



The Old Needleworks Foundation

Social Distancing Policy

Statement

Last updated: 3rd June 2020

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This policy outlines example procedures and provisions; therefore, sessions should amend this information to suit their specific needs.

Statement of intent

This policy statement outlines the session's approach to social distancing measures in light of the current coronavirus (COVID-19) pandemic, and how we will adhere to the guidance published by the government and health organisations.

While we are looking forward to welcoming more of our VISITORS back, we understand the concerns of many of our stakeholders, e.g. parents and staff members. That is why we have created this policy – to outline the steps the session will take to mitigate the risk of infection spreading and, ultimately, ensure the safety of our session community.

We will be consulting parents and staff members to support our decision-making and will be updating this policy in light of updates to government guidance.

Signed by:

CEO

Date: 03/06.20



Admin officer

Date: 03/06/20

1. Legal framework

- 1.1. This policy has due regard to relevant legislation and guidance, including, but not limited to, the following:
 - Coronavirus Act 2020
 - DfE (2020) 'Coronavirus (COVID-19): implementing protective measures in education and childcare settings'
 - DfE (2020) 'Safe working in education, childcare and children's social care settings, including the use of personal protective equipment (PPE)'
- 1.2. This policy operates in accordance with the following session policies:
 - COVID 19 Onsite Operation Policy
 - Risk Assessment

2. Risk assessments

- 2.1. Before reopening the session to more VISITOR, a risk assessment will be carried out to ensure sensible measures are put in place to protect staff members and VISITOR, including appropriate social distancing measures.
- 2.2. Staff members will be consulted as part of the creation process to ensure everyone's needs are understood and accounted for.
- 2.3. The risk assessment will address the following areas:
 - Safety of the session premises
 - Cleaning measures
 - Infection control and the ability to implement protective measures, e.g. social distancing
 - Supporting staff and service user's wellbeing
 - Supporting service user's learning
 - Safeguarding
 - Communication of plans and procedures

3. Social distancing measures

Class sizes

- 3.1. We will operate on a basic principle that all session sizes will be halved – there will be no more than 8 service user's in each session.
- 3.2. Service users will remain in these sessions and will not mix with others during the session day or on subsequent days.
- 3.3. There will be no more than one coordinator and one group leader working with each session.
- 3.4. In the event, there is a shortage of staff and another member is unable to stand in, the sessions may have to be cancelled.

- 3.5. Where possible, social distancing measures will be adhered to, including the two-metre rule, and tables will be spaced as far apart as possible to help this.
- 3.6. The manager and staff will decide whether it is viable to hold some of the session or activities outdoors to help with adherence to social distancing measures.

The session day

- 3.7. The manager and staff members will review the session timetable and make amendments to reduce movement around the session. Where necessary, some sessions may be cancelled or time and places restricted.
- 3.8. Staff, service user's and volunteers will be informed of any changes to our timetable.

Travelling to and from session

- 3.9. We would ask that all visitors to stand in a socially distanced manner in the car park until you can enter safely.
- 3.10. Service users start and finish times will be staggered as follows to maintain social distancing and minimise mixing. These times will be given prior to visits.
- 3.11. Entry and Exit points are communicated to visitors in advance of the measures being put in place.
- 3.12. Clear signage is displayed highlighting where entry and exit points are and also wash stations.
- 3.13. Visitors are urged to avoid public transport where possible and encouraged to walk or cycle to sessions.

Break times

- 3.14. Visitors will be given their refreshments by a group leader in their session.
- 3.15. Visitors will take their break in their allocated space on a table to minimise mixing with other visitors.
- 3.16. Visitors will sanitise their hands beforehand.
- 3.17. All tables and relevant surfaces will be cleaned before and after visitors take a break.
- 3.18. The group leader will ask visitors to provide their own equipment for participating in some of the activities to minimise sharing and the potential for infection to spread.
- 3.19. Only individual activities where social distancing can be practised will be undertaken.
- 3.20. All equipment shared will be cleaned and disinfected before and after use.
- 3.21. The Old Needle Works Foundation reserves the right to cancel any sessions without any notice, including while the groups are in progress, to protect the safety and wellbeing of visitors and staff members. In the event this happens, visitors will be asked to observe the one-way system to the exit.

Behaviour

- 3.22. We understand that following some of the social distancing principles will be extremely challenging, so staff and visitors will not face any stringent action if they are unable to follow them.
- 3.23. If a staff member is unable to follow the principles, they should speak to their line manager.
- 3.24. If a visitor is unable to follow any social distancing measures, the HUB manager and group leader will discuss whether it would be more appropriate for the visitor to remain at home, if no other solution can be met and people's health is at risk.

Transport

- 3.25. Visitors and staff are encouraged to walk or cycle to the session or be dropped off by a member of their household. If this is not possible, and visitors and staff need to use public transport, they are required to follow guidelines on social distancing, remove outdoor clothing before entering the building and wash hands at the wash station set up at the entry point.
- 3.26. Visitors and staff will be informed of new arrangements before they are implemented.

4. Infection control measures

- 4.1. We know that implementing social distancing measures in a session setting is extremely challenging. Therefore, we will also implement robust infection control measures to help ensure the safety of our session community.
- 4.2. Infection control measures are implemented in line with the Infection Control Policy.
- 4.3. All staff members will be briefed on what they can do to mitigate the risk of infection, and they will be reminded of their responsibilities relating to control measures daily by the HUB manager in a daily morning meeting.
- 4.4. The staff will communicate regularly with visitors to outline the infection control measures in place and to explain the visitor's responsibilities in mitigating the risk of infection spreading. This is done to reassure visitors and further mitigate the risk of infection spreading.
- 4.5. The following measures will be implemented across the session:
 - Minimising contact with individuals who are unwell by ensuring that those who have coronavirus symptoms, or who have someone in their household who does, do not attend the session for 7 or 14 days.
 - Cleaning hands frequently – 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 using standard products, such as detergents and bleach
 - Minimising contact and mixing of visitors and staff by altering, as much as possible, the environment (such as room layout)
 - Limiting the number of shared resources that are used by staff and visitors
 - Discouraging visitors from touching their faces or putting objects in their mouths
 - Encouraging visitors to wash their hands frequently, particularly after using equipment
- 4.6. The session will review guidance from the government regularly, and update this policy and other documents, e.g. the Risk Assessment Policy, where necessary.

5. Personal protective equipment (PPE)

[We understand that without PPE it is very challenging to ensure staff can carry out their roles safely. The government has confirmed that its stance on PPE in sessions is constantly developing – we will update this section as required.]

- 5.1. Reference to PPE in this section means:
- Fluid-resistant surgical face masks.
 - Disposable gloves.
 - Disposable plastic aprons.
 - Eye protection, e.g. face visor or goggles.
- 5.2. The government has advised that the majority of session staff do not need to wear PPE beyond what they normally would for their work, even if they are not always able to maintain a distance of two metres from others.
- 5.3. When using face masks, staff will ensure the masks:
- Cover both the nose and mouth.
 - Do not dangle around the neck.
 - Are not touched once put on, except when carefully removed.
 - Are changed once they become moist or damaged.
 - Are only worn once and then washed.
- 5.4. When using PPE, staff members will follow PHE's guidelines on putting on and taking off equipment. PHE's infographics will be displayed in areas of the session where PPE is likely to be used.
- 5.5. The safety of our staff is paramount, so additional risk assessments will be conducted to determine whether PPE is required for other tasks and activities, and we will do our utmost to ensure staff are provided with the PPE they need.

- 5.6. Where the wearer of PPE does not have coronavirus symptoms, the equipment will be placed in a refuse bag and be disposed of as normal domestic waste.
- 5.7. PPE that has been worn by, or near, someone with coronavirus symptoms will be disposed of by:
 - Putting it in a plastic rubbish bag and tying it when full.
 - Placing the rubbish bag in a second rubbish bag and tying it.
 - Putting it in a suitable container and secure place marked for storage for 72 hours.
- 5.8. Waste will be stored safely and securely kept away from visitors. Waste will not be put in communal waste areas until it has been stored for at least 72 hours. This waste does not require a dedicated clinical waste collection.
- 5.9. In line with government guidance, visitors and staff will be asked to remove homemade non-disposable face coverings when they arrive at a session. The wearer will be asked to bring a plastic bag to their session to put the face-covering into in order to take it home – the wearer must clean their hands once they have removed the face covering. If a staff member or visitors does not want to remove their face covering while at a session, they should speak to the HUB manager or the group leader on site.

6. Communication

- 6.1. All social distancing measures will be communicated to all relevant persons, including visitors, parents, staff, suppliers and contractors.
- 6.2. Staff will be informed of all relevant plans, including safety measures, timetable changes and staggered arrival and departure times, and will have opportunities to discuss training on the new measures.
- 6.3. Staff will be engaged regularly to get their feedback on the arrangements that are in place.
- 6.4. Visual aids will be placed around the session to remind our community of the measures that we have put in place.

7. Monitoring and review

- 7.1. This policy will be reviewed at least weekly and after the release of additional government guidance.
- 7.2. All updates made to this policy will be communicated to all staff members and visitors by the HuB manager.