



Date of Assessment: 20th August 2020

Name of Assessor: Parveen Dad (Headteacher)

School: Weekday

Venue: Castlefield Community Centre

This document is to be used in conjunction with the venue’s Covid 19 Risk Assessment.

<p>Hazard/Risk Factors which could contribute to the risk of infection and transmission of Covid 19</p>	<p>Procedures to Manage Risk of Infection or Transmission.</p>	<p>Action by Whom</p>	<p>Action by Date</p>
<p>Arrival and dismissal (drop off and collection)</p> <p>Hand Hygiene</p>	<ul style="list-style-type: none"> • Anyone who has coronavirus (COVID-19) symptoms, such as a raised temperature, a new persistent cough, or a loss or change to their sense of smell or taste, will not be permitted to attend. • Parents will be encouraged to walk their children to the venue or get dropped off by a member of their household in a private vehicle, rather than taking public transport. Children should not car share with anyone outside their household (or bubble). • Carpark entrance will be closed, leaving the area free for children to line up. • Teachers will be outside to receive students, whilst encouraging social distancing, will escort them to their class. During extreme weather conditions, children should be dressed appropriately so that protocols for drop off or collection do not need to change. • Non-contact temperature reading devices will be available to staff. We will not check all students’ temperatures every day but reserve the right to check the temperature of any student at the point they enter the building or any time during the day. • Classes will have a phased return and staggered start and end times with separate entrances and use of toilets as follows: 	<p>All</p> <p>Parents/Guardians notified by SLT</p> <p>Centre Manager</p> <p>All</p> <p>SLT</p>	<p>Ongoing</p> <p>Tue 01.09.20</p> <p>At school start</p> <p>In place ready for school Start</p>

Class	Days at CCC	Arrival time	Collection time	Room	Entrance	Toilet to use
Beg 1 (15) Mon 07.09.20	Mon-Thur	5:00	6:30	Library	Library Fire Door	Reception
Beg 2 (19) Mon 07.09.20	Mon-Thur	5:00	6:30	Main Hall	Main Hall Fire Door	Ribaat
Int (19) Tue 08.09.20	Mon-Thur	5:05	6:35	Side Hall	Main	Disabled
Adv 1 (16) Wed 09.09.20	Mon + Fri	5:10	6:40	Main Hall (temp)	Main Hall Fire Door	Next to Disabled
Adv 2 (15) Wed 09.09.20	Mon-Thur	5:10	6:40	Karima Room (temp)	Main	Next to Disabled

- Parents and children will be informed of their allocated drop off and collection times and the process for doing so.
- Parents will be asked to maintain physical distancing by not gathering at the carpark, also not arriving too early or waiting once they have dropped off/collected their children.
- Siblings starting at later times must remain with their parents and stand away from other students and parents.
- If a student is late to class, parent will bring to the class door whilst wearing face covering. (lateness will be challenged and strongly discouraged).
- Children will be required to sanitise their hands before they enter their classroom
- Children will remain in the same classroom throughout the duration
- Collection - Teachers will ensure children are ready with their belongings and escorted outside at the assigned collection time to ensure a quick handover to parents. This must be adhered to strictly to ensure other

Parents/Guardians notified by SLT	Tue 01.09.20
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	<p>class collections are not compromised, and the number of people in the carpark is limited.</p> <ul style="list-style-type: none"> • Students will sanitise their hands if they cough or sneeze. Students will also sanitise their hands before leaving the premises. • Students will be encouraged to not to touch their mouth, eyes and nose. 		
<p>Face Covering and Personal Protective Equipment (PPE)</p>	<ul style="list-style-type: none"> • Not required during out-of-school provision as children and staff are mixing in consistent groups, and because misuse may inadvertently increase the risk of transmission. • PPE will only be worn if a distance of 2 metres cannot be maintained from any student <u>displaying</u> coronavirus (COVID-19) symptoms. • Staff who work at other settings must change into a fresh set of clothes prior to attending Karima School. 	<p>SLT and Staff</p>	<p>Ready for school start</p>
<p>Social Distancing and group sizes</p>	<ul style="list-style-type: none"> • Monthly assemblies and singing in large groups are currently suspended. • When Salaah times coincide with school time - staff and students will bring in their own prayer mats and pray individually with a suitable distance. • Students are in a consistent group, in different rooms - thereby considerably reducing the extent to which students are mixing with others. • The school operates five classes, three of which have fifteen or less students; however, two existing (pre Covid 19) classes have 19 students. All classes are static (classroom set-up), rather than activities that require a range of movement. The school will ensure these two classes are situated in the two largest rooms and ensure staff and children (in line with the current government guidelines) maintain social distancing and practise hand hygiene. • Students will be supported to maintain distance and not touch staff and their peers where possible. • The school operates a primary school age setting, therefore, social distancing may not always be possible; however, when circumstances allow staff will avoid close face to face contact and minimise time spent within 1 metre of anyone. • Hand sanitisers will be available in all classes, students will be encouraged to clean their hands regularly. 	<p>SLT, Staff and students</p>	<p>Ready for school start</p>

<p>Venue, Classroom Setting and Resources.</p>	<ul style="list-style-type: none"> • Signage at venue stating anyone with Covid 19 like symptoms not permitted to enter the building. • All classes will have a bin with a foot pedal and lid to discard used tissues. All to be informed that coughs or sneezes are be caught in a tissue and disposed of immediately. Public Health’s Campaign of “catch it, bin it, kill it” will be promoted. • Ventilation - as much as possible doors and windows will be left open • Resources - Students will bring in their own labelled pencil case, with equipment required for learning. These items will not be shared. Teachers will also have their own pencil case, which will not be shared with other staff members. • Personal Belongings: will be kept to a minimum and to that which is necessary. • Classroom based resources (books, games), will only be used and shared within designated classes. Shared resources will be clearly labelled. Cleaned prior and post use. • Planners and Reading Records: Teachers/assistants will wear gloves to write on reading records/planners • Frequently touched surfaces - Door handles, light switches etc will be cleaned prior to, and post the sessions. • Seating - Teachers will arrive early to prepare their classrooms. Mini desks will be laid out by teachers prior to students arriving. This will aid the seating of students - students will sit side by side and facing forwards, rather than face to face or side on. Any unnecessary furniture or equipment will be moved out of classrooms to make more space. • Toilet Facilities - For Test and Trace purposes a register will be kept of toilet use. Separate toilets will be allocated to different classes. Good hand hygiene will be promoted, and children encouraged to wash their hands thoroughly, with soap and running water for 20 seconds, after using toilet facilities. Toilets will be cleaned, using standard products such as detergent and bleach, prior to the start of the school and cleaned after the children have left. • Behaviour - Students who do not behave or exhibit behaviour that puts themselves or others at risk (e.g. coughing for a joke) will be sent home. 	<p>Centre Manager</p> <p>Centre Manager</p> <p>Staff</p> <p>Parents/Guardians notified by SLT</p> <p>Teachers</p> <p>Equipment in situ. Staff to implement</p> <p>Centre Manager</p>	<p>20.08.20</p> <p>20.08.20</p> <p>01.09.20</p> <p>Ready for school start</p> <p>School start</p> <p>School start</p>
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<p>Student starts to display signs of coronavirus.</p>	<ul style="list-style-type: none"> • If anyone becomes unwell with a new, continuous cough or a high temperature, or has a loss of, or change in, their normal sense of taste or smell (anosmia), they will be sent home and advised to follow the <u>COVID-19: guidance for households with possible coronavirus (COVID-19) infection guidance</u>. <p>Student with symptoms awaiting collection:</p> <ul style="list-style-type: none"> • Student will await collection indoors, if possible, a window will be opened for ventilation. Due to lack of resource it will not be possible to isolate them outside the classroom, they will therefore be moved to an area (within the classroom) which is at least 2 metres away from other people. • If the student needs to go to the bathroom while waiting to be collected, the bathroom will be isolated from other students and if this is not possible, it will be cleaned and disinfected using standard cleaning products before being used by anyone else. • If a distance of 2 metres cannot be maintained, PPE will be worn by the staff caring/supervising the child whilst they await collection. • Staff member will avoid contact and will wash hands after the student has left. The staff member will not need to isolate. • The affected area will be cleaned with normal household disinfectant which will reduce the risk of passing the infection on to other people. 	<p>SLT, Staff, parent/guardian and students</p>	<p>Ready for school start</p>
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<p>Confirmed Case</p>	<ul style="list-style-type: none"> • When a student or staff member develops symptoms compatible with coronavirus (COVID-19), they will be sent home and advised to follow guidance on self-isolation NHS - when to self-isolate and what to do. The student or staff member with symptoms should arrange to have a test to see if they have coronavirus (COVID-19). They can do this by visiting NHS.UK to arrange or contact NHS 119 by telephone if they do not have internet access. • Teachers will note the order students are sat in (whom they are next to etc.). This will be needed for isolation purposes. • For students who are well and at home (self-isolating) teachers will need to ensure that a high-quality lesson, covering the same material as students who are in school, can be made accessible to them. • There is a small pool of teachers which can be contacted to provide cover for teachers. • Staff members that have tested positive will also need to disclose who they have been in close contact with, as they will need to self-isolate also. • Where the student or staff member tests negative, they can return to the school. If they remain unwell, they will not return until they recover. 		
<p>Test and Trace:</p>	<p>The school will:</p> <ul style="list-style-type: none"> • promote the need to get tested if anyone is symptomatic • Request students and staff to self-isolate if they have been asked to do so • Offer support to staff and students when in isolation • Keep records of which students and staff are in which groups and save this information securely for at least 21 days 	<p>SLT, Staff, parent/guardian and students</p>	<p>Ready for school start</p>

<p>Health and Wellbeing Safeguarding and Child Protection</p>	<p>The coronavirus (COVID-19) outbreak may have caused significant mental health or wellbeing difficulties for some children and they may be at increased risk of harm or abuse.</p> <ul style="list-style-type: none"> • First session to allow children to discuss the personal impact of Covid 19 in their lives. • First session also to be used to create a culture of social distancing and regular hand sanitisation. • First aiders on site during sessions. • Staff to follow the school’s Child Protection Policy and refer any concerns to the Designated Child Protection Lead. • Staff also to be supported during this difficult time. • Open door policy in place for staff. 	<p>SLT, Staff, parent/guardian and students</p>	<p>Ready for school start</p>
<p>Emergencies</p>	<ul style="list-style-type: none"> • In an emergency, the need to keep safe will override the need to socially distance. • Staff may wish to carry a mask with them that they can wear in this, or any other unusual circumstance. • Fire Evacuation - Everyone should leave the building by the nearest safe exit, and line up in the carpark. All students and teachers to line up in their class groups. In order to leave the building quickly, students may come into contact with each other. Students need to separate out again as soon as it is safe to do so. 	<p>SLT and Staff</p>	<p>Ready for school start</p>
<p>Communication</p>	<p>Make all aware of the health and safety risks in the school setting and outline the protective measures the school has in place. Mode of communication as follows:</p> <p>Teachers: Training session and open access to Risk Assessment. Parents: Via letters Children: Guidance that will be inserted into their planners. Other Users: Access to Risk Assessment online Centre Manager: Risk Assessment shared via email</p> <p>All parent/teacher meetings to be held remotely.</p> <p>This document will be revisited fortnightly or when there are changes in guidance. Any changes will be communicated to the whole School community as soon as possible. All staff will need to remain alert to any</p>	<p>SLT</p>	<p>Teacher Training 30.08.20</p> <p>Assistant Training 31.08.20</p> <p>Parent letter sent out 01.09.20</p> <p>Risk assessment online 01.09.20</p>

	changes and implement them as required.		
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