



ITALIA CONTI WEEKEND ASSOCIATES LTD

Italia Conti is a trading name of Italia Conti Weekend Associates Ltd.
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Coronavirus (COVID-19) HEALTH and SAFETY and Risk Assessment

Italia Conti Weekend Associates LTD

AVONDALE HALL 72 Landor Road, SW9 9PH

RALLI HALL, 81 Denmark Villas, Hove. BN3 3TH

GENERAL NOTES: Students, Staff and Parents

As the Prime Minister confirmed in his announcement on 23 June 2020, providers who run community activities, holiday clubs, after-school clubs, weekend tuition and other out-of-school provision for children can operate, subject to the science and with safety measures in place. Adjustments to the current measures for these providers will be part of Step 3 of the recovery strategy (from 4 July).

They recognise the important role out-of-school settings (OOSS) play in providing enriching activities, giving children the opportunity to socialise with others outside their household and promoting their wellbeing. They also recognise the importance of these settings in providing additional childcare options to parents and carers, particularly those with younger children, who may need to return to or continue to work during the school holidays.

We as a provider have considered and implemented the protective measures to put in place to allow us to reopen as safely as possible during the coronavirus (COVID-19) outbreak. This document is a guidance to support our planning and advises on practical steps we can take to minimise the risk to children, staff and parents who attend our settings by reducing the risk of infection and transmission of the virus.

Providers of Out-Of-School Settings and holiday activities operate from a range of premises including schools and other regulated educational institutions, by arrangement with the proprietors of those institutions, and other community premises such as village halls, by arrangement with the owners or managers of those premises.



As providers we will implement this guidance from the end of the summer term (July 24) moving forward into the Autumn Term 2020 and beyond.

OOSS (Out of School Societies) are organisations or individuals that provide tuition, training, instruction or activities to children in England without their parents' or carers' supervision.

OOSS generally provide tuition, training, instruction or activities outside normal school hours (such as evenings, weekends, school holidays)

Risk Assessment

There are important actions that we as providers should take during the coronavirus (COVID-19) outbreak, to help prevent the transmission of the virus. Before restarting, it is important that we refresh our existing risk assessment in line with the [HSE guidance](#), identifying protective measures (such as those listed in the guidance on [Working safely during coronavirus \(COVID-19\)](#)).

In most cases, risk assessments and preparation for reopening of OOSS will be carried out by a senior member of staff. However, we will also work with other relevant parties when carrying out our risk assessment, the owner of the premises (for example, if renting a school hall or community hall, the owners or voluntary management committee) and/or the local authority, to identify the risks, to determine protective measures to put in place and to establish who is responsible for implementing each protective measure.



Group sizes

Decisions on group sizes for our setting will be based on:

- the current government guidance on social distancing
- the ability of the children in attendance to maintain social distancing
- the age of the children in attendance

- the nature of the activity or provision (for example, static, classroom set-up rather than an activity that requires a range of movement)
- the size or layout of the premises

However, to reduce the risk of transmission, children and young people who attend will be kept in small, consistent groups, and of no more than eighteen children and at least one staff member. When possible, those attending out-of-school settings will practise social distancing in line with the [government's current guidance](#).

This means that at the first session children will be assigned to a particular class or group and will then stay in the consistent group for future sessions and will avoid mixing with other groups. Parents and carers will be encouraged to limit the number of settings their child attends, ideally ensuring their child only attends the same setting consistently. Dependent on the factors listed above, we may need to have groups of less than 18 children.

If we are making provision for multiple small groups of children throughout the day, we will allow sufficient changeover time between different classes to allow for cleaning to take place and to prevent children and parents or carers waiting in large groups.



Many out-of-school settings operate in places that are normally open to members of the public, such as community and youth centres and places of worship. Therefore, as well as keeping children in small, consistent groups and ensuring that, as far as possible, the children, parents and staff that attend our setting follow the current government guidelines on social distancing.

We have sole use during our hours of hire in BOTH AVONDALE HALL (Clapham studios) and RALLI HALL (Brighton and Hove studios) NO members of the public are allowed in.

We have effective infection protection and control measures in place in the specific settings to reduce the risk of transmission.

These include:

- cleaning hands more often than usual - wash hands thoroughly for 20 seconds with running water and soap and dry them thoroughly or use alcohol hand rub or sanitiser ensuring that all parts of the hands are covered
- ensuring good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach
- cleaning frequently touched surfaces more often than usual using standard products, such as detergents and bleach
- minimising contact and mixing by altering, as much as possible, the environment (such as layout) and timetables (such as allowing for sufficient changeover time to clean the area between different classes or groups of children and ensuring areas do not become overcrowded)
- minimising contact with individuals who are unwell by ensuring that those who have coronavirus (COVID-19) symptoms, or who have someone in their household who does, or who have been advised by NHS Test & Trace to self-isolate do not attend.
- keeping facilities and equipment clean - touch points (e.g. handrails and gates) will be particular areas of focus for increased cleaning
- we use signs, posters and regular reminders to build awareness of good handwashing technique, the need to increase handwashing frequency, avoid touching the face, and to cough or sneeze into the arm rather than the hand
- more waste facilities and more frequent rubbish collection will be provided
- hand sanitiser will be provided in multiple locations
- disposable paper towels provided in handwashing facilities, where possible
- clear use and cleaning guidance for toilets in place to ensure they are kept clean and social distancing is achieved
- where possible all spaces will be well ventilated using natural ventilation (opening windows) or ventilation units
- masks to be worn by all students over 10 years old and members of staff in communal areas
- masks to be worn by all students and teachers in singing classes



Note that there may be an additional risk of infection in environments where others are singing, chanting, shouting or conversing loudly. This applies even if others are at a distance to you.

It is not necessary for each class or group to use a separate toilet. However, we will limit the number of children using the toilet at any one time and, where possible, avoid different groups using the same facilities at the same time.

Important, we will promote good hand hygiene and encourage all children to wash their hands thoroughly, with soap and running water for 20 seconds, after using toilet facilities.

As with all frequently used surfaces, toilets will be cleaned thoroughly using standard products such as detergent and bleach. The frequency of cleaning required will depend on usage but it is advised to be more frequently than might have been previously considered appropriate. In most cases we expect cleaning of toilet facilities to take place at least twice a day.

As part of our risk assessment, we will consider appropriate staff child ratios for our setting. No more than 18 children per small consistent group and at least one staff member per group, though dependent on the circumstances of our provision we may need to have groups of less than 18 children.

Clinically extremely vulnerable individuals, including OOSS staff, should follow the latest government advice on shielding in order to keep themselves safe. From Saturday 1 August the guidance will be relaxed so clinically extremely vulnerable people will no longer be advised to shield.

Attending OOSS can have a positive impact on the wellbeing of children and young people. However, it is crucial that we ensure we are minimising the risks to the nation's health. It is for this reason that parents and carers are being encouraged to limit the number of settings their children attend as far as possible, and ideally to ensure their children attend the same setting consistently.



The majority of staff in OOSS will not require PPE beyond what they would normally need for their work.

It is vital that OOSS providers play their part by:

- making their settings as safe as possible for staff, children and parents
- promoting the need to get tested if anyone is symptomatic
- encouraging staff to heed any notifications to self-isolate and supporting them when in isolation.

When a child, young person or staff member develops symptoms compatible with coronavirus (COVID-19), they will be sent home and advised to self-isolate for 7 days and arrange to have a test to see if they have coronavirus COVID-19.

Where the child, young person or staff member tests negative, they can return to the setting and the fellow household members can end their self-isolation. If the child, young person or staff member tests negative but is unwell, they will not return to the setting until they are recovered.

Communicating with Parents

We will communicate our plans for reopening our provision to parents, including new safety measures that we have put in place to reduce the risk of infection and transmission of the virus.

By:

- using technology to communicate with parents and carers digitally where possible.
- tell children, young people, parents, carers or any visitors, such as suppliers, not to enter our setting if they are displaying any symptoms of coronavirus (COVID-19)
- encourage parents to avoid using public transport to get to our setting. Ideally, they should walk or cycle where possible or use a private vehicle (provided they are only travelling with those from within their household).
- reduce contact between parents and carers when dropping off and picking up their children, for example by limiting drop off and pick up to one parent or carer per family and staggering timings.
- when allocating drop off and collection times to parents, avoid scheduling these during peak hours for public transport.
- work with parents and carers to consider how best to manage dropping off their children while maintaining physical distancing.
- avoid the need for parents and carers to wait, but where they have to, consider whether physical distancing markings could be used.
- make clear to parents that they cannot gather at entrance gates or doors.

Safeguarding and Child Protection

The coronavirus (COVID-19) outbreak may have caused significant mental health or wellbeing difficulties for some children and they may be at increased risk of harm or abuse. Due to the current circumstances, vulnerable children may be particularly

isolated, meaning that the family, community and professional networks they usually rely on may be unavailable or hard to access. Therefore, it is important for us to be aware of the safeguarding issues that can put children at risk, such as abuse and neglect, and the signs we will look out for.

Signs to look out for which may suggest that a child is being harmed or is at risk of harm include:

- unusual injuries, including bruises, burns, fractures, bite marks or signs of self-harm
- consistently poor hygiene, poor living conditions or inappropriate clothing
- communicating aggressively or using sexual language
- appearing withdrawn, guarded, anxious or frightened, particularly around certain individuals

If safeguarding issues come to light, they will be addressed using our setting's child protection and safeguarding policy.

Italia Conti Weekend Associates RESERVE THE RIGHT TO ADJUST AND/OR INCREASE THESE MEASURES IN LINE WITH GOVERNMENT GUIDELINES.

Linda Edwards and Deborah Folan

