**RISK ASSESSMENT FOR DURING COVID 19 OUTBREAK** 

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| **Date of Risk Assessment** | | 26/06/20 | | | | **Date RA Authorised** | |  | | | | |
| **Location / Project** | | Mere Youth Centre and outside space | | | | **Date of Activity** | | From 30/6/20 | | | | |
| **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 Infection through contact surfaces** | Staff, young people, or families who have underlying health conditions | | | **Young People and parents to remain outside the building, appropriately socially distanced, until a member of staff says they can enter - they must be wearing a face covering before entry (unless they have notified the charity director of an exemption)**  Hand sanitiser available at entrance to the building – all staff, young people and volunteers will be asked to use this on their way into the building.  Thorough cleaning of toilet and kitchen areas, using bleach / disinfectant before and after each session.  All contact areas to be cleaned at the start and end of each day by a designated S4S youth work staff member, prior to any other visitor entering the building. These areas to include;  • door handles, push surfaces / emergency exit bars  • taps  • light switches  • Shared keys eg. Shed, filing cabinet, minibus  • Shared equipment e.g photocopier, kettle, dishwasher  To reduce cross contamination from door handles and to increase airflow, when the site is in use, doors and windows are to be opened as follows:  Office – window and door  Kitchen – window and door  Back fire door – when office or main hall in use  Front doors – when outside area and main hall are in use  Main Hall – windows, double doors between entrance hall and main hall only when main hall is in use.  Chill Out room – window and door  The worker at each youth work session who is responsible for ensuring that fire doors are closed in the event of a fire alarm and that the site is secure at the end of each day.  If staff are using the building with no young people present e.g for admin or cleaning purposes, they are responsible for cleaning shared surfaces / items on arrival and ensuring appropriate levels of ventilation and securing the building before they leave.  Signs in toilets regarding handwashing and cleaning area before and after use  If multiple groups are being supported outside of the centre, staff must ensure that they communicate regarding access to the building to use the toilets/wash hands/get water. Prior planning by staff for each session is vital.  Each participant to be issued with their own set of equipment for the duration of the session. | | Ensure all young people, staff and volunteers are aware of the expectations and procedures to be followed to help keep everyone safe at sessions  Staff and young people to wash hands /use sanitiser at the start and end of all sessions and regularly throughout session as appropriate.  Staff to check supply of hand soap, paper towels and hand sanitiser before session starts.  Antibacterial wipes to be left in toilet areas so that each user is responsible for wiping the seat and taps before use  Staff to wash hands / use sanitiser before and after handling shared keys and equipment.  ALL EQUIPMENT must be cleaned before session starts and after use | | | All Staff  All staff and young people  All staff  All Staff | | On day of session  On day of session  On day of session  On day of session  On day of sesion |  |
| **Inadequate social distancing for Covid-19 infection risk** | Staff, young people, or families who have underlying health conditions | | | Activity spaces to be clearly laid out (2 distinct spaces if 2 groups) with cones & seating (cleaned in advance), ensuring 2 meter distancing is adhered to.  Young people will be reminded of new Covid-19 specific procedures relating to social distancing and good hygiene. | | Staff to be provided with appropriate cleaning materials to clean all seats, cones and other relevant surfaces before the session. | | | All Staff | | Before Session |  |
| **Risk of transmission when dealing with a sick or injured child 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-19  If a member of the group is displaying coronavirus symptom (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 open front door. 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 – or removed and incinerated  In the event of the sick/unwell yp needing to be isolated indoors, the ‘chill out’ room will be used as a dedicated ‘sick bay’ if necessary  If this area is used in this way, the room must be closed off and then deep cleaned after 72 hours and the charity director informed | | | JF  All Staff  All Staff  All Staff  JF  All Staff  All Staff  All Staff  All Staff  JF/RH | | 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  72 – 96 hours after incident |  |
| **Becoming ill whilst on site** | Staff | | | If a member of staff falls ill whilst in the office or at a S4S youth work session, they shall immediately inform the Charity Director and go home. They should follow the Covid-19 guidance and self-isolate for 7 days and family for 14 days. Records of those who have been in contact with that individual through S4S work will be checked and affect staff and parents of young people notified. The centre will then be cleaned as appropriate and the Charity Director will discuss next steps with trustees and staff. | | If the member of staff is unwell and cant leave the office immediately the ‘chill out’ room will be used as a dedicated ‘sick bay’ if necessary - If this area is used in this way, the room must be closed off and then deep cleaned after 72 hours and the charity director informed | | | All staff | | ongoing |  |
| **Injury on site** | Staff and participants | | | At all times there will be a first aider on site and staff will have person first aid kits with PPE outdoor during activity sessions | |  | | | All staff | | Ongoing |  |
| **Infection on site** |  | | | Visitors:  At no time are visitors who are not members of staff or directly associated with S4S i.e. Trustees to be allowed in the building.  Participants:  Only access to the building for hand washing and to use the toilets will be permitted until further notice.  Deliveries:  There will be no deliveries to the centre. Deliveries will be made to staff / trustee homes and brought to the centre as needed. Staff / trustees to follow good hygiene procedures when handling deliveries  Refreshments:  Staff and Young People will be asked to bring their own personally identifiable drinks bottle to all sessions.  If any food or refreshments are being made in the kitchen (where all surfaces, cupboards, containers and equipment will have been cleaned) this should be done by a member of staff, wearing a face covering and having washed their hands thoroughly before handing any food or equipment.  Drinks or food should be served by a designated member of staff, wearing a face covering and having washed their hands and this should be in individual cups/mugs/plates. There must be no sharing of items of food. | | As we move through the stages of readiness this risk assessment will be revised to consider increased access to the premises  When messages about sessions are sent out, ensure parents and young people are reminded to bring their own drink bottle | | | JF  Lead Worker | | Ongoing  Before session |  |
| **Cross-infection** | Staff | | | Staff to inform Charity Director when they are using a building or a vehicle belonging to S4S so a record of usage can be kept.  Staff issued with cleaning materials and hand sanitiser to ensure items that they use are cleaned before and after use.  Staff to bring their own pens / or take, clean and keep pens from the office to avoid accidental sharing of items. Stationery items such as hole punch, stapler, scissors, stamp, laminator, photocopier, shredder, filing cabinets, that have the potential to be shared must be cleaned before and after use. | | Ensure cleaning takes place between use by different individuals or groups  Follow specific procedures for use of spaces within the youth centre and read and follow the risk assessment and procedures regarding the use of vehicles and subsequent cleaning | | | All Staff  All staff | | Ongoing  Ongoing |  |
| **Wet weather** |  | | | All sessions planned will take place outdoors and therefore the lead worker is responsible for checking the forecast before sessions take place.  Young people are aware that sessions will be outdoors and will be advised to dress appropriately  If necessary the Gazebo or temporary shelter can be erected outside and used to offer shelter | | Check the forecast the day before the session is planned and if the weather is looking very wet, reschedule the session if possible, ensuring all staff, parents and young people are notified with good notice.  When messages about sessions are sent out, ensure there is a reminder that they will be outdoors and to dress appropriately  Ensure social distancing guidelines are adhered to when setting up and putting down gazebo / temporary shelter  Ensure social distancing guidelines are adhered to when carrying out groupwork under gazebo  Assess the potential for creating other areas for a temporary shelter to enable 2 groups to operate outdoors in wet conditions | | | Lead worker  Lead worker  RH/JF  Lead worker  JF/RH/RS | | Before session  Before Session  Ongoing  Ongoing  By 6/7/20 |  |
| **Fire Alarm and Procedure** | Staff, young people and members of the public | | | Sessions will be running outside with the building only being used by individuals for hand washing and toilet use therefore it is unlikely that there will be a fire alarm (as it requires a person to blow the whistle)  If there is a fire in the building staff and young people are outside they should remain in their designated groups. Youth workers will know if anyone is missing from their small group and if an individual is in the toilets. If someone is in the toilets they should be told to come out immediately.  If staff are working in the building and there is a fire they should follow the normal fire procedures, leaving the building by the nearest exit. | | Fire doors should be closed by a designated worker if it safe to do so  Normal procedures regarding calling the emergency services should be followed and the session ended, ensuring parents and carers are contacted to collect young people from the far end of the car park | | | All staff  All staff | | Ongoing  Ongoing |  |
| **COVID -19 Additional Measures - these measures below are in addition to the wider Face to Face Delivery COVID19-risk-assessment and should be used in conjunction with the individual Activity Risk Assessments and Face to Face Delivery COVID19 Risk Assessment when undertaking this activity.** | | | | | | | | | | | | |
| **Risk of Infection**  **Whilst taking part in activities delivered by S4S** | Staff, Young People and families | | | Sessions and group allocations to be planned in advance and communicated with all staff involved in the session and young people.  Activity spaces to be clearly laid out (2 distinct spaces if 2 groups) with cones & seating (cleaned in advance), ensuring 2 meter distancing is adhered to.  Staff will be provided with appropriate cleaning materials to clean all surfaces.  Young people will be reminded of good hygiene procedures, verbally and through signage  ALL EQUIPMENT will be cleaned before session starts and after use.  All staff and young people to wash hands prior to and after session with regular hand sanitising throughout session  Each participant to be issued with their own set of equipment for the duration of the session. | | Staff to communicate in advance of session to ensure they have a clear plan for the session  At the end of each session young people will be asked to put their used equipment in a bucket / box. Staff must wash their hands, then wash and clean all equipment. Equipment should be put away and the record of equipment use completed. Staff must wash their hands again. | | | All Staff  All Staff | | Before Session  At end of session |  |
| **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 | | | | |  | | | | |  | | |
| Tony Nye | | | | |  | | | | |  | | |
| Date Reviewed | | | Signature | | | | Role | | | | | |
| 22/9/20 | | |  | | | | Charity Director | | | | | |
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