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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 guidance (currently 6).When operating 2 groups these will be run in 2 separate spaces each with a clear identified working area. For 1:1 work ensure that there is 2 metres between member of staff and yp and sit side by side rather than face to face when possible Equipment will not be shared during sessions and will be cleaned before and after sessions. All activities will be delivered in outside environments where social distancing can be maintained.All individual activities 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 not be used and where possible locked away to reduce the urge to use  | 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.  | JFAll staff involved in face to face delivery | On day of sessionOn day of session |  |
| **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 sessionAll publicity regarding phased return to face to face is clear that sessions are ‘closed’ and not open access, however a 1:1 session 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 | All staff involved in face to face delivery | On day 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 the right hand (boys) toilet 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 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. | 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 roomAll 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 and equipment use log completed | 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 the 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 only where social distancing can be maintained and in line with phased return action plan. 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.  | JF/GS/RS/KJJF/GS/RS/KJ | Before sessionBefore session |  |
| **Emotional distress of the staff – including anxiety** | Staff | Regular check in’s 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 | Only provide transport to enable young people to access sessions when NYA readiness level is at Amber.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 |  |  |
| Maaike Pope |  |  |
| Ollie Lister |  |  |
| Rob Haynes |  |  |
| Rose Salmi-Wright |  |  |
| Tony Nye |  |  |
| Date Reviewed | Signature | Role |
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