







# Risk Assessment Template

Area/Department:	COVID-19	Assessment No:	C19-8	Assessment Date:	25/05/2020																				
		Assessment Type <small>(Delete as appropriate; see Note 1)</small>																							
		Specific	Generic	Dynamic																					
<p>Activity/Process: Members engaging in (children &amp; young people aged 8-19yrs up to 25 with disabilities) onsite activities</p> <p><b>To be read &amp; used in conjunction with all other COVID-19 risk assessments</b></p> <p>Guidance: <a href="https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/offices-and-contact-centres">https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/offices-and-contact-centres</a>;  <a href="https://www.resus.org.uk/covid-19-resources/covid-19-resources-general-public/resuscitation-council-uk-statement-covid-19">https://www.resus.org.uk/covid-19-resources/covid-19-resources-general-public/resuscitation-council-uk-statement-covid-19</a>  <a href="https://nya.org.uk/wp-content/uploads/2020/12/T4-RED-Readiness-Guidance-v1.pdf">https://nya.org.uk/wp-content/uploads/2020/12/T4-RED-Readiness-Guidance-v1.pdf</a>  <a href="https://nya.org.uk/wp-content/uploads/2020/12/0972-NYA-UPDATE-COVID-19-V4.2.pdf">https://nya.org.uk/wp-content/uploads/2020/12/0972-NYA-UPDATE-COVID-19-V4.2.pdf</a></p> <p>To be reviewed in line with tier change, guidance changes or government request (i.e. lockdown)</p>																									
<table border="1"> <thead> <tr> <th></th> <th>Assessor</th> <th>Line Manager Acceptance <small>(See Note 2)</small></th> <th>CEO Acceptance</th> </tr> </thead> <tbody> <tr> <td>Name:</td> <td>Bev Baxter</td> <td></td> <td>Carla Priddon</td> </tr> <tr> <td>Qualified:</td> <td>IOSH</td> <td></td> <td>IOSH</td> </tr> <tr> <td>Signature:</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Date:</td> <td>25/05/2020</td> <td></td> <td>18/06/2020</td> </tr> </tbody> </table>							Assessor	Line Manager Acceptance <small>(See Note 2)</small>	CEO Acceptance	Name:	Bev Baxter		Carla Priddon	Qualified:	IOSH		IOSH	Signature:				Date:	25/05/2020		18/06/2020
	Assessor	Line Manager Acceptance <small>(See Note 2)</small>	CEO Acceptance																						
Name:	Bev Baxter		Carla Priddon																						
Qualified:	IOSH		IOSH																						
Signature:																									
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What is the hazard?	Who might be harmed?	How might people be harmed?	Existing risk control measures	Risk Rating L*C=R			Additional controls	New risk rating (Residual) L*C=R			Action/ By who	Action/ By When
				L	C	R		L	C	R		
Increased transmission of COVID-19	Staff Volunteers Visitors Young People	Increased risk of transmission of COVID-19  Contracting COVID-19, showing symptoms, becoming unwell	<p><b>**Amendment**</b> All activities delivered must be in line with NYA guidance, government guidance, legal requirements relating to lockdowns and specific advice given by Wolverhampton City Council and local Public health teams.</p> <p>Any person, including members who have coronavirus symptoms, or have someone in their household who does, does not attend The Way</p> <p>All staff to ensure</p>	2	5	10	<p>Separate guidance available on links above.</p> <p>Advise to register for a test <a href="https://www.gov.uk/apply-coronavirus-test">https://www.gov.uk/apply-coronavirus-test</a></p> <p>“How to wash hands”</p>	1	5	5	YWM	Prior to re-opening
											YWM / Facilities Lead	Prior to reopening

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				L	C	R		L	C	R		
			<p>young people regularly hand washing (every 30 minutes) thoroughly for 20 seconds with hand soap and water drying thoroughly or using alcohol hand rub / sanitiser</p> <p>Ensuring good respiratory hygiene, all staff to promote “catch it, bin it, kill it”</p> <p>Increased cleaning of frequently touched surfaces</p> <p>In the initial steps of reopening limited numbers through booking onto activities, set days for young people attending to keep members in the same groups, social</p>			High	<p>posters &amp; help for young people displayed in wash areas</p> <p>New cleaning schedule</p> <p>Programme of appropriate activities with set numbers, bookable in advance only.</p> <p>Members will only be admitted if booked onto an activity in advance and are expected</p>			Low	YWM	Prior to reopening

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				L	C	R		L	C	R		
			distancing will be in place and only activities where this can be maintained will take place.									
Close contact	Staff Volunteers Visitors Young People	Increased risk of transmission of COVID-19  Contracting COVID-19, showing symptoms, becoming unwell	<p>There should be no close contact unless in emergency situations where more harm would arise from not acting and breaking the 2m rule</p> <p>During first aid: PPE to be worn as per C19-2 &amp; C19-5 risk assessment.</p> <p>Should a member become unwell with symptoms of COVID-19 parents should be contacted immediately.</p> <p>If the member needs care/contact is</p>	2	5	10	<p>Brief to staff</p> <p>Post COVID-19 case specific cleaning guidelines to be followed immediately</p>				<p>YWM</p> <p>Duty Manager</p>	<p>Prior to reopening</p> <p>As required</p>

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				L	C	R		L	C	R		
			required, a fluid resistant surgical face mask should be worn as should disposable gloves, a disposable apron and appropriate eye protection / face shield if coughing, spitting or vomiting is a risk.									
Shielded and clinically vulnerable Children and young people	Staff Volunteers Visitors Young People	Increased risk of transmission of COVID-19  Contracting COVID-19, showing symptoms, becoming unwell	Members who have been classed as clinically <b>extremely</b> vulnerable due to pre-existing medical conditions must not attend and shield as per guidance  Members who are classed as vulnerable, parents must follow medical advice and decide whether the member should attend.	1	5	5	Duty Manager's taking bookings must ask if the member is in the clinically extremely vulnerable / vulnerable category before offering places to members.  Guidance will be placed on the website for parents				Duty Manager  YWM	Every session  Prior to reopening

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				L	C	R		L	C	R		
Shielded and clinically vulnerable adults	Staff Volunteers Visitors Young People	Increased risk of transmission of COVID-19  Contracting COVID-19, showing symptoms, becoming unwell	No staff member who are clinically extremely vulnerable should attend The Way and follow shielding advice given  Any staff member in clinically vulnerable category will, where possible work from home. Where work from home is not available, a safer onsite role will try and be found – under no circumstances should someone who is classed as clinically vulnerable break social distancing.  While every endeavour will be made to stringently	1	5	5	Return to work interviews completed  See C19-1 risk assessment  Guidance published on the website				YWM / line managers  duty managers	As required  every session

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				L	C	R		L	C	R		
			follow social distancing, this cannot 100% be guaranteed therefore members and staff living with people classed as clinically extremely vulnerable should not attend The Way.									
Increased contact with different people	Staff Volunteers Visitors Young People	Increased risk of transmission of COVID-19  Contracting COVID-19, showing symptoms, becoming unwell	Activities will only be bookable and limited in numbers, no more than 15 members will be allowed per activity and normal ratios will be maintained  No young people that are not pre-booked onto an activity will be permitted entry to The Way  All activities delivered will be	3	5	15	Members will be given a set day & set staff member (as far as is practical) for when they can attend and set times to minimise contact	2	5	10	Duty manager	Every session

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				L	C	R		L	C	R		
			<p>those where social distancing can be maintained</p> <p>Different groups of young people will always be supervised by staff to ensure mixing is minimised</p>									
Delivering / participating in activities	Staff Volunteers Visitors Young People	<p>Increased risk of transmission of COVID-19</p> <p>Contracting COVID-19, showing symptoms, becoming unwell</p>	<p>Only activities where social distancing can be maintained will be delivered</p> <p>Activity areas is arranged in a way that supports social distancing</p> <p>There is minimal shared equipment, where shared equipment is utilised, cleaning between uses must happen</p>	1	5	5	<p>Communication to parents around considerations for specific activities being booked on will be provided on website</p> <p>Behaviour policy around health and safety will be advertised on website</p> <p>Communication &amp; discussion with parents as to whether appropriate for their young person to attend and clear reasons outlined and recorded if not allowing attendance</p>				<p>YWM – website</p> <p>Duty manager email / phone</p>	<p>Prior to reopening</p> <p>As required</p>



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				L	C	R		L	C	R		
			<p>Where possible activities should happen outdoors</p> <p>Remove any equipment / furniture within activity areas that cannot be cleaned between use or that inhibits easy cleaning of areas</p> <p>Staggered start and finish times</p> <p>Only one activity per member per night to keep time in The Way minimal therefore not requiring additional welfare such as food / drink / toilet use</p> <p>Remove any additional furniture from activity areas</p>			H	<p>No soft / fabric furnishings or equipment</p> <p>Displayed on website and emailed to parents</p> <p>Review as restrictions ease</p>				<p>YWM / facilities lead</p> <p>YWM / Duty managers</p>	<p>Prior to reopening</p> <p>Prior to reopening / as required</p>

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What is the hazard?	Who might be harmed?	How might people be harmed?	Existing risk control measures	Risk Rating L*C=R			Additional controls	New risk rating (Residual) L*C=R			Action/ By who	Action/ By When
				L	C	R		L	C	R		
			that is not needed and may encourage breaking of social distancing  Behaviour policy amended to incorporate new rules around social distancing / hygiene – strict adherence will be required				Displayed on website, sent to parents, explained to young people at beginning of each activity				YWM	Prior to reopening
Drop-off & collection of members without consent to leave	Staff Volunteers Visitors Young People	Increased risk of transmission of COVID-19  Contracting COVID-19, showing symptoms, becoming unwell	Advise parents/carers that they will not be allowed admittance into the building unless it is an emergency  Only one parent/carer should bring member to The Way  Staff will register member entry	3	5	15	Clear communication via website, email, and phone  Signin App to be used for Test & Trace purposes should be accessed via personal phones wherever possible.  <b>**Amendment**</b> <b>When signing in all must have temperature check and add in to sign in when prompted, a declaration of no symptoms and request for self-isolation must also be responded to prior to sign in being accepted.</b>	2	5	10	YWM / Duty Manager	Prior to reopening / as required

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				L	C	R		L	C	R		
			<p>Staff will come outside and ensure member is collected and signed out</p> <p>Advice in line with current guidance provided for those who may use public transport</p>				Face coverings must be worn at all times, unless exempt					
Misunderstanding of plans in place / not following rules in place	Staff Volunteers Visitors Young People	<p>Increased risk of transmission of COVID-19</p> <p>Contracting COVID-19, showing symptoms, becoming unwell</p>	<p>All plans communicated to parents / carers website, emails &amp; over the phone</p> <p>Parents /carers will be informed only one person to attend, no entry to The Way will be granted unless by prior arrangement</p> <p>Clear communication of drop off &amp; collection time provided</p>	2	5	10	Clear & concise briefing sheet provided				YWM / Duty Manager	Prior to reopening / as required

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				L	C	R		L	C	R		
			<p>Waiting area identified, parent's and carer's only to approach to collect and sign out their child / young person</p> <p>Discussions with staff about plans and training delivered prior to first session</p>									
Hygiene standards not maintained	Staff Volunteers Visitors Young People	<p>Increased risk of transmission of COVID-19</p> <p>Contracting COVID-19, showing symptoms, becoming unwell</p>	<p>Regular handwashing / sanitising during activity</p> <p>Cleaning of areas between activities</p> <p>Through cleaning of activity areas as per cleaning schedule</p> <p>High touch surfaces cleaned regularly throughout the</p>	2	5	10	All staff and young people briefed, and announcements made throughout activity & session				YWM / all staff	Prior to reopening / as required each activity

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				L	C	R		L	C	R		
			<p>session</p> <p>Hands cleaned on arrival at The Way, after sneezing or coughing, before leaving</p> <p>Tissue or elbow used to cough or sneeze, bins available for tissue waste ("catch it, bin it, kill it)</p> <p>Bins emptied regularly</p> <p>Doors propped open where possible (bearing in mind fire safety and safeguarding)</p> <p>Staff to monitor toilet areas to ensure they do not become overcrowded</p>									

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				L	C	R		L	C	R		
Tier 4: Social distancing and other precautions	Staff, Visitors, Volunteers	Increased risk of transmission of COVID-19	<p>If working onsite and Tier 4 is in effect, all those who can wear a face covering, should, in addition to maintaining 2m social distancing, to mitigate risk of transmission further given risk presented by new variant (December 2020)</p> <p>Additionally, all building users must sign into the building, using the Signin app on the iPad at reception or via the Signin Companion app on their personal phones, ensuring temperature is taken and all questions are answered.</p>	3	5	15	<p>Should staff members be required to interact with a member of the public (i.e. answer the door), deliver to members, or travel around the youth zone face shields should be worn in addition to face coverings.</p> <p>Staff in Youth Centres must wear face coverings, unless they have an exemption. A close contact is someone:</p> <p>you have had face to face contact (within 1 metre for any length of time) or skin to skin contact with or someone you coughed on or, has been within 1 metre of you for 1 minute or longer or, has been within 2 metres of you on one or more occasions during a single day for at least 15 minutes in total (when all times added up together)</p>	2	5	10	All Staff	Daily

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				L	C	R		L	C	R		
							or, has travelled with you in a small vehicle.					

**Line Manager Assessment Review (See Notes 2 and 6)**

Review Date:	17/06/2020	Review Date:	09/12/2020	Review Date:	03/01/2021	Review Date:	12/02/2021
Name:	Bev Baxter	Name:	Bev Baxter	Name:	Bev Baxter	Name:	Bev Baxter
Qualified:	IOSH	Qualified:	IOSH & Covid-19 officer	Qualified:	IOSH & Covid-19 officer	Qualified:	IOSH & Covid-19 officer
Signature:		Signature:		Signature:		Signature:	

**Line Manager Assessment Review (See Notes 2 and 6)**

Review Date:		Review Date:		Review Date:		Review Date:	
Name:		Name:		Name:		Name:	
Qualified:		Qualified:		Qualified:		Qualified:	
Signature:		Signature:		Signature:		Signature:	

## Risk Assessment Template

### Notes:

1. If using a 'Generic' risk assessment, Assessors and Line Managers are to satisfy themselves that the assessment is valid for the task and that all significant hazards have been identified and assessed. If additional hazards are identified they are to be recorded and attached to the Generic assessment.
2. Line Managers are to note that they are appropriately qualified, responsible for production of the risk assessment and that they are signing to indicate that the risk assessment is suitable and sufficient, and they consider the risks to be acceptable.
3. When recording the Risk Rating ensure that both the Likelihood and consequence scores are included.

Likelihood (L)	Frequency	Score
<b>are</b>	This will probably never happen	1
<b>Unlikely</b>	Do not expect it to happen but it is possible it may do so	2
<b>Possible</b>	May happen occasionally	3
<b>Likely</b>	Will probably happen but it is not a persisting issue	4
<b>Almost Certain</b>	Will undoubtedly happen, possibly frequently	5

Consequence (C)	Harm	Score
<b>Negligible</b>	Minimal injury requiring no / minimal intervention or treatment	1
<b>Minor</b>	Minor injury or illness, requiring minor intervention	2
<b>Moderate</b>	Moderate injury requiring professional intervention	3
<b>Major</b>	Major Injury leading to long term incapacity / disability	4
<b>Catastrophic</b>	Incident leading to death / life changing injury; an event which impacts many people	5

		Likelihood				
		1	2	3	4	5
		Rare	Unlikely	Possible	Likely	Almost Certain
Consequence	Level 1	1	2	3	4	5
	Level 2	2	4	6	8	10
	Level 3	3	6	9	12	15
	Level 4	4	8	12	16	20
	Level 5	5	10	15	20	25



## Risk Assessment Template

4. Ensure appropriate action (described below) is taken once the Risk Rating is calculated

1	-2	No Action	No further action, but ensure controls are maintained and reviewed
3	-6	Monitor	Look to improve at next review or if there is a significant change
8	-12	Action	Improve within specified timescale
15	-16	Urgent Action	Take immediate action and stop activity if necessary, maintain existing controls rigorously
20	-25	Stop	Stop activity and immediate action

5. Record the residual Risk Rating to demonstrate that the risk has been reduced to an acceptable level; record Likelihood and Consequence scores.
6. Risk Assessments are to be reviewed:
- Annually.
  - If there is reason to doubt the effectiveness of the assessment.
  - Following an accident or near miss.
  - Following significant changes to the task, process, procedure, or Line Management.
  - Following the introduction of more vulnerable personnel.
  - If “Generic” prior to use.