

-Risk Assessment Information		Assessment Undertaken By		
Organisation name:	Aptitude	Name:	A. Hopcroft	Date:13/10/2020
Activity name:	All Indoor Activities	Position:	Youth Work & Sports Coordinator	
Venue/location of activity:	Youth Club facilities or any other indoor facility	Signature:		
Approx. number of YP:	Small groups 15 maximum	Authorised/Approved By – Line Manager details		
Number of adults:	3 to 4	Manager		Date:
		Signature:		

### Further Reading

To keep up to date with managing youth sector activities and spaces during Covid-19, please visit: <https://nya.org.uk/guidance/>.

To keep up to date with managing sport and physical activity activities and spaces during Covid-19, please visit: <https://www.sportengland.org/how-we-can-help/coronavirus/return-play> and <https://londonsport.org/covid-19/return-to-sport-and-physical-activity-guidance/>.

For general advice of how to help reduce the spread of coronavirus (COVID-19), please visit: <https://www.publichealth.hscni.net/news/covid-19-coronavirus>.

For posters, leaflets and other materials to display, please visit: <https://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19>.

What are the hazards?	Who might be harmed	Controls Required	Additional Controls	Action by who?	Action by when?
Spread of Covid-19 (Coronavirus)	<ul style="list-style-type: none"> <li>Aptitude Youth Workers (staff)</li> <li>Young People attending.</li> <li>Parents/Guardians dropping off and picking up young people</li> </ul>	<p><b>No. of Young People into the facility</b> The maximum of young people allowed in indoor facility is informed by the building owners</p> <p><b>Face Coverings</b></p> <ul style="list-style-type: none"> <li>Face coverings for all young people and Youth Workers in all indoor settings. This applies to all indoor settings unless the young person is eating, drinking, or playing team sports. Please be mindful that some individuals and groups have reasonable excuses for not wearing a face covering due to age, health or other conditions which are not always visible.</li> <li>Face masks will be provided to young people that do not have one.</li> <li>Young people and Youth Workers will be encouraged take 'fresh air' breaks outside.</li> </ul>	<p><b>Young People Accessing our Activities</b> Young people that do not have an Aptitude Youth Work Membership, will not be allowed to participate in in the session. If they wish to be a member, Youth Worker will obtain parent/guardian contact details and inform them of the membership process. The membership form can be found here: <a href="https://www.aptitude.org.uk/consent-form">https://www.aptitude.org.uk/consent-form</a>.</p> <p>For some indoor sessions, parents/guardians will be required to book their child onto the activity via <a href="http://www.aptitudetraining.org">www.aptitudetraining.org</a>. Parents/Guardians will be informed of this beforehand.</p> <p><b>Ventilation</b> Where possible, Youth Workers must ensure that windows and doors are always open. This is to be done before any young people arrive.</p> <p><b>Handwashing</b> Youth Workers to remind young people on a regular basis to wash their hands for 20 seconds with water and soap and the</p>	<p>Share Risk Assessment with team of Youth Workers.</p> <p>All staff to sign to say they've read and understood the Risk Assessment.</p> <p>Written Covid-19 safety guidance communicated to young people and parents via email, text, and social media.</p> <p>Produce safety guidance video that will be communicated via email, text, and social media (including YouTube) to young people and parents.</p>	<p>01/10/20</p> <p>08/10/20</p> <p>01/10/20</p> <p>TBC – built into YP's activity</p>

		<p><b><u>Upon Entry to an Indoor Facility</u></b></p> <ul style="list-style-type: none"> <li>All young people to remain outside the front door of the facility, in a line and socially distanced. Signage on the floor will indicate this.</li> <li>If parents/guardians are dropping off the young person, they must wait outside next to their child until they're called inside or they're happy their child is safe and being supervised by a staff member.</li> <li>Youth Worker will call one young person at a time to walk inside the front entrance. Here, the young person will sanitise their hands and sign the register.</li> <li>Adhering to social distancing, a Youth Worker will escort one young person at a time inside.</li> <li>Once all young people have entered the facility, Youth Workers will introduce themselves and inform young people on the further guidelines outlined in this Risk Assessment.</li> </ul>	<p>importance of proper drying with disposable towels.</p> <p><b><u>Face Touching</u></b> Youth Workers to remind young people to avoid touching face, eyes, nose, or mouth with unclean hands. Tissues will be made available throughout the workplace.</p> <p><b><u>Sneezing and Coughing</u></b> Youth Workers to remind young people to catch coughs and sneezes in tissues – 'Follow Catch it, Bin it, Kill it'</p> <p><b><u>Social Distancing</u></b> Youth Workers to remind Young people regularly of the importance of social distancing (1 metre minimum) both in The Crez and outside of it.</p> <p><b><u>Using Toilets</u></b> One person allowed to use the toilet at a time.</p> <p>Anti-bacteria wipes will be provided in the toilet for young people to wipe parts of the toilet they've used.</p> <p><b><u>Accountability of Aptitude Youth Workers</u></b> All Youth Workers have read and signed to say they've understood this Risk Assessment.</p>	<p>All surfaces and equipment will be cleaned before a new bubble of young people enter The Crez i.e. before and after each session.</p> <p>Organise activity areas so that social distancing can be practiced.</p> <p>Review, print and display relevant NYA/Government Guidance posters i.e. social distancing, hand washing.</p> <p>Identify resources and equipment needed to adhere to this Risk Assessment. Tara Foster – To purchase resources and equipment needed to adhere to this Risk Assessment.</p>	<p>Ongoing</p> <p>25/09/20</p> <p>01/10/20</p> <p>18/09/20</p>
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		<p>distancing i.e. 2 Youth Workers and 15 young people.</p> <ul style="list-style-type: none"> <li>• Dining Hall - A maximum of 12 people in the dining hall the at any given time to maintain social distancing i.e. 2 Youth Workers and 10 young people.</li> <li>• Dance Studio – A maximum of 12 people in the dance studio at given time to maintain social distancing i.e. 2 Youth Workers and 10 young people.</li> <li>• Main Youth Club Area (pool table) – A maximum of 8 people in this area at any given time to maintain social distancing i.e. 2 Youth Worker and 6 young people.</li> <li>• Computer Stations – A maximum of 5 people in this area to maintain social distancing i.e. 2 Youth Workers and 3 young people.</li> <li>• Mentoring (Side Room) – 3 people in this area to maintain social distancing i.e. 2 Youth Workers and 3 young people.</li> </ul>			
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		<p>such as door handles, and light switches will be cleaned at the end of each session.</p> <ul style="list-style-type: none"><li>• A deeper clean of all surfaces and equipment will be conducted by regular facility cleaners</li></ul>			
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