

St Andrew's Club Covid-19 Senior Club Risk Assessment

Date Written: 11-11-20 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 Indoor Group work.					
1.	Reopening the building and physical youth provision safely within government guidelines.	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. 	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 advised to take a lateral flow test, the evening before the first day of their working week. These can be ordered via https://www.gov.uk/order-coronavirus-rapid-lateral-flow-tests, or at the walk in facility at Church House Conference Centre. - 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. - 	L

				<ul style="list-style-type: none"> - Staff advised to wash staff t-shirts asap after session to reduce contamination risk. - Limit physical contact where possible. 	
4.	Spread or catching of Covid -19 during sessions.	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 before YP can attend sessions. - All registration details will be done in advance via an online link. - If a member pays using cash, staff member and YP handing over cash will sanitise hands after each transaction. - All new members to be given 'housekeeping' induction on safety at the beginning of their first session. - The Club will be thoroughly cleaned each weekday morning and between sessions. - Staff and members to have their temperature taken upon entry to the Club and be provided with access to hand sanitiser and hand washing facilities during sessions and encouraged to sanitise/regularly wash hands during session. - All staff to be provided with hand sanitiser and access to hand washing facilities. cover, gloves and disposable aprons will be available for specific situations/ activities during their working hours. - Limit physical contact where 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 Youth Club Manager's Office and the staff member who stays with them will wear full PPE until their parent/ carer collects L 3 them to arrange for testing. The area will be sanitised using the disinfectant fogger afterwards. 	L
5.	Spread or catching of Covid-19 due to lack of social distancing.	H	Young people Staff	<ul style="list-style-type: none"> - As the staircase is narrow, members to call up to ensure that no one is going up/ coming down before leaving the landing area. - Members will be encouraged to bring their own refillable water bottle for each session, staff will use anti-bacterial wipes to clean the fountain regularly. - 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 	L

				<p>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.</p> <ul style="list-style-type: none"> - 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. - 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. 	
6.	Spread or catching of Covid-19 through equipment/ activities	H	Staff Young people	<ul style="list-style-type: none"> - The kitchen only to be used by 5 YP plus 1 YW at a time when cooking food. - Individual sets of resources/equipment for activities will be provided wherever possible. - When individual resources/equipment is not possible, cleaning will take place in between sessions. - All shared equipment/surfaces to be wiped with antibacterial wipes before and after sessions. 	L
7.	Sessions being safely accessible.	M	Young people Staff	<ul style="list-style-type: none"> - Youth club sessions will not be limited by size, in line with NYA Green guidance, although staff will ensure no one area in the Club becomes too crowded. - All staff and YP will be temperature tested on entry. Anyone with a temperature above normal (37.8 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 10 days, even if they are not showing any symptoms. 	- L

				<ul style="list-style-type: none"> - 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. - 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. – YP 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. - At the end of each session all members will exit via the main Exit onto Old Pye Street. - Before and after each session staff will clean all surfaces and equipment using anti-bacterial and disinfectant products. 	
8.	Additional risks during trips out	M	Young people Staff	<ul style="list-style-type: none"> - All young people and staff to travel to and from trip on the St Andrew's Club minibus. - As usual, Parental Consent will be gained before any trip. - Minibus to be sanitised using the disinfectant fogger before and after session. - Staff and young people to sanitise hands before entering and leaving the minibus. - Windows will be opened whilst travelling to increase ventilation. - Passengers will travel side by side. - No food or drink to be consumed whilst on the minibus. - Staff to wear ID badge/Staff t-shirt for the duration of the session. - 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. - 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. 	-

Ongoing reviews to ensure document information up to date.

Date of review: 18 September 2020	Reviewed by: Annette Fettes	Comment: 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	Comment: 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	Comment: 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.
Date of review: 28/10/2020	Reviewed by: Annette Fettes	Comment: All still relevant, plus additional point of members being asked to wear a face covering on entering the building/ in the common areas and when moving between different parts of the building eg loos etc. These can be removed when in their bubble/ doing sport/ eating. Unless there are any exemptions as outlined in the government guidance.
Date of review: 16 December 2020	Reviewed by: Annette Fettes	Comment: The Risk Assessment has been reviewed in light of London going into Tier 3, however, the NYA guidance remains for Under 18yrs – AMBER: Online and digital youth services, Detached/outdoor local youth services, 1-2-1 sessions with high-need young people (indoors), Open access or targeted group sessions delivered indoors (bubbles of 15 + workers/leaders) (consistent with social distancing guidelines). Therefore no changes needed. The length of time required by NHS Test & Trace self-isolation has been reduced from 14 to 10 days.
Date of review: 22 April 2021	Reviewed by: Annette Fettes	Comment: The Risk Assessment has been reviewed in light of the Government Roadmap Step 2 from 12 April 2021 and the NYA guidance for Under 18yrs – AMBER: Youth provision for under 18s may meet indoors or outdoors without limitations on group size. The regulations no longer require youth sector providers to limit their bubble sizes to a maximum number of attendees (per bubble). However, the NYA recommends that providers review their Action Plans and Risk Assessments and take steps to reduce the risk of community transmission. For example, consider how to manage groups of young people to a manageable number to minimise the risk of transmission. All standard COVID Secure measures (social distancing, hygiene and face coverings etc) will continue to be required.
Date of review: 25 May 2021	Reviewed by: Annette Fettes	Comment: The Risk Assessment has been reviewed in light of the Government Roadmap Step 3 from 17 May 2021 and the NYA guidance for Under 18yrs – YELLOW.
Date of review: 12 October 2021	Reviewed by: Annette Fettes	Comment: The Risk Assessment has been reviewed in light of the NYA guidance for Under 18yrs – GREEN.