

COVID-19 Risk Assessment Form (return to face-to-face meetings)

Urban Saints' Groups – all nations **VERSION 2**



Name of Group:

IMPORTANT NOTE

This *Covid Risk Assessment Form* is designed to help Groups identify the main hazards and control the associated risks as they re-start face-to-face meetings. Groups should still carry out their own risk assessment and, if necessary, add extra sections to this Form specific to their Group and venue.

This Form covers both outside and indoor activities. The *Leaders' Area* of the Urban Saints website (<https://www.urbansaints.org/leaders-area>) contains the most up-to-date coronavirus information and advice for each nation and will be updated with information from the various national governments as advice changes.

ASSESSING THE HAZARDS

- Teams should take reasonable steps to prevent accidents or harm happening to anyone involved in their Groups.
- The Main Leaders are responsible for ensuring this *Covid Risk Assessment Form* is completed for their Group. The Form is based on advice from both the government's Health & Safety Executive (which covers all four nations), the National Youth Agency (which covers England) and the various devolved governments in the UK.
- Risk assessment is about identifying hazards that may cause harm to people and then working out sensible measures to control the foreseeable risks. Good practice is to keep full and accurate records of all actions taken.
- Further help on risk assessment may be found in Section 8 of Urban Saints' [Good Practice Guide](#).

KEY FOR COMPLETING THE RISK ASSESSMENTS:

Name of Leader completing this assessment	The Main Leaders of the Group will normally complete all the risk assessments as they will have been given appropriate training by Urban Saints. However, they may delegate the task to others on the leadership team if they are judged to have sufficient knowledge and expertise.
What are the hazards?	Simple, concise descriptions only are needed.
Who may be harmed and how?	Consider all those who may be at risk, paying particular attention to very young children and those with disabilities, for example.
What are you already doing to control the risks?	Note down any controls already in place that will reduce the risk. We have completed some lines for you showing the <u>minimum</u> controls that should already be in place before a Group starts meeting face-to-face again. If applicable, add in other controls specific to your Group/venue.
What else needs doing to control the risks?	Note down any other reasonable actions you can take to reduce the risk to an acceptable level. You may find you need to add to or amend this section when you carry out periodic reviews.
Who will take action?	Give the names/roles of the team members who will ensure the correct actions will be taken to deal with the risk.
When is action needed by?	Note when the actions above need to have been carried out to enable the safe running of the Group, and tick each one off in last column when done.

Name of Leader completing this Risk Assessment:			Date carried out:	Review date:		
What are the hazards?	Who may be harmed and how?	What are you already doing to control the risks? Note: These are the <u>minimum</u> controls you should put in place before the Group meets. The list is not exhaustive, and you should add additional sections applicable to your Group/venue.	What else needs doing to control the risks?	Who will take action?	When is action needed by?	Tick when done
Contracting or spreading coronavirus by not washing/sanitising hands or not doing so sufficiently well.	Everyone attending the Group or entering the premises where the Group meets.	<ul style="list-style-type: none"> On arriving at venue everyone washes hands with soap and water (and dries them with single use paper towels or hand drier) or uses hand sanitiser. Paper towels will be disposed of in covered bin. Group are reminded to wash/sanitise hands at regular intervals and given guidance on how to do this correctly. Sanitiser should be freely available in all areas of the venue in use. Groups are reminded not to touch their faces. 	<ul style="list-style-type: none"> Young people should be monitored and supervised to ensure controls are followed, especially regarding correct hand washing. Decide how frequently hand washing/sanitising should happen and how it will be enforced. Signs could be put up reminding of need to do so regularly. Soap/towels/sanitiser stocks need to be monitored and replenished as required. 			
Contracting or spreading coronavirus in commonly used areas.	Everyone attending the Group or entering the premises where the Group meets.	<ul style="list-style-type: none"> Identify indoor and outdoor areas where people are likely to congregate and where they cannot adhere to social distancing guidelines due to space limitations. Limit access to the above areas to ensure social distancing, or use one-way systems. Identify communal equipment or surfaces (e.g. taps, door handles) that people are likely to touch frequently. Sanitise communal equipment and surfaces prior to Group starting and during meetings as required. Leave non-fire doors open to reduce contact with handles. When indoors, open windows and leave non-fire doors open to increase ventilation in communal areas. Know about and implement any regulations on wearing face coverings indoors for adults and young people provided by the applicable government – see Leaders' Area page: https://www.urbansaints.org/leaders-area 	<ul style="list-style-type: none"> Young people should be monitored and supervised to ensure guidelines for areas where access is limited are followed. If necessary, signage should be put up explaining guidelines. Sanitising stocks (sanitiser, cloths/wipes, gloves) need to be monitored and replenished as required. Decide how often different surfaces/equipment should be sanitised, to what level and by whom. 			
Contracting or spreading coronavirus through shared equipment used in games and activities.	Everyone attending the Group.	<ul style="list-style-type: none"> Identify equipment that will be shared or used communally in games/activities. Where possible reduce shared items to a minimum or provide each person with their own. Ensure sanitising of equipment takes place before activity starts, if practicable. Put systems in place to sanitise equipment where practicable before being passed from person to person (e.g. handle of rounders bat) or provide participants with single-use gloves to avoid touching shared surfaces. 	<ul style="list-style-type: none"> Sanitising stocks (sanitiser, cloths/wipes, gloves) need to be monitored and replenished as required. Ensure everyone washes or sanitises their hands after an activity where equipment has been shared. Remind everyone not to touch their faces. 			

Name of Leader completing this Risk Assessment:			Date carried out:	Review date:		
What are the hazards?	Who may be harmed and how?	What are you already doing to control the risks? <i>Note:</i> These are the <u>minimum</u> controls you should put in place before the Group meets. The list is not exhaustive, and you should add additional sections applicable to your Group/venue.	What else needs doing to control the risks?	Who will take action?	When is action needed by?	Tick when done
Contracting or spreading coronavirus by not maintaining social distancing.	Everyone attending the Group or entering the premises where the Group meets.	<ul style="list-style-type: none"> Encourage everyone to follow the latest social distancing guidelines – see Leaders' Area page: https://www.urbansaints.org/leaders-area. Identify situations/places at the venue where social distancing cannot be easily maintained, (e.g. when administering first aid, when using a narrow corridor). Identify ways in which you can help people to maintain social distancing. This may include using marker tape on the floor; creating one-way systems; limiting the number of people in one area; providing signage reminding people of need to be socially distanced. If an emergency evacuation of the venue is required then social distancing should be maintained unless it proves unsafe to do so, in which case sanitation measures will be carried out once everyone is safe. 	<ul style="list-style-type: none"> Put in place systems to monitor and supervise young people to help social distancing to be maintained. Have clean masks or face coverings and single-use gloves ready for use when administering first aid. Evacuation procedures to be reviewed and adjusted to ensure social distancing can be maintained if possible. 			
Contracting or spreading coronavirus by not having sufficient ventilation in indoor areas.	Everyone attending the Group or entering the premises where the Group meets.	<ul style="list-style-type: none"> Identify indoor areas where there is poor ventilation. Open windows or non-fire doors to increase flow of fresh air. Know about and implement any regulations on wearing face coverings indoors for adults and young people provided by the applicable government – see Leaders' Area page: https://www.urbansaints.org/leaders-area 	<ul style="list-style-type: none"> Ventilation could be increased further by using electric fans. 			
Contracting or spreading coronavirus through handling registers, consent forms etc.	Leadership team.	<ul style="list-style-type: none"> Limit contact with registers, consent forms, accident forms etc. to the minimum number of team members. Single-use gloves should be considered when handling the paperwork and carefully disposed of afterwards. Pens should be sanitised before and after use. 	<ul style="list-style-type: none"> Sanitising stocks (sanitiser, cloths/wipes, gloves) need to be monitored and replenished as required. 			
Contracting or spreading coronavirus through use of indoor venue shared with other groups of people.	Everyone attending the Group or entering the premises where the Group meets. Others using the venue.	<ul style="list-style-type: none"> When the Group's normal venue is shared with others whilst the Group is meeting then leaders will constantly monitor the impact on their Group. Leaders will decide if extra or enhanced cleaning is required, limits are needed on how many people can use particular spaces or facilities, or if other measures are needed to further protect the Group. 	<ul style="list-style-type: none"> If it is known in advance that others will be using the venue where the Group usually meets, then the leaders will liaise with them in advance to clarify how cleaning and use of spaces and equipment will be managed in order that the safety of the Group is not compromised. 			

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What are the hazards?	Who may be harmed and how?	What are you already doing to control the risks? <small>Note: These are the <u>minimum</u> controls you should put in place before the Group meets. The list is not exhaustive, and you should add additional sections applicable to your Group/venue.</small>	What else needs doing to control the risks?	Who will take action?	When is action needed by?	Tick when done
Contracting or spreading coronavirus through sharing food and/or drink.	Everyone attending the Group.	<ul style="list-style-type: none"> If it is decided that food and/or drink is to be offered at the Group, then leaders will serve the items to the young people following all normal hygiene measures – young people will not be permitted to serve themselves. Food/drink may only be consumed at times permitted by the leaders. No food, cups etc. will be shared between people attending the Group. Hand washing/sanitising will be required before any food/drink is consumed. 	<ul style="list-style-type: none"> Leaders should know and follow the food safety advice in Section 10 of the Good Practice Guide, especially regarding allergen awareness. 			
Increased risk of infection and complications for anyone who is 'clinically extremely vulnerable' or in other high-risk groups.	Anyone coming to the Group who is clinically extremely vulnerable or in another high-risk group. Others in the household of someone attending the Group who are in these categories.	<ul style="list-style-type: none"> Identify who falls into the 'clinically extremely vulnerable' or other high-risk groups, or who comes from a household containing people in these categories. For young people in the above categories who wish to attend the Group, you should discuss with their parents the risks involved and how best you can support them. Note down what is agreed. If leaders in the above categories wish to attend the Group, then they should discuss with the Main Leaders how best they can be supported. Note down what is agreed. 	<ul style="list-style-type: none"> The various UK governments have produced guidance on supporting vulnerable people – see WEBSITES section below. 			

WEBSITES – click on the relevant nation to go to the applicable government website:

1 Guidance on wearing face coverings:

[England](#)
[Wales](#)
[Scotland](#)
[N. Ireland](#)

2 Guidance on supporting clinically extremely vulnerable people:

[England](#)
[Wales](#)
[Scotland](#)
[N. Ireland](#)