

Templates to assist YFC clubs open in a Covid secure way

Example Club activity planning record – template

Covid-19 Risk Assessment - template

Activity Risk Assessment - template


Attend record for visitors/guests/speakers – template

Example Club Activity Planning record

Add club name here			
General			
Organiser	➤ Name of the person organising the activity		
Supervisors	<ul style="list-style-type: none"> ➤ Names of the activity supervisors ➤ If U18s are attending the supervisors should have been safely recruited (reference taken, and DBS check completed) 		
Ratio of supervisors to attendees U18 years of age	➤ In England 2 supervisors to 15 participants (ratio or U18s: 1 supervisor to 10 participants)		
Maximum number of attendees (maximum size is 15 + leaders/supervisors this is in current legislation)	➤ 15 people maximum		
What will be done if more than the maximum number of attendees arrive at the venue	<ul style="list-style-type: none"> ➤ 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 		
Does the 'usual' YFC activity need to be adapted?	<ul style="list-style-type: none"> ➤ Yes / No ➤ Adaptation made ➤ Speakers/trainers? 		
Assisting those that are clinically vulnerable or those with additional needs	➤ Add specific arrangements made to support YFC members who are clinically vulnerable (or living with those that are clinically vulnerable) or those with additional needs		
Transport	<p>Remember the club should not make the transport arrangements. The club responsibilities to start when participants arrive at the venue.</p> <ul style="list-style-type: none"> ➤ Advise all YFC members they should not share transport unless they are from the same household – add to the information sheet ➤ Parents or members of the household to transport those that do not drive including those U18 years to and from the club meeting venue 		
Venue			
Capacity of the venue with social distancing in place	➤ Refer to the venue's Covid-19 Secure Social Distancing assessments and guidelines		

Copy of the Covid-19 secure social distancing assessments and guidelines	<ul style="list-style-type: none"> ➤ Check cleaning arrangements ➤ Handwashing facilities, with soap and dryers/disposable hand towels ➤ Social distancing – floor markers and room sets (are chairs 2m apart?) ➤ Use of face coverings to be considered (these are required for indoor settings) 		
Hand washing and social distancing signs	<ul style="list-style-type: none"> ➤ Are these suitable at the venue? ➤ Does the YFC need to supply more signs – add the name of the person bringing this. Make sure they are the first to arrive 		
Hand sanitiser	<ul style="list-style-type: none"> ➤ Provided by the venue, or YFC to provide? ➤ If YFC providing, who will bring it to the venue? ➤ What will we do if there is no sanitizer? 		
Information to be communicated to every member before the activity			
Prepare information sheet	<ul style="list-style-type: none"> ➤ See guide and workbook ➤ Produce information in good time before the day of the activity and ensure it is published to every member and the parents of those U18 years 		
Record of attendance	<ul style="list-style-type: none"> ➤ Ensure an attendance record is kept for all activities. During the Covid-19 pandemic, the list/book should not 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) ➤ For visitors/speakers/guests, collect the additional information in case the Track & Trace service requires this. This information to be shredded 21 days after the activity 		

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	

What are the hazards?	Who might be harmed and how?	What are you already doing to control the risks?	What further action do you need to take to control the risks?	Who needs to carry out the action?	When is the action needed by?	Done
Venue – suitability and Covid-19 Secure assessment	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 Add summary to information published to YFC members	At the planning stage When details of the activity are published and at the activity	
Too many people for venue accounting for social distancing	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 Ensure all invited to attend know that if too many arrive, not all will be able to join the activity. Use a booking system to avoid this.	The person(s) responsible for supervising the activity Add name(s) here	In the days leading to the activity	

<i>What are the hazards?</i>	<i>Who might be harmed and how?</i>	<i>What are you already doing to control the risks?</i>	<i>What further action do you need to take to control the risks?</i>	<i>Who needs to carry out the action?</i>	<i>When is the action needed by?</i>	<i>Done</i>
Social distancing at arrival and departure times	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>	
Social distancing for the duration of the activity. Increased risk of virus spread if social distancing not observed.	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>	

<i>What are the hazards?</i>	<i>Who might be harmed and how?</i>	<i>What are you already doing to control the risks?</i>	<i>What further action do you need to take to control the risks?</i>	<i>Who needs to carry out the action?</i>	<i>When is the action needed by?</i>	<i>Done</i>
			<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>	
Hygiene - people: Increased risk of virus spread if proper handwashing not carried out	All attendees	<p>Ensure the venue has hand washing facilities, hand drying facilities (paper towels and disposal bins)</p> <p>Ensure clear signage to remind all attendees</p>	Check signage is in place before the attendees arrive	<p>The person(s) responsible for planning the activity Add name(s) here</p>	<p>Prepare signage at the planning stage.</p> <p>Ensure signage is displayed Add name(s) here</p>	
Hygiene - hand sanitiser	All attendees	Ensure this is provided	Check who will provide – YFC or the venue	<p>If the YFC must provide, the person(s) responsible for bringing this Add name(s) here</p>	<p>Prepare signage at the planning stage.</p> <p>Ensure signage is displayed Add name(s) here</p>	

<i>What are the hazards?</i>	<i>Who might be harmed and how?</i>	<i>What are you already doing to control the risks?</i>	<i>What further action do you need to take to control the risks?</i>	<i>Who needs to carry out the action?</i>	<i>When is the action needed by?</i>	<i>Done</i>
Hygiene – respiratory Increased risk of virus spread	All attendees	Use Catch, Bin It, Kill It signage Ensure bins are available for all present	Communications – Bring own paper tissues For indoor settings, all participants must wear a face covering	Attendees	On day of activity	
Hygiene - premises Increased risk of virus spread if regular cleaning not carried out	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 Add name(s) here Activity supervisors Add name(s) here	Prepare signage at the planning stage. Throughout the activity – at least every 30 minutes Add name(s) here	
Hygiene for activity	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 Add name(s) here	At the planning stage	

<i>What are the hazards?</i>	<i>Who might be harmed and how?</i>	<i>What are you already doing to control the risks?</i>	<i>What further action do you need to take to control the risks?</i>	<i>Who needs to carry out the action?</i>	<i>When is the action needed by?</i>	<i>Done</i>
		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	
If someone falls ill with Covid-19 symptoms	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 Risk Assessment

<i>What are the hazards?</i>	<i>Who might be harmed and how?</i>	<i>What are you already doing to control the risks?</i>	<i>What further action do you need to take to control the risks?</i>	<i>Who needs to carry out the action?</i>	<i>When is the action needed by?</i>	<i>Done</i>
General venue arrangements – hazards from the venue management assessment					At the early stages of the planning	
Safeguarding management arrangements	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 Add name(s) here	At the planning stage - who will be supervising the U18s for each activity session	
First aid requirements and arrangements	All attendees	For a general club activity in a venue/hall, the venue risk assessment to be following. Careful planning of activities that are suitable for the venue	Activity supervised and any 'horseplay' will be stopped by supervisors Nominated First Aiders. First aid kit and accident record book to be with the activity supervisors. Some activities will require trained first aiders – consider this and record.		At the planning stage - who will be responsible for First Aid and for having next of kin contact information	

<i>What are the hazards?</i>	<i>Who might be harmed and how?</i>	<i>What are you already doing to control the risks?</i>	<i>What further action do you need to take to control the risks?</i>	<i>Who needs to carry out the action?</i>	<i>When is the action needed by?</i>	<i>Done</i>
			Contact information (membership form) for all members and next of kin information for U18s			
Attendance records		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 should not 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. Add name(s) here	On the day of the activity. Records to be kept safely and securely with the club records.	
Add the additional information in extra rows						

Covid-19 – Track & Trace

XXXXXXXXXX Young Farmers Club

Activity Title: _____ Date: _____

Track and Trace

For all activity lasting more than fifteen minutes in duration organisers should capture the following information on all Visitors / guests / speakers in attendance: [Visitors who do not stay onsite for more than fifteen minutes do not need to be recorded. For example: Parents for example who drop off their child or young person and leave quickly do not need to be recorded].

- Name, telephone number (and of the of next of kin (parent) if the individual is under 18), email address (and of the of next of kin (parent) if the individual is under 18) and date and time the activity started and time the activity finished and everyone left the venue

IMPORTANT: This information will be shared only with the NHS Track and Trace service and will kept securely for 21 days. It will then be destroyed.

[Remember to use the attendance book for all club members, leaders, advisory members – the club will already have the contact details for this group].

Start time: _____ Finish time: _____

Name	Telephone number	Email address	If under 18 yrs, telephone number and email of next of kin

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-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>

