

**YOUTH LINK: NI RETURN TO WORK RISK ASSESSMENT**



Department	Management
Date of assessment	July 2020
Date of updates	2 September 2020 30 September 2020
Service Area	All departments
File Path/Location	Risk Assessments (Shared Drive)
Date of Risk Assessment Review	December 2020

Details of staff involved in Risk Assessment:		
<b>Name</b>	<b>Role</b>	<b>Tel:</b>
Patrick White	Director	9032 3217
Helen Blackley	Deputy Director – Corporate Affairs	9032 3217
Brenda McGrann	Training & Development Manager	9032 3217
Sharon Raine	Academic Studies Manager	9032 3217
Gordon Woolsey	Project Co-Ordinator	9032 3217
<b>Sign off</b>		
<b>Are any changes expected in the service that might impact on the data?</b>	Changes provided by the government will dictate and guide any required amendments	
Person signing off the Risk Assessment	Patrick White, Director, Youth Link: NI	
Signature	Date	

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COVID-19 is an illness that attacks the lungs and airways of individuals. It is caused by a virus called Coronavirus (SARs-Cov-2), symptoms range from mild to moderate but can also be severe and even fatal, especially to persons who have co-morbidities (underlying health conditions). Symptoms include the following: new continuous cough OR fever OR loss of/change in smell or taste (anosmia). Everyone should self-isolate if they develop any of the above symptoms. The individual's household should also self-isolate for 14 days as per the current guidelines and the individual should stay at home for 7 days, or longer if symptoms persist.

Youth Link: NI has been faced with a very challenging and partly unpredictable set of circumstances as the Coronavirus/Covid-19 pandemic gathers pace in the UK. The external environment is dynamic and uncertain, and announcements are regularly provided on sector-wide matters. With this in mind, the Management team meets frequently to address the safety and welfare of Staff, Students, Service users and Visitors. As a result of this and following government guidelines and recommendations, Youth Link: NI is making plans to allow for the safe return to its Training & Resource Centre of service users, staff and visitors, this will commence with a phased return of core personnel to enable Youth Link: NI to be prepared for opening, albeit with adjustments in place. Any updates will be communicated to those concerned in a timely manner, this will include any changes to the Government and PHA advice on control, prevention and management of Coronavirus. To enable this to happen the following Risk Assessment lays out the procedures to be followed.

This Risk Assessment will require constant review in order to maintain pace with Government and Public Health Agency (PHA) guidance. This will be carried out by the Covid-19 response group, the Covid-19 response group will be set up and will include senior management, staff and students. It will initially meet weekly and then fortnightly. Action will be required if directed by the Government or PHA Northern Ireland, or, if we have an outbreak of COVID-19, if a significant portion of staff are off, causing disruption to normal operating standards and if we begin to operate normally inviting more people into our Training & Resource Centre.

This risk assessment has been developed for our Training & Resource Centre, where sessions take place outside of Youth Link, a separate Risk Assessment must be completed, and procedures must be followed i.e. sending Risk Assessment to Line Manager in advance to agree and sign.

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Location/Department				Youth Link: NI					
Date				06/07/2020					
Return to work/study during the current COVID-19 situation									
Youth Link: NI Training & Resource Centre									
People/Persons at Risk									
General									
Employees/Staff	X	Students	X						
Sessional workers	X	Young People	X						
Public	X	Disabled Persons	X						
Service users	X	Service providers	X						
Others:									
Hazards									
Workplace				Work Equipment		Occupational Health			Specific Activities
Structure	Access/Egress	x	Storage	Mechanical		Manual Handling		Vibration	Lone Working
Services	Housekeeping		Glazing	Lifting		Noise		Aggression & Violence	Working at Height
Security	Welfare		Temperature	Electrical		Chemical Agents		Stress	Confined Spaces
Signage	Transport		Lighting	Pressure		Biological Agents	x	Dust & Particles	Water
Fire	Explosion					Dangerous Subs		Animals	Hot Work
Others-Specify									

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Task/Activity	Hazard		Existing Control Measures	Initial Risk H / M /L	Adequately Controlled
List significant steps in job/task	Describe all hazards identified and their effects	People at risk	Describe all controls applicable for each hazard	Classify risk rating	Yes/No
<p><b>Preparing the Youth Link: NI training and resource centre for the return of staff and students</b></p>	<p>Transmission of Covid 19 to and between service users and staff whilst on Youth Link: NI premises.</p> <p>COVID-19 is known to be transmitted in droplets which fall to the ground, therefore maintaining a distance of 1-2 metres (social distancing) will significantly reduce or eliminate the risk from this route.</p>	<p>Staff, Students, Service users and Visitors.</p>	<p>Social distancing is to be adhered to at all times.</p> <p>Signage is provided to remind all persons to maintain social distancing. If this cannot be sustained due to a working practice, Buildings or the confinement of the space available, a further risk assessment is required to identify.</p> <ol style="list-style-type: none"> <li>1. Is the task required and why?</li> <li>2. Can the task be postponed or abandoned?</li> <li>3. Can the activity be carried out differently, for example outside?</li> <li>4. PPE is to be worn. (Face covering / Face Shield / Disposal Gloves).</li> </ol> <p>A wall thermometer has been installed in reception area for staff/service users to take temperature before proceeding further. If anyone</p>	<p align="center">M</p>	<p><b>Yes.</b> Line Managers and Programme tutors are to conduct regular briefings, reminding Staff, Service users and visitors of the importance of these procedures.</p>

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			<p>has a high temperature (over 37.8 degrees), they must leave the building immediately.</p> <p>A coronavirus response group has been set up, including members of staff team – a student is to be identified to join this group. This group will meet once a week in September, then if appropriate, fortnightly from October onwards. Initially, these meetings will be on Zoom.</p> <p>Only one student year group will be permitted to use Training &amp; Resource Centre per day for the first term.</p> <p>Refer to Appendix 5 (Student Guidance) for specific information on control measures.</p> <p>Induction training will be given for all users prior to use of Training &amp; Resource Centre, this will be delivered online via Zoom.</p> <p>A prompt sheet has been created (Appendix 1) and Senior Management and Line Managers will ensure each of</p>		
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the measures are put into place prior to opening up the Training & Resource Centre.

All staff are required to complete Appendix 2 prior to returning to the office and Appendix 3 in conjunction with their line manager after returning to the office. Appendix 2 should only be completed once unless a staff member's circumstances change.

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<p><b>Shielded Groups and Clinically Vulnerable Staff and Service users.</b></p>	<p>Serious consequences if these groups are exposed to COVID-19</p>	<p>Staff, Students and Service users</p>	<p>Staff who are shielding will not be permitted to return to work until the Government deems it safe to do so or until Youth Link has specific evidence from the staff members GP.</p> <p>Staff who consider themselves to be high risk but have not received a letter from the NHS should be encouraged to consult their GP or hospital care team.</p> <p>Managers, in consultation with the staff member will determine specific arrangements for each staff member who is considered vulnerable.</p> <p>Managers are to consider additional control measures to safeguard vulnerable members of staff in the workplace.</p> <p>Alternative arrangements will be made for students that are shielding or clinically vulnerable.</p>	<p>M</p>	<p><b>Yes.</b> Line managers and staff are advised of the procedures.</p>
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<p><b>Hygiene.</b> Ensuring a high-standard of personal hygiene</p>	<p>Lack of hygiene facilities leading to transfer of COVID-19</p>	<p>Staff, Students, Service users and Visitors.</p>	<p>Signage is provided to indicate the maximum numbers of persons within a room, this is to be observed at all times.</p> <p>Hand washing facilities are available throughout the Training &amp; Resource Centre. All Staff, Students, Service users and Visitors are to regularly wash their hands for 20 seconds with soap and water and properly dry them with paper disposable towels.</p> <p>Only one person at a time may access the bathrooms.</p> <p>Kitchen sinks are not to be used for hand washing purposes.</p> <p>Paper towels are to be disposed of in the bins provided, these are to be emptied at regular intervals.</p> <p>Posters and notices are provided to remind Staff, Students, Service users and Visitors to avoid touching</p>	<p>M</p>	<p><b>Yes.</b> Line Managers and Tutors are to conduct regular briefings, reminding Staff, Students, Service users and Visitors of the importance of these procedures.</p>
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			<p>their face/eyes/nose with unwashed hands and use disposable tissues/crook of elbow when sneezing/coughing.</p> <p>Hand sanitising stations are provided at the entrance of the Training &amp; Resource Centre and selected points throughout the building. All Staff, Students, Service users and Visitors are encouraged to use these stations when entering or exiting a building.</p> <p>Priority is to use social distancing and hygiene measures to prevent the spread and risk of COVID-19.</p>		
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<p><b>Face Coverings (Not public transport) see travelling to and from work.</b></p>	<p>Use of face coverings</p>	<p>Staff, Students, Service users and Visitors.</p>	<p>We are not prescribing the use of face coverings throughout the building. However face coverings must be worn in communal areas and on stairways from Monday 7 September. We will support Staff, Students, Service users and Visitors who choose to wear face coverings at all times.</p>	<p>L</p>	<p><b>Yes.</b> Staff, Students, Service users and Visitors are briefed.</p>
<p><b>Toilet Facilities.</b></p>	<p>Toilet facilities are areas where cross-contamination could occur</p>	<p>Staff, Students, Service users and Visitors.</p>	<p>Toilet areas are provided with hand gels for use. Users are advised to disinfect their hands before use and wash their hands after use.</p> <p>The toilets are cleaned daily.</p> <p>Cleaning products are provided in toilets for those who wish to clean surfaces before/after use.</p>	<p>M</p>	<p><b>Yes.</b> Staff, Students, Service users and Visitors are briefed, signage is in position.</p>

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<p><b>Teaching Spaces</b></p>	<p>Ensuring a safe space for staff and students during lessons</p>	<p>Staff and Service users.</p>	<p>Hand dryers are currently out of use, paper towels must be used and disposed of in bins provided (no bin lids being used to prevent cross-contamination)</p> <p>Rooms are divided into 1-metre zones to ensure safe separation between teaching spaces and desks.</p> <p>Desks are to be occupied from the back of the room first to enable the minimum 1-metre spacing to be enforced.</p> <p>Service users are to leave the class from the front first, either via the entrance door or if directed via the exit door to fresh air.</p> <p>Where appropriate, windows or doors are to be opened to allow a flow of fresh air to the room.</p> <p>Only one student year group will be permitted to use Training &amp; Resource Centre per day for our first term.</p>	<p>M</p>	<p><b>Yes</b>, staff and service users informed.</p> <p>Shorter teaching days (4 hours opposed to 6 hours).</p>
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<p><b>Library</b></p>	<p>Ensuring a safe space for staff and students</p>	<p>Staff and students</p>	<p>Teaching spaces will also be used for breaks/lunches.</p> <p>Refer to Appendix 5 (Student Guidance) for specific information on control measures.</p> <p><b>Tutors</b> are to be aware that where doors are open, if the fire alarm activates in the building, everybody is to leave the building by the quickest, safest route, ensuring the door is closed on leaving the room.</p> <p>Books quarantined for 72 hours.</p> <p>Face coverings must be worn in the library.</p> <p>Only 2 people may use the library at any one time.</p> <p>Where appropriate, windows are to be opened to allow a flow of fresh air to the room.</p> <p>Books must be checked out using personal devices or Youth Link ipad.</p>	<p>M</p>	<p><b>Yes</b>, staff and service users informed.</p>
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<p><b>Reception areas and face-to-face contact areas.</b></p>	<p>Areas where face-to-face contact is likely and there is limited personal space.</p>	<p>Staff, Students, Service users and Visitors.</p>	<p><b>Reception Areas.</b> Glass window currently separates reception staff from those in entrance foyer.</p> <p>A strict one-way system is to be used where possible in addition to a one person in and one person out rule.</p> <p>Appropriate sign and floor markers are to be on display reminding persons of the 1 - metre rule and the importance of social distancing.</p> <p>All users of the building must sign in and out on a daily basis – books are available at Reception.</p> <p>Users should use their own pen when possible or sanitise pen after use.</p> <p>Visitors must provide contact telephone numbers.</p>	<p>M</p>	<p><b>Yes.</b> Staff, Students, Service users and Visitors are briefed, signage is in position.</p>
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<p><b>Contractors.</b> Preventing cross-contamination of COVID-19 with contractors</p>	<p>Contractors contaminating Training &amp; Resource Centre whilst operating onsite</p>	<p>Staff, Students, Service users and Visitors.</p>	<p>All surfaces in reception areas are to be cleaned on a regular basis with appropriate cleaning products.</p> <p>Contractors are briefed on arrival of the measures in place to protect against COVID-19 and what is expected of them. Contractors provide enhanced COVID-19 Risk Assessments in advance of visit.</p> <p>Booking in and out of Visitors. Where possible Reception staff should personally book in and out any visitor, complete any required documentation and enter any vehicle registrations in order to minimise any possible cross contamination.</p> <p>Phone numbers of all visitors must be provided and will be retained for a minimum of two weeks in case of a COVID-19 outbreak.</p>	<p align="center">M</p>	<p><b>Yes.</b> An enhanced brief will be given on arrival which includes COVID-19 Information, notices with information will be displayed in reception which contractors will be asked to read.</p>
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<p><b>Mental Health:</b> Ensuring a high level of support for the Mental Health and Well-being of Students and Staff</p>	<p>Service users and/or staff feeling affected by Mental Health issues which will require assistance from Youth Link: NI</p>	<p>Service users, Students and Staff</p>	<p>Management, Line Managers and Tutors are to promote mental health and wellbeing awareness to staff during the Coronavirus outbreak and are to offer whatever support they can to help.</p> <p>Youth Link: NI has a number of staff trained in Mental Health First Aid, staff can contact their Line Manager in the first instance to discuss what additional support is available to them.</p>	<p>M</p>	<p><b>Yes.</b> Line Managers and Tutors are to conduct regular checks, reminding Staff and Service users that assistance is available if needed.</p>
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<p><b>First Aid Provision:</b> To provide first aid to staff and students in a safe manner.</p>	<p>Being able to perform first aid tasks in a safe environment whilst being aware of cross-contamination of COVID-19</p>	<p>Staff, Students, Service users and Visitors.</p>	<p>On-Call first aiders are to be informed of any incident requiring medical assistance onsite. List of first aiders is available in reception, main office, on noticeboards around building and also on all first aid kits.</p> <p>All First Aiders are to be aware that persons requiring first aid are to be treated as potential carriers of COVID-19 and as such, barrier techniques are to be implemented.</p> <p>Gloves and face coverings (disposables provided in each first aid kit) should be worn when treating a casualty and strict hygiene procedures carried out upon completion. All used equipment is to be disposed of in yellow hazard bags (supplied to on-call first aid kits) and these disposed of into landfill bins.</p>	<p align="center">M</p>	<p><b>Yes.</b> Youth Link: NI has a number of on-call first aiders.</p>
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			<p>Where possible, if a casualty is in a position to self-treat, i.e. put a plaster on themselves, then provide the item for them to do so.</p> <p>In the unlikely event a casualty requires CPR, the following should be applied:</p> <ol style="list-style-type: none"><li>1. Ensure an ambulance is called.</li><li>2. Do not put your face close to theirs.</li><li>3. Place a towel or piece of clothing over their mouth and nose.</li><li>4. Do not attempt mouth-to-mouth. (Good quality CPR will suffice).</li><li>5. Start chest compressions.</li><li>6. Use the defibrillator (located in reception).</li><li>7. Continue CPR until the emergency services arrive.</li><li>8. Ensure you wash your hands with soap and water for a minimum of 20 seconds.</li></ol>		
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<p><b>Driving for work.</b> Driving private vehicles for work commitments.</p>	<p>Limiting and preventing the spread of COVID-19.</p>	<p>Staff</p>	<p>In the majority of cases, driving tasks should be carried out by one person to allow for social distancing. However, in the event that two persons are required to be in the vehicle for a task, PPE is to be worn.</p> <p>Face coverings and disposable gloves as a minimum.</p> <p>The passenger is to sit in the rear seat and on the passenger side.</p> <p>At least one window is to be open (weather permitting) to allow for air flow through the vehicle.</p> <p>These journeys are to be pre-planned and authorised by your line manager.</p> <p>All interior surfaces are to be cleaned and disinfected on completion of the journey using the appropriate cleaning products.</p>	<p>M</p>	<p><b>Yes.</b> Social distancing is enforced, and staff are briefed before commencing the task.</p>
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<p><b>Travel to and from work.</b></p>	<p>Limiting and preventing the spread of COVID-19.</p>	<p>Staff and Service users.</p>	<p>In line with Government guidelines all Staff, Students, Service users and Visitors are advised that the use of public transport should be kept to a minimum. If using public transport, face coverings should be worn (as determined by the NI Executive). The staff car park / main car park is open and available. Any service user or staff member who has any concerns regarding travelling to work should contact their Line Manager or Tutor.</p>	<p>M</p>	<p><b>Yes.</b> Advice given to staff and service users regarding social distancing and hygiene facilities provided.</p>
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<p><b>Car parking facilities.</b></p>	<p>Loss of Provision of car parking facilities</p>	<p>Staff, Students, Service users and Visitors.</p>	<p>Normal car parking facilities are available for authorised users. To avoid social distancing confliction, personnel should 'give way' when entering/exiting their vehicles.</p>	<p>M</p>	<p><b>Yes.</b> Staff are briefed on the procedures.</p>
<p><b>Handling deliveries to the Training &amp; Resource Centre.</b></p>	<p>Limiting and preventing the spread of COVID-19.</p>	<p>Staff, Students, Service users and Visitors.</p>	<p><b>Deliveries to Main Reception.</b> Items can be left in designated area or post box in the main reception area for collection. Delivery drivers are to be instructed to leave items in the foyer. disposable gloves are available for staff to use when handling any post or delivery items. <b>Please note, staff are not to use the Training &amp; Resource Centre for personal deliveries.</b></p>	<p>M</p>	<p><b>Yes.</b> Staff are briefed on the procedures; signage is provided to identify actions to take and locations to deliver goods.</p>



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<p><b>Staff/Service users and visitor Meetings.</b></p>	<p>Failure to maintain social distancing whilst holding meetings.</p>	<p>Staff, Students, Service users and Visitors.</p>	<p>Where possible, meetings should not take place in person.</p> <p>Full use of video conferencing should be encouraged.</p> <p>Where face to face meetings are required, social distancing must be adhered to at all times, any visitors attending a face to face meeting in our building, should be told of procedures to follow.</p> <p>Users of rooms for meeting purposes will be asked to adhere to the maximum numbers in each room.</p>	<p>L</p>	<p><b>Yes.</b> Staff, Students, Service users and Visitors are advised of procedures to follow.</p>
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<p><b>Use of computers, workstations, and hand-held devices.</b></p>	<p>Contamination of equipment.</p>	<p>Staff, Students, Service users and Visitors.</p>	<p>Computer equipment is allocated on a personal basis, audio/visual equipment will be disinfected after use.</p> <p>Where office accommodation is identified as unable to accommodate social distancing, staff will need to be rostered to enable safe use of the room.</p>	<p>M</p>	<p><b>Yes.</b> Staff, Students, Service users and Visitors are advised of procedures to follow.</p>
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<p><b>Hot Desking.</b></p>	<p>Contamination of equipment.</p>	<p>Staff</p>	<p>Due to the risk of cross-contamination, 'Hot desking' is not permitted.</p>	<p>M</p>	<p><b>Yes.</b> Staff informed of no-hot desk policy during COVID-19 period.</p>
<p><b>Photocopiers and General Equipment.</b></p>	<p>Shared equipment such as photocopiers, printers and other communal use equipment provide an opportunity for increased transfer risk.</p>	<p>Staff and Service users.</p>	<p>Staff should clean all their equipment daily, this extends beyond computer equipment to desks, pens, tablets etc.</p> <p>Staff should observe social distancing around communal equipment such as photocopiers etc.</p> <p>Signage is provided to remind staff to wash hands or use sanitisers after using the equipment.</p> <p>Sanitisers are provided where such equipment is located.</p>	<p>M</p>	<p><b>Yes.</b> Staff and Service users are advised of procedures to follow.</p>

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<b>Smoking onsite.</b>	Failure to socially distance at the smoking shelters.	Staff, Students, Service users and Visitors.	A smoking area is provided for use at the side of the building. This is for both cigarette and Vapour type cigarettes. Social distancing is to be observed whilst using the smoking area.	M	<b>Yes.</b> Staff, Students, Service users and Visitors are advised of procedures to follow.
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**Useful Websites.** Below is a list of Government, NHS and HSE websites used in populating this document.

<https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19>

<https://www.nhs.uk/conditions/coronavirus-covid-19/>

<https://www.gov.uk/government/publications/coronavirus-action-plan>

<https://www.nhs.uk/conditions/coronavirus-covid-19/bereavement-advice-and-support/>

<https://www.hse.gov.uk/news/coronavirus.htm>