**An action plan for the re-opening of face to face youth work activities post Covid-19 lockdown**

**Context:**

As some aspect of society are beginning to reopen with social distancing measures in place, as a charity, Seeds4Succes would like to begin a phased return to some face to face youth work activities. In order for any activity to take place there are various measures we need to put in place to ensure the safety of staff, volunteers and young people. In the absence of any clear guidance from government regarding youth work settings, the National Youth Agency (NYA), in consultation with Public Health England (PHE) and the Health and Safety Executive (HSE) have recently produced guidance on youth sector activity to ensure the safety of young people, youth leaders and volunteers through COVID-19 and its aftermath. <https://nya.org.uk/wp-content/uploads/2020/06/0877-NYA-Activity-guide-COVID-19-final_17_06_20-1.pdf> This is accompanied by a readiness framework <https://nya.org.uk/wp-content/uploads/2020/06/0877-NYA-Readiness-Toolkit.pdf> and set of planning tools and resources co-produced with youth sector partners to help inform decision-making in support of local activities.

This readiness framework refers to 4 levels of readiness; Red, Amber, Yellow and Green and the permitted youth work activity expected. There is, however, no mention of outdoor work in small groups within the framework, which we would clearly see as a key delivery method in our phased return to face to face youth work. Having sought clarification from the NYA on this particular approach to youth work, we have received the following response. *‘The readiness framework follows strict advice and guidance from several government departments. The law currently permits up to six individuals to be in a group at one time; though social distancing must be in place (today 2m). Detached youth work practice will often engage small groups of young people, so you are permitted to deliver outdoor youth work, with six or fewer people (including staff) as long as you all socially distance.’* This response, confirms our belief that outdoor work with small groups of vulnerable young people, with the appropriate social distancing measures in place and with a clear risk assessment would be placed in the ‘Red’ level of readiness alongside detached youth work.

**Process:**

Developing this action plan for a phased return to face to face youth work we need to identify which young people are most in need or vulnerable and therefore who to prioritise and what youth work delivery will be appropriate and safe at the different levels of readiness. We will discuss it with young people and staff and it is vital that there is co-operation with all aspects of this plan from young people, parents / carers and staff to enable us to return to face to face youth work delivery as safely as possible. We must all remember that whilst Coronavirus is still present it is a very real threat to us all, there is no way to eliminate the risk completely as the virus cannot be seen and symptoms may not be apparent so we must do all we can to reduce the risk of infection and the spread of infection.

According to the Government guidance -Supporting vulnerable children and young people during the coronavirus (COVID-19) outbreak - actions for educational providers and other partners 15 May 2020 <https://www.gov.uk/government/publications/coronavirus-covid-19-guidance-on-vulnerable-children-and-young-people/coronavirus-covid-19-guidance-on-vulnerable-children-and-young-people>

Vulnerable children and young people for the purposes of continued attendance during the coronavirus (COVID-19) outbreak are those across all year groups who:

a) are assessed as being in need under section 17 of the Children Act 1989, including children and young people who have a child in need plan, a child protection plan or who are a looked-after child

b) have an education, health and care (EHC) plan and it is determined, following risk assessment, that their needs can be as safely or more safely met in the educational environment

c) have been assessed as otherwise vulnerable by educational providers or local authorities (including children’s social care services), and who could therefore benefit from continued attendance. This might include children and young people on the edge of receiving support from children’s social care services, adopted children, those at risk of becoming NEET (‘not in employment, education or training’), those living in temporary accommodation, those who are young carers and others at the provider and local authority’s discretion

Furthermore, as a charity operating in a rural area, where young people are facing significant isolation, we deem young people who are suffering with poor mental health, undoubtedly increased by the current state of lockdown, as being vulnerable and in need of support as soon as we safely can.

**Our Plan:**

Considering the 4 levels of readiness, Seeds4Success has planned the following phased return to face to face delivery to complement the ongoing online and digital youth services we have been offering during the lockdown period:

At readiness level Red:

From 29th June – we will deliver outdoor 1:1 sessions with vulnerable young people or those with high needs. This will aid re-engagement in small group work sessions when this restarts or to provide support with specific issues affecting their lives.

From 6th July – we will also add the delivery of outdoor small groups of young people (in line with social distancing measures and group size identified by government – currently 2 metres apart and groups of no more than 6 including all adults and young people) previously engaged in our targeted support projects (Bridging Project and Building Bridges)

We will also continue to maintain all our online youth work sessions via Zoom as this initial phase will target vulnerable young people, or those with high needs, who have not engaged in remote activities.

At readiness level Amber:

We will introduce some indoor working if necessary and we can ensure appropriate cleaning schedules are adhered to, only for 1:1 sessions and small groups, following the appropriate guidelines on social distancing.

If group sizes have been adjusted or increased we will move to slightly larger groups outside. We would look to deliver projects such as Leisure Credits and elements of Local Youth Action Scheme (LYAS) for vulnerable young people at this stage.

We will look at whether we are able to provide transport to enable young people to access these sessions, keeping within social distancing guidelines and adhering to the legislation regarding the wearing of face coverings whilst using transport.

If leisure centres have re-opened and we are able to utilise the Nadder Centre, we would look to re-start our health and wellbeing project on a smaller scale, to enable us to start addressing some of the physical and mental health issues that have escalated during lockdown.

We will also continue to maintain online youth work sessions via Zoom where there is still no face to face session in it’s place.

At readiness level Yellow:

We will introduce more group work sessions for young people not categorised as vulnerable (consistent with the current social distancing guidelines). We would look to reinstate other aspects of our open access delivery, if this can be managed within the social distancing guidelines and permitted group sizes.

We would envisage that our Wilton Junior Night, our monthly Peer Led Junior session and the Friday Night Drop-In’s could resume.

We will review the need for remote youth work opportunities, recognising that these sessions have been beneficial for some young people who may not be able to access the face to face sessions.

At readiness level Green:

We would expect all our projects to be running as normal and residential work can be re-instated not our youth work programme.

We would also envisage some remote youth work activity to remain in place to support access for some individuals.

**Putting this into practice:**

In planning this phased return to face to face delivery, we need to consider how to minimise and manage risk as well-being mindful of the particular needs of different groups of workers and individuals. We will be using the NYA guidance, along with the government advice for Educational and childcare settings <https://www.gov.uk/government/publications/actions-for-educational-and-childcare-settings-to-prepare-for-wider-opening-from-1-june-2020/actions-for-education-and-childcare-settings-to-prepare-for-wider-opening-from-1-june-2020>

We need to look at each aspect of our youth work delivery, the venues we use, the people involved in the delivery and the young people we plan to be working with and create a risk assessment and working procedures that need to be followed. As the situation we are in is continually changing, we will need to regularly monitor the changes in the guidance issued by the government and Public Health England as well as the readiness level published on the NYA website <https://nya.org.uk/>

It is everyone’s responsibility to ensure they are aware of the current guidelines and procedures and adhere to them.

**Procedures:**

1. **Controlling the Minimising the risk of the spread of infection**

Minimising contact with individuals who are unwell

In order to do this we ask that:

* If you have symptoms of coronavirus (COVID-19), however mild, OR you have received a positive coronavirus (COVID-19) test result, you do not come to any youth work activity for at least 7 days from when you first experienced symptoms.
* If you live with someone who has symptoms or have come into contact with someone who has tested positive for Coronavirus, please do not come to any youth work activity for 14 days. The 14-day period starts from the day when the first person in the household became ill.
* You complete an updated consent form and medical questionnaire to enable us to effectively manage this

You may well feel well in yourself and be frustrated that you can’t just continue with your daily activities, however, it is vital that these rules are followed to protect everyone we work with and for.

Practicing good handwashing

In order to do this we ask that:

* Young people, staff and volunteers all wash their hands before attending sessions and again when they arrive home – hands should be washed thoroughly for 20 seconds with running water and soap and then dried thoroughly
* If entering the building to there will be alcohol hand sanitiser inside the entrance hall which should be used by all
* If toilet facilities need to be used, you must ensure you are the only person in the toilets, and ensure you wash your hands thoroughly and dry them with paper towels provided

Ensure good respiratory and personal hygiene

In order to do this we ask that:

* If you use tissues to catch any cough or sneeze and dispose of used tissues in the bins in the toilets
* You wash your hands thoroughly after you have handled tissues or sneezed/coughed
* Staff, volunteers and young people are encouraged not to touch their eyes, nose and mouth

Frequent Cleaning

In order to do this we will:

* Clean regularly touched surfaces such door handles and shared workspaces with standard cleaning products such as detergents and bleach
* Clean desks and office equipment before and after use
* Clean toilet and kitchen areas before and after use
* Ensure 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
* Ensure all tied bags are removed from the woodwork room and placed outside the youth centre on a Thursday for collection on Friday morning.

Minimise contact and mixing

In order to do this we will:

* Stagger times when staff are entering the building and office – staff must notify Jaki when they are planning to be in the building to avoid over crowding
* Limit the time that face to face sessions run for when operating at readiness level Red
* Reduce the use of shared stationery items (such as pens), and where items need to be shared ensure there are cleaning products available to clean items before and after use
* Introduce a phased return to Youth work activities as outlined above and sessions will be outdoors with social distancing of 2 metres in place, until government guidance changes
* Create working ‘bubbles’ at sessions so that staff, volunteers and young people stay with the same group during youth work activities
* Create resource packs for individuals to prevent sharing of resources – these will include pencil, ruler, screwdriver etc – any items that need to be shared must be thoroughly cleaned before and after use by each individual and cleaning products will be provided.
* Not provide transport to any sessions until we have processes in place to do this safely at an appropriate distance
* Ensure that all activities are appropriately risked assessed with Covid-19 specific measures in place, with staff, volunteers and young people being made aware of them

1. **Personal protective equipment (PPE) including face coverings and face masks**

As long as social distancing can be managed it is not recommended for people to wear face coverings, however if staff, volunteers or young people wish to do so, they can and will be supported by Seeds4Success to do so.

There are some circumstances where we require all staff, volunteers and young people to wear face coverings for the safety of all and therefore we ask that all young people have their own reusable face covering with them at sessions. If you are not able to get your own face covering, please contact the charity director so we can make arrangements for you. When using any transport provided by Seeds4Success it is essential that a face covering is worn correctly at all times. If there is a need to administer first aid to an individual, a fluid resistant surgical mask, along with a disposable gloves and apron must be warn. We will provide individual first aid kits to all staff and volunteers working on our sessions which will include these items. If at any time the lead worker feels that the group need to be closer together than the 2 metre social distancing rule requires, for example in an emergency situation, then we will ask everyone in the group to wear their face masks.

When wearing a face covering:

* Ensure your face covering fits well and is worn properly
* wash your hands before putting it on and taking it off
* avoid touching your face or face covering as you could contaminate them with germs from your hands.
* Change your face covering if it becomes damp or if you have touched it after putting on.
* You should be prepared to remove your face covering if asked to do so by police officers and staff for the purposes of identification.

1. **Protecting shielded and clinically vulnerable children and young people**

There will be members of our community and families who have been identified as having a higher risk of severe illness from Coronavirus due to an underlying health condition or being clinically vulnerable outlined in the link below: <https://www.gov.uk/government/publications/staying-alert-and-safe-social-distancing/staying-alert-and-safe-social-distancing#clinically-vulnerable-people>

Having initially shielded during the earlier stages of the pandemic, these individuals have been asked to take extra care when leaving their home and to minimise their contact with others outside their household or support bubble. In addition to these individuals there are those who have been identified as being clinically extremely vulnerable to severe illness from Coronavirus and they will have been asked to shield in order to keep themselves safe. There is specific government guidance for these individuals:

<https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19>

<https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19/withdrawn-covid-19-guidance-for-young-people-on-shielding-and-protecting-people-most-likely-to-become-unwell-if-they-catch-coronavirus>

It is our responsibility to support those individuals who are at additional risk and who shielding or living with someone who is shielding and therefore we would only want them to attend sessions or activities that can support the latest guidance and where they feel happy and confident that they are not putting themselves or others they live with at an increased risk. This applies to staff and volunteers too and we do not expect staff and volunteers who are shielding or living with someone who is shielding to be involved in any work outside of their home whilst the government shielding programme is still active.

1. **Managing Group sizes**

When setting group sizes we must continue to follow the government guidance on group sizes which is currently set at a maximum of 6 people from different households and this must also include our staff and volunteers. To enable us to offer our targeted group work sessions to more young people during our phased re-opening, we are planning to run 2 distinct groups where this is appropriate and needed. The 2 groups will be engaged in different activities, in separate clearly identified areas, with their own social distancing measures in place and each group will have a dedicated member of staff supporting them. There will be a 3rd member of staff away from the groups but available to support an individual if someone becomes ill or is unable to engage in the session safely. This person will also be available to speak to individuals outside of the groups who may try to join the session (as we are meeting outdoors in a public space)

We understand that young people will be mixing in different ‘bubbles’ and groups in other settings such as school, family activities or even in the park and that the legislation does not prevent individuals from mixing (at an appropriate social distance) with 5 different people from outside their household at multiple times during the day if they wish. However, we want to reduce the risk to young people, staff and volunteers within our setting so we will be operating in fixed groups to begin with. We will rotate staff around groups on a weekly basis if this is appropriate to enable a range of programmed activities to be delivered. As guidance changes and restrictions on group sizes and social distancing is adjusted we will amend our delivery style accordingly, remaining on the side of caution to reduce risks to all involved with Seeds4Success.

1. **Access to sessions**

As a charity operating in rural South West Wiltshire we are very aware of the challenges presented by the areas geography and with this access to facilities and activities. This is why we always try to provide transport to aid access wherever possible. With the current risks of infection from Coronavirus we are having to review how we offer transport and ways that this can be done safely and lawfully.

We will not be able to provide transport whilst the readiness level is at red and we will begin looking at safe ways to do so once this level has moved to Amber, with the requirement to wear face coverings as previously mentioned. Although face coverings are not mandatory on ‘school transport’ we want to protect all our staff, volunteers ad young people and therefore this is a necessary measure to reduce the risk of infection. It is fair to say that we are still some way from being able to fill a minibus to capacity, so there will be restrictions in place. We ask that everyone is understanding and patient with us whilst we look to resolve these issues as soon as possible.

If you are able to attend a youth work session by walking or cycling, this will be the preferred method of transport, however we understand that this is not possible for all young people. On arrival at the session please head straight towards the youth worker who will be clearly visible in an outside space, remembering to stay 2 metres away from everyone. At the end of the session, those leaving on their own will be allowed to do so, and staff will ensure they are leaving with sufficient space to not breach social distancing rules. If a young person is being collected they will remain in the group until their parent / carer has arrived and then will be permitted to leave at appropriate intervals to ensure there is no congregating.

1. **Communication**

It is important that all our plans and new operating procedures are communicated to all young people, parents/carers, volunteers and staff in order to ensure everyone is working together to help us keep all risks down. This action plan, along with our Covid-19 Risk assessment and the new Covid-19 Consent and Medical Questionnaire will be published on our website [www.seeds4success.org.uk](http://www.seeds4success.org.uk) as well as being emailed to all parents/carers, staff and volunteers. We are working with our youth committee to produce a young person friendly version of this document and this will be posted on our social media pages.

**COVID-19 Health Questionnaire and updated parental consent form**

Dear young person and their parent / carer,

You should have already completed our annual parental consent and membership form for the 13 month period 1st September 2019 – 30th September 2020 (if you are new to our service and have not yet completed one of these forms, please request one of these) however, due to the current situation regarding Covid-19 we require you to complete an additional Health Questionnaire and consent form before taking part in any of our activities This information is required to help us prevent the spread of COVID-19 and reduce the potential risk of exposure to our workforce, participants and visitors.

As we begin to re-open elements of our face to face delivery, we need to follow government guidance to reduce the risks associated with COVID-19 and put measures in place to protect any individuals or family members who are classed as clinically vulnerable or clinically extremely vulnerable. We will use the information provided in this form to enable us to take precautionary measures to protect you and everyone involved with Seeds4Success and it will be stored securely in line with data protection guidelines. In the case of a positive Covid-19 test on an individual within our setting we may need to share the information contained within this form and our annual consent and membership form with Public Health England to reduced the risk of the infection spreading.

Seeds4Success has a phased return to face to face youth work delivery action plan which details our operating procedures, along with a risk assessment for face to face youth work delivery during the Covid-19 outbreak. These documents are available on the charities website [www.seeds4success.org.uk](http://www.seeds4success.org.uk) or can be emailed to you by contacting [jaki@seeds4success.org.uk](mailto:jaki@seeds4success.org.uk)

We ask that young people respect these additional rules which are in place for the safety of everyone involved with Seeds4Success, their families and the wider community. Any young person in breach of these rules will be asked to leave the session and parents/guardians will be required to collect them.

If you have any questions, please contact me

Yours sincerely,

Jaki

Jaki Farrell

Charity Director - Seeds4Success

Mobile: 07585 723824

email: [jaki@seeds4success.org.uk](mailto:jaki@seeds4success.org.uk)

**Young Person Personal Details**

|  |  |  |  |
| --- | --- | --- | --- |
| First Name: |  | Surname: |  |
| Date of Birth: |  | Telephone Number: |  |
| Address: |  | | |

**Primary Emergency Contact Details**

|  |  |  |  |
| --- | --- | --- | --- |
| Name |  | Relationship to Young Person |  |
| Tel. no |  | Email |  |
| Address -if different from YP |  | | |

**Health Questionnaire**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Have you had any close contact with or cared for anyone diagnosed with COVID-19 within the last 14 days? | **YES** |  | **NO** |  |
| Have you been diagnosed with COVID-19 or had a positive COVID 19 swab test within the last 14 days? | **YES** |  | **NO** |  |
| Have you been in close contact with anyone who has travelled or returned from abroad in the last 14 days? | **YES** |  | **NO** |  |
| Have you experienced a cold, sore throat, high temperature (37.8°C), loss of taste or smell or had difficulty breathing in the last 14 days? | **YES** |  | **NO** |  |
| Has anyone in your household displayed any of the symptoms indicated above in the last 14 days? | **YES** |  | **NO** |  |
| Are you or any member of your household classed a clinically vulnerable and currently shielding | **YES** |  | **NO** |  |
| Are you or any member of your household classed as clinically extremely vulnerable and have received a letter telling you/them to shield | **YES** |  | **NO** |  |
| Are you or any member of your household currently self-isolating | **YES** |  | **NO** |  |

**Consent & Declaration:**

In signing this document, I declare that:

* I am satisfied that Seeds4Success have informed me of their revised procedures and have taken all reasonable steps to reduce the risk of and spread of COVID-19 infection during face to face activities and transport provision
* My child nor anyone living in our household has displayed symptoms of COVID-19 in the past 14 days.
* I understand and accept that my child will be required to adhere to strict social distancing and personal hygiene practises whilst engaging with Seeds4Success sessions.
* I will inform Seeds4Success immediately if my child or a member of my household displays symptoms of COVID-19 or a member of my household receives a positive COVID-19 swab test result within 14 days of my child attending a face to face session with Seeds4Success.
* I understand and accept that my child will be required to bring a face covering to face to face sessions run by Seeds4Success and they will be required to wear a facemask when accessing transport provided by the charity
* I appreciate that it is not possible to consider every possible complication of COVID-19 however I have had the opportunity to ask questions about procedures and practises adopted by Seeds4Success

**Signature of Parent/Guardian/Carer**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Print name:**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Date:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Declaration: PARTICIPANT (All)**

I, as a participant in the stated activity, agree to abide by the rules and act upon the instructions of staff.

**Signature of Participant**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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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 guidance (currently 6).  When operating 2 groups these will be run in 2 separate spaces each with a clear identified working area.  For 1:1 work ensure that there is 2 metres between member of staff and yp and sit side by side rather than face to face when possible  Equipment will not be shared during sessions and will be cleaned before and after sessions.  All activities will be delivered in outside environments where social distancing can be maintained.  All individual activities will be risk assessed and include measures to minimise risk of COVID-19 transmission.  Young person’s guide outlining new operating procedures produced by young leaders / youth committee, to be discussed with all young people before sessions commence. (to include guidelines for social distancing, accessing building, use of toilets, working groups etc)  Shared or communal outdoor equipment will not be used and where possible locked away to reduce the urge to use | | Have an additional member of staff present to speak to other users of the recreation ground / outdoor space to prevent extra’s joining the group  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. | | JF  All staff involved in face to face delivery | | On day of session  On day of session |  |
| **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  All publicity regarding phased return to face to face is clear that sessions are ‘closed’ and not open access, however a 1:1 session 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 | | All staff involved in face to face delivery | | On day 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 the 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 m 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 the right hand (boys) toilet 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 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. | | JF  Lead Youth Workers / Keyworkers | |  |  |
| **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. | | 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  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 and equipment use log completed | | 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 the 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 | | | Face to face sessions conducted in outside environments only where social distancing can be maintained and in line with phased return action plan.  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. | | JF/GS/RS/KJ  JF/GS/RS/KJ | | Before session  Before session |  |
| **Emotional distress of the staff – including anxiety** | Staff | | | Regular check in’s 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 | | | Only provide transport to enable young people to access sessions when NYA readiness level is at Amber.  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 | | | | |  | | | |  | | |
| Maaike Pope | | | | |  | | | |  | | |
| Ollie Lister | | | | |  | | | |  | | |
| Rob Haynes | | | | |  | | | |  | | |
| Rose Salmi-Wright | | | | |  | | | |  | | |
| Tony Nye | | | | |  | | | |  | | |
| Date Reviewed | | Signature | | | | | Role | | | | |
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