Updated 14 April 2021

Wales

**Templates to assist YFC clubs open in a Covid secure way**

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**Covid-19 Risk Assessment**

On YFC club letterhead

***Example Covid-19 Risk Assessment***

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| **Add club name here** |
| Risk Assessment RA00 |  |
| *Name of assessor:* Add name of person carrying out this risk assessment |
| Date of assessment: Add date this risk assessment is completed |
| Circulate to: All charity trustees of the YFC club and those supervising the activity |

| *What are the hazards?* | *Who might be harmed and how?* | *What are you already doing to control the risks?* | *What further action do you need to take to control the risks?* | *Who needs to carry out the action?* | *When is the action needed by?* | *Done* |
| --- | --- | --- | --- | --- | --- | --- |
| **Venue – suitability and Covid-19 Secure assessment** | All attendees | The Covid-19 Secure plans, prepared by the venue managers have been reviewed | Ensure that the YFC activity can be done within the venue guidelines and that these are communicated to attendees | Review venue plans - Add name(s) hereAdd summary to information published to YFC members | At the planning stageWhen details of the activity are published and at the activity  |       |
| **Too many people for venue accounting for social distancing** | All attendeesRisk of infection is the 2-metre (or 1 metre plus) rules cannot be observed | Limit the number of attendees in the space to that recorded in the venue Covid-Secure plan. (As a rough rule of thumb, this will be 25% of the usual capacity) | Ensure that YFC activity organiser knows who is attending**Ensure all invited to attend know that if too many arrive, not all will be able to join the activity**. Use a booking system to avoid this. | The person(s) responsible for supervising the activity Add name(s) here | In the days leading to the activity |       |
| **Social distancing at arrival and departure times** | All attendees | Staggered arrival and departure times | Communications before the activity – instruct attendees to wait in vehicles until instructed to enter the venueAppoint a person to manage the arrivals and departure on the day of the activity | A member of the YFC clubAdd name(s) here | Communication: When details of the activity are published and at the activityThe YFC members managing this, must arrive at the venue in good time (essential) |       |
| **Social distancing for the duration of the activity.** **Increased risk of virus spread if social distancing not observed.** | All attendees | Number of attendees to be no more than the venue can accommodate with social distancing in placePre-plan how people will be managed for each activity and the room layout (chairs 2 metres apart – or 1 metre plus if necessary). | Know the maximum number of attendees that can be in the activity spaceIf required, use a booking system to manage this before the activityPlan the room setting and avoid sitting or standing face to faceIf 1 metre plus must be used, communicate the mitigation tools that are required (face coverings, good hygiene, use of hand sanitiser, increased ventilation etc) Briefing of all in attendance at the beginning of the activity and regular reminders Ask those that fail to adhere to social distance guidance to leave the activity and the venue. After the activity follow this up with a telephone call to explain that this action was taken to safeguard the well-being of everyone present | The person(s) responsible for planning the activity Add name(s) hereThe person(s) responsible for planning the activity Add name(s) hereActivity supervisorsAdd name(s) hereActivity supervisorsAdd name(s) hereActivity supervisorsAdd name(s) here | At the planning stageFace coverings and hand sanitiser to be at the activity – the person bringing these must be there before the start.Add name(s) herePlan the briefing statements and any posters of signs required before the dayAs and when required during the activity |       |
| **Hygiene - people: Increased risk of virus spread if proper handwashing not carried out** | All attendees | Ensure the venue has hand washing facilities, hand drying facilities (paper towels and disposal bins)Ensure clear signage to remind all attendees | Check signage is in place before the attendees arrive | The person(s) responsible for planning the activity Add name(s) here | Prepare signage at the planning stage.Ensure signage is displayedAdd name(s) here |  |
| **Hygiene - hand sanitiser** | All attendees | Ensure this is provided | Check who will provide – YFC or the venue | If the YFC must provide, the person(s) responsible for bringing thisAdd name(s) here | Prepare signage at the planning stage.Ensure signage is displayedAdd name(s) here |  |
| **Hygiene – respiratory****Increased risk of virus spread** | All attendees | Use [Display Hand Face Space poster](https://coronavirusresources.phe.gov.uk/Hands-Face-Space-/resources/posters/) or other signageEnsure bins are available for all present | Communications – Bring own paper tissuesFor indoor settings, all participants must wear a face covering | Attendees | On day of activity |  |
| **Hygiene - premises****Increased risk of virus spread if regular cleaning not carried out** | All attendees and users of the premises  | Arrangements checked with venue management – deep cleans should be done on a regular basisThe activity supervisor to have cleaning materials (safely stored) available to clean doors handles, lavatories, hand washing stations, furniture etc  |  | The person(s) responsible for planning the activity Add name(s) hereActivity supervisorsAdd name(s) here | Prepare signage at the planning stage.Throughout the activity – at least every 30 minutesAdd name(s) here |  |
| **Hygiene for activity**  | All attendees | Select activities that account for social distancing and do not require shared materials for sitting/standing face to face.Select activities that require attendees to bring own materials | Communicate that all attendees are required to bring own materials and materials cannot be shared | The person(s) responsible for planning the activity Add name(s) hereActivity supervisorsAdd name(s) here | At the planning stageWhen details of the activity are published and at the activity |  |
| **If someone falls ill with Covid-19 symptoms** | All attendees | Those feeling unwell must not attend | If someone falls ill whilst at the activity, move them to a safe area, isolated from others. Obtain contacts and follow the venue instructionsInform the venue managers | Activity supervisorsAdd name(s) here | For the duration of the activity |  |
|  | Those clinically vulnerable to exposure of Covid-19 or those that live with people who are | Asking attendees to alert the organisers of this | Risk assesses their involvement Agree a safety plan with these individuals, which may include virtual participation |  |  |  |
|  |  |  | [Create a Coronavirus NHS QR](https://www.gov.uk/create-coronavirus-qr-poster) code for the club and ensure it is used by every participant and each activity | Activity supervisors to display QR code at each eventAdd name(s) here | For the duration of the activity |  |
|  |  |  | [Display Hand Face Space poster](https://coronavirusresources.phe.gov.uk/Hands-Face-Space-/resources/posters/) | Activity supervisors to display posters at each eventAdd name(s) here | For the duration of the activity |  |

On YFC club letterhead

***Activity Risk Assessment***

| *What are the hazards?* | *Who might be harmed and how?* | *What are you already doing to control the risks?* | *What further action do you need to take to control the risks?* | *Who needs to carry out the action?* | *When is the action needed by?* | *Done* |
| --- | --- | --- | --- | --- | --- | --- |
| **General venue arrangements – hazards from the venue management assessment** |  |  |  |  | At the early stages of the planning |       |
| **Safeguarding management arrangements** | Those under the age of 18 and adults present are at risk | Identify and name the people that will be supervising the U18s at the activity.These supervisors must have been safely recruited (references taken and reviewed, and if the role demands it a DBS check made and reviewed) | These arrangements should be in place for all activity sessions.Ensure each activity session has named supervisors in attendance in the correct ratio – 1 supervisor per 10 U18 participants and never less than two supervisors (they should not work alone) | The person(s) responsible for planning the activity Add name(s) here | At the planning stage - who will be supervising the U18s for each activity session |       |
| **First aid requirements and arrangements**  | All attendees | For a general club activity in a venue/hall, the venue risk assessment to be followed.Careful planning of activities that are suitable for the venue | Activity supervised and any ‘horseplay’ will be stopped by supervisorsNominated First Aiders.First aid kit and accident record book to be with the activity supervisors.Some activities will require trained first aiders – consider this and record.Contact information (membership form) for all members and next of kin information for U18s | Add name(s) hereof first aid trained supervisor or activity leader | At the planning stage - who will be responsible for First Aid and for having next of kin contact information |  |
| **Attendance records** |  | Ensure attendance records are kept for every YFC activity – this is the club record and need only record the name of every person present | Simple attendance record book. During the pandemic, the list/book should not be passed person to person. Instead, one person should add the names of every person in attendance, including guests/speakers (YFCs already have contact details of all members) | The person(s) responsible for planning the activity to allocate this task to one person.Add name(s) here | On the day of the activity. Records to be kept safely and securely with the club records. |  |
| **Attendance records – for Track & Trace** | All | Particularly important during the pandemic as you may, as the organiser of an activity, be required to assist authorities with Track & Trace – use the template below.  | For all for visitors must collect contact detail for Track and Trace – destroy after 21 days. | Allocate this task to one person.Add name(s) here | Records to be kept safely and securely with the club records. |  |
| **Add the additional activity specific information in extra rows****These may be:*** **Speakers**
* **Rounders**
* **Visits/trips**
* **Demonstrations and ‘have a go’ activities**
* **Etc**
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