# COVID-19: Operational risk assessment for Unitas Youth Zone

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| Assessment conducted by: | Tony Lewis / Reggie Liston | Job title: | CEO / Facilities Manager | Covered by this assessment: | Staff, YP, contractors, visitors, volunteers |

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| Date of assessment: | 02.07.20 | Review interval: | weekly | Date of next review: | Weekly |

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|  | |  | Related documents | |
| **Charity / Youth Sector** | |  | | --- | | **Relevant Existing Unitas Policies to include Covid19 amends** | | **Health and Safety Policy**  **First Aid Policy**  **Child Protection and Safeguarding Policies**  **Fire Evac Policy**  **CoHSS Policy**  **Behaviour Policy** | | | | **Government guidance:**  <https://www.gov.uk/government/publications/stay-alert-and-safe-social-distancing-guidance-for-young-people/staying-alert-and-safe-social-distancing-guidance-for-young-people>  [COVID-19: cleaning in non-healthcare settings](https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings)  <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://nya.org.uk/wp-content/uploads/2020/07/Amber-Aware.v2.5.pdf> |

**Purpose of this document:**This COVID19: Risk Assessment and Action Plan document sets out the decisions taken and measures put in place to prepare for the phased re-opening of the Youth Zone and ensure the centre continues to operate in a safe way.

**Risk matrix**

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| Risk rating  High (H), Medium (M), Low (L) | | **Likelihood of occurrence** | | |
| **Probable** | **Possible** | **Remote** |
| **Likely impact** | **Major:** Causes major physical injury, harm or ill-health. | H | H | H |
| **Severe:** Causes physical injury or illness requiring first aid. | H | M | L |
| **Minor:** Causes physical or emotional discomfort. | M | L | L |

| Areas for concern | Risk rating prior to action  (H/M/L) | Control measures | In place?  (Yes/No) | Further action/comments | Residual risk rating  (H/M/L) |
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| **1. Establishing a systematic process of partial opening, including social distancing, which allows delivery of activity** | | | | | |
| **1.1 Net capacity** | | | | | |
| **Available capacity of the centre is reduced when social distancing guidelines are applied** |  | * Agreed number of visitors & young people who can attend the premises on any given day to enable compliance with social distancing rules (e.g cap at 50 and assess dependent on nature of activity). * Agreed timetable of activity for young people and arrangements confirmed for each group. * Limit the numbers of people in each room to an agreed amount as set out in the delivery plan and risk assessment of the activity. * Staff to promote that young people and each adhere to social distancing guidelines * All activities taking place in Unitas to have added covid-19 column onto original risk assessment which factors in capacities and numbers | Y | * Capacity to be reviewed weekly dependent upon review of success of activity and feedback from staff and young people and review of any further Govt guidance. * Sessions to be delivered in line with NYA Guidelines permitted at that time. * Using a booking system or by managed entry young people can participate in groups of up to 15 line with Guidance issued on 30th June 2020. This means there can be multiple acitvites at any given time of 15 per activity with the 15 including staff. |  |
| **1.2 Organisation of delivery spaces** | | | | | |
| **Various room sizes will not allow adequate social distancing** |  | * Delivery room size and numbers reviewed. * Group sizes and timetables/staffing amended allowing for reduced numbers in line with government guidance on social distancing * Delivery rooms re-modelled, with furniture arranged to allow for social distancing. * Spare chairs removed from desks so they cannot be used. * Clear signage displayed in all rooms promoting social distancing. * People in each room who are unable to adhere to social distancing due to the activity will be required to wear a mask * When leaving the room after an activity the staff member is required to walk with the group to the next activity or to the entrance/exit to leave the building | Y |  |  |
| **1.3 Availability of staff and group sizes** | | | | | |
| **The number of staff & volunteers who are available is lower than that required under full operation** |  | * The health status and availability of every member of staff is known and is regularly updated so that deployment can be planned. * Full use is made of those staff who are self-isolating or shielding but who are well enough to engage online. |  | * HR Manager has sent x2 rounds of letters and emails to all staff to obtain health information. Only staff that have returned this and are not Extremely Clinically Vulnerable or Clinically Vulnerable and/or shielding others to begin with will be considered to return to work in order to protect them. However, staff can confirm their acceptance to return to work and will provide risk assessments for them. |  |
| **1.5 The working day** | | | | | |
| **The start and end of the day create risks of breaching social distancing guidelines** |  | * Start and departure times are staggered. * The number of entrances and exits to be used is maximised. * Different entrances/exits are used for different groups. * Staff to ensure their groups are briefed and signage provided to identify which entrances, exits and circulation routes to use. * A plan is in place for managing the movement of people on arrival to avoid groups of people congregating. * Floor markings are visible where it is necessary to manage any queuing. |  | All staff and volunteers were sent an email in March to update their medical information and disclose any underlying health conditions and again in May  X2 staff bubbles have been created which split the delivery team. Only one staff bubble will work on any given day. We will create more staff bubbles in line with extra capacity and demand. |  |
| **1.6 Planning movement around the Youth Zone** | | | | | |
| **Movement around the centre risks breaching social distancing guidelines** |  | * Circulation plans have been reviewed and revised. * One-way systems are in place where possible, e.g the Rec * Corridors are divided where feasible. * Appropriate signage is in place to clarify circulation routes. * Pinch points and bottle necks are identified and managed accordingly. * Movement of visitors around the centre is minimised as much as possible. * Visitors are regularly briefed regarding observing social distancing guidance. * Appropriate levels of supervision are in place. * Young people to come in via the main entrance and leave out the rear yard. * 2m stickers and taping placed at key points. * 2m social distancing to be adhered to always in Unitas except when administering first aid, in the event of a fire and during wanding. |  | * First Aid and Fire Evacuation are to take precedence over social distancing and that is mentioned in the Covid Fire Evacuation Addendum and the Incident Reporting Addendum. * Members from different households to social distance at all times when at Unitas and staff to promote and support this. Behaviour policy actioned when flagrant disregard. 2m rule to be adhered to, knowing that Govt guidance is 1m+ |  |
| **1.8 Staff workspaces** | | | | | |
| **Staff rooms and offices do not allow for observation of social distancing guidelines** |  | * Staff rooms and offices have been reviewed and appropriate configurations of furniture and workstations have been put in place to allow for social distancing. * Staff have been briefed on the use of these rooms. * We will avoid using hot desking, the hot desks at the back of the staff office will be turned into a drop off station for staff to drop pieces of work/equipment and others to pick it up to minimalize contact. * Tabletop dispensers will be left on each desk in the office along with antibacterial wipes for equipment. * Workstations to be measured out to ensure 2m social distancing between each office worker. Excess furniture to be taken out to ensure no overcrowding of desks * Only staff that are due to work on shift or SLT to be in the building. This includes staff that need to keep the operation of the youth zone going e.g cleaners and facilities management. Staff that cannot work from home due to home circumstances i.e. lack internet or resources needed to complete their work will be supported to explore alternative measures. |  | * Staffing bubbles have been created * Duty manager identified on rota |  |
| **1.10 Governance and policy** | | | | | |
| **Trustees are not fully informed or involved in making key decisions** |  | * Online meetings are held regularly with Trustees. * Trustees are involved in key decisions on reopening. * Trustees are briefed regularly on the latest government guidance and its implications for the Youth Zone. |  | * Extraordinary Board meetings convened. |  |
| **1.11 Policy review** | | | | | |
| **Existing policies on safeguarding, health and safety, fire evacuation, medical, behaviour, attendance and other policies are no longer fit for purpose in the current circumstances** |  | * All relevant policies have been revised to take account of government guidance on social distancing and COVID-19 and its implications for the youth zone – primary policies include fire evacuation policy, CoHSS policy , safeguarding policy , behaviour management * Staff, pupils, parents and governors have been briefed accordingly. |  | * Fire Evac policy has been updated * CoHSS policy to be reviewed * Safeguarding policy to reflect new areas of child protection and lessons learnt from lockdown period. |  |
| **1.12 Communication strategy** | | | | | |
| **Key stakeholders are not fully informed about changes to policies and procedures due to COVID-19, resulting in risks to health** |  | * Communication approaches for the following groups are in place: * Staff * Visitors * Parents * Patrons * Trustees * Local authority * Professional associations * Other partners |  | * Key forums include: * Staff brief/de-brief * Staff H&S Covid19 handbook * H&S staff forum scrutinising plans. * Risk assessment published on website * Hive app * Staff training * VCS forums |  |
| **1.13 Staff induction and CPD** | | | | | |
| **Staff are not trained in new procedures, leading to risks to health** |  | * A revised staff handbook is issued to all staff prior to reopening. * Induction and CPD programmes are in operation for all staff prior to reopening, and include: * Infection control * Fire safety and evacuation procedures * Constructive behaviour management * Safeguarding * Risk management |  | * All staff refresher on 3rd June. * Hive app to hold refresher training. * All staff returning from furlough to have return to work meetings |  |
| **Staff are not aware of policies and procedures prior to returning off of furlough** |  | * Re-Induction programmes are in place for staff – either online or on site – prior to them starting. * The revised staff handbook is issued to all new staff prior to them starting. |  | * Refresher training 3rd June. * Hive app to hold this training. |  |
| **1.15 Risk assessments** | | | | | |
| **Risks are not comprehensively assessed in every area of the Youth Zone in light of COVID-19, leading to breaches of social distancing and hygiene guidance.** |  | * Risk assessments are updated or undertaken before the centre opens and mitigation strategies are put in place and communicated to staff covering: * When visitors & YP enter and leave the centre * During movement around centre * During break and lunch times |  | All visits to be kept to a minimum.  Site guidance on social distancing and hygiene should be explained to visitors on or before arrival. Limiting the number of visitors at any one time.  All contractor works needing to be carried out are to go through the Facilities Manager to ensure safety measures are in place.  Members, visitors, and staff will be made aware of the safety measures put in place at Unitas and required to sign that they accept the risk of entering the Youth Zone  For staff conducting security searches, seek to ensure younger staff are able to undertake this with PPE. This reflects evidence suggesting older people are more at risk of Covid19. Front of house staff would be core youth work team , all aged under 35.  One visitor enters the building one at a time  Visitors must apply hand sanitiser on entrance at the sanitiser station.  Members will be wanded and asked to show what is in their bags to the welcome team member. This is to be done one at a time with anyone queuing  All visitors will be asked if they are unwell, and if they have been in contact with anyone with symptoms of coronavirus or if anyone within their household has symptoms. If they say they have, they will not be admitted to Unitas  The Staff member will be provided with gloves, mask, and face shield due to not being able to avoid social distancing   * Unitas staff member to take everyone’s temperature with an infrared thermometer upon entry and if their temperature is above 37.5, they will be asked to leave. |  |
| **2. Investing in safety equipment and health and safety arrangements to limit the spread of COVID-19** | | | | | |
| **2.1 Cleaning** | | | | | |
| **Cleaning capacity is reduced so that an initial deep-clean and ongoing cleaning of surfaces are not undertaken to the standards required** |  | * A return-to-work plan for cleaning staff (including any deep cleans) is agreed with contracting agencies prior to opening. * An enhanced cleaning plan is agreed and implemented which minimises the spread of infection. * Working hours for cleaning staff are increased. * Facilities team -Toilets to be checked and cleaned every hour whilst staff or young people in the building. Toilet check sheet to be put up in toilets and carried out. * SLT to encourage hourly cleaning of desks in office when people are working. This will be shown in Covid training and encouraged at all times. |  | * When there are less than 8 staff in the building, each staff member to have own designated toilet for the day. |  |
| **2.2 Hygiene and handwashing** | | | | | |
| **Inadequate supplies of soap and hand sanitiser mean that pupils and staff do not wash their hands with sufficient frequency** |  | * An audit of handwashing facilities and sanitiser dispensers is undertaken before the centre opens and additional supplies are purchased if necessary. * Monitoring arrangements are in place to ensure that supplies of soap, hand towels and sanitiser are maintained throughout the day. |  | * Ensure supply chains remain open |  |
| **Visitors & YP forget to wash their hands regularly and frequently** |  | * Staff training includes the need to remind visitors & YP of the need to wash their hands regularly and frequently. * Posters and electronic messaging boards reinforce the need to wash hands regularly and frequently. * Session leaders monitor the extent to which handwashing is taking place on a regular and frequent basis. * Hand sanitizing station to be set up in wanding area. Everyone that enters MUST sanitize their hands with antibacterial hand gel. All staff and visitors encouraged to put on blue vinyl gloves. Shoes to be sprayed. * Signage to be put up around the building promoting more frequent hand washing. |  |  |  |
| **2.3 Clothing/fabric** | | | | | |
| **Not wearing clean clothes each day may increase the risk of the virus spreading** |  | * Each staff member to wear their own uniform provided and not share or swap * Expectations and guidance are communicated to parents & YP. |  |  |  |
| **The use of fabric chairs may increase the risk of the virus spreading** |  | * Take fabric chairs out of use where possible. * Where that is not possible then ensure chairs are limited to single person use. |  |  |  |
| **2.5 First Aid/Designated Safeguarding Leads** | | | | | |
| **The lack of availability of designated First Aiders and Designated Safeguarding Leads puts visitors & YP’s safety at risk** |  | * All sessions dependent upon First Aid certified staff on site. * A programme for training additional staff is in place. |  |  |  |
| **2.6 Enablement room (isolation room for those experiencing symptoms)** | | | | | |
| **Enablement room is not adequately equipped or configured to maintain infection control** |  | * Social distancing provisions are in place for the enablement room. * The 1:1 room is designated for visitors/YP with suspected COVID-19 whilst collection is arranged. * Procedures are in place for the enablement room to be cleaned after suspected COVID-19 cases, along with other affected areas, including toilets. |  |  |  |
| **2.7 Communication with parents** | | | | | |
| **Parents and carers are not fully informed of the health and safety requirements for the re-opening of the centre** |  | * As part of the overall communications strategy referenced in 1.12, parents are kept up to date with information, guidance and the centre’s expectations on a weekly basis using a range of communication tools. * A COVID-19 section on the Unitas website is created and updated. |  | * Use of mailchimp emails * Social media * For juniors and SEND parents informed of key protocols upon dropping of children |  |
| **Parents and carers may not fully understand their responsibilities should a child show symptoms of COVID-19** |  | * Key messages in line with government guidance are reinforced on a weekly basis via the centre’s website. |  | * We will seek to provide easy to digest Covid19 info for parents in multiple languages and place on website. |  |
| **2.8 Personal Protective Equipment (PPE)** | | | | | |
| **Provision of PPE for staff where required is not in line with government guidelines** |  | * Government guidance on wearing PPE is understood, communicated and sufficient PPE has been procured. * Those staff required to wear PPE (e.g. SEND intimate care; receiving/handling deliveries; cleaning staff) have been instructed on how to put on and how to remove PPE carefully to reduce contamination and also how to dispose of them safely. * Staff are reminded that wearing of gloves is not a substitute for good handwashing. * All staff to be given PPE if they wish, PPE to be always encouraged and to everyone. |  |  |  |
| **3. Maximising social distancing measures** | | | | | |
| **3.1 Visitor & YP behaviour** | | | | | |
| **Visitor & YP behaviour does not comply with social distancing guidance** |  | * Clear messaging to visitors & YP on the importance and reasons for social distancing is reinforced throughout the day by staff and through posters and floor markings. For young children this is done through age-appropriate methods such as stories and games. * Staff model social distancing consistently. * The movement of visitors & YP around the centre is minimised. * Large gatherings are avoided. * Break times and lunch times are structured to support social distancing and are closely supervised. * The centre’s behaviour policy has been revised to include compliance with social distancing and this has been communicated to staff, members and parents. * Behavior policy to consider consequences and actions for young people who cough, spit or discharge bodily fluids at others. * Senior leaders monitor areas where there are breaches of social distancing measures and arrangements are reviewed. * Messages to parents & members reinforce the importance of social distancing. |  | * Behaviour policy reviewed. |  |
| **3.2 Delivery spaces** | | | | | |
| **The size and configuration of delivery spaces does not support compliance with social distancing measures** |  | * Net capacity assessment completed, with each room and delivery space compliant with social distancing measures and in line with government guidance * All furniture not in use has been removed from delivery spaces. * Arrangements are reviewed regularly. |  | * Outdoor sport activity in line with social distancing is permitted ( MUGA & Outdoor rec) * Indoor sports activity currently permitted by Govt so long as social distancing followed. |  |
| **3.3 Movement in corridors** | | | | | |
| **Social distancing guidance is breached when visitors / YP circulate in corridors** |  | * Circulation plans have been reviewed and amended. * One-way systems are in operation where feasible, particularly the Rec * Corridors are divided where feasible. * Circulation routes are clearly marked with appropriate signage. * Any pinch points/bottle necks are identified and managed accordingly. * The movement of groups around the centre is minimised as much as possible. * Where possible, YP to stay in one area and delivery staff to move around. * YP are briefed regularly regarding observing social distancing guidance whilst circulating. * Appropriate supervision levels are in place. |  |  |  |
| **3.4 Toilets** | | | | | |
| **Queues for toilets and handwashing risk non-compliance with social distancing measures** |  | * Queuing zones for toilets and hand washing have been established and are monitored. * Floor markings are in place to enable social distancing. * YP know that they can only use the toilet one at a time. * YP are encouraged to access the toilet during throughout the day to help avoid queues. * The toilets are cleaned frequently – every hour when staff & young people in the building. * Monitoring ensures a constant supply of soap and paper towels. * Bins are emptied regularly. * YP are reminded regularly on how to wash hands. |  |  |  |
| **3.5 1:1 Room** | | | | | |
| **The configuration of 1:1 room may compromise social distancing measures** |  | * Social distancing provisions are in place for the 1:1 room. * Reception 1:1 room is designated for pupils with suspected COVID-19 whilst collection is arranged. * Procedures are in place for 1:1 room to be cleaned after suspected COVID-19 cases, along with other affected areas, including toilets. |  |  |  |
| **3.6 Reception area** | | | | | |
| **Groups of people gather in reception (parents, visitors, deliveries) which risks breaching social distancing guidelines** |  | * Social distancing points are clearly set out, using floor markings, continuing outside where necessary. * Social distancing guidance is clearly displayed to protect reception staff (e.g. distance from person stood at reception desk). * Non-essential deliveries and visitors to the centre are minimised. * Arrangements are in place for segregation of visitors. |  |  |  |
| **3.7 Arrival and departure from Unitas** | | | | | |
| **Visitors & YP congregate at exits and entrances, making social distancing measures difficult to apply** |  | * Start and finish times are staggered. * Activities are pre booked in groups * The use of available entrances and exits is maximised. * Social distancing guidelines are reinforced at entrances and exits through signage and floor/ground markings, including external drop-off and pick-up points. * The need for social distancing stressed at arrival and departure times. |  |  |  |
| **3.8 Staff areas** | | | | | |
| **The configuration of staff rooms and offices makes compliance with social distancing measures problematic** |  | * Reconfiguration of staff rooms and offices has been undertaken during Lockdown to allow for social distancing between staff. * All staff that can work from home are to do so. Only staff that cannot carry out their work from home may come to Unitas plus SLT. * Staff that cannot work from home due to home circumstances i.e. lack internet or resources needed to complete their work will be supported to make adaptations. . * Unitas to stagger the arrival and departure times of workers to reduce crowding into and out of the workplace * Each staff member to have their own designated locker to keep their belongings in. Lockers to be kept locked in the Employability Room temporarily. * Barriers at reception to be left open so staff do not need to touch their pass to get in. |  |  |  |
| **4. Continuing enhanced protection for visitors & YP with underlying health conditions** | | | | | |
| **4.1 Visitors & YP with underlying health issues** | | | | | |
| **Visitors & YP with underlying health issues or those who are shielding are not identified and so measures have not been put in place to protect them** |  | * External groups delivering activity will be provided with clear guidance and this is reinforced on a regular basis. * Managers and leaders of external groups reminded of the importance of shielding potentially vulnerable individuals. * Unitas Youth Zone and external groups are clear about the definitions and associated mitigating strategies relation to people who are classed as **clinically vulnerable** and **clinically extremely vulnerable.** * Children who are SEND will see their parents asked to complete our Covid19 questionnaire before admittance which will determine the level of risk and how we can manage their time at Unitas . |  | * Pending assessment of risk if it is determined that we cannot manage the risk of SEND children ( whom are clinically vulnerable, extremely clinically vulnerable or other) then we may require the parent to remain or we cannot permit entrance. |  |
| **4.2 Staff with underlying health issues** | | | | | |
| **Staff with underlying health issues or those who are shielding are not identified and so measures have not been put in place to protect them** |  | * All members of staff with underlying health issues, those within vulnerable groups or who are shielding have been instructed to make their condition or circumstances known a member of SLT. Records are kept of this and regularly updated. * Members of staff with underlying health conditions have been asked to seek and act on the advice of their GP/consultant/midwife or current government advice. * Staff are clear about the definitions and associated mitigating strategies relation to people who are classed as **clinically vulnerable** and **clinically extremely vulnerable.** * All staff with underlying health conditions that put them at increased risk from COVID-19 are working from home in line with national guidance. * Current government guidance is being applied. |  | * Unitas will explore how to take advantage of any Govt issued antibody tests when possible. * Staff that display symptoms will be supported to take a Covid19 test and if positive will need to self isolate for up to 14 days. * X2 rounds of health letters sent to staff . |  |
| **5. Enhancing mental health support for staff** | | | | | |
| **5.2 Mental health concerns – staff** | | | | | |
| **The mental health of staff has been adversely affected during the period that Unitas has been closed and by the COVID-19 crisis in general** |  | * Staff are encouraged to focus on their wellbeing. * Line managers are proactive in discussing wellbeing with the staff that they manage, including their workload. * Staff briefings and training have included content on wellbeing. * Staff briefings/training on wellbeing are provided. * Staff have been signposted to useful websites and resources. |  |  |  |
| **Working from home can adversely affect mental health** |  | * Staff working from home due to self-isolation have regular catch-ups with line managers. * Staff are encouraged to speak regularly with colleagues, take regular breaks and exercise. * Appropriate work plans have been agreed with support provided where necessary. * Staff working from home may help provide remote learning for any pupils who need to stay at home. |  |  |  |
| **5.3 Bereavement support** | | | | | |
| **Staff are grieving because of loss of friends or family** |  | * Support is requested from other organisations when necessary. |  |  |  |
| **6. Operational issues** | | | | | |
| **6.1 Review of fire procedures** | | | | | |
| **Fire procedures are not appropriate to cover new arrangements** |  | * Fire procedures have been reviewed and revised where required, due to: * Reduced numbers of visitors & YP/staff * Possible absence of fire marshals * Social distancing rules during evacuation and at muster points * Possible need for additional muster point(s) to enable social distancing where possible * Staff, visitors & YP have been briefed on any new evacuation procedures. * Incident controller and fire marshals have been trained and briefed appropriately. |  | * Covid19 Fire Evac policy updated. |  |
| **Fire evacuation drills - unable to apply social distancing effectively** |  | * Plans for fire evacuation drills are in place which are in line with social distancing measures. |  |  |  |
| **Fire marshals absent due to self-isolation** |  | * An additional staff rota is in place for fire marshals to cover any absences and staff have been briefed accordingly. |  |  |  |
| **6.2 Managing premises on reopening after lengthy closure** | | | | | |
| **All systems may not be operational** |  | * All systems have been recommissioned. |  |  |  |
| **Statutory compliance has not been completed due to the availability of contractors during lockdown** |  | * All statutory compliance is up to date. * Where water systems have not been maintained throughout lockdown, chlorination, flushing and certification by a specialist contractor has been arranged. |  | * Legionella testing kit arriving 1st July with risk assessment. However, waters systems have not been dormant during lockdown drastically reducing risk. |  |
| **6.3 Contractors working on the Unitas site** | | | | | |
| **Contractors on-site whilst Unitas is in operation may pose a risk to social distancing and infection control** |  | * Ongoing works and scheduled inspections for the buildings (e.g. estates related) have been designated as essential work by the government and so are set to continue. * An assessment has been carried out to see if any additional control measures are required to keep staff visitors, YP and contractors safe. * Assurances have been sought from the contractors that all staff attending the setting will be in good health (symptom-free) and that contractors have procedures in place to ensure effective social distancing is maintained at all times. * Alternative arrangements have been considered such as using a different entrance for contractors and organising sessions so that contractors and staff, visitors & YP are kept apart. * Social distancing is being maintained throughout any such works and where this is not possible arrangements are reviewed. * In addition to arrangements for COVID-19, normal contractor procedures are being applied and have been updated in light of COVID-19 (including contractor risk assessments and method statements, and contractor induction). |  | All contractor works needing to be carried out are to go through the Facilities Manager to ensure safety measures are in place.   * Members, visitors, and staff will be made aware of the safety measures put in place at Unitas and required to sign that they accept the risk of entering the Youth Zone |  |
| **7. Finance** | | | | | |
| **7.1 Costs of Unitas’ response to COVID-19** | | | | | |
| **The costs of additional measures and enhanced services to address COVID-19 when reopening places Unitas in financial difficulties** |  | * Additional cost pressures due to COVID-19 identified and an end-of-year forecast which factors them in has been produced. * Trustees and Unitas finance team has been consulted to identify potential savings in order to work towards a balanced budget. * Additional COVID-19 related costs are under monitoring and options for reducing costs over time and as guidance changes are under review. * Additional sources of income are under exploration. * Unitas’ projected financial position has been shared with the Trustees. |  |  |  |
| **8. Governance** | | | | | |
| **8.1 Oversight of the CEO & Trustees** | | | | | |
| **Lack of governance oversight during the COVID-19 crisis leads to Unitas failing to meet statutory requirements.** |  | * The CEO & Trustees continue to meet regularly via online platforms. * The governance agendas are structured to ensure all statutory requirements are discussed and managers/leaders are held to account for their implementation. * The CEO’s report to Trustees includes content and updates on how Unitas is continuing to meet its statutory obligations in addition to covering the centre’s response to COVID-19. * Regular dialogue with the Chair of Trustees and those with designated responsibilities is in place. * Minutes of Board meetings are reviewed to ensure that they accurately record Trustee’s oversight and holding managers/leaders to account for areas of statutory responsibility. |  |  |  |
| **9. Additional site-specific issues and risks** | | | | | |
| **Settings to add any site-specific issues/arrangements here and ensure mitigation strategies are in place to address them** | | | | | |
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**Staffing bubble processes:**

Each staff member delivering provision for young people is in a staff bubble.

In respect of our commencing offer upon re-mobilisation we will be working on a limited offer to begin with utilising staff ‘bubbles’. We believe these bubbles will keep staff safe, represent a good varied staffing compliment for each day and allow us to build upon the offer effectively. Only one Bubble will work on any given day and all young people attending will be invite only. We will focus on our most vulnerable young people to begin with who the staff team have been supporting through Lockdown. They will be personally invited down to a session with up to 6 young people each hour, with different activities and spaces used each hour.

From our pool of youth work staff not currently subject to furlough we will create x4 staffing bubbles: 1A, 1B, 2A & 2B. More staffing bubbles will be created as staff return and in line with capacity and need.

Each staffing bubble will work in up to 15 people inclusive of staff and young people , thus reducing the risk of transmission between fellow staff and young people. Any combination of young people can be in a bubble.

For Holiday Club we will be consistent with groups of young people only being able to attend on a given day/week.

Each bubble works a set day ( e.g Monday disability group / Tuesday Seniors etc) and therefore ensuring a degree of consistency.

If a staff member falls ill and reports Covid19 symptoms we would provide opportunity to ‘stand down’ that bubble awaiting test outcome but allow the staff within that bubble to make an informed decision as to whether they wish to continue working. All parents/guardian of young people that have engaged with that Bubble would be informed and, as with staff, would then be able to make an informed decision as to whether the send their child back to the centre. Salesforce holds data on contact details.

In the event of a positive test result the entire bubble (staff and young people) will be informed of the positive test and we will support them to make an informed decision as to whether they wish to continue working or returning to the centre. For example, factors such as proximity to the worker whom has tested positive, age of the person, health, ethnicity; as many factors will be taken into consideration. We will engage with the NHS Track and Trace scheme wherever possible. The staff member who has tested positive for Covid19 will be supported on full pay for the period of their recovery. The staff member will be required to submit evidence of the positive test result, otherwise our usual Sickness and Absence policy will be enacted.

If negative test result, staff and young people can return to the Bubble.

If a Bubble is ‘stood down’ the respective sessions we will seek to unlock staff from furlough on a part time basis to create a new bubble to continue that session with the children. The bubble that had been stood down, upon return, will then remain in that bubble and will provide additional capacity to deliver additional sessions.

**Appendix 1**

**Definitions:**

1. **Vulnerable Young People:** There are two groups of vulnerable young people. The first is defined by the Department for Education as any young person or child in need under section 17 of the Children Act 1989, any young person with an Education Health and Care Plan (EHCP) under the Children and Families Act 2014, or any child or young person to have been assessed as otherwise vulnerable by educational providers or local authorities. The second group has a broader definition, with the focus being on supporting and safeguarding vulnerable young people, particularly 8–19-year olds, through adolescence and key stages of transitioning to adulthood. They are understood to be children and young people living in a vulnerable family background, including those not known to

formal or statutory services. We recognise that young people have other vulnerabilities or difficulties, including some whose needs have been amplified by COVID-19, which can result in risky behaviours, personal safety or crisis points in their lives. Support for vulnerable young people most in need should be a priority consideration for services and support through COVID-19. See NYA’s ‘Out of Sight?’ report for examples.

2. **Risk and Safeguarding Assessment**: Before commencing delivery, a comprehensive risk assessment must be completed. This should, at the minimum, assess:

• Is there a need for this activity to take place? Could this work happen through other means? • How will the proposed activity be managed safely? What are the ratios ofstaff/young people? How will disclosures be managed? • How will social distancing guidelines be applied? • Are there health risks to young people or staff/trusted adults that should be considered? • Is PPE appropriate or needed (for personal care reasons etc)? • Will the activities proposed ensure safe practice?

3. **Enhanced Risk Assessment:** An enhanced risk assessment builds on the risk and safeguarding assessment but includes factoring in the physical premise involved and any additional risks this may pose to the staff or public.

4. **Safe Spaces:** Safe spaces are locations or premises where youth sector activities can take place. This will often be the buildings used to house your projects or activities. Safe spaces could also be outdoor spaces, such as camp sites or residential centres.

5. **Recommended PPE:** For most youth activities, PPE will not be required except for staff working in close contact, when needed for welfare or safeguarding reasons. Otherwise social distancing guidelines must be observed, which results in a minimal effectiveness

of PPE. This advice may change at any time. PPE should be used in line with Public Health England’s guidance.

6. **Hand Sanitation**: Handwashing facilities must be available. Additionally, hand sanitising

gel can be provided.