



Llywodraeth Cymru  
Welsh Government

GUIDANCE

# Organised children and young peoples activities: potential reasonable measures action card (coronavirus)

Guidance to help providers protect children and young people, staff and visitors.

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# Contents

## What is this?

---

### Context

---

### Specific risks in these settings

---

### What reasonable measures should I consider taking to minimise the risk of exposure to coronavirus?

---

### Communicate

---

### Links to key guidance

---

## What is this?

- This “Action Card” provides advice on measures that are likely to be reasonable to take to minimise the risk of coronavirus in organised activities for children.
- It should be used in conjunction with current Welsh Government **regulations** and other **(more general) guidance**

## Context

- This Action Card relates to the measures those responsible for organised activities for children, must take by law, in response to the coronavirus pandemic.
- This covers activities attended by children and young people. Examples could include attendance at sports clubs, drama classes, parent and toddler

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- groups, youth work and general youth groups and religious groups.
- Those responsible for these services are required to take **reasonable measures** to minimise the risk of people being exposed to coronavirus, and spreading the virus.
  - As a basis for deciding what measures should be taken, they must also carry out a **specific assessment of the risk** posed by the coronavirus.
  - The Action Card highlights risks generally associated with these venues and considers what reasonable measures could be taken to mitigate those risks.
  - This is not an exhaustive list and other reasonable measures not referred to below may be appropriate.
  - If you have questions or concerns please seek advice from your local authority's environmental health department as soon as possible. Please be aware and respectful of the fact that their role is to ensure that appropriate reasonable measures are taken so that your venue can operate as safely as possible. However, it is not their role to approve your risk assessment.

## Specific risks in these settings

As with all premises where people from different households come together, there are risks of spreading coronavirus associated with organised activities for children. While the risks for settings will depend on the activities being undertaken at the venue and the number of people present, the following risks will be typical:

- close physical interaction, including queuing in close proximity to others before entry and while at the venue, for example and while inside, for example at the reception area, lifts, toilets, cloakrooms etc.;
- increased likelihood of mixing and face to face interaction, particularly where parents remain on site;
- raising of voices over loud music increasing risk of aerosol transmission;
- potential for poor ventilation, which is particularly problematic where people spend prolonged periods together indoors.

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# What reasonable measures should I consider taking to minimise the risk of exposure to coronavirus?

While it is unlikely to be possible to mitigate the risks completely in settings of this nature, some measures are reasonable to take, so must be taken.

You should consider whether the following measures are reasonable to take. The measures you take should be informed by your assessment of the risk of coronavirus spreading from use of your vehicles or premises and tailored to your specific circumstances. The Welsh Government has produced a [standard template](#) for coronavirus risk assessments, and there is further [information](#) available to support you provided by the Health and Safety Executive (HSE).

## Reduce the chance of coronavirus being present

- Encourage staff /volunteers to receive both doses of a COVID-19 vaccine.
- Encourage regular staff/volunteer testing (where feasible).
- If a member of staff, volunteer parent, visitor or a child becomes unwell or symptomatic while attending the setting they should leave the setting immediately and follow the advice on [Test, Trace, Protect](#), including self-isolating and arranging a test.
- Staff, parents, visitors and children who are symptomatic or have tested positive for COVID-19 must not attend the setting and must strictly follow the [self-isolation guidance](#). Children (under 18) and adults who have received a full dose of the COVID-19 vaccination do not have to self-isolate when identified as close contacts of a positive case. They will still be contacted by TTP who will offer advice and guidance and should be aware of the [self-isolation guidance](#). There may be circumstances where a child or adult who would normally be exempt is directed to self-isolate by TTP. These circumstances will be identified by TTP on a case by case basis.

The best way of preventing spread of coronavirus in any premises is to reduce the risk of the virus being on the premises in the first place.

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## Prevent crowding

- Limiting numbers or controlling movement of people so that where possible people can safely distance themselves from others. For example use one way systems to enter or walk around the premises and control the movement of people coming together in confined areas such as toilets.
- Maintain social distancing between adults and children over 11 both during and outside of sessions. While it is generally accepted very young children are not good at distancing, staff, other adults and older children should still try to distance from one another.
- Controlling entry and exit points to prevent people coming together.

## Limit your capacity

- Reducing numbers. In determining the capacity of the activity, the number of people who may attend at any one time, remember that lowering numbers will reduce the extent to which close physical interaction will occur, in particular by reducing the potential for crowding.
- Spreading people evenly across the venue so that they don't gather in disproportionate numbers in one room or space.

## Consider travel restrictions

- Settings should not knowingly accept attendance by children, families or staff in breach of the international [travel restrictions](#).

## Improve your ventilation or go outside

- Encouraging use of outdoor space where this is available.
- Enhancing airflow by opening windows and propping open internal doors (but not fire doors) where possible and where safe to do so. As children will be in attendance at these premises there will be some premises where

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opening windows or doors may increase the risk of children injuring themselves or leaving the premises unsupervised, so this should form a part of any risk assessment.

- If there is a lack of natural ventilation, ensuring mechanical ventilation systems provide 100% fresh air and do not recirculate air from one space to another.
- Make sure mechanical ventilation systems are effectively maintained and have been serviced.
- Monitoring CO2 levels to identify areas where ventilation may be poor.

## Keep your premises clean

- Thorough and regular cleaning using disinfectant in high footfall areas and in high contact touchpoints such as counter tops, tables and door handles.
- Placing hand sanitisers in multiple locations, particularly at entry points and elsewhere at key touchpoints, and providing automated soap dispensers, water and paper towels in washrooms.
- Regular hand washing for children and staff; provision of hand sanitiser.
- Regular and effective cleaning regimes as outlined in [Cleaning, hygiene and handwashing to reduce coronavirus \(COVID-19\) transmission \(hse.gov.uk\)](#)
- Prevent the sharing of food, drink, utensils, and where possible equipment and toys.

## Keep the noise down

- Lowering the volume of any music played to reduce the need for people to shout or bring their faces close together to talk.

## Look after your staff

- Implementing systems to minimise contacts between staff. For example, stagger staff shifts, break times and deliveries; set a maximum number for

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- kitchens, staff rooms, changing rooms and areas such as smoking shelters.
- Providing staff with face coverings or other PPE.
  - Facilitating (and not preventing) members of staff that have symptoms, test positive or who have been identified as a close contact by Test Trace Protect (and are not exempt by way of age or vaccine status) to self-isolate. Self-isolating when a person has tested positive is required by law.

## Remember face coverings

- Helping to ensure that people present comply with their legal obligation to wear a face covering.
- There remains the requirement for wearing a facemask for people aged 11 and over in indoor public places. If the activity is taking place in a setting that is not open to the public there is no legal requirement to wear a face covering, but you should consider if requiring face coverings would be a reasonable measure.

## Help Test, Trace, Protect

- Understanding the role of the NHS Wales **Test, Trace, Protect** system has in monitoring and controlling the virus.
- **Keeping records of staff, customers and visitors** to support the NHS Wales TTP Service.

## Communicate

You have a legal obligation to provide information to those entering or working at your premises about how to minimise the risk of exposure to coronavirus. This includes, in particular, information to all those present about their risk of exposure to coronavirus identified in the risk assessment and the measures to be taken at the premises to minimise this risk.

This could include announcements, clear signage (e.g. signs, floor tape or paint)

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for limits on the number people present in a particular area or vehicle, queuing systems and one way systems.

## **Links to key guidance**

**[General guidance on taking reasonable measures to minimise the risk of spreading coronavirus](#)**

**[Self-isolation guidance](#)**

**[Infection Prevention and Control Guidance for Childcare Settings  
Cleaning, hygiene and handwashing to reduce coronavirus \(COVID-19\)  
transmission \(hse.gov.uk\)](#)**

**[Childcare and Playwork COVID-19 Guidance](#)**

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