

COVID-19 Risk Assessment – Clubs v 1.14 final



Group: All	Site: 5 and 69 High Street, Maidenhead	
People at Risk: Staff, Volunteers, club members, other users of sites.	Additional Information:	
Contact Person: Ruth Barlow	Job Title: Club Co-Ordinator	Review Date: 13/09/21

Risk Evaluation

Hazard	Risk	Initial Rating (L/M/H)	Control Measures	Final Rating (L/M/H)	Additional Action Required (action by whom and completion date)
What's the hazard?	What is the risk of harm?	Is this risk Low, Medium or High?	What measures will you put in place to reduce the risk identified?	How has the rating changed as a result?	What else can you do to minimise risk?
1.Risk of spreading or catching COVID when you are asymptomatic.	Community transmission of COVID.	H	Everyone will be encouraged and expected to wear masks. Anyone of secondary school age or over, coming onto site, will be asked to take a lateral flow test no more than 48 hours before coming to club. They should not attend if they test positive or have been asked to self-isolate.	M	

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1.1 Someone tries to attend when they have COVID symptoms or should be self-isolating.	If they have COVID, Infection potentially fatal.	H	<p>Ask anyone coming onto site if they have been required to self-isolate in the last 10 days. Anyone who should be self-isolating sent home.</p> <p>In the unlikely event someone knowingly attends with COVID, anyone who has had close contact with them, should immediately self-isolate.</p>	M	
2. Child or adult taken ill with COVID symptoms during session	Community transmission of COVID	H	<p>If participant, immediately contact parents and ask them to collect child straight away. Child to sit 2m or more away from other people, using separate room with windows open if possible. Have up to date emergency contacts so that person can be taken home as quickly as possible and check on arrival who is contact for the day.</p> <p>If it is a member of staff who is ill, get them to go home immediately or wait in a well-ventilated place and at least 2m away from others, until they can be collected.</p> <p>If a YP becomes anxious because of someone else feeling ill, call their parents to come and collect them.</p> <p>If this means we do not have enough staff to operate safely, close club early.</p> <p>All families to be alerted when they collect their child that their child have been in contact with someone who might have coronavirus.</p> <p>At this stage (until the test result is known), those people do not need to self-isolate, but they should take extra care in</p>	H	<p>Check all emergency contacts have been updated and recorded. By Sept 21</p> <p>Paper reg forms printed out and stored securely. - key for cupboard ordered.</p>

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			practicing social distancing and good hygiene, like washing their hands regularly. They should also watch out for their own symptoms.		
2.1 We do not know who was in contact with the infected person.	Community transmission of COVID	H	<p>Club leader to keep contact details (register) of anyone who has been present even if it is for a minute. This is to be kept for at least 21 days in addition to standard recording of attendance.</p> <p>We will provide the NHS track and trace QR code, everyone over 16 encouraged to use.</p>	H	
2.2 Club attendee adult or child develops symptoms or tests positive test. within 48 hours of attending club	Community transmission of COVID	H	<p>Ask families/staff to inform us if they develop symptoms within 48 hrs of attending club so that we can alert other club attendees to monitor their own health.</p> <p>Arrival questionnaire prepared.</p> <p>If someone has tested positive they are asked to tell us and follow the current NHS advice on self-isolating. We will notify all close contacts immediately</p>	H	
3. Staff self-isolating or develop COVID	<p>Short term – insufficient staff to run one or two sessions.</p> <p>Long term - Staff may develop long covid affecting their ability to work.</p>	H	<p>TAG should consider the concerns expressed by any staff/volunteers who consider themselves to be at higher risk, which may include who are not able to be vaccinated and continue to pay special attention to and support all with protected characteristics.</p> <p>We will protect our staff with measures to reduce possible transmission.</p>	H	

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3.2	Short term - staff ill or self-isolating- insufficient staff to run clubs in person	H	Clubs affected suspended and offered virtual activities if possible. If the self-isolation was not connected to club, volunteers may be able to cover club.	M	
3.3	Staffing not following precautions therefore increased risk of infection for them and others.	M	Staff training to be carried out for all staff/volunteers before sessions commences so they are aware of current procedures. Consult on effectiveness of measures and encourage reporting of concerns/near misses. Encourage shared problem solving.	L	
3.4	Insufficient staffing causes club closure at short notice. Families still turn up.	M	Parents to be told of contingency plans including how we will tell them of club closures and the need to check before setting off for club. Text Groups to be set up on phones.	L	Text Groups to be set up on phones. - one club leader still needs a phone.
4.Infection from COVID – 19 through touching contaminated surface (from asymptomatic person.)	Infection causes illness from mild to fatal	H	Handwashing and sanitiser provided for all visitors at point of entry to TAG space and throughout room. Everyone to wash hands/ use sanitiser provided at entrance on arrival and departure (handwash if preferred.) The children's handwashing will be supervised by an adult.	L	
4.1	As above	M	Open bins for disposal of paper towels/rubbish to avoid touching the lid. All bags of rubbish to be removed from site and placed in household rubbish. If anyone at session has COVID symptoms all rubbish must be double wrapped and stored for 72 hours before being put in general waste. Advice on cleaning after a COVID case/concern.	L	Location of the council bins for new venues to be confirmed. ASAP

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			<p>The rubbish should be double wrapped to avoid contamination of staff vehicles.</p> <p>Cleaning cloths to be taken home to wash in bucket with lid or double wrapped bag and washed separately. Bag to be thrown away.</p>		
4.2	As above	M	<p>Cleaning of all regularly touched surfaces in club room after and between sessions with products known to be effective against COVID. Cleaning plan to be followed.</p> <p>Cleaning of toilet area before and after session and kitchen if used</p> <p>Sanitiser and paper towels to be provided in toilet for anyone to sanitise seats and the handle (toilet trip lever) after use. Toilet seats to be kept down when flushing. Bin provided for towels. Visual prompt provided</p> <p>Advice on cleaning can be found here.</p>	L	
4.3	As above	M	<p>Where possible we will limit sharing of resources.</p> <p>Art packs of pens, pencils etc to be created for each child/young person to use. Art Club packs to be named so each person has their own.</p> <p>GAP Clubs and fusion Club to have their own allocated packs</p>	L	
4.4	As above	M	<p>We will consider how to deliver all our activities in a way that reduces the risk of community transmission. Including one off art projects and team games/activities. We will avoid any activities which risk sustained close contact or 'huddles' of young people</p>	L	

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4.5	As above	M	Where resources are needed to be shared out, staff to hand out to reduce the number of different people touching them.	L	
4.6	As above	M	Young people may provide their own named materials, e.g. pen, pencils and paper, controllers if they wish to.	L	
4.7	As above	M	Shared resources should be cleaned before being used by someone else.	L	
4.8	As above	M	Children and YP's encouraged to wash/sanitise hands each time they change activity	L	
4.9	As above	n/a	The session time to be monitored to ensure we have enough time to clean between morning and afternoon sessions.	n/a	Review after 11 th Sept session.
4.10	As above	M	Lego to be divided into individual packs. Packs to be numbered and each pack to be used by no more than one child per session. Each club to have its own allocated packs. Trays provided for tipping Lego bags into reduces hand contact and speeds tidying up.	L	
4.11	As above	M	Each Art participant to have a tray with selection of paper/resources for session to reduce need to share. GAP club will have fewer trays/packs. Once used will be packed away so only one child uses each pack.	L	
4.12	As above	M	Use of plastic resources to be avoided where possible. Colouring pages to be sorted into individual packs to be left in trays.		
4.13	As above	H	Allocate specific controllers and consoles to morning and afternoon clubs whenever possible.	M	Due by 11 th Sept. Label if not already done

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4.14	Transmission through sharing of cups/food	H	All staff and participants encouraged to bring own drink and snacks for the time being. (allergy awareness to continue) Hands to be washed or sanitised before eating or drinking. Snacks will not be provided by TAG while infection rates remain high.	L	Remind parents of our policy
4.15	Transmission through handling of medication.	H	Parents to advise us of any emergency medications that the participants carry. If child is not able to look after this themselves the meds are to be kept in the young person's bag which will be kept in box on worksurface in kitchen area in box clearly labelled as containing emergency medication. Staff should avoid touching belongings/medication unless it is medically necessary.		Check med forms up to date as young people return to clubs.
4.16	Transmission through shared use of office intercom at venue.	H	Mobile phones to be used whenever possible instead of intercom. Intercom to be cleaned on arrival/departure and between users. Ideally one person allocated to use the intercom for the whole session. Parent email to remind parents of the number to call. Member of staff at outside door, with key fob, at beginning and end of session to make this more manageable.	M	
4.18	Insufficient time between clubs to do deep clean	H	Packing away of any resources not in use to begin 15 minutes before end of morning session.		
5.0 Situations where social distancing does not happen	Parents and children mingle on arrival or departure increasing risk of exposure to COVID	H	Families to be reminded of the need to give people space when arriving or leaving. A member of staff will be on the door at the beginning and end of the session. They will call down the young people one at a time.	M	

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			<p>If parents want to speak to the club leader in confidence, they should be encouraged to communicate by phone wherever possible.</p> <p>Ask parents to collect child on their own unless this is unsafe.</p> <p>Young people from whom we have parental permission can arrive or leave on their own.</p> <p>Parents should not normally be invited into the club room due to insufficient space to socially distance and mingling in door way.</p>		
5.1	Provision of first aid necessitates close contact with another person.	H	Disposable mask, visors, aprons and gloves are available for staff. Staff member/volunteer providing aid should pay particular attention to sanitation measures immediately afterwards, including washing their hands.	M	
5.2	Venue layout not conducive to social distancing	H	All venues to be visited before any clubs held to plan layout/seating for maximum space. One-way systems etc. One-way systems and areas out of bounds to be signposted/taped. Furniture/use of rooms monitored, and changes will be made if any pinch points identified.	M	Monitor for pinch points
5.3	Participant behaving in a way that other participants find threatening e.g., constantly stand very close.	H	<p>Young people reminded of the need to be considerate, kind, and wear a mask if they can.</p> <p>Visual reminders on display</p> <p>We would work with the child and parents of any child who would appear to be deliberately trying to be threatening or</p>	M	

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			struggling to understand why their behaviour is upsetting. We all have a responsibility to try to keep each other safe.		
5.4	Risk of COVID infection, due to close contact with multiple people	H	If practical, staff/volunteers to be allocated areas of room/tasks/particular children to work with, to reduce the number of people they may have closer contact with.	M	
6.0 Infection from COVID – 19 through droplets of infection in the air	Insufficient ventilation	H	Windows and doors to be kept open when ever it is safe to do so. Air conditioning set so it does not recirculate air.	M	
6.1	Room layout makes social distancing difficult and makes poor use of ventilation.	H	Room layout designed to position everyone as close to the windows as possible. We will be configuring seating and tables to optimise spacing and reduce face-to-face interactions	M	
7.0	Masks create communication difficulties.	M	Not being able to see mouth exacerbates communication difficulties. Consider the purchase of masks with see through panels. Activities to be based near windows where possible so if mask must be removed to aid understanding, risk is lower.	L	
8.0 YP's not social distancing	Increased risk to YP and others they get too close to each other.	H	Young People are very familiar with social distancing now. Although no longer a legal requirement some people may feel uncomfortable if others are close to them. Monitor for levels of stress and remind all of the need to be considerate. Remind Young people it is OK to ask someone to take a step back or move away themselves	M	

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9.0 Emotional distress	Anxiety may prevent them from attending	M	Share and consult on measures and controls.	L	Continued communication with parents.
9.1	As above	M	Film/photograph venue to show new layout and infection control measures.	L	done
9.2	As above	M	Establish if any attendees are clinically vulnerable or clinically extremely vulnerable or feel themselves to be at risk and discuss with family how or if we can make them feel safe attending.	L	Continue calls to family. Make a record of anyone for whom we must take extra care.
9.3	As above	n/a	Display our infection control measures to provide reassurance. Display Risk assessment on Website.	n/a	done
10.0 Infection risk during emergency evacuation	Infection and harm from fire etc.	L	Social Distancing to be maintained if possible but escape from immediate risk prioritised. Emergency exit pack kept in prominent place near exit.	L	
11.0	COVID measures impractical or ineffective	H	COVID security to form part of session review and any concerns to be fed back via line manager. In line with NYA guideline, we will re-open slowly. New participants will only be added when we have assessed the effectiveness of our measures.	M	ongoing
12.0	Risk from COVID increases and TAG does not make appropriate changes.	H	NYA site and Government advice checked at least weekly and after major Government announcements. We regularly check with staff that they are comfortable working, considering their own risk factors.	M	ongoing
13.0	Harm to staff from cleaning products	L	Products used are known to be safe if used according to instructions. Gloves provided, windows should be open when cleaning is done, staff will be wearing masks.	L	