

# BTL EVENT SPECIFIC PLAN (Risk Assessment)



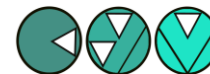
**VENUE:** Roundhouse Youth Centre – Hall

**DATE** Dec 2020

**ACTIVITY:** Girls Support Youth Group

ISSUE.	HOW TO MANAGE IT.	RISK (IF APPLICABLE)		
		LOW	MEDIUM	HIGH
STAFFING.	<ul style="list-style-type: none"> <li>• Staff: YP ratio will be 1:6 (2m spacing from two families max) maximum 10</li> <li>• All CYV staff have been DBS checked</li> <li>• CYV Workers to know the sign in procedure for young people and consent form process. Check emergency contact details.</li> <li>• Lone working of staff ( text co-worker before/ after session)</li> </ul>	X X X	X	
COMMUNICATION.	<ul style="list-style-type: none"> <li>• Staff member(s) will have yps school/parents/organisation held securely and safely.</li> <li>• Staff will contact parent regarding any concerns – emergencies – safeguarding</li> <li>• Ground Rules discussed in Intro</li> <li>• Clarity of Eventbrite booking and only 2 people on email</li> </ul>	X X X X		

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EMERGENCIES.	<ul style="list-style-type: none"> <li>● CYV in date Public Liability Insurance</li> <li>● Staff will have emergency contact details of Organisation/School held securely and safely.</li> <li>● Should a yp be needing medical assistance, Emergency Contact will be called and yp escorted to A&amp;E by a staff member</li> <li>● Emergency exits shared with staff team and fire meeting point</li> <li>● Fire blanket in kitchen</li> <li>● Emergency exit check prior to session commencement</li> </ul>	<p>X</p> <p>X</p> <p>X</p> <p>X</p> <p>X</p> <p>X</p>		
FIRST AID.	<ul style="list-style-type: none"> <li>● First Aid kit in the kitchen at the Roundhouse</li> <li>● All allergies to be noted from Parental Consent Form.</li> <li>● Should the young person feel unwell isolate in area of the hall and call emergency contact. Call ambulance if required</li> </ul>	<p>X</p> <p>X</p>	<p>X</p>	
INSURANCE.	<ul style="list-style-type: none"> <li>● CYV Public Liability Cover</li> </ul>	<p>X</p>		
ACTIVITY: Recording studio	<ul style="list-style-type: none"> <li>● Electrical powered equipment – All PAT tested</li> <li>● Trip hazards – Cables</li> <li>● Hearing damage – Keep volume to a suitable level</li> </ul>	<p>X</p> <p>X</p>	<p>X</p>	

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<p>ACTIVITY: Group work</p>	<ul style="list-style-type: none"> <li>• Electrical powered equipment – All PAT tested</li> <li>• Spaced chairs 2m</li> <li>• Masks worn when close contact</li>   <li>• Activities limit contact and exchange of items</li> <li>• If any participants become unwell or show signs of Covid related symptoms Separate from group and call emergency contact. Contact other emergency contacts and inform guardians</li> <li>• Pre and Post activity clean and venue check (no items to be left out)</li> <li>• Instagram chat used to notify yp of group cancellation etc</li> <li>• Clean all items used during session with anti bacterial wipes</li> </ul>	<p>X</p> <p>X</p> <p>X</p> <p>X</p> <p>X</p>	<p>X</p> <p>X</p> <p>X</p>	
	<p><b>Covid-19 Measures - DEC 2020</b></p>			
<p>Staff and Clients spread of Covid</p>	<ul style="list-style-type: none"> <li>• PPE equipment – Visor for staff. masks &amp; gloves available for all at entrance</li> <li>• Hand Sanitisers &amp; wipes in all areas</li> <li>• Use disabled toilets so minimise spread of any contaminates and cleaning area</li> <li>• Use disposable cups/ cans/ food packets supplied by CYV</li> </ul>	<p>X</p> <p>X</p> <p>X</p>	<p>X</p>	

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	<ul style="list-style-type: none"> <li>If staff member shows symptoms they must not work and cover staff sources</li> </ul>		X	
IT suite	<ul style="list-style-type: none"> <li>Studio facilities to be located in the IT suite/ hall</li> <li>All users must maintain the 2m social distancing</li> <li>Wipes available to sanitise IT and studio equipment</li> <li>Staff member to use a visor and or mask</li> <li>Disposable Mic covers supplied by CYV</li> <li>Wipe down all surfaces at the end of each session</li> <li>Keyboard covers</li> </ul>	X	X X X X X X	
Building users working with CYV	<ul style="list-style-type: none"> <li>Complete registration forms if applicable</li> <li>Access limited to persons who have pre-booked the session only</li> <li>On arrival, staff member to ask basic questions relating to Covid-19 symptoms, including cold/flu symptoms, new persistent cough and or high temperature/fever</li> </ul>	X X X		

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	<ul style="list-style-type: none"> <li>• Explain new Covid guidelines relating to the use of the building – Use of toilets, sanitisers, entering/exiting the building,</li> </ul>	X		
Building is a maintained	<ul style="list-style-type: none"> <li>• Weekly deep clean by cleaners</li> <li>• Once customers exit building wipe doorways etc. back to the studio</li> <li>• Dispose of wipes/ towels in swing top bin</li> <li>• Wipe down, stools, keyboards, tables, equipment in between slots</li> </ul>	X    X	X  X	

Updated 01.012.2020 RN