

Risk Assessment



Organisation:		YMCA THAMES GATEWAY				RA Reference Number:		TG008/C-19SV2	Date:	27/08/2020	
RA Type:		Location	x	Equipment	x	Details of RA type:		Covid-19 & Re-building YMCATG Services at Greenwich Youth Centre			
		Substance		Activities	x						
RA Part 2 - Personal Protective Equipment Assessment Sheet required and attached:					Yes		No	x	Task Specific Training Required:		Yes
Persons Affected (consider this in your assessment)											
YMCA Staff or Volunteer			x	Service User			x	Child or YP Under 18		x	
Agency workers			x	General Public			x	Expectant Worker		x	
Contractors			x	Visitors			x	Disabled Person		x	
Other (Please specify):											
		IMPACT									
		1 Insignificant	2 Minor	3 Moderate	4 Major	5 Catastrophic	Factor				
LIKELIHOOD	1 Remote	1	2	3	4	5	Low Risk	No Further Action/Control's required			
	2 Unlikely	2	4	6	8	10					
	3 Possible	3	6	9	12	15	Medium Risk	Consider further precautions to reduce risk to low factor. Proceed with extra caution if unable to reduce risk level			
	4 Probable	4	8	12	16	20					
	5 Highly Probable	5	10	15	20	25	High Risk	Unacceptable Risk, Re-Assess to eliminate / reduce risk to low / med			

Risk Assessment



Identified Hazards	Key Risks	Results prior to controls				Existing Control Measures/Precautions	Results after controls			
		Likelihood	Impact	Score	Factor		Likelihood	Impact	Score	Factor
Staff members working on site and transmission of Coronavirus in the workplace	<ul style="list-style-type: none"> High number of staff on the premises at any one time Staff members understanding of infection control and Covid-19 Staff socially interacting outside of work and not following national guidelines Staff not being aware of or not following the safe operating procedures and risk assessment controls within which they will operate Transmission through contact with surfaces 	3	5	15	High	<ul style="list-style-type: none"> Staff to work from home where possible and only to be on site in line with organisational need. Cross site working is discouraged. Enhanced cleaning schedule in place. Staff to be mindful of limited occupancy within the office areas and appropriate capacity signage used to act as a reminder to staff. Adequate ventilation by ensuring windows are open where possible. Outside of working hours, staff should minimise social interactions, as per the latest Government/national guidelines Arrangements for clinically extremely vulnerable staff (or members of their household) and sick leave are detailed in the YMCATG H&S Covid-19 Policy. All staff to receive a copy of the H&S Covid-19 Policy Adjustments and risk assessment documents before working on any premises. All staff must receive clear appropriate instruction and training on infection control and the standard operating procedures and risk assessments within which they will operate. Staff to undertake Virtual College e-learning relating to Infection Prevention & Control. Staff who use public transport to travel to work must wear a face covering, use hand sanitiser (provided by YMCA and freely accessible) and follow safer travel guidance for passengers. Staff who drive to work to wash hands before and after use and undertake regular cleaning of touch points, incl. door handles/pulls, steering wheel, gear stick, hand brake, indicator, light, wiper controls. All staff to wash their hands on arrival at work, regularly throughout the day, always after using the toilet, before eating and if you cough or sneeze into your hands. Hand sanitising dispensers can also be found at entrances, exits, entrance to toilets, kitchen and other key points throughout the building. Staff should avoid physical contact with others, including handshakes, hugs etc. Coughs and sneezes are to be caught in disposable tissues and disposed of in a waste bin wherever possible. 	1	5	5	Low

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<p>Staff members working on site and transmission of Coronavirus in the workplace (Cont'd...)</p>	<ul style="list-style-type: none"> • High number of staff on the premises at any one time • Staff members understanding of infection control and Covid-19 • Staff socially interacting outside of work and not following national guidelines • Staff not being aware of or not following the safe operating procedures and risk assessment controls within which they will operate • Transmission through contact with surfaces (Cont'd...) 				<ul style="list-style-type: none"> • Staggered break times for staff where possible. • Social distancing should be maintained during breaks. • Working from Home Policy to be developed by HR. • Wellbeing Policy to be developed by HR. • Avoid people needing to unduly raise their voices to each other. This includes, but is not limited to, refraining from playing music or broadcasts that may encourage shouting, including if played at a volume that makes normal conversation difficult. 				
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<p>Staff members working on site and transmission of Coronavirus in the workplace (Cont'd)</p>	<ul style="list-style-type: none"> Staff showing signs of Covid-19 symptoms 	2	5	10	<p>Med</p>	<ul style="list-style-type: none"> Staff to be alert, notify their line manager, and stay away from work for 7 days (from when symptoms first started), if they are showing Covid-19 symptoms or have tested positive for Covid-19. Staff to be alert, notify their line manager, and stay away from work for 14 days (from when first person in household displayed symptoms) if a member of their household or support bubble is showing Covid-19 symptoms. When self isolating, follow current Government / national guidance which can be found at: https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance All staff should arrange to have a coronavirus test if they display symptoms to identify if they have Covid-19 or not. Information on Coronavirus testing can be found https://www.gov.uk/guidance/coronavirus-covid-19-getting-tested Workers will be told to isolate where they have been in close recent contact with someone who has tested positive and received a notification to self-isolate from NHS test and trace. The period of self-isolation will be for 14 days from the point of most recent contact with the person who has tested positive for coronavirus (https://www.gov.uk/guidance/nhs-test-and-trace-workplace-guidance#guidance-for-employers) Staff who have not had close contact with the confirmed case do not need to take any precautions and can continue to attend work. Property Team to follow government guidance for cleaning in non-healthcare settings when a case of Covid-19 is suspected or confirmed. Guidance can be found here:- https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings 	1	5	5	<p>Low</p>
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<p>Staff members working on site and transmission of Coronavirus in the workplace (Cont'd)</p>	<ul style="list-style-type: none"> A confirmed case of Covid-19 (confirmed by formal testing) 	2	5	10	<p>Med</p>	<ul style="list-style-type: none"> Any staff member or customer attending the building who subsequently tests positive for Covid-19 must be notified to the Exec Team and Q&C Team immediately. Attendance records to be shared by Q&C Team with NHS Track and Trace, to identify relevant people who have had close contact, to enable them to be contacted to self-isolate. If there is more than one case of Covid-19 in the workplace, you should contact your local PHE health protection team to report the suspected outbreak. <u>Find your local PHE health protection team.</u> If the local PHE health protection team declares an outbreak, you will be asked to record details of symptomatic staff and assist with identifying contacts. You will be provided with information about the outbreak management process, which will help you to implement control measures, assist with communications to staff, and reinforce prevention messages. The Exec Team will advise on necessary action required as and when a local lockdown is required. 	1	5	5	<p>Low</p>
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Identified Hazards	Key Risks	Results prior to controls				Existing Control Measures/Precautions	Results after controls			
		Likelihood	Impact	Score	Factor		Likelihood	Impact	Score	Factor
Transmission of Coronavirus in the entrance/exit and Reception and main area	<ul style="list-style-type: none"> Transmission person to person or via contact surfaces may lead to coronavirus infection of reception staff and others using reception that can result in illness. Although symptoms are mild in most cases, this infection can result in serious illness and death. High number of people in this area 	4	4	16	High	<ul style="list-style-type: none"> Clear How To... Covid-19 information on display at entrance for customers and on YMCATG website. Consideration given in communications to those with additional needs or ESOL. Entrance area to have a keep right system, clearly marked on floor with directional arrows with 2m social distancing floor markers and marker to indicate where to wait until have sanitised hands and registered. Hand sanitising station at entrance with signage prompting all to use on entry and exit to the building. Main space to have floor markings in a grid to indicate 2m social distancing requirements Staff should advise users of our Covid-19 control measures, eg- where sanitisers are / keep right system, etc. Sanitise contact surfaces periodically throughout the day using the anti-bacterial/anti-viral spray and clean paper towel provided. Persons lingering near entrance/exit points to be politely asked to clear area There is some evidence that virus can stay on fabrics for a few days, therefore changing and washing clothes regularly is recommended. Wear disposable gloves when handling postal/courier deliveries. Personal deliveries e.g. Amazon must not be made to the work place. Contact details should be taken for all visitors to the building and kept for 21 days for track and trace purposes 	2	4	8	Med

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Identified Hazards	Key Risks	Results prior to controls				Existing Control Measures/Precautions	Results after controls			
		Likelihood	Impact	Score	Factor		Likelihood	Impact	Score	Factor
Transmission of Coronavirus in the Kitchen area	<ul style="list-style-type: none"> Transmission person to person or via contact surfaces may lead to coronavirus infection of Catering staff and restaurant customers that can result in illness. Although symptoms are mild in most cases, this infection can result in serious illness and death. High numbers of people in this area Use of water dispenser 	4	4	16	High	<ul style="list-style-type: none"> Hand sanitising gel provided in the kitchen with signage encouraging use on entering and leaving the kitchen area. Max 1 person in kitchen at any time. 'Clean as you go' schedule in place for youth team and other user groups which includes all touch points in the kitchen area and water dispenser. In the kitchen, individual workstations are to be in place to ensure staff maintain 2 metre social distancing. Sanitising gel is available in kitchen area. Good ventilation through opening of windows/doors Water dispenser to have disposable cups, with a pedal bin located nearby for disposal. Risk assessment to be undertaken when using the kitchen area for food related activities. 	2	4	8	Med

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Identified Hazards	Key Risks	Results prior to controls				Existing Control Measures/Precautions	Results after controls			
		Likelihood	Impact	Score	Factor		Likelihood	Impact	Score	Factor
Transmission of Coronavirus in corridors and when using toilet facilities	<ul style="list-style-type: none"> Transmission person to person or via contact surfaces when using corridors or visiting toilet facilities may lead to coronavirus infection that can result in illness. Although symptoms are mild in most cases, this infection can result in serious illness and death. High number of people in toilet area 	2	5	10	Med	<ul style="list-style-type: none"> All corridors to be kept free from obstructions to ensure that all users can move quickly and freely. Corridors are not to be used as a meeting place. Users should keep moving until reaching their chosen destination. Hand sanitising stations to be provided in corridors. (Refer to property services who hold a map indicating where each sanitizer is located) Floor signs are in place to aid in maintaining the correct social distance. When using the corridors follow any signage provided (social distancing signs etc). When leaving a room that opens onto any corridor, check for other people using the corridor and wait until they are 2 metres past you before stepping out of the room. A cleaning schedule is in place and all corridors are cleaned daily. Hand sanitising gel at entrance to toilets with signage prompting all to use on entry and exit to the building. Toilets are cleaned daily. All door handles are sanitised daily. Measures have been put in place to ensure that toilet facilities can ensure social distancing measures can be followed. You must respect these measures at all times. Always wash your hands for at least 20 seconds and dry them thoroughly after using the toilet. Use hand sanitising stations as you move between different locations in the building. 	1	5	5	Low

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Identified Hazards	Key Risks	Results prior to controls				Existing Control Measures/Precautions	Results after controls			
		Likelihood	Impact	Score	Factor		Likelihood	Impact	Score	Factor
Transmission of Coronavirus in Offices and Meetings Rooms	<ul style="list-style-type: none"> Transmission person to person or via contact surfaces when using offices or meeting rooms, may lead to coronavirus infection that can result in illness. Although symptoms are mild in most cases, this infection can result in serious illness and death. High number of persons in these rooms 	2	4	8	Med	<ul style="list-style-type: none"> Use hand sanitiser provided to sanitise hands on arrival at the office, before and after each break and when leaving at the end of the day. Desks must be booked in advance using site specific booking system. Cleaning solution and paper towels are available in every office and meeting room, you should clean the surfaces and anything on it before and after use. These measures are essential for minimising the risk of infection and no exceptions are permitted. Signage in place to remind staff. Social distancing at a minimum of 2 metres is to be maintained at times in the offices. All desks are to be treated as hot desks with no personal items (cups, glasses or documents), to be left on the desk when you leave it. Where possible, meetings and training sessions will be conducted through phone or video conferencing. Smaller essential meetings can only take place in person where at least a 2m social distancing can be maintained. Workstations should be 2m apart and only where it is not possible to move workstations further apart, arranging people to work side by side or facing away from each other rather than face-to-face. All bin lids have been removed and we are considering providing pedal bins for all offices and meeting rooms. The maximum occupancy for each room is as follows: Ground Floor: Room 1 – 14 people Room 5 – 8 people Kitchen – 1 person Therapy Room – 2 people Music Room – 2 people with additional measures Reception & Office – 1 person front office/1 person back office Main Area – 18 people 	1	4	4	Low

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Identified Hazards	Key Risks	Results prior to controls				Existing Control Measures/Precautions	Results after controls			
		Likelihood	Impact	Score	Factor		Likelihood	Impact	Score	Factor
Transmission of Coronavirus in Social Clubs and Community Groups use of Facilities	<ul style="list-style-type: none"> Transmission person to person or via contact surfaces when using social clubs or community facilities may lead to coronavirus infection that can result in illness. Although symptoms are mild in most cases, this infection can result in serious illness and death. High number of households in various user groups Users not aware of social distancing requirements 	3	5	15	High	<ul style="list-style-type: none"> All clubs/community facilities must be booked in advance using the site specific booking system. Management of users groups to have operating procedures in place to ensure the following and compliance with government guidance:- <ul style="list-style-type: none"> User groups to provide their Covid-19 risk assessment to YMCATG for review Clear information obtained from user groups around arrival and departure times to aid management of numbers coming through reception User groups must limit social interactions to two households (including support bubbles) unless service specific government guidance advises otherwise Individual groups should not interact with anyone outside of the user group they are attending the venue with No performances to live audiences The over 70's should stay at home as much as possible Close contact activities must be prevented e.g. dancing Face coverings to be worn in public spaces Use hand sanitiser provided to sanitise your hands on arrival at and departure from the building. Face masks to be worn in line with government guidance, i.e. listed settings, including youth centres, community centres, and indoor places where social distancing may be difficult and where you will come into contact with people you do not normally meet. Cleaning solution and paper towels are available in every meeting room, you should clean the surfaces before and after use. Social distancing at a minimum of 2 metres is to be maintained at all times. The maximum capacity for each room must be adhered to, with signage on doors to remind users. Clear How To... Covid-19 information made available to user groups at the point of booking, on arrival to the site and consideration given in communications to those with additional needs. 	1	5	5	Low

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Identified Hazards	Key Risks	Results prior to controls				Existing Control Measures/Precautions	Results after controls			
		Likelihood	Impact	Score	Factor		Likelihood	Impact	Score	Factor
Transmission of virus between Youth members, YMCATG staff and other service users	<ul style="list-style-type: none"> Service users arrival and departure at the building High number of members using the indoor facilities at any one time Transmission person to person or via contact surfaces Members understanding of our social distancing and hygiene measures Use of music room 	4	5	20	High	<ul style="list-style-type: none"> Number of attendees at a youth session to be limited to 15. All attendees' details to be registered, including name and contact number to support with Track and Trace measures. Ask members not to arrive more than 15 minutes before their activity to avoid congestion at entrance. Service users will continue to enter the building via main entrance/reception and should follow the keep right system to enter the youth space and adhere to the social distancing and contact reducing measures in place. On entering the building service users should clean their hands using the sanitising gel provided in wall mounted dispensers. Define and mark routes around the central space that promote 2m social distancing. Ensure cleaning materials and hand sanitiser are provided in spaces being used to ensure good hygiene can be maintained. Youth Team to design space and activities to ensure 2m social distancing can be maintained. Youth Team to manage use of toilets to one person at a time. Service users are to be encouraged to clean equipment before and after use. No sharing of equipment will be permitted. Spray cleaner and cloths / blue roll in all areas will be provided. Clean as you go procedures in place for Youth Team at all sessions/activities which covers touch points and includes tables, chairs, keys, touch screens, keyboards, telephones, all equipment to be used, hand sanitising dispensers. Doors to be propped open during a youth session to avoid unnecessary use of touch points and locked at end of a session. Full final clean of all areas to be completed at end of the day. Clear How To... Covid-19 information on display at entrance for customers and on YMCATG website. Consideration given in communications to those with additional needs. System in place for young people who attend youth services and do not adhere to social distancing requirement, where a warning is issued initially and can then be asked to leave the session. 	1	5	5	Low

Risk Assessment



Identified Hazards	Key Risks	Results prior to controls				Existing Control Measures/Precautions	Results after controls			
		Likelihood	Impact	Score	Factor		Likelihood	Impact	Score	Factor
Transmission of Coronavirus between Youth members and YMCATG staff when using the Music Room	<ul style="list-style-type: none"> Transmission person to person or via contact surfaces may lead to coronavirus infection of youth staff and others using music room that can result in illness. Although symptoms are mild in most cases, this infection can result in serious illness and death. High number of people in this area 2m social distancing measures not maintained 	4	5	20	High	<ul style="list-style-type: none"> The Music Room is only to be used when recording is to take place, any preparation work is to be undertaken in Room 5. The Music Room is limited to 2 persons at any one time, with signage in place to remind users of this. When using the music room, all equipment should be sanitised both before and after use. 2m social distancing should be maintained at all times, and where this is not possible, persons should maintain 1m social distancing and be positioned so they are not face to face and the staff member should also wear a face covering. The wheeled computer trolley has been fitted with a perspex screen. Staff should enter the room first, positioning themselves at the trolley so that the screen acts as a barrier between the staff member and young person, before allowing the young person to enter the room. 	2	5	10	Med

Risk Assessment



<p>Transmission of virus between Youth members, YMCATG staff and other service users</p>	<ul style="list-style-type: none"> • Use of outdoor facilities for youth activities • High number of members using the MUGA at any one time • Transmission person to person or via contact surfaces • Members understanding of our social distancing and hygiene measures in outdoor spaces 	3	5	15	High	<ul style="list-style-type: none"> • All Youth activities have the number of attendees at a youth session to be limited to 1. • All attendees details to be registered, including name, contact number and arrival and departure times to support with Track and Trace measures. • Ask members not to arrive more than 15 minutes before their activity to avoid congestion. • Clear How To... Covid-19 information on display at entrance for customers and on YMCATG website. Consideration given in communications to those with additional needs. • MUGA gate handle to be sanitised before and after session by staff and propped open during the session. • On entering the MUGA users should clean their hands using the sanitising gel provided. • Ensure cleaning materials and hand sanitiser are provided in spaces being used to ensure good hygiene can be maintained. • Youth Team to design space and activities to ensure 2m social distancing can be maintained. • All equipment is to be used by a single person at a time, without any interaction with another. To be set up before the session by youth workers wearing gloves. • Signage, chalk or painted guidelines and rope temporary barriers will be used where necessary to ensure zoning is as clear as possible. • Each activity will take place in a clearly demarcated area solely for use by one person at a time. • Before and after use of any equipment, it is to be wiped down with sanitiser (for example a basketball will only be touched by the one young person/child shooting it at the hoop before being thoroughly wiped down) • Young people/children are to be given clear and strict instructions regarding not sharing sports items. If another does touch it out of turn it will be immediately sanitised. • Full final clean of all equipment to be completed at end of the day. • System in place for young people who attend youth services and do not adhere to social distancing requirement, where a warning is issued initially and can then be asked to leave the session. 	1	5	5	Low
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Identified Hazards	Key Risks	Results prior to controls				Existing Control Measures/Precautions	Results after controls			
		Likelihood	Impact	Score	Factor		Likelihood	Impact	Score	Factor
Transmission of Coronavirus whilst giving First Aid	<ul style="list-style-type: none"> Transmission person to person or via contact surfaces whilst giving or receiving first aid may lead to coronavirus infection that can result in illness. Although symptoms are mild in most cases, this infection can result in serious illness and death. First Aider called to a person who displays symptoms and whose condition rapidly deteriorates or experiences trouble breathing. 	2	5	10	High	<ul style="list-style-type: none"> All accidents to be reported in Inform or the digital reporting forms. Adequate provision of first aid personnel and equipment to be present at all times. First aid boxes and portable first aid kits are to be checked monthly to ensure contents are complete and remain in-date. First aiders must always wear gloves when giving first aid. If first aid is given to a person who has been displaying coronavirus symptoms or has been confirmed positive for the virus, then a fluid resistant (Type IIR) surgical mask (FRSM) should be worn along with a disposable apron and eye protection. All PPE should be donned/doffed using the guidance in the Covid-19 PPE kits. All used PPE should be disposed of in the appropriate container. An unoccupied room to be used to isolate and supervise any persons that starts to display symptoms whilst in our care and is awaiting pick-up from a parent/carer. Covid-19 PPE to be worn by staff in these circumstances. In an emergency, if a person's condition rapidly deteriorates or experiences trouble breathing, call 999. Property Team to follow government guidance for cleaning in non-healthcare settings when a case of Covid-19 is suspected or confirmed. <p>Guidance can be found here:- https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings</p>	1	4	4	Low
Assessed By:	Karen Knapp	Reviewed by:				Reviewed by:				
Position:	Director of Quality & Compliance	Position:				Position:				
Signature:	<i>KKnapp.</i>	Signature:				Signature:				
Date:	27/08/2020	Date:				Date:				