



## **Framework for reopening Youth House During the COVID-19 Pandemic.**

**Updated: 07 April 2021**

Please ensure you have the latest version of this document, which is available:

[www.kdyt.org.uk/covid19](http://www.kdyt.org.uk/covid19)

## **1. Overview:**

KDYT believe that Youth House will have a vital role in ensuring the ongoing health and wellbeing of the communities of Wyre Forest following the lifting of COVID-19 restrictions.

This document sets out the framework for reopening Youth House and our range of facilities during an anticipated period of "social distancing" following the closure of the centre due to COVID-19.

It also provides the basis for **'licence holders'** (those with their own space, who pay rates) and **'lettings'** (those who hire space) to develop their own operating guidance, which must include the measures in this document.

The framework has been developed and informed by Government Guidance, support from Worcestershire County Council Public Health, partnership work with the National Youth Agency and research into best practice and will be updated regularly. The latest version of the framework will be on our website and emailed to all Building Users.

For clarity, the term **'Building Users'** in this document includes licence holders, lettings, KDYT staff and user groups and **'Spray and Cloths'** is a generic term and could be any cleaning apparatus including handwipes, paper towels and spray.

**No-one with any symptoms of COVID-19 should enter the building under any circumstances, they must follow current Government guidelines on testing and isolating.**

It is essential that all building users are aware of the framework and undertake the measures contained in this document, if you are unsure of anything related to using Kidderminster Youth House please contact Ben Bennett or Mike Oliver-Brooke before undertaking any activities.

**By using or booking space at KDYT you agree to implement all measures outlined in this guidance and they should be applied alongside guidance from any governing bodies.**

**KDYT reserve the right to refuse the use of Youth House if it is felt that any activities are not compliant with COVID regulations, or if building users fail to follow this guidance.**

## **2. Re-opening:**

### **2.1 General:**

- Public Health England (PHE) or equivalent posters will be on display informing visitors and staff of social distancing and cleanliness/hygiene protocols throughout the facility.
- Building Users will commit to the wellbeing of their staff, clients, and visitors, and if they show/have any signs of COVID-19 (temperature, cough and difficulty breathing), they will be sent home to follow Government regulations.
- Building Users will comply with any health designation documentation that the Government implements.
- Hand wipes and sanitisers will be available, and people will be directed to where they can clean their hands.
- Building Users will ensure that social distancing is adhered to, further criteria is below for certain areas.
- Face masks will not be mandatory for staff unless their role requires this.
- It is down to the individual users to take reasonable personal responsibility when taking part in activities in the building.
- There will be space available for anyone who develops symptoms, whilst in Youth House, if they need to wait to be collected.

### **2.2 Cleaning:**

- Our rigorous cleaning procedures will continue, and a fogging sanitiser will be used in rooms between use.

- If there is a COVID-19 case in the facility, KDYT will follow the PHE Guidance: COVID-19 – Cleaning in non-healthcare settings while cleaning all areas of the facility. A copy of which is available from KDYT.
- Staff will carry out regular cleaning of high-contact touch points throughout the premises.

### 2.3 Reception Areas:

- Sanitisers will be on offer and areas available where people can clean their hands.
- Signage to encourage sure social distancing are in place in reception areas.
- Track and Trace QR codes will be at each entrance.
- No one apart from the Axis Youth Hub team can meet in the front reception area, building users are asked not to hang around in the area.
- Queue management, social distance markings are on the floors and outside all entrances.

### 2.4 Changing Rooms/Showers/Toilets:

- Extra care/signposting will be provided to maintain social distancing when in these areas.
- Changing rooms will be closed.
- Some cubicles will be closed.
- Spray and cloths\* will be available for building users to use for touch points and to wipe down areas they have used.

### 2.5 Sports Hall, Green Room, Boxing Gym, Upstairs Open Space:

- Group classes must be organised in a series of formations to comply with social distancing, with appropriate spacing between participants **monitored by the instructor/group leader** throughout the class.
- Social distancing and cleanliness procedures **must be** promoted at the beginning and throughout activities.
- Only equipment that meets current social distancing guidance will be used – as an example this can either be done via moving equipment or marking every other piece of equipment in the gym out of order (to facilitate social distancing).
- Touch points of equipment should be cleaned after use – this can be done either by the customer or staff using spray and cloths provided. This is in addition to the cleaning schedule.
- Social distancing guidelines must be followed.
- There will be a minimum of a 15-minute window in between classes, to prevent groups waiting.
- Participants should not cluster in groups before/after sessions and should arrive as close to the time of their session as possible, if groups form they may be asked to leave and come back nearer the time.
- Equipment (including mats etc) will be cleaned in between use. This should be done by the Building User using spray and cloths provided, if this is not possible **the building user is responsible** for informing KDYT staff prior to the booking.
- If social distancing can take place, courts and halls will be open. However, for any activity where social distancing is not possible, these facilities/activities will remain closed/not played.
- Cleanliness protocols must be followed.
- Building Users **must** contact the relevant national governing body to ensure their sport/activity can take place under the current guidelines, it is **essential** that Building Users share this with KDYT.
- Building Users **must** ensure that their insurance is up to date and that it covers them operating in the current climate, KDYT may ask for updated insurance details, including the policy document.
- **Social distancing and cleanliness must be adhered to, any Building Users failing to ensure this will not be able to rebook until KDYT is reassured that this can be met.**

### 2.6 Kitchen Areas:

- Additional signs will be put up around cleanliness and social distancing.
- Vending machines will remain in use but will be cleaned regularly.
- Government Guidance for food businesses on COVID-19 will be followed.

## 2.7 First Aid:

- Although there may be heightened concerns around first aid, this will continue as normal, with the following to be used when needed: Gloves, resus masks for emergency first aid to be provided to all first aiders, face masks for general first aid, The Resuscitation Council UK has provided specific guidance on CPR delivery, this is available from KDYT if required.

## 2.8 Miscellaneous:

- Building Users to follow Government guidance for all staff.
- Clients will be encouraged to use card/contactless/BACS payments by Building Users.
- For further information regarding external qualifications/training, please contact your governing or training body.
- Building Users may want to consider additional steps for anyone over 70 and people with underlying health conditions.
- Organisations using the building for health consultations can do so if strict cleanliness of individuals and rooms is enforced and relevant PPE is worn, **this must be negotiated with KDYT allowing enough time for measure to be put in place by all parties.**
- Youth work will take place in accordance with the latest NYA Guidance which should be read alongside this document.

## 2.9 Contractors:

- All contractors must follow social distancing and cleanliness guidelines.
- All contractors must provide their own PPE and cleaning equipment and leave the area they are working in safe and clean.

## 3. Risk Assessments:

- The 'Generic KDYT Risk Assessment' remains in place and is attached, all Building Users **must read and follow** the advice and guidance contained in the document.
- An additional 'COVID-19 Risk Assessment' has been developed and is attached, all Building Users **must read and follow** the advice and guidance contained in the document.
- The latest version of the Risk Assessment will be in the latest versions of this framework, which will be on our website [www.kdyt.org.uk/covid19](http://www.kdyt.org.uk/covid19) and emailed to all Building Users.

## 4. Contacts:

Ben Bennett, Operations Manager.

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Mob: 07482209558

Email: [bbennett@kdyt.org.uk](mailto:bbennett@kdyt.org.uk)

Mike Oliver-Brooke, Operations Manager

Tel: 01562 228113

Mob: 07482207476

Email: [m.oliver-brooke@kdyt.org.uk](mailto:m.oliver-brooke@kdyt.org.uk)

# KDYT COVID-19 Specific Risk Assessment.

**IMPORTANT: ALL BUILDING USERS ARE RESPONSIBLE FOR THEIR OWN RISK ASSESSMENTS AND ARE TO ENSURE THEIR OWN INSURANCE IS IN PLACE AS PER TERMS & CONDITIONS. THIS RISK ASSESSMENT IS FOR GUIDELINES AND KDYT ACTIVITIES ONLY**



Date: 07 April 2021

Assessors Name: Ben Bennett Reference: KDYT/COVID19/APR21 Review Date: Ongoing

Authorised By: Mike Oliver-Brooke Signature: *MOBke* Position: Operations Manager Date: 07 April 2021

Description of Assessment Kidderminster Youth House Generic Risk Assessment.

Location Details Kidderminster Youth House.

SEVERITY	Slightly Harmful	Harmful	Extremely Harmful
LIKELIHOOD	Low	Tolerable	Moderate
Highly Unlikely	Tolerable	Moderate	Substantial
Unlikely	Moderate	Substantial	Intolerable

Task/Equipment/Materials/Activity, etc.	Hazard	Risk	Person(s) at risk	Existing controls currently used	Risk evaluation			Additional control/precautionary measures required	Who	When
					Severity	Likelihood	Rating			
<b>Employees:</b> <ul style="list-style-type: none"> <li>Demographics</li> <li>Vulnerability</li> <li>Anxiety</li> <li>Shielding</li> <li>Ethnicity</li> </ul>	Transmission of COVID-19 virus and infection of staff & YP	Symptomatic / Serious illness / Death	Staff, young people, and families	Employee demographics, vulnerabilities and shielding as identified by personal information known.  Employees encouraged to talk to KDYT Managers with medical/other issues concern.  Work from home advice given to follow government guidelines.  Furlough scheme in place for some.	H	UL	Mod	<ul style="list-style-type: none"> <li>Identify staff facing any issues.</li> <li>Working at / from home issues.</li> <li>health (mental) and consider their potential to return to work.</li> <li>Consider how to deal with employees who refuse to RTW because of health fears.</li> </ul>	All	Every Day

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					Severity	Likeli- hood	Rating			
<b>Staffing Numbers</b>	Ratios of YP to staff is insufficient	Unable to operate safely	Staff, young people.	Only opening sessions with low attendances and controllable numbers.  Follow Gov. & PHE guidance	H	HU	Low	Consider options for staggered sessions and rota staff and volunteers.	All	Every Day
<b>Commuting:</b>  <ul style="list-style-type: none"> <li>Public Transport</li> <li>Own Vehicle</li> <li>Bike</li> <li>Walking</li> </ul>	Transmission of COVID-19 virus and infection of staff & YP.	Symptomatic, Serious illness, Death.	Staff, young people, and families.	Staff undertake commuting at their own risk.  Staff to follow Government guidance advice about using public transport.  Staff advised not to car share at this time.	H	U	Mod	Listen to staff and consider ideas about journeys to work.	All	Every Day
<b>Car &amp; Bike Parking</b>	Transmission of COVID-19 virus and infection of staff & YP.	Symptomatic, Serious illness, Death.	Staff, young people, and families.	Staff advised to use car parks safely and follow Government and PHE guidance on social distancing.  Bike racks available.	H	HU	Low		All	Every Day
<b>Footpaths</b>	Transmission of COVID-19 virus and infection of staff & YP	Symptomatic, Serious illness, Death.	Staff, young people, and families.	Clear signage in place.  Reduce numbers in building.  Designated drop off points and staggered timings.	H	UL	Mod		All	Every Day

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					Severity	Likeli- hood	Rating			
<b>Entrances &amp; Exits</b>	Transmission of COVID-19 virus and infection of staff & YP	Symptomatic, Serious illness, Death.	Staff, young people, and families.	<p>Staggered pickups and drop offs, different entrances used.</p> <p>Staff &amp; building users to greet visitors and maintain social distancing.</p> <p>All entrances and exits kept shut.</p> <p>Hand sanitiser by every entrance and exit.</p> <p>Door handles and exit bars to be cleaned regularly.</p> <p>Potential visitors encouraged to phone office beforehand and see if things can be achieved online.</p>	H	UL	Mod		All	Every Day
<b>Minibus and Youth Bus</b>	Transmission of COVID-19 virus and infection of staff & YP	Symptomatic, Serious illness, Death.	Staff, young people, and families.	<p>Minibus &amp; Youth Bus are out of action and not to be used for YP, staff can use for transport with agreement of KDYT Managers.</p>	H	HU	Low		All	Every Day
<b>Corridors/Stairwells</b>	Transmission of COVID-19 virus and infection of staff & YP	Symptomatic, Serious illness, Death.	Staff, young people, and families.	<p>Clear signage around building.</p> <p>Building Users to follow social distancing guidelines.</p>	H	UL	Mod	<p>Building users to observe if stairs are being used and wait, communicate this to visitors and YP.</p>	All	Every Day

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<p><b>Kitchens, communal areas, meeting rooms.</b></p>	<p>Transmission of COVID-19 virus and infection of staff &amp; YP</p>	<p>Symptomatic, Serious illness, Death.</p>	<p>Staff, young people, and families.</p>	<p>Building users must book rooms in advance so measures can be put into place.</p> <p>Staff to bring in own cutlery, mugs etc and take home to clean.</p> <p>Water bottles must be washed before refilling.</p> <p>Building users must clean any kitchen equipment straightaway.</p> <p>Any groups using the building must follow social distancing measures, the organisation running the group is responsible for this.</p> <p>Resources will not be shared amongst people, unless fully sanitised between use.</p> <p>Key communal areas marked with tape and signage.</p> <p>Changing rooms and showers closed.</p> <p>Gym equipment out of use.</p> <p>Hand sanitiser and cleaning facilities in every room.</p>	<p>H</p>	<p>UL</p>	<p>Mod</p>		<p>All</p>	<p>Every Day</p>
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					Severity	Likeli- hood	Rating			
<b>Offices</b>	Transmission of COVID-19 virus and infection of staff & YP	Symptomatic, Serious illness, Death.	Staff, young people, and families.	<p>All offices must be able to have people sat 2 metres apart, <b>building users are responsible for ensuring this in their offices.</b></p> <p>Rota staff if required.</p> <p>Sanitise shared office equipment after use.</p> <p>Staff to clean own desk daily.</p> <p>Hand sanitiser and cleaning facilities in each office, <b>building users are responsible for this in their offices.</b></p>	H	UL	Mod		All	Every Day
<b>Lifts</b>	Transmission of COVID-19 virus and infection of staff & YP	Symptomatic, Serious illness, Death.	Staff, young people, and families.	<p>Lift to be only by individuals who cannot use the stairs.</p> <p>Lift cleaned regularly.</p>	H	UL	Tol		All	Every Day
<b>Storage Rooms, Boiler Cupboards.</b>	Transmission of COVID-19 virus and infection of staff & YP	Symptomatic, Serious illness, Death.	Staff, young people, and families.	<p>Building Users to access their own storage areas only, and keep them locked, all other areas only accessible by KDYT staff.</p>	H	HU	Low		All	Every Day

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Task/Equipment/ Materials/Activity, etc.	Hazard	Risk	Person(s) at risk	Existing controls currently used	Risk evaluation			Additional control/precautionary measures required	Who	When
					Severity	Likeli- hood	Rating			
<b>Toilets</b>	Transmission of COVID-19 virus and infection of staff & YP	Symptomatic, Serious illness, Death.	Staff, young people, and families.	<p>Covid Cleaning Spray in each toilet.</p> <p>Some toilets &amp; cubicles closed.</p> <p>Building users asked to wipe down after use.</p> <p>Enhanced cleaning regime.</p> <p>If toilets occupied people must wait outside.</p> <p>Urinals only to be used if no-one else present.</p>	H	UL	Mod		All	Every Day
<b>Contractor Management</b>	Transmission of COVID-19 virus and infection of staff & YP	Symptomatic, Serious illness, Death.	Staff, young people, and families.	<p>Confirm with contractors that they will observe social distancing measures.</p> <p>Ensure that contractors have risk assessed any work they are undertaking.</p> <p>Appointment system to limit contractors on site.</p> <p><b>Building users are responsible for ensuring their contractors meet these control measures.</b></p>	H	UL	Mod	Contractors to wipe down any communal areas they have been in.	All	Every Day

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Task/Equipment/ Materials/Activity, etc.	Hazard	Risk	Person(s) at risk	Existing controls currently used	Risk evaluation			Additional control/precautionary measures required	Who	When
					Severity	Likeli- hood	Rating			
<b>Disposal of Gloves &amp; Masks</b>	Transmission of COVID-19 virus and infection of staff & YP	Symptomatic, Serious illness, Death.	Staff, young people, and families.	Disposable face masks should be disposed of in sanitary bins these are situated in the disabled toilets and in all female toilets.	H	UL	Mod		All	Every Day
<b>First Aid Provision</b>	Transmission of COVID-19 virus and infection of staff & YP	Symptomatic, Serious illness, Death.	Staff, young people, and families.	PPE provided so trained staff can carry out first aid.  Building Users are required to carry out individual risk assessments for anyone identified as high risk using or working in their organisation.	H	UL	Mod		All	Every Day
<b>COVID-19 Infection, confirmed or suspected.</b>	Transmission of COVID-19 virus and infection of staff & YP	Symptomatic, Serious illness, Death.	Staff, young people, and families.	Infection control through testing, track, and trace.  Follow Government guidelines for deep cleaning post infection.  Staff exposed to self-isolate and follow Government Guidelines.  Staff developing symptoms at work to be sent home.  <b>Building Users must inform Ben or Mike of any suspected or confirmed infection.</b>	H	L	Sub		All	Every Day

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Task/Equipment/ Materials/Activity, etc.	Hazard	Risk	Person(s) at risk	Existing controls currently used	Risk evaluation			Additional control/precautionary measures required	Who	When
					Severity	Likeli- hood	Rating			
<b>Evacuation/Fire</b>	Transmission of COVID-19 virus and infection of staff & YP	Symptomatic, Serious illness, Death.	Staff, young people, and families.	Usual evacuation procedures apply, all building users must socially distance at meeting point, safely using the KDYT car parks to achieve this.	H	HU	Low		All	Every Day
<b>Safeguarding</b>	Transmission of COVID-19 virus and infection of staff & YP	Symptomatic, Serious illness, Death.	Staff, young people, and families.	All safeguarding policies remain active, staff aware of potentially increased risks due to lockdown and isolation.	H	U	Mod		All	Every Day

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Date: 07 April 2021

Assessors Name: Ben Bennett      Reference: KDYT/GRA/APR21      Review Date: October 2021

Authorised By: Mike Oliver-Brooke      Signature: *MOBke*      Position: Operations Manager      Date: 07 April 2021

Description of Assessment: Kidderminster Youth House Generic Risk Assessment.

Location Details: Kidderminster Youth House.

SEVERITY	Slightly Harmful	Harmful	Extremely Harmful
LIKELIHOOD	Low	Tolerable	Moderate
Highly Unlikely	Tolerable	Moderate	Substantial
Unlikely	Moderate	Substantial	Intolerable
Likely			

Task/Equipment/Materials/Activity, etc.	Hazard	Risk	Person(s) at risk	Existing controls currently used	Risk evaluation			Additional control/precautionary measures required	Who	When
					Severity	Likelihood	Rating			
Safeguarding Issues	Safeguarding procedures not followed	Young people may be vulnerable to safeguarding issues Staff at risk of false accusation	Young people Centre staff	Safer recruitment practices in place and adhered to Staff given appropriate safeguarding training and induction & appropriate work practices in place. Flowchart of processes to follow. Age appropriate clubs. Signage Young People to sign into club and membership filled out. All KDYT Staff DBS checked. No Adults other than KDYT during youth Club Sessions unless providing activities and appropriate checks have been completed. Follow safeguarding flowchart as required.	H	UL	Tol	Staff Training	MB	ONGOING

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<b>Sports Activities</b>	Misuse of Equipment. Sprains, Grazes	Normal sporting injury hazards + misuse of equipment	Young people Centre staff	Gymnastic equipment not used without qualified staff, first aid trained staff and kits on hand. Member of staff to monitor any sports activities. Any abnormal Sport or activity to have own RA. Numbers of YP monitored. No drinks taken into hall. Area Checked before group use.	SH	L	Mod	Equipment Checked yearly.	All Staff	ONGOING
<b>Normal Social Activities</b>	Poor behaviour	Intimidation, violence, Verbal / physical Assault	Staff, Young People & Members of the public	Behaviour Policy in place and all staff inducted and trained. Good links with Police/CSOs for support. Use areas covered by CCTV	H	UL	Tol	New Members Form, inducted, Policies informed.	All Staff	ONGOING
<p><b>Checks to be carried out before start of any session:</b></p> <ul style="list-style-type: none"> <li>• Check for broken glass etc: Around building. All staff are aware of First Aid Box,</li> <li>• Incident Book, Risk Assessment, First Aiders, Fire procedures, Emergency Exits.</li> <li>• Toilets checked for toilet Paper, towels, soap etc.</li> <li>• Damage/faults/cleanliness/slip and trip hazards checked.</li> <li>• All relevant emergency signs are in place and visible.</li> <li>• Best before dates on tuck checked.</li> <li>• Safeguarding procedures.</li> </ul>										
<b>Art/Craft activities</b>	Glues, Aerosols, Scissors, Markers	Cuts, allergic reactions, hot glue burns, poisoning	Young people Centre staff	Selection and purchase of equipment from approved educational suppliers, work under supervision with briefings where appropriate. Suitable Ventilation.	SH	UL	Tol	Count scissors in and out. Aprons to be made available.	All Staff	ONGOING

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Task/Equipment/Materials/Activity, etc.	Hazard	Risk	Person(s) at risk	Existing controls currently used	Risk evaluation			Additional control/precautionary measures required	Who	When
					Severity	Likelihood	Rating			
<b>Music activities</b>	Loud Music. Cables, Electricity	Hearing damage Electric Shock	All	Practice volumes monitored by staff and moderated when necessary. Performance times restricted, Leads not trailing.	H	HU	Tol	Purchase disposable ear plugs: H, UL, Mod	All Staff	ONGOING
<b>The Zone</b>	Cyber Bullying, Inappropriate websites.	Safeguarding	YP	Behaviour policy in place, online safeguarding training, and posters. Regular checks and staffing to monitor.	SH	UL	Tol	More signs made available. Made part of bigger project, agreement added to new members induction	All Staff	ONGOING
<b>Kitchen</b>	Misuse of equipment, hygiene, hazards, cooking, knives	Injury to users, food poisoning, cuts, burns.	Participants	Sharp knives and equipment locked away and only used under supervision. Limit numbers of YP in kitchen. Ensure food prep areas are clean and disinfected before use.  IF cooking member of staff with Food Hygiene. Fridge to be monitored for food dates shelving and temp.	H	UL	Mod	Cooking activities to have ongoing risk assessment. Provision of Food Hygiene training for staff and users; hygiene and safety notices on display: H, UL, Mod  Appropriate signage on Fridge for shelving temp etc. Weekly Checks in Fridge.	BB MB	ONGOING

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<b>Computers and digital equipment.</b>	Continual Use, Electrical problems, Cyber Bullying	Eye Strain, Repetitive Strain injuries, Stress and Distress, Electric Shock.	Young people Centre staff	Time restraints on usage, Staff to take a break 10mins out of every hour. YP time limited by sessions. Appropriate chairs and equipment. PAT testing yearly. CEOP in operation, Computers supervised, Posters displayed.	H	UL	Tol	Staff to undertake questionnaire regarding computer usage and equipment availability. Yearly Ongoing	MB	ONGOING
<b>New Staff</b>	Unfamiliar with policy and health and safety controls	Injury/ safeguarding	Young people Centre staff	To have a session on risk assessment, Specific centre risks to be included in induction process. All Staff and volunteers issued with Staff Handbook.	SH	U	Low	Regular team meetings.	BB MB	ONGOING
<b>Lone working in the centre</b>	Staff working alone in building	Injury, unwelcome visitors.	Staff	Staff awareness, Locking of building when alone. CCTV in place.	H	U	Mod	Lone working policy to be agreed and in place Staff to be aware of policy and record their times of working appropriately: H, HUL, Tol	MB BB	ONGOING
<b>Manual handling of equipment.</b>	Movement of heavy / awkward equipment.	Injury from not lifting or moving equipment safely.	Young people Lettings Centre staff	Wheels on heavy equipment, Sack trucks available, Correct procedures for lifting heavy objects followed. Only Staff to move equipment.	SH	UL	Tol	All KDYT Staff Trained NOV 15 Regular Lettings offered training.	BB	ONGOING

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<b>Furniture and equipment in social areas</b>	Damaged equipment  Damaged furniture  Furniture not used correctly	Injury to user	Centre users	Furniture & equipment checked visually before sessions and as part of monthly building review. Damaged equipment repaired or disposed of in a safe and legal manner. Fire Safe furniture. Staff to intervene if equipment if not being used correctly.	SH	UL	Tol	Part of monthly Checks	BB	ONGOING
<b>Fire procedures</b>	Fire	Damage to property and people. Fatal injuries from smoke inhalation/bur ns	All	Fire risk assessments undertaken and reviewed annually Emergency evacuation procedures identified and all staff / users aware of them Fire exits kept clear and checked regularly Emergency exit signs and lighting in place and checked regularly Contract with Fire Safe NO USE OF LIFT	EH	HU	Mod	New Staff inducted, ensure Lettings are clear on procedures. Fire warden to be appointed. New policy and form used and signed.	BB	ONGOING

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<b>Use of Lift</b>	Fire Breakdown Trapped	Persons using lift becoming trapped due to failure. No lift available if fire	All Lift users	Lift regularly serviced Phone line in lift 3X emergency Numbers. Avoid Lift use signs in case of fire. Key in Key safe and held upstairs. Evacuation chair top of stairs for alternative use.	H	UL	Mod	Additional Fire Wardens to be trained throughout 2020  Training On use of Evacuation Chair throughout 2020 Ongoing maintenance Programme Fire extinguishers in lift area. Clear signage Use of lift kept to a minimum	BB MB	ONGOING
<b>Slips, trips, and falls</b>	Obstructions and spillages etc	Tripping and falling over	All	Corridors and walkways kept clear and Spillages cleared up appropriately by supervising staff Slip hazards suitably signed Flooring Cleaned at appropriate times before lettings.	SH	UL	Tol		BB TE	ONGOING

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<b>Hazardous substances Chemicals etc</b>	Use of substances hazardous to health	Swallowing, Fumes, burns, poisoning and or splash hazard	All	Chemicals kept in locked cupboard and in appropriate containers. Provide suitable protective equipment where appropriate. Hazardous chemicals not used generally. Dishwasher tabs etc kept out of reach and used by staff only. COSHH in place.	H	UL	Mod	COSHH to be implemented and upheld, training where appropriate.	BB TE	ONGOING
<b>Gas installation and boilers</b>	Gas leaks / Malfunctions	Fire / gas	Centre users	Annual checks carried out by qualified engineers, Weekly visual checks.	EH	HUL	Mod	New contract to be set up implemented.	BB	ONGOING
<b>Heating &amp; Ventilation</b>	Inadequate ventilation	Headaches, odour and spread of germs	Centre users and Staff	Limited control of heating, risky strategies (fire doors propped open etc)	H (fire)	UL	Mod	Staff briefed on Fire Doors: Request for better ventilation system: H, UL, mod	BB	ONGOING
<b>Water Assessments</b>	Water stagnating, Hot Water	Legionella's, hot water, Drinking water	Centre users	Appropriate checks completed and recorded. Weekly / Bi-monthly/ Annual	H	HUL	Tol	New contract to be set up and implemented.	BB	ONGOING
<b>Electrical Items</b>	Damaged electrical goods	Electrocution / fire	Centre users	Visual checks carried out when equipment used Monthly checks undertaken and recorded Portable Appliance Testing carried out as appropriate. 5 yr. Cert in date.	EH	HUL	Mod	Cut wires and Dispose of any electrical equipment unfit for purpose.	BB	ONGOING

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<b>CCTV</b>	Inappropriate recordings, Evidence of any anti-social behaviour	People having access to recordings	ALL	Recordings only for monitoring of antisocial behaviour and criminal offences. Procedures for release of evidence in place. CCTV password protected, Signage throughout building. Areas without CCTV available. No CCTV in changing rooms or Toilets	H	UL	Tol	Ensure Signage is clear and place. Recordings kept for a maximum of 7 days unless used for evidence. Ensure paperwork correct procedures for the release of evidence are followed if any copies are to be made or viewed by anyone other than KDYT management.		
<b>Building Maintenance</b>	Non competent personnel. Asbestos	Unsafe fittings, Electrocutation, trips and falls. Fumes unsafe chemicals	Young people Centre staff External contractors	Only Competent staff / contractors to undertake work on building. Any work undertaken to be cleared to buildings manager. Asbestos register to be checked to ensure safety of workplace. Appropriate signage to be in place for work undertaken. Work area to be clearly defined, wherever possible work undertaken with no centre users present. Insurance approved and certificated.	H	UL	Tol	Signage to be more visible for asbestos register. New contractors insurance and certificates to be copied	BB	AS WORK UNDERTAKEN

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<b>Lettings / Room Bookings</b>	Safeguarding Theft Vandalism Disruptive Behaviour Injury	Disruptive Behaviour affecting other building users. Safeguarding issue within group or other building users. Items missing from premises. Damage to building/furnit ure/KDYT equipment	Centre Users	Lettings agreement signed and dated. Appropriate insurance and Risk assessments plus DBS in place. Person in charge to be responsible for group and to follow KDYT fire procedures, inform Manager of KDYT of any risks or accidents. Group Behaviour and Activity to be the responsibility of Person in charge of group. CCTV in place for the prevention and if needed evidence of incidents.	H	L	Mod	Member of KDYT accepting booking to ensure paperwork is in place. Ensure fire procedures are covered. Monitor CCTV Have dialog with Lettings Ensure building is kept clean and tidy insuring damage is noted and recorded as with equipment.	BB MB PP TE	ONGOING

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