


Coronavirus (COVID-19) Risk assessment			
<b>Establishment:</b> Horley Young People & Family Centre	<b>Assessment by:</b> Natalie Hughes / Stuart Kingsley		<b>Date:</b> 22.6.2021
<b>Review Date:</b> 30.07.2021 (Or when government guidelines are changed)	<b>Red</b> – high risk	<b>Amber</b> – medium risk	<b>Green</b> – little or no risk
			<b>Version:</b> 9

People who are at risk	Time & area of consideration	Risks	Description of preventative measures	Action	New risk level after preventative measures & actions
All staff and users of the building	April 2021 - July 2021	<b>HIGH risk of infection</b>	<p>► Certain lockdown measures in place until July 14<sup>th</sup> 2021</p> <ul style="list-style-type: none"> <li>All office work to be conducted from home</li> <li>Assess necessity of face to face work with level 3 families.</li> <li>Complete all Covid questionnaires with the client over the phone on the day prior to meeting with them face to face in the building.</li> <li>Ensure a face covering is worn at all times during face to face meetings.</li> <li>If a client is in the vulnerable category then a virtual meeting should be conducted.</li> <li>Youth Club to still operate at capacity of 15 with masks.</li> </ul>	<p>Staff will work from home unless the following applies:</p> <ul style="list-style-type: none"> <li>Red or Amber level 3 families need face to face support and are risk assessed accordingly</li> <li>A vulnerable group is working from the centre – Midwife clinic and Supervised contact</li> <li>Staff to work from home where reasonable and practical.</li> </ul> <p>Team rota introduced to cover the above sessions and face to face work to ensure personal safety of the workers facilitating them.</p> <p> TEAM ROTA - COVID JAN 21.docx</p>	<b>Low</b>



People who are at risk	Time & area of consideration	Risks	Description of preventative measures	Action	New risk level after preventative measures & actions
All Family Centre team members	All day the whole centre building	<p><b>Risk of cross contamination including new covid variant:</b></p> <p><b>Lack of understanding &amp; Non-compliance of policy &amp; procedure relating to COVID-19</b></p> <p><b>Including:</b></p> <ul style="list-style-type: none"> <li>• Government enforcement of rule of 6</li> <li>• Wearing of face masks in community centres at all times</li> </ul>	<p>▶ Prior to returning to work &amp; direct delivery the <b>COVID-19: Returning to work – CYP Manager check-list</b> must be completed and shared with staff to ensure compliance along with the <b>YMCA East Surrey CYP COVID-19 Guidance</b></p>	<p>Manager to complete checklist and share with staff – see below</p> <p>Manager orientation</p> <ul style="list-style-type: none"> <li>▶ Family Centre manager to organise orientation session with returning direct delivery staff where required.</li> <li>▶ To share specific risk assessments with all staff</li> <li>▶ Ensure staff have completed the three on-line training sessions (Coronavirus Essentials; Coronavirus Awareness; Infection Prevention and Control) prior to commencing any work and/or delivery.</li> <li>▶ Manager to email Emily staff names and emails for training links.</li> </ul>	<b>Medium</b>



All Family Centre team			 COVID-19 Returning to work (		
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members  
Continued.....

YMCA EAST SURREY



**YMCA East Surrey CYP COVID-19 Guidance**

Created: 1 June 2020  
Last updated: 4 January 2021

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People who are at risk	Time & area of consideration	Risks	Description of preventative measures	Action	New risk level after preventative measures & actions
			<ul style="list-style-type: none"> <li>▶ The centre manager and staff will deliver services in line with Government guidance - <a href="https://www.gov.uk/government/publications/covid-19-guidance-for-the-safe-use-of-multi-purpose-community-facilities/covid-19-guidance-for-the-safe-use-of-multi-purpose-community-facilities">https://www.gov.uk/government/publications/covid-19-guidance-for-the-safe-use-of-multi-purpose-community-facilities/covid-19-guidance-for-the-safe-use-of-multi-purpose-community-facilities</a></li> <li>▶ <a href="https://www.gov.uk/government/publications/coronavirus-covid-19-guidance-for-childrens-social-care-services">Coronavirus (COVID-19): guidance for children's social care services - GOV.UK (www.gov.uk)</a></li> <li>▶ Manager to complete service specific risk assessments</li> <li>▶ Manager to ensure staff complete COVID-19 specific training.</li> <li>▶ Manager to keep YMCA East Surrey updated with all risk assessments for accuracy and inclusion.</li> <li>▶ Desks will be two metres apart where possible.</li> <li>▶ Adherence to max numbers displayed in rooms</li> <li>▶ Team members to comply with handwashing and social distancing guidelines throughout the day.</li> <li>▶ Face masks/visors to be worn where 2 metre distancing is not possible within the team</li> <li>▶ Staff to wear masks/visors at all times with all visitors and clients within the building unless they are exempt from wearing one.</li> <li>▶ Team members to work in different areas of the building:                             <ul style="list-style-type: none"> <li>➢ Downstairs office: Admin</li> <li>➢ Upstairs office: Family Support Worker &amp; Manager</li> </ul> </li> </ul>		

People who are at risk	Time & area of consideration	Risks	Description of preventative measures	Action	New risk level after preventative measures & actions
			<ul style="list-style-type: none"> <li>➤ Consultation room: manager where possible.</li> </ul>		
	Attendance	<b>Staff coming into work displaying symptoms of COVID</b>	<ul style="list-style-type: none"> <li>▶ Staff should only attend the Family Centre if they are symptom free, have completed the required isolation period or achieved a negative test result.</li> <li>▶ Staff to complete a back to work health questionnaire prior to returning.</li> <li>▶ All staff coming to the setting should avoid all non-essential public transport travel, whenever possible and outside of setting hours, should minimise social interactions, as per the national guidelines including wearing of face coverings.</li> </ul>	<ul style="list-style-type: none"> <li>▶ Guidance and training to be provided to staff prior to re-commencement of work (See above section).</li> <li>▶ Staff to be vigilant on health and stay away if unwell. Current government guidance to be followed.</li> </ul>	<b>LOW</b>
	Face to face work in the community	<b>Transmission of COVID - 19</b>	<ul style="list-style-type: none"> <li>▶ Risk Assessment to be completed prior to meeting with parent to ascertain if anyone in the household has or is displaying symptoms of COVID-19. If yes the client should be self-isolating for the required period along with all family members and a visit cannot take place. If the client is well a virtual meeting should be offered as an alternative if they have access to a computer, where this is not possible a telephone call should be arranged.</li> <li>▶ Face to face meetings to be arranged at the centre in the first instance.</li> <li>▶ Arrangements to meet in the centre building only where the two metre social distancing guidelines</li> </ul>	<ul style="list-style-type: none"> <li>▶ PET Assessment completed- (People, Environment, Task).</li> <li>▶ Specific questions asked about COVID -19                             <ul style="list-style-type: none"> <li>➤ <i>Do you or anyone in your household or people you have been in contact with have or have had COVID-19?</i></li> <li>➤ <i>Are you or anyone in your household or people you have been in contact with displaying any signs of COVID -19?</i></li> </ul> </li> <li>➤ Staff are required to ask these questions before each individual</li> </ul>	<b>LOW</b>



People who are at risk	Time & area of consideration	Risks	Description of preventative measures	Action	New risk level after preventative measures & actions
			<p>can be implemented. This is possible in the main family centre room.</p> <ul style="list-style-type: none"> <li>▶ Face covering should be worn at all times within the building unless exemption applies</li> <li>▶ Arrangements can be made to meet outside outside if possible, whether dependant.</li> <li>▶ In their garden (as long as access is not through the home)</li> <li>▶ In the park</li> <li>▶ A community room – i.e School or library room</li> <li>▶ Availability of appropriate PPE including pocket hand sanitizer/masks if required.</li> </ul>	<p>visit and note this on the risk assessment.</p> <ul style="list-style-type: none"> <li>▶ Staff member to advise client of protocols prior to meeting including:                             <ul style="list-style-type: none"> <li>➢ Face coverings to be worn within the centre at all times unless exempt.</li> <li>➢ 2 metre distancing rule</li> <li>➢ Hygiene measures – hand sanitizer/handwashing/</li> <li>➢ Use of own pens</li> <li>➢ Bringing own drink</li> <li>➢ Limiting attendees to</li> </ul> </li> </ul>	
	Face to face work in the home	<b>Cross contamination with clients</b>	<ul style="list-style-type: none"> <li>▶ Risk Assessed with parent to ascertain if anyone in the household has or is displaying symptoms of COVID-19.</li> <li>▶ Staff to be provided with hand sanitizer for visits.</li> <li>▶ Mitigating measures should continue to be used: i.e.                             <ul style="list-style-type: none"> <li>➢ Arrange to meet at the centre</li> <li>➢ Arrange to meet in the park</li> <li>➢ Arrange to meet in the garden if possible</li> <li>➢ Arrange to meet in a community venue</li> </ul> </li> <li>▶ Meeting inside the home should only be considered where the 2 metre social distancing measures can be put in place.</li> </ul>	<ul style="list-style-type: none"> <li>▶ PET Assessment completed– (People, Environment, Task).                             <ul style="list-style-type: none"> <li>➢ Specific questions asked about COVID -19</li> <li>➢ Do you or anyone in your household or people you have been in contact with have COVID-19?</li> <li>➢ Are you or anyone in your household or people you have been in contact with displaying any signs of COVID -19?</li> <li>➢ Staff are required to ask these questions before each individual</li> </ul> </li> </ul>	<b>HIGH</b>

People who are at risk	Time & area of consideration	Risks	Description of preventative measures	Action	New risk level after preventative measures & actions
			<ul style="list-style-type: none"> <li>▶ Availability of appropriate PPE including pocket hand sanitizer/masks if required.</li> <li>▶ Rule of 6 applies</li> <li>▶ Wearing of face covering at all times.</li> </ul>	<p>visit and note this on the risk assessment.</p> <ul style="list-style-type: none"> <li>▶ Staff member to advise client of protocols.</li> <li>▶ All risk assessments MUST be shared and discussed with the centre manager before arranging to meet in a client's home.</li> </ul>	
All staff children, parents and users of the building	Use of building/ Entering the building/ General hygiene	<p><b>Trans- mission of COVID-19</b></p> <p><b>Lack of understanding &amp; Non-compliance of policy &amp; procedure relating to COVID-19</b></p> <p><b>Including:</b></p>	<ul style="list-style-type: none"> <li>▶ Partner/user service specific risk assessments in place and checked by Family centre manager for compliance to current government guidelines and regulations to ensure:                             <ul style="list-style-type: none"> <li>➢ They adhere to government guidance:</li> <li>➢ Staff and users to wear face masks in the communal areas of the building including reception – following Government guidance on Multi-use community venues (22 Sept 2020)</li> <li>➢ Use of sanitizer on entry</li> <li>➢ The users are not displaying symptoms</li> <li>➢ To explain social distancing rules inside:</li> <li>➢ To explain procedures/process during visit</li> <li>➢ Entrance at front, exit at rear – one way system.</li> </ul> </li> <li>▶ All staff and users advised to use sanitizer on arrival and to wash hands thoroughly with soap.</li> </ul>	<ul style="list-style-type: none"> <li>▶ Display signs of protocols to ensure understanding and compliance</li> <li>▶ Visual reminders of social distancing requirements around building and setting</li> <li>▶ Risk Assessment will be carried out on whole of building by SCC and by the family Centre manager based on usage.</li> <li>▶ Partner service team members available to meet and greet their clients; parents/users to ensure compliance</li> <li>▶ Sanitizer available at entrance</li> </ul>	<b>LOW</b>



People who are at risk	Time & area of consideration	Risks	Description of preventative measures	Action	New risk level after preventative measures & actions
All staff children, parents and users of the building continued.....	Toys & equipment	<ul style="list-style-type: none"> <li>Government enforcement of rule of 6</li> <li>Wearing of face masks in community centres at all times</li> </ul>	<ul style="list-style-type: none"> <li>Removal of all soft furnishings and soft toys</li> <li>Toys and equipment must be limited and chosen according to ease of cleaning.</li> <li>Toys and equipment to be wiped clean in between use</li> <li>No playdough or messy play items to be used.</li> <li>Wipe able books only</li> </ul>	<ul style="list-style-type: none"> <li>Guidance and training to be provided to staff prior to re-commencement of work</li> <li>Staff to be advised on what items can be used. All toys must be quickly and easily cleanable.</li> <li>All used toys and equipment to be cleaned after each use by either the family centre staff or partner service.</li> </ul>	LOW
	General hygiene		<ul style="list-style-type: none"> <li>Hand washing</li> </ul>	<ul style="list-style-type: none"> <li>Signage</li> </ul>	LOW
	Users who do not comply		<ul style="list-style-type: none"> <li>Building users who do not following social distancing guidelines                             <ul style="list-style-type: none"> <li>Will be asked to comply - reinforcing current guidelines, policy and social distancing measures as per government guidelines.</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>Those users who do not comply with current government guidelines having been requested to do so will be asked to leave by the manager where possible.</li> <li>Deputy Head and Head of CYP will be informed of the incident</li> </ul>	LOW
	Hosting or running Groups/courses		<ul style="list-style-type: none"> <li>The Family Centre and each partner service user completes an individual risk assessment based on each course or group they intend to run according to current government guidelines. – to include                             <ul style="list-style-type: none"> <li>Hirer and clients to wear face masks in the communal areas of the building including reception – following Government guidance on Multi-use community venues (22 Sept 2020)</li> <li>Hygiene measures</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>All risk assessments must be discussed and checked for compliance with the centre manager prior to agreement of the service proceeding.</li> <li>Protocols must be followed by clients and users.                             <ul style="list-style-type: none"> <li>Entrance at the front of the building and exit at the back.</li> <li>Entering wearing face mask and at all times within the centre.</li> <li>Use of hand sanitizer on entry</li> </ul> </li> </ul>	At present 8.10.2020 MEDIUM

People who are at risk	Time & area of consideration	Risks	Description of preventative measures	Action	New risk level after preventative measures & actions
			<ul style="list-style-type: none"> <li>➢ Social distancing measures (2 metres)</li> <li>➢ Pinch points within building (one way system)</li> <li>➢ The use of communal internal spaces should be restricted as much as possible (e.g. staff room, kitchen and office).</li> <li>➢ Adherence to max numbers displayed in each room.</li> </ul>	<ul style="list-style-type: none"> <li>▶ Handwashing during session</li> <li>▶ Social distance applied</li> </ul>	
All staff children, parents and users of the building continue d.....	Communication	<b>Staff and users of the building including visitors unaware of guidance, systems and internal protocols to mitigate risks of COVID-19</b>	<ul style="list-style-type: none"> <li>▶ Hirers to enter building with masks on.</li> <li>▶ Staff/Partners and users of the building should receive clear communication from the centre regarding their role in the operating procedure of the building, including measures to be undertaken by all to ensure the safety and wellbeing of all. FC Manager to clearly and promptly keep all staff informed of changes in regards to systems &amp; policies and risk assessments.</li> <li>▶ CYP Head of service to keep manager up to date with any procedural changes.</li> </ul>	<ul style="list-style-type: none"> <li>▶ Information posted on Facebook for families using the centre on the revised delivery of service.</li> <li>▶ Parents to sign a family agreement including disclosure and abidance to social distancing requirements</li> <li>▶ Guidance and training to be provided to staff prior to re-commencement of work</li> <li>▶ Protocols and signage to be displayed within building and rooms</li> </ul>	<b>LOW</b>
	Visitors and un announced ad hoc visits increasing risk	<b>Attendance to the building should be restricted to known and agreed users or essential</b>	<ul style="list-style-type: none"> <li>▶ All users and visits to be agreed in advance with manager or team members.</li> <li>▶ Clients attending the centre will need to book a slot.</li> <li>▶ All ad hoc visitors will be not be admitted.</li> </ul>	<ul style="list-style-type: none"> <li>▶ Manager to communicate to team</li> <li>▶ Signage to indicate non admittance or admission to building – session dependant. To include centre contact details to make alternative arrangements</li> </ul>	<b>LOW</b>

People who are at risk	Time & area of consideration	Risks	Description of preventative measures	Action	New risk level after preventative measures & actions
All staff children, parents and users of the building continue d.....		<b>building maintenance agreed in advance</b>			
	Cleaning	<p><b>Cleaning not completed thoroughly, before, during and at the end of the session</b></p> <p><b>Soft toys and furnishing not being removed.</b></p> <p><b>Adequate cleaning not being carried out when a child/staff displays symptoms of COVID-19</b></p>	<ul style="list-style-type: none"> <li>▶ A member of staff should be designated as the key cleaner for communal hot spots</li> <li>▶ Staff to clean AND disinfect frequently touched surfaces throughout the day – including tables, chairs, resources, equipment, doorknobs, light switches, countertops, handles, toilets, taps, and sinks.</li> <li>▶ Wear one pair of disposable gloves for cleaning and dispose of immediately after cleaning.</li> <li>▶ Using a disposable cloth, first clean hard surfaces with warm soapy water, then disinfect these surfaces with the cleaning products you normally use.</li> <li>▶ Wash hands regularly with soap and water for 20 seconds, and after removing gloves, aprons and other protection used while cleaning. Rugs and carpet tiles not to be used.</li> </ul>	<ul style="list-style-type: none"> <li>▶ Ensure that sufficient PPE is available including hand sanitisers.</li> <li>▶ Guidance and training to be provided to staff prior to re-commencement of work</li> <li>▶ Protocols and signage to be displayed within building and rooms</li> <li>▶ Regularly empty bins.</li> <li>▶ Soft toys and furnishings to be removed from setting</li> </ul> <p>If there is a positive test result of an individual who has been in attendance, then current guidance must be followed for cleaning of the centre.</p>	<b>LOW</b>
	Cleaning of electronic equipment	<p><b>Items may not be thoroughly cleaned, resulting in</b></p>	<ul style="list-style-type: none"> <li>▶ Regularly clean electronics, such as tablets, telephones, touch screens, keyboards, telephones and remote controls throughout the day.</li> <li>▶ No sharing of iPad.</li> </ul>	<ul style="list-style-type: none"> <li>▶ Guidance and training to be provided to staff prior to re-commencement of work</li> </ul>	<b>LOW</b>



People who are at risk	Time & area of consideration	Risks	Description of preventative measures	Action	New risk level after preventative measures & actions
		<b>risks associated with COVID-19</b>			
	Toys & equipment	<b>Toys and resources available should be easily cleanable and regularly cleaned in between use.</b>	<ul style="list-style-type: none"> <li>▶ No soft furnishings or soft toys to be available.</li> <li>▶ No playdough to be used.</li> <li>▶ No messy play items.</li> <li>▶ Books must be wipe able</li> </ul>	<ul style="list-style-type: none"> <li>▶ Guidance and training to be provided to staff prior to re-commencement of work Staff to be advised on what items can be used. All toys must be quickly and easily cleanable.</li> </ul>	<b>LOW</b>
	Disposal of potentially contaminated waste	<b>Improper disposal of hazardous waste and PPE</b>	<ul style="list-style-type: none"> <li>▶ Waste from possible cases and cleaning of areas where possible cases have been, should be double bagged and put in a suitable and secure place, marked for storage until:                             <ol style="list-style-type: none"> <li>1) the individual tests negative; waste can then be put in with the normal waste</li> </ol>                             the individual tests positive or results not known; then store it for at least 72 hours and put in with the normal waste                         </li> </ul>	<ul style="list-style-type: none"> <li>▶ Guidance and training to be provided to staff prior to re-commencement of work Use of hazardous waste kit or PHS bins provided.</li> </ul>	<b>LOW</b>



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