

Coronavirus (COVID-19) Risk assessment		
Establishment: YMCA Phoenix Youth Centre	Assessment by: Kerry Senior Update 16/12/21	Date: 16/12/21
Review Date: Live Document	Red – high risk Yellow – medium risk Green – little or no risk	Draft: 16/12/21
Description of preventative measures in red – To be carried out if government guidelines change		

This risk assessment is to be used in conjunction with the existing building risk assessment and any service specific risk assessments that are carried out.

People who are at risk	Time & area of consideration	Risks	Description of preventative measures	Action	New risk level after preventative measures and actions
Staff, Service users	All internal Communal areas	<ul style="list-style-type: none"> Contracting Covid 19 	<ul style="list-style-type: none"> Follow latest Government advice: Adopting hybrid working arrangements where staff are able to carry out part of their roles remotely; HR will lead on this in consultation with Heads of Service and line managers. Wash hands – keep washing your hands regularly Wearing of face coverings in communal areas. Limit close contact in the workplace where possible and where not possible will encourage measures to limit the spread of COVID, this will be monitored and reviewed 	<ul style="list-style-type: none"> Install hand sanitisers at main entrances Install hand sanitisers and wipes at other high touch point areas Staff to wear a face covering in communal spaces within the building 	<ul style="list-style-type: none"> not all users will use the sanitisers, staff will reinforce the point on entry staff and users are following face covering guidelines

			<p>over the winter</p> <ul style="list-style-type: none"> Sliding Doors to be kept open when main area is in use to allow ventilation 		
Staff, Service users	Car Park	<ul style="list-style-type: none"> Social distancing is not maintained 	<ul style="list-style-type: none"> A 2m queuing system will continue to be marked out along the external wall of the building with extended queues to follow the walkway if government guidelines change. Cars to park in designated parking spaces. Ensure adequate ventilation in all areas 	<ul style="list-style-type: none"> Mark out 2m spaces for queues requesting 2m rule. Signage explaining the queueing system to be displayed. Open windows and doors where possible – sliding doors 	<ul style="list-style-type: none"> Social distancing is not maintained
Staff, Service users	Entrance	<ul style="list-style-type: none"> Staff/Members enter the building 	<ul style="list-style-type: none"> PHE guidance – anyone should stay at home for 10 	<ul style="list-style-type: none"> Phoenix Centre risk assessment to 	<ul style="list-style-type: none"> Staff/Customers enter the building

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Staff, Service users	Main Area	<ul style="list-style-type: none"> with COVID-19 symptoms Social distancing is not maintained COVID-19 is brought in on food, equipment or other items Non-essential travel and social interaction guidelines not followed by staff and families 	<p>days if they present with COVID-19 symptoms</p> <ul style="list-style-type: none"> HR Manager to be informed if a staff member has symptoms and they are to remain at home for 10 days if a positive PCR is recorded Display PHE signage on main doors and reception area informing members of the public and staff to not come in if they display COVID-19 symptoms Hand Sanitiser to be available upon entering the building and at key contact points i.e. before entering sports halls and gym and visitors asked to use it to wash their hands All individuals coming to the setting should follow national guidelines for social interaction. 	<p>be shared with all staff and members via our website.</p> <ul style="list-style-type: none"> Staff to complete coronavirus and infection control training prior to returning to work Protocols and signage to be displayed within building and rooms Duty officers to be informed of additional cleaning responsibilities 	<ul style="list-style-type: none"> with COVID-19 symptoms Social distancing is not maintained COVID-19 is brought in on food, equipment or other items Non-essential travel and social interaction guidelines not followed by staff and families

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			<ul style="list-style-type: none"> • Duty officers to clean, or arrange for cleaning of, high contact areas such as door entry keypads, door handles and light switches on a regular basis throughout opening hours • Management to phase in number of staff and services using the building at one time. • Staff should limit possessions brought into work and not to be shared with others • Staff to wash hands after collecting deliveries, equipment or other items that are brought into the centre • Tables will be spaced out 2m apart, some tables will be removed to ensure social distancing. • Parents are not to enter the building and young people will use sanitiser on entry to building. 		

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Staff, Service users	Toilets/ Showers & Changing Facilities	<ul style="list-style-type: none"> • COVID-19 is transmitted via hard surfaces in toilet areas • Social distancing is not maintained • Staff/service users do not wash hands effectively. 	<ul style="list-style-type: none"> • Deep cleaning of the toilet areas to happen every evening and clear records to be kept by cleaning 	<ul style="list-style-type: none"> • Duty officers to be informed of additional cleaning responsibilities • Handwashing posters to be displayed • Antibacterial spray/wipes to be made available. 	<ul style="list-style-type: none"> • COVID-19 is transmitted via hard surfaces in toilet areas • Social distancing is not maintained • Staff/service users do not wash hands effectively.

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			<p>company. Facilities Manager to inform external cleaners if an area is contaminated due to a suspected case of COVID-19.</p> <ul style="list-style-type: none"> • Duty officers or other designated staff to clean high contact areas (door handles, taps, toilet flush etc.) on a regular basis • Effective hand washing poster to be displayed above sinks • Alternative toilets and sinks to be used to promote social distancing 	<p>If government guidelines change</p>	
<p>Staff</p>	<ul style="list-style-type: none"> • Main Office 	<ul style="list-style-type: none"> • COVID-19 is transmitted via hard surfaces, computer and telephone equipment • Social distancing is not maintained 	<ul style="list-style-type: none"> • Follow agreed desk space usage • Office space to be only accessed by employees on a booked basis. • Minimise shared desk space where possible. • Phased approach to staff returning to work 	<ul style="list-style-type: none"> • Senior Management to reconfigure office space to adopt social distancing measures. • Sanitising equipment to be available in each office • Room capacity and social 	<ul style="list-style-type: none"> • COVID-19 is transmitted via hard surfaces, computer and telephone equipment • Social distancing is not maintained

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			<ul style="list-style-type: none"> • Service users, members or class instructors are not to enter office space, phone system or Microsoft Teams should be used. • Senior Management to clearly identify which desks can be used that maintain 2m social distance. Other desks to be marked off/removed from space if required • Desks, where possible, should not face each other, to sit diagonally if desks are opposite where possible • Staff to wipe down desk/computer upon arrival and leaving the desk • Notices on doors to highlight maximum number of people permitted in each office space. • Duty officers to clean high contact areas, such as door handles, printers, filing cabinets every three hours. • Windows to be opened when offices are in use. • All meetings to be held virtually using Teams where 	<ul style="list-style-type: none"> • distance signage to be displayed • Senior Managers i.e. Head of Central Services, Health & Wellbeing Manager and Head of CYP approve staff coming into the office prior to arrival, and inform centre manager who has oversight of building use. • Senior Managers i.e. Head of Central Services, Health & Wellbeing Manager and Head of CYP to coordinate a rota of staff using office space if demand is high • Duty officer to enforce social distancing and 	



			possible or follow social distancing	challenge any non-essential office use.	
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Staff/ Young people when accompanied by staff	Kitchen and kitchen bar	<ul style="list-style-type: none"> COVID-19 is transmitted via hard surfaces and communal equipment and/or food products and packaging Social distancing is not maintained 	<ul style="list-style-type: none"> The staff kitchen is to be accessed by staff only and supervised young people during an activity. Staff should wash their hands when entering the kitchen. Maintain social distancing at all times where possible Shutters to remain shut at all times unless kitchen in use YMCA East Surrey will continue to supply milk, tea and coffee but staff use at their own risk. Communal appliances such as kettles, microwaves, dishwashers etc. should be cleaned prior and after use, using disposable wipes/blue roll. No reusable cloths or sponges to be used and the dishwasher to be used where possible. Food preparation should be for personal consumption only, and all utensils and equipment cleaned prior to leaving the kitchen area. Kitchen to be deep cleaned and bins to be emptied 	<ul style="list-style-type: none"> Duty officers to be informed of additional cleaning responsibilities Room capacity, no entry and social distance signage to be displayed Staff to be informed of requirements and expectations prior to using the kitchen Inform external cleaning company about changes to contract. 	<ul style="list-style-type: none"> COVID-19 is transmitted via hard surfaces and communal equipment and/or food products and packaging Social distancing is not maintained



			<p>every evening.</p> <ul style="list-style-type: none">• Sliding doors to be opened when kitchen in use• Duty officers should clean high contact areas such as door handles, fridge handles, photocopier buttons should be cleaned regularly		
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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 and actions
Staff, Service users	Sports Hall	<ul style="list-style-type: none"> COVID-19 is transmitted via hard surfaces, equipment Social distancing is not maintained 	<ul style="list-style-type: none"> Signage to be displayed to encourage social distancing and regular hand washing before entering hall. Members to disinfect any equipment before and after use, products will be available in the hall. Duty officers should clean high contact areas such as door handles, key pads and work surfaces regularly Fire exits should be used to exit the building after a session/meeting where possible. Hall store doors to remain closed when young people using the space Cleaning of the floor to be carried out by cleaners 	<ul style="list-style-type: none"> Duty officers to be informed of additional cleaning responsibilities Room capacity, no entry and social distance signage to be displayed when required Communication around entry points to be communicated by service managers users 	<ul style="list-style-type: none"> COVID-19 is transmitted via hard surfaces Social distancing is not maintained

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Staff, external hirers	Store Cupboard	<ul style="list-style-type: none"> • COVID-19 is transmitted via hard surfaces, equipment • Social distancing is not maintained 	<ul style="list-style-type: none"> • Only YMCA employees to enter the store, social distancing measures should be adopted where possible. • Any equipment used should be wiped down before putting it away. 	<ul style="list-style-type: none"> • Signs for store doors. 	<ul style="list-style-type: none"> • COVID-19 is transmitted via hard surfaces, equipment • Social distancing is not maintained

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Staff, External Hirers	Consultation Rooms. Inc. art and music room	<ul style="list-style-type: none"> • COVID-19 is transmitted via hard surfaces • Social distancing is not maintained 	<ul style="list-style-type: none"> • All users, internal and external, are to follow YMCA East Surrey’s COVID risk assessment procedures. • For internal use – please refer to individual service risk assessments • All users, internal and external, must wipe down key touch points before and after each client, including the therapy couch. • Reusable items should not be used i.e. towels • Hirers will need to inform Health & Wellbeing Manager of any updates/changes to their Governing Body’s requirements as a result of Covid-19, ensuring any Covid-19 incidents are covered by their insurance policies. 	<ul style="list-style-type: none"> • Update external booking form to reflect changes • Communicate with all internal and external users. • New signage explaining cleaning procedures. 	<ul style="list-style-type: none"> • COVID-19 is transmitted via hard surfaces • Social distancing is not maintained

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Staff, Service users	Outside play area	<ul style="list-style-type: none"> COVID-19 is transmitted via hard surfaces Social distancing is not maintained 	<ul style="list-style-type: none"> Services wanting to use the outside play area to carry out own risk assessment Outside area to remained locked when not in use All equipment and access gates to be thoroughly cleaned prior and after use. Social distance signage to be displayed 	<ul style="list-style-type: none"> Services to carry out own risk assessments Social distance signs to be displayed 	<ul style="list-style-type: none"> COVID-19 is transmitted via hard surfaces Social distancing is not maintained
Staff, Members	First Aid	<ul style="list-style-type: none"> COVID-19 is transmitted via close proximity Social distancing is not maintained 	<ul style="list-style-type: none"> The Duty Manager to wear PPE, gloves and mask when administering first aid to anyone in the building. The Duty Manager to ask the injured person questions about Coronavirus Symptoms. 	<ul style="list-style-type: none"> Add PPE, disposable gloves and masks to all first aid kits. 	<ul style="list-style-type: none"> COVID-19 is transmitted via close proximity Social distancing is not maintained