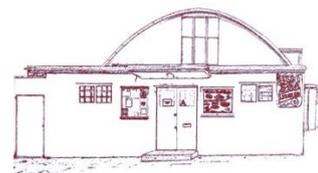


Clapham Youth Centre



Method Statement

Reopening under COVID-19 Restrictions

After a six-month suspension, Clapham Youth Centre will reopen from Monday 5th October, subject to local restrictions. The Youth Service is designated as an 'essential' service under UK Government guidelines. See the National Youth Agency web site for up-to-date information on how the Youth Service is impacted. <https://nya.org.uk/guidance/>

NYA state the current 'Readiness Level' on their web site. For Amber or better, we can operate sessions on club premises. This method statement assumes a readiness level of Amber.

- COVID Secure venues required
- Max bubbles of 15 (+ youth workers and staff)
- Face coverings required for ages 11+
- Social Distancing required of 1 metre plus

Detailed guidance can be downloaded here:

<https://nya.org.uk/wp-content/uploads/2020/08/NYA-Guidance-version-2.pdf>

All staff should make sure they keep up to date with current guidance and rules, including any local 'lockdown' restrictions that may be imposed from time to time.

This method statement applies to all sessions (Juniors, Inters and Seniors).

Sessions will be held at the Clapham Youth Centre. We will not organise off-site events during this period.

Club Details

Clapham Youth Centre

61 Lyham Road

London SW2 5DH

Tel: 020 7274 3011. NB. The office phone is not currently being monitored on a regular basis.

However, once club has opened, we can ensure that any voicemails are picked up.

Email: info@claphamyouthcentre.org.uk

Emergency Contact: Charles Young, 017817678783

Health and Safety

Health and Safety Procedures are available for inspection. Please contact Charles for further information.

First Aid box location

The first aid box is located in the office.

Designated evacuation points

The club can be evacuated using:

- The main entrance
- The fire exit in the main hall
- The fire exit at the back of the hall.

Address of nearest hospital

Personal Protective Equipment

Masks will be provided to members and staff.

Standard Operational Procedures

The following rules and procedures must be observed:

Staffing

A minimum of three staff is required, unless agreed by management.

Bubble

A single 'bubble' may use the premises at any one time. We limit the number of places for young people to 8 per bubble, but may increase this number in future depending on demand and staffing. A bubble must not consist of more than 15 young people, plus leaders. Bubbles should be age-appropriate.

Should any member of a bubble become unwell with symptoms of COVID 19, or tests positive for the virus, all members of the bubble should contact NHS Test and Trace. All members of the bubble, including leaders, will be suspended from attendance and requested to self-isolate for 14 days.

When opening club premises...

- Staff should ensure that club opens on time.
- Young people and staff should enter by a single entrance.
- Parents, carers or other accompanying adults must not enter the premises.
- A staff member must be designated to monitor and control the entrance. If the staff member cannot monitor the entrance during the session, the door should be latched so that no one can enter from outside.

When leaving club premises...

- Staff should ensure that club closes on time.
- Young people and staff may leave by the same entrance that they used to enter the building.
- Young people should not leave and later re-enter the premises during the session except with good reason.
- Parents, carers or other accompanying adults must not enter the premises.

- A staff member should be designated to monitor the exit. They should encourage young people to sanitise their hands before leaving.

Social distancing

Social distancing should be maintained during all activities. The stage area should only be used if necessary and by a small group of people at any one time. Avoid young people congregating together or multiple people visiting the toilet at the same time. Choose activities that allow maintenance of social distancing.

Visitor Log

Staff must ensure that contact details are recorded for young people and staff entering the building. It is not necessary to maintain a log for anyone who does not enter the premises or who remain on site for no longer than 15 minutes. Although no one is obliged to provide these details, we reserve the right to deny entrance if people do not provide this information. A visitor log will be provided for each session and will record names, phone numbers and/or email address. For young people under the age of 16, the phone number and/or email address should be for a responsible named adult (parent, guardian, carer), together with the date and entry and exit times.

These records must:

- Be stored for at least 21 days
- Be stored securely

We encourage staff to record every attendee using the log. During this period, we will use the log as an alternative to the staff sign-in book or member registration form. People who are 16+ years of age may also use the NHS COVID-19 application to record their attendance at the club on-line using a QR code that we display in the club premises.

Face Coverings

By law, all young people aged 11 years or older, and all staff, must wear face coverings when on youth club premises. Children under the age of 11 are not required to wear a face covering. Face coverings can be removed where staff or members are undertaking exercise or an activity and wearing a face covering would negatively impact their ability to do so. This is a matter of judgement. Ask yourself if it is truly necessary to remove face coverings, and if so, remove them only while undertaking the exercise or activity.

Please remember that some people cannot put on, wear or remove a face covering because of a physical or mental illness or impairment, or disability, or because wearing or removing a face covering would cause severe distress. You do not need to wear a face covering if you are speaking to or providing assistance to someone who relies on lip reading, clear sound or facial expressions to communicate. You may remove your face covering to avoid harm or injury, or the risk of harm or injury, to yourself or others – including if it would negatively impact on your ability to exercise or participate in a strenuous activity.

Clapham Youth Centre will provide face masks that may be distributed as necessary during sessions. Please ensure these are safely disposed of at the end of the session – e.g., by placing into a bin bag and sealing the bag before disposal.

Using different areas of the club

The following guidelines should be observed:

- Do not use or enter the **kitchen area** and do not allow members to enter this area. This is the area on the stage including the counter, oven, sink, kitchen units and stock room. Do not prepare food in the club. Bring any food or drink to the session. Use disposable plates, cups and cutlery rather than plates, cutlery or other utensils from the kitchen. Ensure that disposable plates, cups and cutlery are safely disposed of at the end of the session – e.g., by placing into a bin bag and sealing the bag before disposal.
- You may allow young people to use the **outside play area** at the back of the club. Please ensure that young people wash their hands when re-entering the club premises.
- Do not use the **girls' room** at the back of the building, or the shower room next to it.
- Do not use the **computer room**.
- Only use the **art space** (the 'pit') at the back of the club if it is necessary to do so for a specific activity.
- Only use the **stage** if it is necessary to do so for a specific activity (e.g., watching a film on the TV). Otherwise, use the main hall
- Do not use **the office** except to access keys or other items. A single designated staff member should enter the office during any one session.
- At most, a single designated staff member should access any storage areas in the club during a session.
- The **toilets** may be used in the normal way.

Chairs

If you use the stackable chairs, please limit the number of chairs you remove from the stack, ensuring you only remove the number of chairs needed. At the end of the session do not place these chairs back on the stacks. Instead, stack them separately on the floor. Each of these chairs will be cleaned before being replaced on the main stacks before the next session.

Logging usage

At the end of each session, the session leader is responsible for ensuring that a log sheet is filled in indicating which areas of the club were used during the session and whether any chairs were used. This log must be left in the club for inspection by the cleaner.

Other information

We have arranged for the club to be deep-cleaned before each and every session, including the Cyber Café. Cleaning will include disinfecting each surface that may be touched, including door handles, furniture, etc. A record of each cleaning event will be displayed within the club.

We provide hand sanitiser in each toilet and a hands-free sanitiser dispenser in the foyer. Please ensure that the mat provided in the foyer is kept underneath the hands-free dispenser to catch any drips.

A risk assessment is displayed in the club. All staff members have an ongoing responsibility to familiarise themselves with the risk assessment and to raise any additional risks that they identify with management as soon as possible.

This is a 'living' document. If you have any concerns, recommendations or ideas relevant to this document, please discuss with Charles.