



## COVID19 Risk Assessment Armadillo Detached AMBER

*To commence 7<sup>th</sup> Dec 2020 – to be reviewed ahead of 5<sup>th</sup> Jan 2021 when sessions reopen post-Christmas holiday closure.*

As outlined by National Youth Agency (NYA) guidance (version 4.0), the Armadillo will operate detached/ outreach 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.

Activities undertaken should be pre-planned, and risk assessed as COVID secure. 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.

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](#)

VENUE/TASK		ACTIVITY/EQUIPMENT/TASK (Make/Model/Serial no):				Date:	Review date:				
COVID – 19 Pandemic (Coronavirus)  Armadillo Youth Team  Detached work <b>AMBER</b> alert		To undertake detached Youth work in the community during COVID19 Tier 3.  To facilitate COVID secure activities and support services.				2 <sup>nd</sup> December	5th January 2021  (where possible to be reviewed following the UK Government tier review, expected around 30 <sup>th</sup> Dec 2020)				
What are the hazards?	Who might be harmed and how?	What are we planning to do?	Likelihood			What do we need to do to manage risk? Action Plan.	By whom & when?	Completed Date	Revised Likelihood		
			X Consequence						X Consequence		
			E.g. 1 x 3 = 3						E.g. 1 x 3 = 3		
			L	C	=			L	C	=	
<b>Contact with buildings/ furniture etc. that may be contaminated.</b>  The Armadillo will be used as a detached youth work base for briefings, welfare facilities and to collect equipment, therefore staff and other building users would	<b>Staff, the public and young people.</b>  Contracting the COVID-19 virus. passing onto others in household .	Detached youth work will take place outdoors in the community of Yate, in open spaces, parks, play areas and locations known as social spaces	2	4	8	The residual risk cannot be eliminated but can be controlled to the highest level where reasonably practicable.  The risk of coronavirus being passed on to others outdoors is considered to be low as long as <a href="#">people maintain social distancing</a> .  <u><b>5 Steps to working COVID secure</b></u>	CPM/ YO	01.12.2020	2	4	8

<p>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 could be transferred unknowingly and contracted later.</p>		<p>for young people, where young people may gather in breach of COVID social restrictions.</p> <p>The Primary purpose of detached work is to:</p> <p>Educate young people that may be at risk of breaching law/ Tier 3 restrictions;</p> <p>Provide advice and guidance for pandemic health and wellbeing;</p> <p>Check welfare, health and wellbeing of</p>			<p><b>Access to the Armadillo to collect resources and to use welfare:</b></p> <p><b>1.Undertake risk assessment:</b></p> <ul style="list-style-type: none"> <li>• This document is the risk assessment;</li> <li>• All actions and processes will be kept under review to address concerns as they arise;</li> <li>• 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></li> </ul> <p><b>2.Develop cleaning, handwashing and hygiene procedures:</b></p> <ul style="list-style-type: none"> <li>• Staff will access Armadillo to collect equipment following procedures for cleaning common areas and surfaces while moving around the building;</li> <li>• Staff and young people should maintain high standards of hygiene. Staff will be provided with personal hand sanitizer for use on detached and should sanitize hands regularly;</li> </ul>					
---	--	--	--	--	--	--	--	--	--	--

		<p>young people;</p> <p>Offer support and protection from harm;</p> <p>Signpost to support services and refer to social services were concerned for welfare (as per YTC safeguarding policy).</p>				<ul style="list-style-type: none"> <li>• Staff should not share equipment or any other items with colleagues or members of the public.</li> <li>• Activity resources (detached bags and the equipment within) will be disposed of, cleaned thoroughly or quarantined for 72 hours.</li> <li>• Where activities are undertaken, staff should follow guidance for COVID secure activity processes, outlined in the <i>COVID19 Risk Assessment Armadillo Youth Sessions</i> <b>AMBER</b>.</li> </ul> <p>Session or activity leader to provide written and oral guidance on hygiene to participants.</p> <p><b>3.Help people to work from home:</b></p> <ul style="list-style-type: none"> <li>• Be aware of attendees who are clinically vulnerable or extremely vulnerable and should prepare risk assessments accordingly;</li> <li>• Staff who need to meet for planning or training can do so outside delivery sessions.</li> </ul>					
--	--	---	--	--	--	--	--	--	--	--	--

					<p>There is no staff team size limit or length of time sessions can take place. Consideration for social distancing, hygiene, face coverings and welfare must be considered;</p> <ul style="list-style-type: none"><li>• Continuously assess need for digital sessions and outreach, implement changes where need is identified;</li></ul> <p><b>4.Maintain social distancing, 2m where possible:</b></p> <ul style="list-style-type: none"><li>• Review work schedules including staggered start &amp; finish times/shift patterns, working from home etc. to reduce contact;</li><li>• 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 <b>RED</b> should be followed;</li><li>• Staff will provide activities where maintaining social distancing is simpler, avoiding activities which risk close contact;</li></ul>					
--	--	--	--	--	--	--	--	--	--	--

					<ul style="list-style-type: none"><li>• Staff and young people are advised to use discretion, to move away from people that become too close;</li><li>• Staff should ensure social distancing is maintained by all, 1m+ is recommended (in line with UK Government guidance);</li><li>• Some service users may experience challenges with social distancing (for example, SEND or behavioural need). Additional support and/or provisions may be needed to appropriately support individuals where risks associated with their needs cannot be controlled effectively;</li><li>• Implement fixed staff bubbles/teams to minimise risk of contamination between groups/ households.</li></ul> <p><b>5. Manage transmission risk:</b></p> <ul style="list-style-type: none"><li>• Participant numbers are limited for “prearranged activity” to maximum 15 young people +staff;</li></ul>					
--	--	--	--	--	---	--	--	--	--	--

					<ul style="list-style-type: none"><li>• Maximum effort should be made to avoid contact with those who display symptoms of COVID-19;</li><li>• Staff and members of their household/ support bubble should isolate for 14 days following development of COVID symptoms and should follow guidance on “close contacts” if a member of their household has developed symptoms/ been advised to self isolate. An NHS isolation letter will be requested if isolating for 14 days.</li></ul> <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"><li>• 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;</li><li>• Test and trace data will be taken from young people where close contact has been</li></ul>					
--	--	--	--	--	---	--	--	--	--	--

					<p>unavoidable;</p> <ul style="list-style-type: none"><li>• Back to back and side to side working is encouraged;</li><li>• Staff will not share transport and detached will be undertaken on foot;</li><li>• Rotas aim to reduce numbers of people each person has contact with by using 'fixed teams or partnering';</li><li>• Activity participants will be asked to leave the area/activity if they pose a risk to others in the building by not adhering to safety guidelines;</li><li>• Limited session running time (1.5hours) will be in place to reduce contact time;</li><li>• Activity participants to be supervised by staff and encouraged to comply with COVID procedures throughout the duration of the session;</li><li>• Staff and participants are advised to travel to the venue by "low risk" transport, for example, walking, cycling or using personal transport, where</li></ul>					
--	--	--	--	--	--	--	--	--	--	--

					<p>possible public transport should be avoided;</p> <ul style="list-style-type: none"><li>• 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.</li><li>• Staff should not bring unnecessary personal items to work, personal items should not be shared or carried by anyone other than the owner;</li><li>• Staff should wear high visibility, uniformed clothing so easily identifiable and a Yate Town Council ID badge.</li></ul> <p>Further guidance on <b>COVID secure:</b> <a href="https://www.gov.uk/guidance/working-safely-during-coronavirus-COVID-19/5-steps-to-working-safely">https://www.gov.uk/guidance/working-safely-during-coronavirus-COVID-19/5-steps-to-working-safely</a></p> <p><b>Test and Trace:</b></p> <p>Test and trace data collection will be taken from ALL visitors of Armadillo outdoor sessions, <b>exactly as it would if indoors</b>, data will be stored/ handled following GDPR policy. Staff will use registers for prearranged activities, as they would at indoor youth sessions.</p>					
--	--	--	--	--	---	--	--	--	--	--

					<p>Should a 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> <p><b>Other</b></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><b>Procedure for outbreaks/ suspected cases:</b></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> <p><b>Equipment:</b></p> <p>Detached equipment bags will include a first aid kit and torch.</p>					
<p><b>Contact with an infected person.</b></p> <p>Contracting the COVID-19 virus and passing onto others.</p>	<p><b>Staff, the public and young people.</b></p> <p>Contact with an infected person.</p>	As above	2	4	8	<b>As above - steps to working COVID secure.</b>	CPM/ YO	01.12.2020	2	4	8
<p><b>Contact with objects that may be contaminated with the virus.</b></p> <p>Contracting the COVID-19 virus and passing onto others.</p>	<p><b>Staff, the public and young people.</b></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</p>	As above	2	4	8	<b>As above 5 steps to COVID secure.</b>	CPM/ YO	01.12.2020			

	<p>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 transferred unknowingly and contracted later.</p>										
--	---	--	--	--	--	--	--	--	--	--	--

**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) – Working from home
- 10-16 tolerable (look to improve within specified timescale);
- 17 – 25 unacceptable (make immediate improvements) – Detached youth work

5	10	15	20	25
4	8	12	16	20

3	6	9	12	15	C O N S E Q
2	4	6	8	10	
1	2	3	4	5	

U  
E  
N  
C  
E

**LIKELIHOOD**

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