**Health & Safety**

**Covid 19 Addendum – 20/05/20**

Horizons Education Centre has an effective Health & Safety Policy in place reflecting business as usual. This policy does not accurately reflect new arrangements in response to COVID-19. Please read the COVID-19 annex/addendum that summaries any key COVID-19 related changes. This is more effective than re-writing and re-issuing the whole policy. The key points of the revised Health & Safety policy can be found below:

1. Purpose

Following the nationwide enforced closure of Education settings as a result of COVID-19 in March 2020, the Centre is now planning for students to start returning for face – face contact. The Centre is closely following advice and guidance from a variety of sources including; DFE, Halton Borough Council, Government, UNISON and various teaching agencies to ensure that the return of staff and students is done in the safest way possible for all.

1. Entering the Centre
   1. Any person presenting or living with someone who presents symptoms of COVID – 19 must not enter the building.
   2. Students must make staff at the Centre aware they will be arriving the day before they intend to do so.
   3. First contact and safeguarding procedures will be followed if that student does not arrive.
   4. Any person entering the building will have their temperature taken and will need to use the hand sanitiser provided before being signed in by a member of staff. If their temperature is high, the person can wait for up to half an hour and be checked again.
   5. Before entering the Centre for the first time, students will run through a health & safety information check with the staff member signing them in.
   6. Until further advice and guidance allows otherwise, students referred by their school will be able to attend only on the days they are referred and only between the hours of 10am – 12am.
2. In and around the Centre
   1. Strict 2m social distancing rules must be abided by while in the Centre. Clear markings are throughout the building to aid this measure.
   2. Signage is placed around the building to ensure infection control measures are clearly communicated to persons in the Centre.
   3. Furniture will be arranged to facilitate social distancing. Fabric items and furniture will be removed from use.
   4. Students will be given their own space with their own equipment. They must not bring equipment or other items with them or share items with others.
   5. Any persons entering the Centre will need to regularly wash their hands according to PHE guidance. Information regarding hand washing will be communicated to all those entering the Centre.
   6. Staff and students will be made aware of the need not to touch faces and hair and instructions how to safely sneeze or cough will be made clear i.e. into elbow or tissue, then dispose in the lidded bin.
   7. The pool room has been identified as a space for students to go to if they present COVID - 19 symptoms while at the Centre until arrangements are made to get them home. Students along with their parents / carers will be informed that they must follow test and trace procedures. This space will be deep cleaned after such use.
3. PPE
   1. All staff will be made aware of the donning and doffing procedures for PPE
   2. PPE will always be sufficiently stocked

4.3 PPE stocks will be regularly checked to ensure plentiful supply.

1. Communication

2.1 Parents / guardians will be informed prior to their child of the new procedures and importance of adhering to them

5. Cleaning

5.1 The Centre will be deep cleaned prior to re-opening.

5.2 A system is in place to clean rooms and disinfect areas of use each day.

5.3 A system is in place for removing waste daily and provision for suspected contaminated waste is in effect i.e. double bagging and storage for 72 hours.

5.4 IT and other equipment that are used by different people will be cleaned before and after use.

5.5 Sufficient cleaning stocks will be maintained.

5.6 Sufficient hand washing stocks will be maintained.

5.7 Cleaning stocks will be regularly checked to ensure plentiful supply.

5.6 When required, a deep clean will be actioned at short notice.

5.7 Cleaners will have access to appropriate PPE.

6. Breaks

6.1 As students will only be at the Centre for a short time, outside breaks are to be discouraged. If a student insists on having a fresh air break outside, they must go to a designated area, stay in supervision and keep to social distancing and infection control rules.

7. Fire Procedures

7.1 In the event of a fire, 2m social distancing will apply when congregating at the assembly point

This policy addendum will be reviewed and modified in accordance with the latest advice and guidance as it is distributed to ensure that the safest practice is maintained. This addendum can be disregarded as current practice once the Government Corona Risk Level reaches 1 – Green.