**Action plan for the delivery of youth work activities during ‘Lockdown 2’ from 5th November – 2nd December**

**Context:**

On 4th November, Parliament agreed a 2nd National lockdown in England to try to slow the spread of Covid-19 across the country and issued the following guidance: <https://www.gov.uk/guidance/new-national-restrictions-from-5-november>. Subsequently, following discussion with Government officers, the National Youth Agency (NYA) updated their guidance <https://nya.org.uk/guidance/> as they moved their readiness level to Red. With different arrangements in place regarding education for children and young people there has also been an acknowledgement that youth work provides key support to young people. Whilst not all activities delivered by Seeds4Success will be permitted, this guidance does enable 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 4th November we discussed the new guidelines with members of our Youth Committee and sought their views on continuing to offer some face-to-face delivery for young people needing extra support during this 2nd lockdown period, whilst also discussing ideas for some online activity. There was a general agreement that online sessions were not ideal and many young people would not access them due to their own personal issues such as low self-esteem/confidence, as well as the challenges around poor Wi-Fi, lack of appropriate device or personal space to meet in this way. There acknowledgement that if face-to-face sessions were to close, something should be offered in its place and therefore, although not a great substitute, there would be Zoom sessions, involving games and activities on a Friday evening, during this period as well as for the Wilton Junior group. It was also agreed that Youth Committee and Young Leaders sessions would move to Zoom for this lockdown period, however the Mere Peer led monthly junior session would be cancelled for the month of November.

We discussed options for retaining a health and wellbeing support group session for young people on a Monday evening based at Mere Youth Centre as well as the targeted sessions for the ‘Bridging Project’ to support young people of secondary school age with additional needs and the ‘Project Night’ which is a support group for young people aged 16-24 with additional needs. It was felt that this was appropriate and relevant, and these opportunities should provide those young people most in need with a weekly face-to-face opportunity. We also identified that it may be appropriate to offer a homework support group to some of our more vulnerable young people on a Friday evening, however this would be in addition to the Zoom session. It was agreed that it was not possible to organise a remote Leisure Credits session for Sat 7th November, but staff could prepare something for 21st November. One-to-One support to individuals who are Not in Education, Employment and Training (NEET) through the Building Bridging Programme will continue as well as any targeted one-to-one key work or mentoring support to young people needing extra support. The only additional restriction being that this work cannot take place in an individual’s house or garden.

**The Next Steps:**

The government are stating that these additional restrictions will automatically cease at midnight on 2nd December so we would anticipate the NYA readiness level to revert to Amber at this point and we would hope to be able to return to the delivery detailed in our action plan for post Covid-19 reopening from 23rd September. It is also hoped that Leisure Centres will also re-open at this time and we would be able to returned to using the Nadder Centre in Tisbury for our Monday Health and Wellbeing session, something that had been planned for November, but following one session has ceased once more.

Information regarding all the changes during this 2nd lockdown period will be communicated by text message, social media, our website and a letter emailed to parents / carers. 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, there is not any additional requirements to enable the sessions to continue other than to ensure that young people are directly invited to the relevant session including a time, location and details of the activity. Changes to the guidance on group sizes means that there must be no more than 15 in a support group and this includes staff, volunteers and peer leaders. It is possible to still provide transport to access the sessions applying our existing safety measures regarding socially distanced seating, limited capacity and the use of face coverings.

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 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
* 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, we will:

* Clean regularly touched surfaces such as 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 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 and cleaning products will be provided or if appropriate gloves can be worn.
* 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 seek 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.
* 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 2 there will be no reintroduction of ‘shielding’ however, these individuals are urged to ‘be especially careful to follow the rules and minimise your contacts with other’.

In addition to these individuals there were also those who were identified as being clinically extremely vulnerable to severe illness from Coronavirus. There was initially specific government guidance for these individuals, however, this has been updated over time and new guidance has been published for Lockdown 2. <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>. Individual’s falling in this category are asked to remain at home and will receive a letter from the Government informing them of this.

Despite the changes in Government guidance we feel it is our responsibility to support those individuals who are at additional risk and who were or continue to shield or are living with someone who was or is still 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. Although the Government shielding programme remains paused 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 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)

During Lockdown 2 there should be limited mixing of young people outside of school, however, we do understand that they may have different ‘bubbles’ or support groups away from S4S. 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 people’s procedures 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.

**Appendix A**

5th November 2020

Dear Parent / Carer

**Re: Seeds4Success activity during Lockdown 2 (5th November – 2nd December 2020)**

As you will be aware we are just beginning the second national lockdown as a result of the Coronavirus pandemic so I wanted to write to update you on what this means for youth work delivery by Seeds4Success during this period. The National Youth Agency (NYA) has been liaising with the government on behalf of all providers of youth work and we are following their guidance regarding what youth work activity is permitted during this time. Their latest guidance can be found on <http://www.nya.org.uk>

This guidance means that Seeds4Success can continue to deliver our ‘Bridging Project’ and ‘Thursday Project Night’ sessions as these are small, closed groups providing additional support to invited individuals. We are also able to continue to provide one-to-one support to young people who need it, therefore if you do want to meet with a youth worker during this time please do get in touch. Our work with young people who are Not in Education Employment and Training (NEET) will continue through the Building Bridges Programme.

We will also be inviting young people to a Health and Wellbeing support group session at Mere Youth Centre on Monday evenings during the next month as we know that some young people will be negatively impacted by a second lockdown and they need an outlet to speak to peers and youth workers. These sessions will include some healthy cooking and ‘walk and talk’ opportunities. Our group size is limited to 15 including staff and volunteers and we are still able to provide limited seats on the minibus. We are also considering a homework support group on a Friday evening for those who need it so if you feel this would be of benefit to your son/daughter/ward, please do get in touch.

All our other projects will have remote sessions in place of face-to-face for the month, except our monthly peer led junior session in Mere which will be cancelled for the month of November. We also do not have enough time to create an appropriate remote session for Leisure Credits on Saturday 7th November however there will be something in place for Saturday 21st.

Our revised action plan and risk assessment will be published on the charity’s website <http://www.seeds4sccess.org.uk> and if you have any questions or feel that your son/daughter/ward should be able to access one of our support groups, please do get in touch.

Kind Regards

Jaki Farrell

Jaki Farrell

Charity Director

Tel: 07585723824

Email: jaki@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 volunteersWhen operating 2 groups these will be run in 2 separate spaces each with a clear identified working area. 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 not shared unless gloves are worn or it is cleaned between users. Where possible 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, windows and doors will be opened and all staff, volunteers and young people will be required to wear face coveringsAll 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 extra’s joining the groupEnsure 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  | JFAll staff involved in face to face deliveryLead workers for sessionsLead workers for sessionsJF/RS | On day of sessionOn day of sessionOn day of sessionBefore first indoor sessionBefore 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 sessionEnsure 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 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 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 groupUpdate 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 placeLead 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 deliveryLead workers for sessionsLead workers for sessionsLead worker for session | On day of sessionIn advance of sessionIn advance of sessionIn 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-19If 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 staffAll staff are to have their own first aid kit with additional PPE with them at sessionIf 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.  | JFAll StaffAll StaffAll StaffJFAll StaffAll StaffAll StaffAll Staff | Before sessionBefore sessionWhen neededOn day of incidentOn day of test resultOn day of test resultOn Day of incidentOn day of incidentOn 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 requestedS4S 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.   | JFLead 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 sessionIndividual hand sanitisers in staff individual first aid kits Liquid soap and paper towels in toilets and kitchenDisplay 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 sessionAll staff are to have their own first aid kit with additional PPE with them at sessionDouble 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 StaffAll StaffAll 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 bleachStaff are required to clean desks and office equipment before and after useStaff are required to clean toilet and kitchen areas before and after useAll 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 premisesAll 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 StaffRH / 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 where possible.When using indoor venues, windows and doors are to be propped open to increase ventilation and face coverings must be warn by all inside unless there is a health/medical exemption. Indoor sessions to be planned and manged to ensure social distancing can be adhered toClear 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 sessionLead worker for sessionAll youth work staff | Before sessionBefore sessionBefore session |  |
| **Emotional distress of the staff – including anxiety** | Staff | Regular check ins with all staff membersRisk assessments and working arrangements reviewed regularly and remain flexibleExtremely 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 permittedSee 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 |  | Charity Director |
| 10/9/20 |  | Charity Director |
| 5/11/20 |  | Charity Director |