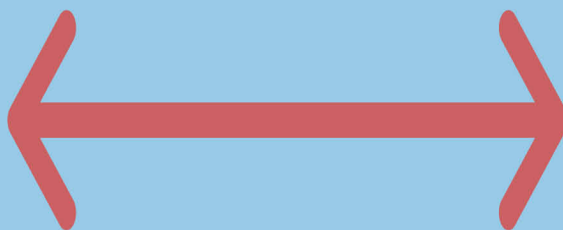


# Covid-secure guidance

## for YFCs

Advice for opening  
YFCs in a Covid-  
secure way.



**Fun, Learning and  
Achievement**

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- **Example of Covid-19 risk assessment**

# Covid-secure guidance for YFCs

## Advice for opening YFCs in a Covid-secure way

### ENGLAND ONLY

**Note: A separate guide for YFCs in Wales will be published when easements to lockdown in Wales are announced and Welsh Government guidance has been published**

## 1. Background

We are all looking forward to getting YFCs up and running and in doing so we must ensure that we keep elected officers, YFC members and visitors safe and not risk spreading Covid-19; and at all times comply with the government guidance.

This document has been created to help YFC activities restart and is based on government legislation and guidance along with National Youth Agency (NYA) guidance which has been developed in consultation with Public Health England and the Health and Safety Executive.

It is important that this guidance (and the links for further information) are understood and followed for all planned YFC activities. The club committee (charity trustees) are responsible and accountable to the Charity Commission for compliance with organisational actions and to the Health and Safety Executive for compliance with risk management, including Covid-19 risk management.

All YFC clubs and county federations should be aware of the likelihood of local or regional lockdowns being put in place in the case of cluster outbreaks of Covid-19. Local lockdowns will be reported by news media and local authorities. Be aware that these could be put in place with immediate effect which will impact YFC plans. Therefore, for some activities (for example a Club or County AGM), an alternative way of doing the activity should be considered in the planning phase or perhaps that activity should be planned as a virtual activity from the outset. AGMs that are already planned for video call platforms, can continue to be done online.

## 2. Working together: we all have responsibilities

### 2.1. NFYFC

- 2.1.1. To ensure that all NFYFC activities and meetings always comply with government policy and guidance.
- 2.1.2. To ensure that government policy and guidance is complied with concerning the NFYFC office and staff.
- 2.1.3. To keep up to date with government advice and legislation and produce guidance and communicate this via NFYFC's website and to YFC county federations to ensure that clubs and county federations have the required information to operate.
- 2.1.4. To offer training on this guide by video call to staff and county chairs (or their representative).

### 2.2. County Federations

- 2.2.1. The county Covid-19 Response Group (or executive committee if no Covid Response group is in place) to understand the guidance and supporting information and to implement at county organised activities – always including Covid-19-Secure planning and protocols.
- 2.2.2. To ensure that government policy and guidance is complied with in relation to the county office and staff.

- 2.2.3. To disseminate and present this guide to every YFC club in the county federation (county federations could offer to hold a video call with all club chairs and secretaries to work through the guidance – the NFFYC will provide training information and presentation for this).
- 2.3. **YFC clubs.** To put in place:
- 2.3.1. Covid-Secure plans for all YFC activities.
- 2.3.2. Produce a risk assessment and a Covid-Secure assessment protocols for all activities.
- 2.3.3. Communication with every club member (and parents of those under 18 years of age) on how the club will operate in a Covid-Secure way.
- 2.4. **Members**
- 2.4.1. To help YFC by following the guidance set out by clubs or county federation.

### 3. Re-opening YFC

**Youth Sector Readiness level.** The National Youth Agency (NYA) sets the readiness level in England, in line with Government requirements. There are four levels:

<b>Red</b>	<ul style="list-style-type: none"> <li>• Online and digital services</li> <li>• Detached local activities</li> <li>• 1-2-1 sessions with high-need young people outdoors only</li> </ul>
<b>Amber</b>	<ul style="list-style-type: none"> <li>• Online and digital services</li> <li>• Detached local activities (consistent with social distancing guidelines), including pre-planned outdoor activities</li> <li>• 1-2-1 sessions with high-need young people indoors</li> <li>• Small group session delivered indoors (consistent with social distancing guidelines)</li> </ul>
<b>Yellow</b>	<ul style="list-style-type: none"> <li>• Indoor group sessions (consistent with social distancing guidelines)</li> <li>• Multiple sessions (1-2-1 or groups) within social distancing guidelines</li> <li>• Outdoor learning, trips and visits (consistent with social distancing guidelines)</li> </ul>
<b>Green</b>	<ul style="list-style-type: none"> <li>• All activities, as usual</li> <li>• Overnight residentials</li> <li>• International travel with FCO advice</li> </ul>

#### 3.1. The current level of readiness (10 July 2020) in England is Amber.

**Note that as of 6 July 2020, in Leicester the level is Red.**

The NYA also recommends group sizes. As of 4 July 2020, following completion of a risk assessment, including a Covid-19 assessment (see advice below) and recording the plans that are to be in place for an activity, individuals may gather indoors or outdoors, if there are no more than 15 plus 2 supervisors/leaders per group.

It may be possible for multiple groups to convene in the venue, if spaces permit Covid-19 secure arrangements and precautions are taken including the use of group bubbles. The venue must be large enough to have multiple distinct spaces for each bubble to meet. To ensure participants remain safe, strict adherence to the following measures is required:

- Organisers should divide young people into bubbles, with a maximum of 15 people per bubble.
- In addition to the headcount mentioned above there may be two people leading and supervising the activity.
- Age appropriate bubbles should be used.
- Members of each bubble should adhere to the current social distancing requirements.

- Upon arrival/departure, participants should wash their hands or use hand sanitiser.
- Should any person in a bubble become unwell, all members of the bubble should contact NHS Test and Trace. All members of the bubble (including leaders/visitors) should also be suspended from attendance and requested to self-isolate for 14 days.
- Social distancing should be maintained during all activities.
- Organisers should be aware of attendees who are clinically vulnerable or clinically extremely vulnerable and should prepare their risk assessment accordingly.

On Tuesday 30 June, the government published advice that will allow community venues, such as community and village halls to open if the space can be made Covid-19 Secure from 4 July 2020.

The NFYFC expects that some community venues will be adapted to be Covid-19 Secure and will start to accept bookings from community groups such as YFC clubs. The NFYFC also anticipates that others may not be able to be reasonably adapted and will remain closed. And, other facilities may continue to be used as part of the community response to Covid-19 (such as food banks, additional space for response services etc), so are unable to accept community group bookings. In addition, venues such as function rooms in hotels/pubs may be used for extra seating or dining areas as these premises have adapted their businesses to work with the Covid-Secure guides to generate revenue.

The NFYFC recommends that YFCs can now start planning activities for summer and the autumn, and plans these with care. The club officers (most often the managing trustees of the club as a charity) will have significant responsibility and a duty of care to protect YFC members from harm, and this will include doing all that can be reasonably done to protect them from Covid-19 infection at YFC activities

**At this point activities can be planned for group bubbles of up to 15 plus 2 people to lead and supervise the activity.**

### 3.2. **This guide is created with a YFC club setting and activities in mind.**

**The limit on the number of people that can be together (15 plus 2 leaders/supervisors) will mean that YFC county federations can hold meetings for groups of up to 15 + 2 people in a venue, if Covid secure plans are in place. At this stage, we anticipate that county *events/activities* are likely to be too big whilst the alert level remains at Amber.**

## 4. **What does the government guidance say?**

- 4.1. **Social Distancing.** Government has stated and made it law, that if you leave your home, you must stay 2 metres away from other people who you do not live with. 2 metres is three steps, or four big steps for children.
- 4.2. This applies when you are outside and when inside a venue or a public space.
- 4.3. Where the 2-metre distance is not possible, **1 metre plus** must be maintained. The plus means additional mitigations must be used to protect individuals and prevent the spread of the disease and infection. Mitigations include the wearing of a [face covering](#), increased ventilation, avoid standing or sitting face to face, use of screens or limited time together, practicing good hygiene by using hand sanitiser and frequently washing hands.
- 4.4. The government guide [Staying alert and safe \(social distancing\)](#) gives more detail.
- 4.5. On 30 June, government announced that community venues, such as village halls and community halls can open from 4 July if the space can be made *COVID-19 secure*.
  - 4.5.1. Those in control of a premises (such as a community centre, village or community hall) have legal responsibilities under health and safety law, and must take reasonable measures to ensure the premises, access to it, and any equipment or substances provided are safe for

people using it, so far as is reasonably practicable. Those managing the premise must undertake a **COVID-19 risk assessment**, taking account of the core guidance on social distancing. This will be in addition to any risk assessment which is already in place for the community facility.

- 4.5.2. Users and hirers (a YFC club or county federation for example) of a community facility have responsibility for managing risks arising from their own activities when they have control of premises and should take account of any guidance relevant to their specific activity. **YFCs using a venue will also need to carry out and record a Covid-19 risk assessment of the activity – see example below.**

#### 4.6. **When a Club & County Federation operates their own hall and/or meeting space**

- 4.6.1. Those in control of a premises (such as a community centre, village or community hall) hold legal responsibilities under health and safety law, and must take reasonable measures to ensure the premises, access to it, and any equipment or substances provided are safe for people using it, so far as is reasonably practicable. **Those managing the premises must undertake a COVID-19 risk assessment, taking account of the core guidance on social distancing and should provide a copy of this to all groups hiring/using the space. This will be in addition to any risk assessment which is already in place for the community facility.**
- 4.6.2. [This information sheet](#), produced by Action for Rural England (ACRE), will help those with responsibility for halls and meeting spaces prepare to open the facility.
- 4.6.3. Users and hirers of a YFC hall/meeting space have responsibility for managing risks arising from their own activities when they have control of premises and should take account of any guidance relevant to their specific activity and the risk assessment provided to them by the hall managers.

### 5. **Planning: preparing a Covid-19 Secure social distancing plan for a YFC activity**

#### 5.1. **Those responsible for the club (charity trustees of the YFC)**

The charity trustees are responsible for the activity and the group that is participating. This responsibility will include:

- 5.1.1. Preparing the Covid-19 Secure plan.
- 5.1.2. An activity risk assessment.
- 5.1.3. That the size of group is kept within the Covid-19 Secure Social Distancing plan and a maximum of 15 (plus 2 supervising and taking responsibility). If the venue has distinct spaces more than one group bubble of 15 + 2 can meet.
- 5.1.4. Confirm that volunteer leaders (e.g. club officers, club leaders) are willing and able to resume their role and responsibilities and supervise the activities.
- 5.1.5. Confirm enough *safely recruited* volunteers will be available to supervise under 18-year-old members.
  - 5.1.5.1. Government advice is recommending that those providing out-of-school activities for children during the coronavirus (COVID-19) outbreak keep children in small, consistent groups of no more than 15 children and one or two supervisors. This guidance designed for parents can be found [here](#) and guidance for organisations can be found [here](#).
- 5.1.6. When booking speakers/trainers confirm that they are willing to attend the activity whilst observing Covid-19 secure social distancing.

## 5.2. Planning: Those supervising the activity

- 5.2.1. An attendance record must be kept, including the names of those responsible for planning and supervising the activity and any visitors (speakers for example). This is important as these records may be required to assist with the government's Track and Trace programme in the case of infection.
- 5.2.2. Confirm the maximum number of members and volunteers that can meet in the Covid-19 Secure space. This should not exceed 15 + 2 people in a group bubble.
- 5.2.3. Decide if the activity needs to be run more than once, so everyone can participate. It may need to happen over two or three sessions in two or three group bubbles.
- 5.2.4. Decide how the club will include members with additional needs (include those that are clinically vulnerable or those who have clinically vulnerable people in their household).
  - 5.2.4.1. Identify individuals in your group who will be affected by this category and risk assess the involvement of those with pre-existing health conditions, those who are clinically vulnerable or those who live with individuals who are.
  - 5.2.4.2. Then agree a safety/inclusion plan, which might include remote and virtual participation.
- 5.2.5. Confirm the procedure if more people arrive at the activity/venue than expected.
- 5.2.6. Be prepared to remove people from the activity if social distancing is not observed.

## 5.3. Planning: Transport

- 5.3.1. YFC members must not share transport unless they are from the same household or are in a household bubble.
- 5.3.2. Parents or members of the household (or *bubble*) to transport those that do not drive to and from the club meeting venue.
- 5.3.3. If planning an activity at a venue that is not the normal meeting place, clear instructions are given to meet in the car park at the venue (not to meet up more locally to share journeys).

## 5.4. Planning: Venues

- 5.4.1. Confirm the capacity of venue with social distancing applied.
- 5.4.2. Ask the venue operators (village hall committee, meeting room manager) to provide you with a copy of its Covid-19 Secure Social Distancing assessments and guidelines.
- 5.4.3. Confirm the procedures of the venue:
  - 5.4.3.1. Are there two entrances – one that can be used as the entrance and another as the exit?
  - 5.4.3.2. Know the cleaning regime in place at the venue - *the cleaning regime should include cleaning of surfaces in rooms/spaces, including door handles, light switches, tables etc, and the lavatories/handwashing spaces.*
  - 5.4.3.3. The venue for the activity must be equipped with handwashing facilities and with air hand dryers or disposable paper towels with bins for disposal of the paper towels.
  - 5.4.3.4. Is catering allowed, or are the kitchen areas not in use?
- 5.4.4. Ensure Hand sanitiser is available in plentiful supply.
  - 5.4.4.1. Is this provided by the venue, or should the YFC bring its own supply of sanitiser?
  - 5.4.4.2. What will the activity supervisors do if there is no hand sanitiser?
- 5.4.5. Signs instructing all to wash hands on arrival, frequently whilst at the activity and departure will be helpful.
- 5.4.6. Confirm the venue hire charge costs (it may have increased due to increased cleaning requirements).



## 6. Log activity planning and prepare a risk assessment

See the Activity Planning Record template at the end of this guide together with a template for a Covid-19 assessment/risk assessment.

## 7. Communication

When the activities are planned, every member of the YFC must know what is planned and how the activity will be managed, who will be responsible for the management and supervision of the activity and other essential information. This communication should go to:

7.1. All members 18 years and over, advisory and club leaders.

7.2. The parents of all members under the age of 18.

### 7.3. Communication: Confirm the following:

- Who is supervising the activity?
- What is happening - the activity and the arrangements made to observe Covid-19 social distancing.
- Any adaptations made to a 'usual' activity.
- Maximum number of YFC members that can join the activity at any one time.
- Are YFC members required to 'book' a place?
- Confirm what will happen if too many people attend the activity (because this will not allow Covid-19 social distancing to be observed).
- What arrangements are in place to run the activity a second time?
- That handwashing facilities are in place.
- That everyone will be expected to wash their hands upon arrival, frequently whilst at the activity and before departure.
- That anyone who is feeling ill, especially with any Covid-19 symptoms must not attend the activity.

### 7.4. Communication: Ask the following:

- Are any individuals in the YFC club clinically vulnerable to Covid-19 or is anyone clinically vulnerable who lives with individuals from the club? What alternative ways will you use to ensure these members stay connected and engaged?

### 7.5. Communication: Advise the following:

- That YFC members must not share transport unless they are from the same household or two household bubble.
- Parents or members of the household to transport those that do not drive, including those U18 years to and from club meeting venue.
- Car parking arrangements.
- Arrival and assembly arrangements – all should remain in their cars until the activity/visit commences and can be supervised.
- On arrival and before leaving YFC members are expected to wash hands with soap and water for 20 seconds and do this frequently throughout the session.
- Use a tissue or elbow to cough or sneeze and use bins for tissue waste.
- Departure arrangements.
- That those that fail to adhere to social distancing guidance will be asked to leave the activity as the well-being of everyone present is of paramount importance.



#### 7.6. **Communication: YFC members – what they must do**

- Make sure anyone who is feeling ill stays at home.
- On arrival and before leaving, wash hands with soap and water for 20 seconds and do this frequently throughout the session.
- Reminder: It is recommended not to touch your face and to use a tissue or elbow to cough or sneeze and use bins for tissue waste.
- YFC members should not share transport (unless in the same household or a household bubble).

#### 7.7. **Communication: What parents of U18's can do**

- Ask the parents of those YFC members under the age of 18 to talk to their children about coronavirus (COVID-19), social distancing and hand washing.
- Make sure anyone who is feeling ill stays at home.
- Do not gather at entrances or car parks - model social distancing so that their children learn good practice.

### 8. **Sources of information**

<https://www.gov.uk/government/publications/guidance-for-parents-and-carers-of-children-attending-out-of-school-settings-during-the-coronavirus-covid-19-outbreak/guidance-for-parents-and-carers-of-children-attending-out-of-school-settings-during-the-coronavirus-covid-19-outbreak>

<https://www.gov.uk/government/publications/protective-measures-for-holiday-or-after-school-clubs-and-other-out-of-school-settings-for-children-during-the-coronavirus-covid-19-outbreak/protective-measures-for-out-of-school-settings-during-the-coronavirus-covid-19-outbreak>

<https://nya.org.uk/wp-content/uploads/2020/07/Amber-Aware.v2.5.pdf>

[https://nya.org.uk/wp-content/uploads/2020/06/0877-NYA-Activity-guide-COVID-19-final\\_17\\_06\\_20-1.pdf](https://nya.org.uk/wp-content/uploads/2020/06/0877-NYA-Activity-guide-COVID-19-final_17_06_20-1.pdf)

<https://nya.org.uk/wp-content/uploads/2020/06/0877-NYA-Readiness-Toolkit.pdf>

<https://www.gov.uk/government/publications/covid-19-guidance-for-the-safe-use-of-multi-purpose-community-facilities/covid-19-guidance-for-the-safe-use-of-multi-purpose-community-facilities>

<https://www.gov.uk/government/publications/coronavirus-covid-19-guidance-on-phased-return-of-sport-and-recreation/guidance-for-the-public-on-the-phased-return-of-outdoor-sport-and-recreation>

<https://acre.org.uk/cms/resources/press-releases//covid-19-information-sheet-opening-your-hall-after-lockdown-4.7.20-final.pdf>

[Staying alert and safe \(social distancing\)](#)

[Making your own face covering](#)

<https://youthworksupport.co.uk/>

<https://acre.org.uk/cms/resources/press-releases//covid-19-information-sheet-opening-your-hall-after-lockdown-4.7.20-final.pdf>

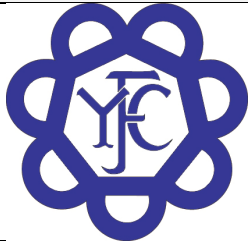
## Example Club Activity Planning record

<b>General</b>			
<b>Organiser</b>	➤ Name of the person organising the activity		
<b>Supervisors</b>	➤ Names of the activity supervisors. If U18s are attending the supervisors should have been safely recruited (reference taken, and DBS check completed)		
<b>Ratio of supervisors to attendees U18 years of age</b>	➤ Record the number here		
<b>Maximum number of attendees (maximum group bubble size is 15)</b>	➤ Add the number here		
<b>What will be done if more than the maximum number of attendees arrive at the venue</b>	➤ Consider asking members to book a few days before ➤ Be prepared to run the activity a second time to be sure to include everyone in the activity		
<b>Does the 'usual' YFC activity need to be adapted?</b>	➤ Yes / No ➤ Adaptation made ➤ Speakers/trainers?		
<b>Assisting those with additional needs</b>	➤ Add specific arrangements made to support YFC members with additional needs including those that have been shielding		
<b>Transport</b>	➤ YFC members should not share transport unless they are from the same household ➤ Parents or members of the household to transport those that do not drive including those U18 years to and from the club meeting venue		
<b>Venue</b>			
<b>Capacity of the venue with social distancing in place</b>	➤ Refer to the venue's Covid-19 Secure Social Distancing assessments and guidelines		
<b>Copy of the Covid-19 secure social distancing assessments and guidelines</b>	➤ Check cleaning arrangements ➤ Handwashing facilities, with soap and dryers/disposable hand towels ➤ Social distancing – floor markers. Room sets		

<b>Hand sanitiser</b>	<ul style="list-style-type: none"> <li>➤ Is this at the venue?</li> <li>➤ Is YFC to supply – add the name of the person bringing this. Make sure they are the first to arrive</li> <li>➤ What will we do if there is no sanitizer?</li> </ul>		
<b>Hand washing and social distancing signs</b>	<ul style="list-style-type: none"> <li>➤ Are these suitable at the venue?</li> <li>➤ Ask the management to display good clear signage</li> </ul>		
<b>Hand sanitiser</b>	<ul style="list-style-type: none"> <li>➤ Provided by the venue, or YFC to provide?</li> <li>➤ If YFC providing, who will bring it to the venue?</li> </ul>		
<b>Communications with club members before the activity</b>			
<b>Confirm arrangements for</b>	<ul style="list-style-type: none"> <li>➤ Who is supervising the activity?</li> <li>➤ What is happening - the activity and the arrangements made to observe Covid-19 social distancing</li> <li>➤ Any adaptations made to a 'usual' activity.</li> <li>➤ Maximum number of YFC members that can join the activity at any one time. <ul style="list-style-type: none"> <li>○ Are YFC members required to 'book' a place?</li> <li>○ Confirm what will happen if too many people attend the activity (because this will not allow Covid-19 social distancing to be observed).</li> <li>○ What arrangements are in place to run the activity a second time if too many people wish to participate?</li> </ul> </li> <li>➤ That handwashing facilities are in place.</li> <li>➤ That everyone will be expected to wash their hands upon arrival and before departure.</li> <li>➤ That anyone who is feeling ill, especially with any Covid-19 symptoms must not attend the activity.</li> </ul>		
<b>Before the activity, ask</b>	<ul style="list-style-type: none"> <li>➤ Are any individuals in the YFC club clinically vulnerable to Covid-19 or is anyone clinically vulnerable who lives with individuals from the club?</li> <li>➤ Do any members of the YFC club have additional needs?</li> <li>➤ Assess the needs of these groups to include them in the activity and agree the safety plan with or their parents before the activity.</li> </ul>		
<b>Advise the following</b>	<ul style="list-style-type: none"> <li>➤ That YFC members must not share transport unless they are from the same household or a two household 'bubble'.</li> <li>➤ Parents or members of the household to transport those that do not drive, including those U18 years to and from club meeting venue.</li> </ul>		

	<ul style="list-style-type: none"> <li>➤ Car parking arrangements.</li> <li>➤ Arrival and assembly arrangements – all should remain in their cars until the activity commences and can be supervised.</li> <li>➤ That YFC members must not gather at entrances or in car parks - model social distancing so that their children learn good practice</li> <li>➤ On arrival and before leaving YFC members are expected to wash hands with soap and water for 20 seconds and do this frequently throughout the session.</li> <li>➤ Use a tissue or elbow to cough or sneeze and use bins for tissue waste</li> <li>➤ Departure arrangements</li> </ul>		
<b>Inform club members what they must do</b>	<ul style="list-style-type: none"> <li>➤ Make sure anyone who is feeling ill stays at home</li> <li>➤ On arrival and before leaving, wash hands with soap and water for 20 seconds and do this frequently throughout the session</li> <li>➤ Reminder: It is recommended not to touch your face and to use a tissue or elbow to cough or sneeze and use bins for tissue waste</li> </ul>		
<b>Parents of those YFC under the age of 18. Ask them to:</b>	<ul style="list-style-type: none"> <li>➤ Talk to their children about coronavirus (COVID-19), social distancing and hand washing</li> <li>➤ Make sure anyone who is feeling ill is kept at home</li> <li>➤ Not to gather at entrances or car parks - model social distancing so that their children learn good practice</li> </ul>		
<b>Record of attendance</b>	<ul style="list-style-type: none"> <li>➤ Ensure an attendance record is kept for all activities. During the Covid-19 pandemic, the list/book not should be passed person to person. Instead, one person should add the names of every person in attendance, including guests/speakers (YFCs already have contact details of all members).</li> </ul>		
<b>Departure arrangements</b>			

## Example Covid-19 Risk Assessment

Add club name here	
Risk Assessment RA00	
Name of assessor: Add name of person carrying out this risk assessment	
Date of assessment: Add date this risk assessment is completed	
Circulate to: All charity trustees of the YFC club and those supervising the activity	

### Covid-19 Assessment

<i><b>What are the hazards?</b></i>	<i><b>Who might be harmed and how?</b></i>	<i><b>What are you already doing to control the risks?</b></i>	<i><b>What further action do you need to take to control the risks?</b></i>	<i><b>Who needs to carry out the action?</b></i>	<i><b>When is the action needed by?</b></i>	<i><b>Done</b></i>
<b>Venue – suitability and Covid-19 Secure assessment</b>	All attendees	The Covid-19 Secure plans, prepared by the venue managers have been reviewed	Ensure that the YFC activity can be done within the venue guidelines and that these are communicated to attendees	Review venue plans  Communicate information to attendees	At the planning stage  When details of the activity are published and at the activity	
<b>Too many people for venue accounting for social distancing</b>	All attendees Risk of infection is the 2-metre (or 1 metre plus) rules cannot be observed	Limit the number of attendees in the space to that recorded in the venue Covid-Secure plan. (As a rough rule of thumb, this will be 25% of the usual capacity)	Ensure that YFC activity organiser knows who is attending.  <b>Ensure all invited to attend know that if too many arrive, not all will be able to join the activity.</b> Use a booking system to avoid this.	The person(s) responsible for supervising the activity <b>Add name(s) here</b>	In the days leading to the activity	

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<b>Social distancing at arrival and departure times</b>	All attendees	Staggered arrival and departure times	<p>Communications before the activity – instruct attendees to wait in vehicles until instructed to enter the venue</p> <p>Appoint a person to manage the arrivals and departure on the day of the activity</p>	<p>A member of the YFC club Add name(s) here</p>	<p>Communication: When details of the activity are published and at the activity The YFC members managing this, must arrive at the venue in good time (essential)</p>	
<b>Social distancing for the duration of the activity. Increased risk of virus spread if social distancing not observed.</b>	All attendees	<p>Number of attendees to be no more than the venue can accommodate with social distancing in place Pre-plan how people will be managed for each activity and the room layout (chairs 2 metres apart – or 1 metre plus if necessary).</p>	<p>Know the maximum number of attendees that can be in the activity space. If required, use a booking system to manage this before the activity.</p> <p>Plan the room setting and avoid sitting or standing face to face,</p> <p>If 1 metre plus must be used, communicate the mitigation tools that are required (face coverings, good hygiene, use of hand sanitiser, increased ventilation etc)</p>	<p>The person(s) responsible for planning the activity Add name(s) here</p> <p>The person(s) responsible for planning the activity Add name(s) here</p> <p>Activity supervisors Add name(s) here</p>	<p>At the planning stage</p> <p>Face coverings and hand sanitiser to be at the activity – the person bringing these must be there before the start. Add name(s) here</p>	

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			<p>Briefing of all in attendance at the beginning of the activity and regular reminders</p> <p>Ask those that fail to adhere to social distance guidance to leave the activity and the venue. After the activity follow this up with a telephone call to explain that this action was taken to safeguard the well-being of everyone present</p>	<p>Activity supervisors Add name(s) here</p> <p>Activity supervisors Add name(s) here</p>	<p>Plan the briefing statements and any posters of signs required before the day</p> <p>As and when required during the activity</p>	
<b>Hygiene - people: Increased risk of virus spread if proper handwashing not carried out</b>	All attendees	Ensure the venue has hand washing facilities, hand drying facilities (paper towels and disposal bins) Ensure clear signage to remind all attendees	Check signage is in place before the attendees arrive	The person(s) responsible for planning the activity Add name(s) here	<p>Prepare signage at the planning stage.</p> <p>Ensure signage is displayed Add name(s) here</p>	
<b>Hygiene - hand sanitiser</b>	All attendees	Ensure this is provided	Check who will provide – YFC or the venue	If the YFC must provide, the person(s) responsible for bringing this Add name(s) here	<p>Prepare signage at the planning stage.</p> <p>Ensure signage is displayed Add name(s) here</p>	



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<b>Hygiene – respiratory</b> <b>Increased risk of virus spread</b>	All attendees	Use <a href="#">Catch, Bin It, Kill It</a> signage.  Ensure bins are available for all present	Communications – Bring own paper tissues	Attendees	On day of activity	
<b>Hygiene - premises</b> <b>Increased risk of virus spread if regular cleaning not carried out</b>	All attendees and users of the premises	Arrangements checked with venue management – deep cleans should be done on a regular basis.  The activity supervisor to have cleaning materials (safely stored) available to clean doors handles, lavatories, hand washing stations, furniture etc		The person(s) responsible for planning the activity <b>Add name(s) here</b>  Activity supervisors <b>Add name(s) here</b>	Prepare signage at the planning stage.  Throughout the activity – at least every 30 minutes <b>Add name(s) here</b>	
<b>Hygiene for activity</b>	All attendees	Select activities that account for social distancing and do not require shared materials for sitting/standing face to face.		The person(s) responsible for planning the activity <b>Add name(s) here</b>	At the planning stage	

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		Select activities that require attendees to bring own materials	Communicate that all attendees are required to bring own materials and materials cannot be shared	Activity supervisors Add name(s) here	When details of the activity are published and at the activity	
<b>If someone falls ill with Covid-19 symptoms</b>	All attendees	Those feeling unwell must not attend	If someone falls ill whilst at the activity, move them to a safe area, isolated from others. Obtain contracts and follow the venue instructions.  Inform the venue managers	Activity supervisors Add name(s) here	For the duration of the activity	
	Those clinically vulnerable to exposure of Covid-19 or those that live with people who are	Asking attendees to alert the organisers of this	Risk assess their involvement  Agree a safety plan with these individuals, which may include virtual participation			

### Activity Assessment

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<b>General venue arrangements – hazards from the venue management assessment</b>					At the early stages of the planning	
<b>Safeguarding management arrangements</b>	Those under the age of 18 and adults present are at risk	Identify and name the people that will be supervising the u18s at the activity. These supervisors must have been safely recruited (references taken and reviewed, and if the role demands it a DBS check made and reviewed)	These arrangements should be in place for all activity sessions. Ensure each activity session has names supervisors in attendance	The person(s) responsible for planning the activity <b>Add name(s) here</b>	At the planning stage - who will be supervising the u18s for each activity session	
<b>Attendance records</b>		Ensure attendance records are kept for every YFC activity. Particularly important during the pandemic as you may, as the organiser of an activity, be required to assist authorities with Track & Trace	Simple attendance record book. During the pandemic, the list/book not should be passed person to person. Instead, one person should add the names of every person in attendance, including guests/speakers (YFCs already have contact details of all members)	The person(s) responsible for planning the activity to allocate this task to one person. <b>Add name(s) here</b>	On the day of the activity. Records to be kept safely and securely with the club records.	

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Add the additional information in extra rows						



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and Achievement**

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