



NOTICE OF A MEETING OF THE PARISH COUNCIL

PUBLIC AND PRESS ARE WELCOME

A meeting of **Youth Services Committee** is to be held on **Thursday 22nd October 2020 at 7.00pm**. The meeting will be held via the Zoom platform.

Join Zoom Meeting

[https://us02web.zoom.us/j/83270024198?pwd=TzNQVFREVlpCN0xTQmZYcHhhZU
psdz09](https://us02web.zoom.us/j/83270024198?pwd=TzNQVFREVlpCN0xTQmZYcHhhZUpsdz09)

Meeting ID: 832 7002 4198

Passcode: 781710

One tap mobile

+442034815237,,83270024198#,,,,,0#,,781710# United Kingdom

+442034815240,,83270024198#,,,,,0#,,781710# United Kingdom

Dial by your location

+44 203 481 5237 United Kingdom

+44 203 481 5240 United Kingdom

+44 203 901 7895 United Kingdom

+44 131 460 1196 United Kingdom

+44 203 051 2874 United Kingdom

Meeting ID: 832 7002 4198

Passcode: 781710

Members of the public and press are welcome to attend. Please be aware that filming and other recording may take place at the meeting.

A handwritten signature in black ink, appearing to be 'A Durn'.

A Durn
Parish Clerk

16th October 2020

A G E N D A

1. To receive apologies for absence
2. To receive any Declarations of Interest and any requests for Dispensation
3. To approve the Minutes of the Youth Services Committee Extra Ordinary meeting on 28th September 2020
4. To receive the Chair's report
5. To receive submissions from the public
6. To receive a presentation from Swift Sports Coaching
7. To discuss options for future youth service provision as part of the business

planning and budget preparation for 2021/22 to 2024/25 and agree actions

8. To approve the risk assessments for the use of the Council's community buildings for youth services

9. **EXEMPT ITEMS:** Prior to consideration of the following agenda items, councillors are invited to pass the following resolution:

Pursuant to the provisions of the Public Bodies (admissions to Meetings) Act 1960 (as extended by S100 of the Local Government Act 1972), the Press and Public be excluded from the meeting for the following items of business on the grounds that its consideration would involve the disclosure of exempt information

10. To discuss the variance to the Youth Services contract and agree actions
11. To review the planning conditions for the Pavilion and licences for youth organisations and agree actions

FRAMPTON COTTERELL PARISH COUNCIL

MINUTES OF A REMOTE EXTRA ORDINARY MEETING OF YOUTH SERVICES COMMITTEE HELD 28TH SEPTEMBER 2020 AT 7.45pm

PRESENT: Cllrs T Clark (Chair), D Hockey, D Goodwin, P Crocker

APOLOGIES: None received

IN ATTENDANCE: FACE representative D Young, plus A Durn (Parish Clerk)

YS.20.9 To receive apologies for absence

No apologies were received.

YS.20.10 To receive any Declarations of Interest and Dispensations under the Localism Act 2011

None received.

YS.20.11 To approve the Minutes of the Youth Services Committee meeting held on 19th June 2020

It was RESOLVED to approve the Minutes of the Youth Services Committee meeting held on 19th June 2020 as a true and accurate record.

YS.20.12 To receive the Chairman's report

The Chairman welcomed Cllr P Crocker who was voted on to the Youth Services Committee at the Full Council meeting on 24th September 2020.

The Chairman welcomed D Young, the representative from FACE, the Council's Youth Services provider.

The Chairman reported on the possible S106 contributions attached to the planning application P20/091430/O related to the provision of facilities for young people if the planning application was approved.

YS.20.13 To receive submissions from members of the public

None received.

YS.20.14 To discuss the report received from FACE Youth Services provider and agree actions

D Young referred to her report that had been previously circulated. She explained that over the lockdown and summer period there had been a focus on developing relationships with young people and discussions held on COVID-19, school, their place in the community, how they felt, moving into Autumn/Winter, and what they wanted from youth services, for example, clubs, cafes, activities. Relationships had also been developed and are being developed with other organisations, for example, schools.

There was a discussion on options for the future youth provision including after school and evening clubs for different ages, trips, taking part in National Youth Week, projects proposed by young people to the Council, as well as outreach work, working with other councils, groups, and schools, advantages of continuity of service, and the implications of COVID-19.

The Committee thanked FACE and said they were very pleased with the report and were fully behind what FACE is trying to achieve. They also thanked FACE for their time and work done over the last six months especially with all the uncertainty caused by the pandemic.

YS.20.15 EXEMPT ITEMS: Prior to consideration of the following agenda items, councillors are invited to pass the following resolution:

Pursuant to the provisions of the Public Bodies (admissions to Meetings) Act 1960 (as extended by S100 of the Local Government Act 1972, the Press and Public be excluded from the meeting for the

following items of business on the grounds that its consideration would involve the disclosure of exempt information.

It was RESOLVED to agree to exclude the public and the Press.

The representative from FACE left the meeting.

YS.20.16

To discuss the Youth Services contract and agree actions

The Committee discussed the S106 Agreement for Blackberry Park and its progress on the youth facilities condition including the addition of a teen shelter on the new development made in response to a direct request from FCPC.

Cllr Clark agreed to chase this up.

There was a query on the status of the Urbie Bus.

There was a detailed discussion on the contract, budget, wider partnership working and service provision, and the proposals in the FACE reports.

It was RESOLVED:

- To check with Yate Town Council on the availability of the Urbie Bus, and with Youth in Sodbury on their availability in 2020/21 and joint working with FACE
- To agree to the proposals for youth service provision for 1st October to 31st March 2021 for outreach work plus indoor youth work for different age groups at suitable venues subject to risk assessments and COVID-19 restrictions.
- To agree cost of £8675 for the contract from 1st October 2020 to 31st March 2021 payable quarterly in advance from the Youth Services budget
- To agree a budget of £1000 from the Youth Services budget for young people to put forward bids for projects for the Youth Services Committee to consider for award.

The meeting closed at 9.14pm

COVID-19 Risk Assessment for The Brockeridge Centre, Woodend Road, October 2020

This COVID-19 Risk Assessment should be observed as part of the **'Special Conditions of Hire'**.

A key part of the risk assessment is to identify "pinch points" where people cannot maintain social distancing of 2 metres. Transient passing at a closer distance is less of a risk than remaining in a more confined space so, for example, a narrow corridor is less of a risk a toilet area with limited circulation space between cubicles, basins and door, where people remain for longer. For areas which present a problem people may need to be asked to arrange a waiting system or adjust signage e.g. engaged/vacant.

Important Notes:

1. The COVID-19 Risk Assessment may need to be updated in the light of any new government advice that may be forthcoming.
2. This document should be read in conjunction with relevant legislation and guidance issued by government and local authorities. (Links to some key documents are provided in the reference section)
3. This document is not intended to be comprehensive and FCPC cannot be held responsible for any errors or omissions, factual or otherwise, arising from reliance on it. It is not a substitute for independent professional and/or legal advice.

The potential mitigations are in three categories colour coded as follows:

Red – **Actions based on Government advice (i.e. should be considered mandatory)**

Orange – **Actions that are strongly recommended**

Green – **Actions that you might like to consider**

Area or People at Risk	Risk identified	Actions to take to mitigate risk	Notes.
<p>Staff, contractors Hirers and volunteers – Identify what work activity or situations might cause transmission of the virus and likelihood staff could be exposed.</p>	<p>Cleaning surfaces infected by people carrying the virus. Disposing of rubbish containing tissues and cleaning cloths. Deep cleaning premises if someone falls ill with CV-19 on the premises. Occasional Maintenance workers.</p>	<p>Stay at home guidance if unwell.</p> <p>All Centre users provided with hand sanitizer and cleaning products. Contractors provide their own.</p> <p>All centre users advised to wash outer clothes after cleaning duties.</p> <p>Staff given PHE guidance and PPE for use in the event deep cleaning is required.</p>	<p>Centre users may need guidance as to cleaning. For example, cloths should be used on light switches and electrical appliances rather than spray disinfectants, rubberised and glued surfaces can become damaged by use of spray disinfectant too frequently.</p>
<p>Staff, contractors, Hirers and volunteers– think about who could be at risk and likelihood staff/volunteers could be exposed.</p>	<p>Centre users who are either extremely vulnerable or over 70.</p> <p>Staff, contractors or hirers carrying out cleaning, caretaking or some internal maintenance tasks could be exposed if a person carrying the virus has entered the premises or falls ill.</p> <p>Mental stress from handling the new situation.</p>	<p>Users of the Centre in the vulnerable category are advised not to attend the building for the time being. Users of the Centre must provide track and trace details.</p> <p>Discuss situation with staff, contractors/hirers to identify whether provision of protective clothing and cleaning surfaces before they work is sufficient to mitigate their risks, or whether they should cease such work for the time being. Provide screen for any reception office.</p> <p>Talk with Council staff, and Centre users regularly to see if arrangements are working.</p>	<p>Centre users will need to be warned immediately if someone is tested positive for COVID-19 who has been on the premises.</p> <p>Users must provide track and trace details either by scanning the QR code or on paper.</p> <p>Details of a person's medical condition must be kept confidential, unless the effected person agrees it can be shared.</p> <p>It is important people know they can raise concerns.</p>

<p>Car Park/paths/ patio/exterior areas</p>	<p>Social distancing is not observed as people congregate before entering premises. Parking area is too congested to allow social distancing. People drop tissues.</p>	<p>Mark out 2metre waiting area outside all potential entrances with tape to encourage care when queueing to enter. Cleaner asked to check area outside doors for rubbish which might be contaminated, e.g. tissues. Wear plastic gloves and remove.</p>	<p>Transitory lapses in social distancing in outside areas are less risky, the main risk is likely to be where people congregate or for vulnerable people.</p> <p>Ordinary litter collection arrangements can remain in place. Provide plastic gloves. Banner advising 2 metre distance erected in car park.</p>
<p>Entrance hall/lobby/corridors</p>	<p>Possible “pinch points” and busy areas where risk is social distancing is not observed in a confined area. Door handles, light switches in frequent use.</p>	<p>Identify “pinch points” and busy areas. Consider marking out 2 metre spacing in entrance area. Create one-way system and provide signage. Door handles and light switches to be cleaned regularly. Hand sanitiser to be provided by hall</p>	<p>One-way system introduced and used for all groups. Only one person to be in entrance lobby at a time. Stagger booking times of hirers. Hand sanitiser and cleaning products to be checked daily. Direction for room hired posted on entrance door. Provide bins in each meeting room. Empty regularly.</p>
<p>Café area</p>	<p>Door handles, light switches, window catches, tables, chair backs and arms.</p>	<p>Door handles, light switches, window catches, tables, chairs, and other equipment used to be cleaned by hirers</p>	<p>Cleaning products provided for cleaning of the room by hirer at the end of a session. Each day the building will be cleaned by FCPC staff.</p>

	<p>Soft furnishings which cannot be readily cleaned between use.</p> <p>Projection Screen. Window curtains or blinds</p> <p>Commemorative photos, displays.</p> <p>Social distancing to be observed</p>	<p>before use or by hall cleaning staff.</p> <p>Social distancing guidance to be observed by hirers in arranging their activities.</p> <p>Hirers to be encouraged to wash hands regularly.</p>	<p>Chairs with soft fabric removed from use</p> <p>Blinds opened by using plastic cords.</p> <p>Provide hand sanitiser.</p> <p>Users of the Café exit by the café fire door.</p>
Upholstered seating	<p>Virus may remain on fabric. Cannot readily be cleaned between use. Frequent cleaning would damage fabric. Metal parts can be cleaned and are more likely to be touched when moving them, i.e. more frequently.</p>	<p>All upholstered chairs removed.</p>	<p>Upholstered chairs stored in areas not accessible to public.</p>

<p>Small meeting room and Youth Room</p>	<p>Social distancing more difficult in smaller areas Door and window handles. Light switches Tables, chair backs and arms. Copier, laminator, shredder. Floors with carpet tiles less easily cleaned.</p>	<p>Recommend hirers hire larger meeting spaces and avoid use of small rooms, other than as offices. Surfaces and equipment to be cleaned by hirers before use or by hall cleaner. Wipe shared copier etc.</p>	<p>It room closed as 2 metre distancing impossible. Youth Room and Café used together as one space when possible overflow for activities when more attend than expected. Cleaning products will be provided for all Centre users</p>
<p>Office</p>	<p>Social distancing more difficult in smaller areas Door and window handles Light switches Tables, chair backs and arms. Copier, laminator, shredder. Floors with carpet tiles less easily cleaned.</p>	<p>Recommend no more than 2 staff in the main office at one time and 1 member of staff in the reception area. Surfaces and equipment to be cleaned by each day. Perspex screen between the top of reception door and public.</p>	<p>Only two members of staff can be in the office at one time and will use the door in that office to exit and not exit through the reception door, which will be used by the member of staff in the reception office. If a third member of staff needs to attend the office, they will work in an unused room with a laptop. Each office will have cleaning products provided. Perspex screen to be installed for reception.</p>

Kitchen	Social distancing more difficult Door and window handles Light switches Working surfaces, sinks Cupboard/drawer handles. Fridge/freezer Crockery/cutlery Kettle/hot water boiler	Hirers are asked to control numbers using kitchen to ensure social distancing, especially for those over 70. Hirers to clean all areas likely to be used before use, wash, dry and stow crockery and cutlery after use.	Visitors to the centre will not use the kitchen, unless given permission by staff e.g. youth group leaders. Staff will socially distance and clean areas used. Cleaning products supplied.
---------	--	--	--

	Cooker/Microwave	Consider encouraging hirers to bring their own Food and Drink for the time being.	Hirers will be told they can bring their own refreshments and food for own consumption. Wrappers must be disposed of in litter bags.
Store cupboards (cleaner etc)	Social distancing not possible Door handles, light switch	Public access unlikely to be required. Cleaner to decide frequency of cleaning.	
Storage Rooms (furniture/equipment)	Social distancing more difficult Door handles in use. Equipment needing to be moved not normally in use	FCPC cleaner cleans equipment required before use. Hirers requirement of equipment must be arranged on booking.	FCPC staff to organise layout of equipment. Hirer to clean equipment at end of use. FCPC staff to store equipment.
Indoor Toilets	Social distancing difficult. Surfaces in frequent use = door handles, light switches, basins, toilet handles, seats etc. Baby changing and vanity surfaces, mirrors.	Hirer to control numbers accessing toilets at one time, with attention to more vulnerable users. Hirer to clean all surfaces etc before public arrive unless staff have precleaned out of hours. Signage and posters to encourage 20 second hand washing.	Ensure soap, paper towels and toilet paper are regularly replenished. Staff to regularly check for restocking. Staff will use the lady's toilet. Disabled people and female visitors will use the disabled toilet, male toilets remain the same.

Boiler Room

Door handle, light switch
Social distancing not possible

**Public access unlikely.
Cleaner to decide frequency of cleaning.**

<p>Cleanliness of hall and equipment, especially after other hires</p>	<p>Other hirers or hall cleaner have not cleaned hall or equipment used to standard required. Our group leaves hall or equipment without cleaning.</p>	<p>FCPC staff to check all rooms are cleaned and to make sure regularly used surfaces are cleaned before and after hire e.g. tables, sinks, door, and toilet handles.</p>	<p>FCPC will provide cleaning sprays and disposable clothes for all users. Cleaning check sheet to be completed. FCPC cleaner will clean once a day and record on check sheet.</p>
<p>Managing Social distancing and especially people attending who may be vulnerable</p>	<p>People do not maintain 2 m social distancing</p>	<p>Advise group they must comply with social distancing as far as possible and use one-way system.</p>	<p>One-way system will be implemented for groups. Main entrance in only. Hirer of rooms will use Fire exits when leaving Centre. When one-way system is not used, social distancing will be followed.</p>
<p>Respiratory hygiene</p>	<p>Transmission to other members of group</p>	<p>Catch It, Bin It, Kill It. Encourage group to avoid touching mouth, eyes, and nose. Provide tissues ask all to dispose into a bin or disposable rubbish bag, then wash or sanitise hands.</p>	<p>Hirers must wear face coverings once inside the building. User to empty any bins used into external bin at end of hire.</p>
<p>Hand cleanliness</p>	<p>Transmission to other members of group and premises</p>	<p>Advise group to use sanitiser on entering and exiting the hall, to wash hands regularly using soap and paper towels</p>	<p>Hand sanitiser in entrance lobby and at all exit points.</p>
<p>Someone falls ill with COVID-19 symptoms</p>	<p>Transmission to other members of group and premises</p>	<p>Follow hall instructions. Move person to safe area, obtain contacts, inform cleaner.</p>	<p>Notify all users from track and trace list. Seat infected person in vacant room Notify cleaner.</p>

<p>Playground, Play equipment and Outdoor gym equipment</p>	<p>Covid-19 Risk Assessment required if re-opened. People at risk: clinically vulnerable children or adults, older relatives.</p>	<p>Sun and rain reduce the risk by reducing the period over which the virus remains active.</p>	<p>Advisory notices clearly displayed.</p>
---	---	--	--

Control of infectious diseases (COVID19) RISK ASSESSMENT & POLICY

Updated 13.10.20

Purpose

The purpose of this risk assessment is to help identify risks and record instances which are believed to relate to the control of infectious diseases and predominately the recent pandemic COVID19.

COVID19 is a new illness that can affect your lungs and airways. It is caused by a virus called Coronavirus.

Symptoms can be mild, moderate, severe or fatal.

FACE is following the latest guidance as set out by the government, Public Health England, National Youth Agency, and South Glos / Bristol City Councils since the coronavirus bill (26th March 2020).

FACE will follow updates announced by the government and National Youth Agency at each review stage of the coronavirus bill 2020, and adjust services accordingly to meet the guidance and ensure the highest possible level of safety for Staff, service users and community groups which use our premises.

Critical services

Some of the services provided by FACE are allowed to continue under government guidance as they are deemed critical or essential services. These include but are not limited to providing:

- *emergency food parcels or food bank services to individuals and families adversely affected by the coronavirus pandemic or food poverty.*
- *a helpline for shielding people for support and signposting.*
- *coordinated volunteer response supporting shielding people with shopping, prescription collections, etc.*
- *activities / well-being boxes posted to shielding people, FACE, and Bristol Autism Project members.*
- *one to one socially-distanced mentoring and support to most 'at risk' FACE members.*
- *telephone and online support services to FACE members.*
- *telephone and online support services to Bristol Autism Project members.*
- *outdoor small group socially-distanced support for members in-line with PHE guidance.*
- *indoor small group socially-distanced activities for members in-line with PHE guidance and venue being 'Covid-secure'.*

FACE accepts that these services are essential for the wellbeing of their members and the local community residents but acknowledges the risks involved during a pandemic and government advised restrictions. This policy aims to understand those risks and mitigate them where possible.

Where any 'face to face' or building-based activities take place, this policy and risk assessment should be followed.

Social distancing

FACE will maintain social distancing of 2m (or 1m+ together with masks/face coverings) for all staff and members (household groups / bubbles excluded).

The 'catch it, bin it, kill it' message will be displayed for all staff and members if they sneeze/cough.

Frequent hand washing with soap will be maintained, along with the use of sanitisers where hand washing is not possible.

Surfaces and touch-points will be wiped frequently with disinfectant wipes/spray & disposable cloths.

Used wipes, cloths, and tissues should be disposed of as soon as possible.

Activity plans will be mindful of the need for resources not to be shared between members/household groups and for any FACE resources used to be wiped with disinfectant wipes before passed to another person or put away; preferably 'quarantined' for at least 72 hours before use again.

Recording and Reporting

FACE will ask all staff, and display posters for visitors / members asking all, that if they test positive for COVID19 and have attended our premises or outdoor activities within 14 days then to please notify us so that we may properly report the incident and aid with contact tracing.

FACE will keep a log of all people entering the premises for a minimum of 21 days and share this information with PHE Tracing where necessary.

FACE will ask any external groups using the FACE premises to keep a participant log for a minimum of 21 days and share this information with PHE Tracing where necessary.

An NHS QR code has been printed and added to the front door. All visitors will be encouraged to scan the QR code on entry.

Staff using other covid-secure venues will also be encouraged to scan the QR codes at those venues.

Upshot will be used to maintain a log of general building attendance and aid with Tracing when necessary.

Monitoring

In order to identify when sessions are safe to resume and in what capacity, FACE will keep up to date with review stages of the coronavirus bill and also the COVID-19 Alert Level as outlined here:

Stage 5: FACE building only used for Emergency & Critical services. Very limited use of other premises. Most services conducted online and with staff working from home.

Stage 4: Some sessions may return, mostly outdoors, **only** where social distancing can be maintained. A limited number may use the centre at one time during critical / essential sessions only. Limited contact with

Coronavirus alert levels in UK

Stage of outbreak		Measures in place
Risk of healthcare services being overwhelmed	5	Lockdown begins
Transmission is high or rising exponentially	4	Social distancing continues
Virus is in general circulation	3	Gradual relaxation of restrictions
Number of cases and transmission is low	2	Minimal social distancing, enhanced tracing
Covid-19 no longer present in UK	1	Routine international monitoring

shielded or 'at risk' people. Face coverings must be worn indoors, unless exempt.

Stage 3: More sessions can resume indoors with some social distancing and extra hygiene measures in place. Socially distanced contact with shielded or 'at risk' people indoors or outdoors. Face coverings must be worn indoors, unless exempt. Limited hiring of premises may be permitted, with covid risk assessments in place and with heightened cleaning between groups.

Stage 2: All sessions can resume indoors with minimal social distancing and extra hygiene measures in place. Most hirings may recommence with covid risk assessments in place. National guidance to be followed regarding social distancing and wearing of face coverings.

Stage 1: All services provided by FACE may resume. All hirings may recommence.

Staying 'COVID19 Secure' in 2020

In order to manage and limit the risk of transmission to staff and service users of critical services during the lockdown stage of the pandemic and as the normal services of FACE resume and are safe to do so, FACE will ensure that they have complied with government guidance on being COVID19 Secure.

This outlines 5 steps to safer working:

- 1. FACE undertakes a COVID19 risk assessment and shares with all organisations and staff working in our premises (see below) and off-site for FACE.*
- 2. FACE ensure there are cleaning, hand washing, and hygiene procedures available to all staff and visitors (this includes soap, paper towels & hand washing guides at every sink, Hand sanitiser points at all entrances and key areas of the building, cleaning packs available to users/staff when working off-site, and regular disinfecting of touch-points and increase in cleaning schedule).*
- 3. FACE will take all reasonable steps to ensure staff can work from home wherever possible.*
- 4. FACE will take all reasonable steps to ensure a 2m distance is maintained (this includes floor markings where needed and reducing max number of participants in the building or on off-site activities).*
- 5. Where this 2m distance cannot be maintained FACE does everything practical to manage transmission risk (detail of this can be found in the risk assessment below).*

National Youth Agency Guidance and law exemption

FACE follows all National Youth Agency guidance to ensure youth groups are conducted safely in line with guidance. Current guidance can be found here: <https://nya.org.uk/guidance/>

All staff will have COVID19 training and briefings at regular intervals.

Leaders in Charge of face-to-face sessions will have a full training and briefing session before youth groups start back from September / October.

Despite the law change on September 14th 2020 and the "rule of 6" quoted by the prime minister, the NYA has confirmed that youth group and activities can continue as they are classed as 'essential' exempt activities. This is only if youth groups meet the NYA guidance, which FACE does.

FACE Charity Director and also Youth Work Development Worker both attended the NYA webinar on 10th September to affirm that FACE is following guidance and acting in line with best practice.

Online staff meetings will continue monthly and COVID procedures will be reiterated at all meetings.

Any staff found to be breaking the law or not complying with social distancing in their private life will face disciplinary procedures as this could put all FACE activities, and staff / community lives, in jeopardy.

Re-opening of FACE indoor activities

A FACE Re-opening Plan was compiled July-August 2020. The re-opening plan follows the 6 Core Values of FACE and is thus:

Development of the Plan included a pilot scheme at Little Stoke 'Hangout' session during the summer of mixed indoor / outdoor premises usage to inform the Plan.

The re-opening plan was advertised in the October edition of Filton Voice and publicised via social media and the FACE website.

The plan was also sent to all FACE members, along with documents giving more details about the new session times and extra COVID19 expectations at FACE (e.g. age 11+ wearing face masks, one way entry / exit, parents waiting in the car park, and paying subs online if possible)

The FACE re-opening plan covers all sessions FACE delivers – at Filton and at other sites.

Use of other premises for FACE-delivered work

FACE will only use Covid-secure venues for any work during the pandemic, and will ask to see covid policies and evidence of Covid-procedures and practices being upheld at all sites used (etc. sanitiser stations, signage, QR code for Test & Trace).

FACE staff will comply with the policies and procedures of those venues in addition to the FACE policy and risk assessment. This includes any one-way systems, wearing of face coverings whilst setting up and/or just whilst public-facing, and any additional cleaning requirements.

FACE staff and members will be encouraged to scan the QR code at each venue used to aid with Test & Trace.

All attendees and staff should be asked to confirm they do not have any COVID19 symptoms before entering any premises.

As soon as FACE staff are made aware of any reports of developing symptoms or any confirmed cases of COVID19 from users who have entered any premises used by FACE, these should be reported to the venue.

FACE staff should ensure they have adequate cleaning materials/sanitiser with them at other venues, and not just rely on venues to provide these.

Registers and other monitoring of sessions should be upheld electronically on Upshot in the same way as all other FACE work.

FACE re-opening plan!

Following National Youth Agency and Public Health England guidance, and with youth work exempt from the latest law change, FACE has carried out all risk assessments and put new hygiene and safety procedures in place to ensure we are Covid-secure and ready to re-open activities from 5th October. There will be some changes and rules to follow, and these align with FACE's Core Values:



Respect

Wear a mask, face covering or shield, if you can. (aged 11+)
Give each other space.



Equality

Book your session - only 12 spaces will be available.
Cancel if you cannot come, so others can come.



Integrity

Do not come if you are ill.
Tell us if you (or someone in your house) have Covid symptoms or a positive Covid test.



Empowerment

Book and pay for sessions online if you can.
Follow new rules in the building (like using sanitiser when you come in).



Making a Difference

Help each other to stick to the rules.
Keep our community and friends safe.



Fun

Take part in activities with your friends.
Have fun!

If we all follow FACE's plan then we will be able to continue to protect our staff and members and run our sessions safely despite the pandemic.

For more information please contact: info@facecharity.org.uk



Risk assessment

What are the hazards	Who might be harmed	What are the controls	Additional controls	Action by
<p>Transmission and spread of COVID19</p>	<p>Staff</p> <p>Service users / members</p> <p>Visitors to premises</p> <p>Cleaners</p> <p>Contractors</p> <p>Vulnerable groups: <i>Elderly, Pregnant, those with existing underlying health conditions</i></p> <p>Anyone else who physically comes in contact with FACE premises or staff</p> <p>Anyone else who is sent parcels or activity boxes from FACE.</p> <p>Building user groups / hirers</p>	<p><u>Hand Washing</u></p> <ul style="list-style-type: none"> • Hand washing facilities with soap and water in place. • Stringent hand washing taking place. • See hand washing guidance: https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/ • Drying of hands with disposable paper towels. https://www.nursingtimes.net/news/research-and-innovation/paper-towels-much-more-effective-at-removing-viruses-than-hand-dryers-17-04-2020/ • Staff encouraged to protect the skin by applying emollient cream regularly https://www.nhs.uk/conditions/emollients/ • Sanitiser dispensers to be used at entrances / tuck shops, and any area where washing facilities not readily available <p><u>Cleaning</u></p> <p>Frequent cleaning and disinfecting of all touch points, surfaces, and objects before, during and after each session particularly in areas of high use such as door handles, light switches, foyer area using appropriate cleaning products and methods.</p> <p>Disinfectant wipes to be used on any shared items used at activity sessions on or off-site. (e.g. pool cues, art resources, balls, etc.)</p>	<p>Staff to be reminded on a regular basis to wash their hands for at least 20 seconds with water and soap, and the importance of proper drying with disposable towels.</p> <p>Also all staff and members reminded to catch coughs and sneezes in tissues - Follow Catch it, Bin it, Kill it and to avoid touching face, eyes, nose or mouth with unclean hands. Tissues will be made available throughout the centre.</p> <p>Posters, leaflets and other materials all available for display. https://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-COVID-19</p> <p>Rigorous checks will be carried out by leadership team to ensure that the necessary procedures are being followed by all.</p> <p>Handling of items, surfaces, and contact with touch points to be limited as much as possible.</p> <p>Resources bags to be created for</p>	<p>DT - signage put up & circulated to staff</p> <p>JJ - stock of hand towels, soaps, etc. to be monitored and communicated when more needed.</p> <p>Leaders in charge of sessions at other sites to ensure hand sanitiser/hand washing facilities are available.</p> <p>All entering FACE sessions to follow hand washing & sanitising guidance.</p> <p>All staff throughout any contact sessions or time in building.</p> <p>JJ - new focused cleaning schedule concentrating on high - use areas and touch points</p>

	<p>FACE staff and members using other premises</p>	<p>Resources box for off-site activities to include wipes, sanitisers, gloves, masks, face shields, etc.</p> <p>A cleaning box containing anti-bac spray and blue roll will be made available to hiring groups, and should be used <i>in addition to</i> regular cleaning.</p> <p><u>Social Distancing</u> Social Distancing - Reducing the number of persons in any area to comply with the 2-metre (6.5 foot) gap recommended by the Public Health England https://www.gov.uk/government/publications/COVID-19-guidance-on-social-distancing-and-for-vulnerable-people</p> <p>Taking steps to review booking schedules including start & finish times, working from home etc. to reduce number of building users on site at any one time.</p> <p>Redesigning processes and programmes to ensure social distancing in place.</p> <p>Online / telephone calls to be used instead of face to face meetings wherever possible.</p>	<p>each session with pens, cards, etc. so that these may be put aside for a week before handling only by that group. Disposable resources to be used as much as possible, all items to made and taken home by members or binned.</p> <p>Limited users to be permitted for hire - all users must have COVID policy, risk assessment, and procedures in place and sign declaration that they will follow FACE policy and reporting procedures.</p> <p>Staff to be reminded on a daily basis of the importance of social distancing both in the workplace and outside of it. Leadership team checks to ensure this is adhered to.</p> <p>If 2m distance is impossible outdoors, staff are required to wear masks / face coverings to comply with new '1m+' guidance. Face coverings should always be worn indoors and 2m distancing as far as possible maintained.</p> <p>No more than 2 staff should be working within the FACE office at any one time, on 2 PC work stations, facing away from each other, with the door jammed open and the window</p>	<p>Leadership team - resources boxes and bags to be supplied to staff</p> <p>JJ/DT - cleaning box to be put out prior to hirings at FACE. JJ to maintain stock and report any issues.</p> <p>DT - signage put up around the FACE building and also communicated to all staff working off-site.</p> <p>Social distancing markers to be used on the floor where appropriate.</p> <p>Leaders in charge of FACE sessions at other sites to ensure social distancing signage is adequate.</p>
--	--	---	---	--

		<p>Ensuring sufficient rest breaks for staff and consideration given to provision of toilets / facilities off-site.</p> <p>Ensuring any off-site / outdoor activities continue to meet social distancing guidance.</p> <p>Studies have shown that singing generates high levels of aerosols and an increased risk of spreading COVID-19. For this reason singing will not be permitted on any sessions FACE delivers, nor any session held within the FACE premises.</p> <p><u>Wearing of face coverings/masks</u> Since 8th August, the law stipulates that face coverings need to be worn inside community venues, exemptions include children under the age of 11 and those with physical impairments, breathing conditions, or mental health related disabilities. Guidance on face coverings: https://www.gov.uk/government/publications/face-coverings-when-to-wear-one-and-how-to-make-your-own/face-coverings-when-to-wear-one-and-how-to-make-your-own</p> <p>FACE expects members of the public to wear masks / face coverings if accessing the premises.</p> <p>Exemptions:</p> <ul style="list-style-type: none"> • temporary use of the community store - restricted to the foyer with front door 	<p>open if possible, and all staff to be mindful of pinch-points around the building.</p> <p>NYA guidance is for no more than 15 young people plus staff / volunteers / support workers should be at any session FACE delivers. https://nya.org.uk/guidance/</p> <p>Other venues booked by FACE may have different limits and these should be checked prior to using.</p> <p>A one-way system for entry/exit should be used wherever possible.</p> <p>Staff should wear masks / face coverings in all public-facing sessions at FACE, or when carrying out the work of FACE at other venues where face coverings are compulsory.</p> <p>Masks will be provided to those staff that do not have one - but all encouraged to purchase a washable face covering if undertaking regular face-to-face work.</p> <p>Face shields will be provided for those staff who are exempt from wearing masks.</p>	<p>All FACE youth sessions to be booked within NYA guidance.</p> <p>Development workers to ensure premises bookings and groups are meeting premises restrictions for numbers/group sizes.</p> <p>DT - signage within foyer area.</p> <p>All staff to be vigilant and stringent in enforcing.</p> <p>Only those with medical exemption may not wear a face covering – and staff must wear at least a face shield.</p> <p>All users of premises should instruct their members to wear face coverings inside.</p>
--	--	--	--	--

		<p>open</p> <ul style="list-style-type: none"> • taking part in a socially distanced dance, fitness, or exercise class - face coverings to be worn before/after session • any exemptions covered in legal guidance as linked above <p><u>Wearing of Gloves</u> Where Risk Assessment identifies wearing of gloves as a requirement of the job, an adequate supply of these will be provided. Staff will be instructed on how to remove gloves carefully to reduce contamination and how to dispose of them safely.</p> <p><u>PPE</u> Public Health guidance on the use of PPE (personal protective equipment) to protect against COVID19 relates to health care settings only. In all other settings individuals are asked to observe social distancing measures and practice good hand hygiene behaviours Face coverings should be the only type of “PPE” worn by staff whilst indoors (or gloves for first aid).</p> <p><u>Methodist Church regulations</u> FACE office base is within Methodist Church premises; therefore any usage must also comply with the Church guidance and regulations.</p>	<p>Staff and service users to be reminded that wearing of gloves is not a substitute for good hand washing. Gloves should only be worn if physical contact must take place (e.g. during first aid treatment).</p> <p>FACE can provide single-use masks as appropriate, or staff should provide their own. Where staff are working for a prolonged period of time, and their face covering may become damp, they may need to bring/wear 2 face coverings. FACE will provide face shields for those staff exempt from wearing a mask.</p> <p>Current regulations within Methodist premises are for a limit of no more than 30 people may be in the premises.</p>	<p>All risk assessments for sessions to reference face coverings and the control / management thereof.</p> <p>DT to ensure stock of disposable gloves & procedure for safe removal to be displayed / communicated to staff</p> <p>All staff to bring appropriate face coverings.</p> <p>FACE will provide a copy of all risk assessments to the Church. DT to liaise with the</p>
--	--	---	--	---

		<p><u>Symptoms of COVID19</u> Everyone attending any face-to-face sessions that FACE delivers will be asked if they have any COVID19 symptoms. If so, they will be asked to leave and advised to follow the stay at home guidance and to order a free COVID19 test. If anyone becomes unwell with a new continuous cough or a high temperature at FACE, they will be sent home and advised to follow the stay at home guidance and to order a free COVID19 test. If this is a member of staff, then line managers will maintain regular contact with staff member during this time. If a member of public, a member of the leadership team will maintain contact with the family. If advised that the member of staff, or a</p>	<p>During youth work sessions FACE will uphold NYA guidance to have no more than 15 young people plus staff/ volunteers / support workers.</p> <p>In line with Government guidance or community facilities, multiple hirers may use the FACE premises at any time, in distinct groups / spaces, however this should ensure that they can safely maintain social distancing within the youth centre premises along with taking into account pinch points/entrance/exit and use of toilets, etc.</p> <p>Internal communication channels and cascading of messages through the leadership team will be carried out regularly to reassure and support employees or members of the public in a fast changing situation.</p> <p>The leadership team will offer support to staff that are affected by COVID19 or has a family member affected.</p> <p>If more than one employee / member contracts COVID19, FACE will contact PHE Avon Gloucestershire and Wiltshire Health Protection Team, 2 Rivergate, BS1 6EH. Telephone: 0300 303 8162, option 1, then option 2.</p>	<p>minister and circuit as appropriate.</p> <p>DT to ensure hiring groups are separated as much as possible with staggered times, different breaks at which time communal spaces and toilet use might be needed, and using a one-way entry / exit system where possible.</p> <p>Leadership Team to communicate well and inform trustees including church minister and property committee if contact was made on FACE premises.</p> <p>Leadership team liaison with PHE for further guidance.</p> <p>Good communication with JJ and all FACE building-based staff and FACE members.</p>
--	--	---	--	--

		<p>member of the public, has had a positive COVID19 test and was on our premises in the past 21 days (including where a member of staff has visited other work place premises), they will be advised to contact and liaise fully with the NHS Test & Trace service.</p> <p>If this person has been in face-to-face contact with other staff or members of the public then the contact tracing process would be escalated to local public health experts at Rivergate, who will liaise as necessary with DT to discuss the case, identify people who have been in contact with them and will take advice on any actions or precautions that should be taken.</p> <p><u>Mental Health</u> Leadership team will promote mental health & wellbeing awareness to staff during the Coronavirus outbreak and will offer whatever support they can to help Reference - https://www.mind.org.uk/information-support/coronavirus-and-your-wellbeing/ www.hseni.gov.uk/stress</p> <p>FACE will encourage staff to take holidays as normal, and have periods of 'shutdown' for staff to ensure a break from screens during lockdown, and expectations of having a break and maintaining good work / life balance.</p>	<p>If an outbreak is confirmed, then the FACE premises would be closed and no FACE staff / members allowed access to the building for 72 hours and then a deep clean of premises should be performed before any further opening of the building.</p> <p>Regular communication of mental health information and open door policy for those who need additional support.</p> <p>Shutdown weeks will be July 27th-31st, Aug 31st - Sept 4th and Dec 21st - Jan 1st 2021.</p> <p>No sessions for FACE members, nor any staff meetings, will take place during these times. BAP and helpline activities will still take place during school holiday times (excluding public bank holidays) with DT providing oversight.</p>	<p>Leadership Team to promote positive mental health and well-being messages amongst all staff.</p>
--	--	---	---	---

Appendix Posters to display:

1

CATCH IT

Germs spread easily. Always carry tissues and use them to catch your cough or sneeze.



BIN IT

Germs can live for several hours on tissues. Dispose of your tissue as soon as possible.



KILL IT

Hands can transfer germs to every surface you touch. Clean your hands as soon as you can.



NHS

© Crown copyright 2007 284666/41 Tp B04 Nov07 (BEL)

2



To prevent the spread of Covid19 please:



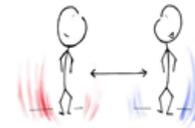
Use sanitizer when you come in



Do not touch surfaces unless you have to



Wear a face covering if you can



Stay 2m from other people

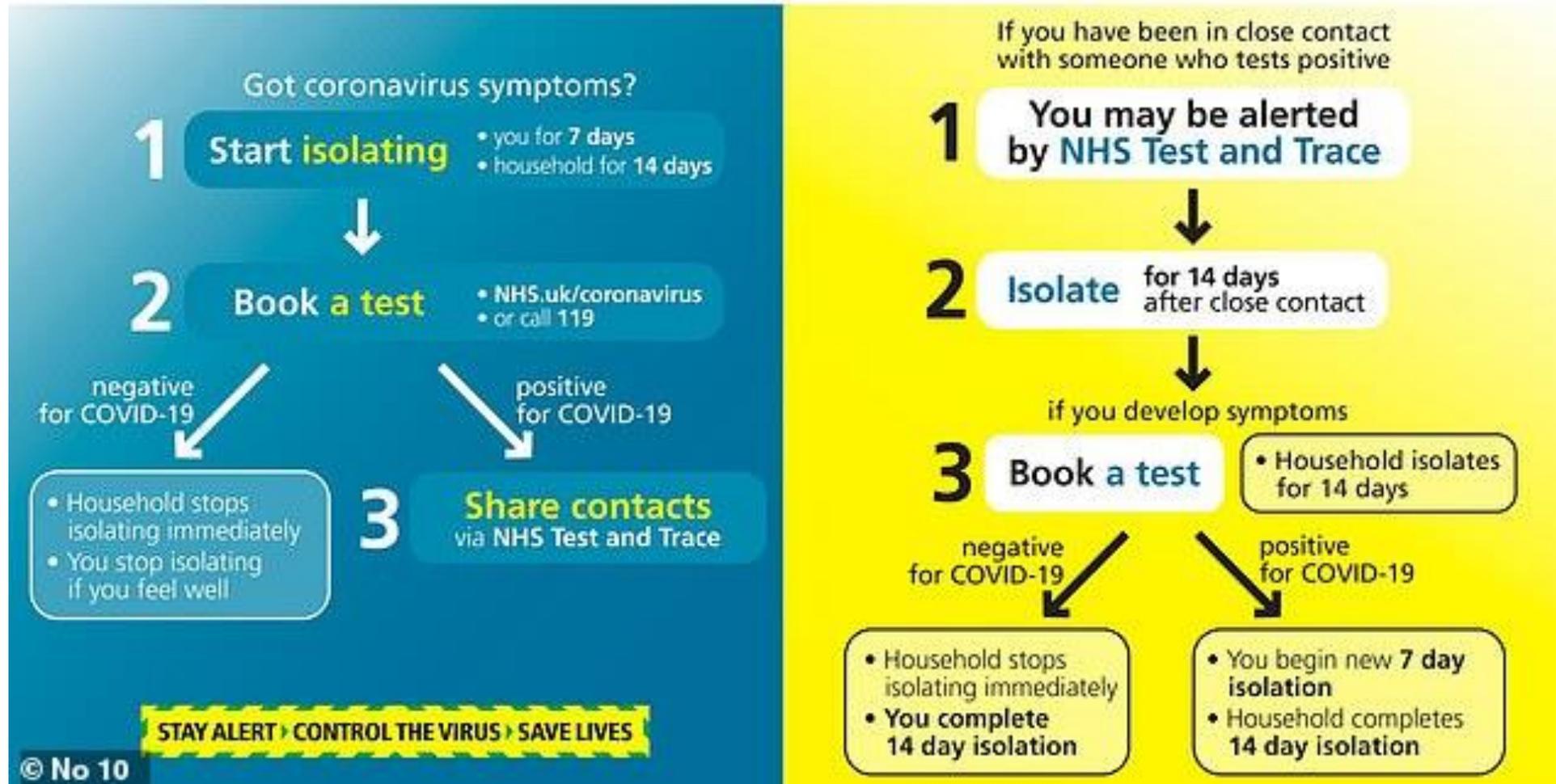
If someone is already in our foyer area, please wait outside for them to leave before entering

3.



HM Government

NHS Test and Trace



4.



Do you have any of the following symptoms?

A high temperature - you feel hot to the touch on your chest or back

A new, continuous cough - this means you've started coughing repeatedly

A loss of, or change, in smell or taste - this means you've noticed you cannot smell or taste anything, or things smell or taste different to normal

If you answered YES to any of those symptoms:

Please **do not** enter this building and make your way straight home.

You will need to **self-isolate for 7 days** (*anyone in your household will need to isolate for 14 days to ensure they don't develop symptoms*)

You can get a covid19 test from: <https://www.nhs.uk/ask-for-a-coronavirus-test>

If your test is positive, please let us know

5.



SPACE



FACE



HANDS



UK Government

6.

NHS
Test and Trace

LET'S HELP STOP THE SPREAD OF CORONAVIRUS



Scan this QR code with your
NHS COVID-19 App to check-in



FACE, Youth Centre

Face, Elm Park, Filton, BS34 7PS

**DOWNLOAD THE
NHS COVID-19 APP**

