



## **COVID 19 procedures for Young Lyric Classes January 2021.**

The Lyric is committed to ensuring the highest level of protection and prevention of COVID 19 during Young Lyric Classes and is adhering to the governments [Protective measures for holiday and after-school clubs, and other out-of-school settings during the coronavirus \(COVID-19\) outbreak](#) guidance.

Below are the procedures and risk assessment the Lyric is implementing to mitigate risk in relation to COVID 19 as the host venue for classes. A full risk assessment concerning all areas of the Lyric reopening will be available on the Lyrics website prior to classes commencing in January 2021.

A risk assessment in relation to each activity e.g. dance, music etc. is available via the activity provider on request.

If further restrictions mean that classes cannot go ahead in person, the decision to teach online or offer a refund will be at the discretion of the activity provider, as opposed to the Lyric.

### **Prior to classes**

- Parents and carers will be required drop off young people and collect them outside the Lyric's main entrance. (Flexibility will be considered for parents and carers who are registered disabled)
- Young people will be asked to enter the Lyric no more than 10 minutes prior to class start time
- Young people are to arrive at the Lyric dressed and ready for class, no changing facilities will be provided on site
- Young people must wear face coverings (unless exempt) prior to entry to the Lyric and the covering should remain on, until asked to be removed when inside designated activity space
- Young people will be required to sanitise their hands upon entry
- Young people will be encouraged to use the NHS Track and Trace App when entering the Lyric.
- Young people will be asked to wait in the Lyrics café (socially distanced) until collected by practitioner and escorted directly to class limiting contact with all other building users.
- A one way system will be followed when escorting young people across the building.
- Activity spaces for classes and surfaces will be cleaned prior to class
- Activity spaces for classes will be ventilated prior to class

### **During classes**

- All activity planned and delivered will adhere to social distancing at 2M
- All activity planned and delivered will encourage side to side or back to back working
- A 2m x 2m grid will be marked out in the majority of spaces
- Activity spaces will only be used that have capacity for 2M social distancing.
- Young people will participate as part of a consistent small bubble of 15 participants per class
- All classes will have a minimum of two members of staff/ practitioners.
- Two consistent practitioners will teach classes for all 10 weeks of term.
- Where possible windows will remain open and/or space will be ventilated during class using the Lyrics air handling and air conditioning systems.
- Furniture will be designated to each space, limiting in its use across other areas of the building.
- Minimal shared resources will be used during classes (e.g. a ball, dance mats)
- Young people will have designated toilets for each class.

### **After classes**

- Young people must wear face coverings (unless exempt) prior to leaving the class and the covering should remain on until they have left the Lyric.
- Young people will be asked to sanitise their hands before accessing other parts of the building
- Young people will be escorted directly to meet their parent or carer outside the Lyric's main entrance after class, limiting contact with all other building users.
- A one way system will be followed when escorting young people across the building.
- The Lyric will designate a socially distanced, ventilated waiting area for young people whose parents or carers are running late
- After use, activity spaces will be cleaned before used again
- After use, activity spaces will be ventilated before used again

### **The Lyric and its activity providers will**

- Ensure group sizes do not exceed 15 and remain consistent
- Ensure all classes are booked per term, as opposed to per class to remain consistency in groups.
- Encourage young people to walk or cycle to the Lyric, if they can
- Discourage and restrict young people booking for multiple classes.
- Ensure classes start and finish times are staggered to limit physical contact between groups
- Implement a one-way system across the Reuben Foundation Wing
- Remove sofas from the Reuben foundation wing to limit loitering.
- Require Young Lyric hosts to wear face shields
- Ensure updated COVID 19 and Safeguarding training is delivered to Young Lyric hosts
- Designate a ventilated isolation and containment space
- Ask young people and staff to stay at home if displaying symptoms or advised by NHS Test and Trace to self-isolate
- Use young people's contact details for NHS track and trace
- Maintain all internal ventilation systems (air handling and air conditioning)
- Restrict performances from classes at the end of term (for Spring 2021)
- Update all First Aid kits
- Ensure hygienic signage is visible throughout the Lyric
- Ensure all spaces are cleaned and ventilated prior to, in between and after classes

### **The Lyric expects Parents and Carers to:**

- Encourage their child to walk or cycle to the Lyric or travel using a private vehicle rather than taking public transport
- Avoid using public transport to get to the Lyric, particularly during peak times
- Discourage their child from mixing with different peer groups outside of their chosen activity.
- Send their child to the same setting and activity consistently, in order to prevent them from mixing with multiple different groups of children.
- Choose activity at the Lyric because it is local to them.

- Comply with government guidance on isolating anyone who has coronavirus (COVID-19) symptoms, such as a raised temperature, a new continuous cough, or a loss or change to their sense of smell or taste, and should follow the [COVID-19: guidance for households with possible coronavirus \(COVID-19\) infection](#).
- Understand their child should not attend the Lyric if they are showing symptoms and accept the Lyric's discretion to send any child home if symptoms develop during activity or attendance at the Lyric

<b>YOUNG LYRIC CLASSES RISK ASSESSMENT</b>	
<b>Activity being risk assessed:</b>	Young Lyric Classes
<b>Date of activity:</b>	w/c 11th January 2021 onwards
<b>Person conducting risk assessment:</b>	Rob Lehmann (Director of Young Lyric)
<b>Date risk assessment completed:</b>	05.11.2020
<b>Review date:</b>	05.01.2021

<b>Significant hazards</b>	<b>People Affected</b>	<b>Previous Controls (prior to COVID 19 guidance)</b>	<b>Previous risk</b>	<b>Implemented Controls (following COVID 19 guidance)</b>	<b>Current risk</b>
<b>Description of hazards which could be reasonably expected to cause harm</b>	<b>E.g. staff, young people, parents and carers</b>	<b>Details of controls in place to manage and control the risk posed by the hazard</b>	<b>Likelihood (1-5) x severity (1-5)</b>	<b>Details of action taken to reduce risk to a tolerable level</b>	<b>Likelihood (1-5) x severity (1-5)</b>
Coronavirus caught on way to or from Lyric	Young People/ Participants/ Staff/ Parents	Introduction of working from home	Likelihood = 3 Severity = 4 Risk = 12	The Lyric will encourage young people to walk or cycle to the Lyric, if they can. Parents to encourage their child to walk or cycle to the Lyric or travel to the Lyric using a private vehicle rather than taking public transport. Avoid using public transport to get to the Lyric, particularly during peak times. Young people to choose activity at the Lyric because it is local to them.	Likelihood = 2 Severity = 4 Risk = 6

Coronavirus breakout in school, spreading to the Lyric	Young People/ Participants/ Staff/ Parents	Communication with young people, asking them not to attend lyric if displaying symptoms and certain classes cancelled	Likelihood = 3 Severity = 4 Risk = 12	Young people not to attend a class if, displaying symptoms, self-isolating or a school closure.	Likelihood = 2 Severity = 4 Risk = 4
Coronavirus spreading at the Lyric due to it being picked up abroad on holidays	Young People/ Participants/ Staff/ Parents	Communication with young people, asking them not to attend lyric if displaying symptoms	Likelihood = 3 Severity = 4 Risk = 12	All to follow the government's guidance on isolation after international travel during COVID 19.	Likelihood = 1 Severity = 4 Risk = 4
Young people catching or spreading coronavirus at the Lyric outside of classes	Young people/ Participants	Communication with young people, asking them not to attend lyric if displaying symptoms and certain classes cancelled	Likelihood = 3 Severity = 4 Risk = 12	Ensure classes start and finish times are staggered to limit physical contact between groups. Implement a one-way system across the Reuben Foundation Wing. Remove sofas from the Reuben foundation wing to limit loitering. Ask young people to stay at home if displaying symptoms or advised by NHS Test and Trace to self-isolate	Likelihood = 2 Severity = 4 Risk = 8
Parents catching or spreading coronavirus outside of classes	Parents	Communication with staff , asking them not to attend the lyric if they or anyone from their household displayed symptoms	Likelihood = 3 Severity = 4 Risk = 12	Parents and carers will be required drop off young people and collect them outside the Lyric's main entrance. Young people will be escorted directly to meet their parent or carer outside the Lyrics main entrance after class, limiting contact with all other building users. The Lyric will designate a socially distanced, ventilated waiting area for young people whose parents or carers are running late. Restrict performances from classes at the end of term (for Spring 2021)	Likelihood = 1 Severity = 4 Risk = 4

Staff catching or spreading coronavirus outside of classes	Staff	Communication with staff , asking them and their child not to attend the lyric if displaying symptoms and certain classes cancelled	Likelihood = 3 Severity = 4 Risk = 12	Two consistent practitioners will teach classes for all 10 weeks of term. A one-way system will be followed when escorting young people and staff across the building. Require Young Lyric hosts to wear face shields. Ensure updated COVID 19 and Safeguarding training delivered to Young Lyric hosts. Ask staff to stay at home if displaying symptoms or advised by NHS Test and Trace to self-isolate	Likelihood = 2 Severity = 4 Risk =8
Young people catching or spreading coronavirus in classes	Young People/ Participants/ Staff	Young people asked not to attend classes if displaying COVID symptoms	Likelihood = 3 Severity = 4 Risk = 12	Activity spaces for classes and surfaces cleaned prior to class. Activity spaces for classes will be ventilated prior to class. All activity planned and delivered will adhere to social distancing at 2M. All activity planned and delivered will encourage side-to-side or back to back working. A 2m x 2m grid will be marked out in the majority of spaces. Activity spaces will only be used that have capacity for 2M social distancing. Where possible windows will remain open and/or space will be ventilated during class using the Lyrics air handling and air conditioning systems.	Likelihood = 1 Severity = 4 Risk = 4
Coronavirus breakout at the Lyric, spreading to young person's home/school	Young People/ Participants/ Staff/ Parents	Classes cancelled if young person attended, displayed symptoms	Likelihood = 3 Severity = 4 Risk = 12	Young people will be encouraged to use the NHS Track and Trace App when entering the Lyric. Designate a ventilated isolation and containment space. Use Young people's contact details for NHS track and trace. Maintain all internal ventilation systems (air handling and air conditioning)	Likelihood = 2 Severity = 4 Risk = 8

Young person catching coronavirus through practitioner or Young Lyric Host	Young People/ Participants/ Parents	Staff asked not to attend Lyric if displaying COVID 19 symptoms	Likelihood = 3 Severity = 4 Risk = 12	Require Young Lyric hosts to wear face shields. Ensure updated COVID 19 and Safeguarding training is delivered to Young Lyric hosts. Ask staff to isolate if showing symptoms,	Likelihood = 2 Severity = 4 Risk = 8
Coronavirus caught from surfaces at the Lyric	Young People/ Participants/ Staff/ Parents	Cleaning schedule increased at the Lyric	Likelihood = 3 Severity = 4 Risk = 12	A one-way system will be followed when escorting young people across the building. Furniture will be designated to each space, limiting its use across other areas of the building. Minimal-shared resources will be used during classes (e.g. a ball, dance mats). After use, activity spaces will be cleaned before used again. After use, activity spaces will be ventilated before used again	Likelihood = 1 Severity = 4 Risk = 4
Young people catching or spreading coronavirus through lack of hygiene	Young People/ Participants/ Staff/ Parents	Young people asked to wash hands prior to and after classes	Likelihood = 5 Severity = 4 Risk = 20	Young people must wear face coverings (unless exempt) upon prior to entry to the Lyric and the covering should remain on until asked to be removed when inside activity space. Young people will be required to sanitise their hands upon entry. Young people will have designated toilets for each class. Young people must wear face coverings (unless exempt) prior to leaving the class and the covering should remain on until they have left the Lyric. Young people will be asked to sanitise their hands before accessing other parts of the building. The lyric will update all first aid kits. The lyric will ensure hygienic signage is visible throughout the Lyric.	Likelihood = 2 Severity = 4 Risk = 8

<p>Young people catching or spreading coronavirus via mixing with those outside of designated bubble at the Lyric</p>	<p>Young People/ Participants/ Staff</p>	<p>Young Lyric Host to limit young people loitering</p>	<p>Likelihood = 5 Severity = 5 Risk = 25</p>	<p>Young people will be asked to enter the Lyric no more than 10 minutes prior to class start time. Young people will be asked to wait in the Lyric's café (socially distanced) until collected by practitioner and escorted directly to class limited contact with all other building users. Young people will participate as part of a consistent small bubble of 15 participants. A one way system will be followed when escorting young people across the building. Ensure group sizes do not exceed 15 and remain consistent. Ensure all classes are booked per term, as opposed to per class to remain consistency in groups. Discourage and restrict young people booking for multiple classes. Parents to discourage their child from mixing with different peer groups outside of their chosen activity. Parents to send their child to the same setting and activity consistently, in order to prevent them from mixing with multiple different groups of children.</p>	<p>Likelihood = 2 Severity = 5 Risk = 10</p>
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