

# COVID-19 Risk Assessment Template

<b>Group:</b> Sturton By Stow Youth Club	<b>Site:</b> Sturton By Stow Youth Club	
<b>People at Risk:</b> Staff & Members	<b>Additional Information:</b>	
<b>Contact Person:</b> Jack Walters	<b>Job Title:</b> Youth Leader	<b>Review Date:</b> 30/042021

## Risk Evaluation

Hazard	Risk	Initial Rating (L/M/H)	Control Measures	Final Rating (L/M/H)	Additional Action Required (action by whom and completion date)
What's the hazard?	What is the risk of harm?	Is this risk Low, Medium or High?	What measures will you put in place to reduce the risk identified?	How has the rating changed as a result?	What else can you do to minimise risk?
Surface Contamination	Infection from COVID-19	M	Handwashing and sanitiser provided for all visitors. Surfaces to be wiped with antibacterial wipes every 60 minutes to reduce spread	L	Hand sanitizers to be installed to the walls in various places. Wipes to be made available for cleaning surfaces
Social Distancing	Infection from COVID-19	M	Social Distancing enforced, use of face coverings enforced for staff & members over age 11 and a one-way system enforced. Face coverings exempt in gym when playing sport as per NYA guidelines	L	One way signs to be put in place, doors to be wedged open internally, where external door is used for exit of One Way System a door closer is installed to enforce the one way system and minimise fire risk leaving external doors open.
Air Transmission	Infection from COVID-19	M	Ensure adequate ventilation of all rooms and keep all windows open where possible	L	

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Snack Bar	Contamination from cash handling and close proximity	M	Ensure a Acetate screen is in place and ensure hands are sanitised at every transaction to reduce the spread. All food/drink must be consumed outdoors where masks being off is safer	L	Staff to wear face coverings, snack bar to reopen with limited stock & drinks marked with a pen to allow members to identify their drink without picking wrong can up. Indoor eating allowed but use of marquee encouraged as the risk is lower outdoors
Congregation of members	Reduced social distancing	M	Enforce maximum numbers in different areas. No more than 30 members in building at any one time	L	Members book a slot for youth club to ensure admittance is below limit
Handset contamination	Surface contamination from handsets	M	All gaming handsets and tv remotes to be kept behind Sbar with staff and signed out to members. Handsets will be sanitised with wipes between uses and sharing will be prohibited. Computer keyboards will be wiped down between uses.	L	
Sports Activity - Football	Close contact between players	M	As per guidance, all members 11 and over to wear face coverings in ALL areas. No exceptions except where medically proven. Head count for hall allows for adequate social distancing. Members will hand sanitise on entrance and exit of the hall	L	
Sports Activity – Racquet Sports	Contamination of Racquets with COVID-19	M	Racquets and surfaces (table tennis) to be wiped between uses. Hand sanitising before and after, equipment to be signed out from staff members	L	
Kitchen – Cooking	Food contamination, members and staff working in close proximity	H	No food/cooking activities to take place. Staff can make tea & coffee. Fridge door handle to be sanitised after use as with kettle. NO members allowed in kitchen area	L	Staff to make their own drink
Vulnerable Staff	Exposure of vulnerable staff member to COVID-19.	H	All staff MUST use face coverings. Vulnerable staff to take extra care when moving about the building & avoid areas where 2M social distancing is not possible. Any staff member who cannot for medical reasons wear a face covering should remain		

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			in the main room behind the snack bar as much as possible to minimise risk		
External Use – Café Event	Members of public in building to access café & toilets. Contaminating	M	Enforcement of the one way system, operating with COVID Guidance for Cafes. All cups to be disposable. Café is operated as takeaway only & food to be eaten outside where masks being off is sfer	L	Dedicated staff member for cash handling to avoid contamination. Screens to be used at ordering points & movement of people through the building to be limited
External Use – Hire	External Users of the building contracting COVID-19 or contaminating the building whilst using it	H	External hirer to adhere strictly to Sturton By Stow Youth Club’s Risk Assessment and operational plan as well as ensuring a risk assessment is provided for each activity planned by the external hirer. Building to only be used in youth club hours & follow youth club cleaning protocol as detailed in the COVID-19 Cleaning procedure. Building control measures (one way system, maximum capacities etc) MUST be adhered to. Risk assessment must be shared with YC prior to activities commencing	L	Youth Club organisation to spontaneously do a “Mystery Shopper” drop in to ensure risk assessment is being strictly followed.  On entry, Test & Trace MUST be filled in by all attending.  The hirer will sign to agree to follow the rules set out & complete a checklist to ensure COVID-19 Secure
Surface contamination after session	Other building users contracting covid	H	Ensure all contact points & surfaces are cleaned down thoroughly at the end of the session to ensure the building is left uncontaminated.		Discussing with LCC senior youth development worker regarding shared building cleaning policy
Contact Tracing			QR code to be displayed at entrance to the building in prominent place. Manual data collection available for those under the age of 16 or unable to access the app. All data collected will be held and stored in accordance with EU GDPR.		
Fire	Fire spreading due to doors being wedged for ventilation	H	In the event of a fire, or fire alarm, senior person in charge to ensure all doors are released from stops. Fire evacuation should completely ignore one way system & prioritise safety over social distancing	L	