

Shropshire Wildlife Trust Covid-19 Operating Procedure (COP)

Title: Running youth activities

Introduction

Working with younger aged groups is a crucial part of supporting the vision and development plans of Shropshire Wildlife Trust (SWT).

A Policy, Risk Assessments and C-19 Operating Procedures (collectively known as COPPRAs) have been carried out to cover a range of day to day situations to ensure where reasonably possible, the health and safety of staff, volunteers, trustees, visitors and general public participating in our activities has been considered fully for potential hazards, their risk levels and likelihood of occurrence

For working groups containing members of the general public at any age (i.e. not staff, trustees or volunteers of the trust), C-19 risk assessments must be considered alongside the site's standard dynamic risk assessment(s).

This COP for running youth activities helps provide additional information and guidance for those who require it, however individuals should also take note of up to date guidance released by the UK Government and/NHS England:

www.gov.uk/guidance/working-safely-during-coronavirus-covid-19
www.gov.uk/government/publications/staying-safe-outside-your-home/staying-safe-outside-your-home
www.nhs.uk/conditions/coronavirus-covid-19/

Guidance for youth groups differs to guidance for the general population and the Natural Childhood Manager and People & Wildlife team has taken guidance from:

- Our Bright Future (SWT's funders via the RSWT)
- National Youth Agency (NYA)

Further details can be located: <https://nya.org.uk/wp-content/uploads/2020/08/NYA-Guidance-version-2.pdf>

All SWT staff have received Covid-19 training. This has taken two forms:

- E-Learning (provided by iHASCO) – Covid-19 Returning to Work
- Small group session via MS Teams – Finding our Bearings: An introduction to SWT's COPPRAs and approach to ensuring Covid-safe working practices.

External work activities on our nature reserves and partner green spaces include (but are not limited to):

- Walks
- Work parties
- Site surveys

National Youth Association (NYA) guidance

The NYA allow for up to 15 young people per group + leader/workers indoors or outdoors, following completion of an action plan and risk assessment but where possible they suggest groups should be smaller. In addition,

- It may be possible for multiple groups to convene in our venues, if all the practices stated within the NYA guidance document are implemented.
- To ensure that participants remain safe, strict adherence to the following measures is required by the NYA:

Regular washing of hands with soap and water for at least 20 seconds is mandatory.



- Organisers should divide young people into bubbles, with a maximum of 15 young people per bubble.
- Children/young people should be placed in age appropriate bubbles.
- Members of each bubble should adhere to the current social distancing requirements.
- Upon arrival/departure, participants should wash their hands or use hand sanitiser recognising handwashing is the preferred option where available and possible.
- Should any member of 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 (see below).
- Organisers should be aware of attendees who are clinically vulnerable or clinically extremely vulnerable and should prepare their risk assessment accordingly.
- NYA advise organisers to re-open slowly i.e. they should run pilot sessions with fewer than 15 attendees, to ensure it is possible to manage social distancing and hygiene measures in accordance with NYA guidelines
- The above should be outlined within the youth activity's risk assessment.

To help control the virus and to protect yourself and others

The Government promotes that when you leave home everyone must:

1. Keep two metres away from people outside your household or support bubble as a precaution, or one metre when you can mitigate the risk by taking other precautions in their list,
2. Avoid being face-to-face with people if they are outside your household or support bubble,
3. Keep your hands and face as clean as possible,
4. Keep indoor places well ventilated,
5. Avoid crowded spaces,
6. Work from home if you can,
7. If you have to travel, think about how and when you travel,
8. In line with government guidance be aware of the indoor locations requiring face coverings,
9. Avoid shouting or singing close to people outside your household or support bubble,
10. Reduce the number of people you spend time with in a work [or voluntary] setting,
11. Wash clothes regularly,
12. When at work or in business or public premises, follow their advice to keep you and others safe,

SWT will:

- Provide up to date guidance.
- Make all C-19 operating procedures, policy and risk assessments (COPPRAs) available via our web pages for reference (planned for September 2020).

As the science and guidance around the Covid-19 crisis develops, each COPPRA will be reviewed by the Covid-19 Compliance working group (WG) at least quarterly and version controlled as required. Interim reviews will be carried out should advice change in the meantime.

Risk assessments have been carried out for:

1. Volunteers and external groups
2. SWT Offices
3. SWT Vehicles
4. First Aid administration
5. People working at home

C-19 operating procedures provide additional information covering:

1. Approvals procedure

Regular washing of hands with soap and water for at least 20 seconds is mandatory.



2. Risk assessments
3. Improved hygiene
4. Social distancing
5. Self-isolating
6. Wellness at work
7. C-19 outbreaks/local lockdowns/quarantine
8. Branches & Local Groups
9. External working groups
10. Running youth activities (in draft)

Review date: 4.9.20

Previous review date: n/a

Version control:	V1.0
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