

St Andrew's Club Covid-19 Junior Club
Date Written: 21-04-21 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 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/ 	
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. - 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. - Staff to be given training in procedures before undertaking work. - If one staff member shows symptoms, self isolation guidelines should be followed. These can be found here - https://www.nhs.uk/conditions/coronavirus-covid-19/self-isolation-and-treatment/when-to-self-isolate-and-what-to-do/ Staff advised to wash staff t-shirts asap after session to reduce contamination risk. 	L

4.	Spread or catching of Covid -19 during sessions	H	Young people Staff	<ul style="list-style-type: none"> - All membership details will be completed in advance via online membership form. - To reduce handling of money, one member of staff will take money from YP when signing in and sanitise hands between each transaction. - All members to be given 'housekeeping' induction on safety procedures at the beginning of their first session. - All members will be signed in and out of the session via St Matthew's School playground gate (St Ann's Lane). - Staff and members to sanitise hands upon entry, then use hand sanitiser/regularly wash hands during session. - 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. - Members to be provided with access to hand sanitiser and hand washing facilities during sessions. - Windows will be open for maximum ventilation. - If a YP develops symptoms during a session, that person would be isolated (if at the Club - in the Youth Club Manager's office) and 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 due to lack of social distancing.	H	Young people Staff	<ul style="list-style-type: none"> - Check in via welcome table at entrance.. - In the event of a fire Emergency exits, assembly points and assembly point instructions are clearly identified by safety signs and notices. The fire alarm is a loud alternating siren with flashing lights on the sounders. <ul style="list-style-type: none"> ·The alarm will be raised immediately by whoever discovers the fire and emergency services contacted. Evacuation procedures will begin immediately. ·Fire extinguishers may be used by staff only, and only then if staff are trained in how to operate them and are confident they can use them without putting themselves or others at risk. ·Staff and pupils will congregate at the assembly points: in the main playground or on the corner of St Ann's Street OR Abbey Orchard/ Old Pye Street. 	L L

				<ul style="list-style-type: none"> · The day's printed register will be taken to check against the members present. · Staff and members will remain outside the building until the emergency services, or the Leader in Charge, or the Youth Club Manager, say it is safe to re-enter. · Special arrangements will be in place for the evacuation of people with mobility needs and fire risk assessments will also pay particular attention to those with disabilities if necessary (we ask that on the joining form to identify). <p>Once deemed safe, all staff/members must wash hands for at least 20 secs as per guidance upon re-entry to the School Hall/ Theatre 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 that week's sessions. 	
6.	Spread or catching of Covid-19 through equipment.	H	Staff Young people	<ul style="list-style-type: none"> - Individual sets of resources/equipment for activities will be provided wherever possible. - All shared equipment/surfaces to be wiped with antibacterial wipes before and after sessions. 	L
7.	Sessions being safely accessible.	M	Young people	<ul style="list-style-type: none"> - Youth club sessions will not be limited by size, in line 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 	L

				<p>should obtain and follow advice from NHS including following self-isolation guidance.</p> <ul style="list-style-type: none"> - Staff will only be permitted to use the 'staff' toilet on the ground floor in both venues. After using the toilet all staff will be required to use hand sanitiser. - Before and after each session staff will clean all surfaces and equipment using anti-bacterial and disinfectant products. 	
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Ongoing reviews to ensure document information up to date.

Date of review: 23 September 2020	Reviewed by: Annette Fettes	Comment: A thorough review of the risks, which will be reviewed at the end of the first week of the Junior Club using St Andrew's Club Theatre and St Matthew's School Playground on 25 September to see if any additional unforeseen measures should be included.
Date of review: 25 September 2020	Reviewed by: Annette Fettes	Comment: All working well, with an additional measure of staff scanning 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. Both venues for the Junior Club of either St Matthew's School Hall (holidays) or St Andrew's Club Theatre (term time) have been referenced.
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 – which has now moved from AMBER to YELLOW.
Date of review: 6 September 2021	Reviewed by: Annette Fettes	Comment: The Risk Assessment has been reviewed to follow the NYA guidelines - currently at Green, Covid-responsible. Areas updated include encouraging, rather than ensuring wearing of face covers and 2m social distance. We will expect all Club users to continue to temperature check and hand sanitise on entry. Junior Club has now relocated back to St Matthew's School Hall and Playground.