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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** |
| **Risk of transmission of Covid-19 virus due to close contact with others who may be carrying it.** | Staff, young people, families, | | | Keep group sizes, including staff and volunteers, to the maximum permitted in government / NYA guidance – 1/4/22 (latest NYA guidance) confirms no restrictions on group sizes and the sector is at Green – advised to maintain some precautions / vigilance to risk of Covid-19  Encourage young people to continue to wear face coverings at indoor sessions.  Ask young people to sanitise hands on entry to premises and to practice good hygiene, cleaning equipment such as pool ques, balls etc between use  Equipment will be cleaned before and after sessions and between user where possible  If using communal outdoor equipment (e.g. park, outdoor gym) it be cleaned before use where possible and young people will be asked to sanitise hands following the activity.  Make use of outdoors for youth work sessions whenever possible to reduce numbers of young people inside the building.  Encourage young people to continue to keep distanced, reminding them that despite removal of restrictions Covid rates are still very high.  Indoor activities will be delivered with risk of infection from Covid-19 in mind – appropriate cleaning before and after use, some windows and doors will be opened to provide ventilation and face coverings can be worn if desired. | | Limit group sizes according to the spaces where work is delivered:  WMSET centre and Fovant Youth Club no more than 20 as very small and limited ventilation.  Mere YC – better ventilation and big outdoor space – not more than 35 in building at one time  Andy Young Pavilion – small space but both sides open to provide excellent ventilation – large outdoor space too – no more than 35 in the building at one time  Nadder Centre – large spaces and good ventilation – group uses more than one space so max group size of 40 is permitted.  Ensure there are clear records of who has been at sessions and on transport  Ensure posters advising updates around face covering use are displayed on the door of all premises used.  Have spare masks available for use at sessions if necessary.  Ensure there is good ventilation when using indoor spaces – keep windows and doors open whenever possible.  Ensure there are appropriate levels of cleaning products and wipes at all delivery locations and on vehicles and that these our accessible to staff and young people to use and they know to do so  Update Covid-19 procedures for young people and ensure these are communicated:  - Face coverings still required on transport, and optional at groupwork settings  - Young People, staff and volunteers not to come to sessions if they have any symptoms of Covid or they are recording a positive test result.  Ensure young people are clear of the procedures for the session before activity commences and publicise on website and display in buildings | | All Staff  All staff  JF/LC  JF  Lead worker  All staff  Lead workers | | Ongoing  On day of session  1/4/21  Ongoing  Ongoing  1/4/22 |  |
| **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 m metre distance where possible. The parent/carer should be contacted to collect the individual and they should be advised to  follow government advice regarding self-isolating. | | 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.  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 in the waste. | | JF  All Staff  All Staff  All Staff  Lead worker  Lead worker | | Before session  Before session  When needed  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 or living with someone who is clinically extremely vulnerable should now have received double/treble vaccinations (unless vulnerability prevents vaccination) and there are no shielding measures in place.  Young people living with those that are clinically vulnerable should advise staff so additional protective measures can be put in place  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 anyone living in households with additional vulnerability | | Confirm any member of staff or families who this applies to. | | JF  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 on vehicles and it recommended to young people that they continue to wear them indoors especially when there are busy sessions | | Ensure sufficient supplies 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 in the waste bin. | | 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 after use  All waste from bins is emptied into a bin bag and tied up 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.  Equipment used during a youth work session must be cleaned after the session wherever 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 | |  |  |
| **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 work from home where possible | | 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). No restrictions on use of minibuses in NYA Guidance issued on 1/4/22.  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 | | | | |
| 17/5/21 | | Jaki Farrell | | | | | Charity Director | | | | |
| 21/6/21 | | Jaki Farrell | | | | | Charity Director | | | | |
| 19/7/21 | | Jaki Farrell | | | | | Charity Director | | | | |
| 1/4/22 | | Jaki Farrell | | | | | Charity Director | | | | |