

# RISK ASSESSMENT

<b>Company Name:</b> Sutton Coldfield YMCA	<b>Date:</b> 08/01/21	<b>Review Date:</b> 01/03/21 - Subject to changes in government guidelines.	<b>Assessment No:</b> CV2
<b>Assessor:</b> Lauren Lander	<b>Task:</b> Implementing CORONAVIRUS, COVID-19 safety measures		

As new guidance is produced weekly, please refer to [www.gov.uk](http://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

[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

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

Government Guidance for Families who's Children will be attending out of school settings

Published 10th July 2020

[Staying Alert and Safe \(Social Distancing\)](#)

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

Updated 9th July 2020

[Coronavirus-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 16th July 2020– Department for Health & Social Care

[Stay at home guidance for households with possible coronavirus covid-19 infection](#)

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

updated 17<sup>th</sup> July 2020

[Working safely during coronavirus covid-19 5 steps to working safely](#)

Practical actions for businesses to take based on 5 main steps

Published 11<sup>th</sup> May 2020

Updated 10th July 2020

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

Updated 16<sup>th</sup> June 2020

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

Updated 15 July 2020 – DfE

Haz No.	Significant Hazards	People Affected	Existing Controls	Level of Risk			Further Action Required
	(STEP 1)	(STEP 2)	(STEP 3)	(Likelihood x Severity)			
	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.	List groups of people who may be at risk e.g. maintenance staff, contractors, cleaners, public etc.	List controls that are already in place to control the risk e.g. physical safeguards, training, personal protective equipment etc.	Decide on the level of risk remaining.			List further action required to control significant risks. If there is lots to do, make an action list.
				High	Med	Low	
1	<p><b>Appropriate planning for Children’s bubbles and allocation of staff is not currently in place or in line with government guidance.</b></p> <p><b>Risk-</b> Transmission of Infection</p>	Children, Families and Staff	<p>No more than 15 Children will attend per week and we will work within very strict bubbles; Group 1 and 2. There are up to 15 Children in each group. Face to face delivery will be delivered weekly with groups attending on alternate weeks. Staff will also be grouped and alternated with the children/young people. 2 Members of staff will run group 1 and 2 different members of staff will run group 2.</p> <p>Due to the nature of our service, the vulnerability of the children along with the strict COVID-19 measures that need to be implemented, there will be a higher ratio of staff to children than</p>			x	<p>We strongly encourage parents and carers to not send their children to any other support group services during this time to avoid the increased risk of transmission of infection.</p> <p>For NHS Track and Trace purposes, we will be asking all staff and families to update all contact details. New consent forms will be given out to ensure all details are up to date.</p>

			<p>usually required. This will ensure that we can effectively provide a COVID-19 safe and enjoyable environment for the children.</p> <p>The staff teams will be the same each week, no additional YMCA staff will enter our bubbles or our space. Other YMCA staff and residents will receive a copy of our procedures. Under no circumstances will any other YMCA staff be able to enter our designated space at all during the day 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. Parents and Carers will be asked to remain outside at pick up/drop off times.</p> <p>Whilst on the minibus or during a session all staff must wear a mask/face covering and also a face shield. And all young people aged</p>			<p>Parents will be required to update us with any changes to contact details.</p> <p>Telephone Number</p> <p>Address</p> <p>Second contact and their contact details</p>
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			11 and over must wear a mask or face covering at all times unless medically exempt. Medical exemption must be proven.				
2	<p><b>Parents and carers are not fully informed of the health and safety requirements for the YMCA Young Carers service</b></p> <p>Risk- Transmission of infection</p>		<p>Family Procedures will be made available to all.</p> <p>Risk Assessment will also be published on our website and made available to all.</p>			x	
3	<p><b>Children come to setting and are unwell.</b></p> <p>Risk- Transmission of infection</p>	Children, Families and Staff	We will be using digital thermometers to check the children's temperature before they enter their bubble. Any child/young person who has a temperature above 37.5 will not be permitted access to the setting.			x	Families will be supported with the correct guidance if their child becomes unwell during their time at club.
4	<p><b>Staff are not fit and healthy and put the children at risk</b></p> <p>Risk- Transmission of infection</p>		Staff will have their temperatures taken before they start each shift. Staff with a temperature above 37.5 will be sent home immediately and asked to have a COVID test before returning to work for the next session.			x	Staff would be supported with the correct guidance if they were to develop Coronavirus symptoms.
5	<p><b>Our Service is unable to observe Social Distancing</b></p> <p>Risk- Transmission of infection</p>	Children Families, Staff	<p>Every effort will be taken for the staff to maintain a safe 2 metre distance between one another.</p> <p><a href="#">Staying Alert and Safe (Social Distancing)</a></p>			x	Clear and appropriate signage will be used around the site.

			<p>The children will be educated around social distancing and encouraged to maintain social distances where possible.</p> <p>The staff will have good knowledge and understanding of the children's needs and will be expected to use a fair approach when reminding the group about safe distances.</p> <p><a href="#"><u>Care for young children or children with special educational needs who do not understand why they must stay apart or who ignore distancing guidelines</u></a></p> <p>We will encourage only one adult to drop off and pick up.</p> <p>When families arrive on site, they will 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 to be signed in. This will be the same procedure for signing out at pick up time.</p> <p>.</p>				<p>Families will be notified of their start and finish times, in advance.</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 the session or by email. Parents will not be permitted to stay on site once their child has been signed in or signed out of the building</p>
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			<p>We will encourage all families to be on time arriving at the YMCA at their specified time.</p> <p>At Main Site: If families are arriving by foot or have parked at the top of the drive, 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>At Fosseway: Parent can park their cars in the parking spaces outside the building and queue along the front of the building. Markers have been placed on the floor to encourage social distancing.</p>				
6	<b>Limited space available to accommodate 15 children and staff bubble.</b>	Children, Families and Staff	The disability project will be using Fosseway during the week to run their own sessions. Lauren will be going to Fosseway every Friday			x	Parents and carers will be required to apply Sun cream to their child prior to their arrival.

	<b>Risk- Transmission of Infection</b>		<p>evening to do a full deep clean and set up for the Saturday session. Allowing ample time to ensure that the venue has been cleaned and made safe for use.</p> <p>Square footage at Fosseyway only allow for 15 people to attend a session at once (including staff) however, group sizes have been restricted further to ensure social distancing can be done safely during lockdown.</p> <p>When using the building the back door must be left open at all times (with the gate shut to ensure safety) to increase ventilation</p> <p><a href="#">Effective Infection Protection and Control</a></p>				Appropriate signage will be used around the site identifying specific areas.
7	<p><b>Hygiene procedures do not comply with government guidance</b></p> <p><b>Risk- Transmission of Infection</b></p>	Children, Families and Staff	Very regular handwashing will be encouraged throughout the day. Children 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.		x		Use of posters to remind and encourage consistent regular reminders from staff



			<p><a href="#">Handwashing</a></p> <p>We will ensure that support is available for children, where necessary, to wash their hands at the sinks, for 20 seconds, with antibacterial soap. We will also have Alcohol gel appropriately stationed around the building.</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>Children encouraged at home and explanations given about handwashing where appropriate.</p> <p>Family procedures distributed in advance.</p>
8	<b>Toileting Procedures have not been revised.</b>	Children, Families and Staff	Toilets will be cleaned frequently and thoroughly throughout the day.		x		Staff procedure issued to all staff and agreed/signed

	<b>Risk-</b> Transmission of Infection		<p>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 needs to be accompanied to the toilet by an 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.</p> <p>Aprons and gloves will be disposed of and visors wiped over after each use.</p> <p>As mentioned, staff will use the staff toilets in the back of the building (marked as staff toilet) and will clean touch points after every use.</p> <p>Light switches Toilet lid Toilet seat Flush handles Taps</p>				<p>by all during staff meetings.</p> <p>PPE will be ordered in advance</p> <p>Cleaning products available in all bathrooms</p>
9	<b>Appropriate cleaning procedures have not been implemented.</b>	Children, Families and Staff	We will be implementing lots of measures to ensure the building is kept as clean as possible. We will			x	Cleaning Rota implemented

	<p><b>Risk-</b> Transmission of Infection</p>		<p>have a clean and go procedure and a daily cleaning rota. Where communal area touch points, such as door handles light switches, taps and toilet flush handles will be regularly cleaned throughout the day.</p> <p><a href="#">Cleaning and Hygiene</a></p> <p>We will be removing soft toys and furnishings because they are difficult to keep clean.</p> <p>Toys 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 session.</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>				<p>Staff procedures to be distributed during a staff meeting to be held prior to reopening.</p>
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			<ul style="list-style-type: none"> <li>- Wiping down ALL surfaces, resources and equipment using sanitizer and disposable paper towels. Staff will work through checklist.</li> <li>- 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.</li> </ul> <p>Cleaning and disinfectant products will be used in conjunction with government advice.</p> <p><a href="#">COVID-19: cleaning in non-healthcare settings</a></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>				
10	<b>Daily Activites have not been modified to accommodate new procedures in line with Covid 19 guidelines.</b>	Children, Families and Staff	When providing sensory activities, we will use resources that can be disposed of after each use.			<b>x</b>	

	<b>Risk-</b> Transmission of Infection		<p>We will make playdough with the children and then dispose of this at the end of that am or pm session.</p> <p>No cooking activities will be done whilst still in lockdown to ensure reduced transmission. Any activities done with young people will be done using separate resources where possible</p> <p>Planned craft sessions will be agreed, and resources prepared for each child before weekly bubbles commence.</p> <p>We will use our social media platforms to help families stay up to date with the daily activities. We will be adhering to our Safeguarding Procedure and will not post any photos of children who haven't given us consent to do so.</p> <p>Any items crafted/drawn/painted will be sent home at the end of the day.</p>				
11	<b>Lunchtime routines have not been revised in order to reduce the transmission of infection.</b>	Children, Families and Staff	Usually, breakfast would be provided to Release Minis every morning and Release Juniors would have snacks available throughout			<b>x</b>	

	Risk- Transmission of Infection		the session. Due to the increased infection risk we have decided to suspend all food at our sessions and will not be doing cooking activities. Children/young people will be welcome to bring their own food if they wish to do so and drinks will still be provided for everyone who attends. In a plastic cup which will be disposed of at the end of each session.				
12	<p><b>Staff and Families do not understand their responsibilities should a child become unwell, developing symptoms of Covid 19 prior to, during or post their week at Sutton Coldfield YMCA Release.</b></p> <p>Risk- Transmission of Infection</p>	Children, Families and Staff	<p>If a child becomes unwell whilst present in our setting, their parents/carers will be contacted immediately and asked to come and collect their child. Whilst the child is waiting to be collected, they will be separated from the rest of the group in a well-ventilated space and isolated (in the 1:1 room) with a member of staff. A facemask will be worn by the member of staff as well as gloves, an apron and face shield.</p> <p>Once a poorly child 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</p>		x		<p>Parents/carers will be asked to be vigilant in there exposure to others and staff will regularly check in with parents to ensure that everyone in their household are safe and well.</p> <p>We will need consent that staff and families will notify us of any changes to the health of themselves, the children or anybody else who lives within the same household. Which will be asked for in writing from each family before the sessions begin.</p> <p><a href="#">Stay at home guidance for households with</a></p>

			<p>suspected coronavirus protection for the eyes, mouth and nose full PPE 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 accordance with the government guidance dependant on a positive or negative test result.</p> <p><a href="#">Decontamination</a></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 their child and will be required to inform our setting immediately with the result.</p> <p><a href="#">Stay at home guidance for households with possible coronavirus covid-19 infection</a></p> <p>Tests are available through the NHS for anybody if they display symptoms of coronavirus. (YMCA Staff are also looking into lateral flow testing kits for staff members to use on a weekly basis)</p>				<p><a href="#">possible coronavirus covid-19 infection</a></p>
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			<p>If a child or staff member develops any symptoms of Coronavirus, we will close our bubble and cease the provision for the remainder of that day. The individual will be asked to have a COVID test and on a negative result, provision can continue. In the result of a positive result, all staff and young people will be asked to self-isolate for at least 10 days.</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>				
13	<p><b>Childrens' behaviour does not comply with social distancing guidance.</b></p>		<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 where necessary.</p>		x		<p>Social Stories to be provided to the families to share with Children about "Things that will be the same and things that will be different".</p>



			<p>Staff will model social distancing consistently.</p> <p>Parents will be asked to reinforce the importance of social distancing, where appropriate.</p>				
14	<p><b>Safeguarding</b></p> <p><b>Risk:</b> Affected emotional wellbeing of the children</p>	Children 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 attending our Release sessions.</p> <p>Children will be supported as necessary and Parents will be encouraged to 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>	x			Sign posting and Support can be provided where necessary.
15	<p><b>Staff have been insufficiently briefed on expectations</b></p> <p><b>Risk:</b> Transmission of Infection</p>	Children, 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.

16	<p><b>Fire procedures are not appropriate to cover new COVID 19 arrangements</b></p> <p>Risk- Transmission of infection</p>	Children and Staff	<p>The fire procedure has been updated to comply with social distancing recommendations.</p> <p>Some children may need assistance to be guided out of the building safely.</p>		X		
17	<p><b>Measures have not been put in place to protect staff and with underlying health issues, BAME staff, and those who are shielding.</b></p> <p>Risk- Transmission of infection</p>	Children, Families and Staff	<p>Additional PPE is available for staff and children who fall into the BAME category and this can be provided if required.</p> <p>Pregnant workers risk assessment will be updated and government guidance monitored</p> <p>No staff are required to Shield</p>		X		