

Youth Zone Risk Assessment: Building UPDATED 18.05.2021

Please consider all those who may be at risk when attending the facilities where you could expect large amounts of people present at any given time using our range of facilities. Youth Zone staff and visitors (including contractors), Young or inexperienced and anyone with Physical / Sensory Impairments. This Risk Assessment has considered the government guidance and takes further consideration as new guidelines are provided by Public Health.

Hazard	Persons at Risk	Existing Controls	Further Action Required	PPE/Equipment/Props
Reception	Staff, Volunteers, Young people and visitors	<p>Young people are not allowed in the building unless approved otherwise and have booked onto a session previously reducing the risk to reception team</p> <p>All young people should be known to BYZ and have filled out a membership form/renewal online before coming into the youth zone.</p> <p>Social distancing is encouraged and maintained throughout.</p>	<p>Clear plastic partitions to be put up so no young people or staff members can lean over the reception area.</p> <p>Young people should only access the building for an agreed and specific delivery.</p> <p>Membership cards to be created for junior members to help the flow of reception. They will have to scan their card.</p> <p>Young people who need to exit the build and return, should request to do so through staff who will manage the process of exiting and reentering. It should be discouraged and staff should consider young people's</p>	<ul style="list-style-type: none"> ● Clear plastic partition to be put up around the reception area. ● New scanner, membership cards & QR codes to be created. ● Props and signs to discourage social gathering within the reception area. ● No sitting in the reception area. ● The turnstile door to be open at all

			<p>reasons before allowing them to exit and return.</p> <p>No equipment or personal belongings to be left behind reception at any time.</p> <p>Only receptionists or session leader are to go behind reception at any point.</p>	<p>times so no cross contamination.</p>
<p>Rec Area including arts area, gaming area, etc.</p>	<p>Staff, Volunteers, Young people and visitors</p>	<p>Tables to be placed in a horseshow fashion and not to sit across from one another at any point.</p> <p>Floor markings to be laid out in advance to ensure all stay 2m apart. This is to be used as a visual aid.</p> <p>All surfaces to be sanitized routinely and after anyone has used the area and left.</p>	<p>All young people where possible, should remain with their activity groups throughout their stay, unless they are approved to do otherwise.</p> <p>Floor markings to be laid out with bright markings visible on the BYZ flooring.</p> <p>Activities should be set at agreed times, to avoid unexpected movement and gathering.</p> <p>All equipment that is unnecessary will be put away in the correct storage area.</p>	<ul style="list-style-type: none"> • Hand sanitisers positioned throughout the build • Visuals and props on the walls and key areas. • Cleaning materials to be made available. • Infection control training to be completed.
<p>Digital Room</p>	<p>Staff, Volunteers, young</p>	<p>Young people can't access the Digital room unless supervised by a youth worker.</p>	<p>Young people are encouraged to remain in their area unless authorised otherwise.</p>	<p>Agreed programme for young people which is set by times. This should be visible</p>

	people and visitors	<p>The room will be set out so no one is sat across from each other.</p> <p>All equipment will be sanitised down after each use.</p> <p>The room will be locked at all times unless in use.</p>	<p>Tables to set out so no one is facing each other.</p> <p>Partition to be erected as appropriate.</p> <p>First Aid box to be made available in this room.</p>	<p>throughout the build to help staff and young people.</p> <p>First Aid & intervention respect guidelines.</p>
Lift	Staff, Volunteers, young people and visitor	The lift will be closed off for all unless it is being used by those who need it.	<p>The lift will be accessible to those who need it, which may include,</p> <ul style="list-style-type: none"> • Physical impairments which prevent them from using stairs • Health reasons • or when moving as an individual or in two's (2metre social distancing should be maintained when in use). The lift should not be used in group sizes in excess of three. 	<ul style="list-style-type: none"> • Props/signs in the lift.
Sportshall	Staff, Volunteers, young people and visitor	Young people cant access the Sportshall unless authorised otherwise	Staff should monitor the number of those in the sports hall and respond accordingly if capacity is reached. They should consider contacting the session lead by walkie talkies. Staff should encourage social distancing	<ul style="list-style-type: none"> • Room/area signs to provide room capacity numbers

		The partition is to be used as well as markings on the floor as appropriate for activities.	throughout this process by directing young people to suitable spaces/areas which maintain 2m social distancing.	<ul style="list-style-type: none"> • Floor markings
Corridors & Stairwell	Staff, Volunteers, Young people and visitors	<p>Young people can't access the building unless authorised otherwise</p> <p>No young people are to be in the corridors/walkways/stairwell unless accompanied or otherwise advised by a youth worker.</p> <p>Sanitiser to be made available to all at relevant points around the building. 2 on each floor.</p>	<p>Staff should direct young people when in transition and manage people's (including peers) movement from area to area. This is responsible for the session lead and supporting staff.</p> <p>Set walkways to encourage one-way traffic throughout the build (See Appendix A)</p>	<ul style="list-style-type: none"> • Walkie Talkies to be used if you cannot see a clear path • Regular cleaning of the handrails. • Cleaning PPE • Clear marking up and down the stairs as well as in walkways and corridors. • Sanitiser to be made available on each floor and at exit and entrances.
Toilets & Changing areas	Staff, Volunteers, Young	All young people with additional needs are assessed prior to access and staff will understand their needs. We do not provide	<ul style="list-style-type: none"> • Any young person who require personal care should receive support from a trained and qualified personal and that 	<ul style="list-style-type: none"> • Risk assessments to be available to assess young

	people and visitors	<p>one to one support, however do provide additional support.</p> <p>Regular checks and cleaning to be carried out in the toilets and common areas. Cleaner/Session Lead to sign off to ensure consistency and cleanliness.</p> <p>Communal toilets are not to be used with more than one person, the single toilets and disabled toilets are to be used. More cleaning as above.</p>	<p>personal should use gloves, a mask and changing wear when providing personal care.</p> <p>Staff should support those young people with additional needs to regularly clean their hands. This process should be completed with the use of PPE.</p> <p>All but one toilet in communal toilets to be taped off.</p>	<p>people's needs and risk attached to covid-19 and accessing our services.</p> <ul style="list-style-type: none"> • Appropriate signage and floor markings including for queuing outside toilets.
Boxing Gym	Staff, Volunteers, Young people	<p>All equipment to be sanitised down after being used by individuals.</p> <p>Capacity limited room.</p> <p>Appropriate floor markings to be put down and adhered to.</p> <p>One way system exit and entrance.</p>	<p>One way system performing arts studio has two doors to minimise risk.</p>	<ul style="list-style-type: none"> - Signage of exit and entry. - Increased cleaning equipment.
Mentoring Room	Staff, Volunteers, Young	<p>No meeting room desk will be provided to eliminate risk.</p>	<p>Lone working space or mentor space if required.</p>	<ul style="list-style-type: none"> - Floor markings.

	people and visitors	<p>2m apart desk and chair will be provided for lone working.</p> <p>Should mentoring occur i.e. seeds, take place separate chairs (no sofa) will be available with floor markings.</p>	<p>No more than 2 people in this room at one time.</p> <p>Window, if more than 2 people, to be open at all times.</p> <p>Space to be cleaned after use especially, desk space and door handles.</p>	<ul style="list-style-type: none"> - Cleaning equipment & guidance.
Kick Pitch	Young people, volunteers and staff	<p>Reduce the capacity of the kick pitch</p> <p>2m distance at all times.</p> <p>Doors to pitch to stay open to lessen the risk of contamination, one way system, one way in one way out.</p>	<p>No seating for the viewing area to be provided.</p>	<p>Floor markings and signage.</p>

Gym	Young people, volunteers and staff	<p>Strict social distancing at all times. Should this number of people be too many with the workouts, gym leads to advise and reduce the number immediately.</p>	<p>All equipment to be cleaned after each use by the user.</p> <p>Full deep clean of the gym to be carried out before open to young people/team/reopening.</p> <p>Hourly wipedowns of the gym to take place by youth workers within 15 minutes whilst the gym is closed.</p>	<p>Cleaning equipment to be part of the reinduction of each young person and team member.</p> <p>Instructions on how to clean each piece of equipment on the equipment.</p> <p>Cleaning equipment to be provided.</p>
Music Rooms	Staff, Volunteers, Young people	<p>All equipment is to be sanitised down thoroughly after each use.</p> <p>PPE to be used where relevant.</p> <p>Windows to be open when in use.</p>	<p>Full deep clean of the music equipment to be carried out before open to young people/team/reopening.</p>	<p>Appropriate floor markings to be put out.</p> <p>Inappropriate equipment to be taken out of the music rooms.</p>
Office	Staff, Volunteers, Young people and visitors	<p>Office to be used at a minimum and work from home is recommended.</p>	<p>All screens to be used to partition desks.</p> <p>Only essential use of the office. All staff to work from home where necessary.</p> <p>Kronos signing in/out however hands must be sanitised before and after use.</p>	<p>Small partitions for desks.</p> <p>Hand sanitisers</p>
Kitchen	Staff, Volunteers, Young	<p>Sneeze guards and COVID screens are currently up.</p>	<p>All food and equipment to be disposed of after anyone has eaten. No cutlery or plates are to be used.</p>	<p>Disposable plates and equipment to be bought.</p>

	people and visitors		<p>No one to face each other when eating, tables to be placed in a horseshoe position.</p> <p>Tables to be marked appropriately to ensure a 2m distance is maintained through lunches.</p> <p>Vending machine to be cleaned at regular intervals.</p> <p>Areas to be cleaned/sanitised after each use.</p>	<p>Gloves to be provided.</p> <p>Screens and markings to divide table places</p>
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Risk Assessment carried out by: _____ Carried out date: _____

Review date: _____ Reviewed by: _____