



COVID19 Risk Assessment Armadillo Youth Sessions Term 1 2020-21

YOUTH SERVICES ARE ON THE UK GOVERNMENT EXEMPTION LIST WHERE GROUPS CAN BE LARGER THAN 6 PEOPLE. FOR MORE INFORMATION VISIT [GOV.UK](https://www.gov.uk)

VENUE/TASK		ACTIVITY/EQUIPMENT/TASK (Make/Model/Serial no):			Date:	Review date:			
COVID – 19 Pandemic (Coronavirus) Armadillo Term 1 2020-21		<ul style="list-style-type: none"> • Phased reopening of youth sessions in the Armadillo building • To prioritise Year 6, Year 7, Year 10 and LDD young people during Term 1 2020 / 2021 • To continue with detached youth work in the community during the phased reopening and when building attendance numbers remain low. 			From 1 September 2020	31 October 2020			
What are the hazards?	Who might be harmed and how?	What are we planning to do?	Likelihood X Consequence E.g. 1 x 3 = 3			What do we need to do to manage risk? Action Plan.	By whom & when?	Completed Date	Revised Likelihood X Consequence E.g. 1 x 3 = 3
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<p>Contact with buildings/ furniture etc. that may be contaminated.</p>	<p>Who: Staff and young people</p> <p>If the building was to reopen in a reduced capacity to accommodate youth sessions, staff and young people would have the increased risk of contracting viruses from common areas, furniture and other surfaces etc.</p> <p>Due to the virus lasting on different materials for a reasonable amount of time, virus</p>	<p>2 Session per evening:</p> <p>Session 1: 5pm - 6.30pm</p> <p>6.30pm to 7pm clean down and prep</p> <p>Session 2: 7pm - 8.30pm</p> <p>Young people will be fixed into bubbles by age, social groups and school.</p> <p>Year 6,7,10 and LDD group will be the only groups to</p>	2	4	8	<p>5 steps to COVID secure:</p> <p>1. Undertake risk assessment</p> <p>This document is the risk assessment</p> <p>Further actions are outlined in the Armadillo Youth sessions Activity Plan for Term 1.</p> <p>2. Develop cleaning, handwashing and hygiene procedures:</p> <ul style="list-style-type: none"> All staff will be appointed persons with responsibilities for cleaning and hygiene, to be overseen by the Youth Officer and Leader in Charge. Staff will be provided with cleaning and hygiene guidance, access to PPE and cleaning materials; Clean common surfaces regularly following a cleaning checklist, including welfare facilities, activity stations and activity equipment, before and after session or use (please see 	CPM/ YO	14.09.2020			

	<p>could be transferred unknowingly and contracted later.</p>	<p>return during term 1.</p> <p>Detached work will continue to cover sessions when the building is closed and where attendance to the building is low, staff will be tasked with detached.</p> <p>Work stations will be set up (as outlined in the activity plan) for: Gaming</p>				<p>activity plan);</p> <ul style="list-style-type: none"> • Staff and young people to maintain high standards of hygiene, hand sanitizing and washing regularly, on arrival and departure; • Staff to ensure hand sanitizer is available to all at entrance/exits and outside welfare facilities; • Session or activity leader to provide written and oral guidance on hygiene to participants; • Display posters advising of expectations for personal hygiene; • Staff and young people must not share equipment. Where this is unavoidable, items should be cleaned thoroughly, quarantined or disposed of; • Create equipment list and plan processes for cleaning before and after each session or use. 					
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		<p>Pool</p> <p>Outdoor sports x2 (football and badminton)</p> <p>Crafts</p> <p>Social space/ eating</p>				<p>Some equipment cannot be cleaned and will need to be quarantined for 72 hours or disposed of;</p> <ul style="list-style-type: none"> • Activity resources will be disposed of, cleaned thoroughly or quarantined after use. <p>3. Help people to work from home:</p> <ul style="list-style-type: none"> • Continuously assess the need for digital sessions in support of staff and young people unable to attend sessions, implement where needed; • Reduce number of other building users, the Armadillo will be exclusively in use for youth and no other groups should be using the building at the same time. <p>4. Maintain social distancing, 2m where possible;</p>					
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					<ul style="list-style-type: none">• Fix staff and young people into bubbles to minimise the risk of contamination between groups and households.• Display posters advising of expectations for social distancing;• Ensure that social distancing is maintained by all; it is recommended that a 2m (minimum 1m) distance be adhered to by all;• Outdoor space will be used as a priority space for activities; the risk of the coronavirus being passed on to others outdoors is considered to be low as long as people maintain social distancing;• Reducing the number of persons in any area;• Design processes to ensure social distancing in place, to avoid pinch points for example, socially distanced work spaces, one in/ one out welfare					
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						<p>procedure where participants must remain in a specified area until the welfare facilities are vacant, one-way queuing system in place for the café counter;</p> <ul style="list-style-type: none">• Movement between the building will be strictly monitored by staff supervising the outdoor and main social space, to ensure pinch points are managed, one person at a time to move through pinch point areas. Where possible (not in breach of fire regulations) additional doors from the main space into the garden will be propped open and signposted "ENTRY" and "EXIT".• When using the outside space young people must use the one-way system into the garden as marked out.• Young people will remain in the activity areas while participating and will be asked to leave these areas if not. A					
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					<p>socially distanced spectator area can be set up for young people waiting to participate or for those wanting to watch.</p> <ul style="list-style-type: none">• Separate workspaces will be used for each activity and all spaces will be distanced from each other.• Supporting the setup of activity spaces to ensure social distancing is being adhered to;• Participant numbers will be limited for each activity.• Marking out of areas and use of barriers to indicate social distancing, where necessary;• Staff and young people are advised to use discretion and to move away from people that become too close. <p>From 14th September:</p> <ul style="list-style-type: none">• ask customers indoors to remain seated. Provide table service where possible, and discourage customers from					
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					<p>standing at the bar.</p> <ul style="list-style-type: none">• Keep groups apart. Space out tables, consider using barriers between groups, and manage the number of customers in the venue.• Manage food and drink service safely. Avoid situations where customers need to collect their own food, cutlery and condiments. Avoid contact between staff and guests. <p>5. Manage transmission risk:</p> <ul style="list-style-type: none">• Refuse entry to those who display symptoms of COVID-19, staff and visitors should not attend the Armadillo for 14 days following the development of COVID symptoms, this is also advised if a member of their household has developed symptoms. Staff and visitors can only return to the Armadillo following a 14 day isolation period or, when a negative COVID test has been received and the individual has					
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						<p>been advised they can end self-isolation;</p> <ul style="list-style-type: none">• All visitors 11years+ to wear a mask or face shield when inside the building and when close contact outdoors cannot be avoided;• Implement a booking and registration system, including test and trace data collection.• Participants will be asked to leave if they pose a risk to others in the building by not adhering to safety guidelines;• Limit session running time and allow additional time for cleaning;• Limit number of those inside the building to x30 people per session (including staff); only x1 staff member taking part in each activity;• Remove non-essential items from activity and common					
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						<p>areas;</p> <ul style="list-style-type: none">• Secure areas and entry/ exit points that are not in use and mark “out of bounds” (do not block fire exits);• Building to be ventilated as well as possible;• Adapt layout of centre for building users to move around the building safely and avoid touching common surfaces;• Activity is (where possible) seated to minimise movement inside the building; where it is not possible to seat the activity the floor surrounding the activity area will be boxed/ marked out to indicate boundaries for social distance.• Back to back and side to side working to be encouraged;• Store all rubbish securely and preferably outdoors;					
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					<ul style="list-style-type: none">• Where participants bring food to the building they should dispose of all litter appropriately or take it home with them;• Staff are advised not to touch any items unnecessarily, to use PPE and litter picking equipment (litter pickers are available) where touching foreign objects is unavoidable;• Youth session participants to be supervised by staff and encouraged to comply with COVID procedures throughout the duration of the session;• Parents / guardians will be advised of the actions taken to minimise risk and that their young person could be refused access to youth sessions if they are found to not comply with the expectations of staff;• No food or drink in activity areas. Food consumption will be limited to a specific area;					
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					<ul style="list-style-type: none">• Encourage young people not to bring unnecessary personal items into the Armadillo, minimal items only;• In any instance where the estates team may be called out to the building they will be advised to wear PPE including a face covering, hi viz/ uniformed clothing (so easily) identifiable and a Yate Town Council ID badge. <p>Further guidance on 5 steps to COVID secure: https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/5-steps-to-working-safely</p> <p>Test and trace:</p> <ul style="list-style-type: none">• Participants to agree in advance to COVID19 youth session procedures and will provide Test and Trace data as part of the Armadillo sign up form. <p>Booking:</p>				
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						<ul style="list-style-type: none"> • A booking and waiting list system will be implemented along with session registers to manage attendances and capture information for Test and Trace. • Armadillo Youth session sign up form and enquires to one email: info@yatearmadillo.co.uk, this will help control numbers. • Sign up will not be accepted via social media and it will be advertised that “drop ins or open door policies” are temporarily suspended. <p>Other</p> <ul style="list-style-type: none"> • Staff to ensure activities are accessible, safe and easily adapted for varying abilities and needs. 				
1. Contact with an infected person Contracting the COVID-19 virus and passing onto others.	Who: Staff and young people Staff or young people may come into	As above	2	4	8	As above 5 steps to COVID secure: This document is the risk assessment Further actions are outlined in the Armadillo Youth sessions Activity Plan	CPM/ YO	14.09.2020		

	contact with an infected person.					for Term 1.					
2. Contact with objects that may be contaminated with the virus Contracting the COVID-19 virus and passing onto others.	<p>Who: Staff and young people</p> <p>If the building was to reopen in a reduced capacity to accommodate youth sessions, staff and young people would have the increased risk of contracting viruses from contact with objects or litter.</p> <p>Due to the virus lasting on different materials for a reasonable amount of time, virus could be</p>	As above	2	4	8	<p>As above 5 steps to COVID secure:</p> <p>This document is the risk assessment</p> <p>Further actions are outlined in the Armadillo Youth sessions Activity Plan for Term 1.</p>	CPM/ YO	14.09.2020			

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COMMENTS

Following the relaxation in restrictions for children’s social activities, plans for young people to return to school in September and a move to “Amber” for youth services pandemic response, the Armadillo Youth Café will begin a phased return to youth sessions following COVID secure guidelines. During Term 1 the following groups will phase return to youth sessions, other groups will be integrated into the timetable in the following term:

- Year 6
- Year 7
- Year 10
- LDD

Year 6 - primary school children are less likely to be out in the community socialising independently, therefore we have allocated this age group to one bubble per school, as a gentle ease into our services for new parents and young people. We want to reassure new parents that we are taking the most amount of care and we are reflecting school processes. We are going to review the attendance numbers for year 6 when we go out to schools to gauge interest in participation, if there are certain schools where we don’t get any applicants we plan to increase the provision for year 10 or year 7 into those vacant slots.

The proposed timetable will provide a base from which to start consultation with the public:

Weekday	Session 1: 5pm - 6.30pm	Session 2: 7pm – 8.30pm
Mon	Year 6 school bubble	LDD A/B
Tues	Year 6 school bubble	Year 10
Wed	Year 6 school bubble	Year 6 school bubble

Thurs	Year 6 school bubble	Year 6 school bubble
Fri	Year 6 school bubble	Year 6 school bubble
	Session 1: 1.30pm – 3pm	Session 2: 3.30pm - 5pm
Sat	Year 7 social bubble	Year 8 social bubble

A combination of school bubbles and social bubbles has been implemented to reflect the most common interactions amongst groups of attendees, within the number of sessions allocated to specific age groups. Due to the number of secondary schools attended by young residents of Yate and the varied intake from each, it has not been possible to allocate specific sessions to different schools. Year 7, Year 10 and LDD school leavers will be placed into social bubbles to reflect friendship groups that have already had social contact.

Evaluating Risk Levels

The following should be used as a guide: Likelihood x Consequence

Likelihood 1- Very unlikely, 2- Unlikely, 3 - Fairly likely, 4- Likely, 5 -Very likely

Consequence 1- Insignificant 2-Minor, 3- Moderate, 4- Major, 5 - Catastrophic

Risks should be categorised:

- 1-4 acceptable (no further action but ensure controls are maintained)
- 5-9 adequate (look to improve if possible, at next review)
- 10-16 tolerable (look to improve within specified timescale);
- 17 – 25 unacceptable (make immediate improvements)

5	10	15	20	25	C O N S E Q U E N C E LIKELIHOOD
4	8	12	16	20	
3	6	9	12	15	
2	4	6	8	10	
1	2	3	4	5	

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Date	14.09.2020	14.09.2020	14.09.2020
File location	Pandemic/Armadillo/Youth		