

RISK ASSESSMENT

Company Name: Sutton Coldfield YMCA	Date: 08/12/20	Review Date: 02/12/20 - Subject to changes in government guidelines.	Assessment No: CV4
Assessor: Samantha Kelly		Task: Implementing CORONAVIRUS, COVID-19 safety measures	

As new guidance is produced weekly, please refer to www.gov.uk for updates

Please note some of the links listed are included in the body of the risk assessment below for easier access to the relevant guidance when working through the document

Government Guidance

[New National Restrictions-5th November](#)

New National Lockdown Restrictions from 5th November
 Published 31st October 2020
 Updated 30th November 2020

[Guidance on shielding and protecting extremely vulnerable persons from Covid-19](#)

Guidance on Shielding and protecting extremely vulnerable persons from Covid-19
 Updated 2nd December 2020

[Protective measures for out of school settings during the coronavirus covid-19 outbreak](#)

Protective measures for Holiday or After School Clubs and out of School Settings
 Published 10th July 2020
 Updated 27th November 2020

[Guidance for Parents and Carers of Children attending out-of-school settings during the Coronavirus \(Covid-19\) outbreak](#)

Government Guidance for Families whose Children will be attending out of school settings

Published 10th July 2020

Updated 27th November 2020

[Stay alert and safe-Social distancing guidance for young people](#)

Government Guidance explaining the measures that will help you to stay alert and stay safe

Updated 9th July 2020

Updated 9th September

[Covid-19 Getting tested](#)

Government Guidance on coronavirus testing, including who is eligible for a test and how to get tested.

Published 15 April 2020

Last updated 26th November 2020– Department for Health & Social Care

[Covid-19 stay at home guidance](#)

Government Guidance for Families if somebody in their household has developed symptoms of Coronavirus

Updated 5th November 2020

[Working safely during coronavirus Covid-19](#)

Practical actions for businesses to take based on 5 main steps

Published 11th May 2020

Updated 7th December 2020

[Safe working in education childcare and children's social care settings including the use of personal protective equipment](#)

Updated 13th November 2020

[Covid-19 decontamination in non-healthcare settings](#)

Updated 16th October 2020 – DfE

[Guidance for contacts of people with possible or confirmed Coronavirus Covid-19 infection](#)

Updated 30th October 2020

Haz No.	Significant Hazards Look only for hazards which you could reasonably expect to result in significant harm e.g. slips/trips, work at height, falling objects, vehicles, electricity etc. (STEP 1)	People Affected List groups of people who may be at risk e.g. maintenance staff, contractors, cleaners, public etc. (STEP 2)	Existing Controls List controls that are already in place to control the risk e.g. physical safeguards, training, personal protective equipment etc. (STEP 3)	Level of Risk Decide on the level of risk remaining. (Likelihood x Severity)			Further Action Required List further action required to control significant risks. If there is lots to do, make an action list. (STEP 4)
				High	Med	Low	
	Appropriate planning for Children/Adult's bubbles and allocation of staff is not currently in place or in line with government guidance. Risk- Transmission of Infection	Children, Adult Service Users, Families and Staff	No more than 15 Children/Young People will attend per week and we will work within very strict bubbles; Purple Bubble 1 and Green Bubble 2. There are no more than 15 Children in our Bubbles. We have decided to run face to face delivery fortnightly. Adult service users will be in a support bubble of no more than 15. The staff team will be working with our bubbles each week; no additional YMCA staff will enter our space. Other YMCA staff and residents will receive a copy of our procedures. Under no			x	For NHS Track and Trace purposes, we will be asking all staff and families to update all contact details. Parents will be required to update us with any changes to contact details. Telephone Number Address Second contact and their contact details

			<p>circumstances will any other YMCA staff be able to enter our designated space at all during the session as this will compromise our bubble system and increase the risk of spread of infection. Any staff or residents using other designated space within the YMCA will be expected to be mindful and considerate.</p> <p>We cannot allow parents and carers into our setting as we need to remain consistent with our bubble system.</p>				
	<p>Children/YP come to setting and are unwell.</p> <p>Risk- Transmission of infection</p>	Children, Adult Service Users, Families and Staff	We will be using digital thermometers to check the children/YP's temperature before they enter their bubble.			x	Families will be supported with the correct guidance if their child/adult becomes unwell during their time at club.
	<p>Staff are not fit and healthy and put the children at risk</p> <p>Risk- Transmission of infection</p>	Children, Adult Service Users, Families and Staff	Staff will have their temperatures taken before they start each shift.			x	Staff would be supported with the correct guidance if they were to develop Coronavirus symptoms.
	<p>Our Service is unable to observe Social Distancing</p> <p>Risk- Transmission of infection</p>	Children, Adult Service Users, Families and Staff	<p>Every effort will be taken for the staff to maintain a safe 2 metre distance between one another.</p> <p>Staying Alert and Safe (Social Distancing)</p>		x		Clear and appropriate signage will be used around the site.

			<p>The children/adults will be encouraged to maintain social distances where possible.</p> <p>The staff will have good knowledge and understanding of the children/adults needs and will be expected to use a fair approach when reminding the group about safe distances.</p> <p>We will encourage only one adult to drop off and pick up.</p> <p>When families arrive on site, they will be asked to queue along the side of the building, making every effort to adhere to 2m social distancing. They will be called to the door, one at a time, for a short handover and for the children/adults to be signed in. This will be the same procedure for signing out at pick up time.</p> <p>We will encourage all families to be on time arriving at the YMCA at their specified time.</p> <p>If families are arriving by foot or have parked at the top of the drive,</p>			<p>Individual Risk Assessments to be completed</p> <p>Arrangements can be made with individual families if there is a requirement for a more detailed handover. This could be by phone call before, during or after club or by email. Parents will not be permitted to stay on site once their child has been signed in or signed out of club.</p>
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			<p>they will be encouraged to keep to the right side of the driveway and carefully walk down being very mindful of vehicles, until they reach the large gates. When they reach the gates, they should walk around the barriers and begin the queue behind the "Please Wait Here" sign.</p> <p>Staff will be asked to park their cars at the top of the drive to ensure that there are plenty of spaces available and to ease the staggered drop off and collection times</p>				
	<p>Government Guidelines: Hands Face Space are not being adhered to.</p> <p>Risk- Transmission of infection</p>	Children, Adult Service Users, Families and Staff	<p>Staff will wear face shields when working with adults during each session. These shields will be sanitised after use.</p> <p>Children and Adult service users are not required to wear a mask but can do so if they wish.</p>			x	Staff will be briefed about "Hands, Face, Space" guidance.
	<p>Limited space available to accommodate 15 children/adults and staff bubble.</p> <p>Risk- Transmission of Infection</p>	Children, Adult Service Users, Families and Staff	We will use the main building for our Short Breaks sessions. It is a much larger area with lots of outdoor space that we intend to utilise well. Windows and doors will be opened to increase			x	Parents and carers will be required to apply Sun cream to their child/adult prior to their arrival.

			<p>ventilation whilst also being vigilant about the children/adults safety.</p> <p>If however, the weather is appropriate to do so, we will spend as much time as possible carrying out activities outdoors.</p> <p>Effective Infection Protection and Control</p>				<p>Appropriate signage will be used around the site identifying specific areas.</p>
	<p>Hygiene procedures do not comply with government guidance</p> <p>Risk- Transmission of Infection</p>	<p>Children, Adult Service Users, Families and Staff</p>	<p>Very regular handwashing will be encouraged throughout the day. Children/Adults will wash their hands as soon as they enter the building, before and after activities, before and after eating, after toileting and last thing before they leave.</p> <p>Handwashing</p> <p>We will ensure that support is available for children/Adults, where necessary, to wash their hands at the sinks, for 20 seconds, with antibacterial soap.</p> <p>We will also have Alcohol gel appropriately stationed around the building.</p>			<p>x</p>	<p>Use of posters to remind and encourage and consistent regular reminders from staff</p> <p>Staff to wear hand gel dispensers, so readily available.</p> <p>Children/Adults encouraged at home and explanations given about handwashing where appropriate.</p> <p>Family procedures distributed in advance.</p>

			<p>Tissues will be available and “catch it, kill it, bin it” promoted.</p> <p>Waste bins, with lids, situated near every activity area and in bathrooms and will be emptied and wiped over frequently.</p> <p>We will encourage parents to talk about and demonstrate good hygiene practices at home.</p> <p>PPE will be available for all staff and will need to be worn during personal care routines, including First Aid, as detailed throughout this assessment.</p>				
	<p>Toileting Procedures have not been revised.</p> <p>Risk- Transmission of Infection</p>	Children, Adult Service Users, Families and Staff	<p>Toilets will be cleaned frequently and thoroughly throughout the day. We have compiled a Rota and a checklist; staff will carry out a toilet check every 30 minutes; signing to confirm that this has been done to a good standard.</p> <p>Where possible, staff will also clean after each use.</p> <p>If a child/Adults needs to be accompanied to the toilet by an</p>		x		<p>Staff procedure issued to all staff and agreed/signed by all during staff meetings.</p> <p>PPE will be ordered in advance</p> <p>Cleaning products available in all bathrooms</p>

			<p>adult, the staff will wear aprons and gloves. In addition, the staff will wear visors if they are required to get closer than 2m to the child/Adults.</p> <p>Aprons and gloves will be disposed of and visors wiped over after each use.</p> <p>Children/Adults whose care routinely already involves the use of PPE due to their intimate care needs, should continue to receive their care in the same way.</p> <p>Additional PPE will be provided for the safety of the children/Adults and the staff and staff.</p> <p>As mentioned, staff will use the staff toilets in foyer or in the lodge and will clean touch points after every use.</p> <p>Light switches Toilet lid Toilet seat Flush handles Taps</p>				
	<p>Appropriate cleaning procedures have not been implemented.</p> <p>Risk- Transmission of Infection</p>	Children, Adults Service Users, Families and Staff	We will be implementing lots of measures to ensure the building is kept as clean as possible. We will have a clean and go procedure where communal area touch			x	<p>Cleaning Rota implemented</p> <p>Staff procedures to be distributed during a staff</p>

			<p>points, such as door handles light switches, taps and toilet flush handles as well as activity tables, chairs and resources, will be wiped down with Sanitizer regularly throughout the day.</p> <p>Cleaning and Hygiene</p> <p>We will be removing soft furnishings because they are difficult to keep clean.</p> <p>Resources used during the day will be wiped down regularly and then deep cleaned at the end of the day, using Milton, ready for use the next use.</p> <p>All tables and Chairs will be wiped down after each activity and any mats we put out on the floors will be cleaned and wiped in between activities.</p> <p>We will use wipe clean mats indoors and outdoors.</p> <p>At the end of every day, the staff will carry out a thorough deep clean of the building.</p>				meeting to be held prior to reopening.
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			<ul style="list-style-type: none"> - Wiping down ALL surfaces, resources and equipment using sanitizer and disposable paper towels. Staff will work through checklist. - Mopping all floors, with separate mop heads for each area. Mop heads will be washed at the end of every day, in a washing machine at a high temperature. <p>Cleaning and disinfectant products will be used in conjunction with government advice.</p> <p>COVID-19: cleaning in non-healthcare settings</p> <p>All cleaning products will be stored safely in line our COSHH assessment for the setting. Where possible disposable cloths/paper towels will be used to reduce transmission.</p>				
	Daily Activites have not been modified to accommodate new procedures in line with Covid 19 guidelines.	Children, Adult Service Users, Families and Staff	When providing sensory activities, we will use resources that can be disposed of after each use.			x	

	<p>Risk- Transmission of Infection</p>		<p>As we are not operating in a classroom style environment, we will not be using desks and therefore not providing individual packs of resources like schools have been. We will have a tray of resources for the week. These will ONLY be used by the people within that bubble and all art and crafting will be supervised and resources cleaned where appropriate by staff.</p> <p>Planned craft sessions will be agreed, and resources prepared for each child/Adult before weekly bubbles commence.</p> <p>If we bake, the children/Adults will be provided with their own ingredients and resources to enable us to carry out some very simple baking activities such as rice crispy cakes or cookies. Anything that the child/Adult makes will be eaten onsite and not sent home.</p> <p>Any items crafted/drawn/painted will be sent home at the end of the day.</p>				
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	<p>Staff and Families do not understand their responsibilities should a Child/Adult become unwell, developing symptoms of Covid 19 prior to, during or post their session at YMCA Sutton Coldfield.</p> <p>Risk- Transmission of Infection</p>	<p>Children, Adult Service Users, Families and Staff</p>	<p>If a child/adult becomes unwell whilst present in our setting, their parents/carers will be contacted immediately and asked to come and collect them. Whilst the child/adult is waiting to be collected, they will be separated from the rest of the group in a well-ventilated space and isolated with a member of staff. A facemask will be worn by the member of staff as well as gloves and an apron. If the child's risk assessment identifies that there is a risk of splashing to the eyes, for example from coughing or spitting, then eye protection will also be worn.</p> <p>Once a poorly child/adult or an unwell member of staff has left the setting, all areas of the setting will be thoroughly cleaned and disinfected. If an area has been heavily contaminated, such as visible bodily fluids, from a person with suspected coronavirus protection for the eyes, mouth and nose should be worn by the cleaner as well as wearing gloves and an apron. Any PPE used and other waste will be disposed of safely in</p>		<p>x</p>	<p>A disclaimer will be signed by families to consent that their children/Adults or themselves have not had or been in contact with anybody who may have had symptoms of or confirmed cases of coronavirus for 14 days prior to the commencement of their week at Short Breaks.</p> <p>This will also be signed by Staff.</p> <p>Families will be asked to notify us if the child/adult becomes unwell and develops any symptoms of Coronavirus.</p> <p>A person with Coronavirus is infectious to others 2 days before symptoms develop and up to 10 days from their onset.</p> <p>Stay at home guidance for households with possible coronavirus covid-19 infection</p>
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			<p>accordance with the government guidance dependant on a positive or negative test result.</p> <p>Decontamination</p> <p>We have a good stock of disposable gloves and aprons. We have also purchased moisture resistant face masks and face visors.</p> <p>Families will be informed to follow current government guidance about testing for the child/adult and will be required to inform our setting immediately with the result.</p> <p>Stay at home guidance for households with possible coronavirus covid-19 infection</p> <p>Tests are available through the NHS for anybody if they display symptoms of coronavirus.</p> <p>If a child/adult or staff member develops any symptoms of Coronavirus they will be expected to test as per government guidance. If the test results are returned and confirm a positive Coronavirus case, we will follow procedures and inform all people who are contacts</p>				
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			<p>of that person to follow the guidance to self- isolate for 14 days.</p> <p>Guidance for contacts of people with possible or confirmed Coronavirus Covid-19 infection</p> <p>We will maintain records of anyone who has developed symptoms whilst present in the setting. If after enquiries we think the transmission could be setting related, we will report the matter under RIDDOR</p>			
	<p>Staff and Families do not understand their responsibilities should a Child/Adult be a contact of a person with a confirmed case of coronavirus Covid-19, prior to their session at YMCA Sutton Coldfield.</p> <p>Risk- Transmission of Infection</p>	<p>Children, Adult Service Users, Families and Staff</p>	<p>If a child/adult or staff member is notified that they are a contact of a person with a confirmed case of Coronavirus Covid-19, for example through NHS track and trace or via the child/adults school or college they will be advised to self-isolate for 14 days.</p> <p>Contacts MUST NOT attend any of our planned sessions or work shifts during their 14 days of isolation.</p> <p>All staff have been briefed on this and this information has been updated in our family procedures,</p>		x	

			that have been made available to all families.				
	Children/Adults behaviour does not comply with social distancing guidance.	Children, Adult Service Users, Families and Staff	<p>It has been determined that no significant revisions to our behavior policy are required due to the provision being implemented for bubbles, additional staff and awareness of government guidance.</p> <p>Additional risk assessments will be written for individual children/adults, where necessary.</p> <p>Staff will model social distancing consistently.</p> <p>Parents will be asked to reinforce the importance of social distancing, where appropriate.</p>		x		Social Stories to be provided to the families to share with Children/Adults about “Things that will be the same and things that will be different”.
	Safeguarding Risk: Affected emotional wellbeing of the children	Children, Adult Service Users and Families	<p>We will continue to adhere to our safeguarding policy and procedures and all staff will be mindful about the emotional wellbeing of all children/adults attending our sessions.</p> <p>Children/Adults will be supported as necessary and Parents will be encouraged to</p>	x			Sign posting and Support can be provided where necessary.

			communicate with the team if they feel that there is anything for us to be made aware of; such as increased anxieties or maybe a bereavement in the family.				
	<p>Staff have been insufficiently briefed on expectations</p> <p>Risk: Transmission of Infection</p>	Children, Adult Service Users, Families and Staff	Staff will be issued with a “Staff Procedures” document during a staff meeting. This meeting will be conducted in advance to the reopening of our service and Staff will have the opportunity to raise any uncertainties and will be supported through these.			x	Risk Assessment to be provided to all Staff.
	<p>Families have been insufficiently briefed on expectations</p> <p>Risk: Transmission of infection</p>	Children, Adult Service Users and Staff	New families will be issued with “Family Procedures” before attending their first session; current families will be kept updated with any new procedures and any uncertainties that are raised can be discussed with a staff member.				Risk assessment will be made available for all families
	<p>Fire procedures are not appropriate to cover new COVID 19 arrangements</p> <p>Risk- Transmission of infection</p>	Children, Adult Service Users and Staff	<p>The fire procedure has been updated to comply with social distancing recommendations.</p> <p>Some children/adults may need assistance to be guided out of the building safely.</p>		x		

	<p>Measures have not been put in place to protect staff and with underlying health issues, BAME staff, and those who are shielding.</p> <p>Risk- Transmission of infection</p>	<p>Children, Adult Service Users, Families and Staff</p>	<p>Additional PPE is available for staff and children/adults who fall into the BAME category and this can be provided if required.</p> <p>No staff are required to Shield</p>		<p>x</p>		
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