

Opening of the Arts Lab Post Lockdown

Covid Risk Assessment

In accordance with information and guidance to date there is a much lower risk to children from the virus than adults. As the level of risk for children to pass the virus on to adults is unknown, Indigo will work to minimise the risk and avoid any contamination in line with the current law and guidelines issued. It will do this by implementing the following:

Access to building:

- Workshop participants & staff only. Parents to drop & pick up children at external door bottom of the stairs
- Hand sanitiser to be placed at top of stairs, in reception area and main room
- Adult member of staff to supervise workshop members on and off premises
- Register to be taken on entrance (ensure details up to date so can fulfil track and trace requirements as necessary)

Movement through building:

- Doors should remain open to allow through flow of air and enhance sightlines for those entering/exiting (this will necessitate constant monitoring by staff as they are fire doors and the security of the children needs to be maintained)
- Doors to reception will have one open for entrance & one for exit – sign these
- Doors between reception & main room should have only one person passing through into the crossover area at any one time, those exiting should ‘give way’ to those entering
- Access to toilets should be supervised and only two people in the toilets at any one time
- Ensure hand sanitiser is used prior to/following any movement between spaces
- Only one person should enter the kitchen at any one time
- Initially the only rooms in use during workshops will be the main space, reception and toilets, with access to the kitchen by staff

Maintenance of Spaces

- All spaces should be clear of any clutter not required for implementation of activities
- Activities should be confined to areas necessary, to minimise contamination
- All fabric covered seating should be cleared from the main room, and all other seating wiped down after use. Any remaining fabric items should be sprayed with the supplied fabric disinfectant after use.
- External window areas should be free of curtains, and windows should remain open throughout use
- All surfaces and equipment should be wiped down by staff following/before sessions using materials provided
- Everything possible should be undertaken to minimise ‘high touch’ areas, such as removing lids from bins, keeping doors open, having things laid out outside of cupboards etc

Safety of Occupants

- Temperatures should be taken on access to building using the infrared thermometer
- Current numbers will enable the children to work in one bubble. We do not intend therefore to recruit further participants this term. We will review in January.
- Standard workshop time will be reduced to 1.5 hours
- Staff should maintain a social distance of 2m from one another and whenever possible from the participants, particularly older members of the group
- Any allergies to hand sanitiser or other products relevant to covid safety procedures should be ascertained, and the vulnerable protected. Children who have allergies should bring their own which works for them
- Aim to conduct workshop with voices at standard volume and discourage shouting
- Singing is not allowed whilst working in group sessions, and shouting should be discouraged in order to minimise aerosol transmission

- Where one to one voice coaching is taking place, there should be no more than two students in the room, screens and visors should be used, staff should not be directly facing singers, singers should be at least 2.5 metres apart and side by side or back to back
- Any props used should not be shared with others, and cleaned down following use
- Equipment provided to minimise transmission should be used at all times as appropriate
- Only the staff team and workshop participants will be allowed in the space
- Hand washing should regularly take place along with the use of hand sanitiser
- A walk through of the fire evacuation should take place – in such circumstances the social distancing of staff is a secondary priority to ensuring the safe exit of all from the building
- Regular communication with parents will take place via email/fb messenger (ensure details are up to date).
- Any lyrics/scripts etc necessary will be posted on the fb page/emailed in the main, so that participants can handle only their own copies. Where they are issued, they will be expected to retain these for personal individual use only – no sharing.
- Pens/pencils and other forms of equipment used for workshops should be the participants own, retained for their own personal use, and not shared.
- Children should bring their own drink in a personalised container. No food should be brought to workshops
- Should any person show symptoms of covid, they need to be taken out of the building & sent home as soon as possible. Indigo should be notified should they subsequently test positive, and in accordance with the test and trace guidance, should notify all those who have been in contact who must isolate in accordance with current guidelines. In such circumstances Indigo would close the workshops for the necessary period
- Indigo will request that we are notified of the schools which children attend, and should any children or staff be sent home to quarantine due to contact with covid in their year groups, that we are notified immediately. Staff & children involved will be asked to quarantine in line with current guidance, this may mean that where all staff are compromised the workshops will not be able to meet for the required period.

Materials/Equipment to be provided:

Cleaning wipes and appropriate cleaning fluids for surfaces

Fabric Spray disinfectant

Infrared thermometer

Face Visors

Hand Sanitiser

Clear screens

Signs

Appropriate signs will be displayed around the space to support these measures and act as a reminder to those using the space.