**Action plan for the phased return to full youth work delivery following ‘Lockdown 3’**

**Commencing on 29th March 2021.**

**Context:**

With the 3rd period of national lockdown due to the Covid-19 virus and the roll out of a national vaccination programme beginning to have the desired effect on infection, hospitalisation and death rates, the government announced its roadmap out of lockdown on 22nd February 2021. <https://www.gov.uk/government/publications/covid-19-response-spring-2021/covid-19-response-spring-2021-summary> Following these announcements, The National Youth Agency (NYA), in consultation with in consultation with Public Health England PHE) and the Health and Safety Executive (HSE) have revised their guidance document, which details the level of youth work activity permitted at each stage of the governments road map <https://nya.org.uk/guidance/>. Both of these documents have ‘not before’ dates which determine each stage of re-opening and the NYA guidance links to the dates on the government road map. The NYA will deliver a webinar to update on any changes to their guidance in advance of each stage.

**Process:**

Following the return to school for most pupils from 8th March, there was little changes for youth work delivery and the readiness level remained at red, meaning we could continue to offer invite only support groups and 1 to 1 sessions to young people in a face-to-face setting with all other activities taking place online.

From 29th March step 1B on the road map is reached and at this point the NYA readiness level will drop to Amber, however, there are changes to what was permitted at Amber last summer. At this stage we are only permitted to run outdoor open access youth work sessions for young people, but there are no limits on group size. The CEO of the NYA in the question and answers session of the webinar 23rd March has also said that using minibuses, with all seats filled, to enable young people to access youth work opportunities was also permitted.

The government roadmap and the NYA guidance document have given us quite a good indicator of what level of activity we are able to deliver at each stage and so following consultation with trustees, staff and youth committee members we have agreed our own plan. With limits on group sizes for indoor activity still anticipated, it was decided that whilst we could begin to offer open access opportunities outdoors from 29th March, with a move to indoor activities for some of those sessions planned from 12th April, we would still need to limit group sizes to 15 young people for both the Monday evening Health and Wellbeing and the Wilton junior sessions. Having agreed to run a combined outdoor session for both ages groups for Mere drop in on a Friday night, with the plan to split the age groups when we were able to return inside, it was felt that we did not need to limit these sessions as there would be 2 groups going forward.

It was agreed that Leisure Credits could return to being open access with credits once again able to be awarded from the 6th April (the first session of the Easter holidays) as the sessions would take place outdoors and it was felt that there could be a final young leaders and youth committee zoom session on 31st March with a training and planning session to be run outdoors on Wednesday 7th April. The issue of transporting young people in the minibus was discussed with trustees and it was agreed that the buses could be filled, as long as the driver and all passengers were wearing surgical grade (Type IIR) masks, everyone used hand sanitizer when getting on the bus and the windows were open to allow ventilation.

**The Next Steps:**

With the not before dates and steps set out by the Government and the NYA, we have planned the following re-opening:

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| **Step** | **Not before** | **NYA readiness Level** | **NYA Permitted Activity** | **S4S planned delivery** |
| 2 | 12/4/21 | Amber | * Online and digital youth services * Detached/outdoor local youth services (consistent with social distancing guidelines) * 1-2-1 sessions with young people * Group sessions delivered indoors (with limited numbers/bubbles – currently 15) | * 1 to 1 support can continue. * Health and Wellbeing sessions return to Nadder Centre (limited group size – currently 15) * New daytime skill development projects can commence when ready to operate. * Bridging Project fully operational (limited group size – currently 15) * Wilton Juniors return to WMSET Centre (limited group size – currently 15) * Young Leaders and Youth Committee fully operational with junior sessions resuming outdoors or indoors with limited group size (currently 15) * Project night in Fovant, a new open access ‘drop-in’ in Wilton and a ‘workshop’ night at Mere (all these sessions are only twice a month) will be able to run, indoors with limited group sizes (currently 15) * Mere Friday night ‘drop in’ return to indoor sessions with 2 ‘bubbles’ of no more than 15 young people 6:30-8pm (juniors), 8:30-10pm seniors. * Leisure Credits work sessions fully operational – limited opportunity for reward trips |
| 3 | 17/5/21 | Yellow | • Online and digital youth services  • Detached/outdoor local youth services  (consistent with social distancing guidelines)  • 1-2-1 sessions with young people  • Group sessions delivered indoors (consistent  with social distancing guidelines)  • Camping and overnight residentials | * All projects will have face to face sessions running, although we are anticipating that there will still be a requirement for face coverings and social distancing. It is hoped that restrictions on group sizes will be removed at this point or they will be increased significantly. * We anticipate being able to run leisure credits reward activities. * Team building, accreditation and social action elements of Local Youth Action Scheme (LYAS) will be able to take place |
| 4 | 21/6/21 | Green | • All services open as per normal yearly  operations  • Overnight trips and visits  • International travel allowed within Foreign and Commonwealth Office advice | * All projects operating fully with face-to-face sessions and we hope restrictions on group sizes have been removed. * LYAS Team will be able to take part in residential and other residential opportunities can be planned and booked |

**Putting this into practice:**

With Covid-19 procedures already in place, the only requirement to enable the return of more face-to-face work is a review of all relevant risk assessments with staff and young people, in particular the one relating to transport as the restrictions on group sizes on this has been lifted. Group sizes remain at 15, plus staff and volunteers, for most sessions at present (only exception is the outdoor sessions at Mere YC) and young people will still be required to wear face coverings and keep socially distanced. The rule of 6 is in place for the public so young people need to be reminded of this when walking to and from events or wating for sessions to begin. All cleaning procedures and hand sanitising will also remain in place. Open Access sessions will be promoted via social media and text messaging, with those involved in support group sessions being given priority when spaces are limited.

The only online session will be the alternate week project night sessions which will remain in place for foreseeable future. As always with online sessions, the link for that specific session will be sent directly to the participant and all zoom sessions will be 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 (including lateral flow tests), 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 overcrowding.
* 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 avoid sharing of resources / equipment – 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. For those young people using the S4S transport they will be issued with a disposable surgical grade (type 2 IIR) mask which they will be required to wear on the bus in both directions. 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, however as the vaccine programme has been rolled out these individuals may have received vaccinations and should be less at risk of serious illness if they do become infected with the virus. There will, however, be some people with clinical vulnerabilities and medical conditions who have not had a vaccine, in particular those who are under the age of 16, and therefore we still need to be mindful of protecting these individuals.

The government has issued new guidance on shielding and protecting people who are clinically extremely vulnerable from COVID-19 <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>

Whilst this guidance has removed the official requirement to shield, we feel it is our responsibility to support those individuals who remain at additional risk and who have continued concern about their vulnerability to Covid-19. As our face-to-face delivery increases, we need to ensure that these young people are supported to attend session and feel safe to do so. We will be asking parents/carers whether there are concerns around vulnerability going forward and also monitoring the situation regarding vulnerability and vaccines for staff and volunteers. We hope any concerns can be discussed with the charity director and an appropriate safety support plan 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 for indoor sessions, not including staff and volunteers, and there is no limit for outdoor youth work sessions. 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 were to happen, the two ‘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).

With schools now open and the rule of 6 and outdoor sports returning, there will inevitably be some mixing of young people outside their homes and school bubbles. 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 area’s 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 restrictions on activities easing and young people being transported to and from school on buses, the NYA has agreed that all seats on minibuses can once again be filled, however we ask that young people spread out if there are spaces and where there are siblings, or existing bubbles from school, young people sit in these groups where possible. Surgical grade face masks will be required for all minibus users on every journey as will the use of hand sanitiser on entry to the vehicle. We will keep windows open so warm tops may well be required.

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 find a space, 2 metres 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 should walk home in a group size no bigger than 6. 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 people’s 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, 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 | | | | |