

COVID-19	OPERATING PROCEDURE & RISK ASSESSMENT
Name of School: Tarbiyyah Primary school	Date: 1ST March 2021
Assessment completed by: Head Teacher & Deputy Head Teacher	Review Date: Ongoing
Task: Management of COVID-19 situation. This Risk Assessment must be kept under review and adapted as required. Up to date guidance is available on the government websites which must be consulted for the latest information.	People affected: Children, parents / carers, employees, volunteers and visitors.
Training or Competence Requirements: Infection control training completed by all staff. The Wellbeing during the Coronavirus outbreak training bundle.	Where premises have been temporarily closed during the lockdown period, an appropriate Annual Risk assessment should be conducted prior to reopening - Annual Risk Assessment Template 2020

Hazards	Existing Control Measures	Original Risk Rating			Further Control Measures Required	Revised Risk Rating		
		L	S	R		L	S	R
School hygiene causing potential spread of virus	The senior leadership team will ensure that the school environment is cleaned with an anti-bacterial agent prior to admitting staff, pupils, visitors and contractors, also as and when required throughout the day to reduce the risk from potential Covid-19 exposure to as low a level as reasonably practicable.	2	4	M	Visitors to be kept in reception or escorted whilst on site. All visitors to wash their hands or use hand sanitiser whilst on site. Welfare arrangements agreed to reduce any cross contamination. Clear markings in reception to encourage 1 way system. Hand sanitiser available in reception. 1 person in the reception area depending on the space available, while remainder of visitors wait outside until the visitor in	1	4	L

					<p>reception has been processed and has left the reception area.</p> <p>Where multiple visitors can be safely accommodated while maintaining social distance, no more chairs than required etc. should be available and all chairs should be no closer than 2m apart.</p> <p>To prevent forearm or sleeve contact against signing in books all signing in and out will be carried out by the reception staff.</p>			
Visitors who are shielding or vulnerable	Visitors advised in advance not to visit the school if they have a medical condition which will put them at specific risk.	1	5	L	If a member of the team identifies a visitor may be at higher risk, alternative arrangements are made to assist the individual (e.g. documents posted/emailed) so they can leave the site at the earliest opportunity	1	5	L
Pre-arranged meetings	<p>Any visitor entering the school will be required to wash/sanitise hands before they pass through reception.</p> <p>Visitors who are due to meet a member of staff should have pre-arranged appointments and be safely escorted to a</p>	3	4	M	<p>Cleaning schedule in place to avoid contamination involving surfaces visitors may have touched.</p> <p>Visitors asked to confirm they do not have any symptoms of Covid 19 prior to the visit. If they have any doubt, instant testing to be carried</p>	2	4	M

	room large enough to provide adequate segregation. Visitors to wear a face covering.				out in Heston Library before entering the school site.			
Visitors at risk or posing a risk whilst on site.	<p>All staff & visiting contractors will only be allowed to enter the school under arrangements of the Senior Leadership Team</p> <p>In the event that Covid-19 preventative measures are determined to have been compromised, a member of the Senior Leadership Team will stop the activity and any persons suspected of being infected will be asked to leave the premises to carry out appropriate action such as self-isolation and seek medical confirmation. The area will be cleaned using an antibacterial agent and will not be repopulated until the area is determined to be safe.</p> <p>All staff & visiting contractors acknowledge that they have a duty to follow all government Covid19 related instructions and guidance. Contractors will be expected to present their own Covid-19 prevention risk assessment to the school before commencement of their work.</p>	3	4	M	<p>All staff & visiting contractors who suspect that they may be infected or have been confirmed as infected will not attend school.</p> <p>If a visitor does become unwell or reports symptoms, they will need to leave the site safely. Cleaning will need to be in place to cover the area they have been.</p> <p>If a member of staff is required to be in close contact, PPE is in place and staff have been given instruction on how to use, store, clean and dispose.</p> <p>Ongoing Monitoring</p>	2	4	M

<p>Contractors/visitors catching or spreading virus</p>	<p>Visiting contractors will be given a designated entry door and will directly proceed to / return from their assigned place of work and not visit a part of the building which is not essential for their task.</p> <p>Staff and visiting contractors are instructed to wash and dry their hands thoroughly on entry and exit and as appropriate throughout the day.</p> <p>The minimum number of staff and visiting contractors with access to areas will be maintained and strictly managed.</p> <p>Staff and visiting contractors will observe each other's movements, maintaining a minimum of 2m between each other at all times.</p> <p>Staff and visiting contractors are instructed to minimise as much as is reasonably practicable touching any surface.</p> <p>A rota may be put in place so that frequency and duration of individual staff and visiting contractors can be reduced to as low a level as reasonably practicable.</p>	3	4	M		2	4	M

	<p>The senior contractor will take responsibility for the conduct of the personnel in his charge and will ensure that the work they undertake will pose no Covid-19 risk to the general school population and the visiting contractor personnel.</p> <p>The Senior Leadership Team will take responsibility for the conduct of the general school population and will ensure that no school activity will pose Covid-19 risk to the visiting contractors.</p>							
<p>Potential Symptoms (General) Significant breathing difficulty.</p> <p>High Temperature Coughing and sneezing</p>	<p>Steps to reduce the likelihood of catching or spreading germs:</p> <ul style="list-style-type: none"> • Cover your mouth and nose with a tissue or your sleeve (not your hands) when you cough or sneeze • Put used tissues in the bin immediately • Wash your hands with soap and water often – use hand sanitiser gel if soap and water are not available • Try to avoid close contact with people who are unwell • Don't touch your eyes, nose or mouth if your hands are not clean • Individual to seek assistance from another responsible person if a child 	3	4	M		3	4	M

	needs to be escorted to a secure location due to potential infection.						
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Risk rating							
Likelihood	Severity					Risk Ranking	
	1	2	3	4	5		
1	1	2	3	4	5	1 - 5	Low risk - acceptable, monitor
2	2	4	6	8	10	6 - 15	Medium risk - acceptable, subject to guidance
3	3	6	9	12	15	16 - 25	High risk - unacceptable, activity must not proceed
4	4	8	12	16	20		
5	5	10	15	20	25		

Likelihood	Description
1. Very unlikely	The event may occur only in exceptional circumstances
2. Unlikely	The event could occur at some time
3. Moderate	The event will occur at some time
4. Likely	The event could occur in most circumstances
5. Very likely	The event will occur in most circumstances

Severity
1. Negligible
2. Minor
3. Serious
4. Major
5. Fatalities