



COVID-19: Re-opening Risk Assessment and Action Plan

DATE: 08/09/2020

Purpose of this document:

This COVID19: Risk Assessment document sets out the decisions taken and measures put in place to prepare for the re-opening of the tuition and ensure the tuition classes continue to operate in a safe way.

Theme	Control Measures	Hazard or Risk	Action Required / Decision Made	Action Completed Date	Risk Level Post-Action
Preparing Buildings and Facilities	Entry and exit routes to the school are in place, any physical changes and/or signage required to allow social distancing in place.	Spread/contraction of COVID-19 due to interaction with a person who has symptoms of the disease, a person who may be asymptomatic or lack of information	<i>System in place to enter and exit the school. Signage will be in place.</i>	<i>Before 12/09/2020</i>	<i>L</i>
Emergency Evacuations	Evacuation routes are confirmed, and signage accurately reflects these. <i>NB In the event of emergency the priority is getting out of the building calmly regardless of social distancing.</i>		<i>Will share evacuation procedure with all children on Day 1.</i>	<i>12/09/2020</i>	<i>L</i>
Cleaning and waste disposal	Enhanced cleaning regime is in place in line with COVID19: Cleaning in non-healthcare settings guidance.		<i>Enhanced cleaning schedule implemented throughout the site, ensuring that contact points, worksurfaces, door handles, taps etc. are all thoroughly cleaned and disinfected regularly. Hand towels and handwash are to be checked and replaced as needed by cleaning staff.</i>	<i>Before, during and after each session prior to 12/09/2020</i>	<i>L</i>

	<p>Adequate cleaning supplies and facilities around the school are in place.</p> <p>Arrangements for longer-term continual supplies are also in place.</p>		<p><i>Hand sanitiser available at the school entrance and in each classroom.</i></p> <p><i>Lidded bins in classrooms.</i></p> <p><i>Disposable tissues in each child's folder to implement the 'catch it, bin it, kill it' approach</i></p>	12/09/2020	L
	Sufficient time is available for the enhanced cleaning regime to take place.		<i>This will be undertaken before, between and after classes.</i>	<i>Ongoing before and from 12/09/2020</i>	L
Classrooms	<p>The number of staff and CYP that can use each room at any one time has been determined according to the physical capacity of the school site.</p> <p>NB: up to 15 per group.</p>		<i>Our classes are usually a max of 10 but can run to a max of 15 if need be.</i>	12/09/2020	L
	Classrooms have been rearranged to allow as much space between individuals as practical.		<i>Will be completed before our start date.</i>	<i>Before 12/09/2020</i>	L
	Classroom entry and exit routes have been determined and appropriate signage in place.		<i>Will be completed by our start date.</i>	<i>Before 12/09/2020</i>	L

	<p>Appropriate resources are available within all classrooms e.g. IT, age specific resources. NB: sharing of equipment or stationery should be prevented where possible. Shared materials and surfaces should be cleaned and disinfected more frequently [source: protective measures guidance].</p> <p>Information posters are displayed in every classroom, at the main entrance, places visible to those at the school gate and in all toilets.</p>		<p><i>Each child has their own stationery kit.</i></p> <p><i>No materials will be shared, eg books</i></p> <p><i>Posters will be displayed prior to class</i></p>	<p>12/09/2020</p> <p>12/09/2020</p>	L
Staffing	<p>Staffing numbers required for entire eligible cohort have been determined including at least one of the following:</p> <ul style="list-style-type: none"> First aider 		<p><i>M. El Aboussi is a qualified first aider.</i></p>	12/09/2020	L

	Arrangements for accessing testing, if and when necessary, are in place. Staff are clear on returning to work guidance.		<i>We are familiar with the Government guidelines and procedures: https://www.gov.uk/get-coronavirus-test</i>	<i>12/09/2020</i>	<i>L</i>
Group Sizes	Class groups have been determined on the basis of small, consistent groups of CYP, that can remain separate from other people and groups.		<i>Groups will remain separate</i>	<i>12/09/2020</i>	<i>L</i>
Social Distancing	Arrangements for social distancing in place to consider: <ul style="list-style-type: none"> • Staggered school drop off/pick up times and locations (if possible) • Staggered or limited amounts of moving around the school/ corridors • Classroom design • Toilet arrangements 		<i>Classes will be staggered. Students will remain in their class. Classrooms to be set up, respecting social distancing. Toilets are in close proximity to the classroom.</i>	<i>12/09/2020</i>	<i>L</i>
	Information shared with parents regarding pupils travelling to school, encouraging walking and avoiding public transport as much as possible.		<i>Will inform via letter/website in advance of 12/09/2020</i>	<i>Before 12/09/2020</i>	<i>L</i>
	Approach to avoiding children and young people entering school congregating and breaching social distancing is in place.		<i>On arrival, students will queue and sit at a numbered table and wait for rest of class to arrive/class to begin. Their work will already be on the desk.</i>	<i>12/09/2020</i>	<i>L</i>

PPE	PPE requirements understood and appropriate supplies in place. Long term approach to obtaining adequate PPE supplies in place.		<p>Supply of PPE is secured</p> <p>Will follow D of E advice</p> <p>“PPE should be used if a pupil becomes unwell with symptoms of coronavirus, while at school waiting for their parent to collect them.”</p>	12/09/2020	L
Response to suspected/ confirmed case of COVID19 in school	<p>Approach to confirmed COVID19 cases in place: during school day</p> <ul style="list-style-type: none"> • Which staff member/s should be informed/ take action • Area established to be used if an individual is displaying symptoms during the school day and needs to be isolated • Cleaning procedure in place • Arrangements for informing parent community in place 		<ul style="list-style-type: none"> • Will follow DfE advice, as follows: <p>“If anyone in the school becomes unwell with a new, continuous cough or a high temperature, or has a loss of, or change in, their normal sense of taste or smell (anosmia), they must be sent home and advised to follow ‘stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection’, which sets out that they must self-isolate for at least 7 days and should arrange to have a test to see if they have coronavirus. Other members of their</p>	12/09/2020	L

			<p>household (including any siblings) should self-isolate for 14 days from when the symptomatic person first had symptoms. If a child is awaiting collection, they should be moved, ideally outside, or if possible, to a room where they can be isolated behind a closed door, depending on the age and needs of the child, with appropriate adult supervision if required. Ideally, a window should be opened for ventilation. If it is not possible to isolate them, move them to an area which is at least 2 metres away from other people. If they need to go to the bathroom while waiting to be collected, they should use a separate bathroom if possible (either disabled toilet). The bathroom must be cleaned and disinfected using standard cleaning products before being used by anyone else. PPE must be worn by staff caring for the child while they await collection if a distance of 2 metres cannot be maintained (such as for a</p>		
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			<p>very young child or a child with complex needs). Any members of staff who have helped someone with symptoms and any pupils who have been in close contact with them do not need to go home to self-isolate unless they develop symptoms themselves (in which case, they should arrange a test) or if the symptomatic person subsequently tests positive or they have been requested to do so by NHS Test & Trace".</p> <p>If one of our students is confirmed as testing positive for Covid-19, we will notify HPT immediately and follow their appropriate next steps.</p> <p>If advised by them, we will carry out a deep clean.</p>		
Partial Re-opening	All students have access to technology and remote learning offer.		CYP's will still have unlimited access to IXL	<i>Ongoing</i>	<i>L</i>
Communication	<p>Communications with parents:</p> <ul style="list-style-type: none"> • Plan for re-opening • Social distancing plan • Changes to the school day/timetables • All students instructed to 		<i>Will inform via email/letter in advance of 12/09/2020</i>	<i>Before 12/09/2020</i>	<i>L</i>

	bring a water bottle each day. Water fountains not in use or strict social distancing and cleaning arrangements in place.				
	Pupil communications around: <ul style="list-style-type: none"> • Changes to timetable • Social distancing arrangements • Staggered start times • Expectations when in school and at home • Travelling to and from school safely • All students instructed to bring a water bottle each day as water fountains not in use. 		<i>Will explain before and on Day 1</i>	<i>Before 12/09/2020</i>	<i>L</i>
	On-going regular communication plans determined to ensure parents are kept well-informed		<i>Letters, website updates, social media, text messages, emails.</i>	<i>Ongoing</i>	<i>L</i>