**Action plan for the delivery of youth work activities during ‘Lockdown 3’ commencing on 5th January 2021**

**Context:**

On 4th January 2021, The Prime Minister announced that, due to the rapidly escalating transmission rates of the Covid-19 Virus, he was ordering another national lockdown and with this the closure of schools and colleges to most pupils. The subsequent guidance around the new restrictions has been issued for those individuals who are fit and well:

<https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/949536/NationalLockdownGuidance.pdf>

There is additional advice for those individuals who are extremely clinically vulnerable to coronavirus, although updated on 30th December 2020 so does not reflect the new national lockdown measures:

<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>

With the following advice for households with possible or confirmed cases of coronavirus (latest version updated 18th December):

<https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection>

At 1pm on 5th January, following discussion with government officers, the National Youth Agency (NYA) updated their guidance <https://nya.org.uk/guidance/> and shared this with the professional youth work field via a webinar, with their readiness level once again returning to Red for young people across all age groups. The work by the NYA in ensuring youth work is recognised as ‘key work’ has enabled the sector to avoid mass closure at this time although face to face work, is only permitted with vulnerable young people and through invite only 1 to 1 meetings or support groups (with a maximum of 15 young people). This guidance enables us to continue to reach out to those young people who require additional support and respond to the needs of young people facing challenges. All face to face delivery must continue to meet with our Covid-19 procedures with each activity being risk assessed.

**Process:**

On Wednesday 6th January the new guidelines were discussed with the S4S staff team and with members of our youth committee and their views were considered. Although there were no significant changes in what activity would be permitted under the red readiness level from that which was permitted during lockdown 2 (the maximum number at a support group has increased to 15 plus any staff or support workers), the key change for young people is that schools and colleges have once again closed to most pupils. The impact of school closures on the majority of young people will mean that they are now unlikely to be seeing their peers face to face and all their learning will return to being online.

Whilst for some young people the opportunity to stay connected via remote youth work sessions will be welcome, others will find that they have spent too much time at a screen and will not want to engage. There are then of course the young people who have poor or no WiFi, or the lack of an appropriate device to connect with as well as those who have low self-esteem or perhaps have incredibly hectic home lives and thus do not feel able to join on line sessions. Nevertheless, we all felt it was import to resume Zoom sessions in place of open access face to face sessions and re-establish support groups for the Bridging Project, the older young people with additional needs and those on the Building Bridges programme. We also felt that it was important to reinstate specific support groups focusing on mental health and wellbeing targeting those individuals known to be vulnerable or struggling mentally with our Monday evening session at Mere Youth Centre and an outdoor practical ‘green gym’ session in place of place of ‘Leisure Credits’.

In line with the guidance these sessions will be invite only with the definition of vulnerable being left to our professional judgement. We discussed some of the issues contributing to young peoples vulnerability and felt that for some young people, just being the only young person within a household was itself very isolating, whilst for those with multiple siblings or with caring responsibilities, an opportunity to be away from the home was a very important break in their week. There is a recognition that situations change for young people and the opportunity to access one to one support or to attend a support group needs to be regularly reviewed and staff need to communicate to ensure that young people are invited to access support as necessary.

1 to 1 work with vulnerable young people is also permitted and meeting can take place outdoors or at covid secure venues such as Mere or Fovant Youth Centres as long as social distancing and covid secure procedures are followed and sessions are appropriately recorded. This is mainly relevant to young people on targeted programmes however, the opportunity to meet and talk to a youth worker face to face is available to all young people, it just needs to be pre-arranged. The mentoring programme has now launched and where mentors are willing and able to meet with young people either face to face or remotely, this will continue, adopting walk and talk type activities or utilising youth centre spaces to meet indoors where appropriate. Youth workers and volunteer mentors must not meet with young people in their homes or gardens under the current guidance.

It was agreed that youth committee and young leaders sessions would move back to Zoom and that we would be unable to run the peer led junior sessions face to face as there was not sufficient time to plan something on line for January. The plan for any future junior sessions can be discussed with young leaders over the coming weeks.

**The Next Steps:**

The government has said that these measures will be in place until at least mid-February although there is currently no definitive exit date. It would be fair to anticipate that when the transmission rates have come down, the vaccine programme is well under way, restrictions lift and schools resume the NYA readiness level may also drop to Amber. At this point we would expect Leisure Centres to reopen and thus our Health and Wellbeing sessions would be able to resume at the Nadder Centre in Tisbury with all our Covid-19 operating procedures in place. We would also anticipate the return of face to face sessions for Wilton Junior Youth Club, Young Leaders & Youth Committee, Mere Friday evening sessions and more general Leisure Credits sessions.

Information regarding all the changes during this 3rd National Lockdown will be communicated by text message, social media, our website. The outlook calendar on the S4S website will also be updated. Local schools will also be contacted so they are aware that additional support can be offered to those young people who are most in need.

**Putting this into practice:**

With Covid-19 procedures already in place, the only requirement to enable support groups to run is a review of all relevant risk assessments with staff and young people. Staff have already had a discussion around vulnerability and identifying which of the young people we are currently working with should be invited to either support group sessions or be receiving 1 to 1 support and regular staff meetings during the lockdown period will ensure we are able to review this and include more young people as necessary. It will then also be important that for any support group session we are running, young people are directly invited to the session giving the specific time, location and details of the activity. Group sizes remain at 15 plus staff and volunteers, however, with the advice now placing more emphasis on maintaining social distance of 2m wherever possible, even when wearing face coverings, we may need to limit group sizes below this maximum, or create 2 separate working spaces e.g. indoors and outdoors to enable sessions to run safely. It is possible to still provide transport to access the sessions applying our existing safety measures regarding socially distanced seating, limited capacity, the use of face coverings and cleaning and hygiene routines.

Online sessions will be run via Zoom and they will be promoted via social media and text messaging. Those young people or parents (if under 13) making contact to say their child/ward would like to participate in the session will then be sent the link for that specific session – links will not be publicly available. All zoom sessions will set up with a new link and the waiting room function will be activated so that staff can manage who they let in. Young people are aware of the expectations around behaviour in zoom sessions and we do understand that parents/carers/younger siblings may be in the background whilst these sessions are taking place. Young people will be asked to mute themselves when others are speaking to enable everyone to engage. It is possible for a young person to join a Zoom session with their camera on or off. Sessional attendance and any specific outcomes or activity will be recorded in the same way as a face to face session is.

The risk assessments for all activities will be reviewed and updated as necessary and all staff will be informed of the new guidance. This new action plan, along with amended risk assessments will be uploaded to the charity’s website [www.seeds4success.org.uk](http://www.seeds4success.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 10 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
* Young People, staff and volunteers wear face coverings to all face to face youth work sessions, and follow the law by wearing these on our transport and in our buildings. Those with exemptions are required to notify the charity director so additional safety measures can be implemented to reduce the risk to others
* When entering a building there will be alcohol hand sanitiser inside the entrance which should be used by all
* If toilet facilities need to be used, you must keep your face covering on, 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:

* 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, mouth or face covering

Frequent Cleaning

In order to do this, after each session the staff team 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
* Clean toilet and kitchen areas
* Ensure all waste from bins is emptied into a bin bag and tied up and placed in woodwork room at Mere Youth Centre or removed from other premises
* Ensure all tied bags are removed from the woodwork room and placed outside the youth centre on a Thursday for collection on Friday morning or on a Saturday for collection on a Monday 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 levels Red and Amber
* 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
* Follow NYA and government guidance on social distancing, permitted group activity and ‘bubble’ sizes.
* Create working ‘bubbles’ at sessions so that staff, volunteers and young people stay with the same group during youth work activities
* Where possible create resource packs for individuals to prevent sharing of resources – any items that need to be shared must be thoroughly cleaned before and after use by each individual or hand washing must be carried out before and between use if gloves cannot be worn - cleaning products will be provided at all sessions.
* Develop appropriate safe procedures for operating transport to enable young people to access youth work sessions, ensure this is communicated to all staff, parents/carers and young people and seek sector specific guidance on increasing capacity.
* 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**

It is a legal requirement to wear face coverings inside youth and community centres and social clubs as well as on transport so these are now mandatory at all youth work sessions. If a young person, member of staff or volunteer is exempt from this law due to health conditions or a disability, they need to discuss this with the charity director so that additional measures can be put in place to safeguard others sharing the same space and to ensure there is sufficient space available with the group size to ensure appropriate social distancing.

If you come to a session without a face covering, we will only be able to issue you with one if we have spares. Please note we do not have large stocks of disposable face coverings so please do try to bring your own. If you are not able to get your own face covering, please contact the charity director so we can make arrangements for you. Please ensure your face covering fits appropriately and is worn correctly at all times. When sessions are taking place outdoors and there is physical activity involved it may be permitted to remove your face covering. Please check with the lead worker before removing your face covering except if required in an emergency situation.

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.

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**

During the peak of the pandemic there were members of our community and families who were 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> These individuals and families were initially ‘shielded’ during the earlier stages of the pandemic, however as restrictions eased these individuals were asked to take extra care when leaving their home and to minimise their contact with others outside their household or support bubble. During Lockdown 3 there has been a reintroduction of ‘shielding’ for those individuals classed as being extremely clinically vulnerable and the government have issued the following advice <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>

We feel it is our responsibility to support those individuals who are at additional risk and who continue to shield or are living with someone who was or is shielding and therefore we would only want them to attend sessions or activities 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 to place undue stress or risk on themselves or their family member in coming to work. We encourage all those affected to discuss their concerns with the charity director so appropriate working arrangements can be put in place.

1. **Managing Group sizes / ‘Bubbles’**

When planning and delivering support group sessions we must follow the latest NYA guidance on permitted group sizes, which is currently set at a maximum of 15 which is to include young people, staff and volunteers. It is permitted to operate more than one ‘bubble’ however, the size of the indoor spaces we use to deliver our youth work, mean that it is unlikely that we can accommodate this. If the permitted number of young people in a group reduces we may consider running to separate ‘bubbles’ or back to back ‘bubbles’ at support group sessions. If this was to happen, the 2 ‘bubbles’ will be engaged in different activities, in separate clearly identified areas, with their own social distancing measures in place and each ‘bubble’ 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 (if we are meeting outdoors in a public space)

During Lockdown 3 there should be limited mixing of young people with schools closed, although, we do understand that some households may be part of childcare or support bubbles and some individuals will still be attending school. However, in order to reduce the risk to young people, staff and volunteers within our setting and to comply with the Covid-19 guidance from the NYA, we will be operating our own social distancing and grouping practices for our sessions. As guidance changes and restrictions on group sizes and social distancing are altered we will review our delivery approach 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 limit our capacity on minibuses and are seeking further guidance on whether this can be increased. We are aware that young people are much closer together on ‘school transport’ however, they have specific set guidance and as yet there is not anything that covers transporting young people to youth work activities. With NYA readiness level returning to red, we have received confirmation that we are still able to offer limited transport to attend our sessions in line with our previous procedures.

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 and dark winter nights add increased concern. On arrival at the session please find a space, 2 meters away from anyone else and wait for the member of staff to brief you for the session. Please do not arrive for sessions early as staff need time to clean and prepare resources and equipment. At the end of the session, those leaving on their own will be allowed to do so and we can call/text parents to advise them that their child/ward has left if they wish. Young people should adhere to the current social distancing rules and thus they are only permitted to walk with one other individual to and from a support group session. Young people getting the minibus home will need to get on the minibus loading from the back first and ensuring everyone sits in the same seat they came in. If a young person is being collected they will remain with 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 revised action plan, along with our updated Covid-19 Risk assessment and Covid-19 Consent and Medical Questionnaire and the latest version of the young peoples procedures will be published on our website [www.seeds4success.org.uk](http://www.seeds4success.org.uk) .

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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  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 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 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 and we cannot simply have ‘drop in’ sessions. 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.  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 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 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 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.  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 quaranteened 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 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 | | | 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  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 | | | | |