**Risk Assessment**

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| Risk Assessment for: School visits to meet young people | | | |
| Name: Terry Macrowan | | Organisation: GYGYC | |
| Assessment undertaken: 22/04/2021 | Signed: Terry Macrowan | Date: | Review Date: |

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| **Hazards** | **Who is at risk** | **Control measures** | **Review Date** |
| Entering school premises | GYGYC Staff school staff and young people | GYGYC staff team are self-testing using lateral flow tests on Sunday and Wednesday evening and reporting the results to the Manager. If a positive result is reported the Manager will ensure the staff member self isolates and the Manager will contact track and trace and work with them to inform all involved.  GYGYC Manager will have obtained written consent from the school.  GYGYC Manager will have read and reviewed the school risk assessments and protocol (actions) for all visitors.  GYGYC Manager will ensure that all premises are following current Government Guidelines to ensure process are in place to maintain safety  GYGYC Staff will always follow the school protocol on visitors and PPE- i.e. wearing masks etc  GYGYC will provide the relevant and required PPE  GYGYC Staff to collect the PPE from the office and sign for the equipment. |  |
| Contact with school staff | GYGYC Staff school staff and young people | GYGYC staff team members to follow the school protocol. Arrive at reception, use sanitiser, and complete signing in process and visitor’s health and safety questionnaire using your own pen.  Walk at a safe distance as a member of staff will show you to a clean sanitised room  Young people will then be brought to you. |  |
| Contact with young people | GYGYC Staff school staff and young people | GYGYC will work with the school to keep young people in their bubbles or meet the young people individually.  GYGYC will write to the parent/guardian to explain the process to ensure young people keep to the social distancing while with the GYGYC staff member.  GYGYC staff with sanitize their hands before and after handling worksheet while working with young people.  Young people to use their own pens and GYGYC will supply paper for activities. Keep registers and paperwork to record sessions content, place in plastic sleeve and return to the office so that it can be quarantined for 72 hours. |  |
| Covid-19 symptoms | GYGYC Staff and school staff and young people | If a GYGYC staff member is experiencing any symptoms (high temperature, a new continuous cough, a loss or change to your sense of taste or smell) they will not leave home, arrange a test and will contact the admin assistant to report the situation. The admin assistant will work with you to track and trace your movement to inform the relevant schools. |  |
| Safeguarding | GYGYC Staff and school staff and young people | GYGYC staff will present their DBS to the school admin staff on arrival.  GYGYC staff will make sure they are aware of the designated member of staff for safeguarding in case of any concerns raised.  GYGYC need to report any safeguarding concerns to the schools designated officer. |  |

**I have read and understood the above risk assessment**

**I have collected my PPE and will inform the Admin Assistant when I need more**

**Signed ……………………………………… GYGYC Team Member Date ………………………………………………………**

**Signed ……………………………………… Manager Date ………………………………………………………**