

St Andrew's Club Covid-19 Club 1:1 Session Risk Assessment

Date Written: 25-01-21 Written by: Sarah Nicholls

	Hazards	Initial risk rating	Who is at risk from the hazards identified	Control measures	Residual risk rating
Risks to staff and young people of contracting Covid-19 infection through 1:1 sessions – both inside and outside.					
1.	Reopening the building and physical youth provision safely within government guidelines during National Lockdown 2.0	H	Young People Staff	<ul style="list-style-type: none"> - St Andrew's Club is following the guidance set by the National Youth Agency (informed by guidance including from HSE, Minister for Civil Society, Department for Digital, Culture, Media and Sport (Youth and Loneliness Team), Department for Education and UK Youth). - This guidance, operating on a traffic light system is reviewed each Monday morning: https://nya.org.uk/guidance/ - All young people and staff should, where possible, scan the QR code when they arrive, using the NHS COVID-19 app. This is to help trace and stop the spread of coronavirus (COVID-19). 	L
2.	Staffing availability to effectively safeguard Members and Staff.	H	Young People Staff	<ul style="list-style-type: none"> - Check for staff availability in advance of sessions starting, building rota. - Any vulnerable staff or staff with vulnerable dependents will be advised not to work. - Regularly check in with staff to have notice of any changes to availability. - Two members of staff will be present at all 1:1 sessions at all times. 	L
3.	Spread or catching of Covid-19 between staff.	H	Staff	<ul style="list-style-type: none"> - All staff to read and sign their agreement to this Risk Assessment. - Staff to be provided with a list of Covid-19 symptoms to look out for to ensure they are not knowingly bringing the disease to the Club. - Staff to be given training in procedures before undertaking work. - If one staff member shows symptoms, they must self-isolate, arrange to be tested and follow guidance from NHS Test & Trace re whether others they have been in contact with must also self-isolate: they must not return to work for at least 10 days. - At least 2m social distancing must be kept at all times in line with government guidelines. - All staff to wear a protective visor, provided by the Club, during all sessions. 	L

				<ul style="list-style-type: none"> - Staff advised to wash staff t-shirts asap after session to reduce contamination risk. - No physical contact. 	
4.	Spread or catching of Covid -19 during indoor sessions at the Club	H	Young people (YP) Staff	<ul style="list-style-type: none"> - All parents/carers to read and sign their agreement to this Risk Assessment, session guidelines and Covid-19 self-declaration form before YP can attend sessions. - All registration details will be done in advance via an online link. - All members to be given 'housekeeping' induction on safety at the beginning of their first session. - The Club will be thoroughly cleaned between sessions. - Staff and members to sanitise hands and have temperature taken upon entry to the Club then use hand sanitiser/regularly wash hands during session. - All staff to be provided with hand sanitiser and access to hand washing facilities. Mask, gloves and disposable aprons will be available for specific situations/ activities during their working hours. - Members to be provided with access to hand sanitiser and hand washing facilities during sessions. - At least 2m social distancing to be kept at all times, in line with government guidelines. - No physical contact unless absolutely necessary – i.e. administering first aid, when a mask, glove and disposable apron will be used by staff. - Windows will be open for maximum ventilation. - If a YP develops symptoms during a session, that person would be isolated in the area which the 1:1 session is taking place, the staff member who stays with them will wear full PPE until their parent/ carer collects them to arrange for testing. The area will be sanitised using the disinfectant fogger afterwards. 	L
5.	Spread or catching of Covid – 19 during Outdoor "Walk and Talk" sessions	H	Young people Staff	<ul style="list-style-type: none"> - All staff to read and sign their agreement of Risk Assessment - Staff to wash hands with soap and water for at least 20 secs prior to leaving the Club then use hand sanitiser during session. - All staff provided with hand sanitiser, gloves and masks by St Andrew's Club. - 2m social distancing to be kept at all times, in line with government guidelines 	L

				- No physical contact	
6.	Adhering to social distancing whilst engaging in 1:1 “Walk and Talk” session. Being approached by members of the public or authorities (Police etc)	H H	Young people Staff Staff	- Staff will not work in areas in which social distancing is not possible - If a young person does not adhere to social distancing rules, staff to immediately end engagement and leave the area. - All staff to wear staff T-shirt/ sweatshirt to identify as staff - All staff to carry ID badge - All staff to carry St Andrew’s Club business cards to all credibility checks	L
7.	Spread or catching of Covid-19 due to lack of social distancing during Indoor Sessions.	H	Young people Staff	- Any members attending a 1:1 to wait outside the Yellow entrance on Old Pye Street and be admitted at the time of their session. - All members aged 11 and over to wear a face covering when entering the building, in common areas and when moving between different parts of the building eg loos etc. as advised in the latest NYA/ government guidance (community centres, youth centres and social clubs). These can be removed when in they’re doing sport/ eating. Exemptions may apply. - All activities/ seating in the Social Area will be spaced out to allow for 2m distances. - The drinking fountains are out of bounds. Members will be asked to bring their own refillable water bottle for each session and should ask a member of staff to refill it who will use anti-bacterial wipes to do this safely. - Staff and members must only abandon Social Distancing guidance in the event of fire or first aid. - In the event of a fire, St Andrew’s Club Fire Evacuation procedure must be followed in the usual way, i.e. Fire Marshal on duty manage evacuation of the building to the Muster Point at the corner of Old Pye Street/Abbey Orchard Street. Once deemed safe, all staff/members must wash hands for at least 20 secs as per guidance upon re-entry to the Club and sessions must resume under guidance outlined in the Action Plan/ Risk Assessment. - In the event of administering First Aid, staff member must wash hands with soap for at least 20 secs before administering and wear appropriate PPE including – disposable gloves, mask and apron. All PPE	L

				<p>must be disposed of immediately after usage and staff must wash hands with soap for at least 20 secs after.</p> <ul style="list-style-type: none"> - In the event that social distancing is abandoned Parents/ Carers of YP must be informed at the end of the session. - At least one member of staff in each session will be a qualified First Aider. - If any YP refuses to follow session guidance, their Parent/Carer will be informed and they will not be permitted to return to a further session. 	
8.	Spread or catching of Covid-19 through equipment.	H	Staff Young people	<ul style="list-style-type: none"> - Cleaning of equipment will take place in between users. - All shared equipment/surfaces to be wiped with antibacterial wipes before and after sessions. - 15 minutes scheduled between each session to allow for cleaning 	L
9.	Indoor sessions being safely accessible.	M	Young people Staff	<ul style="list-style-type: none"> - All sessions will operate on a 1:1 basis and as closed sessions on an invitation only basis, inviting young people who are deemed 'vulnerable' during this Lockdown period. - Only one 1:1 will be offered in the Club at any one time. - All staff and YP will be temperature tested on entry. Anyone with a temperature above normal (38 degrees) must not be admitted. If showing symptoms of COVID-19 that person must go home immediately, self-isolate and book a test by visiting www.nhs.uk/coronavirus or calling 119. If the result is positive, they should obtain and follow advice from NHS including that everyone else in their household and support bubble must self-isolate for 14 days, even if they are not showing any symptoms. - All staff and YP will enter through the 'yellow' entrance (main Club entrance). Once the YP has arrived, door handles will be cleaned with anti-bacterial wipes and there will be no further permitted access. - Staff will only be permitted to use the 'staff' toilet on the ground floor. After using the toilet all staff will be required to use hand sanitiser. - All YP will only be permitted to use toilets on the first floor opposite the Theatre. They will be reminded in the 'housekeeping' induction that they should push the door with their elbow to open; do not touch their face; upon re-joining the session after using the toilet YP will be required to use hand sanitiser. 	L

				- Toilets will be cleaned between sessions using a disinfectant fogger.	
General Risks to staff and young people through Detached and Outreach work.					
10.	Outdoor sessions taking place in an appropriate place.	M	Young People Staff	<ul style="list-style-type: none"> - Outdoor 1:1 sessions to take place in local open spaces agreed by the young people, where they feel safe. - Staff and Young Person will meet at a pre-arranged time/place. 	L
11.	Controlling number of session attendees	M	Young people Staff	<ul style="list-style-type: none"> - 1:1 sessions to be pre-booked through Youth Club Manager on dedicated phone line. - Parental consent for 1:1 session gained at time of booking along with emergency contact details. - Any YP who has not pre-booked a session will not be able to join. If more than 1 young person arrives for the session, the session will not take place. - Any additional young people who arrive for a session will be offered the opportunity to book a session at a later time/date. - YW to explain 'Housekeeping' rules (to include social distancing) to YP at the start of each session, if a YP does not keep to rules during session they will be asked to leave the session. 	L
12.	Weather	M	Young people Staff	<ul style="list-style-type: none"> - Staff to advise YP joining Outdoor 1:1 session to bring weather appropriate clothing. - Staff to wear weather appropriate clothing and carry water. 	L

Ongoing reviews to ensure document information up to date.

Date of review: 27/1/2021	Reviewed by: Annette Fettes	Comment: This Risk Assessment has been sensibly adapted from the that used for previous bubble sessions of 15 members, to allow for 1:1 sessions only, in line with guidance from the National Youth Agency Red Level of alert.
Date of review: 22/2/2021	Reviewed by: Annette Fettes	Comment: This Risk Assessment now includes reference to outdoor 'Walk and Talk' 1:1 sessions offered to members.