**This plan is specific for delivery of face to face service in 11-15 Vennel Edinburgh EH1 2HU. Any other group is free to use this document to help develop their own thinking. Please note that plans must meet the approval of their own organisation and Public Health requirements.**

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| **Risks** | **Safety measures to reduce risk** | **Actions/Equipment Required** | **Responsible** |
| **Building Safety Checks** | Run water through all taps & toilets and central heating.  Air condition checks – not applicable  External ventilation to be enabled where possible with windows and outside door(s) to garden and front yardkept open weather permitting. | **Water & heating task started in June 2020.**  Continue weekly until building is open. | DH |
| **Insurance Cover** | Speak with insurance company prior to opening to discuss measures in place. | **Act on any concerns raised by Insurance.** | DH |
| **Cash Handling** | YP put cash in a jar and staff give change from a separate float box. Admin Cash up Tue’s (72 hr lying time)  Contactless payment machine purchased | **Contactless Payment machine - Purchased**  – no Lower limit. E- Gift Card function.  Training for staff on use when we return.  New cash box required. | Caterer/ Youth Workers/Young people/ Admin |
| **Cleaning** | Increase cleaning hours depending on building usage.  YW staff to continue to anti- bac tables etc. YP & Staff to self clean equipment they come into contact with.  Fogging of hard surfaces with 30 Micro sheild sanitiser monthly  Catering staff to increase cleaning and disinfecting of surfaces/equipment | Purchase extra – Cleaning materials that are effective against CoVid.  Cleaning to be undertaken post every building use and pre the next programmed/letting use  New cleaning schedule to be issued.  Purchase fogging machine and fluid. | Cleaner/ Caterer/ Youth Workers/Young People / Orgs letting rooms |
| **Social Distance to reduce transmission** | Calculations have been made based on floor space. Restricted numbers per SG guidelines.  Staff to insist that YP adhere and task  Youth Board to assist. | Plans have been drawn up to establish numbers on a social distance of 2 metres & 1 metre.  Floor tape has been purchased and will be put in situ days before we open.  Reminding signage to be located as appropriate.  Staff briefed on maximum numbers per session as per SG guidelines. | Management/Youth Workers/Young People |
| **Drop In/ Groups** | Utilise outdoor space as the default area whenever weather permits.  Numbers restricted in line with social distance requirements.  Allocate a night to young people/or operate a booking system. | Commenced purchasing of outdoor chairs, lighting, shelter etc  Garden clean up required.  Outdoor electrical sockets to be installed by a qualified electrician. (In progress)  Discussions to be had with young people.  Signage to be printed off on hygiene, social distance etc. | Youth Workers/Caterer |
| **Temperature Check** | On arrival –infra red. | Purchased  Staff to be made familiar with usage and temperature parameters for admittance.  Guidelines for staff on responding to high temps and advice offered to young people evidencing higher temp. | Youth Workers |
| **Furniture and Building Layout** | Layout out in line with S.D.  Maintain sterile area in Coffee Bar Room. | Floor markings & signage to be put in place.  Reduce use of tables – fewer transmission surfaces. Less formal. Space chairs avoid face to face seating arrangements. | Youth Workers/Admin |
| **Covid transmission from staff.** | Face coverings will be provided for staff.  Compulsory to wear indoors. Optional outside  Follow S.G. guidelines. | Masks/Gloves have been purchased for staff. Gov guidelines state good hygiene more effective than gloves. Staff can you use personal face coverings if preferred. | Board /Staff |
| **Covid transmission from young people.** | Face coverings to be used inside the Cafe when moving about. Follow S.G. guidelines. | Masks have been purchased for young people. Personal face coverings may be used. | Young People/ Youth Workers |
| **Signage & Hygiene** | Signage and cleaning materials at entrance gate and throughout the building.  Compulsory hand washing/sanitizing.  Good respiratory hygiene practices to be followed. | Hand wash, sanitizer purchased.  New cleaning equipment has been purchased.  Orgs letting rooms will be given access to appropriate cleaning equipment/materials.  Signage to be printed off and put up. | Management/ Staff/Young People/ Cleaner/ Orgs renting rooms |
| **Food hygiene** | Coffee Bar is a sterile area – kitchen access for staff only.  Utilise BBQ al fresco eating whenever possible.  YP will order food via staff who will provide delivery at safe distance. Where possible designated catering staff should handle food preparation.  Staff will adhere to all the Food Standards and safety requirements. | New aprons and gloves to be purchased.  Paper plates to be purchased.  Condiments Sachets to be purchased.  Access to kitchen restricted to designated catering staff during sessions.  BBQ rainy weather cover to be purchased | Catering staff - Youth Workers |
| **Equipment Use** | Staff to control music or YP connect via Bluetooth  Phone charging – staff only.  Self cleaning of equipment after use. E.g. X Box controllers, computers etc. | New phone charging unit to be purchased,  Anti- bac wipes for electrical item cleaning. | Youth Workers  Young people |
| **Toilets** | One person at a time - Male toilet to become universal.  Current universal toilet for staff and those who need to need to use due to physical disability.  Provide sanitizers and appropriate cleaning materials for self cleaning pre & post use.  Signage to be installed both inside and outside.  Orgs renting rooms to be fully briefed on toilet use and access. | Cleaning sprays required.  Signage  Orgs renting rooms to agree in writing and adhere to new toilet arrangements. | Management / Youth Workers / Orgs renting rooms |
| **Incidents** where SD cannot be maintained. i.e. serious injury/fit/collapse/ fight etc. | Incidentswhere SD cannot be maintained. i.e. serious injury/fit/collapse/fight etc. Staff must use PPE where possible and wash down after.  Where the young person can do so ask them to administer first aid whilst maintaining S.D. | Gloves required & disposable aprons. | **ALL STAFF** |
| **Contact Details (Track & Trace)** | All who use the service must provide up to date contact details for use n the event of a tack & trace situation. | Consent forms in place and to be updated on reopening. | Youth Workers /Admin |
| **Unplanned Young People** | If requiring C-card – H & H, food youth workers can accommodate this. However if at capacity the person will need to wait outside. Then leave. | Appropriate signage to be located at entrance advising young people of how to access this service and staff briefed accordingly. | Youth Workers |
| **Visitors** | With exception of essential visitors (e.g. Police- delivery persons), no staff outwith 6VT should be brought in to deliver sessions until further notice. | Appropriate signage to be located at entrance and staff briefed accordingly | Management/ Youth Workers. |
| **Trips Out** | Until further notice trips should only be local within walking distance. | Use consent forms already in place. | Management/Youth Workers. |
| **Smoking – Young People** | Reduce the numbers of young people who smoke in any one group.  Young people will go out alone to smoke and should be reminded not to share cigarettes. | Appropriate signage. | Youth Workers & Young People. |
| **Covid Symptoms** - Self Isolating | All persons must be fully aware of Covid Symptoms and how to reduce transmission. All will follow Gov guidelines if they or someone they are in close contact with develop any symptoms and report this to 6VT Management. Self isolate and contact health authorities for test and notify us of result. | Communication to staff and young people  Signage required. | Management/Staff/Young people |
| **Staffing** | Staff who can do so will be encouraged to walk cycle or use private cars to get to work. Staff unable to do this will continue on our virtual programme until public transport returns to normal.  Staff will only use the building for face to face work or other essential duties that cannot be completed from home at this moment in time.  Staff to communicate personal concerns/challenges  Staff will comply with SG Track and Trace/Protect requirements.  Therefore all staff working and young people attending any session must have already provided up to date contact details. This requirement will also apply to orgs renting rooms | Communication to staff. | All Staff/Admin |
| **Strength testing of safety measures.** | Management & Staff review and feedback  Invited small groups of young people to try, test and feedback.  A briefing must be given to all new groups on expectations.  Possible video – photo board could be produced to show young people what is required when they return.  Adapt and improve plans to improve practice based on experience & practice.  Keep updated on any government recommendations/guidelines. | None  Risk assessment plan to be updated in line with any trial runs, staff experiences and any changes in Scottish Government guidelines. | Management & **Staff Young people** |