

## Risk Assessment: Operations

This Risk Assessment has considered the government guidance provided on 26th June 2020 and takes further consideration as new guidelines are provided by Public Health and the NYA.

Hazard	Persons at Risk	Existing Controls	Further Action Required	PPE/Equipment/Props/ Controls And supporting documentation
Group sizes	Staff, Volunteers, Young people and visitors	<p>Young people are not allowed in the building unless approved otherwise.</p> <p>All young people should be known to BYZ with a valid membership which has update personal details</p>	<p>Young people should only access the building for an agreed and specific delivery.</p> <p>All young people where possible, should remain within their activity groups throughout their stay, unless they are approved to do otherwise.</p> <p><b>Group sizes should remain at 15 young people.</b></p> <p>All policies relating to our behaviour response and management will be reviewed and changed accordingly.</p> <p>Young people should not congregate in shared areas in excess of group sizes of 15. When there is “Free” time/play this should be managed by session leads and where social distancing is maintained throughout.</p>	<ul style="list-style-type: none"> <li>• Booking system to identify individuals who can access the build within agreed group sizes</li> <li>• Props and signs to discourage social gathering within and outside the build.</li> </ul>

			<p>Guidance can be taken from schools guidelines under subheading “<b>Class and group sizes</b>” link- <a href="#">School group sizes</a> further guidelines can be found via <a href="#">NYA Group</a></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 reasons before allowing them to exit and return. This may include smoking breaks.</p> <p>The outside space should be managed at key times by key staff members including the duty manager or co duty manager.</p> <p>Group sizes should remain together for the entirety of their stay, including during activity and free play.</p>	
<p>Managing Attendance and bubbles</p>	<p>Staff, Volunteers, Young people and visitors</p>	<p>Young people are not allowed in the building unless approved otherwise.</p> <p>All young people should be known to BYZ with a valid</p>	<p><b>Where possible, young people will be limited to one bubble and ideally over repeated attendance, though this may not be practical in some circumstances . Where this is the case, there will be a review every 21 days (NYA guide).</b></p>	<ul style="list-style-type: none"> <li>• Booking system to identify individuals who can access the build within agreed group sizes</li> </ul>

		<p>membership which has update personal details</p>	<p><b>Provision Leads will review and share their outcomes with the Head of Operations. Appropriate follow up will be completed if there is notable concern.</b></p> <p><b>The duty manager to have agreed bubbles (with individuals assigned to) prior to each session. Young people should be assigned to their group upon arrival and there should be no opportunity for the young person to mix with others whilst on site.</b></p> <p><b>The booking system will restrict young people booking on more the 3 sessions.</b></p> <p><b>Receptionists should ask young people who have attended without booking to safely exit the building with the support of the duty manager through the approved walkways.</b></p> <p><b>In the case of bubble mixing can not be reasonably removed, attendance must be logged on salesforce and show an accurate (daliy) record of all bubbles.</b></p>	<ul style="list-style-type: none"> <li>• Props and signs to discourage social gathering within and outside the build.</li> </ul>
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			<p><b>Young people over the age of 18, should not be placed within a bubble with younger members unless they are engaged within a train/team activity and supervision is maintained at all times within structured activity.</b></p>	
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<p>Maintaining hygiene with staff and young people during delivery</p>	<p>Staff, Volunteers, Young people and visitors</p>	<p>Staff and young people sanitise hands on arrival and throughout their stay.</p> <p>Sanitisers are positioned throughout the build.</p>	<p>Ensure that all adults and young people wash their hands throughout the day,</p> <ul style="list-style-type: none"> <li>● Frequently wash their hands with soap and water for 20 seconds and dry thoroughly. See further guidance via <a href="#">guidance on hand cleaning</a></li> <li>● Clean their hands on arrival and throughout, especially before and after eating, and after sneezing or coughing.</li> <li>● To be encouraged not to touch their mouth, eyes and nose</li> <li>● Use a tissue or elbow to cough or sneeze and use bins for tissue waste ('catch it, bin it, kill it')</li> </ul>	<ul style="list-style-type: none"> <li>● Hand sanitisers positioned throughout the build</li> <li>● Visuals and props on the walls and key areas such as toilet cubicles.</li> </ul>
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			<p>Staff should ensure young people are encouraged to wash their hands after they visit the bathroom or after key times such as physical activity and play. This should be encouraged by supporting visuals and props to remind staff and young people.</p> <p>Disposable tissues will be positioned throughout the youth zone and all people will be encouraged to ‘catch it, bin it, kill it’ when sneezing (See more guidelines <a href="#">Catch It, Bin It, Kill It</a>)</p>	
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<p>Shared equipment and resources</p>	<p>Staff and young people</p>	<p>No activity which encourages contact is approved. This includes where shared equipment such as balls, pool cues and bats are required to complete the activity.</p>	<p>The following guidelines should be considered,</p> <ul style="list-style-type: none"> <li>● By limiting the amount of shared resources that are taken home and limit exchange of take-home resources between children, young people and staff. Young people and staff should not bring equipment from home.</li> <li>● We should seek to prevent the sharing of stationery and other equipment where possible. Shared materials and surfaces should be cleaned and disinfected more frequently. This may require additional equipment being bought.</li> <li>● All practical equipment should be cleaned thoroughly, especially after use.</li> <li>● Where there is reason for use of equipment, young people</li> </ul>	<ul style="list-style-type: none"> <li>- PPE including gloves</li> <li>- Cleaning equipment including disposable papers</li> <li>- Bins for disposable equipment to be positioned throughout the building</li> </ul>
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			<p>should be provided an individual piece of equipment for the full duration of that activity and it should not be used by another.</p> <ul style="list-style-type: none"> <li>● Staff should discourage handing equipment out from hand to hand and place equipment on the floor/surface for others to collect. This should be managed and when placing equipment within a set area, distancing should be maintained and young people should collect one after one.</li> </ul> <p>Further details can be found via <a href="#">Shared resource</a> sub heading “Reduce the use of shared resources”</p> <ul style="list-style-type: none"> <li>● When and where feasible, equipment should be disposed of after use. This may be</li> </ul>	
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			consumables such as paper, card and other day to day consumables.	
Managing young people movement around the building	Staff, Volunteers, young people and visitors	<p>Young people can't access the building unless authorised otherwise.</p> <p>Social distancing is encouraged and maintained throughout.</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> <p>Young people are encouraged to remain in their area unless authorised otherwise</p> <p>The lift will be accessible to those who need it, which may include (the lift should be locked and requested if required),</p> <ul style="list-style-type: none"> <li>● Physical impairments which prevent them using stairs</li> <li>● Health reasons</li> <li>● or when moving as an individual or in two's (2metre social distancing should be maintained when in use).</li> </ul> <p>The lift should not be used in</p>	<ul style="list-style-type: none"> <li>● Props and visuals to encourage pathways and direction</li> <li>● Agreed programme for young people which is set by times . This should be visible throughout the build to help staff and young people.</li> <li>● Props/signs and hand sanitiser in the lift.</li> </ul>

			<p>group sizes in excess of three.</p> <p>Hand sanitiser should be placed within the lift and be encouraged throughout use.</p> <p>Activities should be set at agreed times, to avoid unexpected movement and gathering.</p> <p>Tracking participation</p> <p>Young people should remain within their group and all participation should be recorded throughout delivery. Recording will be used as a track and trace method in the event an individual shows symptoms/positive test results.</p> <p>Staff should complete the recording via tablets and should be the only person using.</p> <p>After use, staff should clean the tablet before returning to storage.</p> <p>Young people at no point should use the tablet and we will discourage the tablet being passed from a person to another.</p>	
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<p>Room/area use, capacity and layout</p>	<p>Staff, Volunteers, young people and visitor</p>	<p>Young people cant access the building unless authorised otherwise</p>	<p>Each room will have an agreed maximum capacity which will help maintain social distancing. .</p> <p>The room capacities should be followed as (staff are included within ratios),</p> <ul style="list-style-type: none"> <li>● Sports Hall 80</li> <li>● Rec/Cafe/Arts 30 (split into two groups of 15)</li> <li>● Rec Pool table 15</li> <li>● Dance/Boxing 20</li> <li>● Astro 30</li> <li>● Gym 20</li> <li>● Music 10</li> </ul> <p>Staff should monitor the number of those in each area and respond accordingly if capacity is reached. They should consider contacting the session lead by walkie talkies. Staff should encourage social distancing throughout this process by directing young people to suitable spaces/areas which maintains 2m social distancing.</p> <p>Rooms will have a set layout which encourages social distancing. Staff should ensure that the layout remains consistent through all delivery and return all furniture if it</p>	<ul style="list-style-type: none"> <li>● Room/area signs to provide room capacity numbers</li> <li>● Room layout graphics (See Appendix B)</li> </ul>
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			<p>isn't maintained at first opportunity, with the use of PPE.</p> <p>Where rooms have windows and/or air conditioning they should be open/used throughout to increase ventilation.</p>	
Managing free play and lunches	Staff and Young People	<p>Young people cant access the building unless authorised otherwise</p> <p>Free play is agreed and delivered at specific times whereby staff and leads and manage the process.</p>	<p>Break and lunch times are staggered;</p> <ul style="list-style-type: none"> <li>• Aim for consistency of staff who cover for to support ratios</li> <li>• Stagger use of staff rooms and other communal areas and ensure cleaning is carried out between groups of staff and young people, this may include the cafe area. Ensure this is evidenced. Operational team to have a checklist in place to ensure robust/procedure like cleaning.</li> <li>• Where possible, we will use disposable cookery to reduce risk.</li> <li>• Young people will be provided lunch within different areas,</li> </ul>	<ul style="list-style-type: none"> <li>• Agreed cleaning schedules with checklists</li> <li>• Cleaning PPE <a href="#">See more under subheading "We are open"</a></li> </ul>

			<p>remaining within their set group</p> <ul style="list-style-type: none"> <li>● Staff should follow procedure with all cleaning following lunches (Guidelines can be found via <a href="#">Decontamination-in-non-healthcare-settings</a>). Measures include, <ul style="list-style-type: none"> <li>- Use of PPE including gloves and masks (masks are optional and personal preference)</li> <li>- Set and agreed roles which maintain social distancing</li> <li>- Waste should be stored safely and kept away from children. Staff should not put waste in communal waste areas.</li> </ul> </li> </ul> <p>The vending machine should not be used. Staff with protective gloves should operate the tuck shop and young people should be encouraged</p>	
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			<p>to use credit on their salesforce account.</p> <p>Tuck shop should be delivered at set times, which have 2m social distance lines for those waiting to be served. The line process should be supervised and managed by staff throughout.</p>	
<p>Managing young people with additional needs</p>		<p>Young people cant access the building unless authorised otherwise</p> <p>All young people with additional needs are assessed prior to access and staff will understand their needs. We do not provide one to one support, however do provide additional support.</p>	<p>Risk assess needs on an individual basis in line with the SEND risk assessment guidance found <a href="#">here</a> (BWD council guidelines) ;</p> <ul style="list-style-type: none"> <li>● Ensure young person understand the need to follow social distancing requirements.</li> <li>● Plan activities they can engage with while observing social distancing requirements.</li> <li>● Ensure adequate supplies of normal PPE.</li> <li>● Any young person who requires personal care should</li> </ul>	<ul style="list-style-type: none"> <li>● Risk assessments to be available to assess young people's needs and risk attached to covid-19 and accessing our services.</li> <li>● PPE including gloves, masks and over wear.</li> </ul>

			<p>receive support from a trained and qualified staff and that staff should use gloves, mask and changing wear when providing personal care. All Personal assistant staff should be provided all risk assessments prior to entry.</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>	
Young people accessing the toilet and changing facilities	Young people, staff and volunteers	Young people cant access the building unless authorised otherwise	<p>The communal toilets will remain closed throughout all delivery (communal toilets will be used for any person/persons who shows symptoms, see hazard “Risk of infection from staff or children who become symptomatic during delivery”.</p> <p>Young people will use the individual toilets positioned on all three floors.</p> <p>As advised by government guidelines, the hand dryers will be</p>	<ul style="list-style-type: none"> <li>- Props to encourage cleaning after toilet use including visuals</li> <li>- Floor markers to encourage social distance queuing</li> </ul>

			<p>disabled. Toilet users are encouraged to use disposable paper.</p> <p>Junior members will be asked to inform a staff member prior to attending the toilet. Senior members will be advised on safe practice.</p> <p>Young people should use the nearest and safest toilet on the floor they are on. They should not travel up or down stairs to access another.</p> <p>Young people will be encouraged to wash their hands with warm water after use for 20 seconds <a href="#">guidance on hand cleaning</a>.</p> <p>Young people waiting to use the toilet will wait within socially distance lines as marked on the floor.</p> <p>The changing rooms will remain locked. Young people, parents/carers will be advised to attend without needing to change clothes. In the event a young person needs to change, a staff member will assist with this process.</p>	
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			<p>There will be regular checks for the toilet hygiene and cleanliness ensuring that there is sufficient soap, no water and/or exposed faeces that may lead to increased risk.</p> <p>There will be increased cleaning in communal toilets. Please refer to the risk assessment titled “Building” for more guidance.</p>	
Risk to children and staff due to allergies/intolerances	Young people and staff	<p>All staff have updated health resorts which state any allergies and intolerances.</p> <p>All young people should have updated memberships clearly stating allergies and intolerances.</p> <p>BYZ catering follows good practice relating to suitable foods and does not service foods with common allergies within its ingredients.</p>	<ul style="list-style-type: none"> <li>- Ensure up to date information is collected from parents/carers regarding any allergies, including allergies to cleaning products, anaphylaxis triggers and seasonal allergies e.g. hay fever.</li> <li>- During all food delivery, ensure up to date information is collected from parents/carers regarding meals requirements;</li> <li>● Review our catering supplier the provision of food with reference to individual</li> </ul>	<ul style="list-style-type: none"> <li>- All sites to have access to salesforce which states young people's allergies.</li> </ul>

		Maintain existing risk assessments attached to allergies and intolerances	<p>preference, allergies, cultural requirements and intolerances;</p> <ul style="list-style-type: none"> <li>• Share information with catering and other relevant staff where appropriate.</li> <li>• Qualified first aider on site (including Paediatric First Aid where appropriate).</li> <li>• Up to date emergency contact list.</li> </ul>	
Providing first aid	Young people and staff	<p>Qualified first aiders administer first aid.</p> <p>All first aid is recorded and accessible to parents/carers on collection.</p> <p>Maintain effective housekeeping through good practice. This will include, maintaining the building manatiance inline with existing policies, health and safety procedures and risk assessments attached to different activities.</p> <p>Ensure the accident book is kept up to date and RIDDOR</p>	<p>PPE to be worn if required where there may be a risk of contact with bodily fluids - PPE includes gloves, mask, apron and eye protection.</p> <p>Gloves should be worn during any first aid, even for minor injuries.</p> <p>To avoid mouth to mouth CPR.</p> <p>The digital room will be the first aid room. During all first aid, staff should follow the room layout and maintain social distancing. The room should not be used for any other purpose and should be accessible throughout.</p>	<ul style="list-style-type: none"> <li>- First aid books and/or tablets accessible throughout.</li> <li>- Sufficient PPE and first aid equipment across all sites.</li> </ul>

		<p>accidents are reported as per regulations.</p> <p>All equipment to administrator first aid, including wipes, gloves, bandages and plaster are disposed of after use.</p>	<p>Minor first aid incidents including bumps/scrapes will not require any additional PPE than would normally be worn.</p> <p>Ensure first aiders have access to appropriate PPE kept in first aid boxes in line with,</p> <ul style="list-style-type: none"> <li>● Ensure first aiders complete training on donning and doffing of PPE</li> <li>● Manager to assess first aid needs depending on known medical conditions of staff and young people on site.</li> <li>● Plan minimal risk activities where possible – avoid games where children might run around and fall or have other similar minor accidents.</li> <li>● Following treatment, ensure both parties wash hands thoroughly for 20 seconds.</li> </ul>	
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			<ul style="list-style-type: none"> <li>• All first aid will be provided within a designated space, which is surely used for safe first aid. The space should maintain social distancing and there should be an agreed room layout.</li> <li>• When using the first aid book, either digitally or manually, this should be completed with the use of PPE gloves to prevent transmission from those use the device/book.</li> </ul>	
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<p>Working with parents/carers</p>	<p>Young people and staff</p>	<p>All parents provide approved and update GDPR and valid emergency contact details.</p>	<p>Responding to parents/carers complaints, feedback and our general queries</p> <ul style="list-style-type: none"> <li>● The receptionist should provide assistance to the best of their capabilities.</li> <li>● All complaints and concerns should be directed to the session leader. The session leader should use the digital room to hear parents/carers thoughts, maintaining social distancing throughout.</li> <li>● Where possible, session leaders should only talk to one family member at a time. Where there is opportunity and it is safe to do so, other family members should remain outside. Where there are minors, they should</li> </ul>	<p>- Props/signs</p>
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			<p>remain close to the parent and not be left alone.</p>	
<p>Use of outside spaces including astroturf</p>	<p>Young people and staff</p>	<p>All spaces are approved by SMT for suitable use.</p>	<ul style="list-style-type: none"> <li>● Where possible, the astroturf should be used as an activity area as it is deemed a lower risk due to outdoor transmission.</li> <li>● The astro turf should maintain the group capacity throughout.</li> <li>● Equipment should be minimal, however where there is need, refer to the delivering activities with young people and seek further guidelines via <a href="#">COVID-19: cleaning of non-healthcare settings</a></li> </ul>	<ul style="list-style-type: none"> <li>● Area capacity signs</li> <li>● PPE and cleaning equipment should be positioned near to all outdoor spaces.</li> <li>● Visuals and props should be placed outside. These must be weather proof to ensure they are maintained.</li> </ul>

Risk Assessment carried out by: \_\_\_\_\_ Carried out date: \_\_\_\_\_

Review date: \_\_\_\_\_ Reviewed by: \_\_\_\_\_