

## COVID-19 Risk Assessment The Hub

Covid-19 is a new illness that can affect your lungs and airways. It is caused by a virus called Coronavirus. Symptoms can be mild, moderate, severe or fatal.

To keep up to date with [HSE](#), [NHS](#) and [Government](#) advice to workplaces in this fast changing situation visit.

**All actions identified must also comply to the YMCA Worcestershire Covid 19 Risk Assessment document (14/5/2020)**

What are the hazards?	Who might be harmed	Controls Required	Additional Controls	Action by who?	Action by when?	Done
Spread of Covid-19 Coronavirus	<p><b>Staff</b></p> <p><b>Visitors to our premises</b></p> <p><b>Cleaners</b></p> <p><b>Contractors</b></p> <p><b>Drivers</b></p> <p><b>Vulnerable groups – Elderly, Pregnant workers, those with existing underlying health conditions.</b></p> <p><b>Anyone else who physically comes in contact with you in relation to YMCA Worcestershire organisation</b></p>	<p><b>Hand Washing</b></p> <ul style="list-style-type: none"> <li>Hand washing facilities with soap and water in place.</li> <li>Stringent hand washing taking place.</li> <li>See <a href="#">hand washing guidance</a>.</li> <li>Drying of hands with disposable <a href="#">paper towels</a>.</li> <li>Staff encouraged to protect the skin by applying <a href="#">emollient cream regularly</a></li> <li>Gel sanitisers in any area where washing facilities not readily available</li> </ul>	<p>Employees to be reminded on a regular basis to wash their hands for 20 seconds with water and soap and the importance of proper drying with disposable towels. Also reminded to catch coughs and sneezes in tissues – Follow Catch it, Bin it, Kill it and to avoid touching face, eyes, nose or mouth with unclean hands. Tissues will be made available throughout the workplace.</p> <p>Encourage staff to report any problems and carry out skin checks as part of a <a href="#">skin surveillance programme</a></p> <p>To help reduce the spread of coronavirus (COVID-19) reminding everyone of the public health advice <a href="#">HSE</a> guidance</p> <p>Posters, leaflets and other materials are available for display. <a href="#">HSE Poster to display</a> <a href="#">Latest YMCA Poster</a></p>	All	Immediate	



		<p><b>Cleaning</b></p> <p>Frequently cleaning and disinfecting objects and surfaces that are touched regularly particularly in areas of high use such as surfaces, door handles, light switches, reception area using appropriate cleaning products and methods.</p> <p>COSHH procedure to be followed and gloves for cleaning to be supplied. First Aid kit to be checked monthly for supplies – in case of injury or chemical injury. Safety sheets for each cleaning product to be kept in COSHH folder and all staff to have a briefing from lead worker about cleanliness and COSHH folder.</p> <p>Venues to provide YMCA cleaning rotas for evidence of venue cleaning before YMCA agrees staff or young people can attend. Lead staff responsible for this.</p>	<p>Rigorous checks will be carried out by line managers to ensure that the necessary procedures are being followed.</p>			
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		<p><b><u>Social Distancing</u></b></p> <p>Social Distancing -Reducing the number of persons in any work area to comply with the 2-metre (6.5 foot) gap recommended by the <a href="#">Public Health Agency</a></p> <p>Taking steps to review work schedules including start &amp; finish times/shift patterns, working from home etc. to reduce number of workers on site at any one time. Also relocating workers to other tasks.</p> <p>Redesigning processes to ensure social distancing in place.</p> <p>Conference calls to be used instead of face to face meetings.</p> <p>Ensuring sufficient rest breaks for staff.</p> <p>Social distancing also to be adhered to in canteens area and or smoking areas</p>	<p>Staff to be reminded on a daily basis of the importance of social distancing both in the workplace and outside of it.</p> <p>Management checks to ensure this is adhered to.</p>			
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		<p><b><u>Wearing of Gloves</u></b></p> <p>Where Risk Assessment identifies wearing of gloves as a requirement of the job, an adequate supply of these will be provided. Staff will be instructed on how to remove gloves carefully to reduce contamination and how to dispose of them safely.</p> <p><b>PPE</b></p> <p><a href="#"><i>Public Health guidance on the use of PPE (personal protective equipment) to protect against COVID-19 relates to health care settings. In all other settings individuals are asked to observe social distancing measures and practice good hand hygiene behaviours</i></a></p> <p>-</p> <p>.</p>	<p>Staff to be reminded that wearing of gloves is not a substitute for good hand washing.</p> <p>To minimise the risk of transmission of COVID-19 during pandemic departments to consider duties undertaken and where appropriate PPE should be sources and used by personnel carrying out task Staff should ensure that they was hands before using PPE dispose of in double bags where worn and wash hands again after use with safe disposal of PPE taken out. <a href="#">Referenced here.</a></p> <p>Internal communication channels and cascading of messages through line managers will be carried out regularly to reassure and support employees in a fast changing situation.</p>			
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		<p><b><u>Symptoms of Covid-19</u></b></p> <p>If anyone becomes unwell with a new continuous cough or a high temperature in the workplace they will be sent home and advised to follow the stay at home guidance.</p> <p><b>Line managers will maintain regular contact with staff members during this time.</b></p> <p>If advised that a member of staff or public has developed Covid-19 and were recently on our premises (including where a member of staff has visited other work place premises such as domestic premises), the management team of the workplace will contact the Public Health Authority to discuss the case, identify people who have been in contact with them and will take advice on any actions or precautions that should be taken.</p> <p><a href="#">Insert Link to reportable diseases HSE</a></p>	<p>Line managers will offer support to staff who are affected by Coronavirus or has a family member affected.</p>			
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		<p><b><u>Drivers</u></b></p> <p>Procedures in place for Drivers to ensure adequate welfare facilities available during their work - <a href="#">Driving for work</a>.</p> <p>Persons should not share vehicles or cabs, where suitable distancing cannot be achieved.</p> <p><b><u>Mental Health</u></b></p> <p>Management will promote mental health &amp; wellbeing awareness to staff during the Coronavirus outbreak and will offer whatever support they can to help <a href="#">Coronavirus and your wellbeing</a> <a href="#">Westfield Health Resource Centre</a></p>	<p>Communicate with companies we deliver to/from to ensure welfare facilities will be available to our drivers. Allowing delivery drivers adequate breaks to avail of proper welfare facilities.</p> <p>Regular communication of mental health information and open door policy for those who need additional support.</p>			
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**Positive Activities Recovery Plan Risk Assessment**

Low Risk	Medium Risk	High Risk
1-2	3	4-5

Below is a risk assessment for all 3 possible areas of positive activities future provision, please refer to each area where needed. The YMCA Covid19 risk assessment is paramount in all work carried out.

Online Delivery risk assessment

Hazards (including hazard rating)	Who is at risk?	Steps to be taken to minimize risk	Steps to be implemented by?	Hazard rating once steps implemented
Establishing the permission to <b>hold group sessions</b>	Young Person/staff	Contact will be made with existing parents explaining the new system. Parent/guardian can opt their child in or out of online forum (completed, 09 April 2020). If a new member joins a membership form will need to be filled out by the parent via email or phone call with	Staff, this will be reviewed by weekly communication.	2



Hazards (including hazard rating)	Who is at risk?	Steps to be taken to minimize risk	Steps to be implemented by?	Hazard rating once steps implemented
		staff. Staff to use work mobile phones, not personal ones.		
Ensuring the sessions are delivered in a safe environment	Young Person Staff	The first session with the young people will establish the boundaries for the sessions. Staff will regularly discuss of the group with young people. To be drafted up by staff team based on YP feedback and agreed upon in advance. These can be regularly reviewed by staff and young people. Changes to be communicated first across whole team. The young people will need to adhere to these, otherwise a young person will be removed from the session or the sessions will be terminated in the worst cases of rule breaking. Guardians will be updated when this happens.	Staff, this will be reviewed by weekly communication.	2





Hazards (including hazard rating)	Who is at risk?	Steps to be taken to minimize risk	Steps to be implemented by?	Hazard rating once steps implemented
		<p>Control measures via zoom in place on sessions:</p> <ul style="list-style-type: none"> <li>• Chat box blocked (no text chat due to the fact this cannot be removed after someone has posted something).</li> <li>• Staff have controls for name changes, muting, screen share, entering and exiting the group.</li> <li>• When people enter they go into a waiting room until staff have authorized entry.</li> <li>• Staff can move YP to a breakout room if needed for cooling off period.</li> </ul> <p>YMCA Worcestershire is now a zoom registered education provider, please use this registered account only for youth groups.</p>		



Hazards (including hazard rating)	Who is at risk?	Steps to be taken to minimize risk	Steps to be implemented by?	Hazard rating once steps implemented
To ensure the sessions are delivered over secure sites	Young Person/staff	The sessions are to only be delivered via YMCA approved media: currently zoom as an education provider. Ideally using YMCA work phones and laptops. Where this is not possible authorisation from Youth and Community Hub Coordinator needed. A risk assessment and judgment will then be based on GDPR, safeguarding and protection of staff.	Staff	2
Staff not to share personnel contact details	Staff	While working remotely no personnel details should be given to the young people, this includes images of home working environment. If video calling young people staff should ensure no personal information or information about family or location is on display.	Staff, highlight as safeguarding issue to DSL.	2
Staff to set clear boundaries with the young people around working hours and contact	Young Person	Group sessions only to be held in arranged time slots. Young people to be aware of when these sessions are.	Staff	2



Hazards (including hazard rating)	Who is at risk?	Steps to be taken to minimize risk	Steps to be implemented by?	Hazard rating once steps implemented
To ensure the staff aren't isolated in the work they are undertaking	Staff	Staff to go online to provide group sessions two at a time. DSL available to talk through any issues. Feedback given after any session. Weekly communication and review between staff to highlight any issues. Staff to highlight any leave or staffing issues they face.	Youth and Community Coordinator and staff delivering.	2
Safeguarding procedures in place	Staff/ young people	All sessions will subject to safe guarding policies. Any issue must be reported by staff to DSL. DSL must have log-in information for each account. Safeguarding must be reviewed by DSL on an on-going basis to make changes were needed to online delivery model.	Staff, YCHC (DSL) and safeguarding lead.	2
Safety at home	Young people	Encourage young people not to share information about each other to family members in their own home via the group agreement for each session.  While working with the young people to ensure the staff location doesn't	Staff	2



Hazards (including hazard rating)	Who is at risk?	Steps to be taken to minimize risk	Steps to be implemented by?	Hazard rating once steps implemented
		<p>have any personnel information in the background and is uninterrupted by others at their house.</p> <p>To ensure privacy for young people, the location for the staff needs to be in a neutral location at the home and to ensure privacy and safeguarding the sessions shouldn't be interrupted by others at the home. Protecting the family members of the staff.</p>		
The risk of Screen shots being taken	Staff /young people	<p>If it is identified that during a session the young people take a screen shot of the staff, the sessions will be terminated with the young person.</p> <p>During group agreement no screen shots should be agreed unless all members have guardian permission to share images and staff agree to screen shot.</p>	Staff	2



Hazards (including hazard rating)	Who is at risk?	Steps to be taken to minimize risk	Steps to be implemented by?	Hazard rating once steps implemented
Saving data	Young people	Staff not to save data of young person on personal devices, only log in to speak. Staff can make notes with initials for monitoring and book keeping. Staff to ask DSL for guidance if they feel data needs to be removed from a conversation or group (for example a screen shot of a conversation for evidence).	Staff	1

## Activity Packs Risk Assessment

Hazards (including hazard rating)	Who is at risk?	Steps to be taken to minimize risk	Steps to be implemented by?	Hazard rating once steps implemented
Establishing families in need of activity packs-gaining consent.	Young Person/staff	Staff to contact YP and parents and ensure they are happy for a delivery of activities packs.	Staff, this will be reviewed by weekly communication.	2
Accessing data/storage for families	Young Person details	Staff will need to carry a file while making deliveries, meaning data will need to be taken from the centre and brought back to the centre at the end of the session. No data stored overnight outside of delivery locations without permission from the manager.	Staff, review at staff team meetings.	1
Creating packs	Staff	Staff would need to ensure that all surfaces are cleaning and PPE worn while preparing packs. Where possible items should be stored for 72 hours, or cleaned with anti-bacterial products to ensure no CV19 contamination. Staff should not pack in any environment or use any items if there are cleanliness	Staff, review at staff team meetings.	1



Hazards (including hazard rating)	Who is at risk?	Steps to be taken to minimize risk	Steps to be implemented by?	Hazard rating once steps implemented
		issues. Speak to the manager for advice.		
Delivering packs	Young Person/staff	<p>Staff to deliver packs or risk assess young people picking them up from the venue.</p> <p>When delivering staff should wear appropriate PPE. Staff should ensure families are aware of deliveries, clarify if anyone at home is suffering symptoms of CV19, or shielding. Staff to knock and place delivery at the door, move 2 meters away from the door and engage from a distance to ensure the parcel is picked up.</p> <p>Where a delivery or collection is not appropriate, staff to access cost of using postal system .</p>	Staff, agreements with young people and families in place.	2



Hazards (including hazard rating)	Who is at risk?	Steps to be taken to minimize risk	Steps to be implemented by?	Hazard rating once steps implemented
Lone Working	Staff / young people	Staff to make deliveries in pairs, staff not to lone work while going to young people's homes. Staff never to enter a young person's home. If a young person wants to show staff something, staff to encourage young person to bring it to the delivery spot at the front of the house, or take a picture and send via social media.		1





### One-to-one supervision

Hazards (including hazard rating)	Who is at risk?	Steps to be taken to minimize risk	Steps to be implemented by?	Hazard rating once steps implemented
Venues	Staff	<p>Establishing the permission to use premises – Bromsgrove Baptist Church. Youth and Community Hub Coordinator to agree all health and safety in advance of re-entering the location with the church.</p> <p>Location risk assessment to be carried out by youth and community hub coordinator and shared with head of children and families and operational management group.</p> <p>Staff to take steps to mitigate congregations outside of venues, and to explain this to young people.</p> <p>Clear signage to be displayed with any health and safety information needed,</p>	YCHC and staff team	2



Hazards (including hazard rating)	Who is at risk?	Steps to be taken to minimize risk	Steps to be implemented by?	Hazard rating once steps implemented
		<p>for example, information on entry and exit safely, and social distancing rules.</p> <p>This will need to be explained in the rules with young people so that they understand the risk they would be putting themselves and the community at.</p>		
Health and safety checks in each premises	Staff /young people/ public	<p>Youth and Community Hub Coordinator to ensure health and safety checks are in place and up to date and forward these to the head of children and families in advance of confirming to work in a location.</p> <p>All health and safety checks should be shared with YMCA to ensure staff and young people’s safety prior to opening, and when any update takes place.</p> <p>Youth and Community Hub Coordinator</p>	YCHC and staff team	1



Hazards (including hazard rating)	Who is at risk?	Steps to be taken to minimize risk	Steps to be implemented by?	Hazard rating once steps implemented
		to agree an open up and shut down procedure in place, which will include PPE, cleaning routines for the session, shutting down areas not in use and correct signage to inform people of where to go/social distancing rules/ how to stay safe.		
Storage of items	Staff / young people/ public	<p>Staff to use gloves and clean down items before use. YMCA staff to clean any equipment needed if it has been used within a 72 hour time period.</p> <p>All towels, blankets and soft toys are to be stored and not used by young people/staff.</p> <p>Staff to wear gloves at all times when handling things the young people will use/have used. In an event gloves have not been used, staff to wash their hands or use anti-bacterial gel to clean</p>	Staff	1



Hazards (including hazard rating)	Who is at risk?	Steps to be taken to minimize risk	Steps to be implemented by?	Hazard rating once steps implemented
		them.		
Signing in	Staff / young people	<p>Staff team to ensure that one staff is allocated signing in and out duty – that staff is responsible for signing people in and out – this minimises the contact of others to signing in area.</p> <p>Staffing cover would be needed for the signing in process when allocated staff member leaves that duty.</p>	Staff	1
Toilet	Staff/ young people	<p>Signage to be created about washing hands.</p> <p>Soap to be provided at all times, staff to have funds to buy hand wash and keep this in the cabinet in case the venue runs out. Staff to monitor this.</p> <p>Paper towels to be used at all times,</p>	Staff	2



Hazards (including hazard rating)	Who is at risk?	Steps to be taken to minimize risk	Steps to be implemented by?	Hazard rating once steps implemented
		<p>with a bin provided; staff to order via the church where possible.</p> <p>If someone uses toilet, the kitchen should be vacated to allow 2-meter social distancing when walking to and from toilet.</p>		
Risk assessments of each group (and individuals where needed)	Staff/ young people	Staff to devise a questionnaire for young people which would establish risks to them as an individual, to be used as part of the re-integration process. If someone has an underlying health condition / or a family member who has, an individual risk assessment will be put into place for that person.	Staff	1
Access to food and drink during session	Staff / young people	Staff to stop running the tuck shop facility. This will limit money and goods handling. Staff to prepare any food or drink for the session with gloves. To be served with disposable plates and cups, which need to be thrown away after	Staff	1



Hazards (including hazard rating)	Who is at risk?	Steps to be taken to minimize risk	Steps to be implemented by?	Hazard rating once steps implemented
		one use.		
Ongoing monitoring	Staff / young people	Staff to conduct their own operational risk assessment during the pre-briefing time of each session. Lead staff to brief the team on health and safety actions, and review these at the end.	Staff	2
YP Illness	Staff/ Young people/ public	<p>Staff to report any young person illness that could be related to Coronavirus to manager and the child’s guardians.</p> <p>If a young person or someone from their home is unwell, staff to signpost that young person to online youth provision for 2 weeks and explain to the child and family the importance of self isolation to stop the spread of infection within the community. That young person must not be allowed to re-join in-person sessions for 2 weeks.</p>	Staff	2

# YMCA WORCESTERSHIRE

REDDITCH / WORCESTER / BROMSGROVE / WYRE FOREST  
WYCHAVON / MALVERN HILLS



Hazards (including hazard rating)	Who is at risk?	Steps to be taken to minimize risk	Steps to be implemented by?	Hazard rating once steps implemented
		Any infection risk must be reported to YMCA COVID19 task group by the manager.		