

**YC2
HEALTH & SAFETY RISK ASSESSMENT**

Venue: Buckingham Youth Club	Date: 19th July 2021 onwards	Activity: Club Night
No. of YCs attending: Max 30	Club leaders: SW/MJ	Travel: Drivers and Parents

STEP 1	STEP2	STEP 3
What are the hazards?	Who might be harmed, or vulnerable? What is the level of risk? (L/M/H)	What measures have been taken or will be taken to reduce these risks?
Driving	All L	<p>YC2 has produced a Policy for drivers and volunteers which has been issued and should also be read in conjunction with CCNB Drivers Policy document.</p> <p>YC2 Drivers should bring and return the same children and not change the children they have had in their car.</p> <p>Inside of vehicle should be sanitised before the journey, after arrival at Youth Club and again after driver returns home after dropping last child.</p> <p>Children should only be in the back- seat, windows should be ajar to provide ventilation and facemasks should be worn.</p>
Arrival of children	All L	<p>Children will thoroughly wash and sanitise hands on arrival before entering the Youth Club.</p> <p>Entry will be always strictly one-way.</p> <p>Temperature will be taken on arrival.</p>

		<p>Volunteers will thoroughly wash hands with soap and sanitise.</p> <p>Numbers are limited according to governmental guidelines and facemasks should be worn in poorly ventilated areas.</p> <p>Before the session starts children will be reminded of their responsibilities relating to social distancing and the procedure for using the toilet facilities.</p> <p>It is entirely the responsibility of YC2 parents to inform YC2 leadership if their child has produced a positive lateral flow test or if anyone in their household has provided a positive test.</p>
Capacity	Club Leaders M	<p>The session must have sufficient Club leaders and volunteers to operate safely.</p> <p>Additionally, the relevant Governmental and Public Health England guidelines must be followed relating to the control of numbers of people allowed indoors.</p>
Facemasks	All M	Facemasks will be available provided by YC2 as well as hand sanitiser
Visitors/Track and trace requirements	Visitors L	All visitors will be recorded and sign in. Records will be kept for 21 days. Address of visitors and telephone details will be required as well as signing the confidentiality Policy statement.
Set Up	Youth Club and cleaners L	Youth Club staff will ensure the Youth Centre has been thoroughly cleaned and sanitised since previous use.
Use of toilet	All M	<p>Strict requirement to sanitise hands before and after use of the facility.</p> <p>Strict one in one out rule will be enforced.</p> <p>Toilet will be kept well ventilated with window left open.</p>
First Aid	First Aiders/ All H	Protocol is to call for ambulance and not to provide first aid.

		Responsibility of all YC2 children and parents to ensure children who require medication such as inhalers have these items with them.
Consumption of foodstuffs and drinks	All M	Snacks will be provided by YC2 which will be prepared in a Covid secure manner and securely packaged for consumption. No utensils will be used or beakers for drinks and any materials will be entirely disposable. Food will be consumed outdoor and all rubbish collected and disposed of safely.
Surfaces	All M	Where surfaces or equipment are regularly touched these will be regularly cleaned by YC2 volunteers with suitable cleaning materials throughout the duration of the Youth Club
Departure		Children will leave one by one having sanitised hands on the way out of the Youth Club. No parents are allowed in the Youth Club and must wait for their children spaced 2 metres apart outside the Youth Club main entrance.

	Name	Signature	Date
Completed by:	Simon Wells		July 2021
Checked/Approved by*:			
Countersigned by*:			

* The RA should be approved by at least a Team Leader. If checked by someone lower than a Team Leader, it must be countersigned by a team leader or higher.

Bob Pomroy home contact 07759233396

List of YC2 children attending session with contacts

- 1
- 2
- 3
- 4
- Etc...

Important Notes

Annual outings consents signed and current.

RA is produced according to advice given from Stuart Parker, Community Youth Development Manager, Family Support Service, Buckingham Council Children's Services.

Risk Assessment based on National Youth Association guidance Version 7 for use after 19th July 2021

Risk assessment will be published on CCNB website.

All volunteers have been sent a letter and copy of the Risk Assessment.

All parents sent a letter with Covid secure operation and reminder of their personal responsibilities.

Risk Assessment to be used in conjunction with normal Club rota prepared by Club leaders.

