

A microscopic view of a virus particle, likely a coronavirus, showing its characteristic spherical shape and surface covered in red, spike-like protrusions. The YMCA logo is overlaid in white, bold, sans-serif font across the center of the virus particle.

YMCA

Covid-19 Risk Assessment

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YMCA enables people to develop their full potential in mind, body and spirit. Inspired by, and faithful to, our Christian values, we create supportive, inclusive and energising communities, where young people can truly belong, contribute and thrive.









25/01/2021

COVID-19 Risk Assessment

This risk assessment sets out the controls in place for the workplace and work activities to reduce the risk of the transmission of the Covid-19 virus and demonstrate that the organisation is Covid-Secure. Due to the emerging evidence and changes to [Government](#), [NHS](#) and [HSE](#), Guidance, the most up-to-date guidance must be referred to, including any local area restrictions.

Where any activity is undertaken within an external premises both risk assessments should be considered and the topmost level of guidance should be adhered to.

Risk assessment name	Covid Secure Risk Assessment - Main	Assessment type	 General
Assessor name	Charlotte Steventon	Affected site(s)	YMCA Worcestershire Gordon Anstis House Willow Trees Community Centre Malvern Vale Community Centre The Foresters Moreton House Beech Bank Tree Tops Community Centre The Hill Centre (Upton) Little Treasures Nursery External Venues
Assessment date	15/03/21	Review period	Quarterly
Approved by	AD	Review date	12/04/21
Approved date			

Hazard	Risk	Who could be harmed?	Existing controls		Action by who?	Risk Rating
Spread of Covid19	 <p>1. Cleaning to reduce Transmission of Covid-19</p>	All staff, service users, customers and visitors	  	<p>Appropriate Cleaning/ Disinfectant Products Appropriate identified cleaning/disinfectant products to be used in line with the COSHH assessment - this will be communicated to staff.</p> <p>The products will be used in line with instructions for use. Dilution rates and appropriate PPE provided and worn where indicated.</p> <p>Disposable cloths will be used where possible to reduce transmission.</p> <p>Cleaning of work premises before work commences Assessment of cleaning requirements will be carried out and appropriate cleaning will take place.</p> <p>Increased Cleaning frequency of cleaning throughout the premises Clean as you go Procedure – increased cleaning regime in place throughout the premises. Focus on commonly touched areas, equipment, surfaces and shared areas.</p>		Medium
	 <p>2. Hygiene Control – low hand and respiratory hygiene control may lead to an increase in surface contamination</p>	All staff, service users, customers and visitors	  	<p>Increased hand sanitising facilities provided Increased hand sanitising facilities provided throughout the workplace, including entrance and exits, and commonly used areas.</p> <p>Increased awareness of volume to prevent the need to raise voice Sources of noise kept to a minimum to prevent the need of people to shout and raise voices this included radio and music.</p> <p>Signs and posters in use to remind people of good practice Relevant posters and signs displayed to remind people they need for Hands, Face and Space.</p>	<p>All Staff</p> <p>CS</p>	

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Employees to Work from Home

All staff who can carry out their regular duties from home should do so.

TL/HR

Any employees requesting to work in the office will be considered on a case by case basis.



Flexible Work Patterns

Increased flexible working patterns to reduce the number of people on-site at any one time and stagger start times to reduce the number of people arriving and leaving at the same time.

HR/TL

Use of outlook calendar system for Gordon Anstis House to ensure number of staff on site does not exceed the maximum capacity within the open office space.

All Staff



Information, instruction and training provided to employees

Staff communicated with regularly on changes to hazards and controls.

TL

Training given by courses, posters, signs and briefings.

HR



Proactive monitoring in place

Proactive monitoring in place to ensure that staff are adhering to controls measures.

TL



Remote working supported

Regular contact will be made with remote workers, and suitable arrangements implemented to adequately support their physical and mental wellbeing.

TL/HR
All Staff









Follow the guidance for track and trace






Any concerns will be reported to Team Leader and HR. Where employees are required to isolate due to themselves or their household/bubble are displaying symptoms or have had a positive test result, having been contacted by NHS Track and Trace or travel requirements, they will not be permitted to attend the workplace. Team Leader and HR to be informed.



All Staff






















			  	<p>Increased ventilation Windows and doors will be regularly opened to ensure adequate ventilation. This does not include fire doors that must remain closed.</p> <p>Vulnerable people supported and protected Where employees are at increased risk from Covid-19 and its associated complications, each case will be assessed individually to ensure they are adequately protected and supported.</p> <p>Appropriate individual risk assessments will be completed for all staff.</p> <p>Guidance for those deemed Clinically Vulnerable and Clinically Extremely Vulnerable will be followed.</p> <p>Workstations organised to support social distancing Workstations will be arranged so that social distancing can be adhered to.</p> <p>Desks will be spaced out to maintain distance between people.</p> <p>Hot-desking will be prevented where at all possible. If this is not possible, thorough cleaning will take place before and after use of all equipment.</p> <p>Where social distancing cannot be maintained, further controls will be in place i.e. desks positioned to allow people to work side-by-side or face away from each other.</p> <p>Use of screens, where appropriate, to separate people.</p> <p>Increased cleaning of areas.</p>	<p>All Staff</p> <p>TL/HR</p>	
	<p>3. Social Distancing guidelines cannot be met.</p>	<p>All staff, service users, customers and visitors</p>	 	<p>Activity assessed to deem if it will proceed If social distancing cannot be carried out. In that case, the activity must be assessed to determine if it is safe to proceed.</p> <p>Improved ventilation in place Space must be well ventilated.</p>	<p>Medium</p> <p>All Staff</p>	



<p>Activities, where social distancing measures cannot be maintained, may lead to an increased risk of transmission</p> <p>Where 2m cannot be maintained 1m+ may be followed with appropriate mitigating actions</p>			<p>Avoid face to face work where possible Employees, where possible, will work side by side or back to back to avoid working face to face.</p> <p>Increased hand washing Handwashing facilities to be made available. Hand washing to be undertaken immediately after when social distancing hasn't been maintained.</p> <p>Increased cleaning Increased cleaning of surfaces must be carried out.</p> <p>Lateral Flow Testing will be in place To reduce further transmission across teams, Lateral Flow Testing will be in place where teams work across a number of settings and completed twice a week.</p> <p>Use of face coverings Where there is a higher risk of transmission due to difficulties implementing controls the use of face coverings will be mandatory.</p>	<p>All Staff</p> <p>All Staff</p> <p>All Staff</p> <p>TL</p> <p>All Staff</p>	<div style="background-color: yellow; height: 100%;"></div>
<p>4. Individuals Displaying Symptoms</p>	<p>All staff, service users, customers and visitors</p>		<p>Cases Recorded and Investigated Records maintained of those who are isolating or who develop symptoms at work. [insert form].</p> <p>Investigations to be carried out if the transmission could be work-related; ensuring best practice is maintained and lessons learnt where applicable.</p> <p>Regular review of appropriate risk assessments and work activities to ensure adequate controls or any changes are required.</p> <p>Employee Not to Return to Work and Should Self-Isolate For those displaying symptoms, isolation should be exercised immediately; ensuring Line Management and HR are informed immediately.</p> <p>Individuals and their household/ support bubble will isolate for the required period according to the relevant current guidelines.</p>	<p>Heads of Service/ HR/ TL</p> <p>All Staff</p>	

				<p>Employee to Go Home Immediately If a Covid-19 risks is identified whilst the employee is on site, they will be sent home directly from work and maintain social distancing to do so.</p> <p>If they require someone from their household to come and pick them up - they will stay away from anyone else until they are collected. This area will require thorough cleaning afterwards following the guidance.</p> <p>They should then self-isolate following guidelines.</p>	<p>All Staff</p>		
				<p>Adequate Hand Washing/Hygiene Procedures Observed Staff should be carrying out regular hand washing for at least 20 seconds using soap and water or a sanitiser if this is not available.</p> <p>If cleaning an area after a symptomatic person, the hands should be thoroughly cleaned.</p>	<p>All Staff</p>		
				<p>Liaison with local health authority with confirmed cases Where there are confirmed positive Covid-19 cases in the workplace the local health authority will be contacted for advice and next steps.</p>	<p>Head of Service TL/CO</p>		
				<p>The symptomatic person not permitted on-site Any persons presenting on-site with symptoms will not be permitted to enter the premises and be sent away to follow guidance on isolation, test and trace.</p>	<p>All Staff</p>		
				<p>Follow Government guidance on testing and tracing Persons symptomatic within the workplace will be instructed to follow the relevant protocol for booking a Covid-19 test and any subsequent tracing and isolation that should follow.</p>	<p>All Staff</p>		

				<p>Work area cleaned thoroughly using a disinfectant The work area of a symptomatic employee to be thoroughly cleaned and disinfected as soon as possible.</p>		<div style="background-color: red; color: white; text-align: center; padding: 5px;">High</div>
	 5. Coming to work and leaving work	All Staff		<p>Employees to Work from Home To minimise the need to travel to work, all employees who can effectively work from home are expected to do so.</p> <p>Safer Travel Supported Car sharing with people from different households will be discouraged. When unavoidable appropriate PPE will be worn.</p> <p>Use of Public Transport will be discouraged and where this is not possible employees will follow Government requirement to wear face coverings and practice high standards of hygiene and maintain social distancing.</p> <p>Staggered Shifts Where at all possible shifts will be staggered to allow employees to travel outside of rush hours and avoid unnecessary cross overs.</p>	All Staff TL TL	
	 6. Common Areas (including kitchen and welfare facilities) This includes stairwells, eating areas, toilets and kitchens)	All staff, service users, customers and visitors		<p>Access to toilets controlled Restrictions to be placed on the number of people using toilet facilities at any one time to allow for social distancing.</p> <p>Increased frequency of cleaning toilets and kitchens Increased cleaning of toilet and kitchen areas. Employees must clean the kitchen area after use.</p> <p>Number of people in common areas managed Individuals using common areas must always be kept to a minimum, and social distancing must be strictly adhered to.</p> <p>Proactive monitoring in place Common areas including toilets and access and egress routes to be monitored frequently ensuring individuals are exercising social distancing.</p> <hr/> <p>Regular cleaning of common areas and touchpoints Common areas where people pass through to be cleaned frequently with specific attention to be paid to areas where people spend more time, including common touchpoints.</p>	TL HOS/TL/CO	<div style="background-color: yellow; color: black; text-align: center; padding: 5px;">Medium</div>







				<p>Break times staggered Break times to be staggered to prevent a gathering of people.</p>	TL	Medium
	<p>7.  Handling items, Materials and use of company vehicle</p>		<p></p> <p>All items to be cleaned regularly Any goods or items entering the site to be cleaned using appropriate cleaning materials.</p> <p></p> <p>Any commonly used equipment such as printers to be wiped down frequently.</p> <p>Good handwashing hygiene All employees must wash their hands before and after handling equipment or materials and using any work vehicle.</p> <p></p> <p>Mitigation of risk for employees travelling and working together Employees are not permitted to travel in the same vehicle for work purposes unless authorised by a member of the SMT.</p>	All Staff	All Staff	
	<p>8.  Managing customers, visitors and contractors coming to the site. This includes tradespeople, couriers, deliveries attending site for work purposes.</p>		<p></p> <p>Non-essential visitors/contractors /customers to be requested or permitted on site. No unauthorised visitors to be permitted on site. They will be turned away until correct arrangements made.</p> <p>Visitors to be allocated specific time slots and staggered to reduce the number of people on site.</p> <p></p> <p>Face Coverings Worn Where Required Face coverings will be required to be worn on site by staff, customers and visitors. Signs and information will be issued to ensure this happens.</p> <p>People may be refused entry if they refuse to wear an appropriate face covering.</p> <p></p> <p>Good handwashing/ hygiene procedures observed by employees Employees must wash their hands before and after any interaction with other people on site.</p> <p></p> <p>Protective interface established Use of markings and signage to encourage visitors to maintain socially distanced.</p>	All Staff	All Staff	Medium
					CO	









			    	<p>Sanitiser available at all locations Sanitiser to be made available on entrances for visitors to use.</p> <p>Information communicated to visitors Prior communication issued to expected visitors to site through phone, email or website.</p> <p>Information and signs to be made available on entering to make procedures clear.</p> <p>Virtual communication encouraged Where possible remote communication with visitors, customers and contractors will be used rather than attendance on site.</p> <p>Visitor record maintained Records of those who have visited site must be maintained – an on-site staff member must complete this.</p> <p>Waiting area for visitors and contractors well managed Any waiting area for people on-site will allow adequate social distancing in the seating arrangements.</p> <p>Use of signs, markers and announcements to remind visitors of the requirements.</p> <p>Supervision Where contractor tasks are required to be supervised, social distancing will be maintained. The host employee will be aware of their responsibilities to support social distancing and informing the contractor of their requirements.</p>	<p>All Staff</p> <p>All Staff</p> <p>TL</p> <p>TL</p> <p>All Staff</p>	
	 <p>9. Meetings – People coming together to attend meetings</p>		  	<p>Meetings carried out virtually where possible Where possible meetings will take place remotely to avoid the need of people coming together.</p> <p>No sharing of equipment permitted No items to be shared at the meeting at any time, including pens and computers etc.</p> <p>Social distancing to be maintained All participants always reminded before the meeting of the need to adhere to social distancing.</p>	<p>All Staff</p> <p>All Staff</p>	High

			 	<p>Desks and chairs will be arranged to support social distancing, or meetings to be held standing up.</p> <p>Signs and markings to be used in meeting spaces to indicate the advised social distancing.</p> <p>Meetings to be held in a well-ventilated location Meetings to be held in well-ventilated rooms where doors and windows can be opened to support ventilation.</p> <p>Sanitiser to be provided As well as hand washing facilities, hand sanitiser will be made available in work areas for the use of all participants.</p>	All Staff
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25/01/2021










Early Years and Childcare

Hazard	Risk	Who could be harmed?	Existing controls	Risk Rating
Spread of Covid19	 <p>1. Cleaning To Reduce Transmission Of Covid-19</p> <p>Risk of exposure to Covid-19 whilst cleaning the setting</p>	All staff Children & Young People, Parents	 <p>Appropriate Cleaning and Disinfectant Products Used Milton products to be used rather than COSHH Chemicals.</p>  <p>Cleaning of Setting Before Work Commences Assessment of cleaning requirements will be carried out before the setting opening, and appropriate cleaning will take place.</p> <p>Use of Goldshield Cleaning Solution In addition to the regular cleaning schedule. Goldshield will be used twice weekly after regular cleaning.</p>  <p>Increased Cleaning of Toys and Play Equipment Revision of all toys and equipment on site will be carried out.</p> <p>Toys that are hard to clean, such as soft material-based items or those with small parts may not be used unless they can be cleaned effectively and regularly.</p> <p>Easy-clean toys and equipment will be used and cleaned frequently - including after use and at the start/end of the day.</p> <p>Unnecessary items and equipment will be removed from the rooms where possible.</p>  <p>The Setting Will Be Cleared of Waste Frequently Personal items removed at the end of the day and increased waste collection in place throughout the site.</p>  <p>Cleaning Regime for Personal Care in Place In line with existing policies and procedures for providing personal care to the children and young people - cleaning of changing and toileting areas will be carried out accordingly using the appropriate PPE.</p>	Medium

	 <p>2. Hygiene Control – low hand and respiratory hygiene control may lead to an increase in surface contamination.</p>	<p>All staff, service users, customers and visitors</p>	  	<p>Employees Advised to Wash Clothing After Work Employees advised laundering clothes as soon as is possible when they return home.</p> <p>Good Hand Hygiene Established with Children & Young People Through the use of songs, games, posters and age-appropriate resources, the children & young people will be encouraged to carry out regular hand washing as part of the daily routines.</p> <p>All employees, parents, children and young people will be required to wash hands / sanitise upon arrival.</p> <p>Good Respiratory Hygiene Through games, songs and age-appropriate resources, children and young people will be supported to carry out good hygiene when they cough or sneeze.</p> <p>Face Coverings to be worn during drop off and pick-ups Parents must wear face coverings when dropping off and collecting their children. Outdoor signage will be placed as a reminder.</p>	<p>Medium</p>
	 <p>3. Movement Of People In The Setting (Including Employees, Parents, Children And Young People) -The attendance of people in the setting will increase the number of people on the premises, which may increase the risk of Covid-19 transmission.</p>	<p>All staff, service users, customers and visitors</p>	  	<p>Pick Up And Drop Of Times Organised Parent pick up and drop off times allocated where possible to prevent groups of parents turning up at the same time.</p> <p>Parents not to congregate at gates.</p> <p>Outdoor trips stopped Outings to public places will be avoided.</p> <p>Restrict Movement of Employees Throughout the Setting Employees discouraged from carrying out non-essential trips within the premises.</p> <p>Staff to remain working in their designated part of the setting and not mix with other areas or other groups.</p> <p>If this is unavoidable social distancing and face coverings must be worn.</p> <p>Job rotation reduced to prevent moving between locations where at all possible. Staff not to rotate between rooms/ groups/ roles etc.</p>	<p>Medium</p>

			<p>Restriction On The Movement Of Children, Young People And Parents Throughout The Site Minimising mixing of children where possible.</p> <p>Bubbles to remain fixed where at all possible to prevent mixing.</p> <p>Groups remain in their designated areas of the setting and do not visit other areas of the setting or mix with others, not from their bubble.</p> <p>Where possible these groups will eat and toilet in their own areas away from the other groups.</p> <p>Outside spaces that may be shared - will be shared at different times with cleaning of equipment and surfaces in between.</p> <p>Shared use of communal inside areas will be avoided where possible.</p> <p>Parents to drop off/ pick up the child or young person at setting entrance to avoid the need to come into the setting.</p> <p>Only one parent to attend where possible.</p> <p>The same member of staff from that grouping to be used where at all possible.</p>	
<p>4. Individuals Displaying Symptoms</p>	<p>All staff, service users, customers and visitors</p>	 	<p>Cases Recorded and Investigated. Records maintained of those who are isolating or who develop symptoms at the setting.</p> <p>Appropriate risk assessments and work activities reviewed to ensure there are effective controls or if any changes are required.</p> <p>Communication with Parents Setting to communicate with parents on the procedure if anyone in their household has any symptoms that they cannot attend and what the procedure is if someone develops symptoms on site.</p> <p>Return to setting questionnaire/communication carried out to establish why the child or young person was not present.</p>	<p>High</p>

				<p>Children to Go Home Immediately For those such as children or young people who require someone from their household to come and pick them up - they will wait in an isolated room away from anyone else until they are collected.</p> <p>Any windows will be kept open to increase ventilation.</p> <p>Any person waiting with the symptomatic person should be from their group and PPE may be considered if 2m distance cannot be maintained. This may include the use of face mask and eye protection if the risk of splashing to the eyes from coughing or spitting.</p> <p>This area will then be left closed for 72 hours, or if this is not possible, it will require thorough cleaning afterwards in accordance with the guidance, with the person then carrying out through hand hygiene afterwards.</p>	<div style="background-color: red; width: 100%; height: 100%;"></div>
				<p>Positive Tests Will Trigger Self Isolation For The Class / Group / Bubble Where a staff member, child or young person tests positive for Covid-19 the rest of the bubble or group will be sent home and advised to self isolate for ten days.</p> <p>The rest of the setting and their households do not need to self isolate unless their household develops symptoms.</p> <p>The local public health team will be consulted for further required action in the event of positive tests confirmed for the setting.</p>	
<p>5. Common Areas (including kitchen and welfare facilities)</p> <p>This includes stairwells, eating areas, toilets and kitchens)</p>	<p>All staff, service users, customers and visitors</p>			<p>Access To Toilets Controlled Restrictions on the number of people using facilities at any one time to allow for social distancing.</p> <p>Use of markings and posters to indicate the social distancing requirements.</p> <p>Staff to support the children and young people to maintain social distancing when toileting.</p>	<div style="background-color: yellow; width: 100%; height: 100%; text-align: center; vertical-align: middle;"> <p>Medium</p> </div>

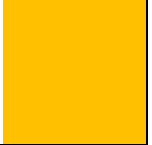
 <p>6. Handling items, Materials and use of company vehicle</p>			    <p>Good Hand Washing/Hygiene Procedures Observed Before and After Use Children and young people to wash hands after handling shared toys and resources and discouraged from placing near the face.</p> <p>Personal Items Not Permitted On-Site Where possible personal items such as toys and blankets will not be brought from home and left at the setting.</p> <p>Items not shared Personal items will not be shared between children. Learning materials, stationary resources will not be shared.</p> <p>Items Not Shared Between Groups Where possible all groups will have their own resources, toys and equipment limiting the need to share.</p>	Medium
 <p>7. Managing customers, parents, visitors and contractors are coming to the site. This includes tradespeople, couriers, deliveries attending site for work purposes.</p>			   <p>All Visitors To Site To Be Pre-Arranged And Times Staggered No unauthorised visitors to be permitted on site- they will be turned away until correct arrangements made. Visitors to be allocated specific time slots and staggered to reduce the number of people on site. Where possible visitors will be arranged to attend outside of setting opening times when less staff and no children or young people will be on site.</p> <p>Information Communicated To Visitors To Site Prior communication issued to expected visitors to site through phone, email or website.</p> <p>Information signs displayed at visitor arrival areas to make procedures clear.</p> <p>Managed Entry The number of people permitted inside the premises will be restricted to allow effective social distancing.</p> <p>There will be the use of effective queue management outside the premises.</p> <p>Parents will be advised of the procedure for pick up and drop off to avoid them congregating at the entrances.</p> <p>This may include markings on the floor, one way systems or asking them to wait in their vehicles.</p>	Medium

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Remote Communication Encouraged

Where possible remote communication with visitors and parents will be used rather than attendance on site.












25/01/2021

Accommodation and Maintenance

Hazard	Risk	Who could be harmed?	Existing controls	Action by who?	Risk Rating
Spread of Covid19	<p>1. Cleaning to reduce Transmission of Covid-19</p>	All staff, service users, customers and visitors	Cleaning materials available for Resident use Appropriate wipes available residents to use before and after using the equipment. Premises will be cleared of waste frequently. Increased waste collection in place throughout premises. Including visitor, Resident, and employee areas. Cleaning records maintained Records will maintain cleaning records on accommodation sites including a checklist. Increased Cleaning Frequency of cleaning throughout the accommodation There will be increased cleaning throughout public areas, washrooms and common touchpoints. Stringent cleaning procedures will be in place for shared facilities such as toilets and showers. Rooms not to be released for occupancy until cleaned thoroughly Rooms will not be available to let until Cleaning has taken place.	<p>TI</p> <p>TI</p> <p>TI</p> <p>TI</p> <p>TI</p>	MEDIUM
	<p>2. Hygiene Control – low hand and respiratory hygiene control may lead to an increase in surface contamination.</p>	All staff, service users, customers and visitors	Employees Advised To Wash Clothing After Work Unless assessment of other risks deems necessary-employees will be advised to come to work in freshly laundered clothing each day and change out of work clothes as soon as they return home. All cleaning staff to wear, in addition to other PPE, a disposable apron,	<p>All Staff</p> <p>Cleaning Staff</p>	Medium

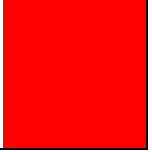
				Use Of Face Coverings When dealing with residents, in communal areas or likely, close contact. Employees must wear face coverings.	All Staff		
	<p>3. Attendance And Movement Of People in accommodation</p> <p>The attendance of people in the housing will increase the number of people in the premises, increasing the risk of Covid-19 transmission.</p>	All staff, service users, customers and visitors		Controlled Movement Of People Throughout The Building Monitoring and regulation of higher traffic areas such as corridors, entrances, and stairwells.	JD	Medium	
				Use of signs and markings to indicate movement direction and advised social distances in place where appropriate.	TI/CS		
				Emergency Plans Updated and Communicated People do not have to adhere to social distancing. There is an emergency such as fire, an accident or a security threat or break-in, and imminent safety risk.	TI		
				Those assisting others in emergencies should ensure they carry out stringent hygiene control afterwards, including thorough handwashing.	All Staff		
				Information, Instruction and Training Provided To Employees Employees receive training through the use of training courses, posters, signs, announcements and briefings.	HR TI/CS		
				Signage And Floor Markings In Place To Remind Employees And Residents within the accommodation Posters and signs to be used to remind employees and residents of the requirement to adhere to social distancing, to wash hands frequently and to practice good respiratory hygiene (coughs and sneezes).	TI/CS		









 <p>4. Individuals Displaying Symptoms</p>	<p>All staff, service users, customers and visitors</p>	   	<p>Area's Cleaned Thoroughly Using Disinfectant Following Guidelines. Cleaning guidelines for a non-clinical setting</p> <p>If dealing with bodily fluids or suspected Covid-19 person, then extra precautions will be needed, which will include protection for eyes, nose and mouth in addition to the gloves and aprons.</p> <p>For disposal, these should be then double-bagged and labelled and stored safely and securely for 72 hours before removal by standard means of collection.</p> <p>Cases Recorded and Investigated Records maintained of those who are isolating or who develop symptoms at work. Investigations are carried out if the transmission could be work-related if it needs to be reported under RIDDOR. Appropriate risk assessments and work activities reviewed to ensure there are sufficient controls or if any changes are required.</p> <p>Symptomatic People will not be Permitted Onsite. When people arrive onsite and appear to have symptoms consistent with Covid-19, including fever, new and persistent cough or the loss of sense of smell or taste, in that case, they will be asked to leave immediately.</p> <p>Communications to staff and visitors will advise they are not to present to the site if they display any symptoms or should be isolating.</p> <p>Waste will be disposed of Properly. Any waste from areas where symptomatic people have worked- including the PPE and cleaning items used will be double-bagged and labelled and disposed of 72 hours with standard collection arrangements - or if test results come back negative applicable.</p> <p>Will Follow Government Advice On Testing And Tracing Will follow the relevant protocol for booking a Covid-19 test and any subsequent tracing and isolation that should</p>	<p>TI & Cleaning staff</p> <p>TI & cleaning Staff Housing Staff</p> <p>TI & Cleaning staff</p> <p>TI/JD</p> <p>AM</p> <p>All Staff</p> <p>All Staff</p> <p>TI and Cleaning Staff</p> <p>All Staff</p>	<p>High</p>
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				<p>follow.</p> <p>Isolating residents within Supported accommodation will be strictly controlled. A resident is required to self isolate due to themselves or their bubble having a positive test result. They are not being permitted to leave their rooms. Support for residents to be co-ordinated through YMCA Worcestershire housing and support team.</p> <p>This includes</p> <ul style="list-style-type: none"> - Non-contact delivery of food, and eating utensils - Regular call to check on the wellbeing - Allocation of crockery, cutlery and linen n shared accommodation. - Supply of individual cooking equipment - Additional care with waste disposal, Cleaning of toilets and use of the bathroom - 	<p>Housing and Support Staff</p>	
				<p>New residents will not be permitted onsite if they should be self-isolating. Residents will be asked if they have symptoms or should be self-isolating at the interview, which usually takes the day before moving in will not be permitted until their isolation period is completed.</p> <p>New residents who appear symptomatic or have tested positive will not be permitted to commence residency.</p>	<p>Housing and Support Staff</p>	
	 <p>5. Managing Residents within communal space</p>	<p>All Staff</p>		<p>Access To Welfare Facilities Residents must return to their rooms to use the toilet and welfare facilities.</p> <p>Interaction Between Staff And Residents Adhere to Social Distancing Staff will ensure they always maintain social distancing between themselves and residents. Sanitiser Available At GAH-Main entrance door, Housing office door, entrance</p>	<p>AM/JD</p> <p>All staff</p> <p>TI & Cleaning Staff</p>	<p>High</p>



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and exit to each corridor.
Sanitiser available at locations where residents present to employees






 <p>6. Common Areas (including kitchen and welfare facilities)</p> <p>This includes stairwells, eating areas, toilets and kitchens)</p>	<p>All staff, service users, customers and visitors</p>	  	<p>Vulnerable Persons Protected</p> <p>No more than 2 People in the office at any one time Support meeting, which is likely to take longer than 5 minutes to be held in the meeting room with all surface are sanitised before and after use.</p> <p>Specific phone to be identified for Resident use only and is sanitised before and after use.</p> <p>Entry to bedrooms restricted Staff will not enter bedrooms unless for maintenance purposes or to address an emergency.</p> <p>Residents will be asked to leave their room where possible to maintain social distancing.</p> <p>Employees will not enter the rooms of anyone who is self-isolating.</p> <p>Staff/ Residents will wear a face covering at all times in communal areas. People who are exempt from existing face coverings will continue to be exempt.</p>	<p>Housing and support staff</p> <p>Medium</p> <p>All staff</p>
 <p>7. Handling items, Materials and use of company vehicle</p>			<p>Key Use Managed</p> <p>Physical keys that are shared should be disinfected before handling.</p> <p>Sharing of vehicles should not take place apart from in an emergency,</p>	<p>All staff</p> <p>Medium</p>
 <p>8. Household Has Suspected Or Confirmed Covid-19 Infection Or Higher Risk Residents Persons in household self- isolating due</p>			<p>Stringent Measures In Place Where Work Must Take Place or attend to an emergency Where the work must take place for safety reasons, additional controls will be implemented:</p> <ul style="list-style-type: none"> - No face to face contact. - Social Distancing Maintained. - Minimise surfaces Touched. - Precautions with hand hygiene and Cleaning Minimise 	<p>Maintenance Staff</p> <p>Housing Staff</p> <p>High</p>







	<p>to one or more household members having symptoms. Members of the household have been advised to follow stringent social distancing and protective measures.</p>			<p>time spent in the premises.</p> <ul style="list-style-type: none"> - People minimised in the area by staying in other rooms. - Windows and doors opened where safe to increase ventilation. - A limited number of people to attend the home (where possible the same person will carry out the work each time). - Additional PPE including Disposable apron to be worn <p>This will be communicated to occupants before the visit.</p> <p>Work or a visit should only be carried out to address a significant risk to the household's safety other residents or employees.</p> <p>The above applies to a property where people are self-isolating or shielding due to being clinically extremely vulnerable.</p>	Medium
	<p></p> <p>9. Clinically and Vulnerable Residents</p> <p>Whilst it is not advised to shield, clinically vulnerable people are still at increased risk from complications from Covid-19 infection.</p>		<p></p> <p></p>	<p>Communication with a household to discuss measures before attending Before visiting the premises, the customer will be contacted to discuss the controls that need to be in place and</p> <p>Social distancing in place No face to face contact to be carried out. Distance maintained at the doorway and accessing workspace and all other items in the household.</p>	Housing Team
	<p></p> <p>10. Working On Or Attending Other Customer / Client Sites Working on another clients site or customer premises</p>		<p></p> <p></p>	<p>Communication With Residents Before Visit Before the visit, the residents will discuss how the work/meeting will be carried out safely and maintain social distancing.</p> <p>Confirm All Concerned Are Symptom-Free On the day of work/meeting, there will be checks to confirm that the residents and employees are not displaying any symptoms.</p> <p>If any are then the work WILL NOT GO AHEAD, and</p>	Housing Staff Maintenance Staff




			 	<p>appropriate isolation procedures should be followed by those concerned.</p> <p>Internal Doors To Be Kept Open To minimise the need to touch door handles and to increase ventilation.</p> <p>Non-Essential Work Is Not Carried Out All jobs will be reviewed to identify if the job is essential to be carried out at this time. Where possible, the job will be rescheduled for a more appropriate time. Remote alternatives carried out where possible.</p>
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25/01/2021

Community Centre

Hazard	Risk	Who could be harmed?	Existing controls	Action by whom?	Risk Rating
Spread of Covid19	 <p>1. Cleaning to reduce Transmission of Covid-19</p>	All staff, service users, customers and visitors	 <p>Cleaning Materials Available for Visitor Use Appropriate cleaning wipes will be made available throughout the facility for visitors. To use before and after using the equipment.</p>  <p>Premises will be cleared of waste frequently. Increased waste collection in visitor and employee areas.</p> <p>Cleaning records maintained Records will maintain cleaning records in centres including a checklist.</p> <p>Stringent cleaning procedures will be in place for shared facilities such as toilets and showers.</p> <p>rooms will not be available for hirers until they are stringently cleaned</p> <p>Hirers to agree their cleaning regime with Business Development Manager before an activity taking place</p> <p>All cleaning staff to wear, in addition to other PPE, a disposable apron,</p>	Centre Assistants Business Development Manager Clueing staff Cleaning Staff Centre Assistants Business Development Manager Cleaning Staff	MEDIUM

 <p>2. Social Distancing guidelines cannot be met.</p> <p>Activities where social distancing measures cannot be maintained may lead to an increased risk of transmission.</p> <p>Where 2m cannot be maintained 1m+ may be followed with appropriate mitigating actions</p>	<p>All staff, service users, customers and visitors</p>		<p>Controlled Movement Of People Throughout the Centre</p> <p>Monitoring and regulation of higher traffic areas such as corridors, entrances.</p> <p>Use of signs and markings to indicate movement direction and advised social distances in place where appropriate.</p> <p>The maximum number of occupiers of a room displayed outside the room and hirers are required to adhere to these limits.</p>	<p>Centre Assistants</p> <p>Business Development Manager</p> <p>Business Development Manager</p>	<p>Medium</p>
 <p>3. Individuals Displaying Symptoms</p>	<p>All staff, service users, customers and visitors</p>	  	<p>People Displaying Symptoms Will Be Sent Away When people arrive on-site and appear to have symptoms consistent with Covid-19, including fever, new and persistent cough or the loss of sense of smell or taste, in that case, they will be asked to leave immediately.</p> <p>Communications to staff and visitors will advise they are not to present to the site if they display any symptoms or should be isolating.</p> <p>NHS Track and Trace Visitors will be encouraged to scan the QR code on arrival at the Centre.</p> <p>Centre hirers informed Centre of a positive case. All Centre hirers who had attended the Centre when the positive case was identified to be informed</p>	<p>Centre Assistants</p> <p>Centre Assistants</p> <p>Centre Assistants</p> <p>Business Development Manager</p>	<p>High</p>

				<p>Area's Cleaned Thoroughly Using Disinfectant Following Guidelines.</p> <p>Following the report of a case the Centre to cleaned in line with using the following guidance</p> <p>Cleaning guidelines for a non-clinical setting</p>	Cleaning Staff	
	 <p>4. Common Areas</p> <p>Due to areas being frequently utilised the potential for infection is increased. This includes waiting areas, seating areas as well as toilets, and kitchen areas.</p>	All staff, service users, customers and visitors	 	<p>Access To Toilets Controlled Restrictions on the number of people using facilities at any one time to allow for social distancing.</p> <p>Number of people in Common Area The number of people within the common area will be kept to a minimum at all times, and social distancing will strictly be adhered to.</p> <p>Signage And Floor Markings In Place To Remind Employees And Residents within the accommodation Posters and signs to be used to remind employees and residents of the requirement to adhere to social distancing, to wash hands frequently and to practice good respiratory hygiene (coughs and sneezes).</p>	Centre Assistants Business Development Manager	<p>Medium</p>







	 <p>5. Managing customers, visitors and contractors coming to the site. This includes tradespeople, couriers, deliveries attending site for work purposes.</p>		    	<p>Contactless Exchange Of Money, Goods And Documents In Place Where Possible. To reduce the need to exchange paperwork or handle cash - contactless methods preferred and encouraged.</p> <p>Increased handwashing Visitors will be asked to wash their hands or use hand sanitiser as they enter the building.</p> <p>Information Communicated to visitors. Information signs displayed at visitor arrival areas to make procedures clearer will also be emailed to centre hirers in advance.</p> <p>Protective Interface Established A barrier between visitors and employee in reception. Screens to be installed on the reception counter.</p> <p>Interaction between staff and visitor Staff will ensure that maintain social distancing at all times between themselves and the visitor.</p> <p>Communication With contractors Before attendance Before the all contractor will be communicated with to discuss how the work will be carried out safely and maintain social distancing. This will include agreeing with them the method of work and risk assessment.</p>	<p>Centre assistants</p> <p>All Staff</p> <p>Business Development Manage</p> <p>TI</p> <p>All staff</p> <p>Business Development Manager</p>	<p>Medium</p>
	 <p>6. Meetings – People coming together to attend meetings</p>		 	<p>No sharing of Equipment Permitted No items are to be shared at any time during the meetings such as pens or computers.</p> <p>Social distancing to be maintained All participants to be reminded of social distancing.</p> <p>All surfaces cleaned after the meeting has concluded.</p>	<p>All Staff</p> <p>Centre Assistants</p> <p>Centre Assistants</p>	<p>High</p>

25/01/2021

Small Group, Mentoring and 1:1 Delivery*

This encompasses employability support, counselling, mentoring and similar.

*Where sessions are delivered on third party venues the most stringent risk assessment must be followed.

Hazard	Risk	Who could be harmed?	Existing controls		Action by who?	Risk Rating
Spread of Covid19	 1. Cleaning to reduce Transmission of Covid-19	All staff, service users, customers and visitors		Cleaning Equipment on person Each team/team member should have a cleaning kit for use before each face to face session. To include: <ul style="list-style-type: none"> • Clear Perspex screen • Hand sanitiser • Tissues • Check list • Disposable bags 	All Staff	Medium
				Session times to be staggered Where multiple sessions are scheduled on the same day, enough time in-between to allow surfaces to be sanitised.	All Staff	
	 2. Hygiene Control – low hand and respiratory hygiene control may lead to an increase in surface contamination	All staff, service users, customers and visitors	 	Increased handwashing Hand sanitiser available and to be completed before sessions take place. Regular breaks within session to allow for hand washing. Tissues available and safe disposal Tissues will be made available during the session and a bag will be available to be sealed and disposed of.	All Staff All Staff	Medium

				<p>Signage displayed during each session Where staff members are meeting clients inside, posters to be displayed on an A frame to reiterate hygiene practice.</p> <p>Portable signs to be placed on the doors reminding young people of hand washing.</p>	All Staff	
<p>3. Social Distancing guidelines cannot be met.</p> <p>Activities, where social distancing measures cannot be maintained, may lead to an increased risk of transmission</p> <p>Where 2m cannot be maintained 1m+ may be followed with appropriate mitigating actions</p>	All staff, service users, customers and visitors		 	<p>Face coverings to be worn Face coverings to be worn when 2m can not be maintained during session.</p> <p>Perspex screen to be displayed During sessions where social distancing, additional measures such as protective screening must be put in place</p> <p>Sessions Carried Out Remotely Where Possible Where possible sessions will be carried out remotely to avoid the need for people to come together. If employee and client/s do need to meet, it must be within a suitable space to enable social distancing.</p> <p>Where delivering small group work, individual stations will be set up for each participant, enabling social distancing.</p>	All Staff All Staff All Staff	Medium
<p>4. Individuals Displaying Symptoms</p>	All staff, service users, customers and visitors		 	<p>Participants are instructed not to attend sessions if they or anyone in their household had symptoms or has a positive test. Consent form to be signed by client/s to confirm this at the beginning of each session.</p> <p>If sessions are taking place with a third party (e.g. a school) the third party will be instructed to let YMCA know if the client is unable to attend a session.</p> <p>Host venue/school to share any suspected cases Session will not take place and plans put in place to rearrange. This could include a move to virtual delivery.</p>	All Staff All Staff	High

				<p>Client develops symptoms during an offsite session If in a host venue call the emergency contact and 111 and inform the host venue.</p> <p>Wait in the designated collection in the venue and wait for young person to be collected.</p> <p>Inform the schools designated safeguarding lead to inform the emergency contact.</p> <p>If the client develops symptoms within a YMCAW venue refer to Section 4 of main Covid RA.</p>	All Staff	
	<p>5. Handling items, Materials and use of company vehicle</p>			<p>Resources used within sessions to be sanitised after each session Any objects that have been touched in the session with will be disinfected after session.</p> <p>No sharing of equipment No equipment will be shared during sessions such as paper, pens or computers.</p> <p>Where appropriate pens etc will be provided to participants for them to keep.</p>	All Staff All Staff	Medium
	<p>6. Managing customers, visitors and contractors coming to the site. This includes tradespeople, couriers, deliveries attending site for work purposes.</p>			<p>Information about session emailed to participant and venue contact Information relating to covid measures will be emailed to the client/s and venue before session takes place.</p> <p>Inform participant, school and venue of any changes to risk assessment.</p>	All Staff	Medium