

Area of Risk / Hazard	Who could be harmed and how	What are the current control measures if any	Current Risk Rating (1 to 5)	Action taken to reduce risk	Revised Risk Rating (1 to 5)	Action Sign Off Date/ Head of person responsible for health and safety
Arrival and collection at the Centre	Staff Staff Parents Carers	<ul style="list-style-type: none"> • The building is not accessible to anyone apart from students, and staff who are on duty • All students will be dropped off/ collected at the Centre by one parent only • A staff member will take the students temperature before a student is allowed in the building. If the temperature is outside of the 36- 37.5 C range then the student will be sent home • Parents/ carers will be asked to adhere to the 1 meter social distancing rules during arrival and collection. Markers will be placed on the floor for their use. • When parent comes to collect, parent can ring the bell and then step back to the designated area until the door is answered. 	3	To be: <ul style="list-style-type: none"> • Shared with staff members • Discussed with staff members • Shared with families 	3	Actions: To be completed by: 1 January 2021 and on-going Person responsible: Head of Centre To be Reviewed: 19 April 2021

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Visitors- Tours, ISI, local authorities, Deliveries	Students Staff Parents Carers	<ul style="list-style-type: none"> • Visits to the Centre will be limited to officials from ISI or local local authority if their visit cannot be undertaken on the phone. • Visits from prospective students to be paused until Feb half term • All deliveries will be dropped off on the porch and delivery representatives will be asked to step back beyond this point when deliveries are being collected. • Only necessary maintenance to be carried out by external contractors ideally when students are not in the building and with social distancing being observed 	4	To be: <ul style="list-style-type: none"> • Shared with staff members • Discussed with staff members • Shared with families 	4	Actions: To be completed by: 1 January 2021 and on-going Person responsible: Head of Centre To be Reviewed: 19 April 2021

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Physical distancing /grouping of students	Students Staff Parents Carers	<ul style="list-style-type: none"> There will be limited contact between students and if there is contact between staff, social distancing measures will be observed when possible Reminders are placed around the building to remind students and staff to stop before walking through doors to ensure they can maintain a safe distance from others. Face masks to be worn by staff and students while in the building at all times except when eating Weekly lateral flow testing for staff 	2	To be: <ul style="list-style-type: none"> Shared with staff members Discussed with staff members Shared with families 	3	Actions: To be completed by: 1 January 2021 and on-going Person responsible: Head of Centre To be Reviewed: 19 April 2021
Students who become unwell whilst at Centre	Students Staff Parents Carers	<ul style="list-style-type: none"> If a student becomes unwell with a new, continuous cough or a high temperature in an education setting they must be sent home and advised to follow the government guidance to stay at home. (See Coronavirus policy). Contact the parent/ carer who dropped off that morning then the other parent/ carer until someone is reached. If a student is awaiting collection, they should be moved, if possible, to a room where they can be isolated behind a closed door. The adult with them will be required to wear a 	3	To be: <ul style="list-style-type: none"> Shared with staff members Discussed with staff members Shared with families 	3	Actions: To be completed by: 1 January 2021 and on-going Person responsible: Head of Centre To be Reviewed: 19 April 2021

disposable face covering, gloves and an apron.

- 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.

		<ul style="list-style-type: none">• If a student is awaiting collection, they should be moved, if possible, to a room where they can be isolated behind a closed door. The adult with them will be required to wear a disposable face covering, gloves and an apron.• 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, then no one else will be present in the bathroom. The bathroom should be cleaned and disinfected using standard cleaning products before being used by anyone else.• In an emergency, call 999 if they are seriously ill or injured or their life is at risk. Staff and students will be eligible for testing if they become ill with coronavirus symptoms as will members of their household.• If Covid-19 is suspected, the child should be tested and the Centre informed of the results• There should be a thorough clean of the Centre				
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Staff who become unwell at Centre	Staff students Parents Carers	<ul style="list-style-type: none"> • If a staff member becomes unwell with a new, continuous cough or a high temperature in the setting they must be sent home and advised to follow the government guidance to stay at home. (See Coronavirus policy). • If they need to go to the bathroom while waiting to be collected, then the bathroom should be cleaned and disinfected using standard cleaning products before being used by anyone else. • In an emergency, call 999 if they are seriously ill or injured or their life is at risk. • If they are waiting to be collected, they must stay at least two metres from anyone else or in a separate room/ building. • Staff and students will be eligible for testing if they become ill with coronavirus symptoms as will members of their household. • If Covid-19 is suspected, the staff member should get tested and result shared with the Centre Head. There should be a thorough clean of the Centre. 	3	To be: <ul style="list-style-type: none"> • Shared with staff members • Discussed with staff members • Shared with families 	3	Actions: To be completed by: 1 January 2021 and on-going Person responsible: Head of Centre To be Reviewed: 19 April 2021

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Garden area	Students Staff	<ul style="list-style-type: none"> • The garden will be used as an extension of the indoor area throughout the day and may be used for lessons and at break times. • In the garden, staff and students should continue to social distance 	2	To be: <ul style="list-style-type: none"> • Shared with staff members • Discussed with staff members • Shared with families 	2	Actions: To be completed by: 1 January 2021 and on-going Person responsible: Head of Centre To be Reviewed: 19 April 2021

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Food and Drink	Students Staff	<ul style="list-style-type: none"> • Access to the kitchen should be limited to Cook/Housekeeper • Cook to prepare lunches using PPE • Cook to distribute lunch • An additional lunch room to be used to allow for social distancing while eating. • There should be no more than 4 people at a table • Students and staff should wash their hands before and after consuming food 	4	To be: <ul style="list-style-type: none"> • Shared with staff members • Discussed with staff members • Shared with families 	4	Actions: To be completed by: 1 January 2021 and on-going Person responsible: Head of Centre To be Reviewed: 19 April 2021

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Using the bathroom facilities	Students Staff	<ul style="list-style-type: none"> • Students and staff will be supplied with antibacterial wipes and will be asked to wipe down any handles they touch while in the bathroom. • If a student or staff member is poorly and uses the bathroom facilities; these must be disinfected after use. 	4	To be: <ul style="list-style-type: none"> • Shared with staff members • Discussed with staff members • Shared with families 	4	Actions: To be completed by: 1 January 2021 and on-going Person responsible: Head of Centre To be Reviewed: 19 April 2021
Cleaning of resources, equipment and Centre cleaning	Students Staff Cleaning company	<ul style="list-style-type: none"> • All soft furnishes will be removed and stored away • Staff are responsible for cleaning their own areas within the rooms throughout the day and before leaving for the day. • Gloves must be worn during these times • A new anti-bacterial wipe must be used for each new period of cleaning • Our Centre housekeeper will daily cleaned high use surfaces (light switches, door handles, stair rails) 	3	To be: <ul style="list-style-type: none"> • Shared with staff members • Discussed with staff members • Shared with families 	3	Actions: To be completed by: 1 January 2021 and on-going Person responsible: Head of Centre To be Reviewed: 19 April 2021

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Personal hygiene for students	Students Staff Parents Carers	<ul style="list-style-type: none"> When entering the Centre students will be escorted to wash their hands. Regularly throughout the day, when eating and when wiping noses/ coughing, hands will be washed There will be hand sanitiser stations throughout the building for students and staff to use before and after lessons 	4	To be: <ul style="list-style-type: none"> Shared with staff members Discussed with staff members Shared with families 	4	Actions: To be completed by: 1 January 2021 and on-going Person responsible: Head of Centre To be Reviewed: 19 April 2021
Personal hygiene for staff	Students Staff Parents Carers	<ul style="list-style-type: none"> Staff are to wash their hands upon arrival and exiting the Centre There will be hand sanitiser stations throughout the building for students and staff to use before and after lessons 	3	To be: <ul style="list-style-type: none"> Shared with staff members Discussed with staff members Shared with families 	2	Actions: To be completed by: 1 January 2021 and on-going Person responsible: Head of Centre To be Reviewed: 19 April 2021

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Rooms	Students Staff	<ul style="list-style-type: none"> Windows to be opened to provide ventilation 	3	To be: <ul style="list-style-type: none"> Shared with staff members Discussed with staff members windows that do not open to be looked at 	3	Actions: To be completed by: 1 January 2021 and on-going Person responsible: Head of Centre To be Reviewed: 19 April 2021
Movement between rooms	Students Staff	<ul style="list-style-type: none"> Staff will be responsible for wiping down surfaces, laptops, equipment between each lesson. Our housekeeper will carry out cleaning duties throughout the Centre. 	3	To be: <ul style="list-style-type: none"> Shared with staff members Discussed with staff members Shared with families 	3	Actions: To be completed by: 1 January 2021 and on-going Person responsible: Head of Centre To be Reviewed: 19 April 2021
PPE	Students Staff Parents Carers	<ul style="list-style-type: none"> If a student becomes unwell the staff member that takes care of the child will wear gloves, apron and a face mask The Administrator will keep an eye on the PPE supplies and order where required Hand sanitiser and soap will be refilled where required and checked as part of the cleaning checks 	2	To be: <ul style="list-style-type: none"> Shared with staff members Discussed with staff members Shared with families 	2	Actions: To be completed by: 1 January 2021 and on-going Person responsible: Head of Centre To be Reviewed: 19 April 2021

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Staff and students with underlying health conditions	Students Staff Parents Carers	<ul style="list-style-type: none"> Guidance from the government should be followed in regards to shielding; Clinically vulnerable (but not clinically extremely vulnerable) people are those considered to be at a higher risk of severe illness from coronavirus. A minority of students will fall into this category, and parents should follow medical advice if their child is in this category. Staff who are clinically vulnerable will complete a separate risk assessments and workplace adjustments put into place Students and young people who live with someone who is clinically vulnerable (but not extremely clinically vulnerable) as defined in the social distancing guidance and including those who are pregnant, can attend. 	3	To be: <ul style="list-style-type: none"> Shared with staff members Discussed with staff members Shared with families 	3	Actions: To be completed by: 1 January 2021 and on-going Person responsible: Head of Centre To be Reviewed: 19 April 2021
Suspected case of Coronavirus at the Centre	Students Staff Parents Carers	<ul style="list-style-type: none"> If we have a suspected case of Coronavirus then the person / child showing signs of it are sent home immediately and advised to follow NHS guidelines online. Workplace will be decontaminated following UK Government guidelines. Best practice hygiene requirements are being followed. 	4	To be: <ul style="list-style-type: none"> Shared with staff members Discussed with staff members Shared with families 	4	Actions: To be completed by: 1 January 2021 and on-going Person responsible: Head of Centre To be Reviewed: 19 April 2021

- Social distancing is being followed as far as possible.

		<ul style="list-style-type: none">• If it is a student, parents to be informed immediately and to collect the child.• If a student is awaiting collection, they should be moved, if possible, to a room where they can be isolated behind a closed door.• 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 meters 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 should be cleaned and disinfected using standard cleaning products before being used by anyone else.• Staff who have had contact with a symptomatic employee or student will be made aware of the symptoms and advised to follow NHS online guidance.• Staff and students will be eligible for testing if they become ill with coronavirus symptoms, as will members of their household.				
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Confirmed case of Coronavirus at the setting	Students Staff Parents Carers	<ul style="list-style-type: none"> The Head and the team will implement the following government guidance: Where the young person, or staff member tests positive, the rest of their class or group within their childcare or education setting should be sent home and advised to self-isolate for 10 days. The other 	4	To be: <ul style="list-style-type: none"> Shared with staff members Discussed with staff members Shared with families 	3	Actions: To be completed by: 1 January 2021 and on-going Person responsible: Head of Centre To be Reviewed: 19 April 2021
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		household members of that wider class or group do not need to self-isolate unless the child, young person, or staff member they live with in that group subsequently develops symptoms				
Staff meetings/ one to ones/ supervisions- wellbeing	Staff	<ul style="list-style-type: none"> • One to one meetings and supervisions will be held either at a social distance at the Centre or via online video calling. • Staff meetings will be held outside of Centre hours either at Centre where we will social distance or via online video calling. • Staff wellbeing is important and they will have access to 30 minutes supervision sessions as needed. • Staff can request a call from the Head if they feel they would benefit from this to support them. 	3	<p>To be:</p> <ul style="list-style-type: none"> • Shared with staff members • Discussed with staff members • Shared with families 	3	<p>Actions: To be completed by: 1 January 2021 and on-going</p> <p>Person responsible: Head of Centre</p> <p>To be Reviewed: 19 April 2021</p>

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Travel to and from Centre	Students Staff Parents Carers	<ul style="list-style-type: none"> • Travel to and from Centre is best via walking, driving or cycling. If public transport is required, then government guidance should be followed regarding the use of face masks. • If public transport is used hygiene routines e.g. hand sanitiser and washing hands must be upheld when entering and exiting the Centre. 	3	To be: <ul style="list-style-type: none"> • Shared with staff members • Discussed with staff members • Shared with families 	2	Actions: To be completed by: 1 January 2021 and on-going Person responsible: Head of Centre To be Reviewed: 19 April 2021

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Premises cleaning and cleaning resources	Students staff Cleaners	Clean and disinfect regularly touched objects and surfaces more often than usual using standard cleaning products Setting to be cleaned more regularly and staff and cleaners advised to increase frequency of cleaning touched surfaces An enhanced cleaning schedule to be completed and implemented	3	To be: <ul style="list-style-type: none"> Shared with staff members Discussed with staff members Shared with families 	3	Actions: To be completed by: 1 January 2021 and on-going Person responsible: Head of Centre To be Reviewed: 19 April 2021
Lone working	Staff	<ul style="list-style-type: none"> Ratios to be maintained at all times Head/employee to ensure they have someone to call on in an emergency The Head/employee has a phone available and a list of contacts Head to monitor and check in on anyone working by themselves regularly Head to make sure anyone working alone is competent to do so 	2	To be: <ul style="list-style-type: none"> Shared with staff members Discussed with staff members Shared with families 	2	Actions: To be completed by: 1 January 2021 and on-going Person responsible: Head of Centre To be Reviewed: 19 April 2021

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Clinically extremely Vulnerable students and adults	Students Staff parents	<ul style="list-style-type: none"> Anyone who is classed as clinically extremely vulnerable should follow government guidance on shielding 	3	To be: <ul style="list-style-type: none"> Shared with staff members Discussed with staff members 	3	Actions: To be completed by: 1 January 2021 and on-going

		<ul style="list-style-type: none">• Anyone who is under this category should have received a letter telling them they are under this group and the period they should shield for.• If any person believes they are clinically extremely vulnerable but have not received a letter should take guidance from their GP• Any child with a healthcare plan - conversation to be had with parents to make sure it is safe for the child to attend Centre		<ul style="list-style-type: none">• Shared with families		<p>Person responsible: Head of Centre</p> <p>To be Reviewed: 19 April 2021</p>
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