

2022 Site Safety Assessment - Self

1: CLUB STAFF AND VOLUNTEER PRACTICES		
<p><i>1: Club staff and volunteers can articulate incident reporting policy and procedures including requirements around local reporting to child protective services and or police.</i></p>	<p>Response:</p> <p>Met <input type="checkbox"/></p> <p>Not Met <input type="checkbox"/></p>	<p>Comments:</p>
<p><i>2: Club staff and volunteers can articulate their onboarding and training regarding written safety policies on child abuse prevention (including staff-to-child ratios and prohibition of private one-on-one interactions between youth and staff, volunteers or board members), drug and alcohol-free workplace, facilities and restrooms, screening and onboarding, incident reporting and investigation, emergency operations, transportation, and technology acceptable use.</i></p>	<p>Response:</p> <p>Met <input type="checkbox"/></p> <p>Not Met <input type="checkbox"/></p>	<p>Comments:</p>
<p><i>3: BGCA poster that shares ethics hotline, crisis text line, and safety helpline information for members, staff, volunteers, and families is visible in Club location.</i></p>	<p>Response:</p> <p>Met <input type="checkbox"/></p> <p>Not Met <input type="checkbox"/></p>	<p>Comments:</p>
<p><i>4: Club staff and volunteers report they are trained on the written emergency operations plan.</i></p>	<p>Response:</p> <p>Met <input type="checkbox"/></p> <p>Not Met <input type="checkbox"/></p>	<p>Comments:</p>

<p>5: All staff, volunteers and visitors are easily identifiable during operations. (Examples: Staff shirts different color than volunteer shirts/vests)</p>	<p>Response:</p> <p>Met <input type="checkbox"/></p> <p>Not Met <input type="checkbox"/></p>	<p>Comments:</p>
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2: ENTRANCE AND EXIT CONTROL

<p>1: Measures are in place to restrict access of intruders and uninvited guests via main entrance including electric strike door lock or buzz in entry system.</p>	<p>Response:</p> <p>Met <input type="checkbox"/></p> <p>Not Met <input type="checkbox"/></p>	<p>Comments:</p>
<p>2: Front entrance is monitored and controlled by staff.</p>	<p>Response:</p> <p>Met <input type="checkbox"/></p> <p>Not Met <input type="checkbox"/></p>	<p>Comments:</p>
<p>3: There is a process for all members and guests to be checked in and out upon arrival and departure by individuals authorized by parent or guardian.</p>	<p>Response:</p> <p>Met <input type="checkbox"/></p> <p>Not Met <input type="checkbox"/></p>	<p>Comments:</p>

3: RESTROOMS

<p>1: Adults-only and youth-only restrooms are clearly identifiable, or procedures are in place to prevent shared-use by adults and youth.</p>	<p>Response:</p> <p>Met <input type="checkbox"/></p> <p>Not Met <input type="checkbox"/></p>	<p>Comments:</p>
<p>2: Restroom procedures are in place and are practiced by staff to ensure safety of youth.</p>	<p>Response:</p> <p>Met <input type="checkbox"/></p> <p>Not Met <input type="checkbox"/></p>	<p>Comments:</p>
<p>3: Staff monitor youth restrooms during operations via line of sight and/or sound.</p>	<p>Response:</p> <p>Met <input type="checkbox"/></p> <p>Not Met <input type="checkbox"/></p>	<p>Comments:</p>
<p>4: Restrooms appear to be regularly maintained, clean, and free of hazards.</p>	<p>Response:</p> <p>Met <input type="checkbox"/></p> <p>Not Met <input type="checkbox"/></p>	<p>Comments:</p>

<p>5: Restrooms are single user or if multi-user, include single stalls with lockable doors. Staff restrooms are locked and only accessible by staff.</p>	<p>Response:</p> <p>Met <input type="checkbox"/></p> <p>Not Met <input type="checkbox"/></p>	<p>Comments:</p>
<p>6: Toilet paper, soap and paper towels or hand dryers are available in all restrooms.</p>	<p>Response:</p> <p>Met <input type="checkbox"/></p> <p>Not Met <input type="checkbox"/></p>	<p>Comments:</p>

4: PROGRAM SPACES

<p><i>1: Program spaces that are not in use during operations are locked and only accessible by Club personnel.</i></p>	<p>Response:</p> <p>Met <input type="checkbox"/></p> <p>Not Met <input type="checkbox"/></p>	<p>Comments:</p>
<p><i>2: Closets, utility rooms and storage areas in program spaces are locked during operations and only accessible by Club personnel.</i></p>	<p>Response:</p> <p>Met <input type="checkbox"/></p> <p>Not Met <input type="checkbox"/></p>	<p>Comments:</p>
<p><i>3: Group Agreements or member expectations are clearly posted and visible to members in all program areas and are reviewed with members on a regular basis.</i></p>	<p>Response:</p> <p>Met <input type="checkbox"/></p> <p>Not Met <input type="checkbox"/></p>	<p>Comments:</p>
<p><i>4: Program spaces have a clear line of sight.</i></p>	<p>Response:</p> <p>Met <input type="checkbox"/></p> <p>Not Met <input type="checkbox"/></p>	<p>Comments:</p>

<p>5: Program spaces appear to be regularly maintained, clean and free of hazards and clutter.</p>	<p>Response:</p> <p>Met <input type="checkbox"/></p> <p>Not Met <input type="checkbox"/></p>	<p>Comments:</p>
<p>6: Program equipment and furniture appear to be regularly maintained, clean and free of hazards and clutter.</p>	<p>Response:</p> <p>Met <input type="checkbox"/></p> <p>Not Met <input type="checkbox"/></p>	<p>Comments:</p>
<p>7: All program space policies and procedures are practiced by staff to ensure youth are supervised via sight and/or sound during operations. Clubs implementing in-person or interactive virtual experiences must adhere to all standard BGCA and local Organization safety policies, including a prohibition on 1:1 contact.</p>	<p>Response:</p> <p>Met <input type="checkbox"/></p> <p>Not Met <input type="checkbox"/></p>	<p>Comments:</p>

5: COMMON AREAS (IF APPLICABLE)

<p><i>1: Hallways are clear of obstructions, clean and free of hazards and clutter.</i></p>	<p>Response:</p> <p>Met <input type="checkbox"/></p> <p>Not Met <input type="checkbox"/></p> <p>NA <input type="checkbox"/></p>	<p>Comments:</p>
<p><i>2: Hallways are well lit and provide clear line of sight.</i></p>	<p>Response:</p> <p>Met <input type="checkbox"/></p> <p>Not Met <input type="checkbox"/></p> <p>NA <input type="checkbox"/></p>	<p>Comments:</p>
<p><i>3: Closets, utility rooms and storage areas in common areas are locked and only accessible by Club personnel.</i></p>	<p>Response:</p> <p>Met <input type="checkbox"/></p> <p>Not Met <input type="checkbox"/></p> <p>NA <input type="checkbox"/></p>	<p>Comments:</p>
<p><i>4: Stairwells are clear of trip hazards and obstructions, clean and free of clutter.</i></p>	<p>Response:</p> <p>Met <input type="checkbox"/></p> <p>Not Met <input type="checkbox"/></p> <p>NA <input type="checkbox"/></p>	<p>Comments:</p>

<p>5: Stairwells are well lit and provide a clear line of sight.</p>	<p>Response:</p> <p>Met <input type="checkbox"/></p> <p>Not Met <input type="checkbox"/></p> <p>NA <input type="checkbox"/></p>	<p>Comments:</p>
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6: EMERGENCY AND EVACUATION

<p>1: Evacuation and emergency procedures with emergency evacuation route maps are posted in plain view in all spaces. Each map must include relevant marking for current location, route and nearest exit.</p>	<p>Response:</p> <p>Met <input type="checkbox"/></p> <p>Not Met <input type="checkbox"/></p>	<p>Comments:</p>
<p>2: A fire suppression system is in use and/or fire extinguishers are charged, accessible and have been inspected by relevant authorities in last 12 months.</p>	<p>Response:</p> <p>Met <input type="checkbox"/></p> <p>Not Met <input type="checkbox"/></p>	<p>Comments:</p>
<p>3: At least one complete first-aid kit is accessible to all program spaces.</p>	<p>Response:</p> <p>Met <input type="checkbox"/></p> <p>Not Met <input type="checkbox"/></p>	<p>Comments:</p>
<p>4: There is a communication system to alert all staff, volunteers and members in case of an emergency or drill (e.g. fire, severe weather, lock-down, etc.).</p>	<p>Response:</p> <p>Met <input type="checkbox"/></p> <p>Not Met <input type="checkbox"/></p>	<p>Comments:</p>

<p>5: <i>Emergency drills are conducted and recorded at least quarterly.</i></p>	<p>Response:</p> <p>Met <input type="checkbox"/></p> <p>Not Met <input type="checkbox"/></p>	<p>Comments:</p>
<p>6: <i>All exterior doors are alarmed to alert staff of unauthorized entry or exit.</i></p>	<p>Response:</p> <p>Met <input type="checkbox"/></p> <p>Not Met <input type="checkbox"/></p>	<p>Comments:</p>
<p>7: <i>Each Member Organization shall have at least one staff member or volunteer present at each site during all operating hours when youth are being served – or during any Club sponsored offsite program activity/trip – who is either American Red Cross certified or fully trained through a qualifying comprehensive adult and infant/child CPR and first-aid online or in-person training. (Phase 2)</i></p>	<p>Response:</p> <p>Met <input type="checkbox"/></p> <p>Not Met <input type="checkbox"/></p>	<p>Comments:</p>
<p>8: <i>There is an AED on the premises and staff are trained on its use.</i></p>	<p>Response:</p> <p>Met <input type="checkbox"/></p> <p>Not Met <input type="checkbox"/></p>	<p>Comments:</p>

7: GYMNASIUM (IF APPLICABLE)

<i>1: Gym walls under basketball goals have 2 inches of padding installed or 10 feet of floor clearance around the perimeter to prevent injuries.</i>	Response: Met <input type="checkbox"/> Not Met <input type="checkbox"/> NA <input type="checkbox"/>	Comments:
<i>2: Gym bleachers are stored or secured when not in use.</i>	Response: Met <input type="checkbox"/> Not Met <input type="checkbox"/> NA <input type="checkbox"/>	Comments:
<i>3: Gym floors, lighting and walls appear to be regularly maintained, clean, free of hazards and clutter.</i>	Response: Met <input type="checkbox"/> Not Met <input type="checkbox"/> NA <input type="checkbox"/>	Comments:

8: VIDEO SURVEILLANCE (IF APPLICABLE)

<i>1: Functioning security cameras are placed at entrances and exits.</i>	Response: Met <input type="checkbox"/> Not Met <input type="checkbox"/> NA <input type="checkbox"/>	Comments:
<i>2: Functioning security cameras have coverage of all program and public spaces.</i>	Response: Met <input type="checkbox"/> Not Met <input type="checkbox"/> NA <input type="checkbox"/>	Comments:
<i>3: Organization has a written policy regarding use of video surveillance including who can view video and how long video data is stored.</i>	Response: Met <input type="checkbox"/> Not Met <input type="checkbox"/> NA <input type="checkbox"/>	Comments:

9: FOOD PREPARATION (IF APPLICABLE)

<p><i>1: Kitchen and/or food prep areas appears to be regularly maintained, clean, free of hazards and clutter and locked when not in use.</i></p>	<p>Response:</p> <p>Met <input type="checkbox"/></p> <p>Not Met <input type="checkbox"/></p> <p>NA <input type="checkbox"/></p>	<p>Comments:</p>
<p><i>2: If organization prepares and serves food on site, required city or county health department inspection certificates are posted and visible.</i></p>	<p>Response:</p> <p>Met <input type="checkbox"/></p> <p>Not Met <input type="checkbox"/></p> <p>NA <input type="checkbox"/></p>	<p>Comments:</p>
<p><i>3: Kitchen utensils, including knives, are stored and locked.</i></p>	<p>Response:</p> <p>Met <input type="checkbox"/></p> <p>Not Met <input type="checkbox"/></p> <p>NA <input type="checkbox"/></p>	<p>Comments:</p>

10: LOCKER ROOMS (IF APPLICABLE)

<i>1: Club staff regularly monitor youth locker rooms during Club operations and are locked when not in use.</i>	Response: Met <input type="checkbox"/> Not Met <input type="checkbox"/> NA <input type="checkbox"/>	Comments:
<i>2: Locker rooms appears to be regularly maintained, clean, and free of hazards and clutter.</i>	Response: Met <input type="checkbox"/> Not Met <input type="checkbox"/> NA <input type="checkbox"/>	Comments:
<i>3: A locker room policy is in place that identifies practices and procedures used to ensure safety of youth.</i>	Response: Met <input type="checkbox"/> Not Met <input type="checkbox"/> NA <input type="checkbox"/>	Comments:

11: SWIMMING POOL (IF APPLICABLE)

<p>1: Current operational permit from health department or other approval agency is available.</p>	<p>Response:</p> <p>Met <input type="checkbox"/></p> <p>Not Met <input type="checkbox"/></p> <p>NA <input type="checkbox"/></p>	<p>Comments:</p>
<p>2: Chemicals are locked and stored according to health department standards and accessible by staff only.</p>	<p>Response:</p> <p>Met <input type="checkbox"/></p> <p>Not Met <input type="checkbox"/></p> <p>NA <input type="checkbox"/></p>	<p>Comments:</p>
<p>3: For swimming pool operations the BGCA recommended staff-to-youth ratio of no more than 1:15 is followed. A certified lifeguard should be on-site in addition to the supervising staff. With a certified lifeguard and more than one supervising staff member, there may be up to 25 youth in the pool. If swimming in a natural body of water, the number of supervising staff should be increased, and youth should only swim in designated areas. In addition, all state regulations regarding number of lifeguards must be enforced.</p>	<p>Response:</p> <p>Met <input type="checkbox"/></p> <p>Not Met <input type="checkbox"/></p> <p>NA <input type="checkbox"/></p>	<p>Comments:</p>
<p>4: Pool deck is regularly maintained, clean, and free of hazards and clutter.</p>	<p>Response:</p> <p>Met <input type="checkbox"/></p> <p>Not Met <input type="checkbox"/></p> <p>NA <input type="checkbox"/></p>	<p>Comments:</p>

<p>5: Pool rules are clearly posted and visible to members and are reviewed with members on a regular basis.</p>	<p>Response:</p> <p>Met <input type="checkbox"/></p> <p>Not Met <input type="checkbox"/></p> <p>NA <input type="checkbox"/></p>	<p>Comments:</p>
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12: OUTDOOR SPACE (IF APPLICABLE)

<p>1: Rules and/or Group Agreements are posted in play areas and are clearly visible to members. They are reviewed with members on a regular basis.</p>	<p>Response:</p> <p>Met <input type="checkbox"/></p> <p>Not Met <input type="checkbox"/></p> <p>NA <input type="checkbox"/></p>	<p>Comments:</p>
<p>2: Outdoor play areas are regularly maintained, clean, and free of hazards and clutter.</p>	<p>Response:</p> <p>Met <input type="checkbox"/></p> <p>Not Met <input type="checkbox"/></p> <p>NA <input type="checkbox"/></p>	<p>Comments:</p>
<p>3: Sports areas (i.e., courts, fields) are regularly maintained, clean, and free of hazards and clutter.</p>	<p>Response:</p> <p>Met <input type="checkbox"/></p> <p>Not Met <input type="checkbox"/></p> <p>NA <input type="checkbox"/></p>	<p>Comments:</p>
<p>4: Visitor access to outdoor areas where youth programming occurs is secured with fences, walls, or other physical barriers.</p>	<p>Response:</p> <p>Met <input type="checkbox"/></p> <p>Not Met <input type="checkbox"/></p> <p>NA <input type="checkbox"/></p>	<p>Comments:</p>

<p>5: <i>Parking lots are well lit, regularly maintained, clean, and free of hazards and clutter.</i></p>	<p>Response:</p> <p>Met <input type="checkbox"/></p> <p>Not Met <input type="checkbox"/></p> <p>NA <input type="checkbox"/></p>	<p>Comments:</p>
<p>6: <i>The perimeter around Club facility is well lit for the safety of staff, families and visitors.</i></p>	<p>Response:</p> <p>Met <input type="checkbox"/></p> <p>Not Met <input type="checkbox"/></p> <p>NA <input type="checkbox"/></p>	<p>Comments:</p>

13: PLAYGROUND (IF APPLICABLE)

<p><i>1: Playgrounds are regularly maintained, clean, and free of hazards and clutter.</i></p>	<p>Response:</p> <p>Met <input type="checkbox"/></p> <p>Not Met <input type="checkbox"/></p> <p>NA <input type="checkbox"/></p>	<p>Comments:</p>
<p><i>2: Picnic tables and outdoor equipment are regularly maintained, clean, and free of hazards.</i></p>	<p>Response:</p> <p>Met <input type="checkbox"/></p> <p>Not Met <input type="checkbox"/></p> <p>NA <input type="checkbox"/></p>	<p>Comments:</p>
<p><i>3: Playground structures have 8-12 inches of landscape or rubber mulch to prevent injuries.</i></p>	<p>Response:</p> <p>Met <input type="checkbox"/></p> <p>Not Met <input type="checkbox"/></p> <p>NA <input type="checkbox"/></p>	<p>Comments:</p>

14: TRANSPORTATION (IF APPLICABLE)

<p>1: Club vehicles receive quarterly scheduled safety checks and maintenance that are logged.</p>	<p>Response:</p> <p>Met <input type="checkbox"/></p> <p>Not Met <input type="checkbox"/></p> <p>NA <input type="checkbox"/></p>	<p>Comments:</p>
<p>2: All Club vehicles have on board all appropriate safety equipment (first aid kit, safety triangles, LED road flares, charged extinguishers, etc.).</p>	<p>Response:</p> <p>Met <input type="checkbox"/></p> <p>Not Met <input type="checkbox"/></p> <p>NA <input type="checkbox"/></p>	<p>Comments:</p>
<p>3: Logs are maintained to account for each member's whereabouts during transportation, including loading and unloading, pick up and drop off.</p>	<p>Response:</p> <p>Met <input type="checkbox"/></p> <p>Not Met <input type="checkbox"/></p> <p>NA <input type="checkbox"/></p>	<p>Comments:</p>
<p>4: Staff know driver policies and practices include prohibition of distracted driving including, but not limited to; handheld electronic devices such as cell phones, ear buds, or other communication devices while operating the vehicle.</p>	<p>Response:</p> <p>Met <input type="checkbox"/></p> <p>Not Met <input type="checkbox"/></p> <p>NA <input type="checkbox"/></p>	<p>Comments:</p>

<p>5: Club vehicles are clean, sanitized and locked upon conclusion of use and all vehicle safety supplies are restocked as per the vehicle checklist.</p>	<p>Response:</p> <p>Met <input type="checkbox"/></p> <p>Not Met <input type="checkbox"/></p> <p>NA <input type="checkbox"/></p>	<p>Comments:</p>
<p>6: Drivers conduct and log vehicle inspections before and after use.</p>	<p>Response:</p> <p>Met <input type="checkbox"/></p> <p>Not Met <input type="checkbox"/></p> <p>NA <input type="checkbox"/></p>	<p>Comments:</p>
<p>7: Staff practice safe drop-off procedures including the Rule of 3. Drivers implement a process to ensure vehicles are empty and all members have been accounted for.</p>	<p>Response:</p> <p>Met <input type="checkbox"/></p> <p>Not Met <input type="checkbox"/></p> <p>NA <input type="checkbox"/></p>	<p>Comments:</p>
<p>Overall Comments:</p>		