

First Steps Checklist for Covid-19 Recovery Planning #WellbeingFund

The youth work sector has been impacted by Covid-19 and the restrictions placed on organisations and individuals during this time. This self-evaluation tool is designed as a **first steps checklist** to support trustees, management committees, and youth work managers/senior leaders to self-evaluate the steps and measures they have taken, and to identify future steps to take as your organisation looks to increase its service provision as restrictions ease. This tool has been developed by YouthBorders with support from The Scottish Government Wellbeing Fund.

The steps you take must be in line with Scottish Government and Health Protection Scotland guidance.

<https://www.gov.scot/collections/coronavirus-covid-19-guidance/>

<https://www.hps.scot.nhs.uk/a-to-z-of-topics/covid-19/>

You can make use of the YouthBorders post-lockdown information padlet for detailed guidance, advice, and risk assessment frameworks which we have collated from a range of trusted sources.

Theme 1: Leadership and Responsibilities

1.1 Are trustees/management committees and senior staff engaged in regular and purposeful conversation about how your organisation will provide services in the future?

1.2 Are trustees/management committees aware of their responsibilities in the following areas?

- Risk assessment and management
- Health, safety and wellbeing of staff and volunteers
- Health, safety and wellbeing of service users
- Organisational reputation

	Checklist – Yes or No	If No – describe what actions you will need to take and who will do this	If Yes – note high level information (reference to other organisational documents)
1. Leadership and Responsibilities	1.1		
	1.2		

Theme 2: Insurance

2.1 Do you know the position of your insurer with regards to changes to your activity?

2.2 Have you reviewed your insurance cover and checked that you are insured to an appropriate level of cover?

For example, if your activity is going to take place in different locations you may need to notify your insurer. “Any liability claim could only be made against a group if they were found to be negligent, and if Government Guidelines were not followed and an incident occurred, insurers would not meet claim” (Towergate Insurance). You may also wish to consider if you have sufficient level of cover, to avoid being under-insured, this may be particularly relevant to the employers liability insurance component of your cover.

	Checklist – Yes or No	If No – describe what actions you will need to take and who will do this	If Yes – note high level information (reference to other organisational documents)
2. Insurance	2.1		
	2.2		

Theme 3: Risk Assessment

3.1 Have you reviewed existing risk assessment for your building, activity, employee and participant safety etc?

3.2 Do you need to develop new risk assessments for new services or ways of working?

3.3 Are trustees and management committees actively engaged in approving risk assessments and ensuring compliance?

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	Checklist – Yes or No	If No – describe what actions you will need to take and who will do this	If Yes – note high level information (reference to other organisational documents)
3. Risk Assessment	3.1		
	3.2		
	3.3		

Theme 4: Service Activity and Provision

- 4.1 Have you considered what services or activities you may be able to deliver at each stage of the easing of lockdown restrictions?
- 4.2 Have you reviewed or decided what of your adapted/interim services that you may want to stop or continue? (see appendix 1)
- 4.3 Have you reviewed and updated registration and contact information for young people who use your service? *You will likely require to have complete lists of people who have attended session in case of an outbreak and requirements to track and trace contacts.*

	Checklist – Yes or No	If No – describe what actions you will need to take and who will do this	If Yes – note high level information (reference to other organisational documents)
4. Service Activity and Provision	4.1		
	4.2		
	4.3		

Theme 5: Health, Safety and Hygiene

- 5.1 Do you have appropriate health, safety and hygiene signage in your premises for young people, employees, volunteers and visitors?
- 5.2 If you share/let premises have you obtained updated site specific risk assessments and shared these with your staff and volunteers?
- 5.3 Do you have resources (equipment, time, funding, people) to adequately clean premises between groups, common areas, and individual work spaces?

	Checklist – Yes or No	If No – describe what actions you will need to take and who will do this	If Yes – note high level information (reference to other organisational documents)
5. Health, Safety and Hygiene	5.1		
	5.2		
	5.3		

Theme 6: Communication

6.1 Have trustees communicated effectively with the senior member of staff and is there a shared and agreed position on risk management and future plans?

6.2 Are all staff and volunteers aware, informed and confident about new working practices, risk assessments, expectations and requirements?

6.3 Are service users (and their families) aware and informed about changes to service and activity, and what is expected or required from them?

	Checklist – Yes or No	If No – describe what actions you will need to take and who will do this	If Yes – note high level information (reference to other organisational documents)
6. Communication	6.1		
	6.2		
	6.3		

This first steps checklist is provided as a blank template by YouthBorders for use by youth organisations within our membership. If you are a member and need support or advice about how to complete this first steps checklist or to put ideas in to action please email info@youthborders.org.uk and our team will be able to assist.

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Appendix 1: A useful framework to assist with Activity/Service review (RSA, 2020/ESS, 2020)

DURING - CRISIS	Started	<p>END “We’ve done these things to respond to immediate demands, but they are specific to the crisis”</p>	<p>AMPLIFY “We’ve been able to try these new things and they show some signs of promise for the future”</p>
	Stopped	<p>LET GO “We’ve been able to stop doing these things that were already/are now unfit for purpose”</p>	<p>RESTART “We’ve had to stop these things to focus on the crisis or because of restrictions, but they need to be picked up in some form at some time.”</p>
		Stopped	Started
POST-CRISIS			