





Company: Wigan Youth Zone

Task/Operation: Covid-19

Location: Main Building

Assessment Compiled by: Anthony Ashworth-Steen  
Signature: A. Ashworth-Steen  
Position: Executive Director

Date of assessment: 07/01/2021  
Date to review further actions: Weekly  
Assessment review date: In-line with Government and/or NYA guidelines

 <p>Significant Hazard</p>	<p>Who might be harmed?</p>	 <p>How is the risk controlled?</p>	<p>What further action is required?</p>	<p>Person responsible</p>	<p>Completion date</p>
<p>Reducing the spread of the virus for staff and volunteers.</p>	<p><b>Staff</b> <b>Volunteers</b></p>	<p><b><u>Social Distancing</u></b> All staff who can work from home should continue this practice. Only critical personnel to be allowed in the YZ. Numbers of staff allowed in the building at one time to be kept to a minimum.  2 metre social distancing measures to be always adhered to, unless close contact is necessary (e.g. first aid) – this includes</p>	<ol style="list-style-type: none"> <li>1. A two-week rolling staff rota will be created.</li> <li>2. Social distancing measures will be implemented</li> </ol>	<p>Office Manager/YWM          Facilities Manager</p>	<ol style="list-style-type: none"> <li>1. Completed</li> <li>2. Completed</li> </ol>

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		<p>complying with all the paths/one-way systems.</p> <p>Screens to be placed in reception and Café.</p> <p>Safe working practice guidelines and staff training to be implemented before reopening.</p>	<p>throughout the building.</p> <p>3. Screens purchased and installed in Reception and Café.</p> <p>4. Safe working practice guidelines and staff training to be implemented before reopening.</p>	<p>Facilities Manager</p> <p>SMT</p>	<p>3. Completed</p> <p>4. Completed and continuous (for new starters)</p>
Reducing the spread of the virus for staff and volunteers.	<b>Staff</b> <b>Volunteers</b>	<p><b><u>Sanitisation</u></b></p> <p>On arrival at the building, everyone will be required to put on hand sanitizer. Thereafter, regular sanitisation (washing hands) will be enforced.</p> <p>Hand washing facilities with soap and water in place - posters to inform people to wash hands for a minimum of 20</p>	<p>5. Hand sanitiser to be purchased and regularly monitored</p> <p>6. Posters to be displayed at every</p>	<p>Facilities Manager</p> <p>Facilities Manager</p>	<p>5. Completed and continuous</p> <p>6. Completed</p>

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		<p>seconds will be put up. Disposable paper towels to be provided.</p> <p><a href="https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands">https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands</a></p> <p>Hand sanitation is to be used as alternative if hand washing facilities are not available.</p> <p>Tannoy system to be used every 60 minutes to stop activity and wash hands.</p> <p>Staff &amp; volunteers will be encouraged to protect the skin by applying emollient cream, if required.</p>	<p>hand-washing station.</p> <p>7. Disposable paper towels to be sourced, purchased and stock monitored.</p> <p>8. Reception team to make tannoy announcements to wash hands.</p>	<p>Facilities Manager</p> <p>Reception Team</p>	<p>7. Completed</p> <p>8. Hourly until open to young people</p>
Reducing the spread of the virus for staff and volunteers.	<b>Staff</b> <b>Volunteers</b>	<p><b><u>Cleaning and Ventilation</u></b></p> <p>Before opening for young people a deep clean of the building will be undertaken.</p> <p>Cleaning of the building will happen throughout the session by the cleaning</p>	<p>9. Deep clean and cleaning rotas to be developed.</p> <p>10. Approved sanitising agent for all areas</p>	<p>FM &amp; Office Manager</p> <p>Cleaning Team &amp; Youth</p>	<p>9. Completed</p> <p>10. Completed</p>

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	<p>and/or youth work teams. All cleaning products used will be suitable to reduce the spread of the virus. When not on session, all staff will be expected to wipe down touchpoints of rooms they enter and exit using the cleaning stations provided.</p> <p>All doors handles to be cleaned regularly.</p> <p>Staff only allowed to use accessible toilets (unless there is a wheelchair user). A small amount of cleaning products to be left inside for cleaning after every use.</p> <p>Air conditioning units to be disinfected in accordance with Legionella standards maintenance on these units – this will take place annually unless there is a requirement to do it beforehand (e.g. advised to by Public Health). Air-</p>	<p>of the building to be purchased.</p> <p>11. All door handles to be cleaned regularly.</p> <p>12. Checks that air conditioning is being used appropriately (in applicable rooms)</p>	<p>Work Teams on session.</p> <p>All Staff when not on session</p> <p>Facilities Manager</p> <p>All Staff</p>	<p>11. Continuous</p> <p>12. Continuous</p>
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		conditioning will not be used in rooms form more than 30 mins at a time, if possible.			
Reducing the spread of the virus for staff and volunteers.	<b>Staff Volunteers</b>	<p><b><u>Equipment</u></b></p> <p>Non-contact payment methods to be offered by the way of card reader and tins at reception and café.</p> <p>Electric barrier at reception to be left open to reduce the risk of touching the barrier.</p> <p>Lift to be isolated and only used for people who need to use it.</p>	<p>13. Non-contact payment sources to be purchased and installed.</p> <p>14. Electric barrier to be left open</p> <p>15. Lift to be isolated and opened as required.</p>	<p>Finance Officer</p> <p>Facilities Manager</p> <p>Reception Team Duty Manager</p>	<p>13. Completed</p> <p>14. Continuous</p> <p>15. As required</p>
Reducing the spread of the virus for staff and volunteers.	<b>Staff Volunteers</b>	<p><b><u>Symptom Procedures</u></b></p> <p>All personnel who have been identified as in the clinically vulnerable categories must adhere to Government guidelines.</p>			

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	<p>Anybody displaying symptoms of Covid-19 (new cough, high temperature or loss of smell/taste) will be sent home immediately and advised to follow the stay at home guidance.</p> <p>Temperature checks for all staff and volunteers on arrival at WYZ – if temperature is high (37.8 degrees or over), access to the building will not be permitted for five minutes before temperature is rechecked. If it is still 37.8 degrees or higher access to the building won't be permitted.</p> <p>Management will offer support to staff and volunteers who are affected by Covid-19, or has a family member affected.</p>	<p>16. Two infrared thermometers to be purchased.</p> <p>17. Remain vigilant on symptom checking and take action as needed.</p> <p>18. Temperature checking on arrival to the building.</p> <p>19. Support staff who have been affected by Covid-19.</p>	<p>Facilities Manager</p> <p>All Staff</p> <p>Reception/ Youth Worker</p> <p>SMT</p>	<p>16. Completed</p> <p>17. Continuous</p> <p>18. Continuous</p> <p>19. As Required</p>
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<p>Reducing the spread of the virus for staff and volunteers.</p>	<p><b>Staff</b> <b>Volunteers</b></p>	<p><b><u>Personal Protective Equipment (PPE)</u></b> Aprons, Masks and Gloves to be worn by any staff member working with a staff member or volunteer who is displaying symptoms or there is a requirement to be closer than 2 metres for instance administering first aid.</p>	<p>20. Aprons, Masks and Gloved to be sourced and stock monitored</p>	<p>Facilities Manager</p>	<p>20. Completed and continuous</p>
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<p>Reducing the spread of the virus and protecting young people, contractors and visitors</p>	<p><b>Contractors</b> <b>Visitors</b> <b>Young People</b></p>	<p><b><u>Social Distancing - General</u></b> 2-meter social distancing measures outside and inside; including tape on the floor at correct spacing wherever practical. This can also be achieved by using social distancing advisors staff members. One-way system to be implemented in parts of the building (e.g. up one staircase and down another.  Staff members to be inside to ensure social distancing is being adhered to.  Reduce the numbers of YP into the YZ invite only initially and then via a booking system.</p>	<ol style="list-style-type: none"> <li>1. Social distancing (inc. one-way) measures to be implemented</li> <li>2. Reduce numbers of young people – invite only.</li> </ol>	<p>Facilities Manager</p> <p>Youth Work Manager</p>	<ol style="list-style-type: none"> <li>1. Completed</li> <li>2. Completed</li> </ol>

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		<p>The start times and ends of the sessions will be staggered to reduce the numbers of people entering and exiting the building at one time. If there are any concerns about the footfall, a new exit will be created.</p> <p>Limit the number of visitors allowed, if practicable continue video calls. Only essential contractors allowed, phoned before arrival to discuss the YZ Covid-19 Practices.</p> <p>All young people, contractors and visitors to be collected from reception or guided to a specific area on arrival.</p> <p>All young people, visitors and contractors to be issued with building guidelines to be agreed before arrival.</p>	<p>3. Stagger start times for young people.</p> <p>4. Contractors, young people and visitors to receive brief prior to coming onto site.</p>	<p>Youth Work Manager</p> <p>Facilities Manager and Youth Work Manager</p>	<p>3. Continuous</p> <p>4. Completed and continuous</p>
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			<p>5. Staff members to ensure social distancing is being adhered to</p> <p>6. Reduce numbers of young people – implement booking system</p> <p>7. Youth Worker on front door to restrict access.</p> <p>8. On arrival, guests to be signposted or collected.</p>	<p>All Staff</p> <p>Youth Work Manager</p> <p>Youth Work Manager</p> <p>Reception Team</p>	<p>5. Continuous</p> <p>6. Completed and continuous</p> <p>7. Continuous</p> <p>8. Continuous</p>
Reducing the spread of the virus and protecting young people, contractors and visitors	<p><b>Contractors</b></p> <p><b>Visitors</b></p> <p><b>Young People</b></p>	<p><b><u>Social Distancing – Area Specific</u></b></p> <p><i>Rec Area:</i></p> <p>2-metre social distancing paths with the use of tape and/or stickers on the floor wherever practicable.</p>	<p><b><u>Social Distancing – Rec Area</u></b></p> <p>9. Social distancing to be implemented</p>	<p>Facilities Manager</p>	<p>9. Completed</p>

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		<p>One way in and one way out of the Rec Area to be implemented with arrows on the floor to show flow and/or use of barriers.</p> <p>Re-structure of furniture to allow easier access and egress from the Rec Area.</p> <p>Limited number of personnel allowed in the Rec Area to reduce gatherings. Reduced planned games and activities in Rec Area.</p> <p>Tape off water fountains they are not to be used.</p>	<p>10. Re-structure furniture for easier access and egress</p> <p>11. Limit gatherings and games</p> <p>12. Tape off water fountain</p>	<p>Facilities Manager</p> <p>Sessional Staff</p> <p>Facilities Manager</p>	<p>10. Completed</p> <p>11. Continuous</p> <p>12. Completed</p>
Reducing the spread of the virus and protecting young people, contractors and visitors	<b>Contractors</b> <b>Visitors</b> <b>Young People</b>	<p><b><u>Social Distancing – Area Specific</u></b></p> <p><i>Café Area:</i> Café seating area to be re-designed to allow 2-metre social distancing.</p>	<p><b><u>Social Distancing – Café Area</u></b></p> <p>13. Social distancing to be implemented.</p>	Facilities Manager	13. Completed

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		<p>Reduced numbers allowed in this area - staggered eating times will be introduced.</p> <p>Food offer dependant on numbers but aim is to provide a hot, nutritious meal – staggered eating times.</p> <p>All food deliveries to be wiped down with sanitation wipes.</p> <p>Food to be served on paper plates with plastic/wooded utensils.</p> <p>Hand washing facilities with soap and water in place.</p>	<p>14. Food offer to be staggered.</p> <p>15. Wipe down all food deliveries.</p> <p>16. Paper plates and plastic/wooden cutlery to be purchased.</p>	<p>Youth Work Manager</p> <p>Facilities Manager</p> <p>Facilities Manager</p>	<p>14. Completed</p> <p>15. Continuous</p> <p>16. Completed</p>
Reducing the spread of the virus and protecting young people, contractors and visitors	<p><b>Contractors</b></p> <p><b>Visitors</b></p> <p><b>Young People</b></p>	<p><b><u>Social Distancing – Area Specific</u></b></p> <p><i>Gym:</i></p> <p>2-metre social distancing to be practiced with the use of tape on the floor to mark a path.</p>	<p><b><u>Social Distancing – Gym</u></b></p> <p>17. Social distancing to be implemented</p>	<p>Facilities Manager</p>	<p>17. Completed</p>

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	<p>One way in and one way out of the gym to be implemented with the use of signs on the doors and/or arrows and barriers.</p> <p>All equipment to be cleaned before and after use.</p> <p>Reduce the numbers of young people allowed.</p> <p>Tape off water fountains they are not to be used.</p> <p>Hand gels to be applied by all before during and after use. More hand gel pumps allocated to this room.</p>	<p>18. One-way system created</p> <p>19. Equipment to be cleaned before and after use with approved sanitising agent</p> <p>20. Numbers of young people reduced</p> <p>21. Tape off water fountains</p> <p>22. Hand sanitiser to be provided</p>	<p>Facilities Manager</p> <p>Sessional Staff</p> <p>Youth Work Manager</p> <p>Facilities Manager</p> <p>Facilities Manager</p>	<p>18. Completed</p> <p>19. Continuous</p> <p>20. Completed</p> <p>21. Completed</p> <p>22. Completed</p>
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Reducing the spread of the virus and protecting young people, contractors and visitors	<b>Contractors Visitors Young People</b>	<b><u>Social Distancing – Area Specific</u></b>  <i>Ground floor Walkways:</i>  2-metre social distancing measures in place with the use of stickers or tape.  Directional of movement on corridor floors with the use of tape of stickers.  Limit the amount of traffic in these areas.	<b><u>Social Distancing – GF Walkways</u></b>	Facilities Manager	23. Social distancing measures to be implemented	23. Completed	
					24. One way systems to be created	Facilities Manager	24. Completed
					25. Traffic to these areas to be limited	Sessional Staff	25. Continuous
Reducing the spread of the virus and protecting young people, contractors and visitors	<b>Contractors Visitors Young People</b>	<b><u>Social Distancing – Area Specific</u></b>  <i>Ground floor toilets and changing rooms:</i>  Changing rooms to be locked only opened if necessary.  2 meter social distancing to be in place in the toilets.	<b><u>Social Distancing – GF Toilets and Changing Rooms</u></b>	Duty Manager	26. Changing rooms open as required	26. As required	
					27. Social distancing to be in place	Facilities Manager	27. Completed

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		<i>Stairs to first floor:</i> Access to the 1 <sup>st</sup> floor to be one way upstairs and one way downstairs to stop gatherings on the stairs.	28. One way system to be created	Facilities Manager	28. Completed
		Limited numbers to be allowed upstairs.  Tape on floor for 2-metre social distancing and direction of travel	29. Limit access to first floor 30. Social distancing markers to be in place	Youth Work Manager Facilities Manager	29. Completed 30. Completed
Reducing the spread of the virus and protecting young people, contractors and visitors	<b>Contractors</b> <b>Visitors</b> <b>Young People</b>	<b><u>Social Distancing – Area Specific</u></b>			
		<i>First floor rooms:</i> Access to all rooms upstairs to be limited.	31. Limit access to first floor	Youth Work Manager	31. Completed
		2-metre social distancing measure to be applied in all rooms.	32. Social distancing to be implemented	Facilities Manager	32. Completed

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	Room furniture to be re-designed to allow better movement and flow.	33. Redesign furniture in each room	Facilities Manager	33. Completed
	All rooms to be cleaned before and after use, cleaning materials will be available on demand.	34. All rooms cleaned before and after session	Sessional Staff	34. Continuous
	Direction of movement on corridor floors with the use of tape and 2 metre spacing.	35. One way system to be created	Facilities Manager	35. Completed
	All rooms to be up scaled on hand sanitation including corridors.	36. Sanitisation stations to be implemented	Facilities Manager	36. Completed
	Staff toilet will be the accessible toilet- small cleaning products to be left inside cleaned after every use.	37. Cleaning products to be provided	All Staff	37. Completed
	YP toilets to be opened on session and regularly cleaned.	38. YP toilets to be regularly cleaned	Facilities Manager	38. Continuous

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		Implement 2-metre social distancing measures in the designated fire assembly area.  If the 2-metre social distancing measures must be broken due to numbers, the back gate will be opened for egress.	39. Social distance markers in assembly area  40. Back gate opened if numbers too high for social distancing		
Reducing the spread of the virus and protecting young people, contractors and visitors	<b>Contractors</b> <b>Visitors</b> <b>Young People</b>	<b><u>Symptom Procedures</u></b>		All Staff  Reception Team	41. Completed and continuous  42. Continuous
		Anybody displaying symptoms of Covid-19 (new cough, high temperature or loss of smell/taste) will be sent home immediately and advised to follow the stay at home guidance. If it is a young person, they will be taken with a staff member to Fight Club until a parent/guardian arrives to collect them.  Temperature checks for all staff and volunteers on arrival at WYZ – if	41. Emergency procedure to be briefed to all staff  42. Temperatures to be taken on arrival		

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		temperature is high (37.8 degrees or over), access to the building will not be permitted for five minutes before temperature is rechecked. If it is still 37.8 degrees or higher access to the building won't be permitted.			
Reducing the spread of the virus and protecting young people, contractors and visitors	<b>Contractors</b> <b>Visitors</b> <b>Young People</b>	<p><b><u>Equipment</u></b></p> <p>Electric barrier in reception to be left open.</p> <p>Access to the building to be restricted</p> <p>Walkie talkies to be used in front of house staff communicate if issues arise</p>	<p><b><u>Post-Opening</u></b></p> <p>43. Electric Barrier to be kept open</p> <p>44. Youth Worker on front door to restrict access.</p> <p>45. Walkie talkies charged</p>	<p>Reception Team</p> <p>Youth Work Manager</p> <p>Duty Manager</p>	<p>43. Continuous</p> <p>44. Continuous</p> <p>45. Continuous</p>
Reducing the spread of the virus and protecting young people, contractors and visitors	<b>Contractors</b> <b>Visitors</b> <b>Young People</b>	<p><b><u>Sanitisation</u></b></p> <p>On arrival at the building, everyone will be required to put on hand sanitizer.</p> <p>Thereafter, regular sanitisation (washing hands) will be enforced.</p>	<p><b><u>Post-Opening</u></b></p> <p>46. Sanitiser to be applied on arrival</p>	<p>Reception Team</p>	<p>46. Continuous</p>

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	<p>Tannoy system to be used every 30 minutes to stop activity and wash hands.</p> <p>Hand washing facilities with soap and water in place - posters to inform people to wash hands for a minimum of 20 seconds will be put up. Disposable paper towels to be provided.</p> <p><a href="https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands">https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands</a></p> <p>Hand sanitation is to be used as alternative if hand washing facilities are not available.</p> <p>Young people aged 11 and over will be requested to wear face coverings when at the Youth Zone and engaged in non-physically active programmes (e.g. sport and dance). Additionally, if there is extremely hot weather and it is providing</p>	<p>47. Tannoy announcements every 30 mins</p> <p>48. Posters about hand washing to be displayed</p> <p>49. Paper towels purchased.</p> <p>50. Young people asked to put on face covering on arrival and throughout aside from the</p>	<p>Reception Team</p> <p>Facilities Manager</p> <p>Facilities Manager</p> <p>All Staff</p>	<p>47. Every 30 mins</p> <p>48. Completed</p> <p>49. Completed</p> <p>50. Continuous</p>
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		discomfort to members then they will not be required to wear one. If young people inform us they do not need to wear one on arrival to the Youth Zone, proof will not be sought.	stipulations outlined in the previous column.		
Reducing the spread of the virus and protecting young people, contractors and visitors	<b>Contractors</b> <b>Visitors</b> <b>Young People</b>	<p><b><u>Cleaning and Ventilation</u></b></p> <p>Toilets to be used on a one-in one-out basis.</p> <p>All fridges in reception are out of bounds to all staff volunteers ad YP.</p> <p>Before opening for young people a deep clean of the building will be undertaken.</p> <p>Cleaning of the building will happen throughout the day by the cleaning and/or youth work teams. All cleaning products will be an approved sanitising agent.</p>	<p>51. All fridges in Reception Area powered-off</p> <p>52. Deep clean of the building undertaken</p> <p>53. Cleaning rotas to be produced which ensures regular cleaning.</p>	<p>Facilities Manager</p> <p>Cleaning Team</p> <p>Facilities Manager and Office Manager</p>	<p>51. Completed</p> <p>52. Completed</p> <p>53. Continuous</p>

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		Open windows to allow fresh air into the building wherever possible.	54. Windows to be opened wherever possible and closed thereafter	All Staff	54. Continuous
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**Version 3 Amendments**

- 07/01 – changed the date of assessment and version number on the first page and on the footer
- 07/01 – changed the completion dates for tasks from specific dates to ‘completed’ or ‘completed and continuous’
- 07/01 – reviewed the payment methods (p5)
- 07/01 – added that stock purchased, will be monitored
- 07/01 – changed the cleaning of touchpoints section (p3&4) by adding who is responsible and when