



COVID19 Risk Assessment Armadillo Youth Sessions AMBER

To commence 7th Dec 2020 – to be reviewed ahead of 5th Jan 2021 when session reopen post-Christmas holiday closure.

As outlined by National Youth Agency (NYA) guidance (version 4.0), the Armadillo will operate youth sessions according to NYA **AMBER** guidance, provision of youth activities for young people **under 18 years old**. **AMBER** guidance is applicable to all Tiers 1-3. Youth sector providers can provide services to young people indoors during periods of **AMBER**, the following activities are permitted:

- Digital sessions
- Detached/ outreach
- 1:1 support
- Triage - drop in (open door)
- Open access or targeted group sessions delivered indoors (bubbles of 15 + workers/leaders)
- Support groups

No young person aged 18 years old or over should be permitted access to a youth session for under 18 year olds. If the group is a mix of young people under and over 18years old, **RED** guidance for 18years and older should be followed.

COVID secure community buildings can open to accommodate youth provision. Activities undertaken should be pre-planned, and risk assessed as COVID secure.

Specific guidance on the activities and actions permitted during the Tier 3 **AMBER** alert have been provided to staff in the *COVID19 Armadillo Service Plan and toolbox AMBER* and *COVID19 Activity Step by step Plan Armadillo AMBER*. The NYA guidance in full can be found here: [Nation Youth Agency Version 4.0](#)

The Youth Officer and Community Projects Manager will keep Armadillo plans under constant review in order to:

- make responsive amendments to reflect NYA's readiness level
- to react if readiness level changes week-to-week,
- to ensure we communicate changes to young people, staff, parents/carers and other stakeholders.

VENUE/TASK		ACTIVITY/EQUIPMENT/TASK (Make/Model/Serial no):				Date:	Review date:				
COVID – 19 Pandemic (Coronavirus) Armadillo Youth Team AMBER alert Youth sessions		To provide 1:1 triage and open access youth sessions, following National Youth Agency guidance (version 4.0) AMBER alert: youth sessions for young people under 18 years old. To facilitate COVID secure activities in COVID secure venue.				1 st December 2020	5th January 2021 (where possible to be reviewed following the UK Government tier review, expected around 30 th Dec 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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Contact with buildings/ furniture etc. that may be contaminated. If the building opens to accommodate limited youth sessions, staff and young people would have the increased risk of contracting viruses from common	Who: Staff and young people Contracting the COVID19 virus and passing onto others	Monday LDD x2 groups: 1. school group 2. school leavers group Tuesday Year 10 Friday LGBTQ+	2	4	8	The residual risk from this hazard cannot be eliminated but can be controlled to the highest level where reasonably practicable. The Armadillo Café, kitchen and cinema will be CLOSED and out of bounds. <ul style="list-style-type: none"> • steps to COVID secure: • Undertake risk assessment 	CPM/ YO	01.12.2020	2	4	8

<p>areas, furniture and other surfaces etc.</p> <p>Due to the virus lasting on different materials for a reasonable amount of time, virus could be transferred unknowingly and contracted later.</p>		<p>Saturdays:</p> <p>Session 1: Year 7</p> <p>Session 2 Year 8</p> <p>Session 3 Year 9</p> <p>As much as possible, young people will be fixed into bubbles/groups.</p> <p>Activity stations will be set up (as outlined in the activity plan) for:</p> <p>Gaming</p> <p>Pool</p> <p>Outdoor sports x2 (football and badminton)</p> <p>Crafts</p> <p>Social space</p>			<ul style="list-style-type: none"> • This document is the risk assessment • All actions and processes will be kept under review to address concerns as they arise; • Further actions are outlined in the <i>COVID19 Armadillo Service Plan and toolbox AMBER</i> and <i>COVID19 Activity Step by step Plan Armadillo AMBER.</i> • Develop cleaning, handwashing and hygiene procedures: • All staff will be “appointed persons” with responsibilities for cleaning and hygiene, to be overseen by Youth Officer/ Leaders 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 activity plan); 					
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					<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 at entrances/ 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; <p>Leaders will create equipment lists and plan processes for cleaning equipment before and after use.</p> <p>Equipment that cannot be cleaned will be quarantined for 72 hours or disposed of.</p>					
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					<ul style="list-style-type: none">• Help people to work from home:• Organisers should be aware of attendees who are clinically vulnerable or extremely vulnerable and should prepare risk assessments accordingly;• Staff or volunteers who need to meet for planning or training can do so outside delivery sessions. There is no staff team size limit or length of time sessions meetings/ training can take place. However, serious consideration for social distancing, hygiene, face coverings and welfare must be considered;• Continuously assess need for digital sessions and outreach, implement where needed;• Reduce number of building users, the Armadillo will be exclusively in use for youth café, no other external groups will use the building at the same time; <p>Different Armadillo groups/ bubbles can share a building but should have different activity areas. They can use</p>					
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						<p>the same facilities (such as toilets) if cleaned regularly;</p> <ul style="list-style-type: none">• Youth Café Venue Assistants and Venue Operations team should not work in the Armadillo at the same time. Where this is unavoidable, the teams should distance as much as possible and should increase hygiene procedures.• Maintain social distancing, 2m where possible;• Young people under 18 years old, and 18 years old and over should be arranged into separate groups as much as possible. Where this is not possible, NYA guidance for RED should be followed;• Staff will provide activities where maintaining social distancing is simpler, avoiding activities which risk close contact;• Social distancing is maintained by all, minimum 1m+ is recommended (in line with UK Government guidance);					
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					<ul style="list-style-type: none">• Some service users may have difficulty or challenges with social distancing (for example, SEND or behavioural need). Additional support may be needed to appropriately support individuals or alternative provisions may need to be made to support individuals where risks associated with their needs/ behaviours cannot be controlled effectively;• Review work schedules including staggered start & finish times/shift patterns, working from home etc. to reduce number of workers on rotas at any time;• Maintenance work should not be carried out during youth café, unless an emergency;• Outdoor space will be used as a priority for activities; the risk of coronavirus being passed on outdoors is considered to be low;• Reduced number of persons in any area at one time, adhering					
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						<p>to capacity calculations and guidance on group gathering/ close contact;</p> <ul style="list-style-type: none">• Design processes to avoid pinch points for example, in workspaces, stairways, corridors and welfare. Staff and young people should remain at a distance from the pinch point until access/ facilities are free from other users. This will include the use of marked out waiting areas and queuing systems;• Reducing maximum occupancy for lifts to x1 young person at a time (and support staff where necessary), providing hand sanitiser for the operation of lifts and encouraging use of stairs wherever possible;• Movement between the building will be strictly monitored by staff. Where possible (not in breach of fire regulations) doors will be propped open and signposted "ENTRY" and "EXIT".					
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					<ul style="list-style-type: none">• When using the outside space, staff and young people must use a one-way system to move between the building and garden;• Young people will remain in activity areas while participating and will be asked to leave these areas if not. <p>While undertaking an activity young people must not enter any other area of the building unless instructed to by staff, for welfare access, or in case of an emergency.</p> <p>A socially distanced spectator area can be set up for young people waiting to participate or spectate;</p> <ul style="list-style-type: none">• Separate workspaces will be used for each activity, distanced from other activities and seating areas. <p>Staff will support setup of activity spaces to ensure social distancing is adhered to;</p>					
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					<ul style="list-style-type: none">• Participant numbers will be limited for each activity;• Marking out of areas and barriers will indicate social distancing;• Staff and young people are advised to use discretion and to move away from people that become too close.• When eating or drinking, customers will remain seated in the café area. <p>In the cafe area tables will be socially distanced, to separate groups.</p> <ul style="list-style-type: none">• Manage transmission risk:• Refuse entry to those who display symptoms of COVID-19. <p>Those with symptoms of COVID19 should not attend the Armadillo for 14 days following development of COVID symptoms and should follow guidance on “close contacts” if a member of their household has developed</p>					
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					<p>symptoms or been advised to self isolate.</p> <p>An NHS isolation letter will be requested if isolating for 14 days.</p> <p>Staff and young people can return before 14 days if a negative COVID test result is received and the individual has been advised they can end self-isolation.</p> <ul style="list-style-type: none">• All persons 11years+ to wear a mask or face shield (covering their nose and mouth) when indoors and where close contact outdoors cannot be avoided;• Use of screens as barriers to separate people from each other;• Groups/bubbles should not move spaces where another bubble has been unless a deep clean has been carried out of the new space;• Different bubbles should enter and exit through different doors. If not possible then stagger arrival and departure					
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						<p>times where possible;</p> <ul style="list-style-type: none">• If young people leave the premises or session before the end they must not be permitted re-entry the same day;• Reducing the number of people each person has contact with by using 'fixed teams or partnering';• Organisers should encourage young people to arrive only with members of their bubble and to avoid mingling before and after sessions;• Test and trace data collection will be taken from ALL attended the session. Ideally this will be taken from sign up forms and will be stored/handled following GDPR policy;• Participants will be asked to leave if they pose a risk to others in the building by not adhering to safety guidelines;• Limited session running time (1.5hours) will be in place to reduce contact time and allow					
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						<p>additional time for cleaning;</p> <ul style="list-style-type: none">• Only x1 member of staff should take part in or supervise each activity;• Non-essential items will be removed from activity and common areas;• Building will be ventilated as well as possible;• Layout of centre will be adapted for building users to move safely and avoid touching common surfaces;• Activities are seated to minimise movement; where it is not possible to seat floor areas will be marked out to indicate social distance;• Back to back or side to side working is encouraged;• All rubbish to be stored securely and preferably outdoors;• Where participants bring own refreshments they should not share with others, they should					
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						<p>dispose of litter appropriately or take it home with them;</p> <ul style="list-style-type: none">• 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 actions taken to minimise risk and yp could be refused access to youth sessions if found to not comply with expectations of staff;• No food or drink in activity areas. Food consumption will be limited to café area;• Encourage yp not to bring unnecessary personal items to sessions, minimal items only;• All building visitors and staff are advised to travel to the venue by "low risk" transport, for example, walking, cycling					
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					<p>or using personal transport, where possible public transport should be avoided;</p> <ul style="list-style-type: none">• Where the Estates team may be called out they will wear PPE including a face covering, hi viz/ uniformed clothing (so easily) identifiable and a Yate Town Council ID badge. The working area will be out of bounds to staff and yp. <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> <p>By signing up to attend sessions, participants agree to COVID19 procedures and will provide information for Test and Trace.</p> <p>Should any member of a group/bubble become unwell, all members of the bubble should contact NHS Test and Trace. All members of the bubble (including leaders/visitors) should be suspended from attendance and requested to self-isolate for 14 days or until NHS Test and Trace confirm it is safe to return to activities.</p>				
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					<p>Booking:</p> <p>A booking system will be implemented along with session registers to manage attendances and capture information for Test and Trace.</p> <p>Other</p> <p>Staff to ensure activities are accessible, safe and easily adapted for varying abilities and needs. Spaces, services and opportunities will be designed to enable everyone to engage equally.</p> <p>First aid trained member of staff will be on rota at each session.</p> <p>Safeguarding lead will be present at session or contactable during the session.</p> <p>Procedure for outbreaks/ suspected cases:</p> <p>The Armadillo COVID closure procedure should be followed following consultation with the Community Projects Manager, and/or Town Clerk, Estates Manager.</p> <p>Close contact information should be sent to all staff affected.</p> <p>NHS test and trace and Public Health teams will be advised of confirmed cases.</p>				
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<p>Contact with an infected person.</p> <p>Contracting the COVID-19 virus and passing onto others.</p>	<p>Who: Staff and young people</p> <p>Staff or young people may come into contact with an infected person.</p>	As above	2	4	8	As above 5 steps to COVID secure:	CPM/ YO	01.12.2020	2	4	8
<p>Contact with objects that may be contaminated with the virus.</p> <p>Contracting the COVID-19 virus and passing onto others.</p>	<p>Who: Staff and young people</p> <p>If the building was to reopen in a reduced capacity to accommodate support groups, 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	As above 5 steps to COVID secure:	CPM/ YO	01.12.2020	2	4	8

	transferred unknowingly and contracted later.										
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COMMENTS

It is critical that everybody observes the following key behaviours:

- HANDS - Wash your hands regularly and for 20 seconds.
- FACE - Wear a face covering in indoor settings where social distancing may be difficult, and where you will come into contact with people you do not normally meet.
- SPACE - Stay 2 metres apart from people you do not live with where possible, or 1 metre with extra precautions in place (such as wearing face coverings or increasing ventilation indoors).

To help reduce the spread of coronavirus (COVID19) reminding everyone of the public health advice - <https://www.publichealth.hscni.net/news/COVID19-coronavirus>

The following guidance was consulted to inform this risk assessment:

- [Nation Youth Agency Version 4.0](#)
- [UK Gov: Local restriction tiers: what you need to know](#)
- [Protective measures for out of school settings](#)
- [Guidance for the safe use of multi-use community facilities](#)
- [Federation for Detached Youth Work](#)
- [Social distancing guidance for young people](#)
- [Supporting vulnerable children and young people during the coronavirus \(COVID-19\) outbreak](#)
- [Guidance on shielding and protecting people who are clinically extremely vulnerable from COVID-19](#)
- [HSE working safely during the coronavirus outbreak guidance](#)

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)

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4	8	12	16	20
3	6	9	12	15
2	4	6	8	10

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LIKELIHOOD

Assessor's	Leah Collier	June Yeoman	Hayley Townsend
Date	02.12.2020	01.12.2020	02.12.2020
File location	\\BMR-FS-YTC-01\PooleCourt\Pandemic\Armadillo\YOUTH\YOUTH SESSIONS\AMBER ALERT		