

COVID-19 Risk Assessment



Risk Assessment for: Re-opening of Activities run by Corfe Mullen Youth Trust at the Corfe Mullen Community Hub, being the Year 7, 8 and 9 Youth Club and Duke of Edinburgh Award Scheme Planning.
To be reviewed regularly as Government guidelines change.

Name		Organisation: Corfe Mullen Youth Trust (CMYT)	
Nigel Christopher (NC), Susan Jefferies (SJ)	Signed:	Date: 01:11:2021	Review Date: 01:01:2022 Or when needed

Background Information

The following information has been included so that any third party reading this document will have an understanding of the way the Youth Club conducts its activities and the space in which they take place.

Corfe Mullen Youth Trust hire, from Corfe Mullen Town Council, premises within the Lockyer's Community Hub for use in term times 5.30 - 10.30pm Mon, Tue, Thur and Fri, (in normal times).

The premises consist of:

A project room – For sole use of the Youth Club, locked during the school day

An Office – containing 2 desks and a filing cabinet – one desk is for school use

A Large Store Cupboard – For sole use of the Youth Club, locked during the school day

A shared Community Space – this is the space from which the building is accessed and contains the boys, girls and disabled toilets. It also includes the kitchen area and the countertop used for the Youth Club Coffee Bar and Tuck Shop. It is expected that the space will be cleared of chairs, musical instruments and electrical equipment prior to Club nights and the hard surfaces and touch points i.e handles sanitised.

Outside Storage Shed and enclosed Courtyard

Storage Garage and Storage Container distinct from main Building.

On Monday the Hub will normally be used for Duke of Edinburgh Award Scheme preparation. Recruitment is now underway and it is intended to run these sessions

On Tuesday the Hub would normally be used for Year 9 + Youth club the Trust are planning to reopen to this age group after October half term. In the meantime staff will use it for preparation and maintenance.

On Thursday the Hub is open to Year 7 members only. Numbers and attendees are no longer limited to Lockyer's pupils only.

On Friday the Hub is open to Year 8 members only. Numbers and attendees are no longer limited to Lockyer's pupils only.

The Youth Club works on a membership basis, the parents of all young people wishing to attend the Youth Club need to fill in a membership form with full contact details and any medical issues the Youth Workers need to be aware of. We do not allow casual drop-in's. In exceptional circumstances we might invite children in for safeguarding purposes and take all details first.

We will be following the guidelines set out by the National Youth Association (NYA) - Managing youth sector activities and spaces during COVID-19. The NYA work with the Department of Education and Health to produce guidance documents specifically tailoring Government guidance to be relevant to the Youth Sector.

Currently the NYA Readiness Level is at **Level – Green** and this Risk Assessment has been based on that Level of readiness. We will be following the basics set out below together with the added detail provided in the full guidance.



Action plan in place
(roles and responsibilities)



Risk Assessment are up-to-date



Groups/Bubbles are manageable
(age appropriate)



Hygiene is robust – handwashing etc



Venue is clean and kept clean



Face coverings are worn when needed



Social distancing is in place



NHS Test and Trace information

References:

1 https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/1037132/Out-of-school_settings_COVID-19_guidance_for_parents_and_carers.pdf which directs to :

1a <https://nya.org.uk/guidance/> National Youth Association - Managing youth sector activities and spaces during COVID-19 V6

2 <https://www.gov.uk/government/publications/covid-19-guidance-for-the-safe-use-of-multi-purpose-community-facilities/covid-19-guidance-for-the-safe-use-of-multi-purpose-community-facilities>

3 <https://www.lockyersmid.dorset.sch.uk/>

Return to School – March 2021

COVID 19 – Re-opening Risk Assessment

Hazards	Control measures	Responsibility	Action required
Spread of COVID-19 through interaction with infected Young people and Staff	<ol style="list-style-type: none"> Access is limited to members and staff; they will be instructed not to attend should they exhibit any Covid-related symptoms and instructed that they must follow the latest NHS guidance relating to self-isolation if they or a household member has symptoms. Any clinically vulnerable members will require their own risk assessment. Social distancing will be required from the point of queuing for entry (masks recommended for those over age 11) Access will be limited to 40 members per evening (as per NYA guidance) Activities will take place outside when possible 	<p>-3 All</p> <p>-5 Members &</p>	<p>-1 Letter/email to parents (NC)</p> <p>-2 Review/ flag existing and new member records (NC)</p>

	<ol style="list-style-type: none"> 6. Activities will be planned with social distancing in mind. 7. Individual RA's for each activity. 8. Screens will be added to equipment where viable 9. Rooms will be ventilated 10. There will be a one in one out policy on the toilets 11. Administration tasks are taking place by staff working from home, any meetings between staff and Trustees are occurring over Zoom, telephone or outside – socially distanced. 12. All staff will undertake Lateral Flow Tests once a week. 13. Staff regularly updated of the planning and be trained on new procedures. 14. It is recommended all staff will sanitise on entering the building. 15. It is recommended all staff will wear masks or visors in the building if others are present. 16. The use of the shared office on club nights will be restricted to one person, the desk and printer will be sanitised between users if necessary. 	<p>YL's -6 YL's -7 YL's -9 YL's -10 YL's -11 YL's</p> <p>-12 All Staff & Trustees -13 All staff</p> <p>-14 All Staff -15 All Staff -16 All Staff</p>	<p>-8 Activities Plan (NC)</p> <p>Doors open and extractor fans running</p> <p>14/15/16 Ensure supplies sanitiser and masks (NC)</p>
<p>Spread of COVID-19 through interaction with infected visitors</p>	<ol style="list-style-type: none"> 1. No visitors, including parents will be able to enter the building except when necessary. 2. The front door will remain locked during sessions to ensure NO drop in's as per usual. 3. Parents will be asked to remain in the car park where possible at drop off and pick up and to park leaving a space between each vehicle. 	<p>-1 YL's</p>	<p>-1 Supervised by YL's -2 No change</p> <p>-3 Include in Letter/email to parents (NC)</p>
<p>Spread of COVID-19 through contaminated surfaces</p>	<p><u>During a Session</u></p> <ol style="list-style-type: none"> 1. Hands to be washed regularly, i.e. after handling cash, on entry, tuck shop and cashing up. 2. Signage to discourage touching of coffee bar/tuck shop counter 3. Visits to the tuck shop will be limited, to limit the handling of money. 	<p>-2. All YL's</p>	<p>-1 Store and Cordon off table tennis table. (NC)</p> <p>-3 Signage (NC)</p> <p>-4 All YL's</p>

	<p>4. Equipment to be sanitised between users</p> <p><u>At the end of the evening</u></p> <p>5. The Youth Club hard chairs will be stored in the project room.</p> <p>6. YL's to sanitise the hard surfaces touch points in the Shared Office</p>	<p>-5 YL's</p> <p>-6 YL's</p>	<p>Adequate supplies and equipment</p>
<p>Spread of COVID-19 through poor hygiene</p>	<p>1. Hand sanitiser to be available for Members and staff on entry</p> <p>2. Check signage for handwashing is in place in the toilets.</p> <p>3. Regular reminders given to everyone to wash hands (or use sanitiser):</p> <ul style="list-style-type: none"> • on entrance/exit • handling cash • after using the toilet • after blowing nose • after handling/using equipment 	<p>-1 YL's</p> <p>-3 YL's</p>	<p>-2 Checked NC October 2021</p>
<p>Spread of COVID-19 if inappropriate action is not taken when case is confirmed</p>	<p>1. Obtain QR code</p> <p>2. Display QR Code at entrance nightly</p> <p>3. Staff to scan the code on arrival at work</p> <p>4. Should anyone in the building develop/exhibit symptoms, during a session, they will be isolated and appropriate measures taken to ensure they are able to get home safely and without possible transmission. They will be advised to begin self-isolation and also to contact NHS T&T to obtain a test and share the results with ourselves and the school asap so we can inform those who they had contact with to isolate and obtain a test.</p> <p>5. We will ask parents to also inform us if a member who has recently attended the club tests positive so we can advise other members and staff who were in contact to isolate and obtain a test.</p>	<p>-2 YL's</p> <p>-3 YL's</p>	<p>- 1 Code obtained LC. April 2021</p> <p>-4 Include in staff training procedures (LC/NC)</p> <p>-5 Include in letter/email to parents (LC/NC)</p>

	Registers are maintained of which members attend on which dates as a matter of course and contact information maintained.		
Risk of transmission during administering of first aid	<p>1. Minor injuries (such as an injury requiring cleaning or a plaster) should be treated by the individual themselves.</p> <p>2. Where necessary, first aid should be provided with the following guidelines:</p> <p>a) PPE should be worn by the first aider (facemask, apron and gloves)</p> <p>b) Treat side-to-side rather than face-on where possible</p> <p>c) Maintain social distancing as much as possible</p> <p>d) If a hospital visit is required, parent/carer should be contacted to collect.</p> <p>e) Do not undertake mouth to mouth, use resuscitation bag</p>		<p>-1&2 Include in staff training procedures (LC/NC)</p> <p>-2 Ensure supply of aprons Purchase resuscitation bag and Gloves (NC)</p>