



# COVID-19 Risk Assessment Template

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|--|---|----------------------------|
| <b>Group:</b><br>North Avenue Youth Centre   | <b>Site:</b><br>North Avenue Youth Centre |                            |
| <b>People at Risk:</b><br>Young people, Youth workers, Volunteers and wider families | <b>Additional Information:</b>            |                            |
| <b>Contact Person:</b> Charlie Newton  | <b>Job Title:</b> Youth Centre Manager    | <b>Review Date:</b> Weekly |

## Risk Evaluation

| Hazard                    | Risk                              | Initial Rating (L/M/H)                   | Control Measures   | Final Rating (L/M/H)                           | Additional Action Required (action by whom and completion date) |
|---------------------------|-----------------------------------|--|--|--|---|
| <b>What's the hazard?</b> | <b>What is the risk of harm?</b>  | <b>Is this risk Low, Medium or High?</b> | <b>What measures will you put in place to reduce the risk identified?</b>  | <b>How has the rating changed as a result?</b> | <b>What else can you do to minimise risk?</b>                   |
| Office working            | Spreading infection from COVID-19 | <b>M</b>                                 | <ul style="list-style-type: none"> <li>• Ensure good hygiene routines and regular hand washing</li> <li>• Only one member of staff in the office at a time</li> <li>• Each person to wipe down frequent contact points as they leave</li> <li>• No sharing or hot desking. Clear desks. No meetings or visitors in the office.</li> <li>• Staff to work from home where possible – to be reviewed in line with government guidance</li> <li>• Meetings to be held via Zoom or telephone unless absolutely essential. In this case it is important that papers and pens are not shared</li> </ul> |  |   |

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|-------------------------------|-----------------------------------|------------------------|--|----------------------|---|
|                               |                                   |                        | or passed between people and social distancing is practiced  |                      |   |
| Social Distance               | Spreading infection from COVID-19 | M                      | <ul style="list-style-type: none"> <li>• Handwashing and sanitiser provided for all visitors.</li> <li>• Ensure space for 1m+ distancing between individuals</li> <li>• Staff/volunteers and Seniors required to wear a face coverings during sessions, unless exempt</li> <li>• Entrance and Exits managed to prevent crowding</li> <li>• No more than one bubble of 15 young people during each session (youth workers not included)</li> <li>• Signs around building to promoting hand washing and social distancing</li> <li>• Markings on the floor outside toilets to show required distancing and outside building in case of queuing</li> </ul>  | L                    | Staff and volunteers to remind young people, offer opportunity to go outside as much as possible and promote positive discussion. |
| Touching objects and surfaces | Spreading infection from COVID-19 | M                      | <ul style="list-style-type: none"> <li>• Person opening up to enter with suitable cleaning wipe, cleaning surfaces as they enter, e.g. door handles, light switches, alarm panel, et</li> <li>• NACC to ensure youth centre is appropriately cleaned between users. Where it is not possible to clean between users in sports hall, users will be requested to use mats and avoid sitting/laying on the sports hall floor with doors open for ventilation where possible</li> <li>• Handwashing and sanitiser provided for all visitors</li> <li>• Limit passing objects and ensure cleaning where unavoidable eg. PlayStation controllers and pool cues. Sign in done electronically by one youth worker.</li> <li>• Limit sessions to once per evening unless there is opportunity to thoroughly clean between sessions</li> <li>• NACC/NAYC ensure cleaning products are appropriate for COVID-19</li> <li>• Ensure doors are open where possible to provide ventilation</li> <li>• Last person in the building to wipe handles, light switches and alarm unit with suitable cleaning wipe</li> </ul> | L                    | YCM to ensure hand sanitiser, paper towels and effective wipes are available for each session                                     |

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|--|-----------------------------------|------------------------|--|----------------------|--|
| A young person or staff/volunteer becomes unwell | Spreading infection from COVID-19 | H                      | <ul style="list-style-type: none"> <li>Young person - Isolate until parent/career has been contacted and informed. Request parent to collect young person. Young person only to walk home if this is impossible. Provide up-to date information about symptoms, spreading and testing using NHS/.GOV/111/119. Individual only allowed to return after a negative test result has been seen or 14 days have passed and individual no longer displaying symptoms</li> <li>Staff/Volunteer – Ask individual to leave centre. Provide up-to date information about symptoms, spreading and testing using NHS/.GOV/111/119. Individual only allowed to return after a negative test result has been seen or 14 days have passed and individual no longer displaying symptoms</li> <li>Ensure isolation room is appropriately cleaned and aired before re-use</li> </ul> | M                    | <p>Inform NACC if positive test is identified or someone is identified as having symptoms</p> <p>Contact Track and Trace where appropriate</p> <p>Remain up to date with changes in guidance and law</p> |
| Positive test                                    | Spreading infection from COVID-19 | H                      | <ul style="list-style-type: none"> <li>Inform NACC</li> <li>Contact Test and Trace and follow guidance around isolation of bubble and testing</li> <li>Ensure building is appropriately cleaned before re-use</li> </ul>   | M                    | <p>Inform NACC if positive test is identified or someone is identified as having symptoms</p> <p>Contact Track and trace where appropriate</p> <p>Remain up to date with changes in guidance and law</p> |
| Activities during sessions                       | Spreading infection from COVID-19 | H                      | <ul style="list-style-type: none"> <li>All staff and young people to sign in and NAYC to have accurate and up to date contact information</li> <li>All activities to be risk assessed to minimise risks of spreading Covid-19</li> <li>No cooking activities currently. Where drinks are provided cups must be placed into hot soapy</li> </ul>  | L                    | <p>Ensure all staff are aware of safety measures, and are constantly dynamically risk assessing</p> <p>Ensure accurate records are kept</p>  |

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|--------|------|------------------------|---|----------------------|---|
|        |      |                        | <p>water and cleaned later with gloves – encourage own bottles</p> <ul style="list-style-type: none"> <li>• Sports activities to be run outside</li> <li>• Access to outside space as much as possible</li> <li>• Seating to be arranged ensuring 1m+</li> <li>• Minimise equipment during sessions and ensure there is at least 72 hours before re-use</li> <li>• Ask young people to wash hands before moving onto new activities</li> <li>• Staff/volunteers to ensure they are frequently washing hands</li> <li>• No more than 15 young people at a time, with additional staff/volunteers</li> <li>• Staff/volunteers and Seniors required to wear a face coverings during sessions, unless exempt</li> <li>• Signing in managed by one youth worker to prevent contamination through pens, paper and money, correct money only, no change given</li> <li>• Only young people who are registered will be permitted to attend in order to keep accurate records and registers</li> <li>• New membership forms to request permission to share details with NHS track an trace where required</li> </ul> |                      |   |