

-Risk Assessment Information		Assessment Undertaken By		
<b>Organisation name:</b>	Aptitude Youth Work	<b>Name:</b>	A. Hopcroft	<b>Date:</b> 13/10/2020 <b>Revised Date Version 1:</b> 04/05/2021 <b>Revised Date Version 2:</b> 14/12/2021
<b>Activity name:</b>	All Indoor Activities	<b>Position:</b>	Youth Work & Sports Coordinator	
<b>Venue/location of activity:</b>	Youth Club facilities or any other indoor facility	<b>Signature:</b>		
<b>Approx. number of YP:</b>	Likely small groups of up to 10; however, no limitation on group size or the need for bubbles for under 18s.	<b>Authorised/Approved By – Line Manager details</b>		
<b>Number of adults:</b>	3 to 4	<b>Manager</b>	Laura Evans	<b>Date:</b> 16/12/2021
		<b>Signature:</b>		



@thecrezcoventry

Website: [www.aptitude.org.uk](http://www.aptitude.org.uk)

### **Further Reading**

To keep up to date with managing youth sector activities and spaces during Covid-19, please visit: <https://nya.org.uk/guidance/>.

To keep up to date with managing sport and physical activity activities and spaces during Covid-19, please visit: <https://www.sportengland.org/how-we-can-help/coronavirus/return-play> and <https://londonsport.org/covid-19/return-to-sport-and-physical-activity-guidance/>.

For general advice of how to help reduce the spread of coronavirus (COVID-19), please visit: <https://www.publichealth.hscni.net/news/covid-19-coronavirus>.

For posters, leaflets and other materials to display, please visit: <https://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19>.

What are the hazards?	Who might be harmed	Controls Required	Additional Controls	Action by who?	Action by when?
Spread of Covid-19 (Coronavirus)	<ul style="list-style-type: none"> <li>Aptitude Youth Workers (staff)</li> <li>Young People attending.</li> <li>Parents/Guardians dropping off and picking up young people</li> </ul>	<p><b>No. of Young People into the facility</b> The maximum of young people allowed in indoor facility is informed by the building owners. However, in accordance with Roadmap Step 2 of the NYA Guidance – under 18s may meet indoors (or outdoors) without limitations on group size. The regulations no longer require youth sector providers to limit their bubble sizes to a maximum number of attendees (per bubble).</p> <p><b>Face Coverings</b></p> <ul style="list-style-type: none"> <li>Face coverings for all young people and Youth Workers in all indoor settings. This applies to all indoor settings unless the young person is eating, drinking, or playing team sports. Please be mindful that some individuals and groups have reasonable excuses for not wearing a face covering due to age, health or other conditions which are not always visible.</li> </ul>	<p><b>Young People Accessing our Activities (for Track &amp; Trace)</b> Young people that do not have an Aptitude Youth Work Membership, will not be allowed to participate in in the session. If they wish to be a member, Youth Worker will obtain parent/guardian contact details and inform them of the membership process. The membership form can be found here: <a href="https://www.apptitude.org.uk/consent-form">https://www.apptitude.org.uk/consent-form</a>.</p> <p>Roadmap Step 2 of the NYA guidance allows open access Youth Club to return. A membership form will still need to be completed.</p> <p>ALL Young People may now access our services (not just the most vulnerable/high need). Projects/programmes are now clearly defined to the young people we're targeting i.e. open access engagement or focussed 1-2-1/small group mentoring support.</p> <p><b>Under 18s Access</b> Youth provision for under 18's may meet indoors or outdoors without limitations on</p>	<p>Share revised Risk Assessment with team of Youth Workers.</p> <p>Written Covid-19 safety guidance communicated to young people and parents via email, text, and social media.</p> <p>All surfaces and equipment will be cleaned before a new bubble of young people enter The Crez i.e. before and after each session.</p> <p>Organise activity areas so that social distancing can be practiced.</p>	<p>14/12/21</p> <p>17/12/21</p> <p>01/10/20</p> <p>Ongoing</p>

		<ul style="list-style-type: none"> <li>• Face masks will be provided to young people that do not have one.</li> <li>• Young people and Youth Workers will be encouraged take 'fresh air' breaks outside.</li> </ul> <p><b>Upon Entry to an Indoor Facility</b></p> <ul style="list-style-type: none"> <li>• All young people to remain outside the front door of the facility, in a line and socially distanced. Signage on the floor will indicated this.</li> <li>• If parents/guardians are dropping off the young person, they must wait outside next to their child until they're called inside or they're happy their child is safe and being supervised by a staff member.</li> <li>• Youth Worker will call one young person at a time to walk inside the front entrance. Here, the young person will sanitise their hands and sign the register.</li> <li>• Adhering to social distancing, a Youth Worker will escort one young person at a time inside.</li> </ul>	<p>group size. The regulations no longer require youth sector providers to limit their bubble sizes to a maximum number of attendees (per bubble). However, the NYA recommends that providers review their Action Plans and Risk Assessments and take steps to reduce the risk of community transmission. For example, consider how to manage groups of young people to a manageable number to minimise the risk of transmission. All standard COVID Secure measures (social distancing, hygiene and face coverings etc) will continue to be required.</p> <p><b>Over 18s</b> Youth provision for over 18's may meet indoors or outdoors in 'Support Groups' for vulnerable young people in groups of 15 (plus staff, volunteers, and carers). Outdoor provision when not part of a support group (detached or adhoc delivery) must comply with the rule of six (including workers/volunteers). Support groups must be by invitation only and places offered to vulnerable young people (locally defined as vulnerable).</p> <p><b>Track &amp; Trace</b> A register will be taken by staff at all sessions. Any facilities that we use with a NHS QR code will be used by staff and young people. For some indoor sessions,</p>	<p>Review, print and display relevant NYA/Government Guidance posters i.e. social distancing, hand washing.</p> <p>Identify resources and equipment needed to adhere to this Risk Assessment. Tara Foster – To purchase resources and equipment needed to adhere to this Risk Assessment.</p>	<p>25/09/20</p> <p>01/10/20</p> <p>18/09/20</p>
--	--	--	---	---	---

		<ul style="list-style-type: none"> <li>Once all young people have entered the facility, Youth Workers will introduce themselves and inform young people on the further guidelines outlined in this Risk Assessment.</li> </ul> <p><b><u>Throughout the Session</u></b></p> <ul style="list-style-type: none"> <li>Hand washing facilities with soap and water in place in each of the toilets.</li> <li>Anti-bacterial gel (alcohol gel) will be present in each activity area, including near the front entrance/exit.</li> </ul> <p><b><u>Exiting Indoor Facilities</u></b></p> <ul style="list-style-type: none"> <li>5 minutes before the end of the session, all young people be asked to help clean any surfaces/equipment they've used.</li> <li>Adhering to social distancing, a Youth Worker will escort one young person at a time towards the exit. Here, the young person will sanitise their hands before leaving the building.</li> <li>If parents/guardians are picking up their child, they must wait</li> </ul>	<p>parents/guardians will be required to book their child onto the activity via <a href="http://www.aptitudetraining.org">www.aptitudetraining.org</a>. Parents/Guardians will be informed of this beforehand.</p> <p><b><u>Ventilation</u></b> Where possible, Youth Workers must ensure that windows and doors are always open. This is to be done before any young people arrive.</p> <p><b><u>Handwashing</u></b> At the start and at the end of every session, Youth Workers will ask young people to sanitise their hands. This will be provided upon entry and exit of the session.</p> <p><b><u>Face Touching</u></b> Youth Workers to remind young people to avoid touching face, eyes, nose, or mouth with unclean hands. Tissues will be made available throughout the workplace.</p> <p><b><u>Sneezing and Coughing</u></b> Youth Workers to remind young people to catch coughs and sneezes in tissues – 'Follow Catch it, Bin it, Kill it'</p> <p><b><u>Social Distancing</u></b> Youth Workers to manage 1 metre social distancing within the session including</p>		
--	--	--	--	--	--

		<p>outside practicing social distancing.</p> <ul style="list-style-type: none"> <li>A young person who has already been dismissed may wait outside the building for a friend to exit the building, they must do this whilst social distancing.</li> </ul> <p><b>Young People Interaction</b></p> <ul style="list-style-type: none"> <li>Under 18s may meet indoors (or outdoors) without limitations on group size. The regulations no longer require youth sector providers to limit their bubble sizes to a maximum number of attendees (per bubble).</li> </ul> <p><b>Activity Areas &amp; Social Distancing</b></p> <ul style="list-style-type: none"> <li>Social Distancing - Reducing the number of young people/Youth Workers in any activity area to comply with the 1 metre gap recommended by the National Youth Agency.</li> </ul> <p><b>Facility Specific Guidance</b></p> <p><b>The Crez</b></p> <ul style="list-style-type: none"> <li>Maximum amount of young people per session = Unlimited (to be considered by session lead in</li> </ul>	<p>ensuring activities/sessions are set up to encourage this and young people reminded of the importance of social distancing.</p> <p><b>Using Toilets</b> One person allowed to use the toilet at a time. Anti-bacteria wipes will be provided in the toilet for young people to wipe parts of the toilet they've used.</p> <p><b>Accountability of Aptitude Youth Workers</b> All Youth Workers have read and signed to say they've understood this Risk Assessment.  Youth Work and Sports Coordinator to regularly check all aspects of this Risk Assessment is being adhered to.  Risk Assessment will be reviewed monthly – any updates or changes will be shared with young people, parents/guardians, and Youth Workers.</p> <p><b>Symptoms/Positive Testing of Covid-19 Youth Workers</b> – Any Aptitude Youth Workers who is showing symptoms will be instructed to follow the <a href="#">NHS Guidance</a>.</p> <p><b>Young People &amp; their families</b> - Safety is the priority right now so if parents/guardians, their child, someone</p>		
--	--	---	---	--	--

		<p>terms of safeguarding and young person to staff ratio).</p> <ul style="list-style-type: none"> <li>• The Music Studio – A maximum of 6 people in the studio at any given time to maintain social distancing i.e. 2 Youth Worker and 2 young people.</li> <li>• Sports Hall – A maximum of 30 people in the sports hall at any given time to maintain social distancing i.e. 2 Youth Workers and 28 young people.</li> <li>• Dining Hall - A maximum of 24 people in the dining hall the at any given time to maintain social distancing i.e. 2 Youth Workers and 22 young people.</li> <li>• Dance Studio – A maximum of 20 people in the dance studio at given time to maintain social distancing i.e. 2 Youth Workers and 18 young people.</li> <li>• Main Youth Club Area (pool table) – A maximum of 16 people in this area at any given time to maintain social distancing i.e. 2 Youth Worker and 14 young people.</li> </ul>	<p>else living in their household or anyone in your support bubble have any of the main symptoms of Covid-19, we encourage you to follow the <a href="#">NHS Guidance</a>.</p> <p>Additionally, if your child’s year group has been sent home due to a positive Covid-19 test, please contact us via <a href="mailto:andrew@aptitude.org.uk">andrew@aptitude.org.uk</a> or 07564580162 to discuss further.</p> <p>Symptoms Checker for staff, young people and parents/guardians:  <a href="https://111.nhs.uk/covid-19/">https://111.nhs.uk/covid-19/</a></p>		
--	--	--	--	--	--

		<ul style="list-style-type: none"> <li>• Computer Stations – A maximum of 8 people in this area to maintain social distancing i.e. 2 Youth Workers and 6 young people.</li> <li>• Mentoring (Side Room) – 4 people in this area to maintain social distancing i.e. 2 Youth Workers and 2 young people.</li> </ul> <p><b>Pathways (Radford) Family Hub</b></p> <ul style="list-style-type: none"> <li>• Awaiting revised guidance by H&amp;S rep and Early Help Managers. Below is current guidance.</li> <li>• Maximum amount of young people per session = 8</li> <li>• Main Youth Club Area – 6 people i.e. 2 Youth Workers and 4 young people at any one time.</li> <li>• Pool Table Area – 4 people i.e. 2 Youth Workers and 2 Young People at any one time.</li> </ul> <p><b>Moat Family Hub</b></p> <ul style="list-style-type: none"> <li>• Awaiting revised guidance by H&amp;S rep and Early Help Managers. Below is current guidance.</li> </ul> <p><b>Park Edge Family Hub</b></p> <ul style="list-style-type: none"> <li>• TBC</li> </ul>			
--	--	---	--	--	--

		<p><b>Foleshill Family Hub</b></p> <ul style="list-style-type: none"> <li>TBC</li> </ul> <p><b><u>Young People and Youth Workers</u></b>  <b><u>Moving around Indoor Facilities</u></b></p> <ul style="list-style-type: none"> <li>A one-way system will be in place throughout indoor facilities.</li> <li>All single sided and double-doors and narrow walkways will have arrows on the floor to signify which way young people and Youth Workers should enter/exit them or move through them.</li> </ul> <p><b><u>Cleaning</u></b></p> <ul style="list-style-type: none"> <li>Commonly used surfaces and equipment for youth work related activities will be cleaned before and after use i.e. when a new group or young person is about to start using the surface or equipment.</li> <li>Objects and surfaces that are touched regularly in general use such as door handles, and light switches will be cleaned at the end of each session.</li> <li>A deeper clean of all surfaces and equipment will be conducted by regular facility cleaners.</li> </ul>			
--	--	--	--	--	--