



Covid19 Risk Assessment

Bromsgrove Youth and Community Hub

Covid19 Risk Assessment (Revised January 2021)

The Hub Bromsgrove Covid19 Risk Assessment

Relating to the delivery of youth provision:

Low Risk	Medium Risk	High Risk
1-2	3	4-5

One-to-one supervision or small groups

Hazards (including hazard rating)	Who is at risk?	Steps to be taken to minimize risk	Steps to be implemented by?	Hazard rating once steps implemented
Venues	Staff	Establishing the permission to use premises – The Hub, Bromsgrove Baptist Church, operational management group (OMC) to approve the proposal in advance. Youth and Community Hub Coordinator to agree	staff team	2

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Hazards (including hazard rating)	Who is at risk?	Steps to be taken to minimize risk	Steps to be implemented by?	Hazard rating once steps implemented
		<p>all health and safety in advance with OMC.</p> <p>Location risk assessment to be carried out by youth and community hub coordinator and shared with operational management group.</p> <p>Staff to take steps to mitigate congregations outside of venues, and to explain this to young people.</p> <p>Clear signage to be displayed with any health and safety information needed, for example, information on entry and exit safely, and social distancing rules, hand washing.</p> <p>This will need to be explained in the rules with young people so that they understand the risk they would be putting themselves and the community at.</p> <p>Deep clean of the premises and outdoor area (doors, handrails etc)</p>		

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Hazards (including hazard rating)	Who is at risk?	Steps to be taken to minimize risk	Steps to be implemented by?	Hazard rating once steps implemented
		prior to opening.		
Health and safety checks in each premises	Staff /young people/ public	<p>Youth and Community Hub Coordinator to ensure health and safety checks are in place and up to date and forward these to OMC in advance of confirming to work in a location.</p> <p>Youth and Community Hub Coordinator to agree an open up and shut down procedure in place, which will include PPE, cleaning routines for the session, shutting down areas not in use and correct signage to inform people of where to go/social distancing rules/ how to stay safe. Simple procedure sheet for staff to use for the session.</p> <p>Cleaning routines must include cleaning time before and after the session. All public area, inclusive of staff area, all equipment and fittings in rooms that will be/have been used that day. This must be done between delivery</p>	staff team	1

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		<p>groups/school bubbles.</p> <p>Staff to use PPE for hands such as gloves these are to be disposed of. OR staff can clean their hands before and after every clean.</p> <p>When staff use external bin, to use gloves as other church groups also use this bin. Use hand sanitizer at all points it is needed, if gloves have not been used.</p>		
Cleaning	Staff and YP	Frequently cleaning and disinfecting objects and surfaces that are touched regularly particularly in areas of high use such as surfaces, door handles, light switches, keys in use, reception area using appropriate cleaning products and methods.	staff	
Hand washing	Staff and YP	Staff and YP to be reminded on a regular basis to wash their hands for 20 seconds with water and soap and the importance of proper drying with disposable towels. Also reminded to catch coughs and sneezes in tissues – Follow Catch it, Bin it, Kill it and to	Staff and YP	

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		avoid touching face, eyes, nose or mouth with unclean hands. Tissues will be made available throughout the workplace.		
Face Coverings	Staff and YP	<p>Face coverings need to be worn by everyone aged 11 and over when engaging in sessions at the Hub unless they are exempt.</p> <p>If a young person does not wear their face covering, staff must discuss this and explain the risks. If the young person persistently refuses to wear a face covering they must be asked to leave the session.</p> <p>The only time a young person can remove their face covering is to eat or drink, they must immediately put their covering back after eating/drinking. Staff must judge whether a young person is being reasonable when eating/drinking without a face mask on.</p> <p>Staff to discuss within their pre-brief about YP who are exempt. Staff to</p>		

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		<p>discuss within de-brief of the session any risks about face coverings under 'concerns' section of the monitoring.</p> <p>Staff are advised to wear a face covering/face visor during the sessions.</p>		
Storage of items	Staff / young people/ public	<p>Staff to clean any equipment needed if it has been used within a 72 hour time period. Items must be cleaned between uses of individual young people and groups.</p> <p>Sticker system in place for furniture and medium risk items (not high risk touch points). Staff to clean and place sticker on item to show that it has been cleaned. When using an item, take stickers off.</p> <p>Leatherette furniture is wipeable, fabric sofas to be covered/covers to be washed, or fabric to be sprayed with disinfectant spray after use.</p> <p>All towels, blankets and soft toys are to be stored and not used by young people/staff.</p>	Staff	1

Hazards (including hazard rating)	Who is at risk?	Steps to be taken to minimize risk	Steps to be implemented by?	Hazard rating once steps implemented
		<p>Staff to wear gloves at all times when handling things the young people will use/have used. In an event gloves have not been used, staff to wash their hands or use anti-bacterial gel to clean them.</p> <p>If an item cannot be cleaned after use, staff must mark this item with a dated label and put it safely for the coordinator to deal with.</p>		
Signing in	Staff / young people	<p>Staff team to ensure that one staff is allocated signing in and out duty – that staff is responsible for signing people in and out – this minimises the contact of others to signing in area.</p> <p>Staffing cover would be needed for the signing in process when allocated staff member leaves that duty.</p> <p>COVID19 app registration on entry. YP encouraged to use this, or staff to mark those who do not register via app.</p>	Staff	1

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Toilet	Staff/ young people	<p>Signage to be created about washing hands.</p> <p>Hand washing gel to be provided at all times, staff to have funds to buy hand wash and keep this in the cabinet in case the venue runs out. Staff to monitor this.</p> <p>Paper towels to be used at all times, with a bin provided; staff to order via the church where possible.</p> <p>If someone uses toilet, the kitchen should be vacated to allow 1 meter social distancing when walking to and from toilet.</p>	Staff	2
Using the space	Staff and YP	<p>Each room will be assessed in relation to floor space and the equipment being used so it can be set up in a way that where possible 2 meters distance should be maintained, at minimum 1 meters distance can be maintained at all times.</p> <p>Staff have floor marking tape, which</p>	Staff	1

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		must be used if the group or activity need clear 1 meter markings. This can be put down and replaced for various groups.		
Risk assessments of each group (and individuals where needed)	Staff/ young people	Staff to devise a questionnaire for young people which would establish risks to them as an individual, to be used as part of the re-integration process. If someone has an underlying health condition / or a family member who has, an individual risk assessment will be put into place for that person.	Staff	1
Access to food and drink during session	Staff / young people	Staff to stop running the tuck shop facility. This will limit money and goods handling. Staff to prepare any food or drink for the session with gloves. To be served with disposable plates and cups, which need to be thrown away after one use. Only 1 young person to enter kitchen space at a time.	Staff	1
Ongoing monitoring	Staff / young people	Staff to conduct their own operational risk assessment during the pre-briefing time of each session. Lead staff to brief the team on health and safety actions,	Staff	2

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		and review these at the end.		
Illness	Staff/ Young people/ public	<p>Staff to report any young person illness, that could be related to Coronavirus or any YP contact with a confirmed coronavirus case to the youth and community hub coordinator and the child's guardians.</p> <p>Staff to report any illness that could be related to coronavirus or any contact with a confirmed case to the youth and community hub coordinator.</p> <p>If a young person or someone from their home has symptoms of coronavirus, staff to exclude that young person from face to face delivery and signpost them to online youth provision for 2 weeks and explain to the child and family the importance of self-isolation to stop the spread of infection within the community.</p> <p>YP to show staff the test result via</p>	Staff	2

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		<p>screen shot/text email. With a negative result the YP can reintegrate into the group. In the case of a positive text result, or a lack of proof of a negative test result, that young person must not be allowed to re-join in-person sessions for 2 weeks.</p> <p>Any infection risk must be reported to the youth and community hub coordinator.</p> <p>All staff and YP to have temperature checked upon entry. Signage to remind people that if they have symptoms they should not attend and should book a test.</p> <p>IF staff cannot contact the youth and community hub coordinator, staff must contact a member of the OMC to report any illness, case contact.</p>		

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Contract tracing	Staff/ Young Person	<p>To ensure the project meets the requirement of Central Governments contract tracing procedures the following information will be obtained from the young people.</p> <p>Their full name Date of Birth Emergency Contact details Contact details for themselves DOB of the Young Person</p> <p>This will be stored on a central database in case someone within the group is diagnosed with Covid19.</p>		
Work stations	Staff / building users	<p>Open windows where possible to allow ventilation. Each member of staff to have dedicated work space and to be responsible for cleaning it before and after use. Ensure work spaces are 2 meters apart, minimum 1 meter where 2 cannot be facilitated. Staff to plan their work space in separate areas and facilitate work in multiple rooms wisely, keeping 2 meters distance at all times, 1 where not possible.</p> <p>All appointments to be pre-booked and timed not to coincide.</p>	Staff	1

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Fire Risk		In the event of a fire, follow the fire procedure as required. Fire Marshall to be on shift during all open hours and to carry sanitiser Gel on their person– and in the case of an evacuation, ensure all staff use at fire assembly point and that staff socially distance at meeting point.		
Staff equipment	Staff / other users of equipment	Staff refreshments – staff should use their own cup, plate, cutlery. Were possible disposable ones should be used and thrown away. Keys, and any other item that may be handed between the team members/used by other people, should be antibac wiped pre and post session.	staff	1
Dragon Music Session		- The attendees will be separated across different rooms to ensure the maximum space for social distancing is used, 5 people maximum in main two rooms, 3 people maximum in smallest room. This is reduced due to the space of		

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		<p>instruments. Staff can reduce the amount in a room where necessary, for health and safety reasons. Only 1 in and out of kitchen/bathroom area. Where two young people are from the same household, they can sit next to each other and occupy the space of '1' person, as long as both members are still 1 meter away from the others.</p> <ul style="list-style-type: none"> - Group 1 – clean off all equipment with provided PPE and cleaning products. - Group 2 – clean off all equipment with provided PPE and cleaning products and place away into storage. - Once the group is finished, all the equipment will be put back away and won't be used again until the following week - Young people are being booked into groups in 'school bubbles' from the same schools. Staff 		

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		<p>should avoid booking children into the sessions if they are from different schools (unless they already live in the same household). Currently we have a Parkside Middle School and North Bromsgrove High school combined bubble attending due to the fact they are siblings – December 2020 update.</p>		
LGBT+ support group		<ul style="list-style-type: none"> - Young people are being booked into groups in 'school bubbles' from the same schools. Staff can create an 'LGBT+' bubble to include people who would otherwise be unable to attend a group. North Bromsgrove High School is the smaller school bubble group and therefore currently has PL and partner attend as they would otherwise be left out of a school bubble – December 2020 update. - The attendees and staff will be separated across different rooms 		

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		<p>to ensure the maximum space for social distancing is used, 7 people maximum in main two rooms, 3 people maximum in smallest room. Staff can reduce the amount in a room where necessary, for health and safety reasons. Where two young people are from the same household, they can sit next to each other and occupy the space of '1' person, as long as both members are still 1 meter away from the others.</p>		
<p>Empowerment Project</p>		<ul style="list-style-type: none"> - Young people are being booked into groups in 'school bubbles' from the same year, same schools. - School social risk assessment measures are in place for this group, therefore the children do not have to wear face coverings unless they want to. This is due to the fact this is a replacement of their lesson. Currently these sessions may happen 'onsite' at school or 'offsite' at the hub. The 		

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		<p>rules are the same regardless.</p> <ul style="list-style-type: none"> - Children are allowed within a 1 meter distance of each other, as would be allowed within their school bubbles at school. - Staff will adhere to the hub risk assessment and will wear PPE such as visors/face coverings and gloves to handle items during the session. - Staff must clean the room thoroughly once used – wearing gloves to do so. The room must be ventilated after the group has used it, and prior to any other group using the room. - Where possible self contained equipment kits to be used by children during the session for arts and crafts. 		

Key risk assessment areas for Staff:

- All sign in via track and trace.
- One allocated staff to do paperwork (sign in and evaluation), mark clearly anyone who hasn't used track and trace.
- Measure Temperature of everyone.
- Send anyone home with symptoms, inform guardian, school and encourage to test.
- Clean all high-risk touch points such as light switches, door handles, keys and surfaces prior to starting session, radiator in cold weather.
- Clean during, in-between and after sessions everything that has been used and put a sticker to inform item has been cleaned.
- Clearly mark anything that has not been cleaned with a dated label for quarantine.
- Clean all fabric furniture by changing covers or spraying with disinfectant.
- Create self-contained activities for individuals, such as instruments for individuals, or craft/paint kits for one person to use.
- Encourage yp not to share personal items or food during session.
- Staff to wear gloves when cleaning, handling food, taking bins out, or when needed.

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- YP to wear face mask or covering unless medical reason.
- Staff advised to wear face mask or covering to protect themselves.