

# COVID-19 Risk Assessment

**Company name: Young Programme Ltd/Young Programme Events Ltd**

**Assessment carried out by: Fiona MacDonald, Director**

**Date assessment was carried out: 1 September 2020**

**Date of next review: 1 January 2021**

## Pre-event

What are the hazards?	Who might be harmed?	What action can be taken to control the risks?	Who needs to carry out the action?	When is the action needed?	Done
Delegates or team members may become ill if venue is not suitably set up to minimise risk of infection	Delegates, team members	Liaison with venues to check on procedures in place - see Appendix 2 below	Director	When hotel booking is made, with further checks before event	
A delegate who is unwell may decide they would still like to attend	Delegates, team members	All delegates and team members to be clear that they must not attend if they suspect they may be infected; symptoms to be explained in advance; temperatures to be taken on arrival	Director	In all communications in advance of the event	

## During the event

What are the hazards?	Who might be harmed?	What action can be taken to control the risks?	Who needs to carry out the action?	When is the action needed?	Done
Loss of social distancing due to too many delegates being in the room	Delegates, team members	Number of delegates taking part to be limited to allow two-metre distancing in the conference room; government rules on maximum numbers to be strictly observed	Director	During the booking period	
Loss of social distancing due to too many delegates arriving/ departing at the same time	Delegates, team members	Advise everyone of designated periods for team/delegates at check-in and check-out	Director	When delegate information packs are circulated approx. six weeks before event and subsequent reminders	
Loss of social distancing due to shaking hands	Delegates and team members	Advise everyone that hand-shaking is banned	Director	When delegate information packs are circulated approx. six weeks before event and subsequent reminders	
Loss of social distancing at start and end of sessions	Delegates, team members	One way system with signage; reminder by the chair to leave room in turn	Director or other team member	Delegates to be advised in information pack and reminded at event	
Loss of social distancing during coffee breaks	Delegates, team members	Additional coffee stations to be available, delegates to be asked to be seated while having coffee	Director or other team member	Delegates to be advised in information pack and reminded at event	

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Loss of social distancing during group work	Delegates, team members	Groups to be limited to maximum of four and reminded to keep socially distanced in preparation sessions and group presentation	Director or other team member	By the opening day and subsequent reminders during the event	
Someone takes ill at the event	Delegates, team members	Delegate/team member confined to their room with duty of care procedures in place - ensuring meals supplied, regular telephone call to check on welfare, family contacted to discuss how best to return home (not via public transport), test to be requested, hotel to be informed	Director or other team member in liaison with hotel staff	As and when this arises	

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Spread of infection from other attendees or others in hotel	Delegates, team members	Each delegate to be assigned a place in the room for the duration of the event rather than usual free seating; event literature to be circulated before the event so that delegates have the option to print pack rather than receive one on arrival; certificates and prizes to be sanitised and left on table to collect rather than be handed over; temperatures to be taken each morning; regular communication with hotel staff every day	Director or other team member	By the opening day	

#### Following the event

What are the hazards?	Who might be harmed?	What action can be taken to control the risks?	Who needs to carry out the action?	When is the action needed?	Done
Delegate or team member may exhibit symptoms immediately or soon after the event	Delegates, teams members	All participants to be advised. Full contact details for all delegates and team members to be kept for 21 days and passed to NHS Test and Trace/Test and Protect/ other appropriate authorities	Director	As and when the occasion arises	

## **Appendix 1**

The main symptoms of coronavirus (COVID-19) are a high temperature, a new, continuous cough and a loss or change to the sense of smell or taste. The transmission is thought to occur mainly through respiratory droplets generated by coughing and sneezing, and through contact with contaminated surfaces. Evidence on the most effective steps that can be taken to limit the transmission of the virus continues to be regularly reviewed by scientists and the Young Programme undertakes to follow these developments closely.

## **Appendix 2**

Events in England (Young England and Wales Programme/Young Local Authority of the Year): these are all held at Lancaster House Hotel, Lancaster. The hotel has AA “Covid Confident” and Visit England “We’re Good to Go” status. The hotel’s own relevant risk assessments are available on request to the Young Programme office.

Events in Scotland (Young Scotland Programme, Young Scotland and Northern Ireland Programme, Young Ireland Programme) are all held at Doubletree by Hilton Dunblane Hydro. The hotel operates “Hilton CleanStay” programme: <https://www.hilton.com/en/corporate/cleanstay/>

## **Appendix 3**

Other precautions: ample face masks and sanitiser will be available freely to all throughout the event.