



CHILDREN & YOUNG PEOPLE'S DIRECTORATE
YOUTH SERVICE

Youth Restart



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Part 1 – Background and Context

Introduction

It is important to note that this guidance is intended to be a living document to be updated as Government advice is updated. Youth organisations and groups should develop their own protocols in line with this high-level guidance.

On the 19 March, 2020, generic youth services were stood down by the Minister for Education in line with school closures and in response to PHA guidance as a result of COVID-19. The Youth Service determined that it would prioritise and adapt existing services to support those most vulnerable; namely those who are at risk of paramilitary threat (START) and those young people who require additional support for their positive mental health (FLARE). Further to this, the youth service identified additional need and developed essential services based on feedback of children and young people and local communities including:

- Youth Online
- Stay Connected
- Eat Well Live Well Programme.

The EA Youth Service 'normal' management structure ceased with the introduction of C3 (Command, Control, Communicate) structures within EA. This initiated the stepping down of non-critical services and the stepping up of essential services to support vulnerable children and young people.

The purpose of this document is to provide guidance to youth organisations under 'Education Re-Start' in line with the Northern Ireland Executive's 5 Step Pathway to Recovery.

The Education Authority Youth Service (EAYS) has worked with a range of stakeholders, both statutory and voluntary sector, for the phased re-introduction of youth service provision including:

- Children & Young People
- Youth Workers (Centre Based, Area Based and Detached)
- Youth Service Managers
- Trade Unions

The framework for this document is linked directly to the Education Authority's vision to 'Inspire, support and challenge all our children and young people to be the best that they can be'. Furthermore this guidance is set within the values of the Education Authority as below:

- Openness – decisions are clear and well communicated
- Reflection - informed and guided by public health guidance and assessment of risk
- Respect – respects human dignity and autonomy
- Responsibility – uses the national government guidance and data
- Equality – supports and promotes the equal opportunity of access to services
- Excellence – sequential series of actions building upon positive progress made

Public Health Authority Guidance from the Northern Ireland Executive is the overarching guide. Based on a current review process, the Northern Ireland Executive's Pathway to Recovery

strategy indicates that restrictions will be unlocked in a five stepped process as outlined below:

Education

Position 23 June 2020	Schools and youth work settings are closed except to accommodate vulnerable pupils and the children of key workers. Measures are in place to support remote learning and to provide outreach services to vulnerable children and special needs pupils.
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Step 1	
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Step 2	In addition, subject to risk assessment and adhering to maximum capacities, provision expanded to cover wider definition of key workers as workplace activity gradually increases.
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Step 3	In addition, schools expand provision to accommodate a number of priority cohorts on a part time basis with a blended learning approach involving a combination of in-school and remote learning.
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Step 4	In addition, schools expand provision to accommodate all pupils on a part time basis with a blended learning approach involving a combination of in school and remote learning.
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Step 5	In addition, subject to medical and scientific advice, expand early year school provision to full time basis.
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Part 2 - Organisational Guidance & Support

Guidance on supporting staff to return to youth service in line with COVID-19 Regulations & Advice

As COVID-19 restrictions are eased, youth service will be reopening for children and young people and staff will be returning to youth service. To facilitate this, the youth service has established an Education Restart Programme – Guidance for Youth Organisations on Resuming Full Services after COVID-19.

This guidance is to be read alongside the latest PHA/Government guidance, to support EA Senior Youth Officers and Voluntary Sector Management Committees, along with their staff when planning their return to the work place. In particular, we draw your attention to the recently published, “Guidance to help employers, employees and the self-employed understand how to work safely during the coronavirus pandemic”.

<https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19>

This guidance includes key considerations and responsibilities and sets expectations on how to phase staff back into the work place. It should be used to supplement any specific guidance and social distancing protocols linked to youth provision.

This guidance will be kept under review and updated accordingly. Further advice is also available through the Department of Education’s guidance of safe working practices for education settings - <https://www.education-ni.gov.uk/news/guidance-support-safe-working-educational-settings-published>.

Underpinning Principles

The Employing Authorities recognise there will be staff who are worried about the implications of returning to the workplace, and who will require support to readjust, therefore this guidance is underpinned by the following principles:

- Guidance will adhere to all PHA/N.I. Executive directives and updates will continue to be shared with staff through email, FAQs, website and social media platforms as appropriate.
- Staff will be required to follow any relevant guidance and raise any concerns with their Youth Service Manager in the first instance.
- Employing Authorities will work in close collaboration with others such as Health and Safety and Occupational Health Services to support staff as appropriate. Staff will also continue to have access to the Employee Assistance Programme (Inspire Wellbeing), independent Occupational Health Services and Health and Wellbeing services.
- All of the key protection and hygiene measures will continue to apply to minimise the spread of infection.

Guidance for EA Senior Youth Officers and Voluntary Sector Management Committees

The following outlines the current guidance for youth service managers in relation to key groups of staff; namely:

- A. Staff with caring responsibilities
- B. Staff, or a member of their household, who are displaying symptoms of COVID-19 and have been advised to self-isolate
- C. Staff who are considered clinically vulnerable due to an underlying health condition, age (over 70) or pregnant
- D. Staff who are considered clinically extremely vulnerable
- E. Staff who live with someone who is considered
 - clinically vulnerable due to an underlying health condition, age (over 70) or pregnant or
 - clinically extremely vulnerable (shielding)
- F. Staff in none of the above categories, who may not want to return to the workplace despite being able (without justifiable medical grounds)

Category A - Staff with caring responsibilities

This includes:

- (a) The care of children in the household
- (b) The care of vulnerable adults or children in the household
- (c) The need to support vulnerable members of the family outside of the household with essentials for example, food and medicine deliveries

It is understood that there may be some staff who would find it difficult to return to youth settings or work from home in their usual capacity due to caring responsibilities. Staff are expected to communicate effectively and regularly with their manager about any restrictions. Whilst managers may request that staff should return to work with children and young people, managers should exercise flexibility and set realistic expectations to allow for the range of caring responsibilities and time required involved in the above. For example, flexible arrangements, where possible, should be explored as an interim measure such as temporary part-time hours, rota arrangements, annual leave (if applicable), etc. Further guidance is being developed and will be available shortly to assist managers when supporting their relevant staff who may now require a more flexible working arrangement.

From 8 June all youth work staff delivering essential services for vulnerable children and young people are designated by the N.I. Executive as key workers for the purposes of gaining access to childcare provisions. This scheme is exclusively for children of key workers ([COVID-19 Childcare Support Scheme](#)). Under the scheme staff can avail of childcare from nurseries and childminders. These staff can also avail of access to “supervised learning” in local schools (should they be unable to provide adequate supervision of their child at home) for children in pre-school through to pupils in Year 10 and vulnerable children regardless of age. The N.I. Executive is continuing to review access to child care over the coming weeks and this guidance will be updated accordingly.

Information relating to extension of the definition of key workers for the access to childcare is included on the DE web site – see <https://www.education-ni.gov.uk/news/ministers-announce-extension-definition-key-workers-access-childcare>. From 29 June, the definition of keyworker

will no longer apply for access to childcare - see <https://www.education-ni.gov.uk/news/education-minister-announces-publication-childcare-recovery-plan>.

Category B – Staff, or a member of their household, who are displaying symptoms of COVID-19 and have been advised to self-isolate

Staff in these circumstances must not attend youth services and should stay at home as advised and follow the latest PHA stay at home guidance for households with possible coronavirus (COVID-19) infection. - www.gov.uk/government/publications/covid-19-stay-at-home-guidance.

Staff in this category and their families are now entitled to have a test undertaken to establish if they have COVID-19. Youth Service Managers will explain to staff the arrangements for testing (see link below). It is important that managers are fully aware of staff within their youth provision who are self-isolating at any time. Testing is available for them or a member of their household (whoever is displaying the symptoms). <https://self-referral.test-for-coronavirus.service.gov.uk/test-type>

Test and Trace and Protect

Staff who exhibit any symptoms associated with COVID-19 should not attend youth provision. The N.I. Executive has rolled out a Test and Trace and Protect strategy designed to control the spread of COVID-19 and symptomatic staff are expected to follow the advice and obtain a test for COVID-19. All members of their household should follow isolation guidance.

Where an individual has had a negative result, it is important to still apply caution. If everyone with symptoms who was tested in their household receive a negative result, the member of staff can return to work providing they are well enough and have not had a fever for 48 hours.

Where the result is positive, they should follow PHA isolation guidance which currently requires everyone in their house to stay at home. The guidance is as follows:

- if you have symptoms of coronavirus or a positive test, you will need to stay at home for at least 7 days;
- if you live with someone who has symptoms or a positive test, you will need to stay at home for 14 days from the day the first person in the home started having symptoms;
- however, if you develop symptoms during this 14-day period, you will need to stay at home for 7 days from the day your symptoms started (regardless of what day you are on in the original 14-day period);
- 7 days after your symptoms started, if you do not have a high temperature, you do not need to continue to self-isolate. If you still have a high temperature, keep self-isolating until your temperature returns to normal. You do not need to self-isolate if you just have a cough after 7 days, as a cough can last for several weeks after the infection has gone;
- if you have symptoms and live with someone who is 70 or over, has a long-term condition, is pregnant or has a weakened immune system, try to find somewhere else they can stay for the 14-day isolation period;
- it is likely that people living within a household will infect each other or be infected already. Staying at home for 14 days will greatly reduce the overall amount of infection the household could pass on to others in the community.

It is essential that all staff follow this guidance, as by doing so staff will not only protect themselves but limit the spread of the virus to educational settings and the wider population.

For full details of the Test and Trace and Protect strategy click here <https://www.health-ni.gov.uk/sites/default/files/publications/health/Test-Trace-Protect-Support-Strategy.pdf>

Category C – Those considered “clinically vulnerable” due to an underlying health condition, age (over 70) or pregnancy (this may be subject to review by the PHA)

Clinically vulnerable individuals who are at higher risk of severe illness (for example, people with some pre-existing conditions as set out in the staying at home and away from others (social distancing) guidance) have been advised to take extra care in observing social distancing and should work from home where possible. This includes pregnant women. Youth Service Managers should endeavour to support this, where possible, for example by asking staff to support remote education, carry out lesson planning or other roles which can be done from home.

If clinically vulnerable (but not clinically extremely vulnerable) individuals cannot work from home, they should be offered the safest available on-site roles, staying 2 metres away from others wherever possible¹, although the individual may choose to take on a role that does not allow for this distance if they prefer to do so. If they have to spend time within 2 metres of other people, managers should undertake a risk assessment and assess and discuss with staff whether this involves an acceptable level of risk.

Pregnancy and risk

There is no evidence that pregnant women are more likely to get seriously ill from coronavirus but pregnant women have been included in the list of people at moderate risk (clinically vulnerable) as a precaution.

This is because pregnant women can sometimes be more at risk from viruses like flu. At present it is not clear if this happens with COVID-19 but because it is a new virus, it is safer to include pregnant women in the moderate-risk group.

Further information is available through this link:

<https://www.nhs.uk/conditions/coronavirus-covid-19/people-at-higher-risk/pregnancy-and-coronavirus/>

Category D - The employee is considered “clinically extremely vulnerable” as per PHA guidance.

The latest advice recommends that clinically extremely vulnerable individuals have been strongly advised not to work outside the home and should follow PHA advice on shielding.

Shielding is a measure to protect clinically extremely vulnerable people by minimising interaction with others. People who are shielding remain vulnerable and should continue to take precautions but as of the 5 June can now leave their home if they wish, as long as they are able to maintain strict social distancing.

¹ Based on current PHA guidance

Many restrictions remain in place with the aim of reducing social contact with those outside of the household. This is to protect those who are at very high risk of severe illness from COVID-19 from coming into contact with the virus. Staff who fall into this category will have received a letter from the NHS/GP and should continue to follow Government advice. The Government is regularly monitoring its position on clinically extremely vulnerable individuals.

Based on risk assessment the youth service manager and Employing Authority reserve the right to request that clinically extremely vulnerable staff do not attend the workplace.

The youth service manager and Employing Authority also may request evidence that a staff member has been advised to shield. For more information on shielding click on the following link www.gov.uk/government/publications/guidance-on-shielding

Category E – Staff members who have a member of their household that is considered vulnerable or extremely vulnerable.

If a member of your household is considered clinically vulnerable, current PHA advice does not require you to self-isolate. If a member of your household falls into this category, you can continue to attend work.

If a member of your household is considered clinically extremely vulnerable and in receipt of a shielding letter, employees should follow the guidance as set out by the Government and can continue to work with suitable controls in place. Government guidance published on the 11 May 2020 also called for particular attention to be paid to people who live with clinically extremely vulnerable individuals. Such staff should have an individual risk assessment conducted before the most appropriate course of action is determined.

<https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19>

There may be staff in this situation who feel they cannot return to work in any capacity at present despite the aforementioned measures and assurances. In this situation, the staff member and Youth Service Manager should consider options. These may include;

- working from home, assisting with remote learning where possible or working in a job where 2m social distancing can be guaranteed at all times
- decreased interaction with others, for example “Protective Bubbles” where social distancing is reduced by placing children within a small group
- reduced hours/days
- annual leave (if the contract of employment allows for this) or
- unpaid leave as appropriate

If despite all of the above arrangements and assurances being put in place the member of staff still does not come to work or avail of the options available then HR advice should be sought.

Category F - Staff in none of the above categories, who may refuse to return to the youth provision despite being able to do so (without medical grounds).

There may be staff who are not defined as vulnerable, nor have caring responsibilities within their household, but feel they cannot return to work in any capacity at present despite the aforementioned measures and assurances.

In this situation, the staff member and manager should consider the options of reducing hours/days, annual leave (if the contract of employment allows for this) or unpaid leave as appropriate.

If despite all of the above arrangements and assurances being put in place the member of staff still does not come to work or avail of the options available then HR advice should be sought.

Employees who have a disability

A person has a disability for the purposes of Disability Discrimination Act 1995 if he/she has a physical or mental impairment which has a substantial and long-term adverse effect on his ability to carry out normal day-to-day activities. The Act imposes a duty on employers to make reasonable adjustments for disabled people to help them to remove barriers in gaining and remaining in employment.

The Disability Discrimination Act (DDA), covers a very wide range of people and is not confined to those who come within the Government's COVID-19 list of clinically extremely vulnerable people. Many people with a disability may have impairments that are not on the list, but their health is still particularly vulnerable. The reasonable adjustment duty applies to all employees or job seekers who are disabled, regardless of whether they are on the Government's list or not.

Youth Service Management Committees should ensure they make reasonable adjustments, as they are obliged to do, in addition to what they will have done to protect the health and safety of all of their employees. Where suitable health and safety risk assessments have been conducted and adequate precautions taken, all that some employees may need is reassurance that their health will be safe at work. If a disabled employee previously had tailored adjustments at work, these might still adequately meet their particular needs when they return to work. However, it is important that youth settings are not complacent and are prepared to do more, where reasonable, recognising that individual needs change and may have changed during the pandemic. When considering reasonable adjustments HR advice should be sought.

Black, Asian and Minority Ethnic Communities (BAME)

As there is some evidence which suggests that COVID-19 may impact disproportionately on some groups, notably Black, Asian and Minority Ethnic communities (BAME), the Education Authority and youth provision should ensure that the Occupational Health Service (OHS) provides practical support and advice to BAME staff, particularly if they are anxious about protecting themselves and their families.

All Black, Asian and Minority Ethnic staff with underlying health conditions and disabilities, who are over 70 or who are pregnant should be individually risk assessed and appropriate reasonable workplace adjustments should be made following risk assessment. HR advice on this matter can be sought from the employing authority.

Support for Returning to Workplace

Re-orientation or re-induction process for returning staff. Every youth service manager should have a return meeting or conversation with staff. The key focus should be on health, safety and wellbeing.

Youth Service Managers should have a sensitive and open discussion with their staff and discuss any adjustments and/or ongoing support they may need to facilitate an effective return to the workplace. This should cover any changes to their work duties or tasks. It could be that some staff require a phased return to their full role, or want to discuss a new working arrangement, especially if their domestic situation has changed because of the pandemic.

Social Distancing responsibilities

Youth Service Managers should consider the best ways to ensure key work progresses whilst adhering to the PHA guidelines on social distancing at work.

<https://www.education-ni.gov.uk/publications/implementing-social-distancing-education-settings-ni-coronavirus-covid-19>

Youth Service Managers should remain abreast of, comply with and enforce the requisite social distancing guidelines for youth services set out by the N.I. Executive.

Members of staff who are vulnerable or extremely vulnerable, or live with someone who is vulnerable or extremely vulnerable, should be supported as they follow the recommendations set out in guidance on social distancing and shielding respectively.

Process adjustments, rota management and shift-working should be explored when required to assist the need for social distancing in the workplace.

All of the key protection and hygiene measures will continue to apply to minimise the spread of infection, such as reminding staff about regular and effective handwashing facilities. Depending on the working environment, it may be necessary to consider providing PPE, including gloves, masks or anti-viral hand gel. For many settings guidance has already been developed and should be followed.

<https://www.education-ni.gov.uk/news/guidance-support-safe-working-educational-settings-published>

Supporting “Healthy Minds” at work

It must be recognised that the risks to people’s health from this pandemic are psychological as well as physical.

These include:

- Anxiety about the on-going health crisis and fear of infection, as well as social isolation due to the lockdown. Many will have experienced challenging domestic situations, such as juggling childcare or caring for a vulnerable relative, as well as financial worries if a partner has lost their income.
- Some staff will have experienced illness, or bereavement.
- Some may take more time than others to reacclimatise and it is likely that most people will need a period of readjustment. Even if staff have carried on working and participating in video meetings, etc, they will still need to adjust to working in a shared environment with colleagues again.
- Some members of staff may have concerns about travelling to work on public transport – or it may not be as readily available. The current Government advice is to avoid public transport

if possible and wear a protective mask if that is not possible.

- Many may find that they are still coming to terms with the significant change which society has seen, and the familiar workplace routines could feel very different.
- Staff should be reminded about Employee Assistance Programme (Inspire Wellbeing), our independent Occupational Health Service and Health and Wellbeing Team.
- Every youth service manager should endeavour to ensure that the youth setting remains inclusive, and that every employee feels they are returning to a supportive and caring environment. The pandemic has had an unequal impact across the workforce in many ways, as different groups of employees, and individuals, will have been affected in diverse ways according to their job role and individual circumstances. The uneven nature of people's work and personal experiences and the challenging nature of the lockdown and on-going situation, means there could be potential for some negative feelings creeping into the employment relations climate. Therefore, it is important that managers are sensitive to any underlying tensions and proactive about nipping potential conflict in the bud.

Staff responsibilities

Staff are expected to communicate effectively with their youth service managers regularly. Staff should make their managers aware of any work restrictions or concerns they have during this time.

Staff are expected to make themselves available for work and if they cannot they must clearly explain their situation and agree options with their managers.

Staff in self-isolation because they or a member of their household are experiencing symptoms of COVID-19 (new continuous cough and/or fever and/or change or loss of taste/ smell) should ensure they follow the PHA advice and also inform their managers. Testing is available as indicated above.

The youth service managers and the Education Authority may request evidence that a staff member has been advised to shield.

Staff who plan to travel abroad should adhere to the relevant government guidance in place at the time of travel and must include annual leave/unpaid leave to cover for any requirements preventing immediate return to work e.g. quarantine requirements.

Guidance for first aid

Try to assist at a safe distance from the casualty as much as you can and minimise the time you share a breathing zone. If they are capable, direct them to do things for you where possible.

Administering CPR

Call 999 immediately – tell the call handler if the patient has any COVID-19 symptoms

Ask for help. If a portable defibrillator is available, ask for it

Only deliver CPR by chest compressions and use a defibrillator (if available) – **don't do rescue breaths**

Before starting CPR, to minimise transmission risk, use a cloth or towel to cover the patient's mouth and nose, while still permitting breathing to restart following successful resuscitation

If available, use: a fluid-repellent surgical mask
disposable gloves
eye protection
apron or other suitable covering

After delivering any first aid

Ensure you safely discard disposable items and clean reusable ones thoroughly
Wash your hands thoroughly with soap and water or an alcohol-based hand sanitiser as soon as possible

Further concerns or guidance

Employing Authorities will continue to follow PHA and NI Executive guidance and medical advice at all times. This guidance has been produced so Youth Service Managers and employees are aware of arrangements regarding staff returning to their youth setting.

This guidance will be kept under review and will be updated as necessary.
If an employee has any concerns regarding their attendance at work they should always discuss this with their Line Manager in the first instance.

Useful contacts and links

<https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19>
<https://www.publichealth.hscni.net/covid-19-coronavirus>
<https://www.publichealth.hscni.net/covid-19-coronavirus/testing-covid-19>
Guidance to support safe Working in Educational Settings in Northern Ireland
Covid-19-Working-Through-This-Together.pdf
<https://www.eani.org.uk/supporting-ea-staff>
<https://www.nhs.uk/oneyou/every-mind-matters/>
<https://www.nhs.uk/conditions/coronavirus-covid-19/people-at-higher-risk/pregnancy-and-coronavirus/>
<https://healthwell.eani.org.uk/>
<https://www.inspirewellbeing.org/>

EA Staff Contact Inspire counselling (free and confidential 24/7) – Tel: 0808 800 0002

Part 3 – The Phased Introduction of Youth Provision in line with the NI Executive’s Pathway to Recovery

Youth Work Setting	Step 1	Step 2	Step 3	Step 4	Step 5
Generic Youth Provision	All generic provision stood down				Phased resumption based on Ministerial approval and compliance with PHA guidance
Centre Based Youth Provision (Part time & Full Time)	Online youth provision only	Online provision with limited youth service provision for key worker and vulnerable children and young people	As step 2 and planned intervention with groups of 10 (8 young people and 2 staff) in an outdoor environment only	As step 3 with addition of work indoors provided the delivery meets the building’s risk assessment (including third party ownership)	Continued phased resumption towards delivery of annual action plan
Area Based Project Provision	Online youth provision only	Online provision with limited youth service provision for key worker and vulnerable children and young people	As step 2 and planned intervention with groups of 10 (8 young people and 2 staff) in an outdoor environment only	As step 3 with addition of work indoors provided the delivery meets the building’s risk assessment (including third party ownership)	Continued phased resumption towards delivery of annual action plan
Specialist Provision (Including individual work)	Online provision only for both individual and group work	Online provision with the ability to undertake face to face crisis provision for individuals in agreement with EAYS and PSNI	Online provision with the ability to undertake face to face crisis provision for individuals and groups in agreement with EAYS and PSNI	As step 3	Continued phased resumption towards delivery of annual action plan

Youth Work Setting	Step 1	Step 2	Step 3	Step 4	Step 5
Online and remote access provision	All on-line, digital, telephone and other remote forms of service delivery should continue for as long as practicable and, where appropriate and beneficial, should be embedded in the model of service provision in the long-term.				
Outreach work	Outreach services not available		Outreach provision undertaken in line with PHA guidance and in support of wider centre based and area provision	Outreach provision undertaken in line with PHA guidance and in support of wider centre based and area provision	Continued phased resumption towards full outreach provision in line with annual action plan
Detached provision	Detached provision not available	Detached provision available as part of an agreed response plan to support vulnerable children and young people in agreement with PSNI	As step 2	As step 2 but with provision now available as a proactive response to needs of children & young people in public spaces	
Residential work	Residential centres closed to the general public and only sanctuary spaces and vulnerable children and young people response plans can access			Residential centres, with a limited programme, available to vulnerable children and young people provided adherence to PHA guidance is maintained	Continued phased resumption towards full programme availability
International youth work	Online work only in relation to the development of partnerships and the potential for youth contact. This will only be reviewed under the context of governmental advice.				
Staff Development & Training	Online provision only		Online provision continues but where risk assessments permit attendance of staff is permitted	As step 4	Continued phased return towards full staff attendance
Training for Young People	Online youth provision only		Online Provision continues and planned intervention with groups of 10 (8 young people and 2 staff) in an outdoor environment only	As step 3 with addition of work indoors provided the delivery meets the building's risk assessment (including third party ownership)	Continued phased resumption towards delivery of annual action

Appendix 1

Workforce Assessment Audit Tool

Workforce Assessment Audit Tool

This audit should be completed for all members of staff that you have responsibility for. This tool will allow you to understand, assess risks and plan effectively for the worker to return to full duties as safely and efficiently as is possible

Name of Employee:

Name of Line Manager:

Date:

CATEGORY	YES / NO	COMMENT (To be addressed in risk audit)
1. Staff Member is able to fulfil all job duties and responsibilities		
2. Staff with caring responsibilities (Category A)		
3. Staff, or a member of their household, who are displaying symptoms of COVID-19 and have been advised to self-isolate (Category B)		
4. Staff who are considered clinically vulnerable due to an underlying health condition, age (over 70) or pregnant (Category C)		
5. Staff who are considered clinically extremely vulnerable (Category D)		
6. Staff who live with someone who is considered: <ul style="list-style-type: none"> • clinically vulnerable due to an underlying health condition, age (over 70) or pregnant or • clinically extremely vulnerable (shielding) (Category E) 		
7. Staff in none of the above categories, who may not want to return to the workplace despite being able (without justifiable medical grounds) (Category F)		

Appendix 2

Return to Workplace Induction Meeting

Return to Work / Induction Meeting COVID-19

Name of Employee:

Wellbeing & Health and Safety	Comments
1. General update: How are they doing, how did the pandemic affect them?	
2. How are they feeling about returning to the workplace?	
3. Discuss their self-care and how they are/can protect their wellbeing.	
4. Discuss current situation in relation to sick leave policy (if relevant)	
5. Discuss local response plan/ new measures to address risk of COVID-19 (including current advise on PPE, social distancing)	
6. Discuss changes to health and safety practice and levels of responsibility, including what to do if a worker/young person becomes unwell.	
7. Discuss if there are any other circumstances relating to COVID-19, not included, which they need to disclose/ ask to allow their safe return to work.	

I confirm, to the best of my knowledge that I have no symptoms of COVID-19, am not self-isolating or awaiting results of a COVID-19 test. Please note: The organisation is collecting this sensitive personal data for the purposes of maintaining safety within the workplace in light of the Covid-19 pandemic. The legal basis for collecting this data is based on vital public health interests and maintaining occupational health and will be held securely in line with our retention policy.

Signed by Employee:

Name of Line Manager:

Date:

Appendix 3

The development of risk assessments for the re-opening of youth settings based on PHA guidance

The EAYS has provided a framework for the development of local risk assessments within the following settings:

- Staff attending Youth Service Workplace
- Centre Based Youth Provision
- Detached Youth Work Provision
- Area/Outreach staff using out centres
- Outdoor Learning
- Building Cleaning

These have been drafted providing a high level concept which can be adapted to local settings based on each organisation's individual needs.

Current risk assessment templates should remain in place, with these additional elements added.

Risk Assessment Matrix

X	1	2	3	4
1	1 Insignificant/ Trivial	2 Low/ Trivial	3 Tolerable	4 Tolerable
2	2 Low/ Tolerable	4 Low/ Tolerable	6 Medium/ Substantial	8 Medium/ Substantial
3	3 Low/ Tolerable	6 Medium/ Substantial	9 Medium/ Substantial	12 High/ Intolerable
4	4 Low/ Tolerable	8 Medium/ Substantial	12 High/ Intolerable	16 High/ Intolerable

Risk Assessment for staff attending their youth service workplace during the Covid-19 pandemic

Completed by:

Date:

Review Date: Ongoing:

Hazard	To Whom	Severity	Likelihood	Risk
Spread of Covid-19 through employees and out into wider community.	Staff	3	3	9
	Visitors/Contractors	3	3	9
	Wider Community	3	3	9
Existing Precautions		Additional Precautions	Who	When
<ul style="list-style-type: none"> • Only a skeleton staff are currently working in offices, majority of staff are working from home. Work schedules have been reviewed to reduce number of workers on site at any one time. • Redesigning processes and layout of offices to ensure social distancing in place. • Conference calls, Zoom, Microsoft Teams to be used instead of face to face meetings. • Staff are observing social distancing, no canteen facilities are currently open. • Use of WC facilities limited to specific numbers • Soap dispenser and hand towels within toilets are fully stocked at the start of each day. Regular checks to be made throughout the day to ensure adequate supply. • Public Health Advice on Covid-19 handwashing – Catch it, Bin it, Kill it posters around the buildings. • Gel sanitisers positioned in any area where washing facilities not readily available. • Daily enhanced cleaning and disinfecting of objects and surfaces that are touched regularly particularly in areas of high use such as door handles, light switches, reception area using appropriate cleaning products and methods, by cleaning staff. Where possible staff have propped open doors. These doors must be closed at the end of the working day. • Reception areas are currently closed and an appointment only basis is in operation for contractors or visitors to the offices. • Where Risk Assessment identifies wearing of gloves as a requirement of the job, an adequate supply of these will be provided. Staff will be instructed on how to remove gloves carefully to reduce contamination and how to dispose of them safely. Encourage staff to report any problems and carry out skin checks as part of a skin surveillance programme. • Encourage staff to report any problems and carry out skin checks on their hands as part of a skin surveillance programme. 				

Risk Assessment for staff attending their youth service workplace during the Covid-19 pandemic

Completed by:

Date:

Review Date: Ongoing:

Hazard	To Whom	Severity	Likelihood	Risk
Suspected or confirmed case in office setting (employee developing Covid-19 symptoms whilst in the building, or later on that day). Symptoms of Covid-19 are a high temperature or a new, continuous cough.	Staff	3	2	6
	Wider Community	3	2	6
Existing Precautions		Additional Precautions	Who	When
<ul style="list-style-type: none"> • Staff with pre-existing medical conditions or those that belong to vulnerable groups are already working from home. • Staff are reminded that anyone who is feeling unwell should not attend work. • Anyone who becomes unwell whilst in work should go home immediately. • Contact relevant agencies e.g. PHA for advice, contact Building Supervisor to make them aware of the need to close that room and the need for an enhanced clean. • Close room for a period of 72 hours where the member of staff has only had restricted access to that area. If person displaying the symptoms had access to a number of rooms other than for transitional purposes, then all areas accessed should be isolated for 72 hours. Cleaning to be completed after 72 hours and before reoccupation of the room. Toilet areas used should be thoroughly cleaned. 				

Risk Assessment for staff attending their youth service workplace during the Covid-19 pandemic

Completed by:

Date:

Review Date: Ongoing:

Hazard	To Whom	Severity	Likelihood	Risk
Suspected or confirmed case in staff member or with a family connected to the work environment. No symptoms of Covid-19 displayed within the office or later that day.	Staff	3	3	9
	Wider Community	3	3	9
Existing Precautions		Additional Precautions	Who	When
<ul style="list-style-type: none"> Whole family to self-isolate for a period of 14 days in line with Government guidance (as of 20th March 2020). Consult PHA website for most up to date guidance. Normal system of work in relation to cleaning should be maintained with particular attention to high contact areas toilets, door handles, telephones, grab rails. It is recommended that regular contact is made to line manager. 				

Risk Assessment for staff attending their youth service workplace during the Covid-19 pandemic

Completed by:

Date:

Review Date: Ongoing:

Hazard	To Whom	Severity	Likelihood	Risk
Lone Working Stress, anxiety	Staff	3	2	6
Existing Precautions		Additional Precautions	Who	When
<ul style="list-style-type: none"> Staff should make other users of building aware of their presence. Using appropriate social distancing staff can check on each other throughout the day. Staff should make their line manager aware of their presence in work and check in on a regular basis. EA Health and Wellbeing have developed a Staff Health and Wellbeing Guidance document related to Covid-19. This has been circulated to all staff via email. https://healthwell.eani.org.uk/sites/default/files/news/files/Health%20%26%20Wellbeing%20Guidance-COVID%2019%20Final.pdf Staff are encouraged to use online platforms to communicate with colleagues Weekly updates circulated to staff via email 				

Risk Assessment for staff attending their youth service workplace during the Covid-19 pandemic

Completed by:

Date:

Review Date: Ongoing:

Hazard	To Whom	Severity	Likelihood	Risk
Risk of Fire	Staff	3	2	6
Existing Precautions		Additional Precautions	Who	When
<ul style="list-style-type: none"> Routine weekly testing of the fire alarm system within the building should continue as normal. Any faults to be logged to Maintenance. Fire escape routes kept clear at all times. Daily cleaning of bins, to avoid build-up of combustibles. Register kept of all persons present in the building. Fire Extinguishers must not be used to prop open doors, they must remain in situ. It may be prudent to carry out a fire drill. Remembering to maintain social distancing whilst vacating the building and at assembly points. Staff to be reminded of the flammable nature of hand sanitiser due to the high alcohol content and to exercise caution around any sources of ignition. 				

Risk Assessment for centre based youth service during the Covid-19 pandemic

Completed by Centre Manager:

Date:

Review Date: Ongoing:

Hazard	To Whom	Severity	Likelihood	Risk
Spread of Covid-19 through youth services provision and out into wider community.	Children & Young People	1	3	3
	Staff	3	3	9
	Wider Community	3	2	6
Existing Precautions		Additional Precautions	Who	When
<ul style="list-style-type: none"> Hand-over of children young people youth centre/youth project and collection of children and young people at end of the session is structured to maintain social distancing of at least 2 metres. Parents/carers are instructed not to enter the Youth Service building. Children and young people are received into centre/project by a member of staff, maintaining social distancing protocols. Structured release of children and young people at the end of the session. https://www.education-ni.gov.uk/publications/implementing-social-distancing-education-settings-ni-coronavirus-covid-19 Communication sent to all parents/carers that should their young person appear unwell they should not be sent to Youth Provision. Parents informed by letter that they are not to congregate at youth provision gates, entrances or within the outdoor spaces. Soap dispenser and paper towels/hand driers within toilets are fully stocked at the start of each day. Regular checks to be made throughout the day to ensure adequate supply. Handwashing techniques taught to all young people. It may be necessary to supervise some young people to ensure correct hand washing procedures. Inform parents of hygiene expectations and for the need to communicate this message in the home environment. All staff/young people to wash their hands before coming to the youth provision, during the session, before going home and when they get home. Information sessions to demonstrate to children and young people appropriate hand washing techniques. Food or drinks will not be provided by Youth Settings whilst PHA guidance is in place. Staff monitor the visible health of young people, ensure parent emergency contact numbers are kept up to date. Public Health Advice on Covid-19 handwashing – Catch it, Bin it, Kill it posters around youth provision Discuss with parents the initial steps and agree key actions e.g. Parents may wish to send their hand wipes and sanitisers with pupils attending the Youth Programme/project. Hand sanitiser provided to youth provision for staff. Communicate to parents the importance of the government advice on catch it, bin it kill it. Keep all internal room and corridor doors propped open. Safety Agreement to be established with all young people relating to PHA guidance and adhering to social distancing measures. Parents to be informed of the agreement and any action which could be taken if this is not followed. 				

Risk Assessment for centre based youth service during the Covid-19 pandemic

Completed by Centre Manager:

Date:

Review Date: Ongoing:

Hazard	To Whom	Severity	Likelihood	Risk
Suspected or confirmed case in youth centre (staff or young person with Covid-19 symptoms whilst in youth building, or later on that day). Symptoms of Covid-19 are a high temperature or a new, continuous cough.	Children & Young People	1	2	2
	Staff	3	2	6
	Wider Community	3	1	3
Existing Precautions		Additional Precautions	Who	When
<ul style="list-style-type: none"> Contact relevant agencies e.g. PHA, EA, etc. Close youth centre for a period of 72 hours where the member of staff or young person has only had restricted access to that area. If person displaying the symptoms had access to a number of rooms other than for transit purposes, then all areas accessed should be isolated for 72 hours. Cleaning to be completed after 72 hours and before reoccupation of the centre. In the case where the staff or young person may have spent their time in a number of rooms, all rooms should be closed. Inform staff. Contact parents with EA Communications or Management Committee agreed statement. Refer to Education Minister's advice dated 16 March 2020 on what to do if someone develops symptoms of Covid-19 in a school or other educational setting. Youth Service must not name individuals. 				

Risk Assessment for centre based youth service during the Covid-19 pandemic

Completed by Centre Manager:

Date:

Review Date: Ongoing:

Hazard	To Whom	Severity	Likelihood	Risk
Suspected or confirmed case in staff member or young person or staff with a family connected to the youth provision. No symptoms of Covid-19 displayed within the youth centre/project or later that day.	Children & Young People	1	2	2
	Staff	3	2	6
	Wider Community	3	2	6
Existing Precautions		Additional Precautions	Who	When
<ul style="list-style-type: none"> • Whole family to self-isolate for a period of 14 days in line with Government guidance (as of 20th March 2020). • Consult PHA website for most up to date guidance. • Normal system of work in relation to cleaning should be maintained with particular attention to high contact areas, toilets, door handles, telephones, grab rails. • It is recommended that regular contact is made to Youth Service/Centre Manager. 				

Risk Assessment for centre based youth service during the Covid-19 pandemic

Completed by Centre Manager:

Date:

Review Date: Ongoing:

Hazard	To Whom	Severity	Likelihood	Risk
Shortage of staff Absence of Youth Centre/Project Leadership	Children & Young People	2	3	6
Existing Precautions		Additional Precautions	Who	When
<ul style="list-style-type: none"> • Redeploy youth service staff from a nearby location • Consider combining youth provision whilst maintaining social distancing. • Where Youth Worker/Young person ratios exceed DE recommendations– partial closure for certain programmes or part time / AM / PM programmes. • Text alert service to parents to notify them of any exceptional closures due to insufficient staff cover. • Notify EA/DE in the event of an exceptional closures. 				

Risk Assessment for centre based youth service during the Covid-19 pandemic

Completed by Centre Manager:

Date:

Review Date: Ongoing:

Hazard	To Whom	Severity	Likelihood	Risk
Shortage of support service staff such as <ul style="list-style-type: none"> • Building Supervisor/Cleaning • Admin Staff Resulting in non-delivery of essential service	Children & Young People Staff	3	3	9
Existing Precautions		Additional Precautions	Who	When
<ul style="list-style-type: none"> • Contact EA Youth Service for cover arrangements • Other staff from within the area to provide temporary cover for admin • Reassign support staff to core health & safety functions within the youth setting • Explore the option to share support staff with neighbouring youth provision. 				

Risk Assessment for centre based youth service during the Covid-19 pandemic

Completed by Centre Manager:

Date:

Review Date: Ongoing:

Hazard	To Whom	Severity	Likelihood	Risk
Reducing contact point activities	Children & Young People Staff	1	1	1
Existing Precautions		Additional Precautions	Who	When
<ul style="list-style-type: none"> Reducing equipment that involves contact between young people, i.e. board games, balls, etc. Disinfecting of equipment which young people are in regular contact with, should take place prior to and after each session. Door and corridor doors to be propped open (this is only during the period of Covid-19). All doors must be closed at the end of the service delivery day and cleaned prior to the beginning of the new session. Each young person to be assigned their own space and equipment which they use for the duration of the session. Consideration should be given to reconfiguration of the layout of tables and seating within the provision to aid social distancing and limit the amount of contact points. 				

Risk Assessment for centre based youth service during the Covid-19 pandemic

Completed by Centre Manager:

Date:

Review Date: Ongoing:

Hazard	To Whom	Severity	Likelihood	Risk
Risk of fire	Children & Young People Staff	3	1	3
Existing Precautions		Additional Precautions	Who	When
<ul style="list-style-type: none"> • Routine weekly testing of the fire alarm system within the youth premises should continue as normal. Any faults to be logged to EA Maintenance. • Fire escape routes kept clear at all times. • Daily cleaning of bins, to avoid build-up of combustibles. • Staff who are not familiar with the building should be made aware, on their first day of attendance, of actions to be taken in the event of a fire, emergency escapes routes and the position of the assembly point. • Register kept of all persons present in the building. • Fire Extinguishers must not be used to prop open doors, they must remain in situ. • It may be prudent to carry out a fire drill. Remembering to maintain social distancing whilst vacating the building and at assembly points. 				

Risk Assessment for centre based youth service during the Covid-19 pandemic

Completed by Centre Manager:

Date:

Review Date: Ongoing:

Hazard	To Whom	Severity	Likelihood	Risk
Risk of an accident or injury during outdoor supervised play.	Children & Young People	1	1	1
Existing Precautions		Additional Precautions	Who	When
<ul style="list-style-type: none"> Outdoor fixed playground equipment should not be used during this period. Staggering of breaks so limited number of young are in the outside spaces at any one time. No contact sports to be played during this time. Adequate supervision ratios. 				

Risk Assessment for detached youth service during the Covid-19 pandemic

Completed by Detached Youth Worker:

Date:

Review Date: Ongoing:

Hazard	To Whom	Severity	Likelihood	Risk
Spread of Covid-19 through Youth Services provision and out into wider community.	Young People	1	3	3
	Staff	3	3	9
	Wider Community	3	2	6
Existing Precautions		Additional Precautions	Who	When
<ul style="list-style-type: none"> All staff to wash their hands before engaging in detached youth work, before going home and when they get home Hand sanitiser to be provided to all youth work staff for use during session Engagement to take place with groups with a maximum size as specified in line with the PHA and social distancing guidelines to be adhered to at all times Where young people are gathering in larger groups, advise to be provided about guidance on health and safety Areas that don't allow social distancing should not be entered by staff Staff monitor the visible health of young people and contact parents if possible to do so where staff have concerns Staff carry and distribute safety guidance from PHA in strength based language 				

Risk Assessment for detached youth service during the Covid-19 pandemic

Completed by Detached Youth Worker:

Date:

Review Date: Ongoing:

Hazard	To Whom	Severity	Likelihood	Risk
Large group gatherings	Young People and Staff	3	4	9
Existing Precautions		Additional Precautions	Who	When
<ul style="list-style-type: none"> • Response plan in place with PSNI and staff briefed accordingly • Street work protocols in place and implemented • PPE Equipment available to staff where requested • PHA social distancing guidelines to be adhered to at all times between staff and staff and young people • Where social distancing measures are not possible, staff should withdraw and inform PSNI • Staff to advise group to disperse for their health and safety and take appropriate measures where possible to support young people to go home • If group will not disperse or risk is deemed too high to proceed with engagement, PSNI should be informed and staff withdraw • Staff to work in groups of 2 (minimum) and maintain contact with other staff teams throughout session • Meeting points to be established for staff to convene on regular intervals • Where young person is at risk to themselves or others, PSNI to be informed and any further referrals made as required 				

Risk Assessment for area/outreach youth service during the Covid-19 pandemic

Completed by Area/Outreach Youth Worker:

Date:

Review Date: Ongoing:

Hazard	To Whom	Severity	Likelihood	Risk
Spread of Covid-19 through Youth Services and into wider community	Young People	1	3	3
	Staff	3	3	9
	Wider Community	3	2	6
Existing Precautions		Additional Precautions	Who	When
<ul style="list-style-type: none"> All staff to wash their hands before engaging in youth work sessions, before going home and when they get home Hand sanitiser to be provided to all youth work staff for use during sessions PHA social distancing guidelines to be adhered to at all times – staff may be required to reduce the number of group or stagger sessions to comply with 2 metre gap A full record of each meeting must be maintained. This is required to facilitate contact tracing should a suspected case arise Staff will contract with young people adherence to PHA guidance around catching coughs and sneezes in tissues – Following the ‘Catch it, Bin it, Kill it’ advice and to avoid touching face, eyes, nose or mouth with unclean hands. Discuss with parents the initial steps and agree key actions e.g. Parents may wish to send their hand wipes and sanitisers with pupils attending the Youth Programme. Communicate to parents the importance of the government advice on catch it, bin it kill it. Handwashing techniques taught to all young people. It may be necessary to supervise some young people to ensure correct hand washing procedures. Inform parents of hygiene expectations and for the need to communicate this message in the home environment. Staff must monitor the visible health of young people and contact parents if possible to do so where staff have concerns Staff carry and distribute safety guidance from PHA in strength based language; this should be referred to prior to all sessions Code of conduct to be established with all young people relating to PHA guidance and adhering to social distancing measures. Parents to be informed of code of conduct and any action which could be taken if this is not followed. 				

Risk Assessment for area/outreach youth service during the Covid-19 pandemic

Completed by Area/Outreach Youth Worker:

Date:

Review Date: Ongoing:

Hazard	To Whom	Severity	Likelihood	Risk
Use of external premises	Young People and Staff	3	4	6
Existing Precautions		Additional Precautions	Who	When
<ul style="list-style-type: none"> Health and safety checklist to be completed and recorded during a meeting with facility manager to ensure appropriate measures are in place to guarantee the safety of young people and staff. This should include measures relating to a suspected or confirmed Covid case in the centre and contact tracing measures in place Staff to only use areas which are appropriately risk assessed – this must be completed prior to all sessions to ensure the space allows adherence to PHA guidance Handwashing facilities must be available and soap dispenser and paper towels/hand driers within toilets fully stocked at the start of each session. Regular checks to be made throughout the session to ensure adequate supply. Hand-over of children and young people at youth project and collection of children and young people at end of the session is structured to maintain social distancing of at least 2 metres. Parents/carers are instructed not to enter the building. Children and young people are received into project by a member of staff, maintaining social distancing protocols. Structured release of children and young people at the end of the session. Facility manager must be informed and agree to this practice. Areas or facilities that don't allow social distancing should not be entered by staff or young people; the session should be postponed and a full report provided to line manager If other facility users are not maintaining appropriate standards to ensure the safety of young people and staff, staff should disengage and move to another area if suitable. The session should be ended 				

Risk Assessment for outdoor learning delivery during the Covid-19 pandemic

Completed by Operations Manager:

Date:

Review Date: Ongoing:

Hazard	To Whom	Severity	Likelihood	Risk
Infection transmission from OLS staff to participant	Children and young people	1	3	3
	Staff	3	3	9
	Wider community	3	2	6
Existing Precautions		Additional Precautions	Who	When
<ul style="list-style-type: none"> No staff exhibiting symptoms or having been in contact with confirmed Covid 19 case should be in workplace until 14 day quarantine period ended All staff briefed and exercising social distancing in line with PHA guidance Staff undertaking regular handwashing Staff using "catch it. Bin it. Kill it" protocol Recommended PPE available, used correctly and appropriately disposed of 				

Risk Assessment for outdoor learning delivery during the Covid-19 pandemic

Completed by Operations Manager:

Date:

Review Date: Ongoing:

Hazard	To Whom	Severity	Likelihood	Risk
Infection transmission between staff members in workplace or activity location	Children and young people	1	3	3
	Staff	3	3	9
	Wider community	3	2	6
Existing Precautions		Additional Precautions	Who	When
<ul style="list-style-type: none"> Vulnerable staff not deployed in significant contact with other staff No staff exhibiting symptoms or having been in contact with confirmed Covid case should be in workplace until 14 day quarantine period ended Recommended social distancing standard operating practice in all buildings, in shared transport and on activity sites. Access to handwashing. Thorough personal equipment management by recommended 72 hour quarantine and sanitising respectively. Canteen facilities limited to hot beverage and designated crockery 				

Risk Assessment for outdoor learning delivery during the Covid-19 pandemic

Completed by Operations Manager:

Date:

Review Date: Ongoing:

Hazard	To Whom	Severity	Likelihood	Risk
Infection transmission from participant to instructor/ employee	Children and young people	1	3	3
	Staff	3	3	9
	Wider community	3	2	6
Existing Precautions		Additional Precautions	Who	When
<ul style="list-style-type: none"> Vulnerable staff not deployed in activity delivery Participant health affirmed and assessed prior to engagement by health declaration Participant briefed on appropriate infection control measures on arrival Participant briefed on equipment management for infection control throughout experience Participants monitored and advised of poor application of principle Participant withdrawn from engagement where uncooperative 				

Risk Assessment for outdoor learning delivery during the Covid-19 pandemic

Completed by Operations Manager:

Date:

Review Date: Ongoing:

Hazard	To Whom	Severity	Likelihood	Risk
Providing emergency assistance/ first aid required	Children and young people	1	3	3
	Staff	3	3	9
	Wider community	3	2	6
Existing Precautions		Additional Precautions	Who	When
<ul style="list-style-type: none"> Provision of appropriate PPE to staff in line with health care / paramedic standard. Limit activity to sites where trained and equipped emergency services can access in reasonable time. Adherence to advice from the DE guidance for safe working practices in education settings. 				

Risk Assessment for outdoor learning delivery during the Covid-19 pandemic

Completed by Operations Manager:

Date:

Review Date: Ongoing:

Hazard	To Whom	Severity	Likelihood	Risk
Exposure to contaminated equipment and specialist activity clothing	Children and young people	1	3	3
	Staff	3	3	9
	Wider community	3	2	6
Existing Precautions		Additional Precautions	Who	When
<ul style="list-style-type: none"> Equipment sluiced in recommended sanitising solution following use where manufacturers direction allows Soap wash for garments Passive air drying outside. Remove forced drying to reduce airborne contamination System of 72 hour quarantine for equipment post activity. Issued equipment managed by single user Staff managing equipment post activity wear PPE and/or diligent handwashing 				

Risk Assessment for outdoor learning delivery during the Covid-19 pandemic

Completed by Operations Manager:

Date:

Review Date: Ongoing:

Hazard	To Whom	Severity	Likelihood	Risk
Travel in shared vehicle	Children and young people	1	3	3
	Staff	3	3	9
	Wider community	3	2	6
Existing Precautions		Additional Precautions	Who	When
<ul style="list-style-type: none"> Limit number of vehicle occupants to sustain social distancing Provide opportunity to sanitise hands entering and exiting vehicle Disinfection procedure on vehicle interior using recommended Products Avoid use of forced air ventilation/air con. Favour open windows 				

Risk Assessment for outdoor learning delivery during the Covid-19 pandemic

Completed by Operations Manager:

Date:

Review Date: Ongoing:

Hazard	To Whom	Severity	Likelihood	Risk
Unmanaged interaction with public and /or public environments	Children and young people	1	3	3
	Staff	3	3	9
	Wider community	3	2	6
Existing Precautions		Additional Precautions	Who	When
<ul style="list-style-type: none"> Avoid venues and time periods where young people will be drawn into a situation where they could potential breach social distancing guidance. Favour well definable activity area with agreed/exclusive access. Demonstrate active social distancing and attention to hand sanitation protocols in public areas. 				

Risk Assessment for building cleaning delivery during the Covid-19 pandemic

Completed by:

Date:

Review Date: Ongoing:

Hazard	To Whom	Severity	Likelihood	Risk
Potential exposure to Covid-19 whilst cleaning	Children & Young People	1	3	3
	Cleaning and youth work Staff	3	3	9
	Centre visitors and wider community	3	2	6
Existing Precautions		Additional Precautions	Who	When
<ul style="list-style-type: none"> Adhere to PHA guidance for handwashing Appropriate PPE worn; disposable gloves and aprons used for all activities that may result in contamination, uniform, flat closed in shoes, hand sanitiser HSC Public Health Agency Guidance on Covid-19 displayed in school and referred to as necessary All touch/contact areas cleaned with germicidal disinfectant e.g. Shield/Protect Social Distancing measures in place Minimal number of cleaning staff working on a rotation basis. Where possible cleaning staff commence work when least number of people within the building Cleaning staff maintain social distance of at least 2 metres at all times 				

Risk Assessment for building cleaning delivery during the Covid-19 pandemic

Completed by:

Date:

Review Date: Ongoing:

Hazard	To Whom	Severity	Likelihood	Risk
Risk of exposure to Covid-19 due to symptomatic or confirmed cases within location	Children & Young People	1	3	3
	Cleaning and youth work Staff	3	3	9
	Centre visitors and wider community	3	2	6
Existing Precautions		Additional Precautions	Who	When
<ul style="list-style-type: none"> Location closed for 72 hours Area closed for 72 hours After 72 hours cleaning staff complete an enhanced clean of area following normal system of clean with additional focus on touch/contact areas before the return of staff and children Apron, gloves or any contaminated items double bagged and disposed of appropriately after a single use 				

Risk Assessment for building cleaning delivery during the Covid-19 pandemic

Completed by:

Date:

Review Date: Ongoing:

Hazard	To Whom	Severity	Likelihood	Risk
Risk of exposure to Covid-19 whilst preparing Centre for September during the months of July and August	Children & Young People	1	3	3
	Cleaning and youth work Staff	3	3	9
	Centre visitors and wider community	3	2	6
Existing Precautions		Additional Precautions	Who	When
<ul style="list-style-type: none"> Adhere to PHA guidance for handwashing Appropriate PPE worn; disposable gloves and aprons used for all activities that may result in contamination, uniform, flat closed in shoes, hand sanitiser HSC Public Health Agency Guidance on Covid-19 displayed in Centre and referred to as necessary All touch/contact areas cleaned with germicidal disinfectant e.g. Shield/Protect Social Distancing measures in place Cleaning staff have designated cleaning area Where possible cleaning staff commence work when least number of people within the building Cleaning staff maintain social distance of at least 2 metres at all times Cleaning staff do not undertake duties which have the need for 2 people, i.e. lifting of tables from rooms 				

Appendix 4

Guidance for EA drivers and escorts during Covid-19 outbreak

JULY 2020 v1

Context

The EA's school transport service is committed to ensuring that when schools and youth service restart we transport as many children to school as it is safe to do.

It will though be very challenging. Social distancing requirements and the partial return of year groups will require the assessment of vehicles' revised capacity versus the confirmed attendance patterns of individual pupils each day.

The Department of Education, Translink and the Education Authority are working collaboratively to maximise capacity across the network. However if social distancing is required it is unlikely that there will be capacity to provide all young people with a seat on a vehicle.

Parents are therefore being asked to consider alternatives to using public transport and to consider active travel such as walking or cycling to the youth setting.

This guidance is provided to ensure that you and your passengers are as safe as possible during this time. It has been guided by PHA and government advice and is informed by a risk assessment. It should be used in addition to the EA Drivers' and Escorts' Manual which provide broader guidance on your role and duties.

Social Distancing

- The number of young people travelling in each vehicle will be kept to a minimum to comply with the current social distancing guidance wherever possible.
- Remain 2 metres apart from anyone wherever possible. It is accepted that this may not be possible in cases where a young person with SEN requires assistance. You should though minimise contact and use the appropriate PPE provided
- Advice on seating arrangements for vehicles will be made available in advance of services resuming.

Hygiene

- Use the hand sanitizer provided when you enter & leave the vehicle, wash your hands as often as possible as per PHA guidelines, and ask passengers to use hand sanitizer when boarding the vehicle.
- Regularly clean your vehicle at the end of each day to include the floor, seats, railing etc. and ensure there is specific cleaning after each journey of areas that are touched regularly i.e. door handles, steering wheel area, head rests, seat belts etc.
- Signage encouraging adherence to social distancing and hygiene advice will be displayed in vehicles.

PPE

- You will be provided with PPE and cleaning materials.
- Additional PPE will be provided where continuous close contact with a young person is required or a significant risk of bodily fluid transfer has been identified e.g. disposable apron, face shield. This will be kept under review in line with PHA guidance.
- Where this is required you will be issued with a 'Quick guide to donning and doffing Standard PPE'. Please make yourself familiar with this guide and ensure you are content with the process. Further advice and guidance on the use of PPE, including a video guide, can be found at the following link - www.gov.uk/government/publications/covid-19-personal-protective-equipment-use-for-non-aerosol-generating-procedures.
- Such PPE equipment is not considered clinical waste after use. Following use it should be disposed of in a refuse bag and sealed. After 72 hours this can be disposed of as normal waste and can be stored under your vehicle until this time.

Vehicles

- The EA is exploring the feasibility of installing protective screens around the driver's area (and on the escort seat in SEN vehicles). This will not be feasible in all vehicles and therefore is not a requirement to enable services to operate.
- Ensure your vehicle is well ventilated, being mindful of the weather conditions and comfort of your passengers.
- Fleet Managers will ensure vehicles used for services are roadworthy.
- As in normal practice, you should check your vehicle at the end of each journey by walking the full length of the vehicle

Behaviour on board

- The Education Authority will retain the right to withdraw transport if it has concerns that a child/individual has Covid-19 or is not adhering to requirements for social distancing. You should report any concerns in line with current practice.

Attendance

- Advice on attendance at work is available at [INSERT LINK].
- You should not attend work if you are feeling unwell or displaying symptoms. If you start to feel unwell during the course of a school day report any concerns immediately to your senior driver.
- In addition to the normal arrangements for notifying your line manager if you are unwell or unable to attend work, the EA has introduced an online platform to enable staff.
- You will be asked to complete this in July and in August and it takes less than two minutes to complete. If you do have an EA email address (e.g. eani.org.uk) go to: [click here](#). If you **do not** have an EA email address go to: [click here](#).

Passengers displaying symptoms

- Parents/Carers of young people or individuals, using the service will be encouraged to wash their hands regularly and to ensure that they do not travel at any time if they have any known symptoms or are feeling unwell.

- Report any concerns about a passenger displaying symptoms to the youth setting when you arrive where arrangements will be in place to manage the child until they can be collected by a parent/carer.

Collection & drop-off

- Social distancing requirements may impact upon the time it takes for young people to board and disembark the vehicle. Parents and youth settings will be advised that they should show flexibility in this regard.
- Youth setting's main responsible for arrangements for managing young people's transfer to and from the youth building. Due to social distancing this may impact upon the time it takes children to board and disembark the vehicle.
- In a limited number of cases where transport staff already assist the transfer of children to the youth setting you should continue to assist them in this practice if requested. You should though ensure you wash your hands or use hand sanitizer upon entering and leaving the youth building.

Loading lists

- Loading lists may be significantly impacted by the phased re-opening of youth settings and social distancing. This may mean that loading lists are made available, or re-issued, at short notice. Your understanding in this regard is appreciated.
- You should regularly liaise with your senior driver and/or Transport office to ensure you are familiar with what is required each day as loading lists may vary.
- If a young person that is not on your loading list is waiting for collection at a bus stop/pick-up point you are advised to bring the young person to the youth setting; as the risk that a child would remain unaccompanied at the pick-up point is judged as greater. You should then immediately notify your senior driver who will liaise with the youth setting and Transport Office.

Key contacts

For further information in relation to your schedule or for any other queries you may have please contact the relevant transport office or your senior driver/transport officer directly:

Ballymena Office 028 2566 1370

Belfast Office 028 9078 4352

Omagh Office 028 8241 1411

Dundonald Office 028 9056 6200

Armagh Office 028 3751 2200

Appendix 5

Communications to Parents/Guardians and Young People

Parent/Guardian Letter Template

Dear Parent/Guardian,

On Friday 20th March, all Education Authority (EA) funded youth service centres and programmes were asked to close to protect the health and safety of young people. Whilst our buildings were closed and we couldn't work face to face with our members, our youth workers engaged with many young people through various online initiatives and some specialist services and we continue to do so.

We write to provide you with an outline of our intended return to delivery of Youth Services and will contact you again, when it is safe for us to re-open our buildings and start our programmes.

We are making preparations to return to full programme delivery, but this may take some time, as the safety and wellbeing of young people is our greatest concern. When we do re-open, this will be done gradually, following government and PHA guidance and we will need your help with this.

We have developed and enclose an outline of guidance which provides details on how we will support the return of young people to our centres and programmes, and what we need you to do, to make sure your child/children are safe and able to do so. Can I ask that you read through this and please let me know if you have any questions, or need further information.

I have also enclosed a new emergency contact form and would ask you to complete and return this to me, prior to your child attending any session. This is to allow us to follow the contact and trace system, where we will contact you if we have a case, or suspected case of Covid-19 in our centre/programme. Your child will not be permitted to attend any sessions until this is returned.

We will also be developing a safety agreement along with our young people which will outline how young people will be expected to take responsibility for their actions, in order to stay safe in our centres and programmes. We will ask them to agree to this and I will write to you again, to ask you to sign up to this, as your commitment to keep your child and all young people who attend our programmes safe.

It is possible some of these processes may change based on government and PHA guidance. We will write to you with an update, if this happens.

Thank you for your patience and support during this challenging time; we look forward to welcoming your child/young person into our programmes again soon.

(Insert Youth Worker signature and contact details)

Parent/Guardian Youth Service Restart Guidance

What we need you to do:

- Do not send your child/young person to the youth centre or youth programme if they are unwell, or displaying Covid-19 related symptoms (high temperature, new or persistent cough and/or loss of taste or smell).
- Provide us with up to date emergency contact numbers, so we can practice the contact and trace system.
- Contact the Leader in Charge immediately, if you are aware that your child has come into contact with a confirmed or suspected case of Covid-19.
- Only send your child/young person to their allocated session. Each young person will be allocated a session time; their youth worker will confirm the day and time of this. They must not attend the centre outside of this time and will not be given access.
- Ask your child/young person not to gather in groups at the provision; either outside, the gates, at the entrance to the centre/building or in the entrance hall.
- If you are returning to collect your child, please do this at the allocated time given to you by the youth worker. This will be specific to ensure that there are not groups of parents gathering outside to collect their children.
- Make sure your child/young person knows they must leave the centre and grounds when their session is over, so crowds are not able to gather and social distancing measures are followed.
- Ensure your child washes their hands before they attend the session and when they return home.

What we will do:

- Ensure that all children/young people and staff practice social distancing measures. They will be allocated a specific room and equipment that will be cleaned before and after each session.
- Show your child/young person how to wash their hands as directed by the PHA. We will expect your child/young person to follow PHA guidance of regular handwashing and will reinforce the message of Catch it, Bin it, Kill it.
- Have soap and handtowels available throughout sessions, but we will not provide children/young people with hand sanitiser.
- No food or drinks will be provided to children/young people during this period of Covid-19 and we ask you not to send food or drinks to the youth centre or programme, in order to reduce the risk of young people sharing and having contact with each other.
- There will be no sports played or any form of contact activity until it is safe to do so.
- Equipment will be kept to a minimum and not shared.

Young Person Letter Template

Dear Member,

On Friday 20th March, all Education Authority (EA) funded youth service centres and programmes were asked to close to protect the health and safety of young people.

Whilst our buildings were closed and you couldn't come to see us, our youth workers were available to support you online and to provide some specialist services, which we hope you were able to take part in.

You have all been amazing at listening to the advice to stay home and stay safe, but we are delighted to tell you that we are getting ready to reopen our centres and programmes, as we have really missed you.

We are really looking to seeing you but we need you to know that it will be different from how it was before. These changes are to make sure that you are kept safe and well, whilst you take part in our programmes.

Included in this letter, you will find the steps that we need you to take. I need you to read and understand these steps, which will help us to keep you and everyone else safe.

If you're not sure what they mean, or if you are worried about returning to the youth centre/programme, please let us know and your youth worker can call you to speak to you about this.

We have to let you know that if you don't follow these steps, we will have to contact your parents and you may be asked not to attend our programmes until we are sure that you can follow them. This is to make sure we keep you and everyone else safe.

We will be in touch to let you know the day and times we will be open and can't wait to see you then.

(Insert Youth Worker signature and contact details)

Young Person Restart Guidance

What we need you to do:

- Don't come to the youth centre/programme if you have symptoms of Covid-19 (high temperature, new or persistent cough and/or loss of taste or smell).
- Give us your parents' written permission for you to come to the centre or programme.
- Only come to the centre/programme at the time you are given by your Youth Worker. It is really important that you don't come before that.
- Leave the centre when your youth worker tells you to. You won't be allowed to stay outside of the centre or in the grounds.
- If you come to the centre and start feeling unwell, please tell a youth worker straight away.
- When in the centre, stay 1 metre away from your friends and 2 metres away from your youth workers and any other adults in the centre.
- Wash your hands before you come to the club and when you go home.
- Understand that it is unsafe to play games or contact sports for this time. These won't be allowed in the centre until it is safe to play.
- Don't share any equipment you are given with your friends.

What we will do:

- Welcome you at the front door of the centre and bring you to the room where you will be taking part in the programme.
- Place markings on the floor of the centre to help you to social distance from others
- Put posters up around the walls of the centre telling you how to follow the health guidance. Please read these and make sure you follow the instructions. If you don't understand them, please talk to your youth worker.
- Work with you to draw up a safety agreement. You will have to follow this agreement when you're in the centre or attending a programme.
- We will not be able to give you food or drinks at the centre or programme and you will not be allowed to bring your own during this time
- Make sure you wash your hands, at the start, during and after your programme or session and show you how to do this properly.
- If you need equipment for your sessions, you will be given this by a youth worker.

Appendix 6

References to other Relevant Guidance Documents

<https://nya.org.uk/reacting-to-covid-19-advice-to-youth-services/>

<https://learning.youth.ie/wp-content/uploads/2020/06/Guidance-for-Youth-Organisations-on-Resuming-Full-Services-Version-2-on-10-June-2020.pdf>

<https://www.ncb.org.uk/news-opinion/news-highlights/re-imagining-education-northern-ireland>

<https://www.stran.ac.uk/creu-home-schooling/>

<https://www.theguardian.com/education/2020/may/07/prioritise-play-when-schools-reopen-say-mental-health-experts-coronavirus-lockdown>

<https://www.bps.org.uk/coronavirus-resources/public/back-to-school>

