



# LEARNING STARS

## *Covid 19*

### *Risk Assessment and Safety Precautions*



The Pandemic restrictions have been lifted somewhat and Learning Stars workshops will restart on the 7<sup>th</sup> September. Our priority is to ensure the safety of our team and our many users. These are the guidelines we are taking:

### What you need to know

1. Venues
2. Workshops
3. Members
4. Support Workers
5. Volunteers
6. Safety Precautions
7. Registration
8. Financial
9. General

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#### 1. Venues

- We use three venues, Liverpool Road Hall and The Dream Centre in Skelmersdale and Ormskirk Chapel Gallery.
- Liverpool Road Hall is used for the sole purpose of our workshops and can accommodate 30 people (this includes staff and support workers)
- We are considering using The Dream Centre and it will be used for the sole purpose of our workshops but can only accommodate 20 people (this includes staff and support workers). Using this building is not confirmed and we will make sure the venue we do use will be appropriate for our usage.
- Our venue at Chapel Gallery in Ormskirk is open to the public. Arrangements will be made for students to access classrooms without meeting members of the public. The classrooms will accommodate 30 people (this includes staff and support workers). However, **it is at your own discretion if you wish to visit the café.**
- Toilet breaks will be monitored and only one student at a time unless support worker is needed.
- There will be restriction of leaving the building during the time students are attending a workshop(s)

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## 2. Workshops

- BEFORE OUR SESSION(S) BEGIN - When turning up for our workshops please self-distance yourself from other students and only enter the workshop when your tutor asks you to come in. Please note that you should only come in one at a time and be seated before the next student comes in.
- Your tutor will wear a clear visor so that you can see their face and mouth. Students should wear face masks, We understand that a few of our members may have issues with this and we will take their issues into account on a case by case basis.
- Tutors will set out ground rules at the beginning of every session. This will be repeated throughout the workshop.
- Learning Stars will provide any necessary material, i.e. art material, song lyrics etc. in a sealed pack at the beginning of each session. At the end of the session students should put all work back in the pack and reseal it.
- Toilet breaks will be monitored and only one student to use at a time unless support worker is needed. Everybody should gel their hands after returning from the toilet to ensure cleanliness.
- Support Worker should remain with the person they are supporting at all times.
- To enable social distancing people who live together should sit together during workshops, giving more space for those that attend alone. Students should use the same table each week.
- Students to keep their belongings under table near to them.
- Please stay at you designated place during workshops, your support worker can sit next to you to support you but please do not wander round during the sessions. Of course, we understand that a few of our members may have issues with this and we will take their issues into account, case by case.

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### 3. Members

- Learning Stars advises to wash your hands frequently and avoid face touching. Please make use of the anti-bacterial gel in between hand washing. Your tutor will remind you to wash your hands and social distance before workshop commences. This instruction will be repeated throughout the workshop.
- Learning Stars advises to wash your hands frequently and avoid face touching. Your tutor will wear a clear visor so that you can see their face and mouth. Students should wear face masks, we understand that a few of our members may have issues with this and we will take their issues into account on a case by case basis.
- We are unable to use kitchen facilities at any of our venues. Students should bring any snacks or lunches with them, bearing in mind there will be no facility to warm anything up. If hot drinks are needed these should be brought in a vacuum flask. Please bring your own cup and take away any rubbish you may have.
- All pack lunches are to be eaten at the table in your specified area.
- For safety reasons students attending all day sessions will be restricted from leaving the building.

### 4. Support Workers

- Support staff or family picking people up after one of our sessions should wait outside until the workshop finishes. A member of staff will ensure the student gets to the pick-up point.
- Support workers will also be asked for their contact telephone number.
- Support Worker should remain with the person they are supporting at all times.

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#### 5. Volunteers

Volunteers should contact Linda Brunt to let her know if they will be volunteering at any sessions during each week. This is very important so that all activity can be monitored. A visor will be provided for your use during workshops.

#### 6. Safety Precautions

- Wearing of face coverings/masks will be advised by your tutor. Wearing face masks minimizes the risk on virus transmission. Your tutor will wear a clear visor so that you can see their face and mouth.
- A face covering is important when physical distancing is difficult, especially when exercise is being undertaken. Your tutor will open any available windows to allow increased airflow throughout the space. To ensure the room is ventilated and also to reduce virus transmission all doors should be left open (except toilet doors).
- Learning Stars advises to wash your hands frequently and avoid face touching.
- There will be a cleaning station near the door for students and support workers to use on arrival and during the workshop period.

#### 7. Registration

A workshops register will be completed at the start of every workshop. The first registration will ask for your up to date telephone number and address. Support workers will also be asked for their contact telephone number.

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#### 8. Financial

- All subs remain the same as before lockdown, which is £7 per workshop.
- Please bring your subs in an envelope, **marked clearly with your name and the amount in the envelope**. Ensure the right amount is in the envelope as there will be no access to cash to give as change.
- Students can drop their subs in a box provided on the cleaning station table.
- Please email or call for bank details if you wish to set up a **direct debit** for monthly payments. Contact details below
- If you wish to do a **weekly transfer** this can be arranged, please email or call for bank account details. Some of you have already done this during our virtual workshops and this arrangement can be extended and used for our workshops in classrooms. **PLEASE INSERT YOUR NAME IN THE REFERENCE**, so we can tell who has paid.

Linda Brunt  
Service Manager

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## 9. General

These restrictions will be in place until further guidance is received and will be monitored by attending staff, this is a fluid situation and your co-operation will be greatly appreciated.

Learning Stars will monitor the situation regarding local lockdown procedure and act accordingly, this does not mean we will not be providing any workshops. We will revert to Zoom virtual workshops if necessary.

Day	Time & Cost	Venue
Monday Drama Group	10-12 and 1-3	Skelmersdale Liverpool Road Hall
Monday Art Group	1-3	Now at Ormskirk Chapel Gallery, downstairs gallery space
Tuesday Being Happy Feeling Great	10-12 and 1-3	Now at Skelmersdale Dream Centre 358 Carfield, Skelmersdale WN8 9DP
Wednesday Art Group	10-12	Skelmersdale Liverpool Road Hall
Wednesday Choir	1-3	
Thursday Being Creative with Words	10-12	Ormskirk Chapel Gallery
Thursday Art and Dance	1-3	Art and Being Creative with Words downstairs gallery space Dance Upstairs Main Hall

“hands, face, space”

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