

COVID-19 Risk Assessment



Risk Assessment for: RETURN TO F2F SERVICE AT JIYC DURING COVID-19 PANDEMIC			
Prepared by: COVID Board Sub-committee (Jess, Hannah, Ro, Keeley & Ivana) Amended Version 9 January 2022 revised by: Tony		Organisation: The Squad Club	
Assessment undertaken: Virtually	Signed:	Original Publication Date: 2 Sep 2020 Revised Date: 7 March 2022	Review date: As needed (or as guidance changes)

Part A: Venue Risk Evaluation

What's the hazard?	What is the risk of harm?	Who is at risk?	Is this risk Low, Medium or High?	What measures will you put in place to reduce the risk identified?	Any additional action needed? By whom and when?
Transmission of COVID-19	Illness, hospitalisation, death of individual. Spread of infection to other people.	Members/ volunteers/ staff	Medium	<ul style="list-style-type: none"> Landlord has agreed to install hand-sanitizer dispensers throughout the venue. Confirmed as complete. Leaders and volunteers to put up / check posters remain in place throughout venue (where not already displayed) explaining COVID-19 secure practices and reminding attendees to follow guidance, including social distancing signage in particular areas of concern (hallway, foyer). Leaders and volunteers to put up / check that 'staff and volunteers only access' posters remain in place on kitchen, storage and office areas and signs to allocate access to bathrooms. Landlord will undertake daily cleaning of the venue 	<p>Leaders to check hand-sanitizer dispensers, COVID-19 posters, and notices to mark available/unavailable seating remain in place or are available to put in place throughout the venue, as needed.</p> <p>Landlord to undertake thorough daily cleaning on an ongoing basis.</p> <p>Leaders to assess cleanliness of venue prior to starting session and confirm appears clean and immediately highlight any concerns to venue management and Ops Trustee.</p> <p>Leaders/volunteers to continue to supplement cleaning by wiping down</p>

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				<ul style="list-style-type: none"> • Leaders and volunteers to wipe down high traffic surfaces with anti-viral wipes prior to starting session (including door handles, light switches, main counter/desk surfaces, main bathroom surfaces). • Attendees to maintain social distancing on arrival (e.g. line up along front of centre or stand in socially distanced circles prior to entry, no crowding). Upon entry to the building attendees to move directly through to larger rooms (sports hall for Juniors and upstairs classroom for Vets when Vets return); no waiting in entry or hallways – only one person to be in entry area at a time. Spring 2022 - juniors to split out into 3 separate group sessions as soon as possible and not congregate in the main room after the entrance for any extended period to maximise social distancing. • One member of staff or a volunteer designated to monitor entrance to the venue and encourage members to enter/leave one at a time to avoid bottlenecks. • Attendees to maintain social distancing of 1m, where possible. • Kitchen, storage areas and office areas to be cordoned off and are not available for use, as it's not possible to maintain social distance in these spaces. Only Leaders allowed sole access when necessary. 	<p>surfaces / pre-session cleaning.</p> <ul style="list-style-type: none"> • Leaders to remind members/ parents/ carers of pickup and drop-off procedures (social distancing at all times, walk, cycle, Squad bus (once restarted) or own car where possible, masks on public transport, no parents/carers may enter the venue except by exceptional permission, one attendee to enter or leave venue at a time, each member to bring own water bottle or travel mug). • All attendees to regularly remind each other to socially distance, cough/sneeze into tissues or elbows and regularly use hand-sanitizer stations or wash hands, especially upon arrival and exit and after sneezing, coughing, eating or using the bathroom. • Board to keep the risk assessment and service provision plans up to date and in accordance with NYA COVID-19 guidance-ONGOING.
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				<ul style="list-style-type: none"> Toilets to be allocated by bubble – Junior attendees to use downstairs bathrooms and Vets attendees to use upstairs bathrooms. Only one person allowed in the bathrooms at a time (except in emergency or where member needs support). 	
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Part B: Service Provision Risk Evaluation (General – All Activities)

What's the hazard?	What is the risk of harm?	Who is at risk?	Is this risk Low, Medium or High?	What measures will you put in place to reduce the risk identified?	Any additional action needed? By whom and when?
Transmission of COVID-19	<p>Illness, hospitalisation, death of individual.</p> <p>Spread of infection to other people.</p>	Members/ volunteers/ staff	Medium	<ul style="list-style-type: none"> Members to be individually risk assessed and risk assessments to be kept up to date – personal, mental health, medical and transport risk to be assessed taking into consideration both member and their family/ household. Individual decision made with member and parents/ carers as to whether it's safe for them to return at this stage and if so on what conditions. All external venue Vets sessions to be subject to an individual separate COVID-19 risk assessment at present. Juniors club members and volunteers to be remain reunited into one group/bubble with social distancing measures remaining in place to 1m, as far as practicable. In particular, Juniors will move into 3 separate activity groups as soon as possible to avoid too many members being in the same room at the same time and to maintain social distancing. There will be no mixing 	<p>Leaders to consider whether any updates are required to individual risk assessments for Juniors and Vets Members on an ongoing basis. Leaders to highlight any particular concerns to Ops Trustee.</p> <ul style="list-style-type: none"> Leaders to advise if any further PPE, blue rolls of paper, handwash, sanitizer spray and hand gel, disposable cups, and anti-viral cleaning wipes are required for Squad use on an ongoing basis. Board has confirmed funds are available to restart dedicated bus service. Social distancing should be maintained on the bus and masks except for those that are exempt. Leaders and volunteers to plan activities that include some

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				<p>allowed between the Vets and Juniors bubbles. All reasonable mitigations are to be taken to reduce extra transmission risk.</p> <ul style="list-style-type: none"> • 'Bubbles' (Vets and Juniors full groups) are fixed groups - no movement of individuals between 'bubbles' either during sessions or from week to week. • Volunteers to inform Leaders if they are unable to attend at least 24 hrs before session. Leaders to ensure enough volunteers are available to run sessions at 2:4 staff to member ratio with all volunteers coming from designated 'bubble'. If there are not enough designated staff available to meet required ratio, F2F session must be cancelled and if possible moved online. • Only specifically risk assessed activities (see Part C below) to be undertaken during Squad F2F sessions (<i>currently sports, art and craft and discussion</i>). • All attendees to wash their hands upon arrival and exit at JIYC and regularly during session (including after sneezing, coughing, eating or using the bathroom). • Staff, volunteer or member should not attend Squad if they or a member of their household is unwell and should leave a period of at least 10 days following symptoms before returning to Squad, ideally only returning when testing negative (subject to test availability). 	<p>continued discussion about COVID-19 safety.</p>
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				<ul style="list-style-type: none">• Face coverings (either masks or visors) are to be worn by staff, volunteers, and members on a voluntary basis only. Squad will provide masks and visors for use by all attendees. Reusable visors to be allocated to individual persons and labeled with name, and wiped down with anti-viral wipes before and after each session.• When disposing of face coverings and PPE, attendees do so in a 'black bag' waste bin or litter bin. Face coverings or PPE should not be put in a recycling bin or dropped as litter.• Members to be regularly reminded about good COVID-19 practices: coughing/ sneezing into elbow, social distancing, washing hands regularly, staying at home if feeling unwell.• Members, staff and volunteers will avoid sharing materials and equipment. Any shared materials will be disinfected between uses. Leaders to consider providing separate allocated materials for each member, such as a set of drawing equipment in a labelled pencil case for each member.• If first aid is needed, staff and volunteers to wear face covering, plastic apron and non-latex gloves before seeing to injured individual.• Where staff/ volunteers have 'moderate risk' medical conditions they can attend	
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				Squad provided they are usually fit and well and do not carry out high risk activities such as the provision of first aid or dealing with body fluids.	
Uncontrolled outbreak of COVID-19	Suspected and/or confirmed case of COVID-19 not controlled, leading to rapid spread of infection to other people	Members/ volunteers/ staff	Medium	<ul style="list-style-type: none"> • Leader/ volunteer (1 person only) to immediately isolate anyone who becomes unwell whilst at Squad in a separate room with good access to front door (e.g. the downstairs office). Leader/ volunteer to contact attendees parents/ carer (if applicable) and arrange transport for attendee to go home. • Both Leader/ volunteer and unwell attendee to wear face masks/visors, maintain full 2m social distancing at all times (except in emergency) and wash hands after touching face or coming into contact with unwell person. • Any attendee that becomes unwell with a new, continuous cough or a high temperature or a loss of the sense of taste and/or smell or any other symptoms MUST not attend Squad and only return to Squad when well, a minimum of ten days following symptoms starting. • If attendee becomes unwell whilst at Squad, whole 'bubble' to immediately wash hands and wipe down all surfaces the unwell individual has been in contact with and all other high traffic surfaces with anti-viral wipes. 	

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Part C: Service Provision Risk Evaluation (Additional Activity Specific)

What's the hazard (in addition to general hazards identified above)?	What is the risk of harm?	Who is at risk?	Is this risk Low, Medium or High?	What measures will you put in place to reduce the risk identified (in addition to general measures above)?	Any additional action needed (in addition to general actions above)? By whom and when?
Transmission of COVID-19 during sports activities	Illness, hospitalisation, death of individual. Spread of infection to other people.	Members/ volunteers/ staff	Medium	<ul style="list-style-type: none"> • Juniors club to undertake sports activities in the large gymnasium; Vets club to undertake gentle sports in the large upstairs room with all furniture pushed to the sides to maximum space. • Only non-contact sports allowed and social distancing of 1m, where possible, to be observed. • Face coverings (either masks or visors) to be worn on a voluntary basis by all staff, volunteers, and members. • Sports equipment to be wiped down with anti-viral wipes before and after each game. • All staff, volunteers and members to wash hands before and after each game. 	
Transmission of COVID-19 during arts and craft activities	Illness, hospitalisation, death of individual. Spread of infection to other people.	Members/ volunteers/ staff	Medium	<ul style="list-style-type: none"> • Staff and volunteers to wipe down all work stations to be used and additional high traffic touchpoints with anti-viral wipes before and after use. • All materials and equipment used should either be disposable or able to be effectively disinfected (e.g. plastic, metal or other materials with non-porous surface). Leaders to consider providing separate allocated materials for each member, such as a set of drawing 	

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				<p>equipment in a labelled pencil case for each member.</p> <ul style="list-style-type: none"> • Leaders and volunteers to mark available seats in classrooms leaving a vacant seat between each available seat and avoiding participants directly facing each other. • Each participant in the activity to be allocated a working space and to remain in that space to aid with social distancing. 	
<p>Transmission of COVID-19 during discussion activities</p>	<p>Illness, hospitalisation, death of individual.</p> <p>Spread of infection to other people.</p>	<p>Members/ volunteers/ staff</p>	<p>Medium</p>	<ul style="list-style-type: none"> • Staff and volunteers to wipe down all work stations to be used and additional high traffic touchpoints with anti-viral wipes before and after use. • Alternate seats to be left vacant on table in downstairs classroom and seating arrangements to avoid directly facing each other. Unavailable seats to be labeled with an 'X' or taped over. • Members to use individual tables in upstairs classrooms appropriately spaced for maximum social distancing. • Each participant in the activity to be allocated a working space and to remain in that space to aid with social distancing. 	