

Unity Madrasah Risk Assessment: Building

Please consider all those who may be at risk when attending the facilities where you could expect large amounts of people present at any given time using our range of facilities. Unity Madrasah staff and visitors (including contractors), Young or inexperienced and anyone with Physical / Sensory Impairments. This Risk Assessment has considered the government guidance provided on 11th May 2020 and takes further consideration as new guidelines are provided by Public Health.

Hazard	Persons at Risk	Existing Controls	Further Action Required	PPE/Equipment/Props
Reception	Staff, Volunteers, Young people and visitors	<p>Young people are not allowed in the building unless approved otherwise and have booked onto a session previously reducing the risk to reception team</p> <p>All young people should be known to UM and have filled out a membership form/renewal online before coming into the Unity Madrasah.</p> <p>Social distancing is encouraged and maintained throughout.</p>	<p>Clear plastic partitions to be put up so no young people or staff members can lean over the reception area.</p> <p>Young people should only access the building for an agreed and specific delivery.</p> <p>Membership cards to be created for junior members to help the flow of reception. They will have to scan their card.</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.</p>	<ul style="list-style-type: none"> • Clear plastic partition to be put up around the reception area. • New scanner, membership cards & QR codes to be created. • Props and signs to discourage social gathering within the reception area. • No sitting in the reception area. • The turnstile door to be open at all times so no cross contamination.

			<p>No equipment or personal belongings to be left behind reception at any time.</p> <p>Only receptionists or session leader are to go behind reception at any point.</p>	
Rec Area	Staff, Volunteers, Young people and visitors	<p>Tables to be placed in a horseshow fashion and not to sit across from one another at any point.</p> <p>Floor markings to be laid out in advance to ensure all stay 2m apart. This is to be used as a visual aid.</p> <p>All surfaces to be sanitized routinely and after anyone has used the area and left.</p>	<p>All young people where possible, should remain with their activity groups throughout their stay, unless they are approved to do otherwise.</p> <p>Floor markings to be laid out with bright markings visible on the UM flooring.</p> <p>Pool tables to be put out of use and cues taken away. Table tennis to be taken out of the rec area.</p> <p>Activities should be set at agreed times, to avoid unexpected movement and gathering.</p> <p>All equipment that is unnecessary will be put away in the correct storage area.</p>	<ul style="list-style-type: none"> ● Hand sanitisers positioned throughout the build ● Visuals and props on the walls and key areas. ● Cleaning materials to be made available. ● Infection control training to be completed.
Lift	Staff, Volunteers, young	The lift will be closed off for all unless it is being used by those who need it.	The lift will be accessible to those who need it, which may include,	<ul style="list-style-type: none"> ● Props/signs in the lift.

	people and visitor		<ul style="list-style-type: none"> • Physical impairments which prevent them using stairs • Health reasons • or when moving as an individual or in two's (2metre social distancing should be maintained when in use). The lift should not be used in group sizes in excess of three. • Maximum of one person at a time, or a family group 	
Corridors & Stairwell	Staff, Volunteers, Young people and visitors	<p>Young people can't access the building unless authorised otherwise</p> <p>No young people are to be in the corridors/walkways/stairwell unless accompanied or otherwise advised by a youth worker.</p> <p>One way walkways where possible at all times. Markings to follow around the building.</p> <p>Sanitizer to be made available to all at relevant points around the building. 2 on each floor.</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>	<ul style="list-style-type: none"> • Walkie Talkies to be used if you cannot see a clear path • Regular cleaning of the handrails. • Cleaning PPE • Clear marking up and down the stairs as well as in walkways and corridors. • Sanitizer to be made available on each floor and

				at exit and entrances.
Toilets & Changing areas	Staff, Volunteers, Young people and visitors	<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>Regular checks and cleaning to be carried out in the toilets and common areas. Cleaner/Session Lead to sign off to ensure consistency and cleanliness.</p> <p>Communal toilets are not to be used with more than one person, the single toilets and disabled toilets are to be used. More cleaning as above.</p>	<ul style="list-style-type: none"> Any young person who require personal care should receive support from a trained and qualified personal and that personal should use gloves, mask and changing wear when providing personal care. <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> <p>All but one toilet in communal toilets to be taped off.</p>	<ul style="list-style-type: none"> Risk assessments to be available to assess young people's needs and risk attached to covid-19 and accessing our services. Appropriate signage and floor markings including for queuing outside toilets.
Office	Staff, Volunteers, Young people and visitors	Office not used and all staff to work from home.	<p>Office to be minimised and moved to the board room.</p> <p>Maximum of 7 desks not facing each other.</p> <p>All screens to be used to partition desks.</p>	Small partitions for desks.

			<p>Only essential use of the office. All staff to work from home where necessary.</p> <p>Kronos signing in/out not to be used and the Kronos app to be used.</p>	
Kitchen	Staff, Volunteers, Young people and visitors	<p>Sneeze guards are currently up.</p> <p>Canteen currently closed until further government guidance is received.</p>	<p>For reopening - Plastic high guard to be fixed in place with a small gap to receive boxed food the whole way around the canteen servery area.</p> <p>All food and equipment to be disposed of after anyone has eaten. No cutlery or plates are to be used.</p> <p>No one to face each other when eating, tables to be placed in a horseshoe position.</p> <p>Tables to be marked appropriately to ensure a 2m distance is maintained through lunches.</p> <p>Vending machine to be put out of action.</p> <p>Areas to be cleaned/sanitised after each use.</p>	<p>Disposable plates and equipment to be bought.</p> <p>Gloves to be provided.</p> <p>Screens and markings to divide table places</p>

Risk Assessment carried out by: _____ Carried out date: _____



Review date: _____ Reviewed by: _____