

## The Polish Saturday School in Enfield RISK ASSESSMENT/CHECKLIST – Covid-19

Item/Area/Activity Being Assessed	Venue	Assessor Name	Assessment Date	Approver Name	Approval Date	Review Date
Adam Mickiewicz Polish Saturday School in Enfield	The Kingsmead Academy	Grazyna Maczkowska	24/3/2021	Keith Mainstone	26/3/2021	25/1/2022 (Email 9:46 from Kingsmead School regarding masks): We are still wearing masks in communal areas for now, so please continue to follow this directive. Head of Premises 'T Eghagha' <TEghagha@kingsmead.org>

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

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Introduction of virus from symptomatic or asymptomatic individuals	All	Warning signs displayed in reception to stay away if symptomatic or if advised to self-isolate  Advice on website  Reminders issued to all attendees on a daily basis.	3	Classrooms  toilets  corridor	Risk assessment and Covid19 government procedures, Child Protection Policy on school website.  Reminder every Friday  Back to schools' safety- webinar to whole staff
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 attendees  Consider the needs and concerns of BAME individuals (employees or attendees), who may be at increased risk of severe outcomes	3	Classrooms  toilets  corridor	Headteacher has a list of the vulnerable personnel, and they have to wear visors/masks. We asked parents for detail information regarding any medical condition and suggestion regarding individual risk assessment .  Staff visors and vulnerable children masks if they need them in the class  Teachers have the data on vulnerable students and procedures suggested by doctors/parents  Students above 11 masks during break
Contracting the virus through contact with infected surfaces or	All	Promote increased handwashing  Provide hand cleaning facilities / sanitiser stations	2	Play ground  Classrooms	Measurement of temperature and use of sanitiser on entry before child will join his group

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close contact		<p>Posters advising hand-cleaning and Catch It – Bin It – Kill it</p> <p>Enhanced cleaning of contact points within facilities whilst in use</p>		<p>toilets</p> <p>corridor</p>	<p>Posters about Covid19 symptoms and handwashing</p> <p>Catch It – Bin It – Kill it posters and rules</p> <p>Sanitisers /paper towels– all classrooms, corridor, toilet</p>
Mingling of children	Children and staff	<p>Group sizes (bubbles) strictly limited to 15 plus minimum one supervising adult but in line with standard child/adult supervision ratios</p> <p>Siblings should be kept in the same group where possible</p> <p>No mingling between groups during the day</p> <p>Children remain in allocated group for the duration of the sessions</p> <p>Staggered break times</p> <p>Breaks to be taken outside wherever possible</p> <p>Social distancing (1m+) to be exercised wherever possible, even within groups. Contact between children to be kept to an absolute minimum. Activities should be designed with this in mind</p>	3	<p>Classrooms</p> <p>toilets</p> <p>corridor</p>	<p>Bubbles -Teacher and TA in the classroom</p> <p>No mingling between groups during the day</p> <p>Separated entries and exits Children remain in allocated group for the duration of the sessions.</p> <p>Staggered start, break times and finish of school</p> <p>Breaks to be taken outside wherever possible</p> <p>Social distancing during teaching and activities</p> <p>Lessons designed with minimum contact between children</p>

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Travel	Parents, Children and Staff	<p>Children should ideally be from the local area and should be advised to arrive on foot or by bicycle and avoid public transport where possible</p> <p>Parents dropping off by car must only travel with members of their own household</p> <p>Attendees arriving on public transport should be reminded to follow social distancing and wear masks as required</p>	2		<p>Children should ideally be from the local area</p> <p>Students will be advised to arrive on foot or by bicycle and avoid public transport where possible</p> <p>Parents dropping just their own children</p> <p>People using public transport have to keep social distancing and wear masks</p>
Large numbers of people present in one location at drop-off and collection	All attendees and guardians, reception staff	<p>No physical sign-in sheet</p> <p>Set staggered arrival times for groups if possible</p> <p>Advise parents to arrive on time (not too early) and leave promptly</p> <p>Parents must drop and collect children outside (incl. car park) and may not enter the buildings</p> <p>Parents to be advised not to gather</p> <p>Use one-way system if possible for arrival and departure</p>	3		<p>No sign in procedure</p> <p>Sat staggered arrival times for groups if possible (4 stage start 8.45 /8.55/9.05/9.15).</p> <p>Advise parents to arrive on time (not too early) and leave promptly</p> <p>No parents in the building, just drop and collect children outside without gathering</p> <p>One-way arrival and departure system</p>
Touching of equipment e.g. tables, chairs, sound equipment	Leaders / all attendees / SP staff who touch equipment	<p>Enhanced cleaning protocols</p> <p>Regular cleaning of surfaces and contact points</p> <p>Cleaning at beginning and end of each day</p>	3	Classrooms  toilets  corridor	<p>Cleaning before and after lessons</p> <p>Cleaning during break</p>

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	after event				
Use of shared equipment	Children and supervisors	Equipment to be allocated to a bubble Equipment must be cleaned before allocating to a different bubble Full cleaning of equipment at the end of each week	2	classrooms	School furniture allocated to a bubble Staff and children have their own school equipment Cleaning before and after school
Use of personal equipment	Children and supervisors	Use of mobile phones etc. should be limited for reasons of cross-contamination and safeguarding No sharing of personal equipment at all	2	Classrooms corridor	Use of phones limited Nobody is sharing personal equipment
Food & Snacks	Children and supervisors	Attendees should bring their own food, snacks and water bottles Eating and drinking should take place outdoors if possible No sharing of food or water bottles Social distancing 2m to be observed whilst eating. People eating should be seated Attendees take their bottles and packaging/food carriers away with them at the end of each day	2		Individual pack lunches in use Eating outside if possible Distance 2 meters Children and staff take everything home.
Indoor Activities	Children and supervisors	Social distancing to be maintained as far as possible Large spaces to be used	2		Distance 2 meters No chanting or singing Ventilation

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		<p>Consider carefully activities such as chanting and singing which carry extra risk</p> <p>Ventilation to be enhanced as much as possible</p> <p>If your activities can be conducted outdoors, then they should be</p>			If possible outdoor
Outdoor Activities	Children and supervisors	<p>Social distancing to be maintained as far as possible</p> <p>No contact – i.e. no matches, no tackling</p>	2		<p>2 meters distance</p> <p>No contact</p>
Toilets	Children and supervisors	<p>Toilets to be allocated to bubbles if possible</p> <p>Manage use of toilets to limit the number of children at any one time</p> <p>Children from different bubbles should not use toilets at the same time if possible</p> <p>Toilets to be cleaned frequently. At least 2x per day and between use by different groups if possible</p>	2		<p>Toilets allocated to bubbles</p> <p>limited the number of children at any one time</p> <p>frequently cleaned ( 2x a day or between use by different groups).</p>
Data for Test & Trace	All	Data to be held by the organising group for a minimum of 14 days.	N/A		Test and trace system in place
First Aid	All	<p>Each bubble to have a First Aider if possible</p> <p>First Aider to wear disposable PPE when administering First Aid</p>	3		Medical room with a First Aider wearing the disposable PPE
Symptomatic Individual	All	If a child develops symptoms of Covid-19 while in attendance, they will need to be collected from	2		Parents and staff with symptoms do not allow to attend school and must

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		<p>school immediately</p> <p>Any individual showing symptoms to be kept in an allocated room awaiting collection, with a Supervisor if a child</p> <p>Supervisor to wear PPE, mask and gloves if social distancing of 2m cannot be maintained</p> <p>Test &amp; Trace to be notified. Whole bubble and supervisor may be required to self-isolate for 14 days.</p> <p>All Staff will be tested once a week and register on NHS Covid-19 coronavirus lateral flow test website .</p>			<p>self-isolate and test</p> <p>Person with symptoms kept separately in medical room with supervisor before immediate collection</p> <p>Medical room person must wear PPE, mask/visor, gloves if the distance is not maintained</p> <p>Test &amp; Trace to be notified. Whole bubble and supervisor may be required to self-isolate for 14 days and book a different test  <a href="https://www.gov.uk/coronavirus/get-coronavirus-test">https://www.gov.uk/coronavirus/get-coronavirus-test</a></p>
Individuals not aware of requirements	All	<p>Communicate policies and risk assessment with all parents and staff</p> <p>Share useful links, e.g. as shown</p>	1		<p><a href="https://www.gov.uk/coronavirus/education-and-childcare">https://www.gov.uk/coronavirus/education-and-childcare</a></p> <p><a href="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">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</a></p> <p><a href="https://www.brighthorizons.com/family-resources/talking-to-children-about-covid19">https://www.brighthorizons.com/family-resources/talking-to-children-about-covid19</a></p>

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## 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**