



Wirral Youth Zone

Health & Safety

Risk Assessment

		Risk				
		1	2	3	4	5
		Near Impossible	Unlikely	Notable Chance	Likely	Almost Certain
Severity	1 Insignificant	1	2	3	4	5
	2 Minor Injuries	2	4	6	8	10
	3 Notable Injuries	3	6	9	12	15
	4 Major Injuries	4	8	12	16	20
	5 Death	5	10	15	20	25

Activity: Opening & ongoing operations during a pandemic (Covid-19) **Location of activity:** Wirral Youth Zone

Date of Risk Assessment: 18/05/20 **Date of activity:** Ongoing

Assessed By: Naz Ault/Tom Dale/Clair Griffiths **Size of group:** N/A

Other staff/volunteer: N/A **Age of group:** N/A

Hazards Identified	Person At Risk	What precautions are in place	Likelihood	Severity	Risk Level 1-3 Low 4-9 Med 10-20 High	Action Required To Reduce Risk <i>What you will do, or the conduct you will insist upon, to minimise any risk e.g. small groups, an adult in front and behind, a "Never Alone", policy.</i>	Timeframe <i>Time required to implement the actions to reduce the risk.</i>
Spread of Covid-19 within sessions during amber readiness for over 18-year-olds.	All	One session (bubble) only to be held within the youth zone at a time.	3	4	12	All areas of youth zone to be deep cleaned after session has exited the youth zone. Support groups can only take place if it is deemed	Ongoing

		<p>Sessions to be for vulnerable young people only with a maximum of 15 persons present plus staff allowed in the support group.</p> <p>Support groups must be planned in advance and must not accept drop ins. (invitation Only)</p> <p>121 support can be made available for drop ins, for the purpose of identifying vulnerable young people.</p> <p>Please see Appendix 1</p>				<p>necessary for young people to be physically present and must be by invitation only.</p> <p>https://nya.org.uk/wp-content/uploads/2020/11/Red-Readiness-Fact-Sheet.pdf</p> <p>Any room used for 121 support must be deep cleaned after any 121 support has ended.</p> <p>There is no maximum staff number for 121 session for the purposes of welfare and safeguard needs.</p>	
Spread of Covid-19	All	All persons aged 11+ Entering the Hive must wear a face covering	2	4	8	Reception to advise anyone without a face coving that we can provide one.	All PPE onsite stocks to be maintained on an

		<p>while indoors, unless exempt.</p> <p>Hand washing facilities with soap and water in place. Signage and training promoting stringent hand washing.</p> <p>Temperature checks to be taken from all people entering the building.</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, reception area using appropriate cleaning products and methods.</p> <p>Social Distancing - Reducing the number of persons in any work area</p>				<p>Appropriate signage to be displayed at entrances advising the use of a face covering for visitors aged 11+</p> <p>Appropriate hand washing signage to be placed around site.</p> <p>All temperature checks to be recorded and kept on file for a minimum of 21 days. All visitors should use the QR code for NHS track and trace. Appropriate PPE to be worn by the person taking temperature checks.</p> <p>Young people should not have direct access to COSHH products. Staff member to spray onto blue roll for YP to wipe surfaces down.</p> <p>Additional hand sanitizing stations to be placed</p>	<p>ongoing basis.</p> <p>In place</p> <p>In Place</p> <p>Keep Updated</p> <p>In Place</p>
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		<p>to comply with the 2-metre.</p> <p>Where possible all staff that can work from home should do this as a first option.</p> <p>Review work schedules including start & finish times/shift patterns, to reduce number of workers on site at any one time.</p> <p>Redesigning processes to ensure social distancing in place.</p> <p>Conference or video calls to be used instead of face to face meetings.</p> <p>Social distancing also to be adhered to in communal, eating and smoking areas</p>				<p>around entrance/exit and toilets.</p> <p>Personal hand sanitisers to be given to staff.</p>	<p>All areas have been redesigned.</p> <p>Ongoing</p> <p>Ongoing</p>
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		Toilets to be separated by each young person pod and staff					
Containing suspected cases of Covid-19	All	<p>If anyone becomes unwell with a new continuous cough or a high temperature or notices that they have lost their sense of taste or smell in the Youth Zone, they will be sent home and advised to follow the stay at home guidance.</p> <p>https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection)</p> <p>A room must be set up for the sole purpose of isolating any persons suspected of having covid-19, who are</p>	2	5	10	<p>The room must be kept clear of any soft furnishings and thoroughly sanitised after the person has left.</p> <p>The door must kept closed at all times.</p> <p>Any staff members who are in the room with the suspected covid-19 case should have the correct PPE – Face mask, face shield, gloves, overall or change of clothes.</p> <p>Any staff members who believe they contracted Covid-19 at work must be reported under RIDDOR.</p> <p>A designated member of staff should be assigned for each day/session to interact with any persons suspected to have Covid-19. Training to be provided regarding</p>	<p>Reception 121 room used as isolation room.</p> <p>PPE in place stocks must be maintained</p>

		<p>awaiting pick up or transportation.</p> <p>The areas the infected person has come into contact with must be deep cleaned with immediate effect and notices must be given to all building users to keep away from potentially infected areas until cleaned.</p> <p>Any persons the infected person has come into contact with must be alerted immediately by staff. This will be in addition to NHS track and trace procedures.</p>				<p>procedure and applying correct PPE.</p> <p>Double lined bin provided within isolation room.</p>	Ongoing
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<p>Spread of virus due to poor record keeping.</p>	<p>All</p>	<p>All Session staff are to keep a log of YP and any other person who has entered the room.</p> <p>A staff member is to be responsible for tracking the movements of young people and visitors throughout the course of a session.</p> <p>In the event that the youth zone has a confirmed case that has visited the building we are able to consult the logs for immediate deep cleaning of the rooms visited. We will liaise with Public Health England Health Protection Team to ensure actions are in line with requirements.</p>	<p>2</p>	<p>4</p>	<p>8</p>	<p>The logs will also be used to inform other building users that they have been in contact or have been in a room with a confirmed case of Covid-19.</p> <p>Details of visitors to be taken include – Name, Phone number & Email address.</p> <p>All building users should use the NHS QR code for track and trace.</p> <p>All details must be kept for a minimum of 21 days.</p>	<p>Ongoing</p>
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<p>Inability to protect vulnerable people</p>	<p>All</p>	<p>Any persons who are considered extremely clinically vulnerable should be asked to stay away from the youth zone and follow government advice on shielding themselves.</p> <p>Any persons who are considered clinically vulnerable who cannot work from home or any persons living with someone considered clinically vulnerable should take extra care when observing social distancing. Line managers should look at the working pattern and type of work to ensure social distancing can be adhered to. Where possible, Home working should be considered to minimise time at the Youth Zone.</p>	<p>2</p>	<p>5</p>	<p>10</p>	<p>Any members of staff who have concerns regarding any underlying medical conditions should speak to their line manager.</p> <p>Risk assessments to be carried out with all staff and young people who are considered extremely clinically vulnerable or clinically vulnerable or have family members at home who are considered extremely clinically vulnerable or clinically vulnerable</p>	<p>Ongoing</p>
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Spreading Virus from personal items	All	<p>Personal items should be kept to a minimum and left at home where possible</p> <p>Lockers must not be used.</p>	2	4	8	Any personal item that must be brought into work must be kept away from all other persons.	Ongoing
Spreading Covid-19 from exceeding Maximum Room Capacity	All	<p>Room capacity's to be calculated planned for each room and the number to be clearly displayed on the door.</p> <p>Overall building capacity is based on the accumulation of all rooms. Sessions should be held within these rooms and not allowed to spill over into communal areas.</p> <p>Large rooms can be divided for use by separate bubbles. But each room must be clearly signed as such and access restricted.</p>	3	4	12	Staff to enforce the capacity cap on each room.	Ongoing

Spreading Covid-19 during minibus usage	All	Minibus usage must be kept to essential journeys only and a maximum of 4 persons per trip. Social distancing rules will apply in all vehicles and Public Health Guidance must be adhered to.	2	4	8	All persons in minibus must be separated by 2 meters at all times and face masks to be worn at all times. Gloves should be worn when filling with fuel.	Ongoing
Inappropriate social distancing measures not followed & spread of Covid-19 virus	All	Roles and responsibilities for all sessions and ongoing activities to be drafted and published. Please see Appendix 3 Sneeze and cough barriers to be erected in areas where face to face contact may be made, for example reception, canteen areas and the main office. Social distancing seating plan of rooms should be clearly displayed within each room.	2	5	10	The roles and responsibilities chart should show who will be responsible for sessions and their cover and who will assist on session and their cover also. Staff to be vigilant of all building users adhering to the 2-meter social distancing procedures.	Chart in place Erect sneeze barriers Complete Seating plans for office Complete

		One-way system to be implemented within the recreation area.					
Spreading of Covid-19 during sessions for under 18s young people	All	<p>Session start times to be staggered and young people & parents informed to not arrive early for session to avoid congestion at the entrance of the building.</p> <p>Staff to manage outside areas to ensure social distancing is taking place while waiting to enter to building.</p> <p>Entrance for sessions to be changed to come through the sports hall and exit through main entrance to aid with congestion.</p> <p>One-way system implemented for</p>	2	3	6	<p>All room and equipment used must be deep cleaned before young people enter or use.</p> <p>All room and equipment used must be deep cleaned after young people have used them.</p> <p>Wash hands and sanitise upon exit.</p> <p>Clean down of room, desk, work space before and after use. No equipment to be left out including things paperwork, stationary, cups etc.</p>	Procedure in place 01/07/20

		<p>recreation area and for entering onto session.</p> <p>Entrance and exit areas to be supervised by staff at all times.</p> <p>All equipment used by YP must be cleaned before any other group can use. Any equipment that cannot be cleaned i.e. books must be stored in a lidded container for a minimum of 72 hours.</p> <p>No overnight stays are permitted.</p> <p>Sporting activities to resume while adhering to government guidelines. https://www.gov.uk/government/publications/coronavirus-covid-19-guidance-on-phased-return-of-sport-and-recreation/return-to-</p>				<p>If at any point during a session, the session lead or session support coordinator believe that they are unable to adhere to covid secure guidance, sessions should be stopped immediately to avoid the spread of covid-19.</p>	
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		recreational-team-sport-framework Please see Appendix 2					
Spreading of Covid-19 because of Improper cleaning of facility.	All	Regular cleaning of the facility throughout the day. Including emptying and cleaning bins. Safe cleaning practices to be observed. All work spaces to be cleaned before and after use. Minimum cleaning of building should be 2 times per day. Staff to be responsible for cleaning their work station before and after use. Toilets to be cleaned regularly on an ongoing basis.	2	5	10	Cleaning kits to be made available in every room. Notices to be displayed regarding cleaning down work spaces after they are used. Minimum PPE for cleaning to consist of – mask, gloves and disposable apron. Gloves and disposable apron to be used for each separate room. All rooms and desks should be decluttered to aid with cleaning.	Cleaning kits available Cleaning notice displayed Declutter of all rooms Ongoing

Spread of Covid-19 during an emergency evacuation.	All	Staff to be vigilant during an evacuation and remind YP and visitors of social distancing.	1	4	4	It is expected that all persons will evacuate the building as soon as possible during any emergency.	Ongoing
Spread of Covid-19 during administration of 1 st aid.	All	1 st aid cases should be assessed from 2 meters in the first instance. If 1 st aid must be administered ask the person to administer it themselves. If the person is unable to administer it themselves appropriate PPE to be worn while given 1 st aid.	2	5	10	Appropriate PPE <ul style="list-style-type: none"> • Gloves • Face mask • Face shield • Gown/overalls 	Ongoing
Spread of Covid-19 from café	All	Social distancing must be adhered to while queuing. Café tables to be redesigned to be 2 meters apart.	1	4	4	Deep cleaning of eating area to be completed as soon as the area is vacated. Orders must be made at reception when entering the building.	Café area redesigned

<p>Spread of Covid-19 due to poor H&S culture.</p>	<p>All</p>	<p>All staff to be held accountable for their actions.</p> <p>Managers to set an example for all staff, young people and visitors within the workplace.</p>	<p>2</p>	<p>5</p>	<p>10</p>	<p>Any persons who are not adhering to this risk assessment should be reported to a manager immediately.</p> <p>Posters to be erected in staff areas to raise concerns or to report with anonymity any breaches of our Covid secure guidelines.</p>	<p>Ongoing</p>
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Notes:

Appendix 1

Guidance for youth workers on session during Lockdown

Due to the limited numbers allowed on sessions there will not be a receptionist on duty during the current lockdown. Below are additional responsibilities for the youth workers during their session:

- Please be at the reception gate to welcome your group.
- You must wear a face covering or face shield.
- Only members who have been invited onto the session may take part.
- Ensure all members over 11yrs are wearing a face covering (Exceptions apply) YP should wear their face covering for the duration of their session.
- The young persons temperature must be checked and logged next to their name on the "face to face session" log.
- The "normal" temperature should be around 37 degrees. If the temperature recorded is above 38 degrees, then this is classed as a "high temperature"
- If the first temperature is reading as high, then ask the young person if they are feeling unwell? Any symptoms etc? Take the temperature a 2nd time and if it still reads over 38 degrees then inform the session lead.
- Once the YP temperature is recorded, take their 50p entrance fee and ask the YP to sanitise OR wash their hands.
- The YP should then be directed to the room the session is taking place. They must not sit in the rec area.
- YP must be encouraged to socially distance for the duration of the session. If they do not, then you must radio the session lead immediately.
- YP should be discouraged from leaving their session and entering other sessions.
- If a YP needs a comfort break then they must observe the one-way system.
- When the session is completed, all chairs and desks used should be sanitised.
- Any equipment used (PC's/Tablets/Sports equipment) must be sanitized.
- YP must leave The Hive immediately after their session finishes.
- The temperature log and any monies taken should be left in the middle drawer at reception.

Current young person room capacity

Rewind – 5

Recreate – 5

Retune – 8

React – 15

Respect – 9

Reactivate – 9

Reinvent – 4

Recharge – 3

Reengage – 5

Regroup – 5

Reach – 15

Recreation area – 15

MUGA – 15

Sports Hall – 15 – (If sports hall is appropriately divided this capacity may increase to two bubbles of 15. Staff must ensure that the two bubbles do not mix.)

Appendix 2

Sporting activities procedures during pandemic

Football

- Balls and bibs to be sanitised after each session.
- Hands of participants to be sanitised before session, every 30 minutes during the session and at the end of the session.

Badminton

- Rackets to be sanitised after each session.
- Hands of participants to be sanitised before session, every 30 minutes during the session and at the end of the session.
- Shuttlecocks to be set aside and not used for 72 hours. Separate shuttle sets can be used to avoid delay in sessions.
- Max, 4 participants (including Youth Worker) per court.
- Fire and sports hall doors should be kept open whilst session is taking place.-

Tennis

- Rackets to be sanitised after each session.
- Hands of participants to be sanitised before session, every 30 minutes during the session and at the end of the session.
- Tennis balls to be set aside and not used for 72 hours. Separate ball sets can be used to avoid delay in sessions.
- Max, 4 participants (including Youth Worker) per court.
- Fire and sports hall doors should be kept open whilst session is taking place.

Gym

- Hands of participants should be sanitised upon entering the gym, every 15 minutes during the session and at the end of the session.
- After equipment has been used, participants need to fully spray and disinfect the equipment that they have just used (including parts of the equipment that they have not touched).
- Fire and gym doors should be kept open whilst session is taking place.
- Only one piece of equipment per set (i.e. one treadmill/ one bench) should be in use to aid social distancing measures.
- Water fountain can only be used to fill bottles and hand should be sanitised before use.

These recommendations all align with the government and NGB advice.

Appendix 3

COVID-19 Roles and responsibilities

Overall responsibility for ensuring The Hive as an organisation is Covid secure – **Stuart Barnes**

Overall responsibility for ensuring all sessions are Covid secure – **Gill Pleavin**

Overall responsibility for ensuring the building is Covid secure – **Naz Ault**

Session Responsibility

Ensuring all junior and holiday club sessions are Covid secure – **Treena Gilson**

Ensuring all senior sessions are Covid secure – **Steve Anderton**

Ensuring all inclusion sessions are Covid secure – **Dougy Oliver**

Enforcement of Covid secure policy on session – **Clair Griffiths**



Tips to be Covid-19 Safe

- Wash and sanitize hands
- Sneeze or cough into a tissue
- Always stay 2 meters apart from everyone
- Always make sure your area is clean
- Never share equipment
- Do not touch your face
- If you feel unwell stay at home

You should never forget that Wirral Youth Zone will never stay the same. Activities, projects and even the building will evolve and improve. As a result, all risk assessments that are produced must be reviewed and updated when required to ensure that they are still relevant to the task/activity.

Version 2.5

Reviewed 21/04/21

Next Review Due Date 01/06/21

Lead Worker

Name:

Sign:

Date:

**Responsible
Manager**

Name:

Sign:

Date:

**Health & Safety
Manager**

Name:

Sign:

Date:

