

St Andrew's Club Covid-19 Club Risk Assessment
Date Written: 15-09-20    Written by: Sarah Nicholls

	<i>Hazards</i>	<i>Initial risk rating</i>	<i>Who is at risk from the hazards identified</i>	<i>Control measures</i>	<i>Residual risk rating</i>
<b><i>Risks to staff and young people of contracting Covid-19 infection through Indoor Group work.</i></b>					
1.	Reopening the building and physical youth provision safely within government guidelines.	H	Young People Staff	<ul style="list-style-type: none"> <li>- 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).</li> <li>- This guidance, operating on a traffic light system is reviewed each Monday morning: <a href="https://nya.org.uk/guidance/">https://nya.org.uk/guidance/</a></li> <li>- 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).</li> </ul>	L
2.	Staffing availability to effectively safeguard Members and Staff.	H	Young People Staff	<ul style="list-style-type: none"> <li>- Check for staff availability in advance of sessions starting, building rota.</li> <li>- Any vulnerable staff or staff with vulnerable dependents will be advised not to work.</li> <li>- Regularly check in with staff to have notice of any changes to availability.</li> </ul>	L
3.	Spread or catching of Covid-19 between staff.	H	Staff	<ul style="list-style-type: none"> <li>- All staff to read and sign their agreement to this Risk Assessment.</li> <li>- 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.</li> <li>- Staff to be given training in procedures before undertaking work.</li> <li>- If one staff member shows symptoms, they must self-isolate, arrange to be tested and follow guidance from NHS Test &amp; Trace re whether others they have been in contact with must also self-isolate: they must not return to work for at least 14 days.</li> <li>- At least 1m+ social distancing must be kept at all times in line with government guidelines.</li> </ul>	L

				<ul style="list-style-type: none"> <li>- All staff to wear a protective visor, provided by the Club, during all sessions, unless they are joining in with the physical activity, eg Gym sessions.</li> <li>- Staff advised to wash staff t-shirts asap after session to reduce contamination risk.</li> <li>- No physical contact.</li> </ul>	
4.	Spread or catching of Covid -19 during sessions.	H	Young people (YP) Staff	<ul style="list-style-type: none"> <li>- 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.</li> <li>- All registration details will be done in advance via an online link and members will be encouraged to pay by card so handling money is reduced.</li> <li>- If a member pays using cash, staff member and YP handing over cash will sanitise hands after each transaction. Where possible only one member of staff will handle cash each session.</li> <li>- All members to be given 'housekeeping' induction on safety at the beginning of their first session.</li> <li>- The Club has been deep cleaned over the last few months and will be thoroughly cleaned each weekday morning and between sessions.</li> <li>- Staff and members to sanitise hands upon entry to the Club then use hand sanitiser/regularly wash hands during session.</li> <li>- All staff to be provided with hand sanitiser and access to hand washing facilities. Masks, gloves and disposable aprons will be available for specific situations/ activities during their working hours.</li> <li>- Members to be provided with access to hand sanitiser and hand washing facilities during sessions.</li> <li>- At least 1m+ social distancing to be kept at all times, in line with government guidelines.</li> <li>- No physical contact unless absolutely necessary – i.e. administering first aid, when a mask, glove and disposable apron will be used by staff.</li> <li>- Windows will be open for maximum ventilation.</li> <li>- If a YP develops symptoms during a session, that person would be isolated in the Youth Club Manager's Office and the staff member who stays with them will wear full PPE until their parent/ carer collects</li> </ul>	L

				them to arrange for testing. The area will be sanitised using the disinfectant fogger afterwards.	
5.	Spread or catching of Covid-19 due to lack of social distancing.	H	Young people Staff	<ul style="list-style-type: none"> <li>- All members to wait outside the Yellow entrance at marked 1m+ distances - on Old Pye Street and round the corner into St Ann's Lane – and be admitted one at a time.</li> <li>- All members to leave one at a time.</li> <li>- All activities/ seating in the Social Area will be spaced out to allow for 1m+ distances.</li> <li>- As the stair case is narrow, members to call up to ensure that no one is going up/ coming down before leaving the landing area.</li> <li>- 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.</li> <li>- Staff and members must only abandon Social Distancing guidance in the event of fire or first aid.</li> <li>- 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.</li> <li>- 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 must be disposed of immediately after usage and staff must wash hands with soap for at least 20 secs after.</li> <li>- In the event that social distancing is abandoned Parents/ Carers of YP must be informed at the end of the session.</li> <li>- At least one member of staff in each session will be a qualified First Aider.</li> <li>- 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.</li> </ul>	L

6.	Spread or catching of Covid-19 through activities in different areas of the building.			<ul style="list-style-type: none"> <li>- Cookery sessions – food prep to be carried out at socially distanced tables in the Social Area.</li> <li>- The kitchen only to be used by 2 YP plus 1 YP at a time when cooking food.</li> <li>- Sports Hall – sessions to take place using guidance relevant for each sport: when YP arrive for their session they will enter through the side entrance on St Ann’s Lane and go straight up to the Sports Hall. They will exit the same way.</li> <li>- Basketball <a href="https://www.basketballengland.co.uk/news/basketball-england-launch-return-to-play-guidance/">https://www.basketballengland.co.uk/news/basketball-england-launch-return-to-play-guidance/</a> Balls to be sanitised before, after and at regular intervals throughout the session. Members to bring their own water bottles. Members to sanitise hands on entering session and at regular intervals throughout.</li> <li>- Football <a href="https://schoolsfootball.org/covid-19-guidance/">https://schoolsfootball.org/covid-19-guidance/</a> Members to sanitise hands upon entering session. Members to bring their own water bottle to sessions. Balls to be sanitised before, after and during the session with limited hand/ball contact encouraged. Each YP to use 1 bib for the duration of the session which will then be washed by the youth work team at the end of the session, goalkeepers to use their own gloves for the duration of the session.</li> <li>- Boxing <a href="https://www.englandboxing.org/wp-content/uploads/2020/07/England-Boxing-Guidance-Towards-A-Full-Return-To-Boxing-V5.pdf">https://www.englandboxing.org/wp-content/uploads/2020/07/England-Boxing-Guidance-Towards-A-Full-Return-To-Boxing-V5.pdf</a> Members to sanitise hands upon entering session. Members to bring their own water bottle to sessions. Members to use their own gloves which they will bring to and take away from sessions. No pad work permitted, boxing bags to be sanitised before and after sessions.</li> <li>- Photography – To take place in the theatre. Members to sanitise hands upon entering session. Cameras and equipment to be sanitised before, after and at regular intervals throughout session.</li> </ul>	
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7.	Spread or catching of Covid-19 through equipment.	H	Staff Young people	<ul style="list-style-type: none"> <li>- Individual sets of resources/equipment for activities will be provided wherever possible.</li> <li>- When individual resources/equipment is not possible, cleaning will take place in between users.</li> <li>- All shared equipment/surfaces to be wiped with antibacterial wipes before and after sessions.</li> </ul>	L
8.	Sessions being safely accessible.	M	Young people Staff	<ul style="list-style-type: none"> <li>- All sessions must be pre-booked via a dedicated line manned by Sarah.</li> <li>- All youth club sessions will be limited to max bubbles of 15 (+ youth workers and staff), in line with <a href="#">NYA Amber</a> guidance.</li> <li>- 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 <a href="http://www.nhs.uk/coronavirus">www.nhs.uk/coronavirus</a> 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.</li> <li>- All other members of their session would then be contacted, both by St Andrew's Club staff and by the NHS (Test and Trace) and would be advised to self-isolate.</li> <li>- All staff and YP will enter through the 'yellow' entrance (main Club entrance). Once all members of a session have arrived, the door will be closed, handles cleaned with anti-bacterial wipes and there will be no further permitted access.</li> <li>- 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.</li> <li>- All YP will only be permitted to use toilets on the first floor opposite the Theatre. Only one person to use the toilets at a time, waiting in the marked area outside the Sports Hall if necessary. 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 group after using the toilet YP will be required to use hand sanitiser.</li> <li>- At the end of each session all members will exit via the main Exit onto Old Pye Street.</li> </ul>	L

				<ul style="list-style-type: none"> <li>- Before and after each session staff will clean all surfaces and equipment using anti-bacterial and disinfectant products.</li> <li>- Toilets will be cleaned between sessions using a disinfectant fogger.</li> </ul>	
9.	Additional risks during trips out.	M	Staff Members	<ul style="list-style-type: none"> <li>- All young people and staff to travel to and from trip on the St Andrew's Club minibus.</li> <li>- As usual, Parental Consent will be gained before any trip.</li> <li>- Minibus to be sanitised using the disinfectant fogger before and after session.</li> <li>- All young people and staff to wear masks – supplied by the Club, for the duration of the journey, with extra to be taken in case of incorrect use.</li> <li>- Staff and young people to sanitise hands before entering and leaving the minibus.</li> <li>- Windows will be opened whilst travelling to increase ventilation.</li> <li>- Passengers will travel side by side.</li> <li>- The driver of the minibus will be partitioned from the rest of the group by clear plastic barrier.</li> <li>- No food or drink to be consumed whilst on the minibus.</li> <li>- Staff to wear ID badge/Staff t-shirt for the duration of the session.</li> <li>- Young people to be designated to one particular member of staff for the duration of the trip – that member of staff will be responsible for ensuring rules adhered to for the duration of the trip.</li> <li>- Health and safety guidelines of destination to be acquired by St Andrew's Club staff and explained to YP before the trip then followed at all times during the trip.</li> </ul>	L

**Ongoing reviews to ensure document information up to date.**

Date of review: 18 September 2020	Reviewed by: Annette Fettes	<b>Comment:</b> All risks have been considered and follows the steps taken during the Summer Project. The additional indoor sports sessions will be monitored by the Youth Club Manager and any improvements included in the Risk Assessment.
Date of review: 25 September 2020	Reviewed by: Annette Fettes	<b>Comment:</b> The additional measure included of scanning, where possible, 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)'.
Date of review: 21 October 2020	Reviewed by: Annette Fettes	<b>Comment:</b> The additional measures included of: all staff to wear a protective visor, provided by the Club, during all sessions to mitigate against youth workers picking up infection from members and all youth club sessions will now be limited to max bubbles of 15 (+ youth workers and staff), in line with updated NYA guidance.