

## Risk Assessment: Youth Network MK – COVID-19 RISK ASSESSMENT

### All Clubs and Projects

**Readiness level:** YELLOW

**Provision allowed:** Open access clubs, where possible aim for a maximum of 20 in each room.

**Date agreed:** 4<sup>th</sup> September 2020 (revised 14/09/20) (revised 08/04/21) (revised 18/06/21) (revised 02/01/22).

The purpose of the risk assessment is to:

- Identify situations that might cause transmission of the virus and analyse who could be put at risk and the likelihood of exposure.
- Help Management and Staff to minimize the risk of transmission.
- Serve as a checklist for Management and Staff.
- Reassure Club participants and Parents/Guardians that everything reasonably practicable has been done to make the activity COVID-19 secure.
- Help ensure that all legal health and safety obligations are met, and all relevant guidance adhered to.

What is the Risk?	Who it at Risk?	Level of Risk
Prior to arrival at clubs	Young people, staff, parents/guardians	
Staff to make sure they have a face mask. If not, there will be spare masks available in the Covid-19 box.		H
Staff coming by public transport to wear a mask.		H
Although young people are now able to just turn up we will still encourage them to sign up and complete a form (if they haven't done so since September 2020). Posts will be put up on Facebook, and parents will be contacted before the first session. Parents/Guardians are now able to complete a registration form online via our website.		H
All young people will complete a new enrolment form to ensure all information is up to date if they have not attended since Sept 2020.		H
Parents/guardians will be informed to keep their young person away from club if exhibiting any symptoms of Covid-19.		H

What is the Risk?	Who it at Risk?	Level of Risk
Arrival at provision	Young people, staff, parents/guardians	
<b>Control Measures</b>		
All staff to wear face covering.		H
The law now requires all those aged 11 years and over to wear a face covering, unless they are exempt, when attending youth sector activities. This will be reviewed by Gov. at end January 2022.		H

Staff, when handling money, will need to wear gloves and follow HSE guidance on washing hands.	H
All staff, children and young people will have their temperature taken on arrival. Anyone with a temperature above 38C will be asked to leave and contact NHS Test and Trace service. Young people/staff will only be allowed back to session after a <b>Negative</b> test for Covid-19.	H
At the first session of term young people will arrive at club and be asked to enter the main hall and to sit down, chairs to be socially distanced. Staff to go through behaviour and explain how session will run for the next half term. This includes not having more than 20 young people in each room at a time where possible.	M
Ensure social distancing is applied outside the venue.	M
Staff to complete building checklist (adapted for Covid-19) before young people arrive and after they leave.	H
Put up all notices and set up sanitizing stations. Include '5 steps' notice from National Youth Agency.	M

What is the Risk?	Who is at Risk?	
Activities in provision	Young people, staff, volunteers	
<b>Control Measures</b>		<b>Level of Risk</b>
Aim for a maximum of 20 young people to a room.		H
When group are entering new rooms, staff must make sure the young people use the hand sanitizer.		H
Where possible, young people must stay at least one metre away from each other when two metres are not possible. Staff to also keep a distance from young people.		H
Only get out equipment required for session and clean before and after session.		H
All rooms to be ventilated with windows and doors open where possible.		H

What is the Risk?	Who is at Risk?	
Hand washing/hand sanitizing of staff and young people	Young people, staff, volunteers	
<b>Control Measures</b>		<b>Level of Risk</b>
Staff to wash hands on arrival.		H
Young people to have sanitizer offered to them as they enter the provision and throughout the session.		H
Set up sanitizing stations outside each room including toilets with sanitizer, open bin, paper towels. Young people to use on arrival and when moving from room to room.		H
Encourage young people to wash hands regularly.		H
Display posters in toilets on how to wash hands thoroughly.		H

What is the Risk?	Who is at Risk?
Social distancing	Young people, staff, volunteers
Control Measures	Level of Risk
Follow HSE guidance on social distancing. Aim for up to 20 per room.	H
Work out flows of movement and put notices in place to guide young people. Provide a one-way system wherever possible. Follow building guidance.	H
No young people to enter the kitchen or any other room not open to the club.	H

What is the Risk?	Who is at Risk?
First aid	Young people, staff, volunteers
Control Measures	Level of Risk
In an emergency, accident first aid must be given and staff and young people do not have to be socially distanced.	H
When first aid is given to young people or staff, if Covid-19 is suspected, parent to be encouraged to contact the NHS test and trace service.	H
If Covid-19 suspected, 1 staff member to take young person to well ventilated area and call parents to pick them up. Debra to be called if not in Centre.	H

What is the Risk?	Who is at Risk?
Food and drink	Young people, staff, volunteers
Control Measures	Level of Risk
Water and juice can be now given in re-usable cups and washed up straight away. Water and juice must be covered.	M
Only staff to prepare and hand out food and snacks. Snacks must be individually served to young people.	H
Young people must wash hands before eating food.	H

References

<https://nya.org.uk/guidance/>.

- Managing youth sector activity and space during COVID -19

<https://www.gov.uk/coronavirus>.