

Risk assessment: 121 Mentoring in Covid Tier5

Company name: Community Youth Ventures

Assessment carried out by: Rebecca Nutley

Date assessment was carried out: 06.01.2021

What are the hazards?	Who might be harmed and how?	What are you already doing to control the risks?	What further action do you need to take to control the risks?	Who needs to carry out the action?	When is the action needed by?	Done
Travel to / from session	Young People	Official invite to young person on mobile to be used if questioned  Set clear and open meeting point  Discuss travel to and from session	Encourage PPE on public transport  Record emergency contact number prior to session	Youth Worker Young Person	At each session	Ongoing
Travel to / from session	Staff	Carry ID  Set clear and open meeting point  Discuss travel to and from session	Encourage PPE on public transport	Youth Worker	At each session	Yes
Inside Venue (Roundhouse YC)	Workers and Young People	Regular cleaning of centre  Hand sanitizer on arrival  Spare masks at front door  Floor markings for social distancing  Use of disabled toilets only  Track and Trace on arrival  Pre book venue to avoid others using building	Single use of the centre at one time  Text co worker at start and end of session  Wear masks when walking around etc  Anti Bacterial wipes of items	Youth Worker and young person	At each session	Ongoing

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		Max 2 workers 1 young person	touched at end of session			
Outside Venue Wet/ Cold/ Hot weather	Workers and young people	Plan routes that are away from busy routes Plan cover if rain expected  Carrying sunscreen  Bottles of water/ hot drinks  Wear suitable clothing  Pre warm young people if warm clothing needed  Carry items of food encase of low sugar levels/ hunger	Take PPE, Plastic bag to dispose of PPE safely  Carry Anti Bacterial wipes Take umbrella for each person  Advise to wear head gear to protect from sun  Move to shaded area  Activities short with more rests and water stops	Workers and participants	At each session	Ongoing
Aggressive or Violent behaviour	Workers and young people Physical or verbal attacks on individuals	Observing behaviour before entering area.  Always have mobile phone and ID at hand  Make sure you and co-worker are always in sight of each other	Work in pairs if young person is known to be aggressive  Stay to public areas	Workers	At each session	Ongoing

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			<p>Check in and out with a co worker pre and post session</p> <p>Conflict resolution skills</p> <p>Know your limitations</p> <p>Walk away if you feel unsafe</p> <p>Contact 101 if you feel the young person is a risk to themselves or others</p>			
Trips and slips	Youth workers Pavements, rough ground, unstable area giving way etc.	Assess area before entering, walking etc.  Sturdy footwear	<p>First Aid kit available</p> <p>Do not take risks</p> <p>Stick to planned routes</p>	Workers	At each session	Ongoing

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<p>Covid Symptoms Sneezing, coughing, touching, laboured breathing</p>	<p>Youth Workers and young people</p>	<p>Wear mask when in enclosed space</p> <p>Practice social distancing at all times</p> <p>Wash hands at every opportunity and hand sanitiser to use regularly</p> <p>Carry emergency contact numbers to call if they are showing symptoms</p> <p>Make sure anyone showing symptoms is instructed to distance and return home – call parents to collect.</p> <p>If a staff member becomes ill during session, isolate and have co worker watch young person until they can be returned home</p>	<p>Open conversation with young people about distance and washing hands</p> <p>Take care not to touch people or surfaces</p> <p>Cough or sneeze into mask or arm Clean anything touched afterwards with Anti Bacterial wipes and dispose of them asap</p> <p>Keep young people away from crowded areas or those not adhering to social distancing</p>	<p>Workers</p>	<p>At each session</p>	<p>Ongoing</p>
<p>Physical contact</p>	<p>Workers</p>	<p>Observe behaviour and actions Keep at a distance from young people</p>	<p>Wear ID badge and behave in a</p>	<p>Workers</p>	<p>At each session</p>	<p>Ongoing</p>

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		<p>Read and understand safeguarding policy</p> <p>Maintain social distancing</p>	<p>professional manner</p> <p>Be aware of others view of you</p>			
Lack of daylight	Workers and young people	<p>Always have a torch with you if outside</p> <p>Do not put yourself in a vulnerable position</p> <p>Emergency call out available</p> <p>Choose routes you know and are familiar with</p> <p>Wear reflective clothing</p>	<p>Reconnaissance of new routes and new group hangouts</p> <p>Assess areas new to you</p> <p>Encourage groups to talk to you under streetlight if available</p> <p>Check in pre and post session</p>	Workers	At each session	Ongoing
Crowding (Spreading virus to each other)	Youth Workers and Young People	<p>Behave as a Role model</p> <p>Social distancing 2m at all times</p> <p>Wear a mask whilst on session</p> <p>Discussion about why it matters for their families/friends</p>	<p>Why they can not be socialising. Including that police could move them on and give fines</p> <p>Provide pre text for the session</p>	Workers	At each session	Ongoing

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		Ideas for methods of talking and fun at a distance	Do not share anything  Anti bacterial wipe of any used items			
Illegal actions	Young people	Observe before entering area, judge safety  Community knowledge about work  ID and emergency call available	Know your work policies on substance use etc.  Recognise that this is their space and walk away if you feel unsafe	Workers	At each session	Ongoing
Isolating cases	Youth Workers	Check before all sessions whether young person is isolating/ quarantining or not with young person/ parents	Make a note of dates started quarantine	Workers	At each session	Ongoing
Issues at home shared (safeguarding concerns)	Youth Workers	Escalate any safeguarding concern  Contact First Response Team on 01296 383 962 between 9am to 5pm Monday to Friday. If outside of these hours, contact the Emergency Duty Team (EDT) on 0800 999 7677 or email: <a href="mailto:secure-cypfirstresponse@buckinghamshire.gov.uk">secure-cypfirstresponse@buckinghamshire.gov.uk</a> .  CAMHS 0808 808 3555  Food/ Money 01296 395000	Follow up if home educating  Keep young person with you whilst reporting if concerned for their safety	Workers	At each session	Ongoing

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		Out of hours 0800 999 7677 (Bucks Council Emergency Support)				
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**Youth work kit list:**

Identity card (to be worn/visible at all times)

Your youth worker 'uniform', labelled as appropriate (if you use it)

Work mobile phone, fully charged with numbers for colleagues/manager

Contact details/cards/leaflets for young people, parents/carers, and members of the community

List of emergency contact numbers (incl. out of hour's numbers for local authority Multi-Agency Safeguarding Hub (MASH), Children's Social Care (CSC), and Early Help (EH))

Torch

Paper and pen (for you and your team)

Camera and/or Dictaphone, particularly if you are doing project work or want to record your interactions with young people (make sure to ask for their consent)

A wide range of young person-friendly information leaflets (e.g. local sexual health, mental health and other support services)

Activity resources that can be disposed of after

Any items required for a specific session (e.g. team session plans, debrief forms, evaluation sheets, risk assessment forms)

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**For COVID-19context:**

Permission to work governed by NYA

PPE (as directed by your organisation/local authority)

Supply of gloves

Face coverings

Hand sanitiser

Anti bacterial wipes

Tissues

Sealable plastic bags (to secure used PPE)

Multiples of anything you typically use/may give to young people to use. (e.g. more paper and pens so you can give them away rather than collect in)

Local mutual/council information leaflets/publicity

**At the end of the session:**

Have all recordings and evaluation procedures been completed?

Have all staff had a chance to discuss their views/feelings about session?

Have financial records been completed and receipts collected?

Does everyone know the plan for the next session; what will happen; who is responsible for what; etc?

Report any health or safety concerns to parents/ escalate if needed