

## Risk Assessment: Responding to symptoms and positive testing

This Risk Assessment has considered the government guidance provided on 5th June 2020 and takes further consideration as new guidelines are provided by Public Health.

Hazard	Persons at Risk	Existing Controls	Further Action Required	PPE/Equipment/Props/ Controls And supporting documentation
Risk of infection from staff or children who become symptomatic during delivery	Young people and staff	<p>All staff and young people are advised to not attend if any symptoms present.</p> <p>Staff are advised to self isolate for two weeks in the event of symptoms.</p>	<p>In the event of staff and young people showing symptoms such as new continuous cough and/or a high temperature (over 37.8°C) the following should be considered and followed,</p> <ul style="list-style-type: none"> <li>● The mentoring (behind reception) is the room identified for as a “isolation room”. This should be used in the event a young person/staff starts to show signs and symptoms.</li> <li>● The mentoring room has windows for venition and a nearby exit which can allow</li> </ul>	<ul style="list-style-type: none"> <li>- PPE including gloves, masks, portable sanisters, apren (<a href="#">donning</a> guidance) are available.</li> <li>- Temperature gage (forehead gage to be used and completed inline with guidance</li> <li>- Parental acknowledgment of all procedures, controls and their responsibility to collect and share relevant information</li> </ul>

			<p>those staff and young people to exit quickly without contact with any others. The mentoring room should not be used for any other use throughout this period and should be accessible throughout all operations.</p> <ul style="list-style-type: none"> <li>• If it is a member of staff and they can drive themselves home, they should do so immediately. They should exit through the rear of the building (back staircase from the staff office) and do not need to inform a staff and/or management prior to leaving. The staff should however contact the session lead or a member of SMT at first opportunity by telephone following their exit. Staff should be prepared to explain their symptoms and other questions which may relate to on close contact with others, their group and any other</li> </ul>	<p>throughout if a young person shows signs and we need to confirm their status.</p> <ul style="list-style-type: none"> <li>- Fluid bin</li> </ul>
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			<p>information which may need to be considered in order to prevent further risk to others.</p> <ul style="list-style-type: none"> <li>• Where a staff needs to be collected, they should wait in the mentoring room until those collecting are at the building ready to collect (This person should not enter the building under any circumstances as they may also be infectious given their relationship with the staff). No other staff is needed to assist with any other staff, unless their health declines to a position whereby they need support (consideration for an ambulance should be considered by the session lead at this point). They must follow the <a href="#">donning</a> guidance (These guidelines should be placed in the mentoring room for reference for supporting staff).</li> <li>• All young people including those who make their own way</li> </ul>	
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			<p>to the youth zone should be collected if they start to show signs. They should be moved at distance to the mentoring room and wait in the mentoring room for collection. Staff, <b>depending on the age of the child and with appropriate adult supervision if required.</b> A facemask should be worn by the supervising staff if a distance of 2 metres cannot be maintained. If contact with the child or young person is necessary, then gloves, an apron and a facemask should be worn by the supervising staff. They must follow the <a href="#">donning</a> guidance (These guidelines should be placed in the mentoring room for reference for supporting staff).</p> <ul style="list-style-type: none"> <li>• If a dynamic risk assessment determines that there is a risk of splashing to the eyes, for example from coughing, spitting, or vomiting, then eye</li> </ul>	
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			<p>protection should also be worn. In this event the outside space leading from the mentoring room should be used (it is advised to open the door regardless to provide increased ventilation). If it is not possible to isolate them, move them to an area that is at least 2 metres away from other people.</p> <ul style="list-style-type: none"> <li>● If someone who is isolating is onsite, they need to use the toilet, the down stairs communal should be used See <a href="#">DfE and PHE guidance</a>. All other young people and staff should not be near the mentoring room and communal toilets when in use. I deep clean must be followed after use and no other should access before completed.</li> <li>● All PPE to be worn by the supervising staff members should be removed as per the</li> </ul>	
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			<p><a href="#">doffing</a> guidance and thrown away. Any PPE which has been contaminated by bodily fluids should be double bagged, kept securely for 72 hours then thrown away in the normal rubbish. Staff should inform Leon Crosby and/or Rose Walton in the event of the above.</p> <ul style="list-style-type: none"> <li>• The supervising staff should wash their hands thoroughly for 20 seconds with soap and warm water. <b>At this point, they do not need to go home.</b> A catch up with their lead manager may be appropriate to assess their wellbeing following this process. It may mean that the staff isn't in a state to continue to work and is thereby allowed to leave off their own accord.</li> </ul>	
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			<ul style="list-style-type: none"> <li>• The isolation room, toilet and anywhere else the symptomatic person has been should be cleaned after they have left following <a href="#">PHE guidance</a>. This should be completed at first opportunity and not used by any other before completing.</li> </ul> <p>Follow up actions needed for a staff and young people who have left after displaying signs,</p> <ul style="list-style-type: none"> <li>• The symptomatic young person or staff should be tested for Covid-19.</li> <li>• Staff can access testing by following <a href="#">this link</a>.</li> <li>• To access testing for parents/carers will be able to use the <a href="#">NHS 111 online coronavirus service</a>. This should be advised and provided by email to</li> </ul>	
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			<p>parents/carers by the session lead or SMT.</p> <p>Following up on symptoms with staff and young people,</p> <ul style="list-style-type: none"> <li>• SMT should be notified at first opportunity following a staff and/or young person leaving the building with signs/symptoms.</li> <li>• The track and trace process should be used at this point to understand any potential positive testing following symptoms. In the event we receive positive results, please refer to section “Young person and/or staff tests positive following access to the building”</li> </ul>	
Young person and/or staff tests positive following	Young people , vsistors ,	Covid 19 protocol outlines responses.	Where the young person or staff member <b>tests positive</b> , the following procedure must be followed,	<ul style="list-style-type: none"> <li>• Communications process and standardised texts/email</li> </ul>



<p>access to the building</p>	<p>parents and staff</p>		<ul style="list-style-type: none"> <li>• Inform a member of SMT at first opportunity. SMT will assess and advise the next steps. SMT should remain on call throughout all operations.</li> <li>• A member of SMT will contact Public Health and all operations will cease until further notice. Guidelines state Public Health will conduct their own investigation and advise the Youth Zone on the appropriate steps (Public Health will use information relating to the track and trace).</li> </ul> <p>It is likely, Public Health will inform the CEO in the event of any testing before we make contact with them.</p> <p>Throughout this process SMT/Staff should review <a href="#">Implementing-protective-measures in response to positive tests</a></p>	<ul style="list-style-type: none"> <li>• Policy relating to positive tests and our response (inline with legal obligations and insurances)</li> <li>• Salesforce data collecting for specific bubbles</li> </ul>
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			<p>If a young person is tested positive, their “bubble” which can be identified via salesforce will identify other staff and young people that the young person has been in contact with. It is likely, Public Health will request this data and advise the youth zone on the next appropriate steps.</p>	
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Risk Assessment carried out by: \_\_\_\_\_ Carried out date: \_\_\_\_\_

Review date: \_\_\_\_\_ Reviewed by: \_\_\_\_\_