Venue &	Elimination -	Substitution - replace	Engineering controls -	Administrative	PPE - protect the	Recommend
Service	Physically remove the	the hazard	isolate people from the	controls - change the	worker with Personal	to open? and
	hazard		hazard	way people work	Protective Equipment	conditions?
Tredomen	Reasonable Measure	Reasonable Measure	Reasonable Measure	Reasonable Measure	Reasonable Measure	Yes but by
House	Stopping an infectious	Reducing the time that	Using anti-microbial	Frequently cleaning	Fluid resistant surgical	appointment
	person being in an	people come into face-	surfaces.	surfaces that are	face masks (where	only for
Planning	environment by e.g.	to-face contact.		touched a lot	indicated by guidance)	personal
Services	prohibit people from		Proposed Approach:		Gloves and aprons	search
	attending if feel	Proposed Approach:	Appointments only.	Proposed Approach:	Eye protection	agents to
	unwell, and advise	Yes appointments for	Cleaning and	Cleaning and		access the
	they should get tested	personal search	disinfecting to be	disinfecting to be	Proposed Approach:	public
	and ensuring that all	agents only.	carried out between	carried between	All available for use.	register.
	employees follow self-	Reasonable Measure	appointments.	appointments.	Personal Search	
	isolation advice if they	Changing work			agents to wear face	
	are a contact of a	patterns so that people	Reasonable Measure	Reasonable Measure	masks and sanitise	
	possible confirmed	work in a fixed group	Reduce shared	Increasing training on	hands before and after	
	case.	or cohort or arrive at	surfaces, where this	quality and	accessing the register.	
		and leave work at	cannot be avoided	effectiveness of		
	Proposed Approach:	staggered times. This	altogether.	cleaning		
	Access by personal	limits the number of				
	search agents only for	people that the virus	Proposed Approach:	Proposed Approach:		
	a limited number of	can potentially spread	As above	New processes		
	appointments per day,	to.		required or cleaning		
	normally 3 days a		Reasonable Measure	staff dedicated to the		
	week.	Proposed Approach:	Using no-touch	area		
		Yes appointments only	(contactless)			
	Reasonable Measure	5	technologies.	Reasonable Measure		
	Ensuring that accurate	Reasonable Measure	Providing additional	Providing hand		
	records are kept of	Moving to working	hand wash stations -	sanitiser		
	which employees (and,	outdoors to reduce	Duanasad Annuasah	Duamagad Ammuagah		
	where applicable,	how much the virus	Proposed Approach:	Proposed Approach:		
	customers / visitors /	can spread through	As above	In place at setting		
	clients) have been	surface contamination	Decemble Messure	Decemble Messure		
	present so that they can be contact traced	and aerosol transmission.	Reasonable Measure Regular handwashing	Reasonable Measure Avoiding sharing of		
		u ansiiiission.				
	if necessary	Proposed Approach:	and sanitising,	equipment such as		
		Proposed Approach:	including providing	'hot-desking'		
	Proposed Approach:	Not possible	facilities and signage	Proposed Approach:		
	Proposed Approach:		to encourage regular	Proposed Approach:		

Venue &	Elimination -	Substitution - replace	Engineering controls -	Administrative	PPE - protect the	Recommend
Service	Physically remove the hazard	the hazard	isolate people from the hazard	controls - change the way people work	worker with Personal Protective Equipment	to open? and conditions?
	Access by		handwashing and	Manageable if		
	appointment only will enable accurate	Reasonable Measure Using other	sanitising	appointment only		
	records of staff,	technologies to	Proposed Approach:	Reasonable Measure		
	contact details of	replace face-to-face	In place	Reducing how many		
	customers and time	interactions, for		people are working in		
	and date in the	example using 'click	Reasonable Measure	a particular location		
	building.	and collect'	Increasing fresh-air	by, for example,		
	Reasonable Measure	technologies, remote	ventilation in poorly	encouraging home		
	Close high risk environments in your	working, phone/video consultations.	ventilated spaces –	working where possible		
	work setting as much		Proposed Approach:	-		
	as possible, such as	Proposed Approach:	Limited opportunities.	Proposed Approach:		
	areas where social	Yes move all services		Staff numbers can be		
	distancing cannot be	on line except access	Reasonable Measure	reduced through		
	maintained.	for personal search	Limiting or controlling	introduction of		
		agents to inspect the	movement of people,	appointments only.		
	Proposed Approach:	register.	for example one way			
	Tredomen House		systems, or limiting	Reasonable Measure		
	provides sufficient	Reasonable Measure	number of people	Staggering shifts		
	space for social	Installation of	accessing confined			
	distancing and access	partitions at	areas such as lifts,	Proposed Approach:		
	and movement	appropriate places	toilet facilities,	Officer Hours only but		
	controls to be in place.	(e.g. reception desks	kitchens or meeting	staff numbers can be		
		or between work	rooms at the same	reduced through		
	Reasonable Measure	stations) to separate	time.	introduction of		
	Staff takes both	staff etc. If used		appointments only.		
	vaccine doses as soon	ensure they are	Proposed Approach:			
	as recommended.	cleaned and	Setting allows for this.	Reasonable Measure		
		disinfected in line with	One way system can	Ensuring people are		
	Proposed Approach:	cleaning procedures.	be established,	maintaining physical		
	Only staff with two	Cleaning, hygiene and	appointments would	distance between		
	vaccines in place to	handwashing to make	control numbers	them,		
	meet Personal Search	your workplace		Dunana and Constant		
	Agents	COVID-secure		Proposed Approach:		
		(hse.gov.uk)				

APPENDIX 1
Venue & Service Physically remove the hazard Substitution - replace the hazard Engineering controls - isolate people from the hazard Substitution - replace isolate people from the hazard PPE - protect the worker with Personal to open? an conditions?
Proposed Approach: Cleaning and disinfecting to be carried between appointments  Proposed Approach: In place at Setting Encourage vaccination take up of your workforce Proposed Approach: Underway Reasonable Measure Encourage vaccination take up of your workforce Proposed Approach: Underway Reasonable Measure Proposed Approach: Appointments for personal search agents only. Reasonable Measure Limit time spent and/or numbers in rooms

Venue & Service	Elimination - Physically remove the hazard	Substitution - replace the hazard	Engineering controls - isolate people from the hazard	Administrative controls - change the way people work	PPE - protect the worker with Personal Protective Equipment	Recommend to open? and conditions?
	hazard		Appointments only.  Reasonable Measure: Effective comms and feedback on safety improvements  Proposed Approach: Strong, consistent signage together with offering Customers opportunity to provide verbal feedback on experience	way people work	Protective Equipment	conditions?
			Reasonable Measure: Remove unnecessary restrictions when it is safe, in order to promote adherence to necessary ones  Proposed Approach:			
			Will remain under review  Reasonable Measure: Workforce planning and teams to maintain			
			operational capacity  Proposed Approach: Appointments only will assist			

# **Assessment Summary**

Venue _	Tredomen House	Open Ye	s / No <u>Yes</u>	
Service(s)	Planning Services	Control	Elimination	
Head of Service (Title):	Rhian Kyte	Director	_Mark S Williams	
Signed: _		Signed:		
Date: _	14/09/2021	Date:	14 /09/2021	

	PENDIX 1	1	T		T	
Venue &	Elimination -	Substitution - replace	Engineering controls -	Administrative	PPE - protect the	Recommend
Service	Physically remove	the hazard	isolate people from the	controls - change the	worker with Personal	to open? and
	the hazard		hazard	way people work	Protective Equipment	conditions?
Children's	Reasonable Measure	Reasonable Measure	Reasonable Measure	Reasonable Measure	Reasonable Measure	Yes
Services:	Stopping an	Reducing the time that	Using anti-microbial	Frequently cleaning	Fluid resistant surgical	Please note
	infectious person	people come into face-	surfaces.	surfaces that are	face masks (where	below:
Ty Pontygwindy	being in an	to-face contact.		touched a lot	indicated by guidance)	
Ty Risca	environment e.g.		Proposed Approach:		Gloves and aprons	Control:
-	prohibit people from	Proposed Approach:	Not available.	Proposed Approach:	Eye protection	Children's
Ty Bargoed	attending if feel	All visitors to our		All work stations are		Services
Ty Gilfach	unwell, and advise	buildings will be pre-	Reasonable Measure	kept clear to assist	Proposed Approach:	offices are
	they should get	arranged, bay	Reduce shared	cleaning. All staff	Appropriate PPE for	not 'open' to
Woodfieldside Units 2, 3, 4 & 5	tested and ensuring	appointment so	surfaces, where this	clean the workstation	the tasks undertaken	the public but
Omits 2, 3, 4 & 3	that all employees	numbers can be	cannot be avoided	before use and after	is available to all staff	are open for
Foxes Lane	follow self-isolation	managed to ensure	altogether.	use.	in all offices.	pre-planned,
First floor	advice if they are a	potential risks are				pre-arranged
NB: excludes	contact of a possible	minimised.	Proposed Approach:	Reasonable Measure		visits,
staff based in Ty	confirmed case.		All work stations are	Increasing training on		meetings and
Penallta – please see Caveat's in		Reasonable Measure	kept clear to assist	quality and		appointments
final column	Proposed Approach:	Changing work	cleaning. All staff	effectiveness of		so numbers
	Under current	patterns so that people	clean the workstation	cleaning		are able to be
	operational	work in a fixed group	before use and after	_		managed and
	guidance staff are	or cohort or arrive at	use.	Proposed Approach:		monitored.
	fully aware of the	and leave work at		Laminated guidance		
	need to report	staggered times. This	Reasonable Measure	on cleaning		Caveats:
	symptoms to line	limits the number of	Using no-touch	requirements is		Propose
	managers	people that the virus	(contactless)	present on every work		these
	immediately and to	can potentially spread	technologies.	station of table		arrangements
	book PCR tests	to.	Providing additional			continue until
			hand wash stations -	Reasonable Measure		such time as
	Reasonable Measure	Proposed Approach:		Providing hand		Government
	Ensuring that	Staff teams operate on	Proposed Approach:	sanitiser		guidance
	accurate records are	rotas for home and	Hand sanitising			may change
	kept of which	office working and	stations are available	Proposed Approach:		and
	employees (and,	Team Managers are	in all office spaces and	Hand sanitising		restrictions
	where applicable,	therefore able to	public areas	stations are available		may be
	customers / visitors /	manage numbers as		in all office spaces and		reinstated.
	clients) have been	appropriate.	Reasonable Measure	public areas		
	present so that they			-		
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Venue & Service	Elimination - Physically remove the hazard	Substitution - replace the hazard	Engineering controls - isolate people from the hazard	Administrative controls - change the way people work	PPE - protect the worker with Personal Protective Equipment	Recommend to open? and conditions?
	can be contact		Regular handwashing			The roles of
	traced if necessary	Reasonable Measure	and sanitising,	Reasonable Measure		Children's
	tracea ii ricocasai y	Moving to working	including providing	Avoiding sharing of		Services staff
	Proposed Approach:	outdoors to reduce	facilities and signage	equipment such as		based in Ty
	Team Managers are	how much the virus	to encourage regular	'hot-desking'		Penalita do
	aware of which	can spread through	handwashing and	not dooking		not require
	workers are in their	surface contamination	sanitising	Proposed Approach:		them to
	offices on a daily	and aerosol	cammoning	All work stations are		arrange
	basis	transmission.	Proposed Approach:	kept clear to assist		appointments
			All in place in every	cleaning. All staff		or have
	Reasonable Measure	Proposed Approach:	office.	clean the workstation		visitors to the
	Close high risk	Social Workers have		before use and after		building so
	environments in	been undertaking	Reasonable Measure	use.		this does not
	your work setting as	outdoor visits	Increasing fresh-air			apply to
	much as possible,	wherever possible and	ventilation in poorly	Reasonable Measure		them.
	such as areas where	weather permitting.	ventilated spaces -	Reducing how many		
	social distancing	However, during		people are working in		
	cannot be	inclement weather	Proposed Approach:	a particular location		
	maintained.	they have to enter	All Managers and staff	by, for example,		
		individual homes.	are aware of the need	encouraging home		
	Proposed Approach:		to maintain good fresh	working where		
	Spacing between	Reasonable Measure	air ventilation.	possible		
	work stations is in	Using other				
	place. No particular	technologies to	Reasonable Measure	Proposed Approach:		
	areas of the	replace face-to-face	Limiting or controlling	Staff teams operate on		
	buildings have had	interactions, for	movement of people,	rotas for home and		
	to be closed. Limited	example using 'click	for example one way	office working and		
	numbers of staff	and collect'	systems, or limiting	Team Managers are		
	allowed in	technologies, remote	number of people	therefore able to		
	communal areas ie	working, phone/video	accessing confined	manage numbers as		
	kitchens at any time.	consultations.	areas such as lifts, toilet facilities,	appropriate.		
	Reasonable Measure	Proposed Approach:	kitchens or meeting	Reasonable Measure		
	Staff takes both	Social Work Teams	rooms at the same	Staggering shifts		
	vaccine doses as	undertake telephone	time.			
		calls, video		Proposed Approach:		

Venue &	Elimination -	Substitution - replace	Engineering controls -	Administrative	PPE - protect the	Recommend
Service	Physically remove the hazard	the hazard	isolate people from the hazard	controls - change the way people work	worker with Personal Protective Equipment	to open? and conditions?
	soon as recommended. Proposed Approach: Completed: Social Care staff were amongst those prioritised for the vaccine	conferencing, Teams calls wherever possible.  Reasonable Measure Installation of partitions at appropriate places (e.g. reception desks or between work stations) to separate staff etc. If used ensure they are cleaned and disinfected in line with cleaning procedures. Cleaning, hygiene and handwashing to make your workplace COVID-secure (hse.gov.uk)  Proposed Approach: Cleaning of surfaces, hand washing and sanitising is all in place. Space is maintained between work stations rather than installation of barriers.	Proposed Approach: All staff attending the offices are aware of the need to maintain an appropriate level of social distancing. Numbers of staff allowed in kitchen areas at any one time are limited and signage ensures staff are reminded of these requirements.  Reasonable Measure Provide clear signage (eg signs, floor tape or paint) for physical distancing, queuing systems, one way systems etc.  Proposed Approach: As above, appropriate signage is in place.  Reasonable Measure Encourage vaccination take up of your workforce	Social Care staff are not used to working standard 9-5 office hours so they arrive and leave offices at naturally different (therefore staggered) times.  Reasonable Measure Ensuring people are maintaining physical distance between them,  Proposed Approach: All staff attending the offices are aware of the need to maintain an appropriate level of social distancing.  Reasonable Measure The use of face-coverings and or face-shields in indoors areas for workers and members of the public – all above  Proposed Approach: All staff have access to		
			Proposed Approach: Completed. Social Care staff were priority group for the first round of vaccinations.	All staff have access to PPE which is utilised as and when necessary.		

Venue & Service	Elimination - Physically remove the hazard	Substitution - replace the hazard	Engineering controls - isolate people from the hazard	Administrative controls - change the way people work	PPE - protect the worker with Personal Protective Equipment	Recommend to open? and conditions?
			Reasonable Measure Physical distancing of staff and customers / children	Reasonable Measure Covid-passport/Covid- certificate or PCR testing, encourage LFD at home		
			Proposed Approach: Any visitors to buildings will be pre- planned and by appointment only so triage arrangements, social distancing and the use of PPE as required can all be planned ahead.	Proposed Approach: All eligible staff have received vaccinations		
			Reasonable Measure Limit time spent and/or numbers in rooms before ventilation			
			Proposed Approach: All offices and rooms are being ventilated with windows opened			
			Reasonable Measure: Effective comms and feedback on safety improvements			
			Proposed Approach: Managers and staff are fully aware of the requirements on them and these have been in			

Venue & Service	Elimination - Physically remove the hazard	Substitution - replace the hazard	Engineering controls - isolate people from the hazard	Administrative controls - change the way people work	PPE - protect the worker with Personal Protective Equipment	Recommend to open? and conditions?
			place and have been kept under review since the start of the first lockdown.			
			Reasonable Measure: Remove unnecessary restrictions when it is safe, in order to promote adherence to necessary ones			
			Proposed Approach: Operational guidance for staff is continually kept under review to take account of changing WG guidance			
			Reasonable Measure: Workforce planning and teams to maintain operational capacity			
			Proposed Approach: Frontline service delivery has been successfully maintained throughout the entire pandemic.			

**Assessment Summary** 

Venue Various – please see above Open Yes / No Yes

Service(s) Children's Services Control As above

Head of Service (Title): Gareth Jenkins Director Dave Street

Signed: Signed:

Date: 13/09/2021 Date: 13/09/2021

	PPENDIX 1					
Venue &	Elimination -	Substitution - replace	Engineering controls -	Administrative	PPE - protect the	Recommend
Service	Physically remove	the hazard	isolate people from the	controls - change the	worker with Personal	to open? and
	the hazard		hazard	way people work	Protective Equipment	conditions?
Adult	Reasonable Measure	Reasonable Measure	Reasonable Measure	Reasonable Measure	Reasonable Measure	Yes
Services:	Stopping an	Reducing the time that	Using anti-microbial	Frequently cleaning	Fluid resistant surgical	Please note
	infectious person	people come into face-	surfaces.	surfaces that are	face masks (where	below:
Ty Pontygwindy	being in an	to-face contact.		touched a lot	indicated by guidance)	
Ty Gradffa	environment by e.g.		Proposed Approach:		Gloves and aprons	Control:
	prohibit people from	Proposed Approach:	Not available.	Proposed Approach:	Eye protection	Children's
Woodfieldside Units 2, 3, 4 & 5	attending if feel	All visitors to our		All work stations are		Services
Units 2, 3, 4 & 5	unwell, and advise	buildings will be pre-	Reasonable Measure	kept clear to assist	Proposed Approach:	offices are
Tir-y-berth	they should get	arranged, bay	Reduce shared	cleaning. All staff	Appropriate PPE for	not 'open' to
NB: excludes	tested and ensuring	appointment so	surfaces, where this	clean the workstation	the tasks undertaken	the public but
staff based in Ty	that all employees	numbers can be	cannot be avoided	before use and after	is available to all staff	are open for
Penallta – please	follow self-isolation	managed to ensure	altogether.	use.	in all offices.	pre-planned,
see Caveat's in final column	advice if they are a	potential risks are				pre-arranged
	contact of a possible	minimised.	Proposed Approach:	Reasonable Measure		visits,
	confirmed case.		All work stations are	Increasing training on		meetings and
		Reasonable Measure	kept clear to assist	quality and		appointments
	Proposed Approach:	Changing work	cleaning. All staff	effectiveness of		so numbers
	Under current	patterns so that people	clean the workstation	cleaning		are able to be
	operational	work in a fixed group	before use and after			managed and
	guidance staff are	or cohort or arrive at	use.	Proposed Approach:		monitored.
	fully aware of the	and leave work at		Laminated guidance		
	need to report	staggered times. This	Reasonable Measure	on cleaning		Caveats:
	symptoms to line	limits the number of	Using no-touch	requirements is		Propose
	managers	people that the virus	(contactless)	present on every work		these
	immediately and to	can potentially spread	technologies.	station of table		arrangements
	book PCR tests	to.	Providing additional			continue until
			hand wash stations -	Reasonable Measure		such time as
	Reasonable Measure	Proposed Approach:		Providing hand		Government
	Ensuring that	Staff teams operate on	Proposed Approach:	sanitiser		guidance
	accurate records are	rota's for home and	Hand sanitising			may change
	kept of which	office working and	stations are available	Proposed Approach:		and
	employees (and,	Team Managers are	in all office spaces and	Hand sanitising		restrictions
	where applicable,	therefore able to	public areas	stations are available		may be
	customers / visitors /	manage numbers as		in all office spaces and		reinstated.
	clients) have been	appropriate.	Reasonable Measure	public areas		
	present so that they					

Venue & Service	Elimination - Physically remove	Substitution - replace the hazard	Engineering controls - isolate people from the	Administrative controls - change the	PPE - protect the worker with Personal	Recommend to open? and
	the hazard		hazard	way people work	Protective Equipment	conditions?
	can be contact		Regular handwashing	Reasonable Measure		The roles of
	traced if necessary	Reasonable Measure	and sanitising,	Avoiding sharing of		Children's
		Moving to working	including providing	equipment such as		Services staff
	Proposed Approach:	outdoors to reduce	facilities and signage	'hot-desking'		based in Ty
	Team Managers are	how much the virus	to encourage regular			Penallta do
	aware of which	can spread through	handwashing and	Proposed Approach:		not require
	workers are in their	surface contamination	sanitising	All work stations are		them to
	offices on a daily	and aerosol		kept clear to assist		arrange
	basis	transmission.	Proposed Approach:	cleaning. All staff		appointments
			All in place in every	clean the workstation		or have
	Reasonable Measure	Proposed Approach:	office.	before use and after		visitors to the
	Close high risk	Social Workers have		use.		building so
	environments in	been undertaking	Reasonable Measure			this does not
	your work setting as	outdoor visits	Increasing fresh-air	Reasonable Measure		apply to
	much as possible,	wherever possible and	ventilation in poorly	Reducing how many		them.
	such as areas where	weather permitting.	ventilated spaces -	people are working in		
	social distancing	However, during		a particular location		
	cannot be	inclement weather	Proposed Approach:	by, for example,		
	maintained.	they have to enter	All Managers and staff	encouraging home		
		individual homes.	are aware of the need	working where		
	Proposed Approach:		to maintain good fresh	possible		
	Spacing between	Reasonable Measure	air ventilation.			
	work stations is in	Using other		Proposed Approach:		
	place. No particular	technologies to	Reasonable Measure	Staff teams operate on		
	areas of the	replace face-to-face	Limiting or controlling	rota's for home and		
	buildings have had	interactions, for	movement of people,	office working and		
	to be closed. Limited	example using 'click	for example one way	Team Managers are		
	numbers of staff	and collect'	systems, or limiting	therefore able to		
	allowed in	technologies, remote	number of people	manage numbers as		
	communal areas ie	working, phone/video	accessing confined	appropriate.		
	kitchens at any time.	consultations.	areas such as lifts,			
			toilet facilities,	Reasonable Measure		
	Reasonable Measure	Proposed Approach:	kitchens or meeting	Staggering shifts		
	Staff take vaccine	Social Work Teams	rooms at the same			
	doses as soon as	undertake telephone	time.	Proposed Approach:		
	recommended.	calls, video				

Venue &	Elimination -	Substitution - replace	Engineering controls -	Administrative	PPE - protect the	Recommend
Service	Physically remove the hazard	the hazard	isolate people from the hazard	controls - change the way people work	worker with Personal Protective Equipment	to open? and conditions?
	Proposed Approach: Completed: Social Care staff were amongst those prioritised for the vaccine and booster	conferencing, Teams calls wherever possible.  Reasonable Measure Installation of partitions at appropriate places (e.g. reception desks or between work stations) to separate staff etc. If used ensure they are cleaned and disinfected in line with cleaning procedures. Cleaning, hygiene and handwashing to make your workplace COVID-secure (hse.gov.uk)	Proposed Approach: All staff attending the offices are aware of the need to maintain an appropriate level of social distancing. Numbers of staff allowed in kitchen areas at any one time are limited and signage ensures staff are reminded of these requirements.  Reasonable Measure Provide clear signage (eg signs, floor tape or paint) for physical distancing, queuing systems, one way systems etc.	Social Care staff are not used to working standard 9-5 office hours so they arrive and leave offices at naturally different (therefore staggered) times.  Reasonable Measure Ensuring people are maintaining physical distance between them,  Proposed Approach: All staff attending the offices are aware of the need to maintain an appropriate level of social distancing.		
		Proposed Approach: Cleaning of surfaces, hand washing and sanitising is all in place. Space is maintained between work stations rather than installation of barriers.	Proposed Approach: As above, appropriate signage is in place.  Reasonable Measure Encourage vaccination take up of your workforce  Proposed Approach: Completed. Social Care staff were priority group for the first round of vaccinations.	Reasonable Measure The use of face- coverings and or face- shields in indoors areas for workers and members of the public – all above  Proposed Approach: All staff have access to PPE which is utilised as and when necessary.		

Venue & Service	Elimination - Physically remove the hazard	Substitution - replace the hazard	Engineering controls - isolate people from the hazard	Administrative controls - change the way people work	PPE - protect the worker with Personal Protective Equipment	Recommend to open? and conditions?
			Reasonable Measure Physical distancing of staff and customers / children  Proposed Approach: Any visitors to buildings will be preplanned and by appointment only so triage arrangements, social distancing and the use of PPE as required can all be planned ahead.  Reasonable Measure Limit time spent and/or numbers in rooms before ventilation  Proposed Approach: All offices and rooms are being ventilated with windows opened  Reasonable Measure: Effective comms and feedback on safety improvements  Proposed Approach: Managers and staff are fully aware of the requirements on them	Reasonable Measure Covid-passport/Covid- certificate or PCR testing, encourage LFD at home Proposed Approach: All eligible staff have received vaccinations		

Venue & Service	Elimination - Physically remove the hazard	Substitution - replace the hazard	Engineering controls - isolate people from the hazard	Administrative controls - change the way people work	PPE - protect the worker with Personal Protective Equipment	Recommend to open? and conditions?
			and these have been in place and have been kept under review since the start of the first lockdown.			
			Reasonable Measure: Remove unnecessary restrictions when it is safe, in order to promote adherence to necessary ones			
			Proposed Approach: Operational guidance for staff is continually kept under review to take account of changing WG guidance			
			Reasonable Measure: Workforce planning and teams to maintain operational capacity			
			Proposed Approach: Frontline service delivery has been successfully maintained throughout the entire pandemic.			

Rhymney R C Centre o	Physically remove the hazard  Reasonable Measure Continued application of Locally approved guidance informed by WG Youth Work	Reasonable Measure Reducing the time that people come into face-	isolate people from the hazard  Reasonable Measure Using anti-microbial	controls - change the way people work  Reasonable Measure	worker with Personal Protective Equipment	to open? and conditions?
Rhymney RYouth Centre o	Reasonable Measure Continued application of Locally approved guidance informed by	Reducing the time that	Reasonable Measure			
Youth Centre o	Continued application of Locally approved guidance informed by	Reducing the time that		Reasonable Measure	Decemble Messure	
Centre o	of Locally approved guidance informed by	•	Using anti-microbial		Reasonable Measure	Yes - open
g	guidance informed by	people come into face-	USING AND THICKURIAN	Frequently cleaning	Fluid resistant surgical	throughout
			surfaces.	surfaces that are	face masks (where	Covid period
Youth W	WG Youth Work	to-face contact.		touched a lot	indicated by guidance)	but
	VO TOULIT WORK		Proposed Approach:		Gloves and aprons	recommend
Service g	guidance. Includes	Proposed Approach:	Sessions focus on	Proposed Approach:	Eye protection	expansion of
	pre-sessional	Youth work sessions	least contaminating	As above		use
	assessment of health	are currently limited to	actions. As per		Proposed Approach:	
	and dynamic	1 hour's duration	stringent guidance, no	Reasonable Measure	All available for use	Suggest -
	assessment during		sharing of resources	Increasing training on		_
	activity.	Reasonable Measure	or use of external	quality and		September to
	All staff briefed on	Ensuring fixed staff	resources/equipment	effectiveness of		December
	control measures,	delivery groups where		cleaning		and monitor
	including actions	possible. This limits	Reasonable Measure			impact,
	relating to self-	the number of people	Reduce shared	Proposed Approach:		footfall and
	solation. Cleaning	that the virus can	surfaces, where this	All staff briefed and		refine
	and movement	potentially spread to.	cannot be avoided	trained		approaches
re	regimes established,	Duanasad Annuasah	altogether.	Decemble Messure		
	Duamanad Ammusaah.	Proposed Approach:	Duanasad Annuasah	Reasonable Measure		
	Proposed Approach:	As above	Proposed Approach: As above	Providing hand sanitiser		
	Access by a limited	Bassanahla Massura	AS above	Sanitiser		
	number (max 15 at	Reasonable Measure Moving to working	Reasonable Measure	Proposed Approach:		
1 -	present) of young	outdoors to reduce	Using no-touch	In place at setting		
	people.	how much the virus	(contactless)	in place at setting		
l R	Reasonable Measure	can spread through	technologies.	Reasonable Measure		
	Attendance And	surface contamination	Providing additional	Avoiding sharing of		
	registration records	and aerosol	hand wash stations –	equipment		
	are maintained, as is	transmission.	nana wash stations	oquipment		
	regular contact with		Proposed Approach:	Proposed Approach:		
	parents/carers -	Proposed Approach:	As above	In place		
	additional	Significant investment				
	communication is	in outdoor/detached	Reasonable Measure	Reasonable Measure		
	made as warranted.	youth work delivery	Regular handwashing	Reducing how many		
			and sanitising,	people are working in		
F	Proposed Approach:		including providing	a particular location		

Venue &	Elimination -	Substitution - replace	Engineering controls -	Administrative	PPE - protect the	Recommend
Service	Physically remove the	the hazard	isolate people from the	controls - change the	worker with Personal	to open? and
	hazard		hazard	way people work	Protective Equipment	conditions?
	Limited open access	Reasonable Measure	facilities and signage	by, for example,		
	Limited open access	Using other	to encourage regular	encouraging home		
	arrangements will enable accurate	technologies to	handwashing and	working where		
		_	_	_		
	records of staff,	replace face-to-face interactions, for	sanitising	possible		
	contact details of	·	Dranged Approach:	Brancod Annyoch		
	young people and time	example using 'click and collect'	Proposed Approach:	Proposed Approach:		
	and date in the		In place	Staff are currently redistributed in this		
	building.	technologies, remote	Decemble Messure			
	Reasonable Measure	working, phone/video	Reasonable Measure	manner.		
	Close high risk	consultations.	Increasing fresh-air	Decemble Messure		
	environments in your	Dramanad Annua att	ventilation in poorly	Reasonable Measure		
	work setting as much	Proposed Approach:	ventilated spaces -	Staggering shifts		
	as possible, such as	Use of online	Duama and Ammuna and	Bus a seed Assessed		
	areas where social	delivery/engagement	Proposed Approach:	Proposed Approach:		
	distancing cannot be	where	All youth work spaces	Sessions are		
	maintained.	possible/relevant	in premises subject to	staggered so that none		
	Duama and Ammuna and	Bassanah la Massana	ventilation	coincide.		
	Proposed Approach:	Reasonable Measure	Danas and La Manas and	Bassanah la Massana		
	The Hangar has	Installation of	Reasonable Measure	Reasonable Measure		
	sufficient space for	partitions at	Limiting or controlling	Ensuring people are		
	social distancing and	appropriate places	movement of people,	maintaining physical		
	access and movement	(e.g. reception desks	for example one way	distance between		
	controls are in place.	or between work	systems, or limiting	them,		
		stations) to separate	number of people			
	Reasonable Measure	staff etc. If used	accessing confined	Proposed Approach:		
	Staff takes both	ensure they are	areas such as lifts,	Regularly monitored		
	vaccine doses as soon	cleaned and	toilet facilities,	and in place.		
	as recommended.	disinfected in line with	kitchens or meeting			
		cleaning procedures.	rooms at the same			
	Proposed Approach:	Cleaning, hygiene and	time.	Reasonable Measure		
	As per broader	handwashing to make		The use of face-		
	Education guidance,	your workplace	Proposed Approach:	coverings and or face-		
	educators can engage	COVID-secure	Setting allows for this.	shields in indoors		
	with young people if	(hse.gov.uk)	One way and	areas for workers and		
	not vaccinated but this		staggered systems in	members of the public		
	is not encouraged.		place.	- all above		

Venue & Service	Elimination - Physically remove the hazard	Substitution - replace the hazard	Engineering controls - isolate people from the hazard	Administrative controls - change the way people work	PPE - protect the worker with Personal Protective Equipment	Recommend to open? and conditions?
		Proposed Approach: Cleaning and disinfecting carried out between different youth work sessions	Reasonable Measure Provide clear signage (eg signs, floor tape or paint) for physical distancing, queuing systems, one way systems etc.  Proposed Approach: In place at Setting  Reasonable Measure Encourage vaccination take up of your workforce  Proposed Approach: Underway – also includes vaccination take-up encouragement (education sessions) by young people  Reasonable Measure Physical distancing of staff and young people/others  Proposed Approach: In place in all settings.	Proposed Approach: Use of face coverings currently under review for education and related services engaging with young people.  Reasonable Measure Covid-passport/Covid- certificate or PCR testing, encourage LFD at home  Proposed Approach: This would require a new process and an associated HR policy would be required		
			Reasonable Measure			

Venue & Service	APPENDIX 1 Elimination - Physically remove the hazard	Substitution - replace the hazard	Engineering controls - isolate people from the hazard	Administrative controls - change the way people work	PPE - protect the worker with Personal Protective Equipment	Recommend to open? and conditions?
			Limit time spent and/or numbers in rooms before ventilation Proposed Approach: Planned sessions only with known participants  Reasonable Measure: Effective comms and			
			feedback on safety improvements  Proposed Approach: Strong, consistent signage together with offering users opportunity to provide verbal feedback on experience			
			Reasonable Measure: Remove unnecessary restrictions when it is safe, in order to promote adherence to necessary ones			
			Proposed Approach: Will remain under review			
			Reasonable Measure: Workforce planning and teams to maintain operational capacity			

Date:

Venue & Service	Elimination - Physically remove the hazard	Substitution - replace the hazard	Engineering controls - isolate people from the hazard	Administrative controls - change the way people work	PPE - protect the worker with Personal Protective Equipment	Recommend to open? and conditions?
			Proposed Approach: Briefing and supervision to support best capacity.			
	Assessment Summary					
	Venue Service(s)	Rhymney Youth Centre Youth Service	Open Yes Control	Elimination		
	Head of Service (Title): Ch	nief Education Officer	Director	Richard Edmunds		
	Signed:		<u> </u>	Signed:		

Date:

Venue &	Elimination -	Substitution - replace	Engineering controls -	Administrative	PPE - protect the	Recommend
Service	Physically remove the	the hazard	isolate people from the	controls - change the	worker with Personal	to open? and
	hazard		hazard	way people work	Protective Equipment	conditions?
The	Reasonable Measure	Reasonable Measure	Reasonable Measure	Reasonable Measure	Reasonable Measure	Yes – open
Hangar	Continued application	Reducing the time that	Using anti-microbial	Frequently cleaning	Fluid resistant surgical	throughout
Youth and	of Locally approved	people come into face-	surfaces.	surfaces that are	face masks (where	Covid period
Communi	guidance informed by	to-face contact.		touched a lot	indicated by guidance)	but
ty Centre,	WG Youth Work		Proposed Approach:		Gloves and aprons	recommend
Aberbarg	guidance. Includes	Proposed Approach:	Sessions focus on	Proposed Approach:	Eye protection	expansion of
oed	pre-sessional	Youth work sessions	least contaminating	As above		use
	assessment of health	are currently limited to	actions. As per		Proposed Approach:	_
Youth	and dynamic	1 hour's duration	stringent guidance, no	Reasonable Measure	All available for use	Suggest -
Service	assessment during		sharing of resources	Increasing training on		
	activity.	Reasonable Measure	or use of external	quality and		September to
	All staff briefed on	Ensuring fixed staff	resources/equipment	effectiveness of		December
	control measures,	delivery groups where		cleaning		and monitor
	including actions	possible. This limits	Reasonable Measure	5		impact,
	relating to self-	the number of people	Reduce shared	Proposed Approach:		footfall and
	isolation. Cleaning	that the virus can	surfaces, where this	All staff briefed and		refine
	and movement	potentially spread to.	cannot be avoided	trained		approaches
	regimes established,	Dranged Approach:	altogether.	Decemble Messure		
	Dropood Approach:	Proposed Approach: As above	Brancod Annyoch	Reasonable Measure Providing hand		
	Proposed Approach: Access by a limited	AS above	Proposed Approach: As above	sanitiser		
	number (max 15 at	Reasonable Measure	AS above	Samusei		
	present) of young	Moving to working	Reasonable Measure	Proposed Approach:		
	people.	outdoors to reduce	Using no-touch	In place at setting		
	people.	how much the virus	(contactless)	In place at setting		
	Reasonable Measure	can spread through	technologies.	Reasonable Measure		
	Attendance And	surface contamination	Providing additional	Avoiding sharing of		
	registration records	and aerosol	hand wash stations –	equipment		
	are maintained, as is	transmission.				
	regular contact with		Proposed Approach:	Proposed Approach:		
	parents/carers –	Proposed Approach:	As above	In place		
	additional	Significant investment		-		
	communication is	in outdoor/detached	Reasonable Measure	Reasonable Measure		
	made as warranted.	youth work delivery	Regular handwashing	Reducing how many		
			and sanitising,	people are working in		
	Proposed Approach:		including providing	a particular location		

Venue &	Elimination -	Substitution - replace	Engineering controls -	Administrative	PPE - protect the	Recommend
Service	Physically remove the	the hazard	isolate people from the	controls - change the	worker with Personal	to open? and
	hazard		hazard	way people work	Protective Equipment	conditions?
	Limited onen access	Reasonable Measure	facilities and signage	by, for example,		
	Limited open access arrangements will	Using other	to encourage regular	encouraging home		
	enable accurate	technologies to	handwashing and	working where		
	records of staff,	replace face-to-face	sanitising	possible		
	contact details of	interactions, for	Samusing	possible		
	young people and time	example using 'click	Proposed Approach:	Proposed Approach:		
	and date in the	and collect'	In place	Staff are currently		
	building.	technologies, remote	III place	redistributed in this		
	Reasonable Measure	working, phone/video	Reasonable Measure			
	Close high risk	consultations.	Increasing fresh-air	manner.		
	environments in your	Consultations.	ventilation in poorly	Reasonable Measure		
	work setting as much	Proposed Approach:	ventilated spaces –	Staggering shifts		
	as possible, such as	Use of online	ventilated spaces –	Staggering silits		
	areas where social	delivery/engagement	Proposed Approach:	Proposed Approach:		
	distancing cannot be	where	All youth work spaces	Sessions are		
	maintained.	possible/relevant	in premises subject to	staggered so that none		
	mantanioa.	possible/relevant	ventilation	coincide.		
	Proposed Approach:	Reasonable Measure	ventuation	comorae.		
	The Hangar has	Installation of	Reasonable Measure	Reasonable Measure		
	sufficient space for	partitions at	Limiting or controlling	Ensuring people are		
	social distancing and	appropriate places	movement of people,	maintaining physical		
	access and movement	(e.g. reception desks	for example one way	distance between		
	controls are in place.	or between work	systems, or limiting	them,		
	,	stations) to separate	number of people	,		
	Reasonable Measure	staff etc. If used	accessing confined	Proposed Approach:		
	Staff takes both	ensure they are	areas such as lifts,	Regularly monitored		
	vaccine doses as soon	cleaned and	toilet facilities,	and in place.		
	as recommended.	disinfected in line with	kitchens or meeting	-		
		cleaning procedures.	rooms at the same			
	Proposed Approach:	Cleaning, hygiene and	time.	Reasonable Measure		
	As per broader	handwashing to make		The use of face-		
	Education guidance,	your workplace	Proposed Approach:	coverings and or face-		
	educators can engage	COVID-secure	Setting allows for this.	shields in indoors		
	with young people if	(hse.gov.uk)	One way and	areas for workers and		
	not vaccinated but this		staggered systems in	members of the public		
	is not encouraged.		place.	- all above		

Venue & Service	APPENDIX 1 Elimination - Physically remove the hazard	Substitution - replace the hazard	Engineering controls - isolate people from the hazard	Administrative controls - change the way people work	PPE - protect the worker with Personal Protective Equipment	Recommend to open? and conditions?
		Proposed Approach: Cleaning and disinfecting carried out between different youth work sessions	Reasonable Measure Provide clear signage (eg signs, floor tape or paint) for physical distancing, queuing systems, one way systems etc.  Proposed Approach: In place at Setting  Reasonable Measure Encourage vaccination take up of your workforce  Proposed Approach: Underway – also includes vaccination take-up encouragement (education sessions) by young people  Reasonable Measure Physical distancing of staff and young people/others  Proposed Approach: In place in all settings.  Reasonable Measure Limit time spent and/or numbers in rooms before ventilation	Proposed Approach: Use of face coverings currently under review for education and related services engaging with young people.  Reasonable Measure Covid-passport/Covid- certificate or PCR testing, encourage LFD at home  Proposed Approach: This would require a new process and an associated HR policy would be required		

Venue & Service	APPENDIX 1   Elimination -   Physically remove the	Substitution - replace the hazard	Engineering controls - isolate people from the	Administrative controls - change the	PPE - protect the worker with Personal	Recommend to open? and
OCI VIOC	hazard	ino nazara	hazard	way people work	Protective Equipment	conditions?
			Proposed Approach: Planned sessions only with known participants			
			Reasonable Measure: Effective comms and feedback on safety improvements			
			Proposed Approach: Strong, consistent signage together with offering users opportunity to provide verbal feedback on experience			
			Reasonable Measure: Remove unnecessary restrictions when it is safe, in order to promote adherence to necessary ones			
			Proposed Approach: Will remain under review			
			Reasonable Measure: Workforce planning and teams to maintain operational capacity			

Date:

Venue & Service	Elimination - Physically remove the hazard	Substitution - replace the hazard	Engineering controls - isolate people from the hazard	Administrative controls - change the way people work	PPE - protect the worker with Personal Protective Equipment	Recommend to open? and conditions?
			Proposed Approach: Briefing and supervision to support best capacity.			
	Assessment Summary					
	Venue Service(s)	The Hangar Youth and (Youth Service	Community Centre Control	Open Yes Elimination		
	Head of Service (Title): Ch	nief Education Officer	Director	Richard Edmunds		
;	Signed:			Signed:		

Date:

Venue &	Elimination -	Substitution - replace	Engineering controls -	Administrative	PPE - protect the	Recommend
Service	Physically remove the hazard	the hazard	isolate people from the hazard	controls - change the way people work	worker with Personal Protective Equipment	to open? and conditions?
Crosskeys	Reasonable Measure	Reasonable Measure	Reasonable Measure	Reasonable Measure	Reasonable Measure	Yes - open
Youth	Continued application	Reducing the time that	Using anti-microbial	Frequently cleaning	Fluid resistant surgical	throughout
Centre	of Locally approved	people come into face-	surfaces.	surfaces that are	face masks (where	Covid period
	guidance informed by	to-face contact.		touched a lot	indicated by guidance)	but
Youth	WG Youth Work		Proposed Approach:		Gloves and aprons	recommend
Service	guidance. Includes	Proposed Approach:	Sessions focus on	Proposed Approach:	Eye protection	expansion of
	pre-sessional	Youth work sessions	least contaminating	As above		use
	assessment of health	are currently limited to	actions. As per		Proposed Approach:	
	and dynamic	1 hour's duration	stringent guidance, no	Reasonable Measure	All available for use	Suggest -
	assessment during		sharing of resources	Increasing training on		
	activity.	Reasonable Measure	or use of external	quality and		September to
	All staff briefed on	Ensuring fixed staff	resources/equipment	effectiveness of		December
	control measures,	delivery groups where	Decemble Messure	cleaning		and monitor
	including actions relating to self-	possible. This limits the number of people	Reasonable Measure Reduce shared	Proposed Approach:		impact, footfall and
	isolation. Cleaning	that the virus can	surfaces, where this	All staff briefed and		refine
	and movement	potentially spread to.	cannot be avoided	trained		approaches
	regimes established,	potentially oproductor	altogether.	tranica		approdones
	, and a committee and any	Proposed Approach:		Reasonable Measure		
	Proposed Approach:	As above	Proposed Approach:	Providing hand		
	Access by a limited		As above	sanitiser		
	number (max 15 at	Reasonable Measure				
	present) of young	Moving to working	Reasonable Measure	Proposed Approach:		
	people.	outdoors to reduce	Using no-touch	In place at setting		
		how much the virus	(contactless)			
	Reasonable Measure	can spread through	technologies.	Reasonable Measure		
	Attendance And registration records	surface contamination and aerosol	Providing additional hand wash stations –	Avoiding sharing of equipment		
	are maintained, as is	transmission.	Ilaliu wasii stations –	equipment		
	regular contact with	transmission.	Proposed Approach:	Proposed Approach:		
	parents/carers -	Proposed Approach:	As above	In place		
	additional	Significant investment		0.000		
	communication is	in outdoor/detached	Reasonable Measure	Reasonable Measure		
	made as warranted.	youth work delivery	Regular handwashing	Reducing how many		
			and sanitising,	people are working in		
			including providing	a particular location		

Venue & Service	Elimination - Physically remove the hazard	Substitution - replace the hazard	Engineering controls - isolate people from the hazard	Administrative controls - change the way people work	PPE - protect the worker with Personal Protective Equipment	Recommend to open? and conditions?
	Proposed Approach:	Reasonable Measure	facilities and signage	by, for example,		
	Limited open access	Using other	to encourage regular	encouraging home		
	arrangements will	technologies to	handwashing and	working where		
	enable accurate	replace face-to-face	sanitising	possible		
	records of staff,	interactions, for	Samusing	possible		
	contact details of	example using 'click	Proposed Approach:	Proposed Approach:		
	young people and	and collect'	In place	Staff are currently		
	time and date in the	technologies, remote	in place	redistributed in this		
	building.	working, phone/video	Reasonable Measure	manner.		
	Dananig.	consultations.	Increasing fresh-air	mannon		
	Reasonable Measure		ventilation in poorly	Reasonable Measure		
	Close high risk	Proposed Approach:	ventilated spaces –	Staggering shifts		
	environments in your	Use of online	разова оразов			
	work setting as much	delivery/engagement	Proposed Approach:	Proposed Approach:		
	as possible, such as	where	All youth work spaces	Sessions are		
	areas where social	possible/relevant	in premises subject to	staggered so that none		
	distancing cannot be	-	ventilation	coincide.		
	maintained.	Reasonable Measure				
		Installation of	Reasonable Measure	Reasonable Measure		
	Proposed Approach:	partitions at	Limiting or controlling	Ensuring people are		
	The Hangar has	appropriate places	movement of people,	maintaining physical		
	sufficient space for	(e.g. reception desks	for example one way	distance between		
	social distancing and	or between work	systems, or limiting	them,		
	access and	stations) to separate	number of people			
	movement controls	staff etc. If used	accessing confined	Proposed Approach:		
	are in place.	ensure they are	areas such as lifts,	Regularly monitored		
		cleaned and	toilet facilities,	and in place.		
	Reasonable Measure	disinfected in line with	kitchens or meeting			
	Staff takes both	cleaning procedures.	rooms at the same			
	vaccine doses as	Cleaning, hygiene and	time.	Reasonable Measure		
	soon as	handwashing to make		The use of face-		
	recommended.	your workplace	Proposed Approach:	coverings and or face-		
	D	COVID-secure	Setting allows for this.	shields in indoors		
	Proposed Approach:	(hse.gov.uk)	One way and	areas for workers and		
	As per broader		staggered systems in	members of the public		
	Education guidance,		place.	- all above		

	conditions?
educators can engage with young people if not vaccinated but this is not encouraged.  Proposed Approach: Cleaning and disinfecting carried out between different youth work sessions  Provide clear signage (eg signs, floor tape or paint) for physical distancing, queuing systems, one way systems etc.  Proposed Approach: In place at Setting Reasonable Measure Encourage vaccination take up of your workforce Proposed Approach: Underway – also includes vaccination take-up encouragement (education sessions) by young people  Reasonable Measure Proposed Approach: This would require a new process and an associated HR policy would be required  Reasonable Measure Proposed Approach: This would require a new process and an associated HR policy would be required  Reasonable Measure Physical distancing of staff and young people/others  Proposed Approach: In place in all settings. Reasonable Measure	

Venue & Service	Elimination - Physically remove the hazard	Substitution - replace the hazard	Engineering controls - isolate people from the hazard	Administrative controls - change the way people work	PPE - protect the worker with Personal Protective Equipment	Recommend to open? and conditions?
			Limit time spent and/or numbers in rooms before ventilation			
			Proposed Approach: Planned sessions only with known participants			
			Reasonable Measure: Effective comms and feedback on safety improvements			
			Proposed Approach: Strong, consistent signage together with offering users opportunity to provide verbal feedback on experience			
			Reasonable Measure: Remove unnecessary restrictions when it is safe, in order to promote adherence to necessary ones			
			Proposed Approach: Will remain under review			
			Reasonable Measure:			

**Assessment Summary** 

Venue & Service	Elimination - Physically remove the hazard	Substitution - replace the hazard	Engineering controls - isolate people from the hazard	Administrative controls - change the way people work	PPE - protect the worker with Personal Protective Equipment	Recommend to open? and conditions?
			Workforce planning and teams to maintain operational capacity			
			Proposed Approach: Briefing and supervision to support best capacity.			

Venue Service(s)	Crosskeys Youth Centre Youth Service	Open Yes Control	Elimination		
Head of Service (Title): Ch	ief Education Officer	Director	Richard Edmunds		
Signed:			Signed:		
Date:	/_/		Date:	//	

Venue & Service	Elimination - Physically remove the hazard	Substitution - replace the hazard	Engineering controls - isolate people from the hazard	Administrative controls - change the way people work	PPE - protect the worker with Personal Protective Equipment	Recommend to open? and conditions?
Crumlin	Reasonable Measure	Reasonable Measure	Reasonable Measure	Reasonable Measure	Reasonable Measure	Yes – open
Community	Continued	Reducing the time that	Using anti-microbial	Frequently cleaning	Fluid resistant surgical	throughout
Education/	application of	people come into face-	surfaces.	surfaces that are	face masks (where	Covid period
Youth	Locally approved	to-face contact.		touched a lot	indicated by guidance)	but
Centre	guidance informed		Proposed Approach:		Gloves and aprons	recommend
	by WG Youth Work	Proposed Approach:	Sessions focus on	Proposed Approach:	Eye protection	expansion of
Youth	guidance. Includes	Youth work sessions	least contaminating	As above		use
Service	pre-sessional	are currently limited to	actions. As per		Proposed Approach:	
	assessment of	1 hour's duration	stringent guidance, no	Reasonable Measure	All available for use	Suggest -
	health and dynamic		sharing of resources	Increasing training on		
	assessment during	Reasonable Measure	or use of external	quality and		September to
	activity.	Ensuring fixed staff	resources/equipment	effectiveness of		December
	All staff briefed on	delivery groups where		cleaning		and monitor
	control measures,	possible. This limits	Reasonable Measure			impact,
	including actions	the number of people	Reduce shared	Proposed Approach:		footfall and
	relating to self-	that the virus can	surfaces, where this	All staff briefed and		refine
	isolation. Cleaning	potentially spread to.	cannot be avoided	trained		approaches
	and movement		altogether.			
	regimes established,	Proposed Approach:		Reasonable Measure		
		As above	Proposed Approach:	Providing hand		
	Proposed Approach:		As above	sanitiser		
	Access by a limited	Reasonable Measure				
	number (max 15 at	Moving to working	Reasonable Measure	Proposed Approach:		
	present) of young	outdoors to reduce	Using no-touch	In place at setting		
	people.	how much the virus	(contactless)			
		can spread through	technologies.	Reasonable Measure		
	Reasonable Measure	surface contamination	Providing additional	Avoiding sharing of		
	Attendance And	and aerosol	hand wash stations -	equipment		
	registration records	transmission.				
	are maintained, as is	5	Proposed Approach:	Proposed Approach:		
	regular contact with	Proposed Approach:	As above	In place		
	parents/carers –	Significant investment	Decemble Messure	Decemble Messure		
	additional	in outdoor/detached	Reasonable Measure	Reasonable Measure		
	communication is	youth work delivery	Regular handwashing	Reducing how many		
	made as warranted.		and sanitising,	people are working in		
			including providing	a particular location		

Venue & Service	Elimination - Physically remove the hazard	Substitution - replace the hazard	Engineering controls - isolate people from the hazard	Administrative controls - change the way people work	PPE - protect the worker with Personal	Recommend to open? and conditions?
	the nazard		nazaru	way people work	Protective Equipment	conditions?
	Proposed Approach:	Reasonable Measure	facilities and signage	by, for example,		
	Limited open access	Using other	to encourage regular	encouraging home		
	arrangements will	technologies to	handwashing and	working where		
	enable accurate	replace face-to-face	sanitising	possible		
	records of staff,	interactions, for		-		
	contact details of	example using 'click	Proposed Approach:	Proposed Approach:		
	young people and	and collect'	In place	Staff are currently		
	time and date in the	technologies, remote		redistributed in this		
	building.	working, phone/video	Reasonable Measure	manner.		
	Reasonable Measure	consultations.	Increasing fresh-air			
	Close high risk		ventilation in poorly	Reasonable Measure		
	environments in	Proposed Approach:	ventilated spaces -	Staggering shifts		
	your work setting as	Use of online				
	much as possible,	delivery/engagement	Proposed Approach:	Proposed Approach:		
	such as areas where	where	All youth work spaces	Sessions are		
	social distancing	possible/relevant	in premises subject to	staggered so that none		
	cannot be		ventilation	coincide.		
	maintained.	Reasonable Measure				
		Installation of	Reasonable Measure	Reasonable Measure		
	Proposed Approach:	partitions at	Limiting or controlling	Ensuring people are		
	The Hangar has	appropriate places	movement of people,	maintaining physical		
	sufficient space for	(e.g. reception desks	for example one way	distance between		
	social distancing	or between work	systems, or limiting	them,		
	and access and	stations) to separate	number of people	Dranged Approach:		
	movement controls	staff etc. If used	accessing confined	Proposed Approach:		
	are in place.	ensure they are cleaned and	areas such as lifts,	Regularly monitored		
	Reasonable Measure	disinfected in line with	toilet facilities, kitchens or meeting	and in place.		
	Staff takes both	cleaning procedures.	rooms at the same			
	vaccine doses as	Cleaning, hygiene and	time.	Reasonable Measure		
	soon as	handwashing to make	tille.	The use of face-		
	recommended.	your workplace	Proposed Approach:	coverings and or face-		
	1 Coommonaea.	COVID-secure	Setting allows for this.	shields in indoors		
	Proposed Approach:	(hse.gov.uk)	One way and	areas for workers and		
	As per broader	tilocido tiditi	staggered systems in	members of the public		
	Education guidance,		place.	- all above		
	_aadatton garaanoe,	I	piacoi	an above	l	

Venue & Service	Elimination - Physically remove the hazard	Substitution - replace the hazard	Engineering controls - isolate people from the hazard	Administrative controls - change the way people work	PPE - protect the worker with Personal Protective Equipment	Recommend to open? and conditions?
	educators can engage with young people if not vaccinated but this is not encouraged.	Proposed Approach: Cleaning and disinfecting carried out between different youth work sessions	Reasonable Measure Provide clear signage (eg signs, floor tape or paint) for physical distancing, queuing systems, one way systems etc.  Proposed Approach: In place at Setting  Reasonable Measure Encourage vaccination take up of your workforce  Proposed Approach: Underway – also includes vaccination take-up encouragement (education sessions) by young people  Reasonable Measure Physical distancing of staff and young people/others  Proposed Approach: In place in all settings.  Reasonable Measure	Proposed Approach: Use of face coverings currently under review for education and related services engaging with young people.  Reasonable Measure Covid-passport/Covid- certificate or PCR testing, encourage LFD at home  Proposed Approach: This would require a new process and an associated HR policy would be required		

Venue &	APPENDIX 1 Elimination -	Substitution - replace	Engineering controls -	Administrative	PPE - protect the	Recommend
Service	Physically remove the hazard	the hazard	isolate people from the hazard	controls - change the way people work	worker with Personal Protective Equipment	to open? and conditions?
			Limit time spent and/or numbers in rooms before ventilation			
			Proposed Approach: Planned sessions only with known participants			
			Reasonable Measure: Effective comms and feedback on safety improvements			
			Proposed Approach: Strong, consistent signage together with offering users opportunity to provide verbal feedback on			
			experience  Reasonable Measure: Remove unnecessary restrictions when it is safe, in order to promote adherence to necessary ones			
			Proposed Approach: Will remain under review			
			Reasonable Measure: Workforce planning and teams to maintain operational capacity			

Date:

Venue & Service	Elimination - Physically remove the hazard	Substitution - replace the hazard	Engineering controls - isolate people from the hazard	Administrative controls - change the way people work	PPE - protect the worker with Personal Protective Equipment	Recommend to open? and conditions?
			Proposed Approach: Briefing and supervision to support best capacity.			
As	ssessment Summary					
Ve	enue	Crumlin Community Ed	ucation/Youth Centre	Open Yes		
Se	ervice(s)	Youth Service	Control	Elimination		
Не	ead of Service (Title): Ch	nief Education Officer	Director F	Richard Edmunds		
Si	gned:			Signed:		

Date:

Venue &	Elimination -	Substitution - replace	Engineering controls -	Administrative	PPE - protect the	Recommend
Service	Physically remove the	the hazard	isolate people from the	controls - change the	worker with Personal	to open? and
	hazard		hazard	way people work	Protective Equipment	conditions?
Disalassa	Danas and Maras	Danas and La Massaura	Danas and La Massaura	Danas and Manas	Danas and Maras	V
Blackwood	Reasonable Measure	Reasonable Measure	Reasonable Measure	Reasonable Measure	Reasonable Measure	Yes – open
Youth	Continued application	Reducing the time that	Using anti-microbial	Frequently cleaning	Fluid resistant surgical	throughout
Centre	of Locally approved	people come into face-	surfaces.	surfaces that are	face masks (where	Covid period
V = (I-	guidance informed by	to-face contact.	5	touched a lot	indicated by guidance)	but
Youth	WG Youth Work	5	Proposed Approach:	5	Gloves and aprons	recommend
Service/Bla	guidance. Includes	Proposed Approach:	Sessions focus on	Proposed Approach:	Eye protection	expansion of
ckwood	pre-sessional	Youth work sessions	least contaminating	As above		use
Comprehe	assessment of health	are currently limited to	actions. As per	Danasanakia Masaana	Proposed Approach:	0
nsive	and dynamic	1 hour's duration	stringent guidance, no	Reasonable Measure	All available for use	Suggest -
School	assessment during	Danas makis Massura	sharing of resources	Increasing training on		Comtomboute
	activity.	Reasonable Measure Ensuring fixed staff	or use of external	quality and		September to
	All staff briefed on	•	resources/equipment	effectiveness of		December and monitor
	control measures, including actions	delivery groups where possible. This limits	Reasonable Measure	cleaning		
	relating to self-	the number of people	Reduce shared	Proposed Approach:		impact, footfall and
	isolation. Cleaning	that the virus can	surfaces, where this	All staff briefed and		refine
	and movement	potentially spread to.	cannot be avoided	trained		approaches
	regimes established,	potentially spread to.	altogether.	traineu		approacties
	regimes established,	Proposed Approach:	altogether.	Reasonable Measure		
	Proposed Approach:	As above	Proposed Approach:	Providing hand		
	Access by a limited	Addicto	As above	sanitiser		
	number (max 15 at	Reasonable Measure	710 42070			
	present) of young	Moving to working	Reasonable Measure	Proposed Approach:		
	people.	outdoors to reduce	Using no-touch	In place at setting		
	propres	how much the virus	(contactless)			
	Reasonable Measure	can spread through	technologies.	Reasonable Measure		
	Attendance And	surface contamination	Providing additional	Avoiding sharing of		
	registration records	and aerosol	hand wash stations -	equipment		
	are maintained, as is	transmission.				
	regular contact with		Proposed Approach:	Proposed Approach:		
	parents/carers -	Proposed Approach:	As above	In place		
	additional	Significant investment				
	communication is	in outdoor/detached	Reasonable Measure	Reasonable Measure		
	made as warranted.	youth work delivery	Regular handwashing	Reducing how many		
			and sanitising,	people are working in		
			including providing	a particular location		

Venue & Service	Elimination - Physically remove the hazard	Substitution - replace the hazard	Engineering controls - isolate people from the hazard	Administrative controls - change the way people work	PPE - protect the worker with Personal Protective Equipment	Recommend to open? and conditions?
			facilities and signage	by, for example,		
	Proposed Approach:	Reasonable Measure	to encourage regular	encouraging home		
	Limited open access	Using other	handwashing and	working where		
	arrangements will	technologies to	sanitising	possible		
	enable accurate	replace face-to-face				
	records of staff,	interactions, for	Proposed Approach:	Proposed Approach:		
	contact details of	example using 'click	In place	Staff are currently		
	young people and	and collect'		redistributed in this		
	time and date in the	technologies, remote	Reasonable Measure	manner.		
	building.	working, phone/video	Increasing fresh-air			
	Reasonable Measure	consultations.	ventilation in poorly	Reasonable Measure		
	Close high risk		ventilated spaces -	Staggering shifts		
	environments in your	Proposed Approach:				
	work setting as much	Use of online	Proposed Approach:	Proposed Approach:		
	as possible, such as	delivery/engagement	All youth work spaces	Sessions are		
	areas where social	where	in premises subject to	staggered so that none		
	distancing cannot be maintained.	possible/relevant	ventilation	coincide.		
		Reasonable Measure	Reasonable Measure	Reasonable Measure		
	Proposed Approach:	Installation of	Limiting or controlling	Ensuring people are		
	The Hangar has	partitions at	movement of people,	maintaining physical		
	sufficient space for	appropriate places	for example one way	distance between		
	social distancing and	(e.g. reception desks	systems, or limiting	them,		
	access and	or between work	number of people			
	movement controls	stations) to separate	accessing confined	Proposed Approach:		
	are in place.	staff etc. If used	areas such as lifts,	Regularly monitored		
		ensure they are	toilet facilities,	and in place.		
	Reasonable Measure	cleaned and	kitchens or meeting			
	Staff takes both	disinfected in line with	rooms at the same			
	vaccine doses as	cleaning procedures.	time.	Reasonable Measure		
	soon as	Cleaning, hygiene and		The use of face-		
	recommended.	handwashing to make	Proposed Approach:	coverings and or face-		
		your workplace	Setting allows for this.	shields in indoors		
	Proposed Approach:	COVID-secure	One way and	areas for workers and		
	As per broader	(hse.gov.uk)	staggered systems in	members of the public		
	Education guidance,		place.	- all above		

Venue & Service	Elimination - Physically remove the hazard	Substitution - replace the hazard	Engineering controls - isolate people from the hazard	Administrative controls - change the way people work	PPE - protect the worker with Personal Protective Equipment	Recommend to open? and conditions?
	educators can engage with young people if not vaccinated but this is not encouraged.	Proposed Approach: Cleaning and disinfecting carried out between different youth work sessions	Reasonable Measure Provide clear signage (eg signs, floor tape or paint) for physical distancing, queuing systems, one way systems etc.  Proposed Approach: In place at Setting  Reasonable Measure Encourage vaccination take up of your workforce  Proposed Approach: Underway – also includes vaccination take-up encouragement (education sessions) by young people  Reasonable Measure Physical distancing of staff and young people/others  Proposed Approach: In place in all settings.  Reasonable Measure Limit time spent and/or numbers in rooms before ventilation	Proposed Approach: Use of face coverings currently under review for education and related services engaging with young people.  Reasonable Measure Covid-passport/Covid- certificate or PCR testing, encourage LFD at home  Proposed Approach: This would require a new process and an associated HR policy would be required		

Venue &	APPENDIX 1 Elimination -	Cubatitutian raplace	Engineering controls	Administrative	DDE protect the	Recommend
Service	Physically remove the hazard	Substitution - replace the hazard	Engineering controls - isolate people from the hazard	controls - change the way people work	PPE - protect the worker with Personal Protective Equipment	to open? and conditions?
			Proposed Approach: Planned sessions only with known participants			
			Reasonable Measure: Effective comms and feedback on safety improvements			
			Proposed Approach: Strong, consistent signage together with offering users opportunity to provide verbal feedback on experience			
			Reasonable Measure: Remove unnecessary restrictions when it is safe, in order to promote adherence to necessary ones			
			Proposed Approach: Will remain under review			
			Reasonable Measure: Workforce planning and teams to maintain operational capacity			

Date:

Venue & Service	Elimination - Physically remove the hazard	Substitution - replace the hazard	Engineering controls - isolate people from the hazard	Administrative controls - change the way people work	PPE - protect the worker with Personal Protective Equipment	Recommend to open? and conditions?
			Proposed Approach: Briefing and supervision to support best capacity.			
A	Assessment Summary					
	/enue Service(s)	Blackwood <u>Youth Cent</u> <u>Youth Service</u>	tre/Comprehensive school Control	Open Yes <u>Elimination</u>		
H	lead of Service (Title): Ch	nief Education Officer	<b>Director</b>	Richard Edmunds		
5	Signed:		,	Signed:		

Date:

Venue &	Elimination -	Substitution - replace	Engineering controls -	Administrative	PPE - protect the	Recommend
Service	Physically remove the hazard	the hazard	isolate people from the hazard	controls - change the way people work	worker with Personal Protective Equipment	to open? and conditions?
Risca	Reasonable Measure	Reasonable Measure	Reasonable Measure	Reasonable Measure	Reasonable Measure	Yes - open
Youth	Continued application	Reducing the time that	Using anti-microbial	Frequently cleaning	Fluid resistant surgical	throughout
Centre	of Locally approved	people come into face-	surfaces.	surfaces that are	face masks (where	Covid period
	guidance informed by	to-face contact.		touched a lot	indicated by guidance)	but
Youth	WG Youth Work		Proposed Approach:		Gloves and aprons	recommend
Service	guidance. Includes	Proposed Approach:	Sessions focus on	Proposed Approach:	Eye protection	expansion of
	pre-sessional	Youth work sessions	least contaminating	As above		use
	assessment of health	are currently limited to	actions. As per	Danas and la Manas and	Proposed Approach:	Comment
	and dynamic	1 hour's duration	stringent guidance, no	Reasonable Measure	All available for use	Suggest -
	assessment during activity.	Reasonable Measure	sharing of resources or use of external	Increasing training on quality and		September to
	All staff briefed on	Ensuring fixed staff	resources/equipment	effectiveness of		December
	control measures,	delivery groups where	resources/equipment	cleaning		and monitor
	including actions	possible. This limits	Reasonable Measure	oloaimig		impact,
	relating to self-	the number of people	Reduce shared	Proposed Approach:		footfall and
	isolation. Cleaning	that the virus can	surfaces, where this	All staff briefed and		refine
	and movement	potentially spread to.	cannot be avoided	trained		approaches
	regimes established,		altogether.			
		Proposed Approach:		Reasonable Measure		
	Proposed Approach:	As above	Proposed Approach:	Providing hand		
	Access by a limited		As above	sanitiser		
	number (max 15 at	Reasonable Measure	December Messess	D		
	present) of young	Moving to working	Reasonable Measure	Proposed Approach:		
	people.	outdoors to reduce how much the virus	Using no-touch (contactless)	In place at setting		
	Reasonable Measure	can spread through	technologies.	Reasonable Measure		
	Attendance And	surface contamination	Providing additional	Avoiding sharing of		
	registration records	and aerosol	hand wash stations –	equipment		
	are maintained, as is	transmission.				
	regular contact with		Proposed Approach:	Proposed Approach:		
	parents/carers -	Proposed Approach:	As above	In place		
	additional	Significant investment				
	communication is	in outdoor/detached	Reasonable Measure	Reasonable Measure		
	made as warranted.	youth work delivery	Regular handwashing	Reducing how many		
			and sanitising,	people are working in		
	1		including providing	a particular location		

Venue & Service	Elimination - Physically remove the hazard	Substitution - replace the hazard	Engineering controls - isolate people from the hazard	Administrative controls - change the way people work	PPE - protect the worker with Personal Protective Equipment	Recommend to open? and conditions?
	Proposed Approach:	Reasonable Measure	facilities and signage to encourage regular	by, for example, encouraging home		
	Limited open access arrangements will enable accurate	Using other technologies to replace face-to-face	handwashing and sanitising	working where possible		
	records of staff, contact details of	interactions, for example using 'click	Proposed Approach: In place	Proposed Approach: Staff are currently		
	young people and time and date in the building.	and collect' technologies, remote working, phone/video	Reasonable Measure Increasing fresh-air	redistributed in this manner.		
	Reasonable Measure Close high risk	consultations.	ventilation in poorly ventilated spaces –	Reasonable Measure Staggering shifts		
	environments in your work setting as much	Proposed Approach: Use of online	Proposed Approach:	Proposed Approach:		
	as possible, such as areas where social distancing cannot be	delivery/engagement where possible/relevant	All youth work spaces in premises subject to ventilation	Sessions are staggered so that none coincide.		
	maintained.	Reasonable Measure	Reasonable Measure	Reasonable Measure		
	Proposed Approach: The Hangar has sufficient space for	Installation of partitions at appropriate places	Limiting or controlling movement of people, for example one way	Ensuring people are maintaining physical distance between		
	social distancing and access and movement	(e.g. reception desks or between work	systems, or limiting number of people	them,		
	controls are in place.	stations) to separate staff etc. If used	accessing confined areas such as lifts,	Proposed Approach: Regularly monitored		
	Reasonable Measure Staff takes both vaccine doses as soon	ensure they are cleaned and disinfected in line with	toilet facilities, kitchens or meeting rooms at the same	and in place.		
	as recommended.	cleaning procedures. Cleaning, hygiene and	time.	Reasonable Measure The use of face-		
	Proposed Approach: As per broader	handwashing to make your workplace	Proposed Approach: Setting allows for this.	coverings and or face- shields in indoors		
	Education guidance, educators can engage with young people if	COVID-secure (hse.gov.uk)	One way and staggered systems in place.	areas for workers and members of the public – all above		

Venue &	Elimination - Physically remove the hazard	Substitution - replace the hazard	Engineering controls - isolate people from the hazard	Administrative controls - change the way people work	PPE - protect the worker with Personal Protective Equipment	Recommend to open? and conditions?
	not vaccinated but this is not encouraged.	Proposed Approach: Cleaning and disinfecting carried out between different youth work sessions	Reasonable Measure Provide clear signage (eg signs, floor tape or paint) for physical distancing, queuing systems, one way systems etc.  Proposed Approach: In place at Setting  Reasonable Measure Encourage vaccination take up of your workforce  Proposed Approach: Underway – also includes vaccination take-up encouragement (education sessions) by young people  Reasonable Measure Physical distancing of staff and young people/others  Proposed Approach: In place in all settings.  Reasonable Measure	Proposed Approach: Use of face coverings currently under review for education and related services engaging with young people.  Reasonable Measure Covid-passport/Covid- certificate or PCR testing, encourage LFD at home  Proposed Approach: This would require a new process and an associated HR policy would be required		

Venue & Service	Elimination - Physically remove the hazard	Substitution - replace the hazard	Engineering controls - isolate people from the hazard	Administrative controls - change the way people work	PPE - protect the worker with Personal Protective Equipment	Recommend to open? and conditions?
			Limit time spent and/or numbers in rooms before ventilation			
			Proposed Approach: Planned sessions only with known participants			
			Reasonable Measure: Effective comms and feedback on safety improvements			
			Proposed Approach: Strong, consistent signage together with offering users opportunity to provide verbal feedback on experience			
			Reasonable Measure: Remove unnecessary restrictions when it is safe, in order to promote adherence to necessary ones			
			Proposed Approach: Will remain under review			
			Reasonable Measure:			

	Worldorge planning		
	Workforce planning and teams to maintain operational capacity		
	Proposed Approach: Briefing and supervision to support best capacity.		

Venue Service(s)	Risca <u>Youth Centre</u> <u>Youth Service</u>	Open Yes Control	<u>Elimination</u>	
Head of Service (Title): C	hief Education Officer	Director	Richard Edmunds	
Signed:			Signed:	
Date:	/ /		Date:	/ /

Venue &	Elimination -	Substitution - replace	Engineering controls -	Administrative	PPE - protect the	Recommend
Service	Physically remove the	the hazard	isolate people from the	controls - change the	worker with Personal	to open? and
	hazard		hazard	way people work	Protective Equipment	conditions?
The	Reasonable Measure	Reasonable Measure	Reasonable Measure	Reasonable Measure	Reasonable Measure	Yes – open
Basement	Continued application	Reducing the time that	Using anti-microbial	Frequently cleaning	Fluid resistant surgical	throughout
drop in	of Locally approved	people come into face-	surfaces.	surfaces that are	face masks (where	Covid period
centre-	guidance informed by	to-face contact.		touched a lot	indicated by guidance)	but
Blackwoo	WG Youth Work		Proposed Approach:		Gloves and aprons	recommend
d Library	guidance. Includes	Proposed Approach:	Sessions focus on	Proposed Approach:	Eye protection	expansion of
	pre-sessional	Youth work sessions	least contaminating	As above		use
Youth	assessment of health	are currently limited to	actions. As per		Proposed Approach:	
Service	and dynamic	1 hour's duration	stringent guidance, no	Reasonable Measure	All available for use	Suggest -
	assessment during		sharing of resources	Increasing training on		
	activity.	Reasonable Measure	or use of external	quality and		September to
	All staff briefed on	Ensuring fixed staff	resources/equipment	effectiveness of		December
	control measures,	delivery groups where		cleaning		and monitor
	including actions	possible. This limits	Reasonable Measure			impact,
	relating to self-	the number of people	Reduce shared	Proposed Approach:		footfall and
	isolation. Cleaning	that the virus can	surfaces, where this	All staff briefed and		refine
	and movement	potentially spread to.	cannot be avoided	trained		approaches
	regimes established,		altogether.			
	5	Proposed Approach:		Reasonable Measure		
	Proposed Approach:	As above	Proposed Approach:	Providing hand		
	Access by a limited	Decemble Messure	As above	sanitiser		
	number (max 15 at	Reasonable Measure	Decemble Messure	Dranged Annyoneh		
	present) of young	Moving to working outdoors to reduce	Reasonable Measure Using no-touch	Proposed Approach: In place at setting		
	people.	how much the virus	(contactless)	in place at setting		
	Reasonable Measure	can spread through	technologies.	Reasonable Measure		
	Attendance And	surface contamination	Providing additional	Avoiding sharing of		
	registration records	and aerosol	hand wash stations –	equipment		
	are maintained, as is	transmission.		oquipino		
	regular contact with		Proposed Approach:	Proposed Approach:		
	parents/carers -	Proposed Approach:	As above	In place		
	additional	Significant investment				
	communication is	in outdoor/detached	Reasonable Measure	Reasonable Measure		
	made as warranted.	youth work delivery	Regular handwashing	Reducing how many		
			and sanitising,	people are working in		
			including providing	a particular location		

Venue & Service	Elimination - Physically remove the hazard	Substitution - replace the hazard	Engineering controls - isolate people from the hazard	Administrative controls - change the way people work	PPE - protect the worker with Personal Protective Equipment	Recommend to open? and conditions?
	Due no cod Annue coh	Decemble Messure	facilities and signage	by, for example,		
	Proposed Approach:	Reasonable Measure	to encourage regular	encouraging home		
	Limited open access	Using other	handwashing and	working where possible		
	arrangements will enable accurate	technologies to replace face-to-face	sanitising	possible		
	records of staff,	interactions, for	Proposed Approach:	Proposed Approach:		
	contact details of	example using 'click	In place	Staff are currently		
	young people and time	and collect'	III place	redistributed in this		
	and date in the	technologies, remote	Reasonable Measure	manner.		
	building.	working, phone/video	Increasing fresh-air	manner.		
	Reasonable Measure	consultations.	ventilation in poorly	Reasonable Measure		
	Close high risk		ventilated spaces –	Staggering shifts		
	environments in your	Proposed Approach:				
	work setting as much	Use of online	Proposed Approach:	Proposed Approach:		
	as possible, such as	delivery/engagement	All youth work spaces	Sessions are		
	areas where social	where	in premises subject to	staggered so that none		
	distancing cannot be maintained.	possible/relevant	ventilation	coincide.		
		Reasonable Measure	Reasonable Measure	Reasonable Measure		
	Proposed Approach:	Installation of	Limiting or controlling	Ensuring people are		
	The Hangar has	partitions at	movement of people,	maintaining physical		
	sufficient space for	appropriate places	for example one way	distance between		
	social distancing and	(e.g. reception desks	systems, or limiting	them,		
	access and movement	or between work	number of people			
	controls are in place.	stations) to separate	accessing confined	Proposed Approach:		
	5	staff etc. If used	areas such as lifts,	Regularly monitored		
	Reasonable Measure Staff takes both	ensure they are	toilet facilities,	and in place.		
		cleaned and	kitchens or meeting			
	vaccine doses as soon	disinfected in line with	rooms at the same	Pagganable Magazira		
	as recommended.	cleaning procedures. Cleaning, hygiene and	time.	Reasonable Measure The use of face-		
	Proposed Approach:	handwashing to make	Proposed Approach:	coverings and or face-		
	As per broader	your workplace	Setting allows for this.	shields in indoors		
	Education guidance,	COVID-secure	One way and	areas for workers and		
	educators can engage	(hse.gov.uk)	staggered systems in	members of the public		
	with young people if	<u>orgoviany</u>	place.	- all above		

Venue & Service Physically remove the hazard Substitution - replace the hazard Engineering controls - isolate people from the hazard	Administrative controls - change the way people work	PPE - protect the worker with Personal Protective Equipment	Recommend to open? and conditions?
not vaccinated but this is not encouraged.  Proposed Approach: Cleaning and disinfecting carried out between different youth work sessions  Reasonable Measure Provide clear signage (eg signs, floor tape or paint) for physical distancing, queuing systems, one way systems etc.  Proposed Approach: In place at Setting  Reasonable Measure Encourage vaccination take up of your workforce  Proposed Approach: Underway – also includes vaccination take-up encouragement (education sessions) by young people  Reasonable Measure Physical distancing of staff and young people/others  Proposed Approach: In place in all settings.  Reasonable Measure	Proposed Approach: Use of face coverings currently under review for education and related services engaging with young people.  Reasonable Measure Covid-passport/Covid- certificate or PCR testing, encourage LFD at home  Proposed Approach: This would require a new process and an associated HR policy would be required		

Venue & Service	Elimination - Physically remove the hazard	Substitution - replace the hazard	Engineering controls - isolate people from the hazard	Administrative controls - change the way people work	PPE - protect the worker with Personal Protective Equipment	Recommend to open? and conditions?
			Limit time spent and/or numbers in rooms before ventilation Proposed Approach: Planned sessions only with known participants			
			Reasonable Measure: Effective comms and feedback on safety improvements			
			Proposed Approach: Strong, consistent signage together with offering users opportunity to provide verbal feedback on experience			
			Reasonable Measure: Remove unnecessary restrictions when it is safe, in order to promote adherence to necessary ones			
			Proposed Approach: Will remain under review			
			Reasonable Measure: Workforce planning and teams to maintain operational capacity			

Date:

Venue & Service	Elimination - Physically remove the hazard	Substitution - replace the hazard	Engineering controls - isolate people from the hazard	Administrative controls - change the way people work	PPE - protect the worker with Personal Protective Equipment	Recommend to open? and conditions?
			Proposed Approach: Briefing and supervision to support best capacity.			
,	Assessment Summary					
	Venue Service(s)	The Basement Drop In C Youth Service	Centre/Blackwood Library Control	Open Yes Elimination		
I	Head of Service (Title): Ch	ief Education Officer	Director F	Richard Edmunds		
;	Signed:			Signed:		

Date:

	APPENDIX 1		I <b>_</b>	I	1	T
Venue &	Elimination -	Substitution - replace	Engineering controls -	Administrative	PPE - protect the	Recommend
Service	Physically remove the	the hazard	isolate people from the	controls - change the	worker with Personal	to open? and
	hazard		hazard	way people work	Protective Equipment	conditions?
	December 24	December 14	December 14	December 14	December 25	Waa laad
Housing	Reasonable Measure	Reasonable Measure	Reasonable Measure	Reasonable Measure	Reasonable Measure	Yes, but
Offices -	Stopping an infectious	Reducing the time that	Using anti-microbial	Frequently cleaning	Fluid resistant surgical	under stated
	person being in an	people come into face-	surfaces.	surfaces that are	face masks (where	elimination
Building	environment e.g.	to-face contact.		touched a lot	indicated by guidance)	controls and
&	prohibit people from		Proposed Approach:		Gloves and aprons	by
Technolo	attending if feel	Proposed Approach:	Not available. Cleaning	Proposed Approach:	Eye protection	appointment,
gy Centre	unwell, and advise	Yes, prearranged	and disinfecting to be	Cleaning and		in line with
	they should get tested	appointments only in	carried between	disinfecting to be	Proposed Approach:	systems
Ty Gilfach	and ensuring that all	Covid secure meeting	appointments	carried between	Appropriate PPE for	already in
	employees follow self-	spaces so numbers		appointments.	the tasks undertaken	place that
	isolation advice if they	can be managed to	Reasonable Measure		is available to all staff	have
	are a contact of a	ensure potential risks	Reduce shared	Reasonable Measure	in all offices.	facilitated
	possible confirmed	are minimised.	surfaces, where this	Increasing training on		limited
	case.		cannot be avoided	quality and		access
			altogether.	effectiveness of		throughout
	Proposed Approach:	Reasonable Measure		cleaning		Covid period.
	Under current	Changing work	Proposed Approach:			Appointment
	operational guidance	patterns so that people	Dedicated desk spaces	Proposed Approach:		s only offered
	staff are fully aware of	work in a fixed group	for almost all staff.	Advice and materials		after
	the need to report	or cohort or arrive at	Office attendance	given to staff who will		reasoned
	symptoms to line	and leave work at	based on rota.	clean surfaces prior to		consideration
	managers immediately	staggered times. This	Appointments only.	and after		of alternative
	and to book PCR tests;	limits the number of	Cleaning and	appointments in		options, and
	to self-isolate if they	people that the virus	disinfecting to be	accordance with		only for those
	test positive,	can potentially spread	carried between	agreed process.		elements of
	irrespective of whether	to.	appointments.			the service
	or not they have		All work stations are	Reasonable Measure		that cannot
	symptoms, and to	Proposed Approach:	kept clear to assist	Providing hand		be completed
	follow official	Yes appointments	cleaning. If shared all	sanitiser		remotely.
	guidance if they are a	only. Staff attendance	staff clean the			
	close contact of a	based on daily rota for	workstation before use	Proposed Approach:		Suggest:
	confirmed case.	home and office	and after use.	In place at setting		In
	•	working and Team	Colleagues to leave an	_		conjunction
		Managers are	hour between			with Heads of
	Access by customers	therefore able to	scheduled use of			other
	for a limited number of		shared desks.			services

Venue &	APPENDIX 1   Elimination -	Substitution - replace	Engineering controls -	Administrative	PPE - protect the	Recommend
Service	Physically remove the	the hazard	isolate people from the	controls - change the	worker with Personal	to open? and
	hazard	110 110201 0	hazard	way people work	Protective Equipment	conditions?
	1132313		110.201 0	lady people in our	- Total and - quipment	
	prearranged	manage numbers as	Minimise shared	Reasonable Measure		consider the
	appointments per day.	appropriate.	equipment - Staff use	Avoiding sharing of		opportunities
	Covid questions and		own keyboard and	equipment such as		available to
	advice given to		mouse at shared desk	'hot-desking'		provide
	customers.	Reasonable Measure	spaces.			appointments
		Moving to working		Proposed Approach:		for
	Reasonable Measure	outdoors to reduce		Manageable if		customers at
	Ensuring that accurate	how much the virus	Reasonable Measure	appointment only and		Housing
	records are kept of	can spread through	Using no-touch	office rotas in place.		surgeries in
	which employees (and,	surface contamination	(contactless)			alternative
	where applicable,	and aerosol	technologies.	Reasonable Measure		Covid
	customers / visitors /	transmission.	Providing additional	Reducing how many		compliant
	clients) have been		hand wash stations -	people are working in		venues that
	present so that they	Proposed Approach:		a particular location		open to the
	can be contact traced	Appointments will only	Proposed Approach:	by, for example,		public e.g.
	if necessary	be offered where	Hand sanitising	encouraging home		libraries
		alternative	stations are available	working where		
	Proposed Approach:	arrangements have	in all office spaces and	possible		
	Access by	been considered and	public areas			Caveats:
	appointment only will	are not appropriate.		Proposed Approach:		Propose
	enable accurate	Decemble Messure	Decemble Messure	Staff numbers can be		these
	records of staff, contact details of	Reasonable Measure	Reasonable Measure	reduced through introduction of		arrangements
	customers and time	Using other	Regular handwashing			continue until
	and date in the	technologies to replace face-to-face	and sanitising, including providing	appointments only and office rotas.		Government
	building.	interactions, for	facilities and signage	office folas.		guidance
	bunding.	example using 'click	to encourage regular	Reasonable Measure		may change
	Reasonable Measure	and collect'	handwashing and	Staggering shifts		and
	Close high risk	technologies, remote	sanitising			restrictions
	environments in your	working, phone/video	camacing	Proposed Approach:		may be
	work setting as much	consultations.	Proposed Approach:	Limited flexible		reviewed/rein
	as possible, such as		In place	working hours		stated
	areas where social	Proposed Approach:	,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,	available, office rotas		
	distancing cannot be	Yes, continue to		and appointments		
	maintained.	provide majority of		only.		
		services remotely.				

Venue &	APPENDIX 1 Elimination -	Substitution - replace	Engineering controls -	Administrative	PPE - protect the	Recommend
Service	Physically remove the	the hazard	isolate people from the	controls - change the	worker with Personal	to open? and
	hazard		hazard	way people work	Protective Equipment	conditions?
	Proposed Approach:	Appointments only	Reasonable Measure	Reasonable Measure		
	The Business and	offered after reasoned	Increasing fresh-air	Ensuring people are		
	Technology Centre	consideration of	ventilation in poorly	maintaining physical		
	provides sufficient	alternative options,	ventilated spaces -	distance between		
	space for social	and for those elements		them,		
	distancing and access	of the service that	Proposed Approach:			
	and movement	cannot be completed	Windows to be kept	Proposed Approach:		
	controls to be in place.	remotely	open whenever	Appointments only, in		
			possible/practicable.	meeting rooms that		
	Reasonable Measure	Reasonable Measure	Where limited,	allow social distancing		
	Staff takes both	Installation of	opportunities will be	or have partitions		
	vaccine doses as soon	partitions at	maximised. Time	installed, use of office		
	as recommended.	appropriate places	spacing in small	rotas and amendments		
		(e.g. reception desks	appointment meeting	to office layouts to		
	Proposed Approach:	or between work	rooms to allow for	facilitate social		
	Staff be encouraged to	stations) to separate	ventilation between	distancing. One way		
	take up vaccination	staff etc. If used	appointments. Doors	systems. All staff		
	opportunities.	ensure they are	kept open where	attending the offices		
	Encourage lateral flow	cleaned and	practicable.	are aware of the need		
	testing at home.	disinfected in line with		to maintain an		
	Covid-passport/Covid-	cleaning procedures.	Reasonable Measure	appropriate level of		
	certificate or PCR	Cleaning, hygiene and	Limiting or controlling	social distancing.		
	testing would require a	handwashing to make	movement of people,			
	new process and an	your workplace	for example one way	Reasonable Measure		
	associated HR policy	COVID-secure	systems, or limiting	The use of face-		
	would be required	(hse.gov.uk)	number of people	coverings and or face-		
			accessing confined	shields in indoors		
		Proposed Approach:	areas such as lifts,	areas for workers and		
			toilet facilities,	members of the public		
		Appointments only in	kitchens or meeting	- all above		
		Covid secure meeting	rooms at the same			
		spaces.	time.	Proposed Approach:		
		Partitions installed in		Use of face coverings		
		interview rooms.	Proposed Approach:	in public areas and		
		Workstations are	Setting allows for this.	requested when		
		cleaned and	One way system	moving around the		

	APPENDIX 1	0.1.44.45.	l per a de la constanta de la	A 1	DDE	T
Venue & Service	Elimination - Physically remove the hazard	Substitution - replace the hazard	Engineering controls - isolate people from the hazard	Administrative controls - change the way people work	PPE - protect the worker with Personal Protective Equipment	Recommend to open? and conditions?
		disinfected in line with cleaning procedures. Desks in meeting rooms to be carried out between appointments. In offices space is maintained between work stations rather than installation of barriers.	already established, appointments and rotas control numbers. All staff attending the offices are aware of the need to maintain an appropriate level of social distancing. Numbers of staff allowed in kitchen/lift/WC areas at any one time are limited and signage ensures staff are reminded of these requirements.  Reasonable Measure Provide clear signage (e.g. signs, floor tape or paint) for physical distancing, queuing systems, one way systems etc.  Proposed Approach: Clear signage and oneway systems in place. Provide signage at entrances advising attendance is by appointment only.	building. All staff have access to PPE which is utilised as and when necessary.  Reasonable Measure Covid-passport/Covid-certificate or PCR testing, encourage LFD at home Proposed Approach: This would require a new process and an associated HR policy would be required		

Venue & Service	Elimination - Physically remove the hazard	Substitution - replace the hazard	Engineering controls - isolate people from the hazard	Administrative controls - change the way people work	PPE - protect the worker with Personal Protective Equipment	Recommend to open? and conditions?
			Reasonable Measure Encourage vaccination take up of your workforce			
			Proposed Approach: Underway			
			Reasonable Measure Physical distancing of staff and customers / children			
			Proposed Approach: Appointments only. Advise public to attend alone where possible. Use of meeting rooms that allow social distancing or have partitions installed. Any visitors to buildings will be pre- planned and by appointment only so triage arrangements, social distancing and the use of PPE as required can all be planned ahead.			
			Reasonable Measure Limit time spent and/or numbers in rooms before ventilation			

Venue & Service	Elimination - Physically remove the hazard	Substitution - replace the hazard	Engineering controls - isolate people from the hazard	Administrative controls - change the way people work	PPE - protect the worker with Personal Protective Equipment	Recommend to open? and conditions?
			Proposed Approach: Controlled by appointment diary.			
			Reasonable Measure: Effective comms and feedback on safety improvements Proposed Approach: Strong, consistent signage together with offering Customers and staff opportunity to provide verbal feedback on experience. Managers and staff are fully aware of the requirements on them and these have been in place and have been kept under review since the start of the first lockdown.			
			Reasonable Measure: Remove unnecessary restrictions when it is safe, in order to promote adherence to necessary ones			
			Proposed Approach: Will remain subject to review. Operational guidance for staff is			

Venue & Service	Elimination - Physically remove the hazard	Substitution - replace the hazard	Engineering controls - isolate people from the hazard	Administrative controls - change the way people work	PPE - protect the worker with Personal Protective Equipment	Recommend to open? and conditions?
			continually kept under review to take account of changing WG guidance			
			Reasonable Measure: Workforce planning and teams to maintain operational capacity			
			Proposed Approach: Appointments will only assist. Essential frontline service delivery has been successfully maintained throughout the entire pandemic.			