

Site Operating Procedures for reopening The Academy Scarborough and Norton during COVID 19

The fundamental principle of this guidance is to ensure physical distancing between identified groups and to implement good hygiene practices as well as the specific health and safety requirements of our industry. The Academy is a relatively small teaching community on non-domestic premises. Further subdividing groups will greatly assist our ability to create physical distance between groups and place students, apprentices and trainees into small groups with an allocated member of staff. Where apprentices/students and trainees are attending work or a work placement they will follow the site operating procedures and guidance set out on at site. However, the key aims and recommendations of this procedure will be reinforced and checked at any place of work or placement. If you have any concerns or questions please contact Lindsay Burr MBE, Director of The Academy and safeguarding Lead on 07979 748366 or email lindsay@academyhairandbeauty.com

| Focus | Area of consideration | Recommendations |
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| Students/ Apprentices | Attendance | <ul style="list-style-type: none"> • Only those who are symptom free or have completed the required isolation period should attend the site. Attendance policy and procedure will still be in operation – if a student/apprentices is 15 minutes late a phone call will be made to the person or their emergency contact. |
| | Physical distancing/ grouping | <ul style="list-style-type: none"> • Students/Apprentices are usually organised into small groups or rooms within The Academy. Wherever possible these small groups should not mix during the day. The student social area will be closed to students/apprentices but may be used by staff members if required. • Care routines including provision of short breaks/toilets and handwashing should be within the space allocated to each small group wherever possible. • The use of communal internal spaces should be restricted as much as possible. • Entrance/reception and exit spaces should be used by different groups at different times of the day. • Distancing of workstations/couches should be facilitated wherever possible. |
| | Wellbeing and education | <ul style="list-style-type: none"> • Training in the hairdressing, beauty, make up and barbering industry often involves close personal contact however, teaching and training practices have been adapted to avoid any close personal contact and students/apprentices will practice and develop skills on training heads and other devices. Demonstrations will be performed by tutors on plastic training heads and digital/online demos can be used. <p>Students/Apprentices should be supported (in age appropriate ways) to understand the steps they can take to keep themselves safe including regular use of hand washing/hygiene rooms and bringing their own</p> |

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| | | <p>snacks/lunch if this is necessary in a wipe clean container/disposable packaging – fridges will not be available for students/apprentices. Bottles of water with screw top will be provided and can be refilled at the allocated ‘hygiene points’ for that group.</p> <ul style="list-style-type: none"> • Students/Apprentices should be supported to understand the changes and challenges they may be encountering because of Covid-19 and staff need to ensure they are aware of their need for emotional support at this time. A Safeguarding Office will be in the building on each day. |
| Workforce Staff and Tutors | Attendance | <ul style="list-style-type: none"> • Staff should only attend The Academy if they are symptom free, have completed the required isolation period or achieved a negative test result. • Staff returning from furlough will be given a return to work phone interview where their own health will be discussed as part of the conversation. • Consideration will be given to limiting the number of staff in The Academy at any one time to only those required to teach/supervise on any given day. |
| | Physical distancing/ grouping | <ul style="list-style-type: none"> • Wherever possible staff should remain with the same small group of students/apprentices who they are allocated to and not come into contact with other groups and not make use of any other ‘hygiene points’ apart from that allocated to their group. Adequate space will be provided for changing clothing if required. • Social distancing must be maintained during breaks. This may be achieved through a range of strategies including the staggering of breaks and subdivision of spaces allocated to team breaks where possible. Initially (and where possible beyond the initial return to work), working patterns will be revised to prevent/reduce the need for shared lunch breaks by implementing a staggered working day. • Staff members should avoid physical contact with each other including handshakes etc. • Staff members should only make drinks for themselves or members of their small work group. • Where possible, meetings and training sessions should be conducted through virtual conferencing |
| | Training | <ul style="list-style-type: none"> • All staff members must receive appropriate instruction and training in infection control, for example Barbicide COVID 19 online course, and the standard operating procedure and risk assessments within which they will be operating. This will be checked during the return to work interview. |
| Parents Students/ Apprentices | Physical distancing | <ul style="list-style-type: none"> • Only parents/family members who are symptom free and or have completed the required isolation periods will be able to drop off or collect/meet their child however we anticipate many will drop off/pick up/meet close to the building but not need to enter. • Start and finish times for each group will be staggered where possible. |

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| | | <ul style="list-style-type: none"> • If parents and/or students and apprentices are waiting to enter The Academy, physical distancing should be maintained in a safe area and not on the road. A member of staff will be at the entrance to answer questions and supervise. Queues will be socially distanced and away from the main direction of entry / exit and will be a one-way system. • Parents may be permitted to enter for the purpose of a pre-arranged meeting with a member of staff. Measures to minimise contact between the parents and other students/apprentices and staff members will be implemented and conveyed to the parent. |
| | Communications | <ul style="list-style-type: none"> • Parents should receive clear communication regarding the role they play in the safe operating procedure and all measures being taken to ensure the safety of all at The Academy. |
| Visitors/ clients | Visitors/clients | <ul style="list-style-type: none"> • Attendance to The Academy should be restricted to expected students/apprentices and staff as far as practically possible and visitors/clients should not be permitted to the setting unless essential (e.g. essential building maintenance). Where essential visits are required these should be made outside of the usual operational hours where possible. |
| Travel | Travel associated with setting operations | <ul style="list-style-type: none"> • Wherever possible and safe staff and students/apprentices should walk/cycle or travel to The Academy alone, using their own transport. However, we anticipate that many students/apprentices may travel to and from The Academy with parents/household members who have a vehicle. There is not a parking facility at The Academy so safe drop/off and pick up may take place where safe in surrounding streets or car parks. • If public transport is necessary, current guidance on the use of public transport must be followed. • Trips from The Academy will be restricted until the risk is reduced from its current rate. |
| Hygiene and Health & Safety | Hand Washing | <ul style="list-style-type: none"> • All students/apprentices and staff must wash their hands upon arrival. • Students/apprentices and staff members should be encouraged to wash their hands frequently in the allocated 'hygiene point' on the allocated floor. |
| | Cleaning | <ul style="list-style-type: none"> • An enhanced cleaning schedule must be implemented that includes furniture, surfaces, towels and equipment. Combs and other treatment equipment will be sanitised and/or sterilised as required. • Busy area, touch points, toilets and hand washing facilities must be cleaned and sanitised throughout the day as will any equipment used including keyboards and tablets. |
| | Waste disposal | <ul style="list-style-type: none"> • All waste must be disposed of in a hygienic and safe manner. • Tissues must be disposed of immediately. |

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| | Laundry | <ul style="list-style-type: none"> • All items within the setting requiring laundering must be washed in line with NHS laundry guidelines. All will wear appropriate uniform which will be washed regularly. • Items such as towels, flannels and couch covers must not be shared. Shoes will be removed if a student/apprentice gets onto a treatment couch. Couch roll will be applied, used and disposed of after each person as normal procedure. |
| | Risk assessment | <ul style="list-style-type: none"> • All activity should be risk assessed and due consideration given to any adaptations to usual practice. It is expected that would include, but not be limited, to the suspension of learning experiences involving materials which are not easily washable such as malleable materials and the suspension of the sharing equipment. |
| | PPE | <ul style="list-style-type: none"> • PPE should continue to be worn in line with government guidance and as normal for some practices within the hairdressing, barbering, make up and beauty industry and the administration of first aid. |
| Premises | Building | <ul style="list-style-type: none"> • Where premises have been temporarily closed during the lockdown period or where they may need to temporarily close during future lockdowns appropriate Health & Safety checks should be conducted prior to reopening including legionnaires checks. Regular flushing of toilets and taps left to run for short periods to flush pipes. • Keep windows open where possible to ensure ventilation. |
| | Resources | <ul style="list-style-type: none"> • Students/apprentices should not be permitted to bring items from home unless absolutely necessary or essential for their wellbeing. Where this is the case items should be appropriately cleaned upon arrival. • All resources required for learning experiences should be regularly washed and/or sterilised. • Equipment used by staff such as stationary, tablets etc. should be allocated to individual staff members where possible and cleaned regularly. <p>Students/apprentices will be allocated their own desk and/or workstation and use that each day they attend. This will be cleaned after each use.</p> |
| Supplies | Procurement & monitoring | <ul style="list-style-type: none"> • The Academy should ensure an adequate supply of essential supplies and contingency plans are in place to minimise the impact of any shortages of supplies. The setting will not be able to operate without essential supplies required for ensuring infection control. • A monitoring system for the usage of PPE is essential to ensure that a supply of stock is available to all who require it as and when required to meet the operational needs of the setting. Other options may be |

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| | | considered, such as the use of washable tabards and face masks. These items will be washed at a high temperature and separate to any other washing. |
| Responding to a suspected case | | <ul style="list-style-type: none"> • If we need to take a temperature of a pupil or staff member, we will use the ‘no touch’ thermometers on site. If a student/s/apprentices develops suspected coronavirus symptoms whilst attending the setting, they should be collected/leave safely as soon as possible and isolate at home in line with the NHS guidance. • Whilst waiting for the student/apprentices to be collected they should be isolated from others in a previously identified room or area. If possible, a window should be opened for ventilation. The ‘office’ has been identified as the potential isolation area. • The staff member responsible for the student/apprentices during this time should be a staff member from their small group. The manager may consider suitable PPE for this staff member. • The area should be thoroughly cleaned, immediately if the area cannot be left unvisited, and if the area can be left unvisited then cleaned after 72 hours • The person responsible for cleaning the area should wear appropriate PPE • In the event of a staff member developing suspected coronavirus symptoms whilst working they should return home immediately and isolate at home in line with the NHS guidance. The staff member should undergo testing and self-isolate for 14 days if they receive a positive test. • The manager to notify all parents/students/apprentices by text of any suspected cases. Should there be a confirmed case The Academy may need to close for 14 days in line with government guidance. <p>The Government Track & Trace system will be adhered to.</p> |

These guidelines are based on Public Health England and Department for Education guidance for educational settings and their key workers together with industry specific guidelines and will be updated/reviewed regularly.