

YOUTH LINK RISK ASSESSMENT

(During Covid-19 Pandemic)

| | | | |
|-----------------|--|---------------------------|--|
| Location/ Venue | | Activities | |
| Phone Numbers | | Assessment completed date | |
| Activity Date | | Assessment Completed by. | |

Please Read, Sign and Print Name!

| JOB STEPS | HAZARD | | INITIAL RISK | | | CONTROLS | RESIDUAL RISK | | |
|-----------|--|--------------------|---|--|---|--|---|--|---|
| | Hazard Description and Effect | Population at Risk | Hazard Severity | Likelihood of Occurrence | Risk Rating | List of all Controls Required | Hazard Severity | Likelihood of Occurrence | Risk Rating |
| 1 | <p>Covid-19 prevention</p> <p>Staff or participants displaying symptoms.</p> <p>Staff or participants with a positive test.</p> | <u>All</u> | <p>Negligible</p> <p>Minor</p> <p>Serious</p> <p><u>Fatal</u></p> | <p>Remote</p> <p>Unlikely</p> <p><u>Possible</u></p> <p>Probable</p> | <p>Low</p> <p>Medium</p> <p><u>High</u></p> | <ul style="list-style-type: none"> Anyone, with symptoms, contact or travel that fall into current Gov guidelines must not access Transform room Staff who are shielding should follow specific government and medical advice Sanitising station is placed at entrance of Transform room and exit Track and Trace (Upshot) online will be in place to sign in and out for all participants Visitors are currently permitted in the school, but they have to fill in a visitor declaration form and follow school guidelines in place i.e. wearing of face coverings Extra items purchased to reduce sharing of equipment – each participant will be allocated a pack of equipment for their own use Every participant to sanitise desk, chair and equipment on arrival and departure – items to do this will be provided Transform room will be kept ventilated at all times, if possible Common touch surfaces to be sprayed and cleaned after use, e.g. storage cupboards, shelves, door handles, kitchen equipment Participants will only use disposable cups and cutlery Staff will only be permitted to use toasters and kettles to minimise cross contamination No cutlery, cups, plates bowls etc, should be left on sinks or benches, but will be stored in cupboards and drawers Taps, handles, kettle/microwave handles and surfaces will be cleaned with alcohol spray or bleach wipes after each use. An up to date response guideline will be in place which will be adapted in line with latest Government and PHA guidance, | <p>Negligible</p> <p>Minor</p> <p>Serious</p> <p><u>Fatal</u></p> | <p>Remote</p> <p><u>Unlikely</u></p> <p>Possible</p> <p>Probable</p> | <p>Low</p> <p>Medium</p> <p><u>High</u></p> |

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|---|-----------------------------|-----|---|--|---|--|---|--|---|
| | | | | | | <ul style="list-style-type: none"> detailing the appropriate steps to take should someone display symptoms Staff will monitor the wellbeing of participants and team for any potential symptoms An up to date response guideline will be in place which will be adapted in line with latest Government and PHA guidance, detailing the appropriate steps to take should someone be diagnosed positive | | | |
| 2 | Transform Activities | All | <p>Negligible</p> <p>Minor</p> <p><u>Serious</u></p> <p>Fatal</p> | <p>Remote</p> <p>Unlikely</p> <p><u>Possible</u></p> <p>Probable</p> | <p>Low</p> <p>Medium</p> <p><u>High</u></p> | <ul style="list-style-type: none"> All participants attending will have an up to date Transform consent form completed Only those pre-registered for Transform must attend Hand sanitiser is available at entrance and exit of Transform room Track and Trace (Upshot) sign in online will be completed by staff member to reduce cross contamination of pens Young people are asked to wear masks in the corridors unless exempt, extra masks are available for those who forget Staff to wash hands before sessions commence and regularly throughout Staff have completed Infection control training and will implement Activities will be considered that can reduce social contact Staff will remind young people about social distancing regularly Areas will be well ventilated by use of open windows and doors where possible. Use of outdoor spaces will be utilised as much as possible, weather permitting Posters displayed which remind people about the latest symptoms for coronavirus Items which are not currently required will be removed to reduced contamination and cleaning Any activities planned will be designed to prevent as much social contact as possible No cups/utensils/food/drink will be left in open areas that could be cross infected | <p>Negligible</p> <p>Minor</p> <p><u>Serious</u></p> <p>Fatal</p> | <p>Remote</p> <p><u>Unlikely</u></p> <p>Possible</p> <p>Probable</p> | <p>Low</p> <p><u>Medium</u></p> <p>High</p> |

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| 3 | Food and Drink | All | Negligible Minor <u>Serious</u> Fatal | Remote Unlikely <u>Possible</u> Probable | Low Medium <u>High</u> | <ul style="list-style-type: none"> Food and drink offered will be decreased where possible to reduce risk Participants will be given their own water bottles to use throughout the day Young people will be asked to place their own rubbish in a central bin which will be sealed and placed outside at end of session All food will be only prepared by staff Participants will only use disposable cups for juice/tea and disposable cutlery | Negligible Minor <u>Serious</u> Fatal | Remote <u>Unlikely</u> Possible Probable | Low <u>Medium</u> High |
| 4 | Slips, trips and falls. | Staff and Young People | Negligible <u>Minor</u> Serious Fatal | Remote Unlikely <u>Possible</u> Probable | Low <u>Medium</u> High | <ul style="list-style-type: none"> All leaders will be responsible for on-going assessment of potential slips, trips or overhead hazards and immediately inform young people and leader in charge All surfaces in Transform room to be cleared and cleaned before any participants arrive No Horseplay in Transform room or in the corridor outside room Transform room will be cleared and cleaned after each day by the school caretaker/cleaning team | Negligible <u>Minor</u> Serious Fatal | <u>Remote</u> Unlikely Possible Probable | <u>Low</u> Medium High |
| 5 | Ensuring all young people are accounted for | Young People | Negligible Minor <u>Serious</u> Fatal | Remote Unlikely <u>Possible</u> Probable | Low Medium <u>High</u> | <ul style="list-style-type: none"> Upshot online sign in is to be implemented on Transform. All young people are to be signed in on arrival. This should be done in an orderly fashion and by a staff member Register remains with staff member Head counts to be done when all participants have arrived Head counts to be completed and double checked before leaving any Transform room Ensure that Emergency Contact Details are obtained before leaving Transform room for any excursions | Negligible Minor <u>Serious</u> Fatal | Remote <u>Unlikely</u> Possible Probable | Low <u>Medium</u> High |

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| 6 | Fire Evacuation | All | Negligible Minor <u>Serious</u> Fatal | Remote Unlikely <u>Possible</u> Probable | Low Medium <u>High</u> | <ul style="list-style-type: none"> Staff will make themselves aware of suitable escape routes and assembly points Fire escapes will be made known to the entire cohort at beginning Transform List of attendees will be held by staff member at all times, to account for all participants Staff members will be made aware of the Fire Evacuation Plan of the Host Venue and pass on to other staff and participants All participants will take part in a Fire Drill to ensure all participants are aware of the fire evacuation procedure and assembly point | Negligible Minor <u>Serious</u> Fatal | Remote <u>Unlikely</u> Possible Probable | Low <u>Medium</u> High |
| 7 | Exhaustion | Participants/staff | Negligible Minor <u>Serious</u> Fatal | Remote Unlikely <u>Possible</u> Probable | Low Medium <u>High</u> | <ul style="list-style-type: none"> Ensure that young people have eaten/drank during the Day Air conditioning to be used if necessary and available Supervision during exhausting activities and a knowledge of any young people with asthma – ensuring those participants have correct inhalers available Liquids to be on hand to avoid dehydration (water or juice) High level of supervision to be kept during activity to ensure all members of the group are OK If a participant becomes exhausted or overwhelmed during an activity, they will be allowed to sit out the remainder of the activity to help them recover Any participant who displays serious signs of exhaustion will be removed from the activity and brought to the appropriate first aid area for first aid | Negligible Minor <u>Serious</u> Fatal | Remote <u>Unlikely</u> Possible Probable | Low <u>Medium</u> High |

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| 8 | First Aid | All | Negligible Minor Serious <u>Fatal</u> | Remote Unlikely <u>Possible</u> Probable | Low Medium <u>High</u> | <ul style="list-style-type: none"> On-Call first aiders are to be informed of any incident requiring medical assistance onsite. List of first aiders is available on RA, and notice board in Transform room 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 Gloves and face coverings 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>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> <ul style="list-style-type: none"> Ensure an ambulance is called Do not put your face close to theirs Place a towel or piece of clothing over their mouth and nose Do not attempt mouth- to-mouth (Good quality CPR will suffice) Start chest compressions Use the defibrillator (located in school reception) Continue CPR until the emergency services arrive Ensure you wash your hands with soap and water for a minimum of 20 seconds | Negligible Minor Serious <u>Fatal</u> | <u>Remote</u> Unlikely Possible Probable | Low <u>Medium</u> High |

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| 9 | Transport | All | Negligible Minor <u>Serious</u> Fatal | Remote Unlikely <u>Possible</u> Probable | Low Medium <u>High</u> | <ul style="list-style-type: none"> Only those with completed consent and return to session health questionnaires will be permitted to use transport Bus providers must demonstrate that they have a Covid-19 based risk assessment and effective cleaning measures in place Buses with extra capacity will be booked to allow for social distancing Hands will be sanitised before entering the vehicle Face coverings to be worn by all users unless exempt Participants must sit socially distanced throughout journey and be reminded of this by staff Vehicle to be kept well ventilated through open windows, where possible | Negligible Minor <u>Serious</u> Fatal | Remote <u>Unlikely</u> Possible Probable | Low <u>Medium</u> High |
| 10 | Choking whilst eating | All | Negligible Minor Serious <u>Fatal</u> | Remote Unlikely <u>Possible</u> Probable | Low Medium <u>High</u> | <ul style="list-style-type: none"> Everyone to take their time whilst eating and chew their food properly Trained first aiders are on hand No horseplay or running around whilst eating | Negligible Minor Serious <u>Fatal</u> | <u>Remote</u> Unlikely Possible Probable | <u>Low</u> Medium High |
| 11 | Allergic reactions to foods etc | All | Negligible Minor <u>Serious</u> Fatal | Remote Unlikely <u>Possible</u> Probable | Low Medium <u>High</u> | <ul style="list-style-type: none"> Ensure awareness of people with allergies from consent forms Young people should be aware of existing allergies and avoid these foods Ensure any participant with an allergy who requires an epi-pen has the epi-pen on hand/with the leaders and a spare available | Negligible Minor <u>Serious</u> Fatal | Remote <u>Unlikely</u> Possible Probable | Low <u>Medium</u> High |

General Contingency Plan

| | | | |
|--|-------|--|--|
| In case of emergency phone 999 or 112 Enter Venue Address, and Postcode | | | |
| The closet A&E with adequate services and opening hours during sessions | | | |
| Dedicated First Aider/s | | | |
| Session Leader in Charge | | | |
| Initial Risk Rating: | 32/33 | | |
| Risk Rating with Controls in Place | 21/33 | | |
| SIGNED & DATED (STAFF MEMBER) | | | |
| SIGNED & DATED (LINE MANAGER) | | | |

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|----------|-------------------|--------|----------|----------|----------|--|
| Severity | Likelihood | Remote | Unlikely | Possible | Probable | <i>Likelihood of the hazard effects being realised</i> |
| | | | | | | <p>Probable- Likely to occur immediately or shortly</p> <p>Possible- Likely to occur in time</p> <p>Unlikely- May occur in time</p> <p>Very Remote- Little chance of ever occurring</p> |
| | Negligible | L | L | L | M | <p><i>Severity of the hazard</i></p> <p>Fatal- Capable of causing death</p> <p>Serious- Result in severe injury, illness, or significant property and equipment damage</p> <p>Minor- Could result in slight injury, illness or property and equipment damage</p> <p>Negligible- Unlikely to cause more than first aid case</p> |
| | | | | | | |
| | Minor | L | L | M | H | |
| | | | | | | |
| | Serious | L | M | H | H | |
| | | | | | | |
| | Fatal | M | H | H | H | |