

NCS Covid-19 Risk Assessment - Autumn 2020

Assessment Subject Area		NCS Autumn 2020 - Social action projects and sessions			Date of event:	27/10/2020 - 31/12/2020	
NCS Phase:	AU20	Activity Location:	various locations across Worcestershire	Number of Participants:		Supervision Ratio :	13:2
Event Manager:	Interim Programme Coordinator - Michael Hall - 07716637042 Interim Assistant Programme Coordinator- Siana Beard - 07522946521 Senior Engagement Officer - Bryoni Bradshaw - 07716637023						

Event/ Activity/Programme aims and benefits to participants:

As part of the YMCA Worcestershire NCS programme young people complete a piece of social action in their local area to benefit the local community and raise awareness of certain issues within that area.

The aims of social action are:

- Social Cohesion – Cultivating a stronger, more integrated communities by fostering understanding between young people from different backgrounds
- Social Mobility – Building essential skills during social action for work and life, making sure young people are prepared for what the future holds and to invest in young people
- Social Engagement – Engaging young people in social action in their local community enables them to create more understanding of their responsibilities as a citizen and their potential to affect change in a local, regional and national context

Logistics summary, use of any external providers or partners organisations:

YMCA Worcestershire aim to provide activities for young people during Autumn 2020 that will help support the local community as well as help young people develop essential skills. All activities will remain in line with government guidelines surrounding the Covid-19 pandemic.

Risk Levels:

High: there is a high chance of an incident occurring and if it did, the consequences could be severe i.e. potentially life-changing or life-threatening

Medium: there is a reasonable chance of an incident occurring and if it did, the consequences could be serious (but not life-threatening or life-changing) OR an incident could occur that would cause serious injuries if it did happen but the likelihood of it happening is low

Low: an incident is unlikely to occur and if it did, the consequences would be minor

Risk or hazard i.e. what could go wrong?	Who could be harmed and how?	Control measure i.e. what is already in place or planned to reduce the chance of thing going wrong?	Risk level after controls
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<p>Catching/spreading Covid -19 - vulnerable people/ illness/hospitalisation/death</p>	<p>Participants/ parents/guardians/ NCS Staff/Venue Staff/Residents/General Public</p>	<p>All NCS Staff will be responsible for enforcing and maintaining the below risk assessment to limit the spread of Covid-19 during the programme NCS staff will raise any concerns they have regarding the following outlines should they feel they are unable to achieve the protocol or if anything is detrimental to their physical or mental health. In order to remain 2 metres apart at all times teams will be in groups of 15 with a maximum of two members of staff. The activity will be divided into a variety of job roles/responsibilities to ensure all groups members are able to partake without risk of breaching a 2 metres distance at all times. All participants and staff will be expected to regularly wash their hands and wear PPE when appropriate. All PPE and hygiene facilities will be provided by YMCA Worcestershire or venue staff and utilization of these facilities will be arranged prior to the activity. Prior to any activity NCS staff will ensure there are no cases or suspected cases of Covid-19 within the team or at the establishment being utilized. If anyone within the team develops symptoms of Covid-19 the whole team is to cease all activity until the symptomatic person can produce a negative Covid-19 test. If the person produces a positive Covid-19 test then the entire team including staff are to self isolate for the government suggested duration.</p> <p>Participants are allowed to wear face coverings if they desire.</p> <p>All participants will sign a Covid-19 code of conduct prior to their engagement in the programme. The participants will be reminded at the beginning of each day of the code of conduct and will have to answer some health related questions before taking part in any activities.</p> <p>All participants and staff will be asked after lunch if there have been any changes to their health since the start of the day.</p> <p>Should a participant or staff member develop symptoms during the programme all activity will cease and all participants and staff will leave the venue building and remain socially distant outside. The symptomatic person will remain in view of but further distanced from the other participants and staff. Following that, all participants will be asked to leave the programme/ be collected by parents/guardians. NCS staff will suggest that participants do not share transport where possible. NCS staff will contact venue staff immediately and notify them of the potential Covid-19 case. NCS staff will adhere to venue staff's health and safety procedures in relation to Covid-19. NCS staff will conduct a deep clean of the venue. NCS staff will have a supply of cleaning materials to use and will ensure PPE(gloves, masks and aprons) are worn during the deep clean. All face to face activity will be suspended until the symptomatic person can provide a negative covid-19 test result.</p>	<p>Medium</p>
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<p>Travel to the venue/outdoor areas - spreading/catching Covid-19/ general travel risks e.g car accidents/crashes/ collisions /pedestrians/other on road vehicles</p>	<p>NCS Staff/Participants/parents and guardians</p>	<p>Participants will not share transportation to or from the establishment to enforce social distancing measures. Where possible all participants and staff should walk to the outdoor area to avoid using transport as advised by the government. Participant parents/guardians should not leave their vehicles if dropping their young person off to avoid any unnecessary gatherings. For all other travel precautions please refer to Travel & Transport Risk assessment. NCS staff will take regular head counts to ensure everyone stays together during the activity unless authorised.</p>	<p>Low</p>
<p>Fire and explosion- Burns, inhalation of smoke, Death</p>	<p>Participants /NCS Staff</p>	<p>NCS Staff will give a clear welcome brief on where the fire assembly points are within the area the project is taking place. If the project is taking place outside NCS staff will ensure all YPs know where to go in the event of an emergency. NCS staff will set a perimeter of where participants can go in order to locate everyone in an emergency. NCS Staff will ensure the perimeter is large enough for everyone to remain socially distant during an emergency. In the event of a fire/explosion NCS young people will gather as a group at the fire evacuation point, core staff will call a register to ensure all participants are with us and we are located in the fire evacuation point before a decision is made Follow Pharos incident protocol – Pharos helpline in operation and all NCS staff are trained in utilising this service</p>	<p>Medium</p>
<p>Members of the public - safeguarding</p>	<p>NCS staff/ Participants/ general public</p>	<p>NCS staff will be with the group throughout all social action events. There will be a maximum of two staff members to 13 participants to ensure government guidelines are adhered to. If possible YMCA Worcestershire will make contact with other organisations to ensure those who are on site are signed in and there in professional attendance. NCS staff will also liaise with organisations to discuss how they can keep the Covid-19 risk minimal during the project. Participants will be encouraged to bring a packed lunch during the project to avoid large crowds of people. However NCS young people will be able to visit local shops for lunch and snacks. They will not be accompanied by members of staff but will be reminded to adhere to all social distancing guidelines.As social action project can take place in public spaces a brief will be given by NCS staff so that in the case of any behaviour towards young people from a member of the public the NCS Staff member will be spoken to and in the vicinity to deal with the situation</p>	<p>Low</p>



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		<p>NCS Staff will follow up with an incident report should they encounter any hostile behaviour from the general public. NCS staff will ensure they have prior knowledge of more vulnerable participants and their family members prior to the activity to ensure measures can be implemented. All staff and participants will avoid non essential contact with the general public to minimize the risk of spreading/catching covid-19 and to adhere to government guidelines. Participants will be made aware of the implications they could cause if they breach health and safety social distancing measures when out in the community. Sanctions will be in place for any participants who do not abide by the social distancing measures throughout the activity. NCS staff will ensure that any area being painted that the general public has access to will be coned off while NCS participants are utilising it. A clear pathway will be created for the general public to remain 2 metres away from the NCS team at all times. To avoid large gatherings NCS staff will inform any curious public of the project and politely ask them to respect the social distancing regulations in place.</p>	
<p>Unknown/known medical issues- Major/ minor injury Hospitalisation</p> <p>Young people/NCS Staff</p>	NCS Staff / participants	<p>Participants will have to provide existing medical information and consent forms however in the event of a medical issue that is unknown NCS leading staff hold advanced first aid certificates. All staff and participants will be responsible for administering their own first aid if considered a minor injury. NCS staff will hold a current emergency first aid certificate and will be able to assist an injured person with step by step instructions. If a participant is unable to administer their own first aid NCS staff will contact legal guardians to assist. All first aid incidents will be logged and reported as appropriate. In the event of a first aid emergency NCS staff will be allowed to administer first aid if they feel that the first aid risk outweighs the risk of breaking social distancing measures. Both the first aider and the injured person must wear masks when any first aid is being administered. First aiders will also be provided with aprons.</p> <p>NCS will ensure there is adequate staffing to participants and within ratio. NCS management will ensure that the team size and staffing adheres to government guidance prior to the activity commencing. NCS staff will have emergency contact details, Access to mobile phone to call emergency services if needed.</p> <p>Staff to carry a first aid kit. NCS Staff lead will know where the nearest A&E is located</p>	Low



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<p>Medication- Overdose, taking unprescribed medication, not taking prescribed medication. Hospitalization, misjudgement, tiredness, sickness, death</p>	<p>Participants</p>	<p>All medication to be handled by young people as a social action project day event only and not residential. NCS staff will not administer any medication to young people Access to medication is allowed at any point of the day by young people as NCS Staff not in control of medication. NCS staff will report to management if they have any concerns regarding a participants health and self mediation. Should NCS participants need emergency medication NCS staff will have access to a mobile phone to call emergency services/111</p>	<p>Low</p>
<p>Sickness - Participant ill, homesick, pre-existing illness, allergies or mental health issues Young people/NCS Staff/General public</p>	<p>NCS staff/ participants/parents & guardians</p>	<p>All participants will know where NCS staff are located, they can access the support at any time during the social action project. All participants will be given a phone number to call their NCS team leader if they need to access support throughout the project. NCS Participants and staff will be instructed to call their team leaders or NCS management should they develop symptoms of Covid-19. No NCS staff or participants are to attend or take part in an activity if they are experiencing symptoms of Covid-19, instead they must stay at home and follow government guidelines. Emergency contact details are held centrally by NCS Staff in case contact needs to be made to parents/guardians NCS staff will arrange parents/guardians to transport their young person home or to the hospital should they require it during the duration of the project. NCS staff and participants will not share vehicles to avoid being less than 2 metres apart. NCS staff will hold a working phone with signal to call the emergency services if needed and access the Pharos helping if needed</p>	<p>Low</p>
<p>Behaviour- Inappropriate/ unacceptable behaviour within activities and down time having the potential to cause physical and mental damage to themselves or others Young people</p>	<p>Participants</p>	<p>NCS staff will ensure delivery of a clear brief of what behaviour is expected during the day when social action is taking place. Young people to be made aware they are representing YMCA Worcestershire, NCS and themselves during their social action project and behaviour is important at all times NCS staff will be in the same vicinity of the YP at times when ratio of 2:6 to ensure behaviour is appropriate NCS participants will have access to an anonymous platform to share or report any bullying or inappropriate behaviour throughout their social action project.</p>	<p>Medium</p>



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<p>Leaving social action project boundary- Lost/missing Safeguarding/Major Injury/Minor Injury</p> <p>Young people</p>	<p>NCS Staff/ Participants</p>	<p>NCS staff will inform young people on the boundaries through a welcome brief at the start of the day NCS staff will ensure brief is understood by young people and the rules are followed NCS staff will ensure the rules are followed and any break in rules will be followed by a conversation and the potential for the young people to leave the project NCS will ensure head counts are taken regularly and they know where all young people are within the social action project area</p>	<p>Low</p>
<p>Terrorism - major/minor injuries/ hospitalisation/death</p> <p>NCS Staff and Young people</p>	<p>NCS Staff/ Participants/general public</p>	<p>Ensure all young people are briefed at the start of the day and to inform NCS Staff of any suspicious behaviour from members of the general public NCS Staff to ensure brief is followed and understood by young people NCS Staff to be mindful of all areas of the social action area to ensure the safety and security of staff and young people NCS Staff to ensure that boundaries of the project are followed by young people and general public to avoid large social gatherings as advised by the government NCS Staff are Pharos trained in the case of any events</p>	<p>Low</p>
<p><u>Safeguarding -</u></p>	<p>NCS Staff/ Participants/ general public</p>	<p>NCS staff will ensure they are in uniform and have their ID badges clear, DBS certificates also at hand. NCS Staff will ensure they are aware of YMCA Worcestershires safeguarding policy & procedure during all activities All NCS staff will have completed YMCA Worcestershire Safeguarding online training and utilise at all times NCS staff will ensure they are never in position alone with a young person NCS staff will be aware of the designated safeguarding lead within YMCA Worcestershire NCS staff will report any witnessed safeguarding incidents to the YMCA Worcestershires designated safeguarding lead.</p>	<p>Low</p>
<p><u>Sensitive conversations with participants</u> - sensitive data, safeguarding, maintaining <u>strong relationships</u></p>	<p>NCS Staff/ Participants/ Parents & Guardians</p>	<p>All data sensitive conversations will be recorded and uploads onto our secure system All data sensitive conversations will be conducted in a safe location with more than one member of NCS staff</p>	<p>Low</p>



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		<p>NCS staff to exercise diplomacy with all students & parents/guardians during any sensitive conversation. Conversations should be done quietly or taken aside but still remain in a public space. All social distancing measures should remain in place.</p> <p>Participants and parents/guardians will have the opportunity to discuss any matters further if they desire.</p> <p>NCS staff are to ensure they are able to make appropriate conversations with the general public about the programme. This could involve sign posting them to the NCS website to look into volunteering and seasonal employment if they are interested.</p> <p>NCS staff to ensure that additional support is offered to parents/guardians/for any students who asks or needs it. e.g cared for students, pupil premium, special educational needs.</p>	
<p>Participant activities -Safeguarding, trespassing, minor/major injuries. theft, lost/ missing person,</p>	NCS Staff/ Participants	<p>All team leaders must submit a risk assessment for each individual activity that is organised during social action as well as how they will adhere to social distancing regulations throughout the activity.</p> <p>All risk assessments must be signed off by the NCS Manager</p> <p>NO activity can take place if it does not have a sign risk assessment</p>	Low

Summary of first aid and emergency plan

- All staff to hold working mobile phone with signal
- Fire/emergency meeting point will be dependent on venue specifics
- One staff per team will hold a current emergency first aid certificate an small first aid kit
- Cohort leads will hold a current first aid at work certificate and first aid kit
- First aid provision will be provided by YMCA Worcestershire, all forms recorded
- All staff and participants will be responsible for administering their own first aid if considered a minor injury
- Multiple staff will hold a current emergency first aid certificate and will be able to assist an injured person with step by step instructions.
- NCS staff can administer emergency first aid if they decide the risk of first aid outweighs the risk of breaking social distancing regulations.
- All staff to hold working mobile phone with signal should medical assistance be needed
- Wave leader number Michael Hall 07716637042
- NCS incident Pharos line for level 1 or 2 02036370520



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Additional Actions Necessary	Conducted By	Deadline
All of the above will be subject to any changes implemented by the Government. See here for more guidance.		
All of the above will be subject to any changes implemented by the National Youth Agency. See here for more guidance.		

Person Conducting risk assessment

Bryoni Bradshaw

Signed
Date

Bryoni Bradshaw
15/10/2020

Line manager risk assessment approval

Signed
Date

Post-activity risk management comments and recommendations

