

COVID-19 Risk Assessment

Group: The Sulgrave Club		Site: 287 Goldhawk Road, London, W12 8EU	
People at Risk: Staff, Children & Young People, Parents/Carers, Visitors, Contractors		Additional Information: This risk assessment is for Covid-19 only and should be read in conjunction with our standard risk assessments.	
Date: 19 th July 2021	Government roadmap out of lockdown: Step 4 – 19 July 2021	NYA Readiness Level: Yellow https://nya.org.uk/guidance/	
Contact Person: Nick Sazeides	Job Title: Club Manager	To be reviewed: Fortnightly	

Risk Evaluation

Hazard		Who	Initial Rating (L/M/H)	Control Measures	Final Rating (L/M/H)	Additional Action Required (action by whom and completion date)
What's the hazard?	Who might be harmed?	Low, Medium or High?	What measures will you put in place to reduce the risk identified?	Has this changed?	What else can you do to minimise risk?	
	Staff (incl. volunteers) Children & Young People Parents & Carers Contractors Visitors to the premises	M	<p><u>NYA General Guidance</u></p> <p>All young people will be able to attend indoor or outdoor activities. Youth provision for young people of all ages, both under and over 18 years of age, have the same requirements.</p> <p>All youth provision 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.</p> <p>Online/digital, detached/outdoor and 1-2-1 youth sector provision will remain available to all young people.</p>	L		

Hazard	Who	Initial Rating (L/M/H)	Control Measures	Final Rating (L/M/H)	Additional Action Required (action by whom and completion date)
			<p>Trips and visits are be permitted. Travel by minibus, taxi, public transport, or private car (subject to safeguarding) are permitted.</p> <p>Overnight and residential experiences are permitted. From the 19th July no group size restrictions apply to the youth sector. The same measures apply to all age groups.</p> <p>If visiting a third parties' venue, your group will need to fully comply with their COVID-19 measures as well as this youth sector guidance. Some providers may require the use of bubbles and/or smaller group sizes etc to operate safely.</p>		
		M	<p><u>COVID-19 Responsible Venues</u></p> <p>This guidance has been amended from Step 4 (19th July) to support the youth sector to provide COVID-19 responsible venues. If you comply with NYA guidance your venue is considered COVID Responsible.</p> <p>The NYA recommends the following measures are maintained where possible:</p> <ul style="list-style-type: none"> • As the risk of transmission is lower outdoors, activities should take place outdoors as often as possible and when it is safe to do so. • All young people, staff and carers should wash their hands and use hand sanitiser at regular intervals. • Shared spaces such as sports halls, kitchens, etc. must be deep cleaned thoroughly between use if different groups are to use them on the same day (sequentially). 	L	

Hazard	Who	Initial Rating (L/M/H)	Control Measures	Final Rating (L/M/H)	Additional Action Required (action by whom and completion date)
			<ul style="list-style-type: none"> • Avoid the use of objects which have been handled by others without cleaning first (basket balls, food dispensing equipment etc). • Enhanced regular cleaning of commonly used surfaces, such as equipment and door handles, should be ensured. 		
		M	<p><u>Bubbles</u></p> <p>From the 19th July 2021 youth provision for young people is no longer subject to controlled bubble/support group sizes (indoors or outdoors) for sessional activities and overnight residential experiences. However, the NYA recommends the guidance below continues to be followed where appropriate to minimise the risk of COVID-19 virus transmission.</p> <p>Upon arrival/departure, participants should wash their hands or use hand sanitiser.</p> <p>Should any member become unwell, all members in close contact should contact NHS Test and Trace. All members in close contact (including leaders/visitors) should also be suspended from attendance and requested to self-isolate for 10 days or until NHS Test and Trace confirm it is safe to return to activities (following a negative COVID test).</p> <p>Social distancing is recommended (but not required) in poorly ventilated spaces.</p> <p>Organisers should be aware of attendees who are clinically vulnerable or clinically extremely vulnerable and should prepare their risk assessment accordingly.</p>	L	

Hazard	Who	Initial Rating (L/M/H)	Control Measures	Final Rating (L/M/H)	Additional Action Required (action by whom and completion date)
Covid 19		M	<p><u>Handwashing</u></p> <p>Handwashing facilities with soap and water in place.</p> <p>Gel sanitisers in any area where washing facilities not readily available.</p> <p>Drying of hands with disposable paper towels.</p> <p>Signs advising all Club users and visitors to regularly wash / sanitise hands.</p> <p>Posters displayed on:</p> <ul style="list-style-type: none"> • Correct hand-washing techniques • Catch it, Bin it, Kill it • Need to avoid touching face with unclean hands 	L	<p>All staff, children and young people to undertake hand hygiene training.</p> <p>Regular hand washing breaks during / between activities.</p>
		M	<p><u>Cleaning</u></p> <p>Frequently cleaning and disinfecting objects and surfaces that are touched regularly particularly in areas of high use such as door handles, light switches, activity areas, equipment using appropriate cleaning products and methods.</p> <p>The Club Manager to ensure necessary procedures are being followed.</p>	L	<p>Staff to be trained in appropriate cleaning methods.</p>
		M	<p><u>Social distancing</u></p> <p>Social distancing measures will be observed in line with government advice.</p> <p>Social distancing is recommended (but not required) in poorly ventilated spaces</p> <p>Arrival and departure times will be staggered to avoid bottlenecks</p> <p>Different doors will be used to enter and leave the Club</p> <p>Non delivery staff will work from home wherever possible.</p>	L	<p>From the 19th July 2021 social distancing becomes optional. The one metre plus rule no longer applies for all ages and settings. The NYA, recognising most young people will not be vaccinated, recommends (but doesn't require) the use of appropriate distancing in some circumstances.</p>

Hazard	Who	Initial Rating (L/M/H)	Control Measures	Final Rating (L/M/H)	Additional Action Required (action by whom and completion date)
		M	<p><u>Face Coverings</u></p> <p>The wearing of face coverings is optional, apart from in the minibus, when they must be worn by all occupants (other than those who are exempt and unable to wear a covering).</p> <p>Face masks will be provided for all staff, young people & visitors who request them.</p>	L	<p>If operating in poorly ventilated spaces or in close contact with others, then the use of face coverings is recommended.</p> <p>What counts as a face covering?</p> <ul style="list-style-type: none"> • A cloth face covering • Medical mask • Plastic face shield
		M	<p><u>Test and Trace</u></p> <p>Should any member become unwell, all members in close contact should contact NHS Test and Trace. All members in close contact (including leaders/visitors) should also be suspended from attendance and requested to self-isolate for 10 days or until NHS Test and Trace confirm it is safe to return to activities (following a negative COVID test).</p>	L	
People who are at higher risk from Covid-19	<p>People at high risk (clinically extremely vulnerable)</p> <p>People at moderate risk (clinically vulnerable) including very obese people and pregnant women</p> <p>Other things that can affect risk include:</p> <ul style="list-style-type: none"> • age – risk increases as you get older 	<p>H</p> <p>M</p>	<p><u>People at higher risk</u></p> <p>It is essential to be aware of who these individuals are (whether staff, volunteers or children and young people) and to agree what steps need to be taken to mitigate the risk.</p> <p>They should be offered the option of the safest available on-site roles/activities, enabling them to stay socially distanced from others.</p> <p>If there are times they can't be socially distanced from others, you should carefully assess and agree with them whether this involves an acceptable level of risk.</p> <p>You must consider specific activities for those with protected characteristics, e.g. expectant mothers.</p>	<p>M</p> <p>L</p>	<p>The Club Manager must identify anyone at higher risk and agree with them what course of action can be taken to reduce the risk to an acceptable level.</p>

Hazard	Who	Initial Rating (L/M/H)	Control Measures	Final Rating (L/M/H)	Additional Action Required (action by whom and completion date)
	<ul style="list-style-type: none"> • where you live – the risk is higher in poorer areas • being from a Black, Asian or minority ethnic background <p>People that live with people at higher risk</p>		Particular attention should also be paid to people who live with clinically extremely vulnerable individuals.		
Symptoms of Covid-19	All		<p><u>Symptoms of Covid-19</u></p> <p>If anyone becomes unwell in the Club, with a new continuous cough or a high temperature or a loss of taste and smell, they will be sent home and advised to follow the stay-at-home guidance.</p> <p>If advised that a member of staff, a child or young person, or a visitor has developed Covid-19 and were recently on the Club premises, the Club Manager will contact the Public Health Authority to discuss the case, identify people who have been in contact with them and will take advice on any actions or precautions that should be taken.</p> <p>https://www.publichealth.hscni.net/</p>		The Club Manager will offer support to staff and members who are affected by Coronavirus or have a family member affected.
Mental Health & Wellbeing	Staff		<p><u>Mental Health & Wellbeing</u></p> <p>The Club Manager will promote mental health & wellbeing awareness to staff during the Coronavirus outbreak and will offer whatever support they can to help</p> <p>Reference:-</p> <p>https://www.mind.org.uk/information-support/coronavirus-and-your-wellbeing/</p> <p>www.hseni.gov.uk/stress</p>		Regular communication of mental health information and open door policy for those who need additional support.

The basics of Covid secure are:



**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
gathered**

Readiness framework

The framework below is used to guide the youth sectors activities during COVID-19.

Readiness Level	Permitted Activity Expected
RED	<ul style="list-style-type: none">• Online and digital youth services• Detached/outdoor local youth services• 1-2-1 sessions with high-need young people (indoors)• Small group work sessions indoors with high need young people (consistent with social distancing guidelines)
AMBER	<ul style="list-style-type: none">• Online and digital youth services• Detached/outdoor local youth services (consistent with social distancing guidelines)• 1-2-1 sessions with young people• Group sessions delivered indoors
YELLOW	<ul style="list-style-type: none">• Online and digital youth services• Detached/outdoor local youth services (consistent with social distancing guidelines)• 1-2-1 sessions with young people• Group sessions delivered indoors (consistent with social distancing guidelines)• Camping and overnight residentials
GREEN	<ul style="list-style-type: none">• All services open as per normal yearly operations• Overnight trips and visits• International travel allowed within Foreign and Commonwealth Office advice

Applying the Readiness Framework to the COVID Roadmap

The framework below is used to guide the youth sectors activities during COVID-19.

The government has published the '[COVID-19 Response - Spring 2021](#)' setting out the Roadmap out of the current lockdown for England. This explains how restrictions will be eased over time.

The Roadmap has four steps (although Step 1 has two parts):



This section of the guide explains how the Roadmap applies to the youth sector. The government has outlined a four step plan for reducing restrictions across England. At each step four tests must be passed, these are:

1. The vaccine deployment programme continues successfully.
2. Evidence shows vaccines are sufficiently effective in reducing hospitalisations and deaths in those vaccinated.
3. Infection rates do not risk a surge in hospitalisations which would put unsustainable pressure on the NHS.
4. Our [the Government's] assessment of the risks is not fundamentally changed by new Variants of Concern.

It is very possible that the planned implementation dates for each step will change (be extended) if more time is needed between steps. For this reason, the dates for each step should be considered to be '**no earlier than dates**, and subject to **change**'.

The NYA strongly advises against planning activities that are non-refundable until each step has been confirmed. The NYA has created a dedicated webpage with details of each step and the current implementation dates, activities and support available. Visit <https://nya.org.uk/guidance> for details.