

<p>The Pirate Castle Risk Assessment Youth Work: Covid-19</p> <p>Date: 16/07/2020 Reviewed: 09/03/2021</p>	<p>Carried out by: Kal Webb (Development Manager / Safeguarding Lead)</p>	<p>Next Review Due: 08/03/2022</p> <p>Due to Covid-19, this Risk Assessment must be updated to reflect government, British Canoeing and National Youth Agency guidance at all times to ensure compliance. Refer to: https://nya.org.uk/guidance/ https://www.britishcanoeing.org.uk/news/coronavirus-updates</p>
<p>Our priority remains the health and wellbeing of all participants, staff and volunteers. We are therefore committed to ensuring that Pirate Castle activities take place in as safe an environment as is possible and that we all continue to help suppress the spread of the Covid-19 virus. We will take all reasonable precautions against the Covid-19 virus and act in accordance with our Duty of Care to all concerned at all times. We will also ensure that we act in accordance with all relevant legislation and government guidance in this area. However, risk of Covid-19 transmission cannot be completely eradicated and so all participants (or parents / guardians of youth / vulnerable participants) and volunteers must sign a declaration agreeing that undertaking activities at Pirate Castle is at their own risk.</p> <p>As The Pirate Castle delivers a range of activities for children, young people and individuals / groups with additional support needs / disabilities and / or those affected by wider health / socio-economic issues, this risk assessment specifically relates to our work with these groups within the Covid-19 context.</p> <p>This is NOT a stand-alone document and must be read in conjunction with the following organisational risk assessments and guidelines:</p> <ul style="list-style-type: none"> • The Pirate Castle - Covid-19 Risk Assessment v6 09 March 2021 • 2021 Paddlesport Risk Assessment_Sheltered Water • Covid-19 Guidelines for Staff v1 • Covid-19 Guidelines for Volunteers and Sessional Staff v1 • Covid-19 Guidelines for General Visitors v1 • Covid-19 Guidelines for Participants – Paddlesports • Safeguarding Policy • Equal Opportunities Policy 		

NYA Readiness Level	Permitted Activity Expected
<p style="text-align: center;">RED</p>	<p>NYA Guidance</p> <p>Roadmap Step 1A from 8th March 2021 (England)</p> <p>From 8th March and until the start of Step 1 B the youth sector will remain at Readiness Level RED. However, it will be possible to provide the following support:</p> <ul style="list-style-type: none"> • Online and digital youth services • Detached/outdoor local youth services • 1-2-1 sessions with high-need young people (indoors) • Small group work sessions indoors with high need young people (consistent with social distancing guidelines) <p>TPC closes during lockdowns</p>
<p style="text-align: center;">AMBER</p>	<p>Roadmap Step 1 B from 29th March 2021 (subject to government confirmation / easing of restrictions) the youth sector will move to AMBER Readiness Level for <u>ALL OUTDOOR</u> activities.</p> <p>From this date open access and drop-in services can resume for outdoor only activities for ALL young people.</p> <p>Young people must be placed in bubbles of 15, plus staff/volunteers and may only enter premises for personal welfare reasons (use of toilets etc).</p> <p>Government Guidance: As set out in the COVID-19 Response – Spring 2021 guidance, from 29th March, and in line with when schools close for the Easter holidays, out-of-school settings and wraparound providers will be able to offer:</p> <ul style="list-style-type: none"> • outdoor provision to all children, without restrictions on the purpose for which they may attend (i.e. The Pirate Castle’s youth activities / Holiday Schemes)

	indoor provision to: <ul style="list-style-type: none"> vulnerable children and young people children on free school meals, where they are attending as part of the Department for Education's holiday activities and food programme other children, where the provision is: <ul style="list-style-type: none"> reasonably necessary to enable their parents and carers to work, search for work, undertake education or training, or attend a medical appointment or address a medical need, or attend a support group being used by electively home educating parents as part of their arrangements for their child to receive a suitable full-time education being used as part of their efforts to obtain a regulated qualification, meet the entry requirements for an education institution, or to undertake exams and assessments Online and digital youth services <ul style="list-style-type: none"> Detached local youth activities (consistent with social distancing guidelines) 1-2-1 sessions with young people indoors Small group sessions delivered indoors (consistent with social distancing guidelines) 				
YELLOW	<ul style="list-style-type: none"> Online and digital youth services Detached/outdoor local youth services (consistent with social distancing guidelines) 1-2-1 sessions with young people Group sessions delivered indoors (consistent with social distancing guidelines) Camping and overnight residentials 				
GREEN	<ul style="list-style-type: none"> All services open as per normal yearly operations Overnight trips and visits International travel allowed within Foreign and Commonwealth Office advice 				
Hazard	Who might be affected?	What control measures are in place? Are they sufficient?	What Further Action Required	Readiness Level Red/amber/yellow/green	Review
Impact of changing government, NYA and / or British	Staff Volunteers Young People	NYA readiness level, government and British Canoeing guidance checked / cross-referenced on a	Weekly checks by management,	ALL	

Canoeing guidance on restrictions / permitted activities	TPC	weekly basis. Activities are adapted and / or increased / reduced in line with guidance.	actions as required.		
Online / digital / email: accusation of inappropriate contact or content	Staff Volunteers Young People TPC	TPC does not provide any online / digital services. Staff / volunteers prohibited from direct email / social media contact with YP. Where such contact is unavoidable, parent / guardian must always be included / copied in.	All staff / volunteer inductions include Code of Conduct and Safeguarding Policy etc.	ALL	
TPC arrivals / departures		Social distancing maintained for queues outside venue. Only participants are permitted entry. Arrival / departure times are staggered for each group to comply with social distancing. All YP are signed in / out by activity lead.		Amber Activity / until guidance changes	
Outdoor Youth Activities	Staff Volunteers Young People TPC	Maximum 15 x YP per bubble + instructors / support staff Instructor ratio 1:8 maintained at all times. Minimum age 8 years (verified via consent forms). YP must be assigned to specific groups and must remain in the same group for duration of activity / attendance. Instructors / support staff are assigned to specific group and must remain with the same group for duration of activity / attendance.	Continue reviewing / adapting activities as required to ensure ongoing compliance with government / British Canoeing / NYA guidance	Amber Activity	

		<p>Back-to-back or side-to-side working / instruction (rather than face-to face) maintained whenever possible.</p> <p>Some service users may have difficulty or challenges with the need to socially distance (e.g. those with SEND / 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.</p> <p>Activity start / end times and any breaks are staggered for each group to comply with social distancing.</p> <p>No mixing of groups / bubbles during activities.</p> <p>Access to inside areas restricted to use of WCs and / or for First Aid / personal welfare.</p> <p>Changing rooms and showers must not be used. Individual pop-up changing tents for emergency use. Must be thoroughly sanitised after each use.</p>			
Kit and Equipment	Staff Volunteers Young People	<p>All participants retain and use / retain the same equipment issued to them at the start of the activity. No sharing or swapping equipment.</p> <p>All equipment sanitised after each use and buoyancy aids sanitised / decommissioned for at</p>		Amber Activity / until guidance changes	

		least 72 hours after use in line with British Canoeing / TPC Covid-security protocols.			
Holiday Scheme Lunch Breaks	Staff Volunteers Young People	<p>All YP bring their own packed lunches (no nuts policy).</p> <p>Lunches to be taken outside unless weather prohibitive. If inside TPC, max. 30 minute break and different groups / bubbles (max 8 YP per group) must use separate, appropriately distanced areas. All areas / seating / tables / touch points etc. are thoroughly sanitised after each use as per Covid-security protocols. All participants wash hands before / after lunch.</p> <p>Groups / instructors must remain within their assigned bubble at all times.</p> <p>Maintain social distancing at all times.</p>		Amber Activity / until guidance changes	
Face Coverings	Staff Volunteers Young People	<p>Staff must wear face coverings at all times when inside TPC public areas and / or customer facing unless doing so would impede work / communication with YP due to disability / additional need.</p> <p>YP aged 11+ required to wear face coverings at all times when inside TPC public areas.</p> <p>Refer to Covid-19 risk assessment and staff / volunteer / participant guidelines.</p>		Until guidance changes	
Covid-security and hygiene	Staff Volunteers Young People	All individuals have temperature checks using non-touch digital thermometer) and sanitise hands before entry / departure.		Until guidance changes	

	TPC	<p>Sanitization stations throughout venue at child / wheelchair user-friendly height.</p> <p>Staff / volunteers advised to have regular lateral flow tests prior to entering TPC for shifts (full-time = 2 per week; part-time = 1 per week minimum).</p> <p>One-way system / social distancing observed at all times within TPC.</p> <p>Staff / volunteers must wear single-use gloves when fitting / checking buoyancy YP buoyancy aids. Regular YP participants fit / check their own buoyancy aids and staff check visually.</p> <p>Covid-security / cleaning / hygiene protocols as per Covid-19 risk assessment and associated procedures</p> <p>Refer to Covid-19 risk assessment and staff / volunteer / participant guidelines</p>			
Indoor Youth Activities	Staff Volunteers Young People	<p>No indoor activities until Yellow Readiness level unless for invited vulnerable YP.</p> <p>Maximum 15 x YP per bubble + instructors / support staff</p> <p>Minimum age 8 years (verified via consent forms).</p>		Yellow Activity	

		<p>YP must be assigned to specific groups and must remain in the same group for duration of activity / attendance.</p> <p>Instructors / support staff are assigned to specific group and must remain with the same group for duration of activity / attendance.</p> <p>Back-to-back or side-to-side working / instruction (rather than face-to face) maintained whenever possible.</p> <p>Some service users may have difficulty or challenges with the need to socially distance (e.g. those with SEND / 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.</p> <p>Activity start / end times and any breaks are staggered for each group to comply with social distancing.</p> <p>No mixing of groups / bubbles during activities.</p> <p>No more than 2 x YP bubbles (Main Hall only) providing groups can be appropriately separated from each other for duration of activity to comply with social distancing.</p>			
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		Windows must be opened and kept open for the duration of the activity to maintain good ventilation.			
External trips / visits	Staff Volunteers Young People	All trips, visits and / or activities are risk assessed and external activity provider verified as Covid-secure / compliant with government guidelines. Social distancing and face coverings worn during travel as required, including hired transport.		Amber Activity	
External trips / visits	Staff Volunteers Young People	All trips, visits and / or activities are risk assessed and external activity provider verified as Covid-secure / compliant with government guidelines. Social distancing and face coverings worn during travel as required, including hired transport.		Yellow Activity	
All services open as per yearly operations	Staff Volunteers Young People	Standard operating procedures and risk assessments apply, reviewed / updated as per schedule.		Green Activity	
Overnight residentials (TPC canal boats and / or external)	Staff Volunteers Young People	All trips, visits and / or activities are risk assessed. Appropriate social distancing and Covid -security cleaning / hygiene measures as per procedures. External accommodation provider verified as Covid-secure / compliant with government guidelines.		Green Activity (under review)	
International travel	Staff Volunteers Young People	In line with FCO (Foreign & Commonwealth Office) guidance		Green Activity	
Equality of access for BAME, shielded and vulnerable Young People	Young People	Ensure that we offer equality of access for those who are particularly vulnerable, clinically vulnerable young people - those with underlying health conditions		ALL Activities	

		<p>or have comorbidities (multiple medical conditions occurring at the same time).</p> <p>Pregnancy - in particular those who are over 28 weeks or have underlying health conditions</p> <p>Disabilities identified which may be the subject of reasonable adjustments</p> <p>Consent form data checked for all participants</p> <p>Regularly review the risk assessment specifically for those at higher risk and control measures in place, determine the adequacy of the measures taken for those individuals at greater risk.</p>			
Safeguarding (heightened risk to YP due to Covid-19)	Staff Volunteers Young People	<p>All pre-activity staff / volunteer briefings refer to potentially heightened risks to YP in context of Covid-19 and how to identify / respond to signs / disclosures of concerns / issues.</p> <p>Safeguarding Lead or Deputy always on site.</p> <p>Refer to Safeguarding Policy.</p>	All staff / volunteer inductions include Code of Conduct and Safeguarding Policy etc.		
Potential conflict between existing workplace / work activity risk assessments and procedures and newly implemented arrangements	Staff Volunteers	All existing risk assessments to be reviewed and amended as appropriate to ensure continued compliance and safe working practice in all areas.		ALL Activities	

required for returning to the workplace					
Implementation of new procedures, equipment or resources as part of Covid-19 control measures	Staff Volunteers Young People	<p>Ensure that existing procedures are updated to reflect any changes.</p> <p>Review and update risk assessments including CoSHH and Fire to include any new products or procedures.</p> <p>All employees to receive appropriate instruction and training in any new or revised procedures, equipment or resources including PPE and Covid-security / hygiene protocols</p> <p>User groups to be notified of any changes that affect them or their service delivery.</p>		ALL Activities	