

KIDBROOKE LEARNING CENTRE LTD

154 Kidbrooke Park Road, London SE3 9PX

Location: Thomas Tallis School

Title : COVID 19	Date of Assessment : 20/08/2021	Risk Assessor : Thiru Thuraisingam
Risk Assessment Reference : KLC	People involved in making this assessment : Melissa Thiruparan	
Task/ Process : Covid 19	People at Risk : Employees, Contractors, Members of the Public, Children & Young Persons	

Hazard : Communication & Training Staff / Contractor who are not fully aware and understanding of the procedures and arrangements we have put in place to work within Government Policy on essential working could compromise our arrangements and jeopardise the health of others.

Control Measures:

1. We make contact with individuals who are unwell and ensuring that those who have coronavirus symptoms, or who have someone in their household who does, do not attend the premises.
2. Employees are instructed to promote good respiratory hygiene by educating the 'catch it, bin it, kill it' approach.
3. We talk to staff about the plans (for example, safety measures, timetable changes and staggered arrival and departure times).
4. All teachers are required to undertake the COVID-19 - Return to Business for employees e-learning.
5. Employees are provided with a tool box talk and this risk assessment, they must sign to state they have read and understood the content.
6. Posters are displayed throughout the school/nursery/college, regarding enforcing social distancing where possible, hand washing and hygiene measures.
7. Meetings will be held between management and key members of staff to discuss effective procedures and procedural changes when required.

Hazard : Personal Protective Equipment (PPE) Incorrect use of PPE resulting in risk or transfer of virus.

Control Measures:

1. Wearing a face covering or face mask in schools or other education settings is not recommended.
2. Children, young people and students whose care routinely already involves the use of PPE due to their intimate care needs should continue to receive their care in the same way.
3. PPE will be used if a child, young person or other learner becomes unwell with symptoms of coronavirus while in their setting and needs direct personal care until they can return home.
4. In relation to the control measure above, a fluid-resistant surgical face mask should be worn by the supervising adult if social distancing cannot be maintained.
5. If the situation determines that there is a risk of splashing to the eyes, for example from coughing, spitting, or vomiting, then eye protection should also be worn.
6. Shielded and clinically vulnerable children and young people are not expected to be attending school or college, and they should continue to be supported at home as much as possible.

Hazard : Cleaning and Hygiene Inadequate cleaning & hygiene standards pose a risk of spreading infection by way of cross-contamination from surfaces contaminated with the coronavirus.

Control Measures:

1. Both employees and pupils are instructed to 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.
2. Employees are instructed to promote good respiratory hygiene by educating the 'catch it, bin it, kill it' approach.
3. Cleaning regimes have significantly increased and the frequency of cleaning of hard surfaces (floors, handrails, door handles, passenger lifts, building equipment buttons, switches, etc). Contract cleaning staff have been increased in line with the increased cleaning regimes.
4. Cleaning regimes have been implemented on a more frequent basis, and will take place on the following times [State when this is to take place].
5. A colour-coded cleaning system is used by cleaning staff, to prevent cross contamination of surfaces.
6. Sufficient hot water, liquid soap, disposable towels and hand sanitiser dispensers are provided throughout the building.
7. Staff are required to report anything contaminated or spilt that requires cleaning.
8. All substances have been adequately risk assessed by a competent person.

Hazard : Classroom layout arrangements and group sizes Overcrowding of classrooms leading to higher risk of outbreak.

Control Measures:

1. We have minimised contact and mixing by altering, as much as possible, the environment (such as classroom layout) and timetables (such as staggered break times).
2. Classes have been split into smaller groups each supported by a teacher or teaching assistant.
3. If there are any shortages of teachers, then teaching assistants are allocated to lead a group, working under the direction of a teacher.
4. We ensure that children and young people are in the same small groups at all times each day, and different groups are not mixed during the day, or on subsequent days.
5. We ensure that the same teacher(s) and other staff are assigned to each group and, as far as possible, these stay the same during the day and on subsequent days, recognising for secondary and college settings there will be some subject specialist rotation of staff.
6. We ensure that wherever possible children and young people use the same classroom or area of a setting throughout the day, with a thorough cleaning of the rooms at the end of the day.
7. We have removed unnecessary items from classrooms and other learning environments where there is space to store it elsewhere.
8. Soft furnishings, soft toys and toys that are hard to clean have been removed (such as those with intricate parts).
9. Play equipment frequently used is appropriately cleaned between groups of children using it, and that multiple groups do not use it simultaneously.

Hazard : Communal halls and shared rooms Overcrowding of communal areas leading to higher risk of outbreak.

Control Measures:

1. Halls, dining areas and internal and external sports facilities for lunch and exercise at used at half capacity where possible.

2. If class groups take staggered breaks between lessons, these areas can be shared as long as different groups do not mix (and especially do not play sports or games together).

3. Cleaning between groups between groups is in place.

4. We stagger the use of staff rooms and offices to limit occupancy.

Hazard : Use of shared resources Potential risk or transfer of virus through cross-contamination.

Control Measures:

1. We have limited the amount of shared resources that are taken home and limit exchange of take-home resources between children, young people and staff.

2. We prevent the sharing of stationery and other equipment where possible. Shared materials and surfaces should be cleaned and disinfected more frequently.

Hazard : Outside areas Not implementing the use of outdoor areas may result in higher capacity indoors leading to higher risk or transfer of the virus.

Control Measures:

1. We used the outdoor areas for education, where possible, as this can limit transmission and more easily allow for distance between children and staff.

2. Outdoor equipment should not be used unless supervisors are able to ensure that it is appropriately cleaned between groups of children and young people using it, and that multiple groups do not use it simultaneously.

Hazard : Contractor control and third parties e.g. parents Inadequate communication with third parties.

Control Measures:

1. We tell parents that if their child needs to be accompanied to the education or childcare setting, only one parent should attend.

2. We 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).

3. Discuss with cleaning contractors or staff the additional cleaning requirements and agree additional hours to allow for this.

4. Communication taken place with contractors and suppliers that will need to prepare to support our plans for opening for example, cleaning, catering, food supplies, hygiene suppliers.

5. Regular communication via e-mail / Parent app's to ensure any changes in procedure are communicated.

Hazard : Transport arrangements Inadequate transport arrangements leading to close contact and overcrowding.

Control Measures:

1. We ensure parents and young people are aware of recommendations on transport to and from education or childcare setting (including avoiding peak times).

2. We have encouraged parents and children and young people to walk or cycle to their education setting where possible.

3. Making sure schools, parents and young people follow the Coronavirus (COVID-19): safer travel guidance for passengers when planning their travel.

4. The school have ensured that transport arrangements cater for any changes to start and finish times.

5. We have made sure that any contracted transport providers do not operate if they or a member of their household are displaying any symptoms of coronavirus.
6. We have made sure transport providers, as far as possible, follow hygiene rules and try to keep distance from their passengers.
7. Revised travel plans have been communicated clearly to contractors, local authorities and parents where appropriate (for instance, to agree pick-up and drop-off times).

Hazard : Waste Ill-health as a result of the transfer of coronavirus and other pathogens through cross contamination after contact with waste (accidental or otherwise).

Control Measures:

1. Staff are required to have consideration for contracted cleaning staff with regards to discarded tissues, food, etc. to prevent cleaning staff being accidentally contaminated.
2. All waste bins and receptacles are carefully and safely emptied daily by the contracted cleaning staff.
3. Staff instructed that disposable tissues should be used when coughing and or sneezing and put directly into a waste bin, preferably bagged, or pocketed and taken home.
4. Staff instructed to not put their hands directly into food waste or general waste bins or receptacles as they may contain contaminated products, food or tissues.
5. Waste bins are provided within classrooms, common areas.

Hazard : Close contact Staff working on the premises may be at risk of exposure to other members of staff or visitors who are carrying coronavirus, knowingly or unknowingly

Control Measures:

1. Staff are instructed where able to avoid contact and follow social distancing rules, however due to the nature of work this may be necessary to provide care.
2. Physical contact, such as handshakes, hugs, pat on the back, etc. is to be avoided.
3. Staff are required to be environmentally aware and sit out of the immediate air flow from fan heaters, cooling fans and or ventilation systems that could spread the virus. Where possible the use of such systems will be avoided

Hazard : Communal facilities, entrance, toilets, stairs. Risk of cross contamination from equipment, surfaces etc. that may have been touched or otherwise contaminated by coronavirus and create a risk to health.

Control Measures:

1. Contract cleaning services have been increased. Toilets and communal areas, along with classrooms, are cleaned more frequently than before and the cleaning routine is to a higher specification.
2. Supplies of soap and sanitising agents provided and regularly topped-up at all hand washing stations. NHS, DfE and Public Health hand washing advice posters displayed.
3. Staff instructed to clean their hands after using the toilet, by washing their hands with soap and water for at least 20 seconds.
4. Staff made aware that where welfare facilities are used during the working day, they must have an awareness of surfaces (toilets, sinks, door handles, soap, and soap dispensers, etc) and objects which are visibly contaminated with bodily fluids must not be touched, but reported to a manager.
5. Staff are required to ensure that pupils coats, scarfs and other outdoor items are stored separately within coat cupboards avoiding contact with other people's personal items.

Hazard : Vulnerable employees or children Vulnerable employees or children with existing health conditions are at a higher risk of contracting COVID-19, which may have a significant increased adverse affect on their health and wellbeing.

Control Measures:

1. In accordance with Govt. policy staff who are in the vulnerable and high risk categories are not allowed on the premises. They are either working from home or are furloughed.

2. In accordance with Govt. policy children who are in the vulnerable and high risk categories are not allowed on the premises. They may be provided with materials to work from home.

Documents Associated with this Risk Assessment:

Review Date : 20/08/2022

Reviewer : Thiru Thuraisingam