|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Customer** | **Venue** | **Activity Description** | **Facility** | **Approver Name** | **Approval Date** | **Review** **Date** |
| Mikolaj Rej Polish School | Chiswick School |  |  |  |  |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Description of activity & hazards** | **Who might be harmed?** | **Suggested Controls****Responsibility in some areas will fall between SP and the Organising Group and should be clarified on this document** | **Risk**  | **Confirmed in place** | **Details/Notes / Further mitigating actions to consider** |
| Introduction of virus from symptomatic or asymptomatic individuals | All | Warning signs displayed in reception to stay away if symptomatic or if advised to self-isolateAdvice on websiteReminders issued to all attendees on a daily basis | 3 | √ | Warning Signs Covered under Schools Plus RA* Advice available on school’s website
* Emails with reminders sent to parents on weekly basis (before Saturday)
* Emails with reminders issued to staff and volunteers
 |
| Severe outcome from virus | Vulnerable & extremely vulnerable individuals | Gov advice no longer requires isolation for extremely vulnerable people (after 1/8/20). Consider which duties and activities should be allocated to vulnerable and extremely vulnerable employees and attendees.Extra care protocols for vulnerable and extremely vulnerable attendeesConsider the needs and concerns of BAME individuals (employees or attendees), who may be at increased risk of severe outcomes | 3 | √ | * General information shared with staff and parents.
* Individual approach and personal risk assessments completed, if needed.
 |
| Contracting the virus through contact with infected surfaces or close contact | All | Promote increased handwashingProvide hand cleaning facilities / sanitiser stationsPosters advising hand-cleaning and Catch It – Bin It – Kill itEnhanced cleaning of contact points within facilities whilst in useEnhanced cleaning of overall site and contact points not in use by customer (Schools Plus) | 2 | √ | Signage and facilities will be made available as far as possible within the school* All people entering the school must sanitise hands prior to entry.
* Staff trained on hygiene protocols to eliminate cross-infection risks.
* Enhanced cleaning, including cleaning frequently touched surfaces using disinfecting wipes/spray
* Staff will be provided with cleaning and sanitising materials
* Age appropriate instruction provided to pupils on hand washing methods.
* Staff to encourage cleaning hands thoroughly more often than usual.
* Tissues to be available to clear up spills and to catch sneezes in line with Catch it / Bin it / Kill lit advice
 |
| Contracting the virus through close contact with others, particularly those who you would not normally meet | All | Social distancing 2m to be enforced at all times where possible and 1m+ where necessary | 2 | √ | * Staff training on protocols
* Advice / instruction on social distancing / hygiene and cleaning practices
* Public Health England does not (based on current evidence) recommend the use of face coverings in schools. They are not required in schools as pupils and staff are mixing in consistent groups, and because misuse may inadvertently increase the risk of transmission. There may also be negative effects on communication and thus education. Face coverings are required at all times on public transport (for children over the age of 11) or when attending a hospital as a visitor or outpatient.
 |
| Travel  | Participants | Participants should ideally be from the local area and should be advised to arrive by car, on foot or by bicycle and avoid public transport where possibleParents dropping off by car must only travel with members of their own householdAttendees arriving on public transport should be reminded to follow social distancing and wear masks as required | 2 | √ | * Guidance shared with parents and staff
* Staggered start and finish times to minimise pressure on public transport
* Students and staff encouraged to use alternative modes of transport and use public transport as a last resort
 |
| Delivering and collecting children (if relevant to activity) | Parents, Children, staff | Where possible, parents to drop and collect outside the building. Organiser should greet children into the activity and supervise return to parents. Parents should be socially distanced when dropping and collecting and should not mingle or gather with other households.  | 2 | √ | Protocol in place and includes:* Parents to drop and collect children outside the building. No entry permitted unless pre-arranged e.g. parents on duty rota
* Advise parents that if their child needs to be accompanied to school only one parent should attend
* Advise parents and young people their allocated drop off and collection times and the process for doing so, including protocols for minimising adult to adult contact (for example, which entrance to use)
* Make clear to parents that they cannot gather at entrance gates or doors, or enter the site (unless they have a pre-arranged appointment, which should be conducted safely)
* HT to outline expectation in letter to parents

**Additional Note:** All staff to alert Headteacher when breaches or concerns arise regarding parents/ carers adherence to expectations |
| Large numbers of people present in one location at drop-off and collection | All attendees and guardians, reception staff | No physical sign-in sheetAdvise participants to arrive on time (not too early) and leave promptlySchools Plus will enforce appropriate queuing, distancing, one way systems etc. as available within the buildings | 3 | √ | * Time slots and specific entrance points allocated to each class for drop-off and collection
* Information / protocol on safe entry to be disseminated to parents / carers /
* Staggered end of school day.

All participants to follow social distancing rules (enforced by staff and monitored by HT) * 2-metre demarcation on school entry approaches
* Pictorial notices to maintain social distancing displayed
* Supervision of queues by nominated staff members
* Staggered start times, break time and pick-up time
* Controlled entry to building
* Staff supervising entry to school to follow social distancing guidelines
* Staff maintaining distance from pupils and other staff as much as possible
 |
| Touching of equipment e.g. tables, chairs, sound equipment | Leaders / all attendees / SP staff who touch equipment after event | Enhanced cleaning protocolsRegular cleaning of surfaces and contact points (Customer)Cleaning at beginning and end of each day and between groups (Schools Plus) | 3 | √ | * Cleaning resources (disinfecting wipes and sprays) to be available in each class
* Teachers and support staff to direct and monitor use of the above
* Students to wash/sanitise hands as frequently as possible during the day
 |
| Use of shared equipment | Participants | Sharing of equipment to be avoided completely where possible, or cleaned between users | 3 | √ | * Pupils use their own coursebooks, exercise books and stationery
* Classroom based resources, such as books, toys and games, can be used and shared within the bubble; these should be cleaned regularly, along with all frequently touched surfaces.
 |
| Use of personal equipment | Participants | Use of mobile phones etc. should be limited for reasons of cross-contamination and safeguardingNo sharing of personal equipment at all | 2 | √ | * All staff to monitor compliance
* All classrooms to have sanitising products available
 |
| Food & Snacks | Participants | Attendees should bring their own food, snacks and water bottlesEating and drinking should take place outdoors if possibleNo sharing of food or water bottlesSocial distancing 2m to be observed whilst eating. People eating should be seatedAttendees take their bottles and packaging/food carriers away with them at the end of each day | 2 | √ | * Rules outlined in the letter to parents and shared with pupils
* All staff to ensure strict implementation
* Break time rota and rules to be followed by all participants
* Each year group bubble to be given a designated breaktime area. Times to be staggered where necessary to avoid crossing bubbles.
* Outdoor spaces to be utilised where practicable
* Hand washing / sanitisation prior to food consumption – children to be supervised
* Enhanced cleaning, including cleaning frequently touched surfaces often
 |
| Indoor Activities | All | Social distancing to be maintained as far as possible in line with guidelines for relevant activityFace coverings to be worn where possibleLarge spaces to be used as much as possibleSinging is to be avoided except by professional performers for work purposes only. Ventilation to be enhanced as much as possibleIf your activities can be conducted outdoors then they should beNo indoor competitive sport unless according to an approved body’s guidelines | 2 | √ | To enforce social distancing Chiswick School’s safety arrangements will be followed e.g. spacing of rows of seats, leaving gaps of at least 1m if all facing forwards, one way system etc* There will be a consistent, forward facing layout in all classrooms
* Classrooms to have windows and doors open whenever possible
* Teachers to maintain a social distance of 2 metres at all times with students and other staff.
* Support staff to remain within one class bubble and maintain 1m+ distance, when possible
* Students arranged in class ‘bubbles’ will occupy only designated classrooms
* It is recognised that younger children will not be able to maintain social distancing, and it is acceptable for them not to distance within their group bubble
* Pupils will be kept in their class groups for the majority of the classroom time except for specialist teaching
* Groups will be kept apart, meaning that school will avoid large gatherings such as assemblies or collective worship with more than one group.
* Staff communal areas to observe strict social distancing. Use of staffroom should be minimised, although staff must still have a break of a reasonable length during the day.
* Meetings with parents to be conducted online when possible

.  |
| Outdoor Activities | Participants | Social distancing to be maintained as far as possibleNo contact – i.e. no matches, no tackling unless according to an approved body’s guidelines | 2 |  | N/A |
| Exceeding Capacity of facility | All Participants | Max attendees defined by capacity of your facility or your activity – must be strictly enforced | 3 | √ | Maximum capacity -15 pupils in each classIn line with OUT OF SCHOOL SETTINGS:<https://www.gov.uk/government/publications/protective-measures-for-holiday-or-after-school-clubs-and-other-out-of-school-settings-for-children-during-the-coronavirus-covid-19-outbreak/protective-measures-for-out-of-school-settings-during-the-coronavirus-covid-19-outbreak> |
| Toilets (where bubbles of children will be present) | Children and supervisors | Toilets to be allocated to bubbles if relevantManage use of toilets to limit the number of children at any one timeChildren from different bubbles should not use toilets at the same time if possibleToilets to be cleaned frequently. At least 2x per day (SP) and between use by different groups if possible (Customer) | 2 | √ | * Different groups do not need to be allocated their own toilet blocks, but toilets will need to be cleaned regularly and pupils must be encouraged to clean their hands thoroughly after using the toilet
* Controlled used monitored by allocated adult
* Children to be encouraged to use toilets during their allocated break times
* Cleaning team will ensure toilet areas are cleaned regularly.
 |
| Data for Test & Trace | All | Contact data for all attendees to be held by the organising group for a minimum of 21 days.  | N/A | √ | * Registers (pupils, staff and volunteers)
* Visitors log with contact details
* Headteacher to be updated regarding result of any tests carried out.
* Results to be recorded by the HT

School to ensure shared understanding the NHS Test and Trace process and how to contact their local [Public Health England health protection team](https://www.gov.uk/guidance/contacts-phe-health-protection-teams). School will ensure that staff members and parents/carers understand that they will need to be ready and willing to:* [book a test](https://www.gov.uk/guidance/coronavirus-covid-19-getting-tested) if they are displaying symptoms. Staff and pupils must not come into the school if they have symptoms and must be sent home to self-isolate if they develop them in school. All children can be tested, including children under 5, but children aged 11 and under will need to be helped by their parents/carers, if using a home testing kit
* provide details of anyone they have been in close contact with if they were to test positive for coronavirus (COVID-19) or if asked by NHS Test and Trace
* [self-isolate](https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection) if they have been in close contact with someone who develops coronavirus (COVID-19) symptoms or someone who tests positive for coronavirus (COVID-19)
 |
| First Aid | All | Each customer to have a First Aider if possibleFirst Aider to wear disposable PPE when administering First Aid | 3 | √ | Named First Aiders are always on site* Adequate numbers of trained staff to administer First Aid
* Check First aid boxes content and facilities available
 |
| Symptomatic Individual  | All | If a participant develops symptoms of Covid-19 while in attendance, they will need to leave the site immediately if well enough to do so.Activity must stop immediately and you MUST notify Schools Plus staff immediatelyAny individual showing symptoms and unable to leave immediately to be kept in an allocated room awaiting collection, with a Supervisor if a childSupervisor to wear PPE, mask and gloves if social distancing of 2m cannot be maintainedTest & Trace to be notified. Whole bubble and supervisor may be required to self-isolate for 14 days | 2 | √ | * All participants aware of the protocol- guidance to be shared prior to school opening and reminders issued on weekly basis

If a child with symptoms is awaiting collection, they should be moved, 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. 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 very young child or a child with complex needs). More information on PPE use can be found in the [safe working in education, childcare and children’s social care settings, including the use of personal protective equipment (PPE)](https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care/safe-working-in-education-childcare-and-childrens-social-care-settings-including-the-use-of-personal-protective-equipment-ppe) guidance.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 and Trace.Everyone must wash their hands thoroughly for 20 seconds with soap and running water or use hand sanitiser after any contact with someone who is unwell. The area around the person with symptoms must be cleaned with normal household bleach after they have left to reduce the risk of passing the infection on to other people. See the [COVID-19: cleaning of non-healthcare settings guidance](https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings). |
| Individual participants not aware of requirements | All | Communicate policies and risk assessment with all participantsShare useful links, e.g. as shown | 1 | √ | Regular contact with parents sharing polices, guidance, expectations and useful links. |
| Fire drills / Emergency situations | All | * Adequate numbers of trained staff to safely evacuate all personnel on the school premises
* Safe distancing in place at assembly points in line with social distancing guidelines (2 meters) where reasonably practicable
* Upon discovery of an actual fire, immediate evacuation of the building in a safe and controlled manner will be essential. Evacuation is the priority, in this circumstance social distancing may need to be relaxed to enable quicker evacuation.
 |  | √ | Social Distance procedures suspended in event of fire. Reinstated at muster point.  |

**Appendix: Rating Risk & Action Required**

**Risk Rating – Specific to Covid-19 and SUPPLEMENTARY to general Risk Assessment**

|  |
| --- |
| **Likelihood** |
| 1 | Very unlikely (complete separation of different households) |
| 2 | Unlikely (2m distancing of separate households) |
| 3 | Moderate (1m+ distancing of separate households) |
| 4 | Likely (Less than 1m+ distancing) |
| 5 | Very likely (No distancing / large groups) |

**Risk Level above 3 is unacceptable**

**USEFUL LINKS:**

USE OF COMMUNITY FACILITIES:

<https://www.gov.uk/government/publications/covid-19-guidance-for-the-safe-use-of-multi-purpose-community-facilities/covid-19-guidance-for-the-safe-use-of-multi-purpose-community-facilities>

OUT OF SCHOOL SETTINGS:

<https://www.gov.uk/government/publications/protective-measures-for-holiday-or-after-school-clubs-and-other-out-of-school-settings-for-children-during-the-coronavirus-covid-19-outbreak/protective-measures-for-out-of-school-settings-during-the-coronavirus-covid-19-outbreak>

WORSHIP:

<https://www.gov.uk/government/publications/covid-19-guidance-for-the-safe-use-of-places-of-worship-during-the-pandemic-from-4-july/covid-19-guidance-for-the-safe-use-of-places-of-worship-during-the-pandemic-from-4-july>

PERFORMING ARTS:

<https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/performing-arts>

RECREATIONAL TEAM SPORTS:

<https://www.gov.uk/government/publications/coronavirus-covid-19-guidance-on-phased-return-of-sport-and-recreation/return-to-recreational-team-sport-framework>

GRASSROOTS SPORT:

<https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/providers-of-grassroots-sport-and-gym-leisure-facilities>

BADMINTON:

<https://www.badmintonengland.co.uk/media/8867/rtp-clubs-v3.pdf>