**COVID-19 Risk Assessment**

|  |  |  |
| --- | --- | --- |
| **Group:** | **Site:** | |
| **People at Risk:** Youth and leaders |  | |
| **Contact Person:**  **Job Title:** | | **Review Date:** |

**Risk Evaluation**

| **Hazard** | **Risk** | **Initial Rating**  **(L/M/H)** | **Control Measures** | **Final Rating**  **(L/M/H)** | **Additional Action Required *(action by whom)*** |
| --- | --- | --- | --- | --- | --- |
| **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?** |
| Virus being carried/transferred on someone | Infection from COVID-19 | M | Hand sanitiser provided for everyone - All leaders and young people to sanitise hands upon entering and leaving the session | L | Briefing to be given prior to and at the event. Leaders to remind and require usage of sanitiser. |
| Maintaining social-distancing | Infection from COVID-19 | M | People will keep the government recommend amount of distance between them (currently 1m+). | L | Briefing to be given prior to and at the event. Leaders to remind and require usage of sanitiser. |
| Controlling group size | Infection from COVID-19 | M | Parents will need to sign their youth up using an online booking system the week of the meeting. | L | An electronic register will be kept and no child will be allowed on site unless they have been signed up. |
| Cross contamination on objects | Infection from COVID-19 | M | Any food or drink will be individual and pre-packaged. The packages will be sanitised and distributed by leaders wearing gloves. Any other items used in games (balls, bats etc) will be sanitised between each use. | L | Briefing to be given prior to and at the event. Leaders to ensure sanitisation of items between usage. |
| Controlling group size | Infection from COVID-19 | M | Parents will need to sign their youth up using an online booking system the week of the meeting. Youth will then be allocated a ‘bubble’ of at max 15 people. This will also act as our ‘test and trace’ document and parents will be informed of their requirement to let us know if any of their young people develop symptoms after the event. | L | An electronic register will be kept and no child will be allowed on site unless they have been signed up. Leaders will maintain bubbles and ensure no crossing of groups. Parents will be informed of this protocol prior to the meeting. |
| COVID-19 Symptoms present | Infection from COVID-19 | M | If a young person presents with COVID-19 symptoms during the event then that young person will be isolated from the rest of the group and their parent/guardian called so they can be picked up. Any items used by that young person in the course of the evening will be removed from usage for the evening and then santitised. The rest of the group will continue without any of the equipment/items used by that young person | L | An electronic register will be kept and no child will be allowed on site unless they have been signed up. All contact information for parents will be readily available. Leaders will maintain bubbles and ensure no crossing of groups. |
| Games | Infection from COVID-19 | M | Any games that involve objects being transferred between people will require the objects being sanitised between passing and all participants will be required to sanitise they’re hands before the game. Social distancing and group size is kept to government guideline. | L | Appropriate games planned prior to the meet and shared with all leaders. |
| Games – Rounders | Infection from COVID-19 | M | All young people will be required to sanitise hands before play. Two bats will be in use so each can be wiped down before the next player requires it. Reminders will be given to young people as to maintaining social distance and not touching their face. | L | Briefing to be given prior to and at the event. Leaders to remind and require usage of sanitiser and proper social distancing. |
| Games – Manhunt / Prison Break | Infection from COVID-19 | M | All young people will be required to sanitise hands before play. Instead of ‘tagging’ by close contact dodgeballs will be provided in order to “tag” at a distance. Dodgeballs wiped down between games. | L | Briefing to be given prior to and at the event. Leaders to remind and require usage of sanitiser and proper social distancing. |
| Games – Dodgeball | Infection from COVID-19 | M | All young people will be required to sanitise hands before play. Dodgeballs wiped down between games. Reminders will be given to young people as to maintaining social distance and not touching their face. | L | Briefing to be given prior to and at the event. Leaders to remind and require usage of sanitiser and proper social distancing. |
| Trips, Stumbles, Bumps | Physical injury | M | Leaders will check the areas of usage in advance and inform all members of any potential hazards e.g. obstructions, loose paving, steps etc. in the initial briefing. | L | Briefing to be given at the beginning of the event. |
| Illness / Accident | Physical injury / Sickness | M | One leader with a First Aid qualification will be responsible for first aid for the event. Leaders will have emergency contact details, medical details and parental consent information. If first aid is required both the young person and the first aider will require masks. | L | Briefing to be given to leaders at the beginning of the event and the young people will be made aware of the designated first aider. |
| Child separated from group | Injury / Safeguarding | M | The registered young people will be divided into groups before the event. Two leaders will be assigned to each group.Group leader to be within sight of those in their groups at all times. A designated meeting spot will also be set so in any emergency people know where to congregate. | M | Lists of young people will be given to leaders in advance of the event. |
| Members of the public | Infection from COVID-19, Injury, Concern over event. | L | Members of the public will be stopped from interacting with the young people and social distancing maintained. Leaders will wear high visibility vests and lanyards to ensure they are clearly visible as running an event and part of EBC. The young people will be briefed about interacting with members of the public at the start of the event. | L | Briefing to be given at the beginning of the event. Lanyards and hi-vis to be provided. |
| Drop-off | Infection from COVID-19 | M | A leader will be stood by the car park and will register the children.  Parents dropping youth off in cars will stay in their car.  Parents dropping youth off on foot/bike will be asked to stop in the car park and send their child into the park. | L | Leader at the car park entrance to register and remind people of social-distancing measures where needed. Parents will be informed of these measures prior to the meeting. |
| Pick-up | Infection from COVID-19 | M | Parents picking up by car will stay in their car and will phone/text their child when they have arrived. The child will then inform us and we shall let them go to their parent when there is a clear walkway from any other people leaving.  Parents arriving on foot/bike will be asked to wait in the car park and their child will be told they are there. The child can then leave when there is a clear walkway.  Leaders will make sure all children leave in a staggered way, only letting one go at a time, so to maintain social distancing. | L | Parents will be informed of this protocol prior to the meeting.  Leaders will be in charge of when each child leaves, making sure only one at a time.  One leader will be responsible for making sure any parents arriving on foot/bike are standing in a parking bay, at least 2m away from anyone else. |