



COVID19

Preparation & Risk

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## Before delivering an activity the following must be in place:

- Assessment that the risk to workers/volunteers, young people and the community can be safely managed
- Ability to meet core government guidance
- Effective safeguarding arrangements
- All children and young people should be safeguarded
- Enhanced cleaning arrangements are in place
- Ability to comply with social distancing requirements underpinned by UK law
- Ability to ensure hygiene levels are maintained, including frequent hand washing/cleaning with alcohol gel
- The risk to workers/volunteers, young people and the community being safely managed
- The most vulnerable in society can be effectively safeguarded

We have a duty to reduce risk to the lowest reasonably practicable level by taking preventative measures. In the context of COVID-19, this means working through these steps in order:

1. Increasing the frequency of handwashing and surface cleaning in every delivery location. Where handwashing facilities are not available, ensure adequate provision of hand sanitiser
2. We should make every reasonable effort to comply with the social distancing guidelines set out by the government.
3. Consider the implications of any changes you intend to make in response to COVID-19 as any revisions may present new or altered risks that could need mitigation
4. Where the social distancing guidelines cannot be followed in full for a particular activity, you should consider whether that activity needs to continue, and if so, take all the mitigating actions possible to reduce the risk of transmission between staff and/or young people

## Further mitigating actions include:

- Keeping the activity time as short as possible.
- Deliver activity outdoors when it is safe and practical to do so
- Using screens as barriers to separate people from each other
- Using back-to-back or side-to-side working (rather than face-to-face) whenever possible
- Reducing the number of people each person has contact with by using 'fixed teams or partnering' (so each person works with only a few others)
- If sharing equipment between individuals, routine cleaning steps should be considered before the next person uses the item(s).

Finally, if individuals must work face-to-face for a sustained period with more than a small group of fixed partners (the same people), then you will need to assess whether the activity can safely go ahead.

In your risk assessment, you should have particular regard for whether the people doing the work are especially vulnerable to COVID-19 or if they are supporting people who might be

## Points to be aware of:

- Clinically extremely vulnerable individuals who have been strongly advised not to leave the home other than in isolation or with one other family member and only to go outside
- Clinically vulnerable individuals who are at higher risk of severe illness (e.g. people with certain pre-existing conditions) and have been asked to take extra care in observing social distancing
- If clinically vulnerable (but not extremely clinically vulnerable) individuals need to attend sessions, they should be offered the option of the safest available on-site roles/activities, enabling them to stay socially distanced from others. If there are times they can't be socially distanced from others, you should carefully assess whether this involves an acceptable level of risk. Particular attention should also be paid to people who live with clinically extremely vulnerable individuals
- Organisations should consider the concerns expressed by any staff who consider themselves to be at higher risk, which may include those from vulnerable groups or those from ethnic minorities, and continue to pay special attention to and support all with protected characteristics

# How to raise a concern

There may be occasions where concerns persist, such as concerns about unsafe practices, safeguarding, risk management, behaviour and social distancing (please note this is not an exhaustive list). You should be able to find support via the following routes:

- Contact your line manager, an employee representative or your organisations volunteer support team
- Contact your national association or body
- Contact Warriors Management Committee
- Contact your trade union if you have one.
- Use the HSE form available at <https://www.hse.gov.uk/contact/concerns.htm>
- Contact HSE by phone on 0300 003 1647

# Things to consider

- Understanding and considering the particular circumstances of those with different protected characteristics. Involving and communicating appropriately with staff and young people whose protected characteristics or needs (SEND, BAME, young carers, etc.) might expose them to a different degree of risk or might make any steps you are thinking about taking inappropriate or challenging for them
- Deciding if you need to put any particular measures or adjustments in place to fulfil your duties under the equalities legislation
- Making reasonable adjustments to avoid disabled staff and young people being put at a disadvantage and assessing the health and safety risks for new or expectant mothers
- Making sure that the steps you take do not have an unjustifiable negative impact on some groups compared to others, for example, those with caring responsibilities or those with religious commitments

## Social distancing

It is essential to maintain social distancing wherever possible, including when arriving at and departing from a location, while delivering and when travelling between locations

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It is essential to maintain social distancing wherever possible, including when arriving at and departing from a location, while delivering and when travelling between locations

## Mitigating actions include:

- Further increasing the frequency of hand washing and surface cleaning
- Keeping the activity time involved as short as possible
- Using screens as barriers to separate people from each other
- Reducing the number of people each person has contact with by using 'fixed teams or partnering' (so each person works with only a few others)
- Some service users may have difficulty or challenges with the need to socially distance (for example, service users with SEND or behaviour needs). Additional support may be needed to appropriately support individuals to socially distance. Alternative provisions may need to be made to support individuals where the risks associated with their needs/ behaviours cannot be controlled effectively
- Social distancing applies to all parts of a venue, including pinch points such as entrances and exits. These are often the most challenging areas to maintain social distancing

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## Mitigating actions include:

- Staggered arrival and departure times for workers/volunteers and young people should be in place to reduce crowding in and out of the locations, while also considering the impact on those with protected characteristics
- Travel to and from venue/activities should be considered. Can staff, volunteers and young people travel safely and within current social distancing guidance? If not, you should consider any steps that can be taken to mitigate these risks. Face coverings should be worn at all times during transportation
- It may be necessary to reduce the occupancy levels of premises to enhance social distancing for staff and volunteers
- Signage should be displayed in public areas to help people maintain social distancing and handwashing/hygiene
- Reconfiguring seating and tables to optimise spacing and reduce face-to-face interactions

# Managing people

You must take the requirement to minimise the contact resulting from activities. Sessions should only open when your action plan and risk assessments mean you are satisfied that you can safely socially distance and minimise risk to vulnerable groups.

## Things to consider

- Limiting the number of individuals in delivery spaces (indoors or outdoors), overall and in any congestion areas, e.g. doorways between outside and inside spaces
- Encouraging staff/volunteers and young people to use hand sanitiser or handwashing to reduce the risk of transmission
- Looking at how people walk through premises and how you could adjust this to reduce congestion and contact between staff and young people, e.g. queue management or a one-way flow where possible
- Ensuring any changes to entries and exits and any queue management systems to outdoor locations and facilities and to consider reasonable adjustments for those who need them, including disabled staff, young people and visitors
- Managing outside queues to ensure they do not cause a risk to individuals or other businesses
- Individuals who are advised to stay at home under existing government guidance do not physically come to sessions. This includes individuals who have symptoms of COVID-19 as well as those who live in a household with someone who has symptoms

# Cleaning

Make sure that any site or location that has been closed or partially operated is clean and ready to restart, including:

- An assessment for all sites, or parts of sites, that have been closed before restarting work
- Cleaning procedures and/or providing hand sanitiser before restarting activity
- Completing a deep clean if the premises have been closed for a long duration
- Keeping the workplace clean is essential for preventing transmission via contaminated surfaces. If premises are shared with other organisations/contractors, a collective agreement should be put in place to outline each party's role and responsibilities

# Things to consider

- Frequent cleaning of work areas and equipment between uses using your usual cleaning products
- Frequent cleaning of objects and surfaces that are touched regularly, e.g. sports equipment
- If you are cleaning after a known or suspected case of COVID-19, refer to the specific guidance

Organisations will need to ensure good levels of hygiene are maintained, this includes handwashing, sanitation facilities and toilets

- Using signs and posters to build awareness of good handwashing technique, the need to increase handwashing frequency, avoiding touching your face and coughing and sneezing into a tissue that is binned safely or into your arm if a tissue is not available
- Providing regular reminders and signage to maintain hygiene standards
- Providing hand sanitiser in multiple locations in addition to washrooms
- Setting clear use and cleaning guidance for toilets to ensure they are kept clean and that social distancing is achieved as much as possible
- Enhancing cleaning for busy areas
- Providing hand drying facilities with either paper towels or electrical dryers.

# Personal Protective Equipment (PPE)

PPE protects the user against health or safety risks at work. This may be the case for supporting young people with personal care needs. PPE in the context of this guidance refers to medical grade PPE (surgical face masks, visors etc).

COVID-19 is a different type of risk to the risks you normally face in a workplace and needs to be managed through social distancing, hygiene and fixed teams or partnering, not through the use of PPE.

Organisations should not encourage the precautionary use of extra PPE to protect against COVID-19 outside clinical settings or when responding to a suspected or confirmed case of COVID-19.

This is the official guidance from Public Health England. Unless you are in a situation where the risk of COVID-19 transmission is very high, your risk assessment should reflect the fact that the role of PPE in providing additional protection is extremely limited.

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# Things to consider

- Wash your hands thoroughly with soap and water for 20 seconds or use hand sanitiser before putting a face covering on and after removing it
- When wearing a face covering, avoid touching your face or face covering as you could contaminate them with germs from your hands
- Change your face covering if it becomes damp or if you have touched it after putting on
- Continue to wash your hands regularly
- Change and wash your face covering daily
- If the material is washable, wash in line with the manufacturer's instructions. If it is not washable, dispose of it carefully in your usual waste
- Practise social distancing wherever possible

# Communications and Training

It is essential to make sure all staff, volunteers, young people and visitors understand the COVID-19-related safety procedures put in place. The decisions made during the creation of the local action plan and risk assessment need to be communicated. This must be done in an easily understandable way that will be understood by all in attendance.

## Things to consider

- Providing clear, consistent and regular communication to improve understanding and the consistency in ways of working
- Engaging with staff, volunteers and young people through existing communication routes to explain any changes in working arrangements
- Awareness and focus on the importance of mental health at times of uncertainty. The government has published guidance on the mental health and wellbeing aspects of coronavirus (COVID-19)
- Explaining guidelines using images and clear language that considers groups for whom English may not be their first language
- Using visual communications, e.g. whiteboards and signage, to explain changes to programmes, activities or opening times to reduce the need for face-to-face communications