence |  |
| **Risk of spreading virus due to close contact with children / young people / members of the public who are unable or unwilling to comply with social distancing** | Staff, young people, families | | | Staff to discuss groups of young people and assess potential risk from within the group before session.  Ensure law on face coverings to be worn inside adhered to and require face coverings to be warn at outdoor sessions unless they involve physical activity and social distancing can be ensured.  All publicity will emphasise the need to book spaces as we cannot simply have ‘drop in’ sessions for most activities. 4/11/20 – Guidance issued for Lockdown 2 states that only support groups with clear invites to attend are permitted.  2/12/20 – revised NYA guidance has removed the need for an invite to sessions for young people under 18, however still in place for 18 and overs.  5/1/21 – Guidance for lockdown 3 has once again stated that only 1 to 1 sessions or support groups with clear invites to attend are permitted.  29/3/21 – ‘drop in’ outdoor sessions are permitted but we are encouraging yp to book spaces.  1:1 sessions with a youth worker can be booked if required. | | Ensure additional member of staff is vigilant to risks and intervenes if a member of the public / additional person approaches the group.  Update young people’s procedures and ensure this communicated to all participants.  Request any individual with an exemption to discuss this with Charity Director to ensure additional measures can be put in place.  Lead worker to send out specific invites detailing time and location of session and what support activities will be taking place. | | All staff involved in face to face delivery  Lead workers for sessions  Lead workers for sessions  Lead worker for session | | On day of session  In advance of session  In advance of session  In advance of session |  |
| **Risk of transmission when dealing with a sick or injured young person or staff member** | Staff, young people | | | First Aiders advised to follow HSE guidelines – keeping a safe distance for as long as possible.  First Aid Kits now include additional PPE: Face Shield, a fluid-repellent surgical mask and a disposable apron and these items should be used when treating any person during this time – it is assumed that any casualty could be carrying Covid-19.  If a member of the group or individual is displaying coronavirus symptoms (new, continuous cough or a high temperature, or has a loss of, or change in, their normal sense of taste of smell), they should be isolated away from the group and a member of staff should stay with them at a 2 metre distance where possible, ensuring they are wearing PPE. The parent/carer should be contacted to collect the individual and they should be advised to follow the government guidelines regarding self-isolating and have a test for coronavirus. If the individual needs to use the toilet they should be escorted to the building with a member of staff opening the door for them and they should use a dedicated cubicle which should then be isolated and the member of staff should remain outside the front door, holding it open. Handwashing procedures must be followed, and the toilet will need to be deep cleaned following this. No one else will be able to use that toilet until cleaning has happened.  S4S attendance records detail all staff and young people involved in any face-to-face activity. If we become aware that anyone involved in any of our activities has tested positive for Covid-19 we will notify anyone else who may have come into contact with them. | | Print out HSE First Aid Guidelines and issue to all staff.  All staff are to have their own first aid kit with additional PPE with them at session.  If the casualty requires urgent medical treatment call 999.  Any incident / suspected case of coronavirus must be reported to the charity director and recorded.  If advised that a member of staff or young person has developed Covid-19 and they were recently in contact with S4S, the Charity Director will contact PHE. All individuals who have been in contact with the infected person will need to be contacted and advised to self-isolate for 14 days.  If a parent/carer is required to sign a form (accident, medical etc.) this will be brought out to them – if they do not their own pen, use one from the office which must then be cleaned or binned.  Deep clean of any indoor area (e.g. toilet) or any equipment that has been in contact with individual who is unwell.  Double Bag any used PPE or cleaning materials used in this incident and place it marked waste bin in the woodwork room. Complete the high-risk waste log and ensure the charity director is notified. This waste must not be placed in general waste until 72 hours have passed. | | JF  All Staff  All Staff  All Staff  JF  All Staff  All Staff  All Staff  All Staff | | Before session  Before session  When needed  On day of incident  On day of test result  On day of test result  On Day of incident  On day of incident  On day of incident |  |
| **Risk of illness of vulnerable staff and family members through direct and indirect transmission of the virus** | Staff, young people, or families who have underlying health conditions | | | Any staff member who is clinically extremely vulnerable (those who have received a letter from Government or clinician) or living with someone who is clinically extremely vulnerable are advised to work from home.  Young people living with those that are clinically vulnerable are able to attend school so they should be able to access outdoor youth work sessions however, they must advise S4S staff of their situation and where possible extra precautions will be put in place if requested.  S4S attendance records detail all staff and young people involved in any face-to-face activity. If we become aware that anyone involved in our activities has become unwell with suspected Covid-19 infection we can notify anyone else who may have come into contact with them. | | Confirm any member of staff who this applies to.  Staff to confirm family situation before young people return to any face-to-face delivery. Agree continued remote support package support if required and offer 1 to 1 face-to-face support rather than group work if preferable.    Charity Director to register for lateral flow tests for staff and any young person who is not doing them in their educational establishment. | | JF  Lead Youth Workers / Keyworkers  JF | |  |  |
| **Risk of spreading virus due to poor hygiene resulting in indirect transmission of the virus** | Staff, young people, families | | | All staff and young people are to wash hands / use hand sanitiser at start of and before leaving the session.  Staff and Young people will be reminded of good hygiene procedures including washing hands for 20 seconds and signage to support this displayed.  Hand sanitiser dispenser on wall in entrance to building and levels checked at the start of every session.  Individual hand sanitisers in staff individual first aid kits.  Liquid soap and paper towels in toilets and kitchen.  Display signage about Catch it-bin it-kill it and ensure all used tissues are disposed of bins.  Face coverings to be worn when inside all premises and vehicles. | | Ensure there are sufficient supply of hand soap and paper towels in the toilets and kitchen and hand sanitiser in the wall mounted containers at the start of each session.  All staff are to have their own first aid kit with additional PPE with them at session.  Double Bag any used PPE and place it marked waste bin in the woodwork room. Complete the high-risk waste log and ensure the charity director is notified. This waste must not be placed in general waste until 72 hours have passed. | | All Staff  All Staff  All Staff | |  |  |
| **Risk of infection due to lack of cleaning resulting in indirect transmission of the virus** | Staff, young people, families | | | Staff will be provided with appropriate cleaning materials to clean all surfaces.  Clean regularly touched surfaces such door handles and shared workspaces with standard cleaning products such as detergents and bleach.  Staff are required to clean desks and office equipment before and after use.  Staff are required to clean toilet and kitchen areas before and after use.  All waste from bins is emptied into a bin bag and tied up after each session (at the end of the day if the office has been used) and placed in the woodwork room at Mere YC or removed from other premises.  All tied bags are removed from the woodwork room and placed outside the youth centre on a Thursday for collection on Friday morning.  Any equipment used during a youth work session must be cleaned after the session or quarantined and clearly identified if not possible. | | Staff to ensure all bins are emptied into a big bag, tied and stored in the woodwork room until Thursday evening.  Bin bags to be placed outside Mere YC building on a Thursday evening weekly. | | All Staff  RH / JF | |  |  |
| **Risk of spreading the virus due to lack of clear site management procedures** | Staff, young people, families | | | All face-to-face sessions to be conducted in Covid-19 secure settings or outside environments.  When using indoor venues, windows and doors are to be propped open to increase ventilation and face coverings must be worn by all inside unless there is a health/medical exemption.  Indoor sessions to be planned and manged to ensure social distancing can be adhered to.  Clear procedures for all sessions outlined with staff. | | Communication with all parents/carers and young people before the day about the procedures for the sessions, the measures we have in place and ensure they understand arrangements and expectations.  Confirm arrangements for pick up if a yp is unwell during the session.  Staff to communicate and be clear about plans for all youth work sessions. | | Lead worker for session  Lead worker for session  All youth work staff | | Before session  Before session  Before session |  |
| **Emotional distress of the staff – including anxiety** | Staff | | | Regular check ins with all staff members.  Risk assessments and working arrangements reviewed regularly and remain flexible.  Extremely vulnerable staff (Shielding) work from home. | | Monitoring workload. | | JF | | Ongoing |  |
| **Use of transport to access sessions** | Staff, young people, families | | | Transport will only be provided when NYA Readiness level is at Amber or lower (at this level from 6/7/20). 4/11/20 – NYA Readiness level has moved to Red however they have confirmed transport to access support group sessions is still permitted. 2/12/20 – new NYA guidance as split levels for under 18’s and 18+, however transport is still permitted for both age groups. 5/1/21 Transport to access support groups and 1 to 1 sessions is still permitted.  29/3/21 NYA have verbally stated in webinar that all minibus seats can be used, and this has been backed by S4S board of trustees.  See separate risk assessment for provision of transport during Covid-19 pandemic. | | All measures must be followed in the specific provision of transport during COVID-19 pandemic risk assessment. | | All Staff | | Before transport is used |  |
| **Risk Assessment completed by** Jaki Farrell | | | | | **Signed:** | | | | **Date:** | | |
| **Risk Assessment agreed by staff** | | | | | **Signature** | | | | **Date** | | |
| Gavin Sheen | | | | |  | | | |  | | |
| Jaki Farrell | | | | |  | | | |  | | |
| Jo Lowndes | | | | |  | | | |  | | |
| Josh Howell | | | | |  | | | |  | | |
| Karen Johnson | | | | |  | | | |  | | |
| Lee Cherry | | | | |  | | | |  | | |
| Ollie Lister | | | | |  | | | |  | | |
| Rob Haynes | | | | |  | | | |  | | |
| Rose Salmi-Wright | | | | |  | | | |  | | |
| Date Reviewed | | Signature | | | | | Role | | | | |
| 6/7/20 | | Jaki Farrell | | | | | Charity Director | | | | |
| 10/9/20 | | Jaki Farrell | | | | | Charity Director | | | | |
| 5/11/20 | | Jaki Farrell | | | | | Charity Director | | | | |
| 2/12/20 | | Jaki Farrell | | | | | Charity Director | | | | |
| 6/1/20 | | Jaki Farrell | | | | | Charity Director | | | | |
| 1/4/20 | | Jaki Farrell | | | | | Charity Director | | | | |