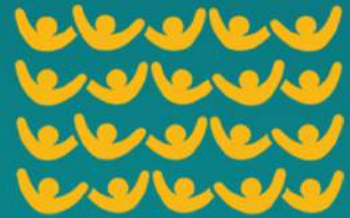


**MANCHESTER
YOUTH ZONE**



COVID 19

Policy and Risk Assessment Pack

version 5

January 2021

Site Operating Procedures

Protecting our Workforce and Users During Covid-19

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Introduction

These are exceptional circumstances and we must comply with the latest Government advice on Coronavirus (Covid-19) at all times.

These Site Operating Procedures (SOP) are based on Public Health England (PHE) guidance; other restrictions and advice may apply in Scotland, Wales and Northern Ireland.

The HSE is the relevant enforcing authority for PHE guidelines. If MYZ is not consistently implementing the measures set out by PHE, we may be subject to enforcement action.

Whilst operating during the Coronavirus (Covid-19) pandemic we need to ensure we are protecting our workforce and members as well as minimising the risk of spread of infection. This includes considering how personnel travel to and from site.

This guidance is intended to introduce consistent measures in line with the Government’s recommendations on social distancing and ensure employers and individuals make every effort to comply.

PHE guidance states “where it is not possible to follow the social distancing guidelines in full in relation to a particular activity, you should consider whether that activity needs to continue for the site to continue to operate, and, if so, take all the mitigating actions possible to reduce the risk of transmission”.

The health and safety requirements of any activity must not be compromised at this time. If an activity cannot be undertaken safely, it should not take place.

Emergency services are also under great pressure and may not be able to respond as quickly as usual. This should be taken into consideration in the planning of work activities, first aid, fire and emergency responses.

We as an organisation must have in place effective arrangements for monitoring and reviewing our compliance with Government and industry guidance. We should also remind the workforce at every opportunity of the Site Operating Procedures which are aimed at protecting them, their colleagues, families and the UK population.

When to Travel to Work

“Wherever possible, people should work at home. However, we know that for many people this is not an option and their job requires them to travel to their place of work, and they can continue to do so. This is consistent with the Chief Medical Officer’s advice”.

It is important to understand the following guidelines by which workers should or should not travel to work as outlined below.

Social distancing

Workers in the Youth Zone should follow the guidance on Staying at home and keep away from others (social distancing). Where they cannot work from home, they must follow the same principles of social distancing while travelling to and from work and while at work.

Self-isolation

Anyone who either has a high temperature or a new persistent cough or is within 14 days of the day when the first member of their household showed symptoms of Coronavirus (Covid-19) should not come to work but must follow the guidance on self-isolation.

Test and Trace

The NHS test and trace service will help to manage the risk of the virus re-emerging as restrictions on everyday life are eased, as far as it is deemed safe to do so.

It is vital that as an employer we play our part by:

- making their workplaces as safe as possible
- encouraging workers to heed any notifications to self-isolate and supporting them when in isolation

Although this may seem disruptive for the business, it is less disruptive than an outbreak of COVID-19 in the workplace will be, and far less disruptive than periods in lockdown.

The NHS test and trace service is designed to support businesses and economic recovery by:

- providing testing for anyone who has symptoms of coronavirus, so that if they have been tested positive, they and their household member know to continue to self-isolate
- helping to stop the onward spread of the virus in the workplace and wider society, so that fewer people develop coronavirus and have to self-isolate
- enabling the government to go further in safely easing or lifting lockdown measures, as far as it is deemed safe to do so, thereby allowing the nation to return to normal as quickly as possible
- records will be kept of all visitors and attendees to the Youth Zone in order to help with the Trace and Test scheme. These details will be stored securely in line with GDPR.

To facilitate the NHS test and trace service we encourage workers to heed any notifications to self-isolate and provide support to these individuals when in isolation.

It is important we continue to protect the health and safety both of our workers and of other people who may be affected by their business, for example members, agency workers, contractors, volunteers, customers, suppliers and other visitors.

To help employers, guidance has been developed on the [5 steps for working safely](#), along with [sector-specific guidance](#).

It is important to follow this guidance to help to reduce the risk of a spread of infection in the workplace.

We must continue to follow health and safety workplace guidance for their sector such as:

- making every reasonable effort to enable working from home as a first option
- where working from home isn't possible, identifying sensible measures to control the risks in the workplace
- keeping the workplace clean, maintaining safe working separation, and preventing transmission through unnecessary touching of potentially contaminated surfaces

Workplace risk

As an employer have a duty to consult our workers, as part of our risk assessment. Involving workers will help build trust and confidence that all reasonably practicable steps are being taken to reduce our risks of COVID-19, so that people can return to work safely. We will share the risk assessment with workers and publish the risk assessment on their website.

The NHS test and trace service supplements the risk mitigation measures taken by employers by identifying people who have had close recent contact with someone who has tested positive for coronavirus and advising them to self-isolate. This will reduce the risk of a rise in infections among the general population.

If multiple cases of coronavirus appear in a workplace, an outbreak control team from either the local authority or Public Health England will, if necessary, be assigned to help the employer manage the outbreak. We will should seek advice from our local authority in the first instance.

Supporting workers who need to self-isolate

We will support workers who need to self-isolate and will not ask them to attend the workplace.

Workers will be told to isolate because they:

- have coronavirus symptoms and are awaiting a test result
- have tested positive for coronavirus
- are a member of the same household as someone who has symptoms or has tested positive for coronavirus
- have been in close recent contact with someone who has tested positive and received a notification to self-isolate from NHS test and trace.

We will continue to communicate with workers in self-isolation and provide support. This includes allowing people to work from home if they remain well and if it is practicable to do so.

If people can't work from home, we will make sure any self-isolating employee is receiving sick pay and give them the option to use their paid leave days if they prefer. Further guidance is available if employees should do if they cannot work.

Employees in self-isolation are entitled to Statutory Sick Pay for every day they are in isolation, as long as they meet the eligibility conditions.

[Information for employers on reclaiming Statutory Sick Pay.](#)

The NHS test and trace service will provide a notification that can be used as evidence that someone has been told to self-isolate.

An employee can ask to take their paid holiday for the time they're off work, entitling them to full pay for the duration of their leave, as opposed to Statutory Sick Pay, if they choose.

Any Person at increased risk

Anyone who is at increased risk of severe illness from Coronavirus (Covid-19) is strongly advised to work at home and should be particularly stringent about following social distancing measures.

Persons defined on medical grounds as extremely vulnerable

Anyone identified as extremely vulnerable will be advised by their health authority and must follow the guidance on shielding and protecting extremely vulnerable people.

Living with a person in one of the above groups

Anyone living with a person who is at increased risk of severe illness, or an extremely vulnerable person who is shielding from Coronavirus (Covid-19), should stringently follow the guidance on social distancing and minimise contact outside the home.

If someone falls ill or if a worker develops a high temperature or a persistent cough while at work, they should:

- Ensure their manager or supervisor is informed
- Return home immediately
- Avoid touching anything
- Cough or sneeze into a tissue and put it in a bin, or if they do not have tissues, cough and sneeze into the crook of their elbow.

They must then follow the guidance on self-isolation and not return to work until their period of self-isolation has been completed.

Travel to Work

Wherever possible workers should travel to site alone using their own transport. If workers have no option but to share transport:

- Journeys should be shared with the same individuals and with the minimum number of people at any one time
- Good ventilation (i.e. keeping the windows open) and facing away from each other may help to reduce the risk of transmission
- The vehicle should be cleaned regularly using gloves and standard cleaning products, with particular emphasis on handles and other areas where passengers may touch surfaces

MYZ should consider:

- Parking arrangements for additional vehicles and bicycles
- Other means of transport to avoid public transport e.g. cycling
- Providing hand cleaning facilities. This should be soap and water wherever possible or hand sanitiser if soap and water are not available
- How someone taken ill would get home
- Where public transport is the only option for workers, you should consider:
 - Changing and staggering site hours to reduce congestion on public transport
 - Avoid using public transport during peak times (7.30 - 9:00 and 16:00 - 17:30)

Site Access and Egress Points

- Stop all non-essential visitors
- Consider introducing staggered start and finish times to reduce congestion and contact at all times
- Plan site access and egress points to enable social distancing
- Allow plenty of space between people waiting to enter site
- Use signage:
 - such as floor markings, to ensure 2 metre distance is maintained between people when queuing
 - reminding workers not to attend if they have symptoms of Coronavirus (Covid-19) and to follow guidelines
- Remove or disable entry systems that require skin contact (e.g. fingerprint scanners) unless they are cleaned between each individual use
- Require all workers to wash their hands for 20 seconds using soap and water when entering and leaving the building and to sanitize the regularly.
- Regularly clean common contact surfaces in reception, office, access control and delivery areas e.g. scanners, turnstiles, screens, telephone handsets and desks, particularly during peak flow times.
- Reduce the number of people in attendance on site wherever possible
- Where loading and off-loading drivers are required to exit their vehicle, they should wash or sanitise their hands before handling any materials

- Consider arrangements for monitoring compliance.

Hand Washing

- Allow regular breaks to wash hands
- Ensure adequate supplies of soap and fresh water are readily available and kept topped up at all times
- Provide hand sanitiser where hand washing facilities are unavailable
- Regularly clean the hand washing facilities
- Provide suitable and sufficient rubbish bins for hand towels with regular removal and disposal.

Toilet Facilities

- Restrict the number of people using toilet facilities at any one time (e.g. use a welfare attendant) and use signage, such as floor markings, to ensure 2 metre distance is maintained between people when queuing
- Wash or sanitise hands before and after using the facilities
- Enhance the cleaning regimes for toilet facilities, particularly door handles, locks and the toilet flush
- Provide suitable and sufficient rubbish bins for hand towels with regular removal and disposal.

Cafe and Rest Areas

Where possible, workers should be encouraged to bring their own food. They should also be required to stay on site once they have entered and avoid using local shops.

- The capacity of each canteen or rest area should be clearly identified at the entry to each facility, and where necessary attendants provided to supervise compliance with social distancing measures
- Break times should be staggered to reduce congestion and contact at all times
- Frequently clean surfaces that are touched regularly, using standard cleaning products e.g. kettles, refrigerators, microwaves
- Hand cleaning facilities or hand sanitiser should be available at the entrance to any room where people eat and should be used by workers when entering and leaving the area
- A distance of 2 metres should be maintained between users, wherever possible
- All rubbish should be put straight in the bin and not left for someone else to clear up
- Tables should be cleaned between each use

- Crockery, eating utensils, cups etc. should not be used unless they are disposable or are washed and dried between use
- Cafe staff should wash their hands often with soap and water for at least 20 seconds before and after handling food
- Cafe staff and workers may use rest areas if they apply the same social distancing measures
- Consider increasing the number or size of facilities available on site if possible
- Introduce enhanced cleaning of all facilities throughout the day and at the end of each day
- Provide suitable and sufficient rubbish bins in these areas with regular removal and disposal.

Work Planning to Avoid Close Working

In line with Public Health England (PHE) guidelines, where it is not possible to follow the social distancing guidelines in full in relation to a particular activity, we should consider whether that activity needs to continue for the site to continue to operate, and, if so, take all the mitigating actions possible to reduce the risk of transmission.

Work needs to be planned and organised to avoid crowding and minimise the risk of spread of infection by following PHE and HSE guidance and the advice within these Site Operating Procedures.

MYZ should remind the workforce (e.g. at daily briefings) of the specific control measures necessary to protect them, their colleagues, families and the UK population.

Hierarchy of Controls

If we are not able to work whilst maintaining a two-metre distance, we should consider whether the activity should continue and, if so, risk assess it using the hierarchy of controls below and against any sector-specific guidance.

Eliminate

- Workers who are unwell with symptoms of Coronavirus (Covid-19) should not travel to or attend the workplace
- Rearrange tasks to enable them to be done by one person, or by maintaining social distancing measures (2 metres)
- Avoid skin to skin and face to face contact
- Stairs should be one ways systems
- Attendees should be at least two metres apart from each other
- Rooms should be well ventilated
- Consider holding meetings in open areas where possible

Reduce

Where the social distancing measures (2 metres) cannot be applied:

- Minimise the frequency and time workers are within 2 metres of each other
- Minimise the number of workers involved in these tasks
- Workers should work side by side, or facing away from each other, rather than face to face
- Regularly clean common touchpoints, doors, buttons, handles, vehicle cabs, tools, equipment etc.
- Increase ventilation in enclosed spaces
- Workers should wash their hands before and after using any equipment

Isolate

Keep groups of workers that must work within 2 metres:

- Together in teams e.g. (do not change workers within teams)
- As small as possible
- Away from other workers where possible

Control

Where face to face working is essential to carry out a task when working within 2 metres:

- Keep this to 15 minutes or less where possible
- Provide additional PPE to be worn to ensure the safety of those working.

First Aid and Emergency Service Response

The primary responsibility is to preserve life and first aid should be administered if required and until the emergency services attend.

- When planning site activities, the provision of adequate first aid resources must be available.
- Emergency plans including contact details should be kept up to date
- Consideration must also be given to potential delays in emergency services response, due to the current pressure on resources
- Consider preventing or rescheduling high-risk work activities.

Cleaning

Enhanced cleaning procedures should be in place across the site, particularly in communal areas and at touch points including:

- Taps and washing facilities

- Toilet flush and seats
- Door handles and push plates
- Handrails on staircases and corridors
- All areas used for eating must be thoroughly cleaned at the end of each break and shift, including chairs, door handles, vending machines and payment devices.
- Telephone equipment
- Keyboards, photocopiers and other office equipment
- Rubbish collection and storage points should be increased and emptied regularly throughout and at the end of each day.

Safety measures Covid-19

The following is a list of safety measures to be put in place to help MYZ deliver sessions and activities in a safe and secure manner.

Additional equipment may need to be purchased for the plan to work.

Entrance and exit.

Parents will be asked to wait outside the building which will be marked off at marked 2m sections in front of the building and down the side of Factory lane. Signs will also be put up reminding of social distancing. Parents will then drop off at the door and leave.

When collecting, young people will wait in the gym and again parents will wait at marked 2m distances in front of the building and down the path. When they arrive at the door the young person will then be called and leave. If we do need to speak to a parent, then they will be brought in and conversations will take place in the rec area at distance.

Once in the building young people will be asked to wash and sanitise hands and be taken to a designated waiting area or guided to their activity.

Reception

Reception will have a Perspex screen with a slot underneath so that forms and money can be handed through. Reception will have a hand sanitiser and wipes to wipe down keyboards, phones and surfaces. No groups are to congregate around reception.

Sanitising stations



Hand sanitising stations will be positioned around the main areas of the building and young people will be encouraged to sanitise hands whilst in the building especially before and after activities. These will be in addition to the existing units and will contain the authorised and recommended hand sanitising solution.



Corridors and stairs

Corridors and stairs will be marked with arrows as a one-way system will be put in place. No one is to go up or down the stairs whilst another person is using them. We will use some of the barriers that we have to section off areas and create routes. Additional barriers are to be obtained if needed.

Movement around the building



Arrows will be applied to the floor to help control freedom of movement around the building. This will be agreed collectively so that everyone is happy with the arrangements. There will also be keep your distance floor stickers placed in areas where queueing may be done.



Existing furniture and equipment.

All equipment is to be removed and stored away in an area not in use where possible. Only equipment needed for the session is to be out. Pool tables are to be covered and badminton put away. We have a good supply of tables and chairs that can be set up in the Rec area if needed which are easily cleaned after each session.

Soft furnishings such as the small box seats will be out of bounds.

Any equipment used is to be cleaned after each session before it is used again.

Cleaning

Cleaners will be on session whose role will be to sanitise high contact areas such as handrails, doors, taps and tables. They must wear gloves and aprons and dispose of cloths in a separate bag once used. This bag then needs to be sealed and stored for 72 hours before disposal. This will be in a designated area in the back yard.

Toilets

Young people are not permitted to go to the toilet unaccompanied. Foot plates will be attached on the doors so that they can open them with their feet rather than using their hands. Soap and sanitiser checked regularly.

Staff toilets will be issued with a sanitising spray and cloth/towel/wipe to clean with and dispose of afterwards. This is to be done by each member of staff who uses the toilet.



Food

Vending will not be available. This is subject to change once a better understanding of logistics is maintained. Snack packs may be provided at the end of the session. This will need to be discussed further with a risk assessment fully completed before implementing.

First Aid.

All high-risk activities are to be identified and those that cause the most accidents are not to be done. Any first aid is to be done in the boxing suite and staff must wear full PPE including gloves, facemask, visor and apron due to the proximity they will be in with young people.

If a young person presents any symptoms of COVID-19 whilst in the building, then they are to be moved to the garage with a member of staff wearing full PPE where parents will be called. If further medical attention is needed, the young person should be taken to the boxing suite so that an ambulance can access via the back door. If there are any bodily fluid spills then this is to be cleaned with full PPE and disposed of and stored as mentioned previously.

Office

Where home working is possible then this will be encouraged. There will be the minimum number of people allowed to work in the office, this is currently a maximum of 8, this will be constantly reviewed.

There will be a clear desk policy so that cleaning will be easily done and shall be not only be done by the cleaning team but by the staff member using it.

There will be no hot desking or sharing of phones. Equipment such as the printer is to be cleaned after each use.

Respect



A new version of our **RESPECT** mantra will be adopted and reinforced around the building. This will outline the 3 following areas.

- Keep your distance
- Wash your hands
- Respect each other and the building

INSPIRING A GENERATION

With your support, we can give young people **somewhere to go, something to do and someone to talk to.**

info@manchesteryz.org | www.manchesteryz.org | manchesteryz | @manchesteryz | 0161 203 5333

Manchester Youth Zone, 931 Rochdale Road, Harpurhey, Manchester, M9 8AE

Finally

Staff and young people must feel safe with all the new measures that have been put in place. The measures put in place are for people's safety, not to scare them. If anyone does get upset or feels uncomfortable then we must take the time to listen to them and act accordingly. Mental states and emotions will be heightened at this time and a little bit more understanding will be needed when it comes to welfare.

Regular consultations will be had with staff so that they can express any concerns and regular health and safety meetings will take place to tackle and solve any problems that may arise.

Mask and Face covering policy

September 2020

In line with Government guidance issued on Thursday 24th September, Manchester Youth Zone will be operating a face covering policy.

The reason for using face coverings

Coronavirus (COVID-19) usually spreads by droplets from coughs, sneezes and speaking. These droplets can also be picked up from surfaces, if you touch a surface and then your face without washing your hands first. This is why social distancing, regular hand hygiene, and covering coughs and sneezes is so important in controlling the spread of the virus.

The best available scientific evidence is that, when used correctly, wearing a face covering may reduce the spread of coronavirus droplets in certain circumstances, helping to protect others.

Because face coverings are mainly intended to protect others, not the wearer, from coronavirus (COVID-19) they are not a replacement for social distancing and regular hand washing. It is important to follow all the other government advice on coronavirus (COVID-19) including staying safe outside your home. If you have recent onset of any of the most important symptoms of coronavirus (COVID-19):

- a new continuous cough
- a high temperature
- a loss of, or change in, your normal sense of smell or taste (anosmia)
- you and your household must isolate at home: wearing a face covering does not change this. You should arrange to have a test to see if you have COVID-19.

How to wear a face covering

A face covering should:

- cover your nose and mouth while allowing you to breathe comfortably
- fit comfortably but securely against the side of the face
- be secured to the head with ties or ear loops
- be made of a material that you find to be comfortable and breathable, such as cotton
- ideally include at least two layers of fabric (the World Health Organisation recommends three depending on the fabric used)

- unless disposable, it should be able to be washed with other items of laundry according to fabric washing instructions and dried without causing the face covering to be damaged

When wearing a face covering you should:

- wash your hands thoroughly with soap and water for 20 seconds or use hand sanitiser before putting a face covering on
- avoid wearing on your neck or forehead
- avoid touching the part of the face covering in contact with your mouth and nose, as it could be contaminated with the virus
- change the face covering if it becomes damp or if you've touched it
- avoid taking it off and putting it back on a lot in quick succession (for example, when leaving and entering shops on a high street)

When removing a face covering:

- wash your hands thoroughly with soap and water for 20 seconds or use hand sanitiser before removing
- only handle the straps, ties or clips
- do not give it to someone else to use
- If single use, dispose of it carefully in a residual waste bin and do not recycle
- if reusable, wash it in line with manufacturer's instructions at the highest temperature appropriate for the fabric
- wash your hands thoroughly with soap and water for 20 seconds or use hand sanitiser

Policy

All members of staff and attendees must wear a face mask or face coverings in the following circumstances:

- When dealing with the general public or visitors to MYZ
- When working on Sessions with Young People

Exemptions are

- Children under the age of 11 (Public Health England does not recommend face coverings for children under the age of 3 for health and safety reasons)
- People who cannot put on, wear or remove a face covering because of a physical or mental illness or impairment, or disability
- Where putting on, wearing or removing a face covering will cause you severe distress
- If you are speaking to or providing assistance to someone who relies on lip reading, clear sound or facial expressions to communicate
- To avoid harm or injury, or the risk of harm or injury, to yourself or others – including if it would negatively impact on your ability to exercise or participate in a strenuous activity
- If outside the building in areas such as the 3G pitch or allotment
- If participating in physical activity such as sports or physical exercise

Cleaning Guidance during Covid19

Introduction

Experience of new coronaviruses (SARS-CoV and MERS-CoV) has been used to inform this guidance. The risk of infection depends on many factors, including:

- the type of surfaces contaminated
- the amount of virus shed from the individual
- the time the individual spent in the setting
- the time since the individual was last in the setting

The infection risk from coronavirus (COVID-19) following contamination of the environment decreases over time. It is not yet clear at what point there is no risk. However, studies of other viruses in the same family suggest that, in most circumstances, the risk is likely to be reduced significantly after 72 hours.

In order to reduce risk cleaning at Manchester Youth Zone has been revised and the following is a list of safety measures and cleaning practices to be put in place to help MYZ deliver sessions and activities in a safe and secure manner.

PPE Personal protective equipment

The minimum [PPE](#) to be worn for cleaning an area is disposable gloves and an apron. Hands should be washed with soap and water for 20 seconds after all PPE has been removed. Facemasks are not advised to be worn but in the event of cleaning an area where bodily fluids are present then a facemask and face shield shall be provided and must be worn.

Workers should be trained in the correct use of a surgical mask and other PPE, to protect them against other people's potentially infectious respiratory droplets when within 2 metres, and the mask use and supply of masks would need to be equivalent to that in healthcare environments.

Equipment and Products

In order to help prevent the risk of the spread of infection the right equipment and cleaning products must be used. Cleaning products must be approved from a reputable supplier and be specific for the job that they are to undertake. This should include;

- Surface sanitiser solution that can be decanted in designated spray bottles.
- Disinfectants (where possible, hospital grade)
- Sanitising wipes for surfaces such as keyboards. Telephones etc

Use disposable cloths or paper roll and disposable mop heads, to clean all hard surfaces, floors, chairs, door handles and sanitary fittings. Any cloths and mop heads used must be disposed of and should be put into waste bags as outlined below.

Waste Disposal

Waste from a cleaning of areas where possible contamination could take place (including disposable cloths and tissues):

1. Should be put in a plastic rubbish bag and tied when full.
2. Waste should be stored safely and kept away from children and other members of the general public.
3. If waste suspected to be contaminated, then this should be placed in 2 bags and tied and stored away from other waste separately and safely.
 - if the individual tests negative, this can be put in with the normal waste
 - if the individual tests positive, then store it for at least 72 hours and put in with the normal waste

Planning and Training.

Full planning of cleaning routines and cleaning procedures will need to be documented and all cleaning team members fully trained in procedures and compliance.

This should take place as soon as they return back to work to avoid any gaps in due diligence and to maintain standards and government guidance.

Entrance and exit.

These areas will need to be cleaned and sanitised on a regular basis and key times will need to be identified when usage is potentially high. Cleaning in progress signs must be displayed which this is taking place.

Reception

Screens and surfaces are to be cleaned on a regular basis and again high usage identified and cleaned using the appropriate equipment and products.

Cleaning materials such as wipes, cloths and sanitising spray will be left on reception for staff to use when a cleaner is unavailable. Training to be given to anyone using the reception area.

Sanitising and hand wash stations

Hand sanitising stations will be positioned around the main areas of the building and young people will be encouraged to sanitise hands whilst in the building especially before

and after activities. These will need to be filled each morning and checked throughout the day to ensure there is enough product available. They should also be sanitised on a regular basis using the appropriate cleaning product.

The art area table will be turned into a temporary hand washing station that will have bowls of water, hand wash and paper towels available. This will need to be changed after each use in a designated area to stop the risk of cross contamination.

Corridors and stairs

Handle rails on stairs are a high-risk surface and must be cleaned on a regular basis especially after high usage. This is to be monitored throughout the day and cleaning in progress signs to be used to close off the area whilst it is sanitised.

Existing furniture and equipment.

No soft furnishings are to be used and only furnishings that are wipeable to be used. These are to be cleaned after each use with the designated equipment and products.

Toilets.

Young people are not permitted to go to the toilet unaccompanied. Foot plates will be attached on the doors so that they can open them with their feet rather than using their hands. Soap and sanitiser checked regularly.

Member toilets are to be cleaned on a regular basis and documented that they have been checked as being cleaned. Cleaning should include the following

- All doors
- Toilet roll holders
- Partition walls
- Sinks and taps
- Door handles and locks
- Hand and sanitising units
- Flushes
- Toilet seats.

Cleaning in progress signs to be displayed.

Staff toilets will be issued with a sanitising spray and cloth/towel/wipe to clean with and dispose of afterwards. This is to be done by each member of staff who uses the toilet.

Office

Where home working is possible then this will be encouraged. There will be a minimum number of people allowed to work in the office which is to be determined.

There will be a clear desk policy so that cleaning will be easily done and shall be not only be done by the cleaning team but by the staff member using it.

There will be no hot desking or sharing of phones. Equipment such as the printer is to be cleaned after each use.

Cleaning products and equipment will be supplied as well as a designated disposable bin.

Bins

Bins are to be emptied more often and disposed of as mentioned previously. Bins will need to be disinfected on a regular basis.

COSHH

All products used will be listed in the COSHH file located on reception as well as COSHH data sheets outlining all the required information needed.

Finally

The health and safety of all cleaning team members is of utmost importance. All guidelines, PPE and policies must be followed and worn to ensure safe working. Failure to comply could result in disciplinary action being taken.

Guidance on food retail & production during COVID 19

Who this guidance is for?

For the purpose of this guidance food workers include food handlers, people who directly touch open food as part of their work. It also includes staff who may touch food contact surfaces or other surfaces in rooms where open food is handled. The term can therefore apply to managers, cleaners, maintenance contractors, delivery workers, and food inspectors.

WHO recommends that people who are feeling unwell should stay at home. Staff working in the food sector need to be aware of the symptoms of COVID-19. The most important issue is for staff to be able to recognise symptoms early so that they can seek appropriate medical care and testing to minimise the risk of infecting fellow workers.

Common symptoms of COVID-19 include:

- a fever (high temperature – 37.5 degrees Celsius or above)
- a cough - this can be any kind of cough, not just dry
- shortness of breath
- breathing difficulties
- fatigue
- loss of taste and / or smell

COVID-19

A coronavirus is a type of virus. As a group, coronaviruses are common across the world. The most important symptoms of coronavirus (COVID-19) are recent onset of a new continuous cough, a high temperature, or a loss of, or change in, normal sense of taste or smell (anosmia). In some people, the illness may progress to severe pneumonia causing shortness of breath and breathing difficulties.

Generally, coronavirus can cause more severe symptoms in people with weakened immune systems, older people, and those with long-term conditions like diabetes, cancer and chronic lung disease.

COVID-19 is a new disease caused by a recently discovered virus, first identified in China. Transmission of COVID-19 is now widespread in many countries, including the UK.

How COVID-19 is spread?

From what we know about other coronaviruses, spread of COVID-19 is most likely to happen when there is close contact (within 2 metres or less) with an infected person. It is likely that the risk increases the longer someone has close contact with an infected person.

Respiratory secretions (droplets) containing the virus are likely to be the most important means of transmission; these are produced when an infected person coughs or sneezes.

There are 2 common routes people could become infected:

1. Secretions can be directly transferred into the mouths or noses of people who are nearby (within 2 metres) or possibly could be inhaled into the lungs.
2. It is possible that someone may become infected by touching a person, a surface or object that has been contaminated with respiratory secretions and then touching their own mouth, nose, or eyes (such as shaking hands or touching doorknobs then touching own face).

It is highly unlikely that people can contract COVID-19 from food or food packaging. COVID-19 is a respiratory illness and the primary transmission route is through person-to person contact and through direct contact with respiratory droplets generated when an infected person coughs or sneezes. There is no evidence to date of viruses that cause respiratory illnesses being transmitted via food or food packaging. Coronaviruses cannot multiply in food; they need an animal or human host to multiply.

Who may be suspected of having COVID-19?

As there is currently sustained community transmission of COVID-19 throughout the UK, there is an increased likelihood of any individual in the community having the infection.

This guidance is for all situations where close contact (defined as being within 2 metres of an individual) is required during first responder duties.

Safe working systems

Where possible, all contact with members of the public should be carried out while maintaining [social distancing measures](#) – a distance of at least 2 metres (6 feet). Where this is not possible, the principles for the [Hierarchy of Risk](#) should be applied, using measures such as physical barriers and alternative working practices and, as a

final measure, the use of personal protective equipment (PPE) based on risk assessment, where other safe working systems alone may not be feasible or may be insufficient to mitigate the risk of transmission of COVID-19.

Hygiene measures

The best way to protect yourself and others is through rigorous cleaning, personal hygiene and regular hand hygiene. An increased frequency of cleaning and disinfection of all surfaces and equipment, using approved cleaning products and materials as well as disinfection products, is recommended.

Avoid touching your mouth, eyes and nose.

Good staff hygienic practices include:

- proper hand hygiene – washing with soap and water for at least 20 seconds
- frequent use of alcohol-based hand sanitisers
- good respiratory hygiene (cover mouth and nose when coughing or sneezing; dispose of tissues and wash hands)
- frequent cleaning/disinfection of work surfaces and touch points such as door handles
- avoiding close contact with anyone showing symptoms of respiratory illness such as coughing and sneezing.

There are no additional precautions to be taken in relation to cleaning your clothing or uniform other than what is usual practice.

Cleaning

Strict cleaning routines should be implemented in all areas of preparing and serving foods. Schedules are to be displayed and recorded. Sanitising liquid is to be used as per the manufacturer's guidelines with a clean cloth.

- Cleaning is to include:
 - All food preparation surfaces
 - Utensils and cooking equipment
 - Serving areas
 - Cutlery and crockery that may be used
 - Counters and displays
 - Electronic equipment such as tills and PDQ's

Food workers are to wash their hands once any cleaning practices have been undertaken.

Food workers: use of disposable gloves

Gloves may be used by food workers but must be changed frequently and hands must be washed between glove changes and when gloves are removed.

Gloves must be changed after carrying out non-food related activities, such as opening/closing doors by hand, and emptying bins.

Food workers should be aware that wearing gloves can allow bacteria to build up on the surface of the hands, so handwashing is extremely important when gloves are removed to avoid subsequent contamination of food.

Food workers should avoid touching their mouth and eyes when wearing gloves. Disposable gloves should not be used in the food work environment as a substitute for handwashing. The COVID-19 virus can contaminate disposable gloves in the same way it gets onto workers' hands. Removal of disposable gloves can lead to contamination of hands.

Wearing disposable gloves can give a false sense of security and may result in staff not washing hands as frequently as required. Handwashing is a greater protective barrier to infection than wearing disposable gloves.

Food businesses need to ensure that adequate sanitary facilities are provided and ensure that food workers thoroughly and frequently wash their hands. Normal soap and warm running water is adequate for handwashing. Hand sanitizers can be used as an additional measure but should not replace handwashing.

Food workers: physical distancing in the work environment

Physical distancing is very important to help slow the spread of COVID-19. This is achieved by minimising contact between potentially infected individuals and healthy individuals. All food businesses should follow physical distancing guidance as far as reasonably possible. WHO guidelines are to maintain at least 1 metre (3 feet) between fellow workers. Where the food production environment makes it difficult to do so, employers need to consider what measures to put in place to protect employees.

Examples of practical measures to adhere to physical distancing guidance in the food-processing environment are to:

- stagger workstations on either side of processing lines so that food workers are not facing one another;
- provide PPE such as face masks, hair nets, disposable gloves, clean overalls, and slip reduction work shoes for staff. The use of PPE would be routine in

high-risk areas of food premises that produce ready-to-eat and cooked foods. When staff are dressed in PPE it is possible to reduce distance between workers;

- space out workstations, which may require reduction in the speed of production lines;
- limit the number of staff in a food preparation area at any one time;
- organise staff into working groups or teams to facilitate reduced interaction between groups.

Transport and delivery of food ingredients and food products

The primary focus of any additional hygiene and sanitation measures implemented by food businesses is on keeping the COVID-19 virus out of their businesses. The virus will enter business premises only when an infected person enters, or contaminated products or items are brought into the premises.

Drivers delivering to food premises should be aware of the potential risks involved in contact transmission of COVID-19. The virus can be picked up if drivers touch a contaminated surface or shake hands with an infected person with contaminated hands. Surfaces most likely contaminated with the virus include frequent touch surfaces such as steering wheels, door handles, mobile devices, etc. This is why hand hygiene, in conjunction with physical distancing, is of paramount importance and why contact surface sanitation is critical to avoid cross-contamination.

Drivers need to be aware of physical distancing when picking up deliveries and passing deliveries to customers and of the need to maintain a high degree of personal cleanliness and to wear clean protective clothing. Drivers also need to be aware of the need to ensure that all transport containers are kept clean and frequently disinfected, foods must be protected from contamination, and must be separated from other goods that may cause contamination

Open food display in retail premises

Although some consumers perceive there is a risk of COVID-19 infection resulting from open food displays, there is currently no scientific evidence suggesting that food is associated with transmission of the COVID-19 virus. It is important to maintain good hygiene practices around open food displays, such as salad bars, fresh produce displays, and bakery products.

Both customers and staff should strictly observe good personal hygiene practices at all times around open food areas.

COVID-19 and Food Safety: In order to hygienically manage open food displays and to avoid the transmission of COVID-19 through surface contact, food retailers should:

- Maintain frequent washing and sanitizing of all food contact surfaces and utensils;
- Require food service workers to frequently wash hands, and, if using gloves, these must be changed before and after preparing food;
- Require food service workers to frequently clean and sanitise counters, serving utensils and condiment containers;
- Make available hand sanitizer for consumers on their way in and out of the food premises;

What to do if you become unwell

If you have already been given specific advice from your employer about who to call if you become unwell, follow that advice.

If you develop symptoms of COVID-19, however mild, you will need to stay at home for at least 7 days. Refer to the advice on the [NHS website](#) and the [Stay at home guidance](#).

Food on session

At the end of each session members will be able to purchase food and sit and eat it in the café area. The following rules need to be applied and followed.

- Only 1 person per table
- A maximum of 9 young people in the café at any one time.
- Members will sit at a table and they will be asked what they want. This will be brought to them and they will pay for it at the table.
- Members will not be allowed back on activities. If members are found to be out of the café area then they will be asked to leave and will not be allowed back on session for 2 weeks. The only exception is to use the bathroom facilities.
- Food will be available for them to take away.
- This area will be supervised by a member of the support team and a member of the catering staff. Lead staff will be able to ask the cleaning team for additional help in cleaning down tables and areas if needed.
- All rubbish and waste is to be disposed of by members in the allocated bins.
- Members will have access to the WIFI if needed.
- Members will not be required to wear a face covering if they are eating and seated. If they do need to use the washroom facilities then a face covering

must be worn. There are exceptions so please see the Face Covering policy which can be found on the shared drive in the COVID19 Policies pack.

- Food and drink is only to be eaten in the café area if approved by the H&S team before hand and will not be allowed when doing activities.

There is the option for members to take food home with them. This will be decanted into a cardboard takeaway container.

Payment of food.

As we are unable to take card payment cash will be taken. We will be encouraging correct change only and this will be cashed up at the end of each day and placed in a bag. This then will be left for a minimum of 72 hours before it is processed for banking. All monies will be stored in a secure and locked place in accordance with our money handling policy.

Vending Machines

Vending machine will not be operational as they have been identified as a high touch point area that would be hard to maintain. Therefore, the decision has been made to take them out of service until a time when they will be safe to operate again.

Serving of Food.

All food will be served by a member of the catering team who will hold at least a level 2 Food Hygiene certificate. The following rules must be applied:

- PPE including face covering and disposable gloves must be worn when serving food.
- All food is to be served on disposable plates or containers as well as disposable cutlery.
- In line with our environmental policies we will try to use products that are environmentally friendly or pose little or no risk to the environment.
- All temperatures will be taken and recorded
- Allergy guidelines must be followed, and alternatives will be sourced.

Food waste

All food waste including that of customers will be bagged and tied and disposed of in commercial waste bin. This waste will also include any disposable goods such as cups, cutlery and food boxes.

Guidance on First Aid During COVID 19 Pandemic

Who this guidance is for?

This guidance is for first responders as defined by the [Civil Contingencies Act \(2004\)](#), and others who may have close contact with individuals with potential coronavirus infection (COVID-19). This includes professionals and members of voluntary organisations who, as part of their normal roles, provide immediate assistance requiring close contact until further medical assistance arrives.

Emergency service professionals, such as NHS ambulance trust employees, will receive specific advice from their employer which aligns with this guidance.

In the current situation of sustained community transmission of COVID-19 in the UK, social distancing, the strict application of [safe working practices](#) and, where social distancing cannot be maintained, the [use of PPE](#) are recommended to reduce the risk of transmission of COVID-19.

COVID-19

A coronavirus is a type of virus. As a group, coronaviruses are common across the world. The most important symptoms of coronavirus (COVID-19) are recent onset of a new continuous cough, a high temperature, or a loss of, or change in, normal sense of taste or smell (anosmia). In some people, the illness may progress to severe pneumonia causing shortness of breath and breathing difficulties.

Generally, coronavirus can cause more severe symptoms in people with weakened immune systems, older people, and those with long-term conditions like diabetes, cancer and chronic lung disease.

COVID-19 is a new disease caused by a recently discovered virus, first identified in China. Transmission of COVID-19 is now widespread in many countries, including the UK.

How COVID-19 is spread

From what we know about other coronaviruses, spread of COVID-19 is most likely to happen when there is close contact (within 2 metres or less) with an infected person. It is likely that the risk increases the longer someone has close contact with an infected person.

Respiratory secretions (droplets) containing the virus are likely to be the most important means of transmission; these are produced when an infected person coughs or sneezes.

There are 2 common routes people could become infected:

- Secretions can be directly transferred into the mouths or noses of people who are nearby (within 2 metres) or possibly could be inhaled into the lungs.
- It is possible that someone may become infected by touching a person, a surface or object that has been contaminated with respiratory secretions and then touching their own mouth, nose, or eyes (such as shaking hands or touching door knobs then touching own face).

Who may be suspected of having COVID-19

As there is currently sustained community transmission of COVID-19 throughout the UK, there is an increased likelihood of any individual in the community having the infection.

This guidance is for all situations where close contact (defined as being within 2 metres of an individual) is required during first responder duties.

Safe working systems

Where possible, all contact with members of the public should be carried out while maintaining [social distancing measures](#) – a distance of at least 2 metres (6 feet).

Where this is not possible, the principles for the [Hierarchy of Risk](#) should be applied, using measures such as physical barriers and alternative working practices and, as a final measure, the use of personal protective equipment (PPE) based on risk assessment, where other safe working systems alone may not be feasible or may be insufficient to mitigate the risk of transmission of COVID-19.

Hygiene measures

The best way to protect yourself and others is through rigorous cleaning, personal hygiene and regular hand hygiene. An increased frequency of cleaning and disinfection of all surfaces and equipment, using approved cleaning products and materials as well as disinfection products, is recommended.

Any first aid equipment such as icepacks, bandages or gauze must be disposed of straight away in a designated surgical waste bin.

After contact with any member of the public, clean your hands thoroughly with soap and water or alcohol hand sanitiser at the earliest opportunity. This advice is applicable to all situations, regardless of whether there was close contact or the minimum 2 metre social distancing was maintained.

Avoid touching your mouth, eyes and nose.

There are no additional precautions to be taken in relation to cleaning your clothing or uniform other than what is usual practice.

What to do if you are required to come into close contact with someone as part of your first responder duties

Personal protective equipment (PPE)

Where it is not possible to maintain a 2 metre or more distance away from an individual, disposable gloves and a disposable plastic apron must be worn/ Disposable gloves should be worn if physical contact is likely to be made with potentially contaminated areas or items.

The use of a fluid repellent surgical face mask is recommended and additional use of disposable eye protection (such as face visor or goggles) should be risk assessed when there is an anticipated risk of contamination with splashes, droplets of blood or body fluids.

When using a fluid repellent surgical face mask, you should mould the metal strap of the mask over the bridge of the nose and make sure the mask fits snugly under the chin, around or across any facial hair if present.

Clean your hands thoroughly with soap and water or alcohol sanitiser before putting on and after taking off PPE. In all circumstances where some form of PPE is used, the safe removal of the PPE is a critical consideration to avoid self-contamination. [Guidance on putting on and taking off PPE is available](#). Use and dispose of all PPE according to the instructions and training provided by your employer or organisation.

Cardiopulmonary resuscitation

If you are required to perform cardiopulmonary resuscitation (CPR), you should conduct a risk assessment and adopt appropriate precautions for infection control.

In adults, it is recommended that you do not perform rescue breaths or mouth-to-mouth ventilation; perform chest compressions only. Compression-only CPR may be as effective as combined ventilation and compression in the first few minutes after non-asphyxial arrest (cardiac arrest not due to lack of oxygen).

Cardiac arrest in children is more likely to be caused by a respiratory problem (asphyxial arrest), therefore chest compressions alone are unlikely to be effective.

If a decision is made to perform mouth-to-mouth ventilation in asphyxial arrest, use a resuscitation face shield where available.

Should you have given mouth-to-mouth ventilation there are no additional actions to be taken other than to monitor yourself for symptoms of possible COVID-19 over the following 14 days. Should you develop such symptoms you should follow the advice on what to do on the [NHS website](#).

Providing assistance to unwell individuals

If you need to provide assistance to an individual who is [symptomatic](#) and may have COVID-19, wherever possible, place the person in a place away from others. If there is no physically separate room, ask others who are not involved in providing assistance to stay at least 2 metres away from the individual. If barriers or screens are available, these may be used.

Cleaning the area where assistance was provided

Cleaning will depend on where assistance was provided. It should follow the advice for cleaning in [non-healthcare settings](#). Public areas where a symptomatic individual has passed through and spent minimal time in (such as corridors) but which are not visibly contaminated with body fluids can be cleaned in the usual way. However, all surfaces that a symptomatic individual has come into contact with must be cleaned and disinfected.

If there has been a blood or body-fluid spill

Keep people away from the area. Use a spill-kit if available, using the PPE in the kit or PPE provided and following the instructions provided with the spill-kit. If no spill-kit is available, place paper towels/roll onto the spill, and seek further advice from emergency services when they arrive.

Contacts of the person you have assisted

Advise anyone who had close contact with the individual that if they go on to develop symptoms of COVID-19 (a new continuous cough, fever or a loss of, or change in, normal sense of taste or smell), they should follow the advice on what to do on the [NHS website](#).

What to do if you become unwell

If you have already been given specific advice from your employer about who to call if you become unwell, follow that advice.

If you develop symptoms of COVID-19, however mild, you will need to stay at home for at least 7 days. Refer to the advice on the [NHS website](#) and the [Stay at home guidance](#).

Track and Trace

The role of employers

The NHS test and trace service will help to manage the risk of the virus re-emerging as restrictions on everyday life are eased, as far as it is deemed safe to do so. It is vital that employers play their part by:

- Making their workplaces as safe as possible
- Encouraging workers to heed any notifications to self-isolate and supporting them when in isolation

Although this may seem disruptive for businesses, it is less disruptive than an outbreak of COVID-19 in the workplace will be, and far less disruptive than periods in lockdown.

The NHS test and trace service is designed to support businesses and economic recovery by:

- Providing testing for anyone who has symptoms of coronavirus, so that if they have been tested positive, they and their household member know to continue to self-isolate.
- Helping to stop the onward spread of the virus in the workplace and wider society, so that fewer people develop coronavirus and have to self-isolate.
- Enabling the government to go further in safely easing or lifting lockdown measures, as far as it is deemed safe to do so, thereby allowing the nation to return to normal as quickly as possible.

To facilitate the NHS test and trace service, employers should encourage workers to heed any notifications to self-isolate and provide support to these individuals when in isolation.

It is important the employers continue to protect the health and safety both of their workers and of other people who may be affected by their business, for example agency workers, contractors, volunteers, customers, suppliers and other visitors. To help employers, guidance has been developed on the [5 steps for working safely](#), along with [sector-specific guidance](#).

It is important to follow this guidance to help to reduce the risk of a spread of infection in the workplace.

Employers must continue to follow health and safety workplace guidance for their sector such as:

- Making every reasonable effort to enable working from home as a first option.
- Where working from home isn't possible, identifying sensible measures to control the risks in the workplace.
- Keeping the workplace clean, maintaining safe working separation, and preventing transmission through unnecessary touching of potentially contaminated surfaces.

The measures employers put in place to maintain social distancing will depend on their individual business circumstances, including their working environment, the size of the site and the number of workers. The guidance will support employers to make an informed decision.

The NHS test and trace service does not change the existing guidance about working from home wherever possible.

Read further [in-depth guidance on making sure your workplace is safe for your workers and others affected by your business](#).

Workplace risk

COVID-19 is a risk that must be incorporated into workplace risk assessments. Employers must therefore carry out a new COVID-19 risk assessment if they have not already done so.

The Health and Safety Executive has published [guidance to help you conduct a risk assessment](#).

Employers have a duty to consult their workers, and unions where applicable, as part of their risk assessment. Involving workers in this will help build trust and confidence that all reasonably practicable steps are being taken to reduce risks of COVID-19, so that people can return to work safely. Employers should share the risk assessment with workers and consider publishing the risk assessment on their website.

The NHS test and trace service supplements the risk mitigation measures taken by employers by identifying people who have had close recent contact with someone who has tested positive for coronavirus and advising them to self-isolate. This will reduce the risk of a rise in infections among the general population.

Supporting employers with a workplace outbreak

If multiple cases of coronavirus appear in a workplace, an outbreak control team from either the local authority or Public Health England will, if necessary, be

assigned to help the employer manage the outbreak. Employers should seek advice from their local authority in the first instance.

Supporting workers who need to self-isolate

Employers should support workers who need to self-isolate and must not ask them to attend the workplace.

Workers will be told to isolate because they:

- Have coronavirus symptoms and are awaiting a test result
- have tested positive for coronavirus.
- Are a member of the same household as someone who has symptoms or has tested positive for coronavirus.
- Have been in close recent contact with someone who has tested positive and received a notification to self-isolate from NHS test and trace.

Employers should continue to communicate with workers in self-isolation and provide support. This includes allowing people to work from home if they remain well and if it is practicable to do so. This might include finding alternative work that can be completed at home during the period of self-isolation.

If people can't work from home, employers must ensure any self-isolating employee is receiving sick pay and give them the option to use their paid leave days if they prefer. Further guidance is available on what employees should do if they cannot work.

Employees in self-isolation are entitled to Statutory Sick Pay for every day they are in isolation, as long as they meet the eligibility conditions.

Information for employers on reclaiming Statutory Sick Pay.

The NHS test and trace service will provide a notification that can be used as evidence that someone has been told to self-isolate.

An employee can ask to take their paid holiday for the time they're off work, entitling them to full pay for the duration of their leave, as opposed to Statutory Sick Pay, if they choose.

Recording customer details: how we use your information

To support the NHS Test and Trace (which is part of the Department for Health and Social Care) in England, we have been mandated by law to collect and keep a limited record of staff, customers and visitors who come onto our premises for the purpose of contact tracing.

By maintaining records of staff, customers and visitors, and sharing these with the NHS Test and Trace where requested, we can help identify people who may have been exposed to coronavirus.

As a customer/visitor of the Manchester Youth Zone, you will be asked to provide some basic information and contact details. The following information will be collected:

- the names of all customers or visitors, or if it is a group of people, the name of one member of the group
- a contact phone number for each customer or visitor, or for the lead member of a group of people who will be responsible for contacting the rest of the group if necessary
- date of visit and arrival time and departure time

We, the Manchester Youth Zone, as the data controllers for the collection of your personal data, will be responsible for compliance with data protection legislation for the period of time it holds the information. When that information is requested by the NHS Test and Trace service, the service would at this point be responsible for compliance with data protection legislation for that period of time.

The NHS Test and Trace service, as part of safeguarding your personal data, has in place technical, organisational and administrative security measures to protect your personal information that it receives from the venue/establishment, that it holds from loss, misuse, and unauthorised access, disclosure, alteration and destruction.

In addition, if you only interact with one member of staff during your visit, the name of the assigned staff member will be recorded alongside your information.

NHS Test and Trace have asked us to retain this information for 21 days from the date of your visit, to enable contact tracing to be carried out by NHS Test and Trace during that period. We will only share information with NHS Test and Trace if it is specifically requested by them.

For example, if another customer at the venue reported symptoms and subsequently tested positive, NHS Test and Trace can request the log of customer details for a particular time period (for example, this may be all customers who visited on a particular day or time-band, or over a 2-day period).

We may require you to pre-book appointments for visits or to complete a form on arrival.

Under government guidance, the information we collect may include information which we would not ordinarily collect from you and which we therefore collect only for the purpose of contact tracing. Information of this type will not be used for other purposes, and NHS Test and Trace will not disclose this information to any third party unless required to do so by law (for example, as a result of receiving a court order). In addition, where the information is only collected for the purpose of contact tracing, it will be destroyed by us 21 days after the date of your visit.

However, the government guidance may also cover information that we would usually collect and hold onto as part of our ordinary dealings with you (perhaps, for example, your name, date of birth and phone number). Where this is the case, this information only will continue to be held after 21 days and we will use it as we usually would, unless and until you tell us not to.

Your information will always be stored and used in compliance with the relevant data protection legislation.

The use of your information is covered by the General Data Protection Regulations Article 6 (1) (c) – a legal obligation to which we as a venue/establishment are subject to. The legal obligation to which we're subject, means that we're mandated by law, by a set of new regulations from the government, to co-operate with the NHS Test and Trace service, in order to help maintain a safe operating environment and to help fight any local outbreak of corona virus.

By law, you have a number of rights as a data subject, such as the right to be informed, the right to access information held about you and the right to rectification of any inaccurate data that we hold about you.

You have the right to request that we erase personal data about you that we hold (although this is not an absolute right).

You have the right to request that we restrict processing of personal data about you that we hold in certain circumstances.

You have the right to object to processing of personal data about you on grounds relating to your particular situation (also again this right is not absolute).

If you are unhappy or wish to complain about how your information is used, you should contact a member of staff in the first instance to resolve your issue.

If you are still not satisfied, you can complain to the Information Commissioner's Office. Their website address is www.ico.org.uk.

We keep our privacy notice under regular review, and we will make new versions available on our privacy notice page on www.manchesteryz.org. This privacy notice was last updated on 9th October 2020.

Working Remotely: Managing Your Wellbeing

As we move to new ways of working that will see many of us working from home, it's important that adjustments we make to our work practices also take into account our wellbeing.

Here are some tips to help you to get into a new routine and maintain your wellbeing while you're spending more time working from home.

Create a new routine

- Get dressed – if you're dressed for sleep, it's harder to get your brain working and for your day to properly start.
- Repurpose your commute – this might be a walk around the block, or even just taking some time to have a cup of tea before you log-on. Why not still read a chapter of that book you've been reading on the tram?
- Take a lunch break – if it helps, set a timer or alarm to make sure you take a proper break. Working from home doesn't mean you need to sit at your desk for the whole day.
- Maintain regular hours and set clear boundaries – working from home doesn't mean you're expected to work more hours, so be clear on a schedule and stick to it.
- When your working day ends, put your laptop and notebooks away and find ways to signal the shift into your personal time – maybe change your clothes, or go out for a walk, or do something that relaxes you.

Working patterns

Our hours continue to vary from role to role but for most a working day continues to be 7 hours plus one hour for lunch. Working from home does not mean that you should be working additional hours during this period. However, we appreciate that some of you may need to work your hours in a different way to juggle caring responsibilities. It's important that we respect the fact that our colleagues may be working at different times and in different ways to each other at the moment. Here's how we can support each other during this time:

- Try to limit emails or phone calls to colleagues outside of their usual working hours, so that those having downtime during this period can switch off from work.
- Be supportive of those who are working different patterns but, if they don't match yours, don't feel under pressure to respond immediately or work longer hours.

If you need to work outside of your usual hours, you can help yourself and your colleagues by:

- Blocking out your non-working time in your diary so that others know you are unable to attend meetings or respond to emails in this time.

- Letting your team and any other key contacts know what your working hours will be.
- Putting a note on your email signature that explains that you are having to work outside your usual hours during this time, but that you do not expect to get a response during this time.

Your workspace

- Setting up a workspace at the start of the day will help you shift into the working day.
- Set up your workspace and be thoughtful of where you choose to work – try to preserve some space at home that you don't work in.
- You don't have to stick with the same spot throughout the day
- Try to keep your laptop off your lap
- If you don't have access to a full desk, think about what you can do to create a good working space – perhaps using a coffee table, or propping your laptop up on books.
- If possible, use a separate keyboard and mouse.
- Keep your windows open to let in fresh air and make sure there is natural sunlight in the room.
- Speak to your line manager if you have a specific health condition that affects your workstation requirements, especially if you use specialist equipment in the office.

Take regular breaks

It's easy to stay sat in the same spot all day if you work from home. It's important to take regular breaks and to try to get some fresh air on a regular basis – go for a walk around the block or, if you're unable to leave your home, try to open some windows to let some fresh air into your home.

It's okay to manage your time so that you can get your work done while still:

- Doing your washing
- Popping out to the shops
- Receiving deliveries
- Taking your lunch break

Since you may not have an ergonomic desk and chair set-up at home, make sure you take regular breaks every 25 minutes to stand up, stretch and move around.

Social Interaction

At the Youth Zone you'll chat with others about a range of topics – some work related, about weekend plans or what's on TV. These interactions are an important part of our working lives, and in keeping up morale.

Home working, particularly over an extended period, can be especially tough for those who get energy from being with other people.

It's still important that you interact with your team members:

- Embrace the webcam and make use of Zoom etc
- Have a 'coffee break' over Zoom or FaceTime with others – check-in on how everyone is and have those more informal conversations you'd have around the centre
- Use WhatsApp or text for more informal discussions with your team – say good morning to each other at the start of the day
- Consider picking up the phone instead of sending an email
- Set up a time and place for your team where you can chat – use this to ask questions, but also to have some light-hearted conversations
- Have regular check-ins with your team and line manager – you can discuss progress updates, but also sort through problems and work together
- Find new ways to have fun, encourage fun activities and challenges to maintain morale – perhaps a competition or quiz, or creative ideas to stay positive.

Being clear on what you need to do

Check in regularly with your line manager and make sure you are clear on your priorities and how these will be delivered.

Managers – be sure that your team members are clear on what they need to deliver while we are working in a different way.

Break down your to do list into tangible tasks for each day – for example, rather than having 'write project plan' on your to-do list, break it down into the tasks you need to do to be able to write it – e.g. (1) Map out timeline for the project and (2) Talk to team about key milestones.

You might find it helpful to check in with a colleague at the start of each day to talk about your priorities for the day or find ways to hold each other accountable.

WORKING SECURELY FROM HOME

As the means and opportunities to work from home increase, it's worth remembering that it's just as important as ever to ensure we do everything we can to keep our information safe. Sometimes, being in the familiar environment of home can mean that we forget the basics of data protection and cyber security, but it's still everyone's individual responsibility to ensure the safety of our data. These top tips can help to keep you and our data secure when working remotely.

Communicating and sharing

Only use the usual, approved methods for communicating and sharing information. Do not use personal email accounts to send or receive MYZ information.

Your wireless router

Ensure your wireless router uses WPA2 security or higher. If your router password is set to a commonly known word, such as 'admin' or 'password', change it to something more secure.

Follow the manufacturer's instructions for your router to check these settings.

Secure any data

Keep documents and devices safe - lock them away when not in use.

If you have to take documents containing personal data home, keep them secure until you can return them to the office. If you dispose of them, ensure they are shredded or put in secure waste.

Fully shut down your PC, laptop or phone when you've finished using them. This helps to keep information safe if devices are lost or stolen.

AND REMEMBER...

If any device or information is lost, stolen, or accessed by an unauthorised person you must report it to your line manager immediately.

Don't fall foul of phishing

Do not open emails from unknown sources, download attachments or click on links if you're not sure whether they are genuine.

Be aware of your surroundings

Just because you're at home doesn't mean you need to stop thinking about who else can see and hear what you're doing. Consider making phone and video calls from a private room. If you make a video call, be aware of what's around you and what others on the call can see in the background.

When you're away from your computer, make sure you lock it:

Ctrl+ Alt+ Del OR  + L

Check before you send

Before sending emails, double check that you are sending to the correct recipient. Also think before you hit 'reply all'. Does everyone on the email need to see the information you are sending? Make sure to encrypt attachments that contain personal data, especially when sending them externally. Add the word 'Encrypt' to the subject line or select Encrypt from the Options menu.

What is a risk assessment?

The HSE's definition of a risk assessment is:

"...a careful examination of what, in your work, could cause harm to people, so that you can weigh up whether you have taken enough precautions or should do more to prevent harm...."

A risk assessment is a vital element for health and safety management and its main objective is to determine the measures required to comply with statutory duty under the Health and Safety at Work Act 1974 and associated regulations by reducing the level of incidents/accidents.

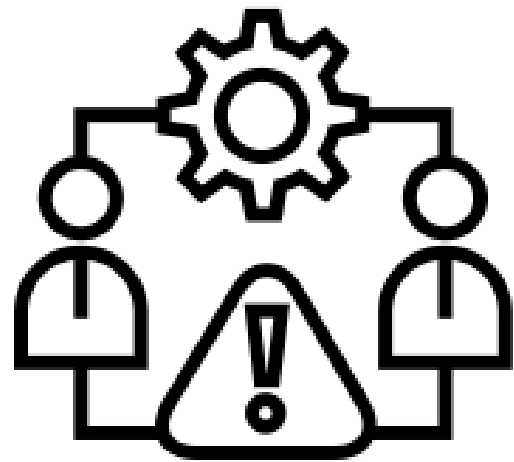
Why do a risk assessment?

A risk assessment will protect you as workers and our business, as well as complying with law. As for when to do a risk assessment, it should simply be conducted before you or any other employees conduct some work which presents a risk of injury or ill-health.

How to do a risk assessment

There are no fixed rules on how a risk assessment should be carried out, but there are a few general principles that should be followed. Five steps to risk assessment can be followed to ensure that your risk assessment is carried out correctly, these five steps are:

- Identify the hazards
- Decide who might be harmed and how
- Evaluate the risks and decide on control measures
- Record your findings and implement them
- Review your assessment and update if necessary



Step 1: Identify the hazards

In order to identify hazards, you need to understand the difference between a 'hazard' and 'risk'.

A hazard is 'something with the potential to cause harm' and **a risk** is 'the likelihood of that potential harm being realised'.

Hazards can be identified by using a number of different techniques such as walking round and looking or talking to people about hazards they have encountered

Step 2: Decide who might be harmed and how

Once you have identified a number of hazards you need to understand who might be harmed and how, such as 'members of staff, or young people'.

Step 3: Evaluate the risks and decide on control measures

After 'identifying the hazards' and 'deciding who might be harmed and how' you are then required to protect the people from harm. The hazards can either be removed completely or the risks controlled so that the injury is unlikely.

Step 4: Record your findings

Your findings should be written down it's a legal requirement where there are 5 or more employees; and by recording the findings it shows that you have identified the hazards, decided who could be harmed and how, and also shows how you plan to eliminate the risks and hazards.

Step 5: Review your assessment and update as and when necessary

You should never forget that things don't stay the same and as a result this risk assessment should be reviewed and updated when required.



RISK ASSESSMENT FOR: Manchester Youth Zone DURING COVID 19 GENERAL BUILDING	PREMISES: 931 Rochdale Road, Harpuhey, Manchester, M9 8AE	
Establishment: Manchester Youth Zone	Assessment by: Rick Bissell	Date: 1-6-20
Review Date Due : 1-9-20	Approval by:	Date:



Hazard / Risk	Risk Level			Who is at Risk?	How can the hazards cause harm?	Normal Control Measures	Control Measures Y/N/NA		RESIDUAL RISK RATING		
	H	M	L				In Place	Adequate	H	M	L
Defective flooring Slips Trips Falls	M			Staff Visitors Contractors	Cuts / abrasions, muscular skeletal and other physical injuries. Fractures	<ul style="list-style-type: none"> Condition of premises regularly checked Prompt maintenance of defects Adequate external lighting during operating hours 	Y	Y	L		
							Y	Y			
							Y	Y			
Liquid spillages / Slips, Falls	M			Staff Visitors Contractors	Cuts / abrasions, muscular skeletal and other physical injuries. Fractures	<ul style="list-style-type: none"> Supervision in use of liquids in premises All spillages to be dealt with immediately Wet floor signs to be used when appropriate Dry mop floors after cleaning up initial spillage Appropriate footwear worn Visitors etc to be kept away from spill area during cleaning. 	Y	Y	L		
							Y	Y			
							Y	Y			
							Y	Y			
							Y	Y			
							Y	Y			

Items stored in corridor / walkways Trips, Falls, fire risk, obstructed escape	L	Staff Visitors Contractors	Cuts / abrasions, muscular skeletal and other physical injuries. Fractures	<ul style="list-style-type: none"> • Good housekeeping maintained • Regular inspection • Ensure bags and coats are not blocking corridors / walkways • Designated storage areas 	Y Y Y	Y Y Y	L
Trailing electrical cables	M	Staff Visitors Contractors	Cuts / abrasions, muscular skeletal and other physical injuries. Fractures	<ul style="list-style-type: none"> • Trailing leads kept to a minimum • Sufficient outlets to support the range of equipment normally used. Use extension leads and adaptors only where necessary • Use of cable covers where cables are a trip hazard • Use nearest available socket to reduce need for extension leads 	Y Y Y Y	Y Y Y Y	L
Electrical equipment & sockets Electrocution Fire Electrical burns	H	Staff Visitors Contractors	Electrical shock Burns Fire	<ul style="list-style-type: none"> • Pre-use check conducted by staff • Electrical equipment subject to regular safety inspection and test ('PAT testing') • All tested appliances to be labelled showing date tested / next test date • Fixed Installation testing completed (5yearly min) and any remedial work actioned. • Mains powered portable equipment protected by RCD to distribution board, wall socket or lead in higher risk situations, e.g., equipment used outside or in wet conditions, and for equipment where there is a risk of cables being severed. • System for reporting faults and taking equipment out of service in place 	Y Y Y Y Y	Y Y Y Y Y	L

<p>Hot Surfaces</p> <p>Hot water from taps</p>	<p>M</p>	<p>Staff Visitors Contractors</p>	<p>Burns / scalds shock</p>	<ul style="list-style-type: none"> • Low surface temperature radiators where young or special needs children are present • Hot surfaces in kitchen / server protected and warning signs in place. • Thermostatic mixing valves fitted to all sinks to which young and special needs guests have access. • Temperatures monitored (53 deg c max at outlets where vulnerable users have access) 	<p>y y y y</p>	<p>y y y</p>	<p>L</p>
<p>Open or broken windows / Falls, cuts, injury</p>	<p>H</p>	<p>Staff Visitors Contractors</p>	<p>Cuts / abrasions, muscular skeletal and other physical injuries Broken bones</p> <p>Significant head / multiple injuries</p>	<ul style="list-style-type: none"> • All glazing in vulnerable areas (>250mm wide and up to waist height in internal walls / partitions and windows, up to shoulder height in doors) either filmed or safety glazing. • All such glazing to be appropriately marked / etched. • As replacement is necessary glazing to BS 6206 used 	<p>Y Y Y</p>	<p>Y Y Y</p>	<p>L</p>
<p>Finger trapping Entrapment injury</p>	<p>L</p>	<p>Staff Visitors Contractors</p>	<p>Cuts/Fractures Bruising/swelling amputation</p>	<ul style="list-style-type: none"> • Doors in vulnerable areas have finger guards fitted e.g. Sensory Room and toilet doors used by special need and young guests. Risks from doors in other locations considered. • Condition of any protective devices fitted monitored • Doors fitted with slow closing mechanisms to prevent doors slamming shut 	<p>Y Y Y</p>	<p>Y Y Y</p>	<p>L</p>

Defective furniture/ equipment Injury	M	Staff Visitors Contractors	Cuts / abrasions, muscular skeletal and other physical injuries	<ul style="list-style-type: none"> Furniture and fittings must be regularly inspected and defects reported and removed. Staff aware of arrangements for above. 	Y Y	Y Y	L
Access / egress Trips, Falls, fire risk, obstructed escape Inadequate lighting of exit routes	H	Staff Visitors Contractors	Cuts / abrasions, muscular skeletal and other physical injuries Fire evacuation hindered/unsafe access/egress	<ul style="list-style-type: none"> Adequate space, circulation routes and emergency exits. Entrances and exits are clearly signed and well lit and kept free from obstructions. Arrangements in place to ensure access maintained in snowy / icy conditions All escape routes should be sufficiently lit for people to see their way out safety. Extent of emergency lighting reviewed considering all areas of centre used outside of ambient daylight hours / without natural daylight Ensured that all escape routes are adequately lit in event of a power failure. 	Y Y Y Y	Y Y Y Y	L

Fire Property damage Smoke inhalation Physical injury Burns	H	Staff Visitors Contractors	Major injury Burns Property damage	<ul style="list-style-type: none"> • Detailed Fire Risk Assessment conducted and reviewed annually • Rubbish not allowed to accumulate. • Storage areas kept tidy. • Layout allows for unrestricted movement and safe circulation. • Staff familiar with evacuation procedure, location of nearest call point and extinguisher. • Fire exits checked daily for obstruction / ease of opening. • Fire alarm tested weekly, drills conducted. • Fire exits clearly marked and fire evacuation notices posted throughout site. • Fire doors checked regularly (self closures operating, doors close freely etc.) • All visitors to have an induction of fire procedures and notices explaining policies and procedures place on the back of each door. 	Y Y Y Y Y Y Y Y Y Y	Y Y Y Y Y Y Y Y Y Y	L
Service cupboards / rooms Inappropriate use Fire Electric shock	H	Staff Visitors Contractors	Fire Major injury Property damage Electric shock	<ul style="list-style-type: none"> • All such areas to be locked and access restricted to authorised persons. • Appropriate signage in place. • No general storage to be kept in such areas. • Adequate lighting available. • Fire fighting equipment, detection etc in place. 	Y Y Y Y	Y Y Y Y	L

Inadequate lighting / other welfare facilities	L	Staff Visitors Contractors	Dissatisfaction / stress Fatigue Headaches Eye strain	<ul style="list-style-type: none"> • Lighting sufficient for tasks. • Supply of wholesome drinking water. • Adequate welfare facilities for staff and service users. • These are maintained in a clean state. • Hot water, soap, hand sanitiser and hand drying facilities provided. • Suitable sanitary disposal bins in place within female toilets and arrangements for sanitary waste collection in place. 	Y Y Y Y Y	Y Y Y Y Y	L
Poor Water Quality	H	Staff Visitors Contractors	Infection / disease Coliforms, legionella etc	<ul style="list-style-type: none"> • Water risk assessment conducted by competent person and water log book completed • Centre identifies seldom used outlets and flushes these weekly • Showers disinfected / descaled quarterly • Tanks / calorifier sterilisation done annually. 	Y Y Y Y	Y Y Y Y	L

Additional Control Measures <i>(to take account of local/individual circumstances including changes such as working practices, equipment, staffing levels).</i>	Action by Whom <i>(list the name of the person/people who have been designated to conduct actions)</i>	Action by When <i>(set timescales for the completion of the actions – remember to prioritise them)</i>	Action Completed <i>(record the actual date of completion for each action listed)</i>	Residual Risk Rating

RESIDUAL RISK RATING	ACTION REQUIRED
HIGH (H) Strong likelihood of fatality / serious injury occurring	The activity must not take place at all. You must identify further controls to reduce the risk rating.
MEDIUM (M) Possibility of serious injury occurring	You must identify further controls to reduce the risk rating. Seek further advice, e.g. from your H&S Team
LOW (L) Possibility of minor injury only	No further action required.

RISK ASSESSMENT FOR: Manchester Youth Zone AREAS DURING COVID 19	PREMISES: 931 Rochdale Road, Harpurhey, Manchester, M9 8AE	
Establishment: Manchester Youth Zone	Assessment by: Rick Bissell	Date: 21-1-21
Review Date Due : 1-4-21	Approval by: R. Marsh	Date: 21-1-21



Hazard / Risk	Risk Level			Who is at Risk?	How can the hazards cause harm?	NEW Control Measures	Control Measures Y/N/NA		RESIDUAL RISK RATING		
	H	M	L				In Place	Adequate	H	M	L
ENTRANCES AND EXITS	H			Staff Visitors Members Contractors	Risk of infection primarily through droplets generated when an infected person coughs or sneezes, or through droplets of saliva or discharge from the nose. General public not following guidelines and confrontations occurring. This could lead to arguments and possible violence.	<ul style="list-style-type: none"> Separate entrance and exits which are clearly marked. Floor markings to show social distancing regulation in front of the building to stop congregations of people Arrows highlighting entrance and exit routes. Staff member present to help enforce social distancing regulations. People reminded to leave the building and not stop to congregate outside. This is to be reinforced by staff and public notice signs. 	Y Y Y Y Y	Y Y Y Y Y	L		

REC AREA	H	Staff Visitors Members Contractors	<p>Risk of infection primarily through droplets generated when an infected person coughs or sneezes, or through droplets of saliva or discharge from the nose.</p> <p>Risk of contamination of surfaces.</p>	<ul style="list-style-type: none"> • The rec area will be divided into zones to accommodate certain activities. This will be done with high visibility tape • Pathways will be created using floor decal areas and barriers to help promote smooth movement around the REC. This will be supported with signage. Pool, Table tennis, Foosball tables will be covered to prevent usage. • Hand wash facilities and also hand sanitising stations will be put in place. • Area will be cleaned in-between sessions which will include door handles and surfaces. • Floor will be cleaned with clinical grade disinfectant each morning. • Usual health and safety will apply such as spillages, slips, trips and falls and faulty equipment as stated in the general building risk assessment. 	Y Y Y Y Y	Y Y Y Y Y	L
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SENSORY ROOM	H	Staff Visitors Members Contractors	<p>Risk of infection primarily through droplets generated when an infected person coughs or sneezes, or through droplets of saliva or discharge from the nose.</p> <p>Risk of contamination of surfaces.</p>	<p>Maximum occupancy of 2 people will be allowed.</p> <p>The sensory room is only to be used when no other option is available and is only to be used by those with additional needs and requirements.</p> <p>All soft furnishings are to be removed.</p> <p>Equipment to be cleaned after use with approved sanitising products.</p>	Y Y Y	Y Y Y	L
SAFE ZONE	H	Staff	<p>Risk of infection primarily through droplets generated when an infected person coughs or sneezes, or through droplets of saliva or discharge from the nose.</p> <p>Risk of contamination of surfaces.</p>	<ul style="list-style-type: none"> • Soft furnishings are to be removed and replaced with wipeable furniture • Maximum room occupancy of 3 people to help maintain social distancing. • Equipment and furniture to be cleaned after use with approved sanitising products. • If possible one to one meetings should take place in the REC area where social distancing is more easily achieved and ventilation is better. 	Y Y Y	Y Y Y	L

MUSIC ROOM	H	Members Visitors Contractors	Risk of infection primarily through droplets generated when an infected person coughs or sneezes, or through droplets of saliva or discharge from the nose. Risk of contamination of surfaces.	<ul style="list-style-type: none"> Music Room is not to be used until current restrictions have eased. This will be monitored on a week to week basis and when it is safe to do so then the room will be made available for use 	y	y	H
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TOILETS AND WASH FACILITIES	H	Members Staff Visitors Contractors	<p>Risk of infection primarily through droplets generated when an infected person coughs or sneezes, or through droplets of saliva or discharge from the nose.</p> <p>Risk of contamination of surfaces.</p>	<ul style="list-style-type: none"> • Normal rules will stay in place. Young people are to use designated toilets and all adults to use either staff toilets (if access is granted) or the gender-neutral toilets situated at the end of the ground floor corridor. • Member toilets will be cleaned with the recommended surface sanitiser on a regular basis by a member of the cleaning team who will be working on each session. This will include all seats, door handles, taps, flushes, sinks and doors. • Hand washing will be compulsory and compliant hand wash and hand sanitiser will be provided. • Staff toilets are to be cleaned before and after each use by the staff member will the cleaning products supplied due to members of the cleaning team being unavailable. • Notices will be put in place to remind everyone of expectations around cleanliness. • All toilets will be deep cleaned each day with hospital grade disinfectant that has been government approved. 	Y Y Y	Y Y Y	L
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GYM	H	<p>Members Staff Visitors Contractors</p>	<p>Risk of infection primarily through droplets generated when an infected person coughs or sneezes, or through droplets of saliva or discharge from the nose.</p> <p>Risk of contamination of surfaces.</p>	<ul style="list-style-type: none"> • Young people are to arrive and leave in their gym clothes as changing facilities will not be available. This though will be re-evaluated after 1 week • No more than 6 young people on each session • Before using any equipment hands must be washed and sanitised • All members are to have previously had a gym induction • Members are to bring their own water bottles as the fountains will out of bounds • Members are not to use equipment that is directly next to each other • Spotting will not be permitted with weights • All equipment is to be sanitised after use, using the sprays and cloths provided. • All cloths are to be disposed of after each single use • Air conditioning units are to be put on and turned off 15 minutes after the final session has finished. Doors are not to be propped open as this compromises the efficiency of the air handling units and is also in breach of fire regulations. 	Y	Y	L
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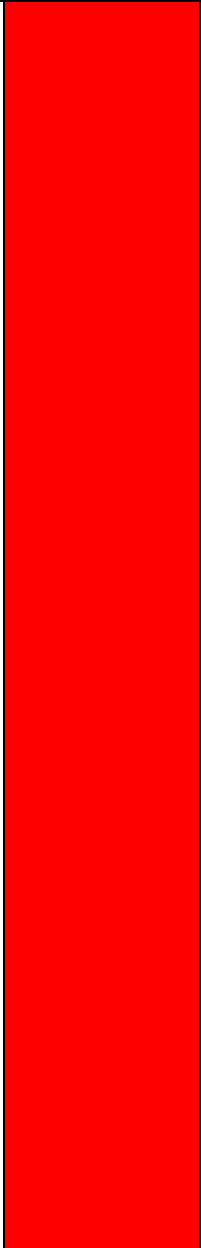
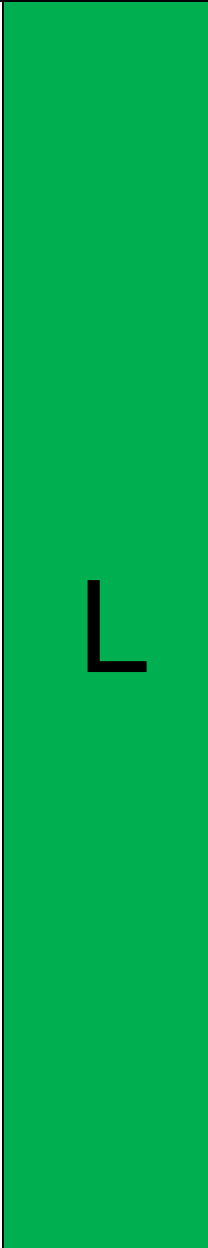
BOXING SUITE	H	Members Staff Visitors Contractors	<p>Risk of infection primarily through droplets generated when an infected person coughs or sneezes, or through droplets of saliva or discharge from the nose.</p> <p>Risk of contamination of surfaces.</p>	<ul style="list-style-type: none"> The Boxing Suite is not to be used until current restrictions have eased. This will be monitored on a week to week basis and when it is safe to do so then the room will be made available for use 	Y	Y	H
DANCE STUDIO	H	Members Staff Visitors Contractors	<p>Risk of infection primarily through droplets generated when an infected person coughs or sneezes, or through droplets of saliva or discharge from the nose.</p> <p>Risk of contamination of surfaces.</p>	<ul style="list-style-type: none"> Soft furnishings are to be removed or covered if unable to remove. Occupancy level of a maximum of 8 people must be followed Equipment and surfaces to be cleaned after use with approved sanitising products. 	Y	Y	L
Y	Y	Y	Y	Y	Y	Y	Y

SPORTS HALL	H	Members Staff Visitors Contractors	<p>Risk of infection primarily through droplets generated when an infected person coughs or sneezes, or through droplets of saliva or discharge from the nose.</p> <p>Risk of contamination of surfaces.</p>	<ul style="list-style-type: none"> Occupancy level of a maximum of 15 people must be followed Equipment and surfaces to be cleaned after use with approved sanitising products. 			L
MEETING ROOMS	H	Members Staff Visitors	<p>Risk of infection primarily through droplets generated when an infected person coughs or sneezes, or through droplets of saliva or discharge from the nose.</p> <p>Risk of contamination of surfaces.</p>	<ul style="list-style-type: none"> Soft furnishings are to be removed or covered if unable to remove. Occupancy level of a maximum of 6 people must be followed Equipment and surfaces to be cleaned after use with approved sanitising products. 	Y	Y	L

CORRIDORS	H	Members Staff Visitors Contractors	<p>Risk of infection primarily through droplets generated when an infected person coughs or sneezes, or through droplets of saliva or discharge from the nose.</p> <p>Risk of contamination of surfaces.</p>	<ul style="list-style-type: none"> Corridors are to be marked off with floor tape or barriers to create pathways. Floor arrows will direct direction of travel. No loitering be allowed on corridors Regularly cleaned high risk points such as door handles and push plates with authorised surface sanitising product. 	Y Y Y Y	Y Y Y	L
3G PITCH	H	Members Staff Visitors Contractors	<p>Risk of infection primarily through droplets generated when an infected person coughs or sneezes, or through droplets of saliva or discharge from the nose.</p> <p>Risk of contamination of surfaces.</p>	<ul style="list-style-type: none"> Maximum of 8 using the 3G pitch at a time. Contact with the ball is only to be made with feet. Goalkeepers are to wear gloves when handling the ball. No heading of the ball. Members are encouraged to play the ball on the ground. Balls to be sanitised at the beginning and end of each session with disinfectant. 	Y	Y	H

WORKSHOP	H	Members Staff Visitors Contractors	<p>Risk of infection primarily through droplets generated when an infected person coughs or sneezes, or through droplets of saliva or discharge from the nose.</p> <p>Risk of contamination of surfaces.</p>	<ul style="list-style-type: none"> • Occupancy level of a maximum of 6 people must be followed • Equipment and surfaces to be cleaned after use with approved sanitising products. • Air conditioning to be used and left on 15 minutes after session finishes. • Whenever possible then garage doors should be open to help aid the free flow of fresh air 			
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OFFICE	H	Staff Visitors Contractors	<p>Risk of infection primarily through droplets generated when an infected person coughs or sneezes, or through droplets of saliva or discharge from the nose.</p> <p>Risk of contamination of surfaces.</p>	<ul style="list-style-type: none"> • Occupancy levels will be put in place to reduce the number of people working at any one time. • Side by side working will be encouraged with each person sitting at least 2 meters way from each other. • Screens are already in place for staff members working opposite each other. Where screens are not in place then workstations will be realigned to fit social distancing rules. • No hot desking will be allowed. • Sharing of pens and other equipment will not be permitted. • Clear desk policy will be implemented to allow ease of cleaning. • Members of staff will be responsible for cleaning their own work area when working. • A pigeon hole system will be put in place to avoid staff members visiting each other's desks. If a meeting is needed then it should take place in the designated meeting areas. • Printing is to be kept to a minimum and the printer buttons are to be cleaned once used. • The use of air conditioning units is allowed and filters cleaned on a regular basis. Air handling units will be reconfigured to allow for better air circulation. 	Y Y	Y Y	L
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<p>CAFÉ AREA</p>		<p>Staff Members Visitors</p>	<p>Risk of infection primarily through droplets generated when an infected person coughs or sneezes, or through droplets of saliva or discharge from the nose.</p> <p>Risk of contamination of surfaces.</p>	<ul style="list-style-type: none"> • Only 1 person per table • A maximum of 9 young people in the café at any one time. • Members will sit at a table and they will be asked what they want. This will be brought to them and they will pay for it at the table. • Members will not be allowed back on activities. If members are found to be out of the café area then they will be asked to leave and will not be allowed back on session for 2 weeks. The only exception is to use the bathroom facilities. • Food will be available to take away. • This area will be supervised by a member of the support team and a member of the catering staff. Lead staff will be able to ask the cleaning team for additional help in cleaning down tables and areas if needed. • All rubbish and waste is to be disposed of by members in the allocated bins. • Members will have access to the WIFI if needed. • Members will not be required to wear a face covering if they are eating and seated. If they do need to use the washroom facilities then a face covering must be worn. There are exceptions so please see the Face Covering policy which can be found on the shared drive in the COVID19 Policies pack. • Food and drink is only to be eaten in the café area and will not be allowed when doing activities 	<p>Y</p>	<p>Y</p>	
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Additional Control Measures <i>(to take account of local/individual circumstances including changes such as working practices, equipment, staffing levels).</i>	Action by Whom <i>(list the name of the person/people who have been designated to conduct actions)</i>	Action by When <i>(set timescales for the completion of the actions – remember to prioritise them)</i>	Action Completed <i>(record the actual date of completion for each action listed)</i>	Residual Risk Rating
<p>Normal area/room risk assessments will still apply. Copies of these can be requested.</p> <p>Risk assessments will be done on each day to coincide with activities taking place, visitors or events.</p> <p>Government guidelines will be monitored and reasonable adjustments made when necessary. If it is felt that changes would still pose a risk then changes will not be made</p>	<p>H&S Manager</p>	<p>On The Day</p>	<p>On The Day</p>	L

RESIDUAL RISK RATING	ACTION REQUIRED
HIGH (H) Strong likelihood of fatality/cross contamination Infection occurring	The activity must not take place at all. You must identify further controls to reduce the risk rating.
MEDIUM (M) Possibility of fatality/cross contamination Infection occurring	You must identify further controls to reduce the risk rating. Seek further advice, e.g. from your H&S Team, Government guidance.
LOW (L) Possibility of fatality/cross contamination Infection occurring	No further action required but constant monitoring is required.

RISK ASSESSMENT FOR: Manchester Youth Zone AREAS DURING COVID 19	PREMISES: 931 Rochdale Road, Harpurhey, Manchester, M9 8AE	
Establishment: Manchester Youth Zone	Assessment by: Rick Bissell	Date: 1-6-20
Review Date Due : 1-9-20	Approval by:	Date:



Hazard / Risk	Risk Level			Who is at Risk?	How can the hazards cause harm?	NEW Control Measures	Control Measures Y/N/NA		RESIDUAL RISK RATING		
	H	M	L				In Place	Adequate	H	M	L
ENTRANCES AND EXITS	H			Staff Visitors Members Contractors	Risk of infection primarily through droplets generated when an infected person coughs or sneezes, or through droplets of saliva or discharge from the nose. General public not following guidelines and confrontations occurring. This could lead to arguments and possible violence.	<ul style="list-style-type: none"> Separate entrance and exits which are clearly marked. Floor markings to show social distancing regulation in front of the building to stop congregations of people Arrows highlighting entrance and exit routes. Staff member present to help enforce social distancing regulations. People reminded to leave the building and not stop to congregate outside. This is to be reinforced by staff and public notice signs. 	Y Y Y Y Y	Y Y Y Y Y	L		

REC AREA	H	Staff Visitors Members Contractors	<p>Risk of infection primarily through droplets generated when an infected person coughs or sneezes, or through droplets of saliva or discharge from the nose.</p> <p>Risk of contamination of surfaces.</p>	<ul style="list-style-type: none"> • The rec area will divided into zones to accommodate certain activities. This will be done with high visibility tape • Pathways will created using floor decal areas and barriers to help promote smooth movement around the REC. This will be supported with signage. Pool, Table tennis, Foosball tables will be covered to prevent usage. • Hand wash facilities and also hand sanitising stations will be put in place. • Area will be cleaned in-between sessions which will include door handles and surfaces. • Floor will be cleaned with clinical grade disinfectant each morning. • Usual health and safety will apply such as spillages, slips, trips and falls and faulty equipment as stated in the general building risk assessment. 	Y Y Y Y Y	Y Y Y Y Y	L
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SENSORY ROOM	H	Staff Visitors Members Contractors	<p>Risk of infection primarily through droplets generated when an infected person coughs or sneezes, or through droplets of saliva or discharge from the nose.</p> <p>Risk of contamination of surfaces.</p>	<p>Maximum occupancy of 2 people will be allowed.</p> <p>The sensory room is only to be used when no other option is available and is only to be used by those with additional needs and requirements.</p> <p>All soft furnishings are to be removed.</p> <p>Equipment to be cleaned after use with approved sanitising products.</p>	Y Y Y	Y Y Y	L
SAFE ZONE	H	Staff	<p>Risk of infection primarily through droplets generated when an infected person coughs or sneezes, or through droplets of saliva or discharge from the nose.</p> <p>Risk of contamination of surfaces.</p>	<ul style="list-style-type: none"> • Soft furnishings are to be removed and replaced with wipable furniture • Maximum room occupancy of 3 people to help maintain social distancing. • Equipment and furniture to be cleaned after use with approved sanitising products. 	Y Y Y	Y Y Y	L

MUSIC ROOM	H	Members Visitors Contractors	<p>Risk of infection primarily through droplets generated when an infected person coughs or sneezes, or through droplets of saliva or discharge from the nose.</p> <p>Risk of contamination of surfaces.</p>	<ul style="list-style-type: none"> • Music Room is not to be used until current restrictions have eased. This will be monitored on a week to week basis and when it is safe to do so then the room will be made available for use 	y	y	H
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TOILETS AND WASH FACILITIES	H	Members Staff Visitors Contractors	<p>Risk of infection primarily through droplets generated when an infected person coughs or sneezes, or through droplets of saliva or discharge from the nose.</p> <p>Risk of contamination of surfaces.</p>	<ul style="list-style-type: none"> • Normal rules will stay in place. Young people are to use designated toilets and all adults to use either staff toilets (if access is granted) or the gender neutral toilets situated at the end of the ground floor corridor. • Member toilets will be cleaned with the recommended surface sanitiser on a regular basis by a member of the cleaning team who will be working on each session. This will include all seats, door handles, taps, flushes, sinks and doors. • Hand washing will be compulsory and compliant hand wash and hand sanitiser will be provided. • Staff toilets are to be cleaned before and after each use by the staff member will the cleaning products supplied due to members of the cleaning team being unavailable. • Notices will be put in place to remind everyone of expectations around cleanliness. • All toilets will be deep cleaned each day with hospital grade disinfectant that has been government approved. • Certain sinks and Urinals will be isolate and taped off to help promote social distancing. 	Y Y Y	Y Y Y	L
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GYM	H	Members Staff Visitors Contractors	<p>Risk of infection primarily through droplets generated when an infected person coughs or sneezes, or through droplets of saliva or discharge from the nose.</p> <p>Risk of contamination of surfaces.</p>	<ul style="list-style-type: none"> • Young people are to arrive and leave in their gym clothes as changing facilities will not be available. This though will be re-evaluated after 1 week • No more than 6 young people on each session • Before using any equipment hands must be washed and sanitised • All members are to have previously had a gym induction • Members are to bring their own water bottles as the fountains will out of bounds • Members are not to use equipment that is directly next to each other • Spotting will not be permitted with weights • All equipment is to be sanitised after use, using the sprays and cloths provided. • All cloths are to be disposed of after each single use • Air conditioning units are to be put on and turned off 15 minutes after the final session has finished. Doors are not to be propped open as this compromises the efficiency of the air handling units and is also in breach of fire regulations. • 	Y	Y	H
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BOXING SUITE	H	Members Staff Visitors Contractors	<p>Risk of infection primarily through droplets generated when an infected person coughs or sneezes, or through droplets of saliva or discharge from the nose.</p> <p>Risk of contamination of surfaces.</p>	<ul style="list-style-type: none"> The Boxing Suite is not to be used until current restrictions have eased. This will be monitored on a week to week basis and when it is safe to do so then the room will be made available for use. 	Y	Y	H
DANCE STUDIO	H	Members Staff Visitors Contractors	<p>Risk of infection primarily through droplets generated when an infected person coughs or sneezes, or through droplets of saliva or discharge from the nose.</p> <p>Risk of contamination of surfaces.</p>	<ul style="list-style-type: none"> Soft furnishings are to be removed or covered if unable to remove. Occupancy level of a maximum of 16 people must be followed Equipment and surfaces to be cleaned after use with approved sanitising products. 	Y	Y	L
Y	Y	Y	Y	Y	Y	Y	Y

SPORTS HALL	H	Members Staff Visitors Contractors	<p>Risk of infection primarily through droplets generated when an infected person coughs or sneezes, or through droplets of saliva or discharge from the nose.</p> <p>Risk of contamination of surfaces.</p>	<ul style="list-style-type: none"> Occupancy level of a maximum of 12 people must be followed Equipment and surfaces to be cleaned after use with approved sanitising products. 			L				
MEETING ROOMS	H	Members Staff Visitors	<p>Risk of infection primarily through droplets generated when an infected person coughs or sneezes, or through droplets of saliva or discharge from the nose.</p> <p>Risk of contamination of surfaces.</p>	<ul style="list-style-type: none"> Soft furnishings are to be removed or covered if unable to remove. Occupancy level of a maximum of 6 people must be followed. Room occupancy signs to be placed on meeting room doors to highlight maximum capacity. Equipment and surfaces to be cleaned after use with approved sanitising products. 	Y	Y	Y	Y	Y	Y	L

CORRIDORS	H	Members Staff Visitors Contractors	<p>Risk of infection primarily through droplets generated when an infected person coughs or sneezes, or through droplets of saliva or discharge from the nose.</p> <p>Risk of contamination of surfaces.</p>	<ul style="list-style-type: none"> • Corridors are to marked off with floor tape or barriers to create pathways. • Flor arrows will direct direction of travel. • No loitering be allowed on corridors • Regularly cleaned high risk points such as door handles and push plates with authorised surface sanitising product. 	Y Y Y Y	Y Y Y	L
3G PITCH	H	Members Staff Visitors Contractors	<p>Risk of infection primarily through droplets generated when an infected person coughs or sneezes, or through droplets of saliva or discharge from the nose.</p> <p>Risk of contamination of surfaces.</p>	<ul style="list-style-type: none"> • The 3G Pitch will be used for various activities. Each activity is to be risk assessed and protocols followed. • Maximum number of 12 people will be allowed at any one time on the 3G pitch. • Hand sanitiser station is to be place upon the exit of the pitch 	Y	Y	H

BIKE WORKSHOP	H	Members Staff Visitors Contractors	Risk of infection primarily through droplets generated when an infected person coughs or sneezes, or through droplets of saliva or discharge from the nose. Risk of contamination of surfaces.	<ul style="list-style-type: none"> • Occupancy level of a maximum of 6 people must be followed • Equipment and surfaces to be cleaned after use with approved sanitising products. • Air conditioning not to be used. • Whenever possible then garage doors should be open to help aid the free flow of fresh air 			
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OFFICE	H	Staff Visitors Contractors	<p>Risk of infection primarily through droplets generated when an infected person coughs or sneezes, or through droplets of saliva or discharge from the nose.</p> <p>Risk of contamination of surfaces.</p>	<ul style="list-style-type: none"> • Occupancy levels will be put in place to reduce the number of people working at any one time. • Side by side working will be encouraged with each person sitting at least 2 meters way from each other. • Screens are already in place for staff members working opposite each other. Where screens are not in place then work stations will be realigned to fit social distancing rules. • No hot desking will be allowed. • Sharing of pens and other equipment will not be permitted. • Clear desk policy will be implemented to allow ease of cleaning. • Members of staff will be responsible for cleaning their own work area when working. • A pigeon hole system will be put in place to avoid staff members visiting each other's desks. If a meeting is needed then it should take place in the designated meeting areas. • Printing is to be kept to a minimum and the printer buttons are to be cleaned once used. • The use of air conditioning units is to be restricted and filters cleaned on a regular basis. Air handling units will be reconfigured to allow for better air circulation. 	Y Y	Y Y	L
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Additional Control Measures <i>(to take account of local/individual circumstances including changes such as working practices, equipment, staffing levels).</i>	Action by Whom <i>(list the name of the person/people who have been designated to conduct actions)</i>	Action by When <i>(set timescales for the completion of the actions – remember to prioritise them)</i>	Action Completed <i>(record the actual date of completion for each action listed)</i>	Residual Risk Rating
<p>Normal area/room risk assessments will still apply. Copies of these can be requested.</p> <p>Risk assessments will be done on each day to coincide with activities taking place, visitors or events.</p> <p>Government guidelines will be monitored and reasonable adjustments made when necessary. If it is felt that changes would still pose a risk then changes will not be made</p>	<p>H&S Manager</p>	<p>On The Day</p>	<p>On The Day</p>	L

RESIDUAL RISK RATING	ACTION REQUIRED
HIGH (H) Strong likelihood of fatality/cross contamination Infection occurring	The activity must not take place at all. You must identify further controls to reduce the risk rating.
MEDIUM (M) Possibility of fatality/cross contamination Infection occurring	You must identify further controls to reduce the risk rating. Seek further advice, e.g. from your H&S Team, Government guidance.
LOW (L) Possibility of fatality/cross contamination Infection occurring	No further action required but constant monitoring is required.

COVID19 FAQ's at MYZ

With current guidelines changing and cases on the increase, there are several questions that are regularly being asked.

This will be updated on a regular basis as guidelines change.

- **What the policy is on wearing facemasks / face shields on session in different areas, when in contact with others?**

Where possible Staff should wear a facemask or face shield when working with young people on sessions. If you are delivering a sporting activity, then you are not required to wear a mask or shield but must maintain social distancing. If you need to administer first aid, then a facemask or shield must be worn, and hands washed and sanitised before and after medical intervention.

In the case of young people face masks and shields must be worn if the member is 12 years or older. Again, there are certain exceptions which are;

- If they are participating in a sporting activity however social distancing must be followed
 - If the member has a medical exception, we are advising them before sessions that this is the case. We are not allowed to ask why or force young people to wear a mask or shield but what we can do is remind them of our policy and to kindly respect our wishes.
- **What if a member of my household has symptoms and is self-isolating but I don't have any symptoms?**

When doing phone calls to members and their families, if they disclose that a member of their household is self-isolating but they don't have any symptoms, we are advising that they do not attend session and seek a test. Once they have received the test result, we need to know the result whether it is positive or negative.

This will then be discussed by the H&S Covid19 team as to the next phase and whether the member will be allowed back on sessions.

- **What if we find out a young person or staff member is displaying symptoms during the middle of session?**

The member will be removed from the session straight away and taken to the boxing suite. Parents or carer will be contacted, and they will leave via the boxing suite fire door. Staff are to maintain distance from the young person and wear a mask. At no point is the young person to be left unattended. If contact is not possible with the parent or carer then alternative contacts need to be found or wait till the end of the session if they are being

picked up. The boxing area is then fully sanitised. If the young person has come into close contact with anyone then parents or carers of that young person need to be contacted and advised to self-isolate and get a test.

- **What if we speak to parents and they tell us they know someone who has tested positive for Covid-19 and has been in the building recently?**

We need to ask when they were last in the building. If it is less than 2 days since they were last in the building the COVID H&S team will need to be contacted straight away to discuss the next stage. This could result in all members and staff who were on session with them being contacted and advised to get a test. Members and staff will only then be allowed back in the building when either a negative test is found or 14 days after the person has tested positive has passed.

- **What should I do if I start to display symptoms?**

If you start with any of the following symptoms then you must contact either Richard, Tracy, Hannah or Pamela who will then advise on the next step. These symptoms are;

- Fever
- Consistent new cough
- Sore throat
- Loss of taste or smell

You will then be advised on what to do and the next stages. Each person and case is individually assessed as no two cases or circumstances are the same.

- **Do I need to come into work?**

If you are well enough to work and are able to work from home and not needed on session, then you should work from home. Your line manager should be informed that you are working from home and agreed.

Can young people eat and drink on session?

At the moment we are asking young people to purchase food at the end of session and take it away with them. They are being advised to bring their own water bottle and again take it away with them when they leave. Any water bottles left will be disposed of.

There is one exception to the rule which is for the inclusion session on Friday there is a 15 minute break between activities. During this period young people can purchase and eat food from the café but must adhere to the following rules:

- No more than 1 person per table
- Members must wash and sanitise hands before and after eating
- Members are to stay at their table and food will be brought to them
- All packaging is to be disposed of in a designated bin
- Tables and chairs to be sanitised after use.

The eating of food on session will be monitored and if guidelines change then we will look into changing policies to suit needs.