

Summer School Health and Safety Policy and Procedure In Response to COVID-19

To run the upcoming Summer School as safely as possible, Liverpool's Royal Court have put in place the following procedures in response to COVID-19 guidelines. The recommendations were reviewed and approved by the Health and Safety Representative and Senior Management. As government recommendation and regulations change, we will review our policies and procedures.

The Community Education Team will work with Summer School Facilitators and Front of House Team to implement the government's guidance for Protective Measures for Holiday and After-school clubs and other out-of-school settings for children during the coronavirus (COVID-19) outbreak. This will be the primary document of reference for Liverpool's Royal Court Summer School. It is advice to be used in conjunction with the following documents;-

- i. Guidance for parents and carers of children attending out-of-school settings during the coronavirus (COVID-19) outbreak
- ii. Safe working in education, childcare and children's social care settings, including the use of personal protective equipment (PPE),
- iii. Coronavirus (COVID-19): Implementing protective measures in education and childcare settings.
- iv. Working safely during coronavirus (COVID-19)

The guidance for our-of-school settings is for children over the age of 5 -17. It is recognised that activities such as the Summer School provides enriching opportunities to socialise with peers support and promote wellbeing for young people. It is therefore important that the space and environment we provide have appropriate hygiene practices in place to reduce the risk of transmission. With that in mind below you will find a number of recommended and additional measures to help support the Summer School Project run its altered programme this year.

Before we can open, it is essential that these requirements be carried out;

- Adopt and implement a health and safety policy and procedure specifically for operating Summer School during Covid-19 (Current document)
- Ensure that all regular building health and safety checks are undertaken prior to opening of Summer School. This is to ensure that buildings that have been closed and operating at reduced capacity can make sure water hygiene, building, and occupancy safety meet with general HSE compliance.
- Deliver a pre- Summer School staff briefing on the new movement and hygiene procedure to familiarise themselves with the implemented measures.

Below you will see an outline of areas to consider specifically for Summer School.

Entrance and Exit

Standard recommendations:

- Use of separate entrance and exit to and from the building by participants This should be monitored
- Make available hand sanitisers, paper towels in a hygienic encasement, waste bin with lid and foot pedal for disposal or paper towels and any other rubbish.
- A queuing system to enter the building and auditorium with a 1m+ (UK GOV) or 2m (NHS) social distancing measures.

Additional recommendations:

- All Young People will leave their coats, jackets etc at their ow seat
- Hand Sanitizers to be left in each room and space being used across the building.
- Staff provided with PPE masks, gloves and/or visors

Movement Within The Building

Standard Recommendations:

- One way system across the building and should be marked with chosen length of social distancing. Clear signage and direction signs should be placed on the floor or on a reasonable eye level for children and young people. Where it is not possible to keep a minimum if 1m then a stop and go system can be used.
- Designated floor for specific working groups
- Designated seating to be handed out for studio and main auditorium. Facilitators should ensure that young people remain and use their designated seats throughout the day. This is to minimise the risk of cross infection.
- To be monitored through the day.
- Hand sanitization stations to be located strategically throughout the building.
- Implement a 3 person only (inclusive of staff member) lift policy

Additional Recommendation:

- Staggering movement in groups of 15 across the building.
- Limit lift use to access only

Main Auditorium/ Studio/break out areas

Standard Recommendations:

- Designated seating for main auditorium and studio for participants
- Use of Social distancing in all area
- All work surfaces to be regularly wiped with antibacterial wipes
- All equipment should be wiped down between each use.

Toilets

Standard Recommendations:

- Handwashing with hot water and soap being made available.
- Signage to wash and bin paper towels used to dry hands, reminder of social distancing and other implemented requirements
- Provision of antibacterial wipes and hand gel within each cubical
- Designated per group. This should be allocated according to age groups with 18+ having separate floor from under age participants
- Allocate staff to monitor numbers and implement a queuing system to avoid large numbers building up
- Daily cleaning pre and post Summer School.

Additional Recommendations:

- Designated toilets will be Disabled Toilets available in each area being used. This should be allocated at the start of each day. During Lunch the Toilets in the Stall will be opened a queuing system will be implemented.
- Provide Large open bins and bag to be removed during regular cleaning intervals.
- Cleaning between breaks during Summer School

Lunch/Refreshments/ Breaks

Standard Recommendations:

- Lunch to be taken in allocated groups within the auditorium
- Provide individually packed lunches.
- Water should be served in bottles or in a water dispenser

Sessions

Standard recommendations:

- Smaller working groups, it is recommended to work with up to 15 people per group where possible
- Facilitators to reinforce Catch It, Bin It, Kill It with regards to coughing, sneezing etc.
- To reinforce use of hand sanitisers and regular hand washing.
- Carry out a weekly debrief to see what is working and what is not to adapt H&S policy and procedure.
- Facilitators must plan and deliver activities that ensure social distancing

Additional Recommendations:

- Cleaning of work areas in between sessions
- Consider using outdoor spaces for breaks weather permitting.
- Limit number sharing resources where possible

Mental health and wellbeing support

Additional recommendation:

- Youth councillor/ Pastoral care worker to support anyone who needs help with addressing challenges during COVID-19
- Space to discuss with peers the challenges and celebration they have had during COVID-19
- A designated member of staff, to report any sickness.

The standard recommendations in the specific areas are what is the bare minimum required to be provided. The additional recommendations are procedures that we can implement to minimise risk, recommended through my research of other youth clubs, schools running summer school this year, sports summer schools and private schools running summer provision this year.

Please note it is essential to:

- Brief all staff who will be working during Summer School as well as those using the building during this time.
- That any enhanced health and safety measures in place are to ensure the reduction of risk of spreading the virus.
- We should have two designated staff members who will undertake ensuring the government guidance and the additional measures are implemented and observed.
- A copy of all the government guidance should be kept to hand as reference.

To conclude this document is based on the government guidance and other resources online and from networks and platforms working with young people. All the government guidance has supplementary documents that support the implementations of their recommendations.

Extraordinary COVID-19 (Corona virus) supplement to Liverpool's Royal Court Health & Safety policy and procedures