

APPENDIX 1

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

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	<p><i>Access by appointment only will enable accurate records of staff, contact details of customers and time and date in the building.</i></p> <p><u>Reasonable Measure</u> Close high risk environments in your work setting as much as possible, such as areas where social distancing cannot be maintained.</p> <p><i>Proposed Approach: Tredomen House provides sufficient space for social distancing and access and movement controls to be in place.</i></p> <p><u>Reasonable Measure</u> Staff takes both vaccine doses as soon as recommended.</p> <p><i>Proposed Approach: Only staff with two vaccines in place to meet Personal Search Agents</i></p>	<p><u>Reasonable Measure</u> Using other technologies to replace face-to-face interactions, for example using ‘click and collect’ technologies, remote working, phone/video consultations.</p> <p><i>Proposed Approach: Yes move all services on line except access for personal search agents to inspect the register.</i></p> <p><u>Reasonable Measure</u> 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)</p>	<p>handwashing and sanitising</p> <p><i>Proposed Approach: In place</i></p> <p><u>Reasonable Measure</u> Increasing fresh-air ventilation in poorly ventilated spaces –</p> <p><i>Proposed Approach: Limited opportunities.</i></p> <p><u>Reasonable Measure</u> Limiting or controlling movement of people, for example one way systems, or limiting number of people accessing confined areas such as lifts, toilet facilities, kitchens or meeting rooms at the same time.</p> <p><i>Proposed Approach: Setting allows for this. One way system can be established, appointments would control numbers</i></p>	<p><i>Manageable if appointment only</i></p> <p><u>Reasonable Measure</u> Reducing how many people are working in a particular location by, for example, encouraging home working where possible</p> <p><i>Proposed Approach: Staff numbers can be reduced through introduction of appointments only.</i></p> <p><u>Reasonable Measure</u> Staggering shifts</p> <p><i>Proposed Approach: Officer Hours only but staff numbers can be reduced through introduction of appointments only.</i></p> <p><u>Reasonable Measure</u> Ensuring people are maintaining physical distance between them,</p> <p><i>Proposed Approach:</i></p>		

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		<p><i>Proposed Approach: Cleaning and disinfecting to be carried between appointments</i></p>	<p><u>Reasonable Measure</u> Provide clear signage (eg signs, floor tape or paint) for physical distancing, queuing systems, one way systems etc.</p> <p><i>Proposed Approach: In place at Setting</i></p> <p><u>Reasonable Measure</u> Encourage vaccination take up of your workforce</p> <p><i>Proposed Approach: Underway</i></p> <p><u>Reasonable Measure</u> Physical distancing of staff and customers / children</p> <p><i>Proposed Approach: Appointments for personal search agents only.</i></p> <p><u>Reasonable Measure</u> Limit time spent and/or numbers in rooms before ventilation</p> <p><i>Proposed Approach:</i></p>	<p><i>Appointments only one way systems can be introduced.</i></p> <p><u>Reasonable Measure</u> The use of face-coverings and or face-shields in indoors areas for workers and members of the public – all above</p> <p><i>Proposed Approach: Use of face coverings in indoor spaces to be requested</i></p> <p><u>Reasonable Measure</u> Covid-passport/Covid-certificate or PCR testing, encourage LFD at home</p> <p><i>Proposed Approach: This would require a new process and an associated HR policy would be required</i></p>		

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			<p><b><i>Appointments only.</i></b></p> <p><b>Reasonable Measure:</b> Effective comms and feedback on safety improvements</p> <p><b><i>Proposed Approach:</i></b> <b><i>Strong, consistent signage together with offering Customers opportunity to provide verbal feedback on experience</i></b></p> <p><b>Reasonable Measure:</b> Remove unnecessary restrictions when it is safe, in order to promote adherence to necessary ones</p> <p><b><i>Proposed Approach:</i></b> <b><i>Will remain under review</i></b></p> <p><b>Reasonable Measure:</b> Workforce planning and teams to maintain operational capacity</p> <p><b><i>Proposed Approach:</i></b> <b><i>Appointments only will assist</i></b></p>			

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**Assessment Summary**

**Venue** Tredomen House

**Open Yes / No** Yes

**Service(s)** Planning Services

**Control** Elimination

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\_\_\_\_\_

**Head of Service (Title):** Rhian Kyte

**Director** Mark S Williams

**Signed:** \_\_\_\_\_

**Signed:** \_\_\_\_\_

**Date:** 14/09/2021

**Date:** 14 /09/2021

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

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

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	<p>soon as recommended. <i>Proposed Approach: Completed : Social Care staff were amongst those prioritised for the vaccine</i></p>	<p><i>conferencing, Teams calls wherever possible.</i></p> <p><u>Reasonable Measure</u> 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)</p> <p><i>Proposed Approach: Cleaning of surfaces, hand washing and sanitising is all in place. Space is maintained between work stations rather than installation of barriers.</i></p>	<p><i>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.</i></p> <p><u>Reasonable Measure</u> Provide clear signage (eg signs, floor tape or paint) for physical distancing, queuing systems, one way systems etc.</p> <p><i>Proposed Approach: As above, appropriate signage is in place.</i></p> <p><u>Reasonable Measure</u> Encourage vaccination take up of your workforce</p> <p><i>Proposed Approach: Completed. Social Care staff were priority group for the first round of vaccinations.</i></p>	<p><i>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.</i></p> <p><u>Reasonable Measure</u> Ensuring people are maintaining physical distance between them,</p> <p><i>Proposed Approach: All staff attending the offices are aware of the need to maintain an appropriate level of social distancing.</i></p> <p><u>Reasonable Measure</u> The use of face-coverings and or face-shields in indoors areas for workers and members of the public – all above</p> <p><i>Proposed Approach: All staff have access to PPE which is utilised as and when necessary.</i></p>		



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			<p><u>Reasonable Measure</u> Physical distancing of staff and customers / children</p> <p><i>Proposed Approach:</i> <i>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.</i></p> <p><u>Reasonable Measure</u> Limit time spent and/or numbers in rooms before ventilation</p> <p><i>Proposed Approach:</i> <i>All offices and rooms are being ventilated with windows opened</i></p> <p><u>Reasonable Measure:</u> Effective comms and feedback on safety improvements</p> <p><i>Proposed Approach:</i> <i>Managers and staff are fully aware of the requirements on them and these have been in</i></p>	<p><u>Reasonable Measure</u> Covid-passport/Covid-certificate or PCR testing, encourage LFD at home</p> <p><i>Proposed Approach:</i> <i>All eligible staff have received vaccinations</i></p>		

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			<p><i>place and have been kept under review since the start of the first lockdown.</i></p> <p>Reasonable Measure: Remove unnecessary restrictions when it is safe, in order to promote adherence to necessary ones</p> <p><i>Proposed Approach: Operational guidance for staff is continually kept under review to take account of changing WG guidance</i></p> <p>Reasonable Measure: Workforce planning and teams to maintain operational capacity</p> <p><i>Proposed Approach: Frontline service delivery has been successfully maintained throughout the entire pandemic.</i></p>			

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**Assessment Summary**

<b>Venue Service(s)</b>	<b>Various – please see above Children’s Services</b>	<b>Open Yes / No Control</b>	<b>Yes As above</b>
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<b>Head of Service (Title):</b>	<b>Gareth Jenkins</b>	<b>Director</b>	<b>Dave Street</b>
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<b>Signed:</b>		<b>Signed:</b>	
<b>Date:</b>	<i>13/09/2021</i>	<b>Date:</b>	<i>13/09/2021</i>

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

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

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	<p><i>Proposed Approach: Completed : Social Care staff were amongst those prioritised for the vaccine and booster</i></p>	<p><i>conferencing, Teams calls wherever possible.</i></p> <p><u>Reasonable Measure</u> 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)</p> <p><i>Proposed Approach: Cleaning of surfaces, hand washing and sanitising is all in place. Space is maintained between work stations rather than installation of barriers.</i></p>	<p><i>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.</i></p> <p><u>Reasonable Measure</u> Provide clear signage (eg signs, floor tape or paint) for physical distancing, queuing systems, one way systems etc.</p> <p><i>Proposed Approach: As above, appropriate signage is in place.</i></p> <p><u>Reasonable Measure</u> Encourage vaccination take up of your workforce</p> <p><i>Proposed Approach: Completed. Social Care staff were priority group for the first round of vaccinations.</i></p>	<p><i>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.</i></p> <p><u>Reasonable Measure</u> Ensuring people are maintaining physical distance between them,</p> <p><i>Proposed Approach: All staff attending the offices are aware of the need to maintain an appropriate level of social distancing.</i></p> <p><u>Reasonable Measure</u> The use of face-coverings and or face-shields in indoors areas for workers and members of the public – all above</p> <p><i>Proposed Approach: All staff have access to PPE which is utilised as and when necessary.</i></p>		

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			<p><u>Reasonable Measure</u> Physical distancing of staff and customers / children</p> <p><i>Proposed Approach:</i> <i>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.</i></p> <p><u>Reasonable Measure</u> Limit time spent and/or numbers in rooms before ventilation</p> <p><i>Proposed Approach:</i> <i>All offices and rooms are being ventilated with windows opened</i></p> <p><b>Reasonable Measure:</b> Effective comms and feedback on safety improvements</p> <p><i>Proposed Approach:</i> <i>Managers and staff are fully aware of the requirements on them</i></p>	<p><u>Reasonable Measure</u> Covid-passport/Covid-certificate or PCR testing, encourage LFD at home</p> <p><i>Proposed Approach:</i> <i>All eligible staff have received vaccinations</i></p>		

**APPENDIX 1**

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?
			<p><i>and these have been in place and have been kept under review since the start of the first lockdown.</i></p> <p><b>Reasonable Measure:</b> Remove unnecessary restrictions when it is safe, in order to promote adherence to necessary ones</p> <p><i>Proposed Approach:</i> <i>Operational guidance for staff is continually kept under review to take account of changing WG guidance</i></p> <p><b>Reasonable Measure:</b> Workforce planning and teams to maintain operational capacity</p> <p><i>Proposed Approach:</i> <i>Frontline service delivery has been successfully maintained throughout the entire pandemic.</i></p>			



APPENDIX 1

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

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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?
	<p><i>Limited open access arrangements will enable accurate records of staff, contact details of young people and time and date in the building.</i></p> <p><u>Reasonable Measure</u> Close high risk environments in your work setting as much as possible, such as areas where social distancing cannot be maintained.</p> <p><i>Proposed Approach: The Hangar has sufficient space for social distancing and access and movement controls are in place.</i></p> <p><u>Reasonable Measure</u> Staff takes both vaccine doses as soon as recommended.</p> <p><i>Proposed Approach: As per broader Education guidance, educators can engage with young people if not vaccinated but this is not encouraged.</i></p>	<p><u>Reasonable Measure</u> Using other technologies to replace face-to-face interactions, for example using ‘click and collect’ technologies, remote working, phone/video consultations.</p> <p><i>Proposed Approach: Use of online delivery/engagement where possible/relevant</i></p> <p><u>Reasonable Measure</u> 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)</p>	<p>facilities and signage to encourage regular handwashing and sanitising</p> <p><i>Proposed Approach: In place</i></p> <p><u>Reasonable Measure</u> Increasing fresh-air ventilation in poorly ventilated spaces –</p> <p><i>Proposed Approach: All youth work spaces in premises subject to ventilation</i></p> <p><u>Reasonable Measure</u> Limiting or controlling movement of people, for example one way systems, or limiting number of people accessing confined areas such as lifts, toilet facilities, kitchens or meeting rooms at the same time.</p> <p><i>Proposed Approach: Setting allows for this. One way and staggered systems in place.</i></p>	<p>by, for example, encouraging home working where possible</p> <p><i>Proposed Approach: Staff are currently redistributed in this manner.</i></p> <p><u>Reasonable Measure</u> Staggering shifts</p> <p><i>Proposed Approach: Sessions are staggered so that none coincide.</i></p> <p><u>Reasonable Measure</u> Ensuring people are maintaining physical distance between them,</p> <p><i>Proposed Approach: Regularly monitored and in place.</i></p> <p><u>Reasonable Measure</u> The use of face-coverings and or face-shields in indoors areas for workers and members of the public – all above</p>		

**APPENDIX 1**

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

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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?
			<p>Limit time spent and/or numbers in rooms before ventilation  <b><i>Proposed Approach:</i></b>  <b><i>Planned sessions only with known participants</i></b></p> <p><b>Reasonable Measure:</b>            Effective comms and feedback on safety improvements</p> <p><b><i>Proposed Approach:</i></b>  <b><i>Strong, consistent signage together with offering users opportunity to provide verbal feedback on experience</i></b></p> <p><b>Reasonable Measure:</b>            Remove unnecessary restrictions when it is safe, in order to promote adherence to necessary ones</p> <p><b><i>Proposed Approach:</i></b>  <b><i>Will remain under review</i></b></p> <p><b>Reasonable Measure:</b>            Workforce planning and teams to maintain operational capacity</p>			

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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?
			<i>Proposed Approach: Briefing and supervision to support best capacity.</i>			

**Assessment Summary**

Venue Service(s)

Rhymney Youth Centre Youth Service

Open Yes Control

Elimination

Head of Service (Title): Chief Education Officer

Director

Richard Edmunds

Signed:

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Signed:

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Date:

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Date:

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

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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?
	<p><i>Limited open access arrangements will enable accurate records of staff, contact details of young people and time and date in the building.</i></p> <p><u>Reasonable Measure</u> Close high risk environments in your work setting as much as possible, such as areas where social distancing cannot be maintained.</p> <p><i>Proposed Approach: The Hangar has sufficient space for social distancing and access and movement controls are in place.</i></p> <p><u>Reasonable Measure</u> Staff takes both vaccine doses as soon as recommended.</p> <p><i>Proposed Approach: As per broader Education guidance, educators can engage with young people if not vaccinated but this is not encouraged.</i></p>	<p><u>Reasonable Measure</u> Using other technologies to replace face-to-face interactions, for example using ‘click and collect’ technologies, remote working, phone/video consultations.</p> <p><i>Proposed Approach: Use of online delivery/engagement where possible/relevant</i></p> <p><u>Reasonable Measure</u> 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)</p>	<p>facilities and signage to encourage regular handwashing and sanitising</p> <p><i>Proposed Approach: In place</i></p> <p><u>Reasonable Measure</u> Increasing fresh-air ventilation in poorly ventilated spaces –</p> <p><i>Proposed Approach: All youth work spaces in premises subject to ventilation</i></p> <p><u>Reasonable Measure</u> Limiting or controlling movement of people, for example one way systems, or limiting number of people accessing confined areas such as lifts, toilet facilities, kitchens or meeting rooms at the same time.</p> <p><i>Proposed Approach: Setting allows for this. One way and staggered systems in place.</i></p>	<p>by, for example, encouraging home working where possible</p> <p><i>Proposed Approach: Staff are currently redistributed in this manner.</i></p> <p><u>Reasonable Measure</u> Staggering shifts</p> <p><i>Proposed Approach: Sessions are staggered so that none coincide.</i></p> <p><u>Reasonable Measure</u> Ensuring people are maintaining physical distance between them,</p> <p><i>Proposed Approach: Regularly monitored and in place.</i></p> <p><u>Reasonable Measure</u> The use of face-coverings and or face-shields in indoors areas for workers and members of the public – all above</p>		

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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?
		<p><i>Proposed Approach: Cleaning and disinfecting carried out between different youth work sessions</i></p>	<p><u>Reasonable Measure</u> Provide clear signage (eg signs, floor tape or paint) for physical distancing, queuing systems, one way systems etc.</p> <p><i>Proposed Approach: In place at Setting</i></p> <p><u>Reasonable Measure</u> Encourage vaccination take up of your workforce</p> <p><i>Proposed Approach: Underway – also includes vaccination take-up encouragement (education sessions) by young people</i></p> <p><u>Reasonable Measure</u> Physical distancing of staff and young people/others</p> <p><i>Proposed Approach: In place in all settings.</i></p> <p><u>Reasonable Measure</u> Limit time spent and/or numbers in rooms before ventilation</p>	<p><i>Proposed Approach: Use of face coverings currently under review for education and related services engaging with young people.</i></p> <p><u>Reasonable Measure</u> Covid-passport/Covid-certificate or PCR testing, encourage LFD at home</p> <p><i>Proposed Approach: This would require a new process and an associated HR policy would be required</i></p>		



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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?
			<p><i>Proposed Approach:</i>  <b>Planned sessions only with known participants</b></p> <p><b>Reasonable Measure:</b>                      Effective comms and feedback on safety improvements</p> <p><i>Proposed Approach:</i>  <b>Strong, consistent signage together with offering users opportunity to provide verbal feedback on experience</b></p> <p><b>Reasonable Measure:</b>                      Remove unnecessary restrictions when it is safe, in order to promote adherence to necessary ones</p> <p><i>Proposed Approach:</i>  <b>Will remain under review</b></p> <p><b>Reasonable Measure:</b>                      Workforce planning and teams to maintain operational capacity</p>			

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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?
			<i>Proposed Approach: Briefing and supervision to support best capacity.</i>			

**Assessment Summary**

Venue Service(s)

The Hangar Youth and Community Centre Youth Service Control

Open Yes Elimination

Head of Service (Title): Chief Education Officer

Director

Richard Edmunds

Signed:

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Signed:

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Date:

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Date:

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

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	<p><i>Proposed Approach: Limited open access arrangements will enable accurate records of staff, contact details of young people and time and date in the building.</i></p> <p><u>Reasonable Measure</u> Close high risk environments in your work setting as much as possible, such as areas where social distancing cannot be maintained.</p> <p><i>Proposed Approach: The Hangar has sufficient space for social distancing and access and movement controls are in place.</i></p> <p><u>Reasonable Measure</u> Staff takes both vaccine doses as soon as recommended.</p> <p><i>Proposed Approach: As per broader Education guidance,</i></p>	<p><u>Reasonable Measure</u> Using other technologies to replace face-to-face interactions, for example using ‘click and collect’ technologies, remote working, phone/video consultations.</p> <p><i>Proposed Approach: Use of online delivery/engagement where possible/relevant</i></p> <p><u>Reasonable Measure</u> 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)</p>	<p>facilities and signage to encourage regular handwashing and sanitising</p> <p><i>Proposed Approach: In place</i></p> <p><u>Reasonable Measure</u> Increasing fresh-air ventilation in poorly ventilated spaces –</p> <p><i>Proposed Approach: All youth work spaces in premises subject to ventilation</i></p> <p><u>Reasonable Measure</u> Limiting or controlling movement of people, for example one way systems, or limiting number of people accessing confined areas such as lifts, toilet facilities, kitchens or meeting rooms at the same time.</p> <p><i>Proposed Approach: Setting allows for this. One way and staggered systems in place.</i></p>	<p>by, for example, encouraging home working where possible</p> <p><i>Proposed Approach: Staff are currently redistributed in this manner.</i></p> <p><u>Reasonable Measure</u> Staggering shifts</p> <p><i>Proposed Approach: Sessions are staggered so that none coincide.</i></p> <p><u>Reasonable Measure</u> Ensuring people are maintaining physical distance between them,</p> <p><i>Proposed Approach: Regularly monitored and in place.</i></p> <p><u>Reasonable Measure</u> The use of face-coverings and or face-shields in indoors areas for workers and members of the public – all above</p>		

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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?
	<p><i>educators can engage with young people if not vaccinated but this is not encouraged.</i></p>	<p><b><i>Proposed Approach: Cleaning and disinfecting carried out between different youth work sessions</i></b></p>	<p><u>Reasonable Measure</u> Provide clear signage (eg signs, floor tape or paint) for physical distancing, queuing systems, one way systems etc.</p> <p><b><i>Proposed Approach: In place at Setting</i></b></p> <p><u>Reasonable Measure</u> Encourage vaccination take up of your workforce</p> <p><b><i>Proposed Approach: Underway – also includes vaccination take-up encouragement (education sessions) by young people</i></b></p> <p><u>Reasonable Measure</u> Physical distancing of staff and young people/others</p> <p><b><i>Proposed Approach: In place in all settings.</i></b></p> <p><u>Reasonable Measure</u></p>	<p><b><i>Proposed Approach: Use of face coverings currently under review for education and related services engaging with young people.</i></b></p> <p><u>Reasonable Measure</u> Covid-passport/Covid-certificate or PCR testing, encourage LFD at home</p> <p><b><i>Proposed Approach: This would require a new process and an associated HR policy would be required</i></b></p>		

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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?
			<p>Limit time spent and/or numbers in rooms before ventilation</p> <p><i>Proposed Approach: Planned sessions only with known participants</i></p> <p>Reasonable Measure: Effective comms and feedback on safety improvements</p> <p><i>Proposed Approach: Strong, consistent signage together with offering users opportunity to provide verbal feedback on experience</i></p> <p>Reasonable Measure: Remove unnecessary restrictions when it is safe, in order to promote adherence to necessary ones</p> <p><i>Proposed Approach: Will remain under review</i></p> <p>Reasonable Measure:</p>			

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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?
			Workforce planning and teams to maintain operational capacity  <i>Proposed Approach: Briefing and supervision to support best capacity.</i>			

**Assessment Summary**

Venue Service(s) Crosskeys Youth Centre Youth Service Open Yes Control Elimination

Head of Service (Title): Chief Education Officer Director Richard Edmunds

Signed: \_\_\_\_\_

Signed: \_\_\_\_\_

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

APPENDIX 1

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



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	<p><i>Proposed Approach: Limited open access arrangements will enable accurate records of staff, contact details of young people and time and date in the building.</i></p> <p><u>Reasonable Measure</u> Close high risk environments in your work setting as much as possible, such as areas where social distancing cannot be maintained.</p> <p><i>Proposed Approach: The Hangar has sufficient space for social distancing and access and movement controls are in place.</i></p> <p><u>Reasonable Measure</u> Staff takes both vaccine doses as soon as recommended.</p> <p><i>Proposed Approach: As per broader Education guidance,</i></p>	<p><u>Reasonable Measure</u> Using other technologies to replace face-to-face interactions, for example using ‘click and collect’ technologies, remote working, phone/video consultations.</p> <p><i>Proposed Approach: Use of online delivery/engagement where possible/relevant</i></p> <p><u>Reasonable Measure</u> 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. <u>Cleaning, hygiene and handwashing to make your workplace COVID-secure (hse.gov.uk)</u></p>	<p>facilities and signage to encourage regular handwashing and sanitising</p> <p><i>Proposed Approach: In place</i></p> <p><u>Reasonable Measure</u> Increasing fresh-air ventilation in poorly ventilated spaces –</p> <p><i>Proposed Approach: All youth work spaces in premises subject to ventilation</i></p> <p><u>Reasonable Measure</u> Limiting or controlling movement of people, for example one way systems, or limiting number of people accessing confined areas such as lifts, toilet facilities, kitchens or meeting rooms at the same time.</p> <p><i>Proposed Approach: Setting allows for this. One way and staggered systems in place.</i></p>	<p>by, for example, encouraging home working where possible</p> <p><i>Proposed Approach: Staff are currently redistributed in this manner.</i></p> <p><u>Reasonable Measure</u> Staggering shifts</p> <p><i>Proposed Approach: Sessions are staggered so that none coincide.</i></p> <p><u>Reasonable Measure</u> Ensuring people are maintaining physical distance between them,</p> <p><i>Proposed Approach: Regularly monitored and in place.</i></p> <p><u>Reasonable Measure</u> The use of face-coverings and or face-shields in indoors areas for workers and members of the public – all above</p>		

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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?
	<p><i>educators can engage with young people if not vaccinated but this is not encouraged.</i></p>	<p><b><i>Proposed Approach: Cleaning and disinfecting carried out between different youth work sessions</i></b></p>	<p><u>Reasonable Measure</u> Provide clear signage (eg signs, floor tape or paint) for physical distancing, queuing systems, one way systems etc.</p> <p><b><i>Proposed Approach: In place at Setting</i></b></p> <p><u>Reasonable Measure</u> Encourage vaccination take up of your workforce</p> <p><b><i>Proposed Approach: Underway – also includes vaccination take-up encouragement (education sessions) by young people</i></b></p> <p><u>Reasonable Measure</u> Physical distancing of staff and young people/others</p> <p><b><i>Proposed Approach: In place in all settings.</i></b></p> <p><u>Reasonable Measure</u></p>	<p><b><i>Proposed Approach: Use of face coverings currently under review for education and related services engaging with young people.</i></b></p> <p><u>Reasonable Measure</u> Covid-passport/Covid-certificate or PCR testing, encourage LFD at home</p> <p><b><i>Proposed Approach: This would require a new process and an associated HR policy would be required</i></b></p>		

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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?
			<p>Limit time spent and/or numbers in rooms before ventilation  <b><i>Proposed Approach:</i></b>  <b><i>Planned sessions only with known participants</i></b></p> <p><b>Reasonable Measure:</b>            Effective comms and feedback on safety improvements</p> <p><b><i>Proposed Approach:</i></b>  <b><i>Strong, consistent signage together with offering users opportunity to provide verbal feedback on experience</i></b></p> <p><b>Reasonable Measure:</b>            Remove unnecessary restrictions when it is safe, in order to promote adherence to necessary ones</p> <p><b><i>Proposed Approach:</i></b>  <b><i>Will remain under review</i></b></p> <p><b>Reasonable Measure:</b>            Workforce planning and teams to maintain operational capacity</p>			

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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?
			<p><i>Proposed Approach: Briefing and supervision to support best capacity.</i></p>			

**Assessment Summary**

Venue Service(s) Crumlin Community Education/Youth Centre Youth Service Control Open Yes Elimination

Head of Service (Title): Chief Education Officer Director Richard Edmunds

Signed: \_\_\_\_\_

Signed: \_\_\_\_\_

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

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

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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?
	<p><i>Proposed Approach: Limited open access arrangements will enable accurate records of staff, contact details of young people and time and date in the building.</i></p> <p><u>Reasonable Measure</u> Close high risk environments in your work setting as much as possible, such as areas where social distancing cannot be maintained.</p> <p><i>Proposed Approach: The Hangar has sufficient space for social distancing and access and movement controls are in place.</i></p> <p><u>Reasonable Measure</u> Staff takes both vaccine doses as soon as recommended.</p> <p><i>Proposed Approach: As per broader Education guidance,</i></p>	<p><u>Reasonable Measure</u> Using other technologies to replace face-to-face interactions, for example using ‘click and collect’ technologies, remote working, phone/video consultations.</p> <p><i>Proposed Approach: Use of online delivery/engagement where possible/relevant</i></p> <p><u>Reasonable Measure</u> 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. <u>Cleaning, hygiene and handwashing to make your workplace COVID-secure (hse.gov.uk)</u></p>	<p>facilities and signage to encourage regular handwashing and sanitising</p> <p><i>Proposed Approach: In place</i></p> <p><u>Reasonable Measure</u> Increasing fresh-air ventilation in poorly ventilated spaces –</p> <p><i>Proposed Approach: All youth work spaces in premises subject to ventilation</i></p> <p><u>Reasonable Measure</u> Limiting or controlling movement of people, for example one way systems, or limiting number of people accessing confined areas such as lifts, toilet facilities, kitchens or meeting rooms at the same time.</p> <p><i>Proposed Approach: Setting allows for this. One way and staggered systems in place.</i></p>	<p>by, for example, encouraging home working where possible</p> <p><i>Proposed Approach: Staff are currently redistributed in this manner.</i></p> <p><u>Reasonable Measure</u> Staggering shifts</p> <p><i>Proposed Approach: Sessions are staggered so that none coincide.</i></p> <p><u>Reasonable Measure</u> Ensuring people are maintaining physical distance between them,</p> <p><i>Proposed Approach: Regularly monitored and in place.</i></p> <p><u>Reasonable Measure</u> The use of face-coverings and or face-shields in indoors areas for workers and members of the public – all above</p>		

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

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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?
			<p><i>Proposed Approach:</i>  <b>Planned sessions only with known participants</b></p> <p><b>Reasonable Measure:</b>            Effective comms and feedback on safety improvements</p> <p><i>Proposed Approach:</i>  <b>Strong, consistent signage together with offering users opportunity to provide verbal feedback on experience</b></p> <p><b>Reasonable Measure:</b>            Remove unnecessary restrictions when it is safe, in order to promote adherence to necessary ones</p> <p><i>Proposed Approach:</i>  <b>Will remain under review</b></p> <p><b>Reasonable Measure:</b>            Workforce planning and teams to maintain operational capacity</p>			



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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?
			<i>Proposed Approach: Briefing and supervision to support best capacity.</i>			

**Assessment Summary**

Venue Service(s) Blackwood Youth Centre/Comprehensive school Youth Service Control Elimination Open Yes

Head of Service (Title): Chief Education Officer Director Richard Edmunds

Signed: \_\_\_\_\_

Signed: \_\_\_\_\_

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

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

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

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	<p><i>not vaccinated but this is not encouraged.</i></p>	<p><i>Proposed Approach: Cleaning and disinfecting carried out between different youth work sessions</i></p>	<p><u>Reasonable Measure</u> Provide clear signage (eg signs, floor tape or paint) for physical distancing, queuing systems, one way systems etc.</p> <p><i>Proposed Approach: In place at Setting</i></p> <p><u>Reasonable Measure</u> Encourage vaccination take up of your workforce</p> <p><i>Proposed Approach: Underway – also includes vaccination take-up encouragement (education sessions) by young people</i></p> <p><u>Reasonable Measure</u> Physical distancing of staff and young people/others</p> <p><i>Proposed Approach: In place in all settings.</i></p> <p><u>Reasonable Measure</u></p>	<p><i>Proposed Approach: Use of face coverings currently under review for education and related services engaging with young people.</i></p> <p><u>Reasonable Measure</u> Covid-passport/Covid-certificate or PCR testing, encourage LFD at home</p> <p><i>Proposed Approach: This would require a new process and an associated HR policy would be required</i></p>		

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			<p>Limit time spent and/or numbers in rooms before ventilation</p> <p><i>Proposed Approach: Planned sessions only with known participants</i></p> <p>Reasonable Measure: Effective comms and feedback on safety improvements</p> <p><i>Proposed Approach: Strong, consistent signage together with offering users opportunity to provide verbal feedback on experience</i></p> <p>Reasonable Measure: Remove unnecessary restrictions when it is safe, in order to promote adherence to necessary ones</p> <p><i>Proposed Approach: Will remain under review</i></p> <p>Reasonable Measure:</p>			

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			<p>Workforce planning and teams to maintain operational capacity</p> <p><i>Proposed Approach: Briefing and supervision to support best capacity.</i></p>			

**Assessment Summary**

Venue Service(s)

Risca Youth Centre Youth Service

Open Yes Control

Elimination

Head of Service (Title): Chief Education Officer

Director

Richard Edmunds

Signed:

\_\_\_\_\_

Signed:

\_\_\_\_\_

Date:

\_\_\_\_/\_\_\_\_/\_\_\_\_

Date:

\_\_\_\_/\_\_\_\_/\_\_\_\_

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

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	<p><i>Proposed Approach: Limited open access arrangements will enable accurate records of staff, contact details of young people and time and date in the building.</i></p> <p><u>Reasonable Measure</u> Close high risk environments in your work setting as much as possible, such as areas where social distancing cannot be maintained.</p> <p><i>Proposed Approach: The Hangar has sufficient space for social distancing and access and movement controls are in place.</i></p> <p><u>Reasonable Measure</u> Staff takes both vaccine doses as soon as recommended.</p> <p><i>Proposed Approach: As per broader Education guidance, educators can engage with young people if</i></p>	<p><u>Reasonable Measure</u> Using other technologies to replace face-to-face interactions, for example using ‘click and collect’ technologies, remote working, phone/video consultations.</p> <p><i>Proposed Approach: Use of online delivery/engagement where possible/relevant</i></p> <p><u>Reasonable Measure</u> 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. <u>Cleaning, hygiene and handwashing to make your workplace COVID-secure (hse.gov.uk)</u></p>	<p>facilities and signage to encourage regular handwashing and sanitising</p> <p><i>Proposed Approach: In place</i></p> <p><u>Reasonable Measure</u> Increasing fresh-air ventilation in poorly ventilated spaces –</p> <p><i>Proposed Approach: All youth work spaces in premises subject to ventilation</i></p> <p><u>Reasonable Measure</u> Limiting or controlling movement of people, for example one way systems, or limiting number of people accessing confined areas such as lifts, toilet facilities, kitchens or meeting rooms at the same time.</p> <p><i>Proposed Approach: Setting allows for this. One way and staggered systems in place.</i></p>	<p>by, for example, encouraging home working where possible</p> <p><i>Proposed Approach: Staff are currently redistributed in this manner.</i></p> <p><u>Reasonable Measure</u> Staggering shifts</p> <p><i>Proposed Approach: Sessions are staggered so that none coincide.</i></p> <p><u>Reasonable Measure</u> Ensuring people are maintaining physical distance between them,</p> <p><i>Proposed Approach: Regularly monitored and in place.</i></p> <p><u>Reasonable Measure</u> The use of face-coverings and or face-shields in indoors areas for workers and members of the public – all above</p>		



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	<p><i>not vaccinated but this is not encouraged.</i></p>	<p><i>Proposed Approach: Cleaning and disinfecting carried out between different youth work sessions</i></p>	<p><u>Reasonable Measure</u> Provide clear signage (eg signs, floor tape or paint) for physical distancing, queuing systems, one way systems etc.</p> <p><i>Proposed Approach: In place at Setting</i></p> <p><u>Reasonable Measure</u> Encourage vaccination take up of your workforce</p> <p><i>Proposed Approach: Underway – also includes vaccination take-up encouragement (education sessions) by young people</i></p> <p><u>Reasonable Measure</u> Physical distancing of staff and young people/others</p> <p><i>Proposed Approach: In place in all settings.</i></p> <p><u>Reasonable Measure</u></p>	<p><i>Proposed Approach: Use of face coverings currently under review for education and related services engaging with young people.</i></p> <p><u>Reasonable Measure</u> Covid-passport/Covid-certificate or PCR testing, encourage LFD at home</p> <p><i>Proposed Approach: This would require a new process and an associated HR policy would be required</i></p>		

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			<p>Limit time spent and/or numbers in rooms before ventilation  <i>Proposed Approach: Planned sessions only with known participants</i></p> <p>Reasonable Measure: Effective comms and feedback on safety improvements</p> <p><i>Proposed Approach: Strong, consistent signage together with offering users opportunity to provide verbal feedback on experience</i></p> <p>Reasonable Measure: Remove unnecessary restrictions when it is safe, in order to promote adherence to necessary ones</p> <p><i>Proposed Approach: Will remain under review</i></p> <p>Reasonable Measure: Workforce planning and teams to maintain operational capacity</p>			

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			<i>Proposed Approach: Briefing and supervision to support best capacity.</i>			

**Assessment Summary**

Venue The Basement Drop In Centre/Blackwood Library Open Yes  
 Service(s) Youth Service Control Elimination

Head of Service (Title): Chief Education Officer Director Richard Edmunds

Signed: \_\_\_\_\_

Signed: \_\_\_\_\_

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

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

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	<p><i>prearranged appointments per day. Covid questions and advice given to customers.</i></p> <p><u>Reasonable Measure</u> Ensuring that accurate records are kept of which employees (and, where applicable, customers / visitors / clients) have been present so that they can be contact traced if necessary</p> <p><i>Proposed Approach: Access by appointment only will enable accurate records of staff, contact details of customers and time and date in the building.</i></p> <p><u>Reasonable Measure</u> Close high risk environments in your work setting as much as possible, such as areas where social distancing cannot be maintained.</p>	<p><i>manage numbers as appropriate.</i></p> <p><u>Reasonable Measure</u> Moving to working outdoors to reduce how much the virus can spread through surface contamination and aerosol transmission.</p> <p><i>Proposed Approach: Appointments will only be offered where alternative arrangements have been considered and are not appropriate.</i></p> <p><u>Reasonable Measure</u> Using other technologies to replace face-to-face interactions, for example using ‘click and collect’ technologies, remote working, phone/video consultations.</p> <p><i>Proposed Approach: Yes, continue to provide majority of services remotely.</i></p>	<p><i>Minimise shared equipment - Staff use own keyboard and mouse at shared desk spaces.</i></p> <p><u>Reasonable Measure</u> Using no-touch (contactless) technologies. Providing additional hand wash stations –</p> <p><i>Proposed Approach: Hand sanitising stations are available in all office spaces and public areas</i></p> <p><u>Reasonable Measure</u> Regular handwashing and sanitising, including providing facilities and signage to encourage regular handwashing and sanitising</p> <p><i>Proposed Approach: In place</i></p>	<p><u>Reasonable Measure</u> Avoiding sharing of equipment such as ‘hot-desking’</p> <p><i>Proposed Approach: Manageable if appointment only and office rotas in place.</i></p> <p><u>Reasonable Measure</u> Reducing how many people are working in a particular location by, for example, encouraging home working where possible</p> <p><i>Proposed Approach: Staff numbers can be reduced through introduction of appointments only and office rotas.</i></p> <p><u>Reasonable Measure</u> Staggering shifts</p> <p><i>Proposed Approach: Limited flexible working hours available, office rotas and appointments only.</i></p>		<p>consider the opportunities available to provide appointments for customers at Housing surgeries in alternative Covid compliant venues that open to the public e.g. libraries</p> <p>Caveats: Propose these arrangements continue until such time as Government guidance may change and restrictions may be reviewed/reinstated</p>

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	<p><i>Proposed Approach: The Business and Technology Centre provides sufficient space for social distancing and access and movement controls to be in place.</i></p> <p><u>Reasonable Measure</u> Staff takes both vaccine doses as soon as recommended.</p> <p><i>Proposed Approach: Staff be encouraged to take up vaccination opportunities. Encourage lateral flow testing at home. Covid-passport/Covid-certificate or PCR testing would require a new process and an associated HR policy would be required</i></p>	<p><i>Appointments only offered after reasoned consideration of alternative options, and for those elements of the service that cannot be completed remotely</i></p> <p><u>Reasonable Measure</u> 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)</p> <p><i>Proposed Approach: Appointments only in Covid secure meeting spaces. Partitions installed in interview rooms. Workstations are cleaned and</i></p>	<p><u>Reasonable Measure</u> Increasing fresh-air ventilation in poorly ventilated spaces –</p> <p><i>Proposed Approach: Windows to be kept open whenever possible/practicable. Where limited, opportunities will be maximised. Time spacing in small appointment meeting rooms to allow for ventilation between appointments. Doors kept open where practicable.</i></p> <p><u>Reasonable Measure</u> Limiting or controlling movement of people, for example one way systems, or limiting number of people accessing confined areas such as lifts, toilet facilities, kitchens or meeting rooms at the same time.</p> <p><i>Proposed Approach: Setting allows for this. One way system</i></p>	<p><u>Reasonable Measure</u> Ensuring people are maintaining physical distance between them,</p> <p><i>Proposed Approach: Appointments only, in meeting rooms that allow social distancing or have partitions installed, use of office rotas and amendments to office layouts to facilitate social distancing. One way systems. All staff attending the offices are aware of the need to maintain an appropriate level of social distancing.</i></p> <p><u>Reasonable Measure</u> The use of face-coverings and or face-shields in indoors areas for workers and members of the public – all above</p> <p><i>Proposed Approach: Use of face coverings in public areas and requested when moving around the</i></p>		

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		<p><i>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.</i></p>	<p><i>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.</i></p> <p><u>Reasonable Measure</u> Provide clear signage (e.g. signs, floor tape or paint) for physical distancing, queuing systems, one way systems etc.</p> <p><i>Proposed Approach: Clear signage and one-way systems in place. Provide signage at entrances advising attendance is by appointment only.</i></p>	<p><i>building. All staff have access to PPE which is utilised as and when necessary.</i></p> <p><u>Reasonable Measure</u> Covid-passport/Covid-certificate or PCR testing, encourage LFD at home <i>Proposed Approach: This would require a new process and an associated HR policy would be required</i></p>		

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			<p><u>Reasonable Measure</u> Encourage vaccination take up of your workforce</p> <p><i>Proposed Approach: Underway</i></p> <p><u>Reasonable Measure</u> Physical distancing of staff and customers / children</p> <p><i>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.</i></p> <p><u>Reasonable Measure</u> Limit time spent and/or numbers in rooms before ventilation</p>			



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			<p><i>Proposed Approach: Controlled by appointment diary.</i></p> <p>Reasonable Measure: Effective comms and feedback on safety improvements</p> <p><i>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.</i></p> <p>Reasonable Measure: Remove unnecessary restrictions when it is safe, in order to promote adherence to necessary ones</p> <p><i>Proposed Approach: Will remain subject to review. Operational guidance for staff is</i></p>			

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			<p><i>continually kept under review to take account of changing WG guidance</i></p> <p>Reasonable Measure: Workforce planning and teams to maintain operational capacity</p> <p><i>Proposed Approach: Appointments will only assist. Essential frontline service delivery has been successfully maintained throughout the entire pandemic.</i></p>			