

**[NAME OF CLUB HERE]**

[Website and social media addresses]

Registered charity [add number]

OR

[insert the following] A charity without the need to register

December 2021

Emergence of Omicron variant

## **Covid Aware – Omicron variant of Covid-19**

Following the news that the new Omicron variant of the Covid-19 virus is now in the British Isles and announcements made by governments in England and in Wales, the NFYFC has reviewed the Covid guidance (and template documents) for YFCs.

In England, the National Youth Agency has changed the Readiness Alert Level – it has reverted to YELLOW and government has reintroduced the wearing of face coverings in some settings. In Wales, the Welsh government has widened the settings/situations where face coverings must be worn. The governments of England and Wales have also reviewed conditions for international travel.

**For YFC, the key change is that in England, face coverings are to be worn by everyone aged 11+ unless medically exempt or when eating/drinking, playing sport or similar activities. During performance activities, performers may remove their masks while performing but they must be put back on at the end of their performance.**

**In Wales at this stage there is little change for YFCs as face coverings have been a continued requirement in most settings.**

The guidance and templates (below) have been updated to include the wearing of face coverings for YFC activities and also more emphasis on using well ventilated spaces for activities.

County federations - please cascade this information to those managing the YFC clubs in your county federation. Thank you.

As more information is published by the relevant agencies, we will update these papers.

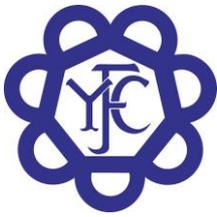
***In more detail.....***

### **England**

**Due to the emergence of the Omicron variant the National Youth Agency Readiness Level has reverted to YELLOW.**

This means:-

- All young people will be able to attend indoor or outdoor activities. Youth provision for young people of all ages, both under and over 18 years of age, have the same requirements.
- All youth provision may meet indoors or outdoors without limitations on group size. The regulations no longer require youth sector providers to limit their bubble sizes to a maximum number of attendees.
- The need to review their Action Plans/Risk Assessments and take steps to reduce the risk of community transmission. For example, consider how to manage groups of young people to a manageable number to minimise the risk of transmission.



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- Online/digital, detached/outdoor and 1-2-1 youth sector provision will remain available to all young people.
- Trips and visits are permitted. Travel by minibus, taxi, public transport, or private car (subject to safeguarding) are permitted.
- The goal at all times should be to minimise the risk of COVID transmission.
- **Face coverings to be worn by everyone aged 11+ unless medically exempt or when eating/drinking, playing sport or similar activities. During performance activities, performers may remove their masks while performing but they must be put back on at the end of their performance.**
- Overnight and residential experiences are permitted. The same measures apply to all age groups.

## Wales

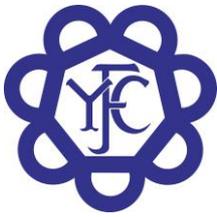
Face coverings have remained a requirement in Wales in most indoor settings over the last several months. Due to the emergence of the Omicron variant the Welsh Government has widened the settings and situations where face coverings are to be worn – for example all secondary schools, schools and universities.

- For YFC activities in Wales, there is little change, as face coverings have remained a requirement for most indoor settings.

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## YFCs should:

- **Continue to promote the benefits of vaccination - the full course of the vaccine including (for those eligible) the booster dose and also for those eligible, the flu vaccine**
- **Include plans to minimise the risk of COVID transmission, including being vigilant about the wearing of face coverings and ensuring good ventilation in indoor spaces**
- **Be kind and considerate, and continue to keep each other safe**



## Covid Aware - Planning

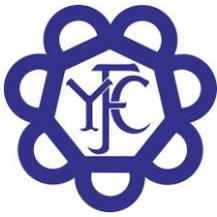
### Covid Aware YFC

Now that covid restrictions have eased, and YFC activities are happening and being planned, this guide aims to assist YFC clubs and county federations plan Covid Aware activities and is now updated with further advice due to the emergency of the Omicron variant. Additions are highlighted in green.

#### 1. Background

##### 1.1. Things we know - context and overview of Covid now:

- 1.1.1. Covid-19 infection rates remain high within communities in England and in Wales.
- 1.1.2. The use of vaccines does not prevent the spread of the virus. Vaccinated people can still contract Covid-19, and evidence suggests that symptoms are less severe in those that are double vaccinated and thus likelihood of hospitalisation is reduced – the national statistics inform us of this.
- 1.1.3. A good number of people contract the virus and are asymptomatic – they can transmit the virus.
- 1.1.4. The use of virus testing - Lateral Flow Tests (LFT) and Polymerase Chain Reaction (PCR) tests - remains a useful tool to contain the spread of the virus. NHS track and trace also remains a useful tool.
- 1.1.5. Scientists believe that the **new Omicron variant of Covid-19** is highly transmissible. It is not yet known (or proved) if infections of this strain are more or less severe and if vaccinations are more or less effective against it.
- 1.1.6. For the time being, whilst research is carried out by governments and scientists, all should take extra care to take actions to reduce transmission.
- 1.1.7. A YFC club, a county federation and the NFYFC is responsible for the wellbeing of everyone at the events and activities they host. This means the Health and Safety at work applies and organisers must take reasonable steps to protect everybody's wellbeing, including reasonable measures against Covid-19 infection – in other words to provide an environment that is as safe as reasonably possible.
- 1.1.8. Infection rates are higher at indoor events and activities.
- 1.1.9. Indoors spaces should be well ventilated and fresh air in circulation as frequently as possible.
- 1.1.10. Infection rates are much lower at outdoor events and activities
- 1.1.11. Anecdotally a nightclub/dance/party setting gives rise to high rates of infection.



**2. Recent learning in the YFC setting**

- 2.1. No reports of infection by the Omicron variant have been made by the YFC community to date. However, as it is believed that the strain is very infectious, the YFC must be vigilant and do all that it can to minimise transmission, including the wearing of face coverings in all indoor settings.
- 2.2. During autumn of 2021, we know that a few YFC meetings and events have had to be cancelled or postponed because of confirmed Covid-19 infections with a significant number of members in a club (or a group of county officials) following a party or night out. This means the next two or three club meetings/committee meetings or social events cannot take place as those organising it cannot attend, or too many people are in isolation .
- 2.3. It is becoming clear that despite Covid-19 restrictions being eased, the next few months are to be challenging as YFC manages its events and activities given the situation where infections are high and people, including YFC members, are put into a two-week isolation period.
- 2.4. It appears that event planning will be tricky for a while. When planning every event, having a contingency plan already thought through will assist organisers make changes as the Covid situation demands.

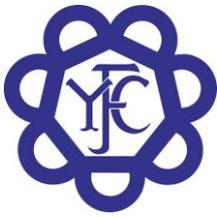
**3. What needs to be done?**

- 3.1. To make events and activities as (reasonably) safe as possible. Covid Aware planning must be included as part of the early stages of the event plan and in the risk assessment.
- 3.2. Planning decisions made when thinking about events will vary dependent on the type of event – indoor (seated meeting), indoor (an active session), outdoor or dance/party social event.

## ***Planning Events***

**1. Principles of general planning**

- 1.1. **STEP 1: Consult the venue management at a very early stage.**
  - 1.1.1.1. Do not assume that a venue that has been used historically is going to host an event without discussing the outline with them before you start planning the event.
  - 1.1.1.2. Ask to see the venue’s own Covid Aware assessment and its general risk assessment – it may help you plan the event and reassure you that the venue management is taking proper precautions.
- 1.2. **STEP 2: Include all the requests made by the venue management in your plans - respect their rules – many will be stricter than government restrictions or guidance.**
  - 1.2.1. The venue will likely already have signage, cleaning equipment, Test and Trace logging facilities, one-way routes and other mitigation measures which they want you to use.
- 1.3. **STEP 3: Consider all non-COVID-19 risks (fire, trip hazards, travel, injury, third-party liability), as you did pre Covid.**
  - 1.3.1. See templates latter in this document.
- 1.4. **STEP 4: Licences:** Consider if your event involves licensable activities. Discuss with the venue manager whether it will be covered by their licence or whether you should apply for a Temporary Event Notice (TENS) or have a Personal Licence.



1.5. **STEP 5: Stages of an event/activity**

1.5.1. Think through each stage of the event:-

1.5.1.1. From pre-event planning

1.5.1.2. Equipment and resources required

1.5.1.3. Preparation on the day or evening

1.5.1.4. How will people enter and exit – will this lead to close contacts?

1.5.1.5. The event/activity itself – indoors/outdoors. Seated or moving around, a party or social (where guard is down/inhibitions are lower) etc

1.5.1.6. Post-event clearing up – when tidying up and clearing the venue, Covid-9 precautions must be taken during those stages as well as during the event itself.

1.6. **STEP 6: Write up the plans and the risk assessments** – templates are later in this document to assist with this.

1.6.1.1. Any parts of the plan and assessment that need to be put into action as the event is being promoted and marketed should be done at this stage – so you are ready to market the event. When marketing the event, any conditions of entry or other essential Covid-19 information should be included – the aim being to give everyone wishing to attend the confidence that you, the event organiser and the venue, is making all reasonable efforts to provide a Covid Aware event.

1.6.1.2. Have a contingency plan ready in case key people, or many people cannot attend due to Covid infection/isolation or lack of fuel to travel.

1.7. **STEP 7:** Make sure all those assisting with planning and managing the event have read and understood the event plan and the risk assessment – these people must take responsibility for the tasks/areas they oversee

1.8. **STEP 8: Always** have a wrap-up discussion after the event and capture anything that you will do differently next time – this information will assist in the future.

1.9. **STEP 9:** Ensure that the YFC club/county federation and the venue know each other's points of contact in case of COVID cases are diagnosed in some of those that attended a after a face-to-face event (including smaller say, committee meetings). Quick contact after a diagnoses will help avoid a large spike in infections within the YFC.

## Responsibilities – YFC events & activities

1. **NFYFC**

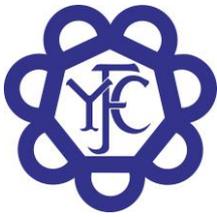
1.1. To ensure that all NFYFC activities and meetings always comply with government policy and guidance.

1.2. To ensure that government policy and Covid-Aware guidance is complied with concerning the NFYFC office and staff.

1.3. To keep up to date with government advice and legislation and produce guidance and communicate this via YFC county federations to ensure that clubs and county federations have the required information to operate.

2. **County Federations**

2.1. The county executive committee to understand guidance and supporting information to implement county organised activities – always including Covid-Aware planning and protocols.



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2.1.1. To include the following for all county federation activities (templates provided by the NFYFC).

2.1.1.1. Risk assessment and

2.1.1.2. Covid-Aware assessment and protocols

2.2. The county federation's charity trustees must be satisfied that any proposed activity is safe for all involved and carry out frequent review of the plans and risk assessment as any behaviours or national guidance dictates – the NFYFC will provide updates on government advice if/when it is published.

2.3. To ensure that government policy and Covid-Aware guidance is complied with in relation to the county office and staff.

2.4. To disseminate this guide to every YFC club in the county federation and provide support to club officers in planning Covid-Aware events and activities - the NFYFC will provide updates on government advice if/when it is published.

### 3. YFC clubs

3.1. The club charity trustees to understand guidance and supporting information to implement club organised activities – always including Covid-Aware planning and protocols.

3.2. To put in place the following for all club activities (templates provided by the NFYFC):

3.2.1. Risk assessment and

3.2.2. Covid-Aware assessment and protocols

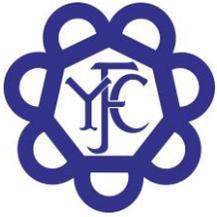
3.3. This document, prepared by the NFYFC, provides template documents to which event specific information can be added.

3.4. The club charity trustees must be satisfied that any proposed activity is safe for all involved and carry out review of the plans and risk assessment as any behaviours or national guidance dictates – the NFYFC will provide updates on government advice if/when it is published.

3.5. Communication *with every club member* (and parents of those under 18 years of age) on how the club will operate in a Covid-Aware way.

### 4. Members

4.1. To help YFC by following the guidance set out by clubs or the county federation.



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On YFC club letterhead

**Covid Aware YFC - Risk Assessment including Covid Aware mitigations**

<b>Add club name here</b>	
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	

***Planning summary***

<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>Maximum number of attendees – this will likely be determined by the venue</b>	➤ Record the detail here ➤ This may be a “best assessment” of the number of people the event is planned for		
<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>Contingency plan</b>	➤ If the event cannot go ahead because the people responsible cannot attend due to Covid infection, isolation or even fuel shortage, what will we do? ➤ Adapt to online? ➤ Postpone?		



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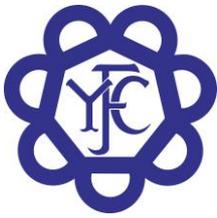
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	<ul style="list-style-type: none"> <li>➤ Add the activity to another event taking place soon?</li> <li>➤ Cancel?</li> <li>➤ Other?</li> </ul> <p>If booking venues, be sure to read the small print, especially the cancellation clauses. If the organiser (club) cancels the event at short notice due to Covid, the venue is not failing to deliver the contracted services, the club is cancelling. Be sure to ask venues about this and what it can or will do in this situation – for example move the date, a full refund (probably a doubtful option), hold the booking until next year.</p>		
<p><b>Does or can the 'usual' YFC activity need to be adapted?</b></p>	<ul style="list-style-type: none"> <li>➤ Yes / No</li> <li>➤ Adaptation made</li> <li>➤ Speakers/trainers?</li> </ul>		
<p><b>Assisting those that are clinically vulnerable or those with additional needs</b></p>	<ul style="list-style-type: none"> <li>➤ 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</li> </ul>		
<p><b>Transport</b></p>	<ul style="list-style-type: none"> <li>➤ The club should not make the transport arrangements – if it does, as a club/society, the club officials become responsible for the transport and safety/wellbeing of the YFC that it has organised transport for.</li> <li>➤ Transport arrangements must be made individually. Aim for club responsibilities to start when participants arrive at the venue</li> <li>➤ Recommend all YFC members should share transport only with those in their own households</li> <li>➤ Parents or members of the household to transport those that do not drive including those U18 years to and from the YFC activity</li> </ul>		



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## ***Use of Covid status checks***

Depending on the event, organisers may wish or need to have Conditions of Entry that include proof of Covid status. This is particularly important at social events where alcohol will affect the judgements people make – their guard will be down.

Also important at residential training events where people are likely to be in prolonged proximity of others or in dormitory style or shared sleeping accommodation. Covid status checks allow organisers to attempt to reduce infection rates in these high-risk settings.

Some YFC clubs are using Covid Status checks for everything they do. Other clubs wish to assess the activity of event as use them when the type and style of the event make risk of infection higher.

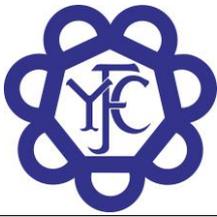
To do this, assess the type of event planned and determine if Covid status will be a helpful tool to make the activity safer.

Small club meetings (village hall type meetings) can operate safely without these so long as Covid Aware assessments and actions are taken whilst planning and running the activity.

Active indoor events may benefit from Covid status checks, but they may not be essential if very close proximity can be avoided, and say, face coverings used when people are moving about and removed only when seated.

Outdoor events can operate safely without Covid Status checks. Covid Aware assessments and actions remain important whilst planning and running the activity.

Social events – dances, dinners and parties. Because peoples' guards will be down and the atmosphere will be relaxed, the use of Covid Status checks should be considered essential. NOTE: Covid status checks are a requirement of the night economy from 12 October in Wales and may be put in place in England [although Government is resisting this at the time this paper is being produced].



Example text to use when alerting attendees that a Covid status check is a condition of entry:

***Event name/title***

This is a Covid-Aware YFC event

**Conditions of Entry**

**Please do not attend the event if you or anyone in your household has symptoms of Covid**

**For those 16 years of age and over**, the NHS Covid Pass must be used to prove your covid status, as one of the following:-

- vaccine status (2 doses of the Moderna, AstraZeneca or Pfizer vaccine, or 1 dose of the Janssen vaccines), or
- a recent negative test, or
- natural immunity

To get a NHS Covid Pass visit: <https://covid-status.service.nhs.uk/> - You will need your NHS login details – information on how to set up a NHS login can be found here: <https://www.nhs.uk/nhs-services/online-services/nhs-log-in/>

**For those 17 years of age and under**, proof of a negative Covid test (lateral flow or PCR test) – the test must have been taken and results logged on the <https://www.gov.uk/report-covid19-result-website> no more than 48 hours before the event - and **bring the email/text confirmation to the event**

**Face coverings to be worn by everyone aged 11+** unless medically exempt or when eating/drinking, playing sport or similar activities. During performance activities, performers may remove their masks while performing but they must be put back on at the end of their performance.



Social distancing



Face coverings are worn when needed



Venue is clean and kept clean



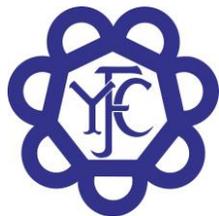
Hygiene is robust – handwashing etc



Risk Assessment are up-to-date



NHS Test and Trace information gathered



Below are templates to add to existing activity risk assessments relating to the Covid-Aware elements of planning and event/activity delivery. Delete elements that do not apply to the event that is being planned.

<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>
<b><i>Covid Aware – all events – general principles and actions</i></b>						
Covid status (vaccination status or Covid Pass Status)	Depending on the event, organisers may wish or need to have <b>Conditions of Entry</b> that include proof of Covid status.	Add results of the event assessment here	Add results of the event assessment here	Assessment done by: Add name(s) here	Early stages of planning	
Risk of attendees misunderstanding and ignoring precautions	All	Pre event communications Signage at the event Signs - Be aware of distancing	<i>Providing pre-event communications in multiple ways to inform participants</i>  <i>At beginning of the event/activity brief all participants of the protocols in use.</i>  <i>Check signage at the venue</i>	Allocate this task to one person. Add name(s) here	Publish information not less than 5 days before the event	



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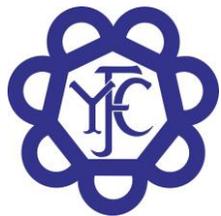
[Website and social media addresses]

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		<ul style="list-style-type: none"> <li>- Face coverings to be worn when in close proximity of anyone</li> <li>- Hand hygiene – wash hands frequently or use sanitiser</li> <li>- Avoid crowding spaces</li> </ul>	<i>[Committee meetings: consider online instead]</i>			
Cross-infection between participants - <b>attendance records – for Track &amp; Trace</b>	All	Use venue’s Test and Trace logging system for visitors or keep manual record of participants and their contact details for 21 days – example template below	Club attendance records	Allocate this task to one person. Add name(s) here	Records to be kept safely and securely with the club records.	
Detecting COVID-19 cases and encouraging COVID-19 responsibility	All	Reminding participants not to ignore COVID-19 symptoms Instruct those with symptoms or confirmed virus infection that they		Allocate this task to one person. Add name(s) here	Publish information throughout the event promotion and marketing stage and not less than 5 days before the event	



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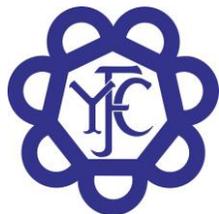
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		<p>must not attend</p> <p>Possible use of non-contact thermometers as intervention that will encourage this behaviour</p>				
Risk of transmission through the air	All	<p><b>Open all windows and doors</b></p> <p><b>Consider if fire doors can be open</b></p> <p><b>Be sure that the space is frequently well ventilated for the duration of the event</b></p>	<p>In pre-event communication, advise attendees of the need to increase ventilation and therefore the venue may be colder than is ideal</p>	<p>Allocate this task to one person.</p> <p>Add name(s) here</p>	Before the event starts	
Close proximity of participants while joining the event or entering the venue	All	<p>Pre-event advice and information to avoid close proximity whilst queuing</p>	<p>Consider online ticketing (QR-code ticket checks on entry)</p> <p>Face coverings to be worn by everyone aged 11+ unless medically exempt or when eating/drinking, playing sport or similar activities. During performance activities, performers may remove their masks while performing but they must be put back on at the end of their performance.</p>	<p>Online booking to set up before event is promoted</p> <p>Allocate this task to one person.</p> <p>Add name(s) here</p>		



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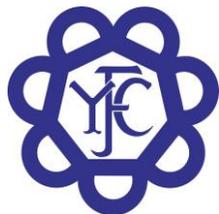
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			<p>Staggered/scheduled arrivals/departures</p> <p>Consider one-way routes around venue</p>			
Cross-infection via lavatory facilities		<p>Communication (via signage and/or in advance) of lavatory locations and usage</p> <p>Check that cleaning equipment is available in lavatory facilities</p> <p>Signage to encourage handwashing, and cleaning of sinks etcafter use</p>	<p>Consider allocation of specific bathrooms in the venue to the group if in multi-use venue</p> <p>Check the venue has hand washing facilities, hand drying facilities (paper towels and disposal bins)</p> <p>Clear signage to remind all attendees</p>	<p>The person(s) responsible for planning the activity</p> <p>Add name(s) here</p>	<p>Prepare signage at the planning stage.</p> <p>Ensure signage is displayed</p> <p>Add name(s) here</p>	
<b>Hygiene - hand sanitiser</b>	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</p> <p>Add name(s) here</p>	<p>Prepare signage at the planning stage.</p> <p>Ensure signage is displayed</p> <p>Add name(s) here</p>	



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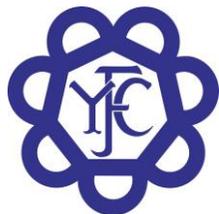
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<b>If someone falls ill with Covid-19 symptoms</b>	All attendees	Those feeling unwell must not attend	If someone falls ill whilst at the activity, move them to a safe area, isolated from others. Obtain contacts and follow the venue instructions  Inform 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 assesses their involvement  Agree a safety plan with these individuals, which may include virtual participation	Allocate this task to one person. Add name(s) here	At the event planning stage	
<b>To consider</b>			<a href="#">Create a Coronavirus NHS QR</a> code for the club or event for each event and ensure it is used by every participant and each activity	Activity supervisors to display QR code at each event Add name(s) here	For the duration of the activity	
<b>Speaker Events – Covid Aware</b>						
Proximity of speaker to audience		<i>Room layout arranged in advance</i> Ensure distance between speaker and the audience is		Allocate this task to one person. Add name(s) here	Event planning stage	



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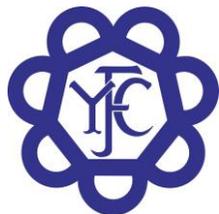
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[insert the following] A charity without the need to register

		sufficient (suggest 1.5m or more)				
Microphones and other equipment – surface transmission		Microphone system with one mic per user  Laptop/projector to be set up and operated by one user only	Clean well at the end of the event	Allocate this task to one person. Add name(s) here	During the event	
Close proximity of participants while joining the event			Face coverings to be worn by everyone aged 11+ unless medically exempt or when eating/drinking, playing sport or similar activities. During performance activities, performers may remove their masks while performing but they must be put back on at the end of their performance.			
Ventilation		Open all windows and doors Consider if fire doors can be open  Be sure that the space is frequently well ventilated for the duration of the event	In pre-event communication, advise attendees of the need to increase ventilation and therefore the venue may be colder than is ideal			



**[NAME OF CLUB HERE]**

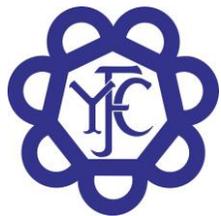
[Website and social media addresses]

Registered charity [add number]

OR

[insert the following] A charity without the need to register

<b>Indoor active events – Covid Aware</b>						
Proximity during activity (active sessions)		Avoid trainer or session tutor going round the room, or participants moving around Set small work groups and keep the same people in the groups If the session requires participants to move about the space, use face coverings unless seated		Allocate this task to one person. Add name(s) here	Event planning stage and monitor during the event	
Contact and close proximity during medical incidents		First aider in attendance  If first aid is required, the first aid should take two Lateral Flow Tests in the days after the event	Where possible use the services of professional first aiders/paramedic teams – all larger events will require this.	Allocate this task to one person. Add name(s) here	Event planning stage	



**[NAME OF CLUB HERE]**

[Website and social media addresses]

Registered charity [add number]

OR

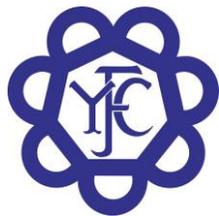
[insert the following] A charity without the need to register

Equipment touched by multiple people			If equipment is needed, consider individual items per person/household group Use of gloves Regularly clean equipment	Allocate this task to one person. Add name(s) here	During the event	
Close proximity of participants while joining the event			Face coverings to be worn by everyone aged 11+ unless medically exempt or when eating/drinking, playing sport or similar activities. During performance activities, performers may remove their masks while performing but they must be put back on at the end of their performance.			
Ventilation		Open all windows and doors Consider if fire doors can be open  Be sure that the space is frequently well ventilated for the duration of the event	In pre-event communication, advise attendees of the need to increase ventilation and therefore the venue may be colder than is ideal			

***Outdoor events – Covid Aware***

Outdoor events (including those with indoor areas):





Outdoor events typically present fewer risks than indoor events, there may still be some indoor spaces within outdoor venues where risks are likely to be higher. This could include areas where people congregate at higher densities (such as concession stands, bars, turnstiles and lavatories), in which ventilation may be poorer. These risks can be reduced through implementing:

Congested areas	All	Signage	One-way systems to reduce congestion Stewards to keep attendees moving and avoid people congregating Consider zoning the event space to avoid overcrowding in any single area	Allocate this task to one person. Add name(s) here	Event planning stage	
Congestion at food stands, bars or other areas	All	Signage	Consider stewards to manage stewards Consider table service	Allocate this task to one person. Add name(s) here	During the event	
Energetic activities	Participants	Separate 'teams' participating at any one time.		Allocate this task to one person. Add name(s) here	Event planning and during the event	
Close proximity of participants while joining the event			Face coverings to be worn by everyone aged 11+ unless medically exempt or when eating/drinking, playing sport or similar activities. During performance activities, performers may remove their masks while performing but they must be put back on at the end of their performance.			



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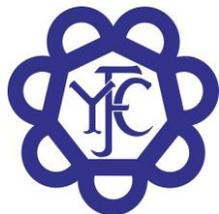
[Website and social media addresses]

Registered charity [add number]

OR

[insert the following] A charity without the need to register

For any indoors part of the event - ventilation		<p>Open all windows and doors Consider if fire doors can be open</p> <p>Be sure that the space is frequently well ventilated for the duration of the event</p>	In pre-event communication, advise attendees of the need to increase ventilation and therefore the venue may be colder than is ideal			
<b>Social Events</b>						
Close proximity when guard is down in a relaxed atmosphere	All	Conditions of entry to be applied – use of Covid status checks	<p>Strict conditions of entry policy to be applied. Ensure this is communicated well in advance of the event and communicate it is not optional</p> <p>Additional signage</p>	Allocate this task to one person. Add name(s) here	Event planning stage	
Ventilation	All	<p>Ensure good ventilation with all windows/doors open (consider noise nuisance to adjacent properties)</p> <p>Be sure that the space is frequently</p>	Bring mechanical ventilation devices to the event space.	Allocate this task to one person. Add name(s) here	Event planning and during the event	



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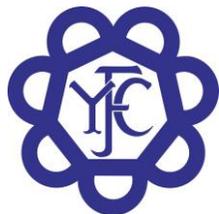
[Website and social media addresses]

Registered charity [add number]

OR

[insert the following] A charity without the need to register

		well ventilated for the duration of the event				
Congestion at food stands, bars or other areas	All	Signage	Consider stewards to manage stewards Consider table service	Allocate this task to one person. Add name(s) here	During the event	
Congested areas	All	Signage	One-way systems to reduce congestion Stewards to keep attendees moving and avoid people congregating Consider zoning the event space to avoid overcrowding in any single area	Allocate this task to one person. Add name(s) here	During the event	
Close proximity of participants while joining the event			Face coverings to be worn by everyone aged 11+ unless medically exempt or when eating/drinking, playing sport or similar activities. During performance activities, performers may remove their masks while performing but they must be put back on at the end of their performance.			
<b><i>Performing arts &amp; choirs – see separate paper with specific guidance.</i></b>						



### Venue

Be sure to know the small print of the contract with a venue, especially the cancellation clauses. If the organiser (club/county federation) cancels the event at short notice due to Covid, the venue is not failing to deliver the contracted services, the club is cancelling.

At the time of booking, ask venues about this and what it can or will do in this situation – for example move the date, a full refund (probably a doubtful option), hold the booking until next year.

<b>Venue – suitability and the venue Covid Aware assessment</b>	All attendees	The Covid-19 Aware plans, prepared by the venue managers have been reviewed  Check cleaning regime of the venue	Ensure that the YFC activity can be done within the venue guidelines and that these are communicated to attendees	Review venue plans - Add name(s) here  Add summary to information published to YFC members	At the planning stage  When details of the activity are published and at the activity	
Proximity of participants in room		Capacity to a level which can maintain space and does not exceed venue maximum capacity rules If close proximity is likely, all to wear face coverings until seated	Consider one-way systems to avoid congestions	Allocate this task to one person. Add name(s) here	Event planning stage	



**[NAME OF CLUB HERE]**

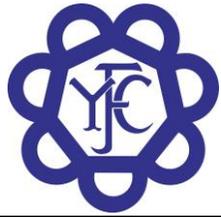
[Website and social media addresses]

Registered charity [add number]

OR

[insert the following] A charity without the need to register

Transmission of virus via surfaces e.g. doors			Open doors for ingress/egress Check if any open fire doors require stewarding Use of hand sanitizer Frequent cleans with sanitizer wipes	Allocate this task to one person. Add name(s) here	Event planning and during the event	
In-room surfaces such as tables, chairs etc			Cleaning before and after table/room use	Allocate this task to one person. Add name(s) here	During the event	
<b>Too many people for venue</b>  <b>Increased risk of virus spread if overcrowded</b>	All	Limit the number of attendees in the space to that recorded in the venue Covid-Aware plan.	Activity organiser to make estimate of attendees Or Pre book attendance using an online system. E.g. Event Bright.  <b>Ensure all invited to attend know that if too many arrive, not all will be able to join the activity.</b>	The person(s) responsible for supervising the activity Add name(s) here	In the days leading to the activity	
			<a href="#">Create a Coronavirus NHS QR</a> code for the club and ensure it is used by every participant and each activity	Activity supervisors to display QR code at each event Add name(s) here	For the duration of the activity	



**[NAME OF CLUB HERE]**

[Website and social media addresses]

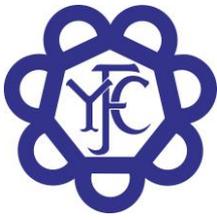
Registered charity [add number]

OR

[insert the following] A charity without the need to register

			Signage	Activity supervisors to display posters at each event Add name(s) here	For the duration of the activity	
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## **Food and drink supply and consumption**

*This information applies to the food and drink (refreshments) elements of an event/activity only and should be added to the event management plan and risk assessment where refreshments are being served.*

As the more usual YFC activities are now in the planning, there may be occasions where activity and event organisers will supply refreshments to participants and attendees.

Refreshments and drinks are served in different ways depending on the event and the capacity of the event team:

- YFC catering team with relevant and required food hygiene certificates held by those responsible for the catering
- YFC bar team managed by a personal/TENS license holder
- A catering van brought to the event
- Opening catering outlets at the site of an event
- Caterers – dinners and more formal occasions
- And more

An assessment of what catering is required and what capacity a club or county federation has available to manage this.

The key question is ***“do we have volunteers with food hygiene certificates to manage catering or those with a personal license or TENS to manage bars where alcohol is on sale and can they manage Covid precautions when storing, preparing, supplying and serving refreshments/drinks”.***

**If the answer is yes**, a YFC catering committee can provide the refreshments – **often this is suitable for smaller events**. Here is a summary of considerations and more detail is in the table below.

- **Rule #1 remains that Food Hygiene certificates must be in place and up to date** – this is a requirement to maintain Public Liability insurance cover. If selling alcohol, a personal license or TENS is required
- Brief the catering teams on Covid protocols.
- Work in well ventilated workspaces – open windows and doors
- Face coverings to be considered – wear at all times, or when moving away from workstations
- Keep the teams in small groups and each group with its own work areas.
- Do not share utensils among the catering team and hot-wash utensils regularly
- Adapt the refreshments on offer
  - Refreshments that are easily served in a paper napkin or and use single serve condiments (sachet). For example, for example burger or sausage with a bread roll or traybake cake.
  - Supply canned drinks or use paper cups only. Consider the environmental impact.
  - No communal plates, trays or bowls of food or drink from which many people take items – caterers to serve all refreshments
  - No self-service for cutlery and crockery – adapt menu or pre-prepared cutlery sets – consider disposable cutlery and crockery and be mindful of environmental impact.
  - Serve cakes/biscuits/crisps/snacks that are individually wrapped.
  - Ensure refuse bins are in plentiful supply.
  - Provide plenty of refuse bins
- Record the steps taken to reduce virus transmission in the risk assessment.



**[NAME OF CLUB HERE]**

[Website and social media addresses]

Registered charity [add number]

OR

[insert the following] A charity without the need to register

*More detail is available in the table below.*

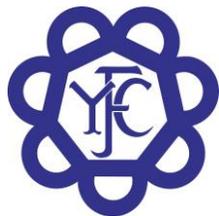
If the answer is no, our volunteers don't have the capacity or certificates/licenses we need, the event will require professional catering contractors, or an on-site catering outlet can be opened where Covid precautions are taken when storing, preparing, supplying and serving refreshments.

If this is the case, speak with the catering manager about the event requirements and recommend that they offer simple and easy to handle refreshments. The covid aware catering protocols will be part of their work systems already.

**Less formal events** - a catering van is often very suitable – consider a local boutique business and ask for a simple refreshment menu to be offered.

**More formal and larger events** are most often managed by the venue catering managers or by outside caterers. Again, it is worth adapting or simplifying refreshment options to make the event run smoothly, whilst considering actions to reduce the risk of virus transmission.

The table below contains more detail to assist those that need to provide refreshments and where these will be supplied by YFC club volunteers.



**[NAME OF CLUB HERE]**

[Website and social media addresses]

Registered charity [add number]

OR

[insert the following] A charity without the need to register

Risk category	Detail	Control measures	Person responsible
Food hygiene	Food hygiene certificates required	<ul style="list-style-type: none"> <li>➤ This is a requirement of the insurance – all those managing the preparation and service of refreshments must be in possession of a up to date food hygiene certificate</li> </ul>	
Communication	Risk of attendees misunderstanding and ignoring precautions in place	<ul style="list-style-type: none"> <li>➤ providing pre-event communications in multiple ways to inform participants</li> <li>➤ use of signage at the event</li> <li>➤ remind all participants of benefits of distancing and to avoid crowding any areas</li> </ul>	
Test and Trace logging	Cross-infection	<ul style="list-style-type: none"> <li>➤ use venue’s Test and Trace logging system (QR code) for visitors including those preparing/serving refreshments</li> </ul> <p>OR</p> <ul style="list-style-type: none"> <li>➤ keep manual record of participants and their contact details for 21 days</li> </ul>	
Detection of infection	Detecting COVID-19 cases and encouraging COVID-19 responsibility	<ul style="list-style-type: none"> <li>➤ reminding participants not to ignore COVID-19 symptoms – those displaying COVID-19 symptoms, in isolation or in a household with an infected person should not attend</li> <li>➤ possible use of non-contact thermometers on entry</li> <li>➤ consider use of Covid Pass or confirmation of Covid status letter as a condition of entry</li> </ul>	
Supply	COVID-secure catering	<ul style="list-style-type: none"> <li>➤ food and drink supplied solely by professional, covid trained, catering contractors</li> <li>➤ if club committees are to supply food/drink all those preparing and serving food/drink to be briefed in detail of work systems in place and the need for Food Hygiene Certificates for those preparing food – this is a requirement to maintain Public Liability insurance. Additional Covid-19 Aware service training may be required.</li> <li>➤ consider adapting or a limited, easy to handle, selection of refreshments (where plates and cutlery are not required). Condiments to be single serve sachets</li> <li>➤ consider individually wrapped cakes and snacks and canned drinks</li> </ul>	





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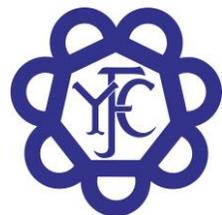
[Website and social media addresses]

Registered charity [add number]

OR

[insert the following] A charity without the need to register

		<ul style="list-style-type: none"> <li>➤ consider the option of households/individuals bring their own food and drink to the event (and do not share it)</li> <li>➤ Consider avoiding catering – ask all to bring own refreshments</li> </ul>	
Air viral load	Risk of transmission through the air	<ul style="list-style-type: none"> <li>➤ fresh air and good ventilation of food/drink preparation areas and queueing areas</li> <li>➤ Ensure windows are open and if possible, any fire doors – to increased air circulation</li> </ul>	
Proximity	Proximity of those preparing food or drink	<ul style="list-style-type: none"> <li>➤ limit preparation to one- or two-person teams</li> <li>➤ distancing during preparation</li> <li>➤ masks to be worn during preparation</li> <li>➤ barriers/screens in preparation areas</li> <li>➤ separating preparation team and serving team and limiting movement between the kitchen/bar and front of house</li> </ul>	
Proximity	Proximity of audience while queueing for food or drink	<ul style="list-style-type: none"> <li>➤ masks to be worn</li> <li>➤ managed queueing – a steward to invite small groups to collect food</li> <li>➤ remind of distancing</li> </ul>	
Proximity	Proximity of those consuming food and drink	<ul style="list-style-type: none"> <li>➤ do not overcrowd spaces and avoid close proximity</li> <li>➤ prearranged layout / room set - distancing planning</li> </ul>	
Proximity	Proximity during interaction	<ul style="list-style-type: none"> <li>➤ avoid participants moving freely around the room too much</li> </ul>	
Virus Transmission	Transmission through circulating servers	<ul style="list-style-type: none"> <li>➤ consumers collect their own refreshments from central table / collection point – with managed queueing – a steward to invite small groups to collect food</li> <li>➤ avoid large queues forming</li> </ul>	



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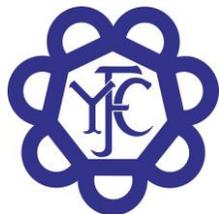
[Website and social media addresses]

Registered charity [add number]

OR

[insert the following] A charity without the need to register

Virus Transmission	Transmission of virus via surfaces e.g. door handles	<ul style="list-style-type: none"> <li>➤ open doors for ingress/egress</li> <li>➤ use door stewards</li> <li>➤ use of sanitizer wipes frequently on all touch points</li> </ul>	
Virus Transmission	Surface transmission via bathroom use	<ul style="list-style-type: none"> <li>➤ Frequent cleaning and good hygiene supplies</li> </ul>	
Virus Transmission	Transmission during payments	<ul style="list-style-type: none"> <li>➤ include refreshments in event – free of charge</li> <li>➤ include refreshments in the event booking – prepaid online</li> <li>➤ use contactless payment systems used</li> </ul>	
Virus Transmission	Equipment touched by multiple people	<ul style="list-style-type: none"> <li>➤ use of gloves and masks during food/drink preparation and subsequent cleaning up</li> <li>➤ use of hand sanitiser or frequent handwashing during preparation</li> <li>➤ provide hand drying options (paper towels or electric dryers) washing hands between handling customer items and moving to another task</li> <li>➤ careful cleaning of equipment – preferably using dishwashing machines at the hottest setting (65 degrees or above)</li> <li>➤ individual equipment (knives, cloths, etc) for those preparing food and drink</li> <li>➤ careful disposal of waste</li> </ul>	
Virus Transmission	Avoid food sharing	<ul style="list-style-type: none"> <li>➤ no communal plates, trays or bowls of food or drink from which many people take items – staff/volunteers to serve all refreshments</li> <li>➤ no shared condiments: instead, use single-use sachets or condiments dispensed centrally by staff</li> <li>➤ at a more formal event, the catering management to manage this and will have staff to serve each dish</li> </ul>	
Virus Transmission	Crockery/cutlery	<ul style="list-style-type: none"> <li>➤ if possible, avoid refreshments that require crockery and cutlery or glasses – serve in a paper napkin and canned drinks/disposable cups</li> <li>➤ no self-service for cutlery and crockery – adapt menu or pre-prepared cutlery sets – consider disposable cutlery and crockery, be mindful of environmental impact</li> <li>➤ supply refuse bins</li> </ul>	



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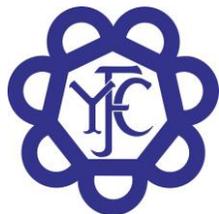
[Website and social media addresses]

Registered charity [add number]

OR

[insert the following] A charity without the need to register

		<ul style="list-style-type: none"> <li>➤ at a more formal event, the catering management to manage this and will have system in place</li> </ul>	
Virus Transmission	Transmission through litter	<ul style="list-style-type: none"> <li>➤ gloves and masks for clearing up team, also for anyone handling dirty plates etc for washing up good refuse bin provision and signage around venue</li> </ul>	



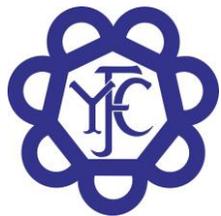
On YFC club letterhead

**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>
<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)  <b>Keep attendance records</b>	These arrangements should be in place for all activity sessions. Ensure each activity session has named supervisors in attendance in the correct ratio – 1 supervisor per 10 U18 participants and never less than two supervisors (they should not work alone)	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	



<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>
<b>First aid requirements and arrangements</b>	All attendees	For a general club activity in a venue/hall, the venue risk assessment to be followed. Careful planning of activities that are suitable for the venue	Activity supervised and any 'horseplay' will be stopped by supervisors to avoid accident and physical injury  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. Contact information (membership form) for all members and next of kin information for U18s	Add name(s) here of first aid trained supervisor or activity leader	At the planning stage - who will be responsible for First Aid and for having next of kin contact information	
<b>Attendance records</b>		Ensure attendance records are kept for every YFC activity – this is the club record and need only record the name of every person present	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.	



**[NAME OF CLUB HERE]**

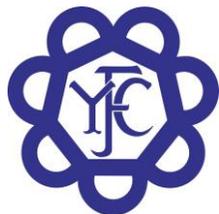
[Website and social media addresses]

Registered charity [add number]

OR

[insert the following] A charity without the need to register

<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><b>Add the additional activity specific information in extra rows</b></p> <p><b>These may be:</b></p> <ul style="list-style-type: none"> <li>• <b>Speakers</b></li> <li>• <b>Rounders</b></li> <li>• <b>Visits/trips</b></li> <li>• <b>Demonstrations and 'have a go' activities</b></li> <li>• <b>Etc</b></li> </ul>						



**[NAME OF CLUB HERE]**

[Website and social media addresses]

Registered charity [add number]

OR

[insert the following] A charity without the need to register

On YFC club letterhead

**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

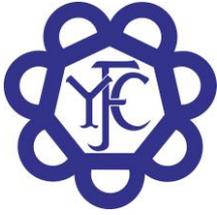
**IMPORTANT: This information will be shared only with the NHS Track and Trace service and will kept securely for 21 days. It will then be destroyed.**

[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





**[NAME OF CLUB HERE]**

[Website and social media addresses]

Registered charity [add number]

OR

[insert the following] A charity without the need to register

**Here is text that may be useful for event signage**

## **Event name/title**

This is a Covid-Aware YFC event

## **Conditions of Entry**

**Please do not attend the event if you or anyone in your household has symptoms of Covid**

**For those 16 years of age and over**, the NHS Covid Pass must be used to prove your covid status, as one of the following:-

- vaccine status (2 doses of the Moderna, AstraZeneca or Pfizer vaccine, or 1 dose of the Janssen vaccines), or
- a recent negative test, or
- natural immunity

To get a NHS Covid Pass visit: <https://covid-status.service.nhs.uk/> - You will need your NHS login details – information on how to set up a NHS login can be found here:

<https://www.nhs.uk/nhs-services/online-services/nhs-log-in/>

**For those 16 years of age and under**, proof of a negative Covid test (lateral flow or PCR test) – the test must have been taken and results logged on the <https://www.gov.uk/report-covid19-result> website no more than 48 hours before the event - and **bring the email/text confirmation to the event**

## **Covid Aware**

On entry, all attendees must scan the event QR code

Protect those that are making this event possible – our YFC volunteers, our security/door staff, our bar staff and the venue management:-

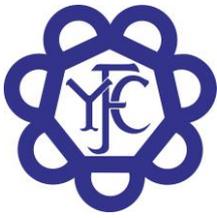
- Face covering are a legal requirement for indoor settings. Please wear a face covering
- Do not overcrowd the bar area or the lavatories



**Fun, Learning  
and Achievement**

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# [NAME OF CLUB HERE]

[Website and social media addresses]

Registered charity [add number]

OR

[insert the following] A charity without the need to register

- Frequently wash hands or use hand sanitiser
- Please be mindful of social distancing

Challenge 25 will be operated & you may be asked to prove that you are 18 or over when buying alcohol

The event organisers will make random searches on entrance. Searches may include bags, including handbags, & will be conducted by security staff.

Security staff will also be conducting random body searches. Illegal drugs, including any white powder, will be reported to the police. Alcohol bought outside the venue, & any items considered to be dangerous, including penknives, will be confiscated & destroyed.



Social distancing



Face coverings are worn when needed



Venue is clean and kept clean



Hygiene is robust – handwashing etc



Risk Assessment are up-to-date



NHS Test and Trace information gathered

Version control

Version	Date	Author	Comments & status
0.1	27.09.2021	NFYFC	First draft created
0.2	29.09.2021	NFYFC	Second draft
1.0	30.09.2021	NFYFC	Published version 1.0
2.0	06-12.2021	NFYFC	Updated (emergence of Omicron variant)