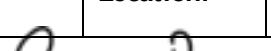




RISK ASSESSMENT FOR OFF-SITE ACTIVITY

Hazard issues associated with:		TTOYL 2020 Alternate Programme			Date:	19/08/2020
Activity:	All			Location:	See separate risk assessment for all locations	
Assessment by:	Connor Pope		Signed:			Date: 11/08/2020
Checked by:	David Etherton		Signed:			Date: 11/08/2020

Hazard Anticipated harm to people	Groups numbers exposed to hazards	How the risk will be controlled Can hazard be: avoided (change activity); isolated (eg barrier); reduced (eg through knowledge/ protective equipment) etc	Risk Level Low / Medium / High	Monitoring / Post event review (incl. review date)
General	All	<p>1. Kidz Klub to follow Government and National Youth Agency guidance e.g.</p> <p>See https://www.gov.uk/government/publications/protective-measures-for-holiday-or-after-school-clubs-and-other-out-of-school-settings-for-children-during-the-coronavirus-covid-19-outbreak/protective-measures-for-out-of-school-settings-during-the-coronavirus-covid-19-outbreak</p> <p>See: National Youth Agency's guidance for Managing Youth Sector Spaces and Activities during COVID-19, as well as their accompanying tools and resources to support safe service provision.</p> <p>Parents and carers with questions can look up: guidance for parents and carers to support them to understand how they can reduce the risk of transmission of the virus, if they choose to send their children to out-of-school settings over the summer</p>	Low	
Lack of risk assessments		<p>1. Risk Assessments to be undertaken and updated if government advice changes</p> <p>2. Relevant parties to be consulted on risk assessments. Feedback invited.</p> <p>3. Risk Assessments to be shared with all adults, parents and YP and trustees.</p> <p>See also other risk assessments covering non-covid risks</p>	Low	
Lack of rules / keeping to government guidance	All	<p>Golden Covid Rules – Everyone</p> <ul style="list-style-type: none"> * ONE Facemask * TWO Metres Space (or 1+ with Facemask etc) * 'Catch it – Kill it – Bin it' (ensuring good respiratory hygiene – provide a bin / plastic bag for tissues/masks that need to be binned) * Wash yer hands (cleaning hands more often than usual - wash hands thoroughly for 20 seconds with running water and soap and dry them thoroughly or use alcohol hand rub or sanitiser ensuring that all parts of the hands are covered) <p>All adults to ensure golden rules are kept. YP refusing to keep to rule to be sent home if possible – and/or banned from future activities.</p> <p>YP to be told that we may not all like (or agree with) 'the rules' but for that as a charity we want to have as much fun as possible whilst keeping our insurers, funders and trustees happy!</p>	Low	

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		<p>Adults to consider to giving fun prizes to encourage good rule keeping e.g.</p> <ul style="list-style-type: none"> - Most fashionable facemask Award - Covid Comedian Cup – for funniest person keeping the rules in a comedic manner.... - Mr and Mrs Two Meters - Best Behaved Big Bug - Cleanest Hands Awards Etc <p>Any concerns of non-compliance by YP to reported to Chris and Debbie Jarvis, Tina and Alan Tant or Connor Pope.</p>		
People not aware of how to raise concerns	All	<p>1. Any general concerns / feedback can be raised with Chris Jarvis or any member of the staff/volunteers who will pass on to Chris.</p>	Low	
Group Size	All	<p>1. It is noted that the government states:</p> <ul style="list-style-type: none"> - You should only be socialising in groups of up to two households (including your support bubble) indoors and outdoors or up to six people from different households when outdoors <p>2. BUT also:</p> <ul style="list-style-type: none"> - More generally, you can continue to meet in larger groups if necessary for ... voluntary or charitable services, ... to provide emergency assistance, or to enable someone to avoid illness, injury or risk of harm" <p>Therefore, each event may be more than two households/6 people but less than 30 (including YP, volunteers and staff)</p> <p>See https://www.gov.uk/government/publications/coronavirus-outbreak-faqs-what-you-can-and-cant-do/coronavirus-outbreak-faqs-what-you-can-and-cant-do</p> <p>Group to be split into groups of 5 or 6 YP plus one adult. YP to keep within their own min-group as much as possible. These mini groups must not be more than 15 (as per NYA guidance) These 'bubbles' should remain the same group of YP for subsequent activities wherever possible</p>	Low	
Locating meeting location	All	<p>1. Parents/carers told they are responsible for ensuring their child(ren) get to location safely</p> <p>2. Face coverings to be worn on public transport.</p> <p>3. Social distancing to be maintained when travelling.</p> <p>You should try not to share a vehicle with those outside your household or social bubble. If you need to, try to:</p> <ul style="list-style-type: none"> • share the transport with the same people each time • keep to small groups of people at any one time • open windows for ventilation • travel side by side or behind other people, rather than facing them • face away from each other • consider seating arrangements to maximise distance between people in the vehicle 	Low	

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		<ul style="list-style-type: none"> clean your car between journeys using standard cleaning products - make sure you clean door handles and other areas that people may touch ask the driver and passengers to wear a face covering <p>The Department for Transport has provided specific guidance on using private vehicles. Please see their guidance on private cars and other vehicles for more information on car sharing and traveling with people outside your household group.</p>		
Covid – cleaning, handwashing and hygiene	All	<p>Adults to ensure increase of the frequency of handwashing and surface cleaning by:</p> <ol style="list-style-type: none"> 1. encouraging people to follow the guidance on hand washing and hygiene – especially on arrival, prior to eating and after sneezing/coughing. Discourage touching of mouth, eyes and nose. 2. providing hand sanitiser 3. frequently cleaning and disinfecting objects and surfaces that are touched regularly 4. enhancing cleaning for busy areas 5. setting clear use and cleaning guidance for toilets 6. providing hand drying facilities – either paper towels or electrical dryers 	Low	
COVID symptoms	All	<ol style="list-style-type: none"> 1. YP and adults not attend any activity if they have coronavirus (COVID-19) symptoms, or who have someone in their household who does, do not attend childcare settings, schools or colleges 2. If a child, young person or adult becomes unwell with symptoms of coronavirus (COVID-19) eg a new, continuous cough or a high temperature, or has a loss of, or change in, their normal sense of taste or smell (anosmia), they should be sent home. Parents/carers should be contacted. A face mask should be worn by the supervising adult if a distance of 2 metres cannot be maintained. If contact with the young person or adult is necessary, then appropriate protection should be worn by the supervising adult. 3. If anyone becomes unwell they must be sent home and advised to follow the COVID-19: guidance for households with possible coronavirus (COVID-19) infection guidance 4. The YP/Adult should be isolated from the rest of the group whilst waiting to go home – preferably outside. 5. In an emergency, call 999 if they are seriously ill or injured or their life is at risk. Do not visit the GP, pharmacy, urgent care centre or a hospital. 6. YP (and their parents/carers) and all adults are expected to cooperate with the national test and trace programme 	Low	
Medical Incidents	All	<ol style="list-style-type: none"> 1. YP and adults to be fit and well (or medical issues known and planned for) 2. First Aid kit (including inhalers, epi-pens etc) and First Aider to be present & known 3. Separate risk assessment to be undertaken for YP/adults with specific disabilities or medical needs. 4. COVID precautions to be taken when treating patient (wash hands, use disposable gloves, face mask) 	Low	
Equipment and activities		<ol style="list-style-type: none"> 1. Adults to ensure that equipment is suitably cleaned, and not shared, as appropriate 2. Activities planned to maintain social distancing. Eg facing same direction, not each other. Avoid activities where equipment is passed around eg pencils, balls, 		

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Weather e.g. hypothermia, sun burn etc	All	<ol style="list-style-type: none"> 1. All to have suitable footwear and clothing including coats (wind, cold) 2. Hats and sun cream to be used as appropriate – no-one to apply sun cream to others. 3. Sufficient water to be taken/consumed – water not to be shared 4. Weather forecast to be taken into account. Cancellation if wet weather – no alternative plan. 	Low	
Social Distancing		<ol style="list-style-type: none"> 1. Leaders to implement following Gov guidance as per below. YP refusing to socially distance to be sent home if possible – and/or banned from future activities. <p>If taking part in activities with larger groups, you should take particular care to follow social distancing guidelines. In addition to those guidelines, the following principles should be observed to ensure you meet people in a way that minimises the risk of spreading infection:</p> <ul style="list-style-type: none"> • limit the time you spend interacting with people from outside your household or support bubble to the activity which you are partaking in • limit the number of different activities which you partake in succession to reduce the potential chain of transmission • follow strict social distancing guidelines from people outside your household or support bubble • group size should be limited to the minimum which allows the activity to take place • if organising an activity, you should carry out a COVID-19 risk assessment to identify actions which could minimise the risk of transmission. Employers have a legal responsibility to protect workers and others from risk to their health and safety <p>People should either stay 2 metres apart or '1 metre plus' – which is one metre plus mitigations that will help to prevent transmission. Adults should be particularly aware of busy areas/congestion and take steps to avoid it.</p>		
Face covering		<p>All YP and leaders to wear face coverings as per government advice. YP refusing to wear mask to be sent home if possible – and/or banned from future activities. Leaders to have some spare disposable masks to give to YP if required.</p> <p>Government advice:</p> <p>Face coverings are currently mandatory on public transport, and in shops, supermarkets, indoor shopping centres, banks, building societies, post offices, and indoor transport hubs. From 8 August, you will also be required to wear face coverings in a greater number of public indoor settings such as museums, galleries, cinemas, places of worship, and public libraries. Relevant guidance on face coverings is available here.</p> <p>People are also strongly encouraged to wear face coverings in any other enclosed public spaces where there are people they do not normally meet.</p> <p>You do not need to wear a face covering if you have a legitimate reason not to. This includes (but is not limited to):</p> <ul style="list-style-type: none"> • children under 11 • because of a physical or mental illness or impairment, or disability • to communicate with someone who relies on lip reading 		

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		<ul style="list-style-type: none"> to avoid harm or injury; to identify yourself to eat or drink if necessary <p>You can carry something that says you do not have to wear a face covering for medical reasons. This is a personal choice, and is not necessary in law - you should not routinely be required to produce any written evidence to justify the fact you are not wearing a face covering</p>		
Safeguarding		1. Normal safeguarding / child protection expectations and policies apply. However, adults should be aware of the increased possibility of safeguarding concerns as a result of the pandemic. This could include domestic violence, mental health issues and anxieties, poverty issues etc. Adults should proactively support, report and sign post as appropriate.		
Eating/ Drinking	All	1. Food purchased from reputable location and to pass on any specific allergies etc for orders 2. No sharing of food or portions 3. Allergies – Each individual to be aware of allergies and intolerances and the food items they consume. Check with location if not sure of ingredients etc.	Low	
COVID-19 Infection	All	1. Maintain social distancing as per government guidelines. 2m (1m plus [with precautions]) 2. All to remain socially distant to each other, and other groups 3. No physical contact or sharing of items (e.g. sports equipment) where possible 4. Encourage hand hygiene – hand sanitiser to be available 5. Activities to be arranged so that social distancing is possible	Low	
Equality		1. Adults to be aware that some groups eg BAME may be more susceptible and support them if required 2. Adults to be aware that some YP may have anxieties, including family members who are / or have been shielding and should be supported.		

Note – Further advice from Government:

<https://www.gov.uk/government/publications/coronavirus-outbreak-faqs-what-you-can-and-cant-do/coronavirus-outbreak-faqs-what-you-can-and-cant-do>

3.8 Can I attend an activity club or support group?

Yes, you can. Premises such as activity clubs, community centres and youth clubs can reopen, and should follow COVID-19 Secure guidelines. It is important to maintain social distancing and good hand hygiene in these circumstances. Outside of these formal activities, to help control the virus, you should limit your interactions with those you don't live with.

3.9 Can I send my teenagers to their youth club?

Yes, you can. However, you should advise your children to maintain social distancing, wash their hands regularly and limit social interaction outside of these formal activities with anyone you do not live with.

The club should also follow [COVID-19 Secure guidance](#).