May 2020

Covid 19 Health & Safety Policy for Dainty Little Hands Ltd Out of School Clubs

**POLICY AIM:** To ensure that the risks of COVID-19 (Coronavirus) presented to pupils, staff and visitors are reduced to an acceptable level.

**POLICY OBJECTIVES:** To conduct all our activities safely and in accordance with legislative standardsand in consideration of government guidance.

To provide safe working, playing and learning conditions.

To ensure a systematic approach to the identification of risks and the allocation of resources to control them.

To openly communicate on health safety and welfare.

**POLICY STATEMENT: Dainty Little Hands Ltd Out of School Clubs**  recognises and accepts its responsibility as an employer and provider of services and will provide a safe and healthy workplace and learning environment for all staff, pupils and such other persons as may be affected by its activities.

We will adopt health and safety arrangements under COVID-19 in line with Health & Safety legislation, and in consideration of government guidelines.

Good health and safety management will be an integral part of the way that the school operates and will be considered across all work activities and across the wide range of educational activities delivered.

To be read and implemented in line with **Dainty Little Hands Ltd Health and Safety Policy**

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| This policy was adopted by: Dainty Little Hands | Date: May 2020 |
|  | Signed: Jayne Dainty |

**THE CLUB WILL:**

1. Apply and communicate sensible risk management and safe working practices. This will involve:
   1. Regular assessment of hazards and associated risks
   2. Implementing preventive and protective control measures against those risks to an acceptable/ tolerable level
   3. Monitoring the effectiveness of those measures by Support Manager(s) and Managing Director
   4. Provision of information, instruction, training and protective equipment to staff (and pupils where required)
   5. Review of risk assessments, policies, procedures and practices at regular interval and where additional information is gained through changes in government guidance, monitoring or following an incident.
2. Implement measures to ensure social distancing is observed across the site and in all buildings consistent with and appropriate to the numbers of pupils, staff and visitors in the school
3. Maintain an appropriate hygiene regime to be followed by all pupils, staff and visitors
4. Operate an enhanced cleaning regime for the duration of COVID-19 (See associated Cleaning Method Statement for your School Club)
5. Ensure that staff are informed and instructed to ensure competence and awareness of health & safety precautions required during COVID-19
6. Educate pupils about COVID -19 and to encourage and re-assure them about the measures in place to protect themselves from it.

1. Require all employees and encourage and support all pupils to show a proper personal concern for their own safety, and for that of the people around them.
2. Require staff to exercise increased due care and attention and observe safe working methods.
3. Communicate regularly and effectively with staff and parents about the Club’s response to COVID-19
4. Provide for children of critical workers and vulnerable children to be accommodated alongside returning year groups
5. Put in place the support required for the return of pupils with special educational needs and disabilities (SEND) in line with education health care (EHC) plans in conjunction with families, the Host School and other agencies
6. Put in place any flexible working arrangements needed to support delivery of care during COVID-19 including where necessary staggered start/end times
7. Put in place measures to check on staff wellbeing (including for leaders).

1. Draw up contingency plans for:
   1. Someone falling ill or demonstrating symptoms on site
   2. Deep cleaning in the event of an outbreak of COVID-19 on site
2. Provide appropriate personal protective equipment (PPE) as required by staff.