

Covid-19 secure: risk assessment Date 11th June /2nd September 2020

A full risk assessment of your facilities and provision should be carried out and actioned prior to reopening. You should share this risk assessment with your employees and relevant parts with students. This document should be reviewed every three weeks in line with government lockdown reviews in your location. The school is currently re-opening for staff only, students possibly Sept 2020. LanguageUK is now open for online learning and from the 31st Aug 2020 for face to face studies

Risk area	What is the risk?	Who may be at risk?	What is already done/ being done? (& evidence)	What still needs to be done?	By when?
Cleaning – general	Virus transmission	<ul style="list-style-type: none"> ● Students ● Group leaders ● Staff ● Visitors 	<ul style="list-style-type: none"> ● Frequent cleaning of keyboards, mouse, light switches, door handles, desks, chairs, whiteboards, smart boards, shared teaching resources ● Stockpiling of antibacterial wipes, hand sanitizer, hand soaps, disinfectants, paper towels, tissues, rubber gloves, toilet rolls ● Tissue bins emptied throughout the day. 	As and when staff come in, they are responsible for keeping their own workstation clean. Cleaning stations are provided in every room. Shopping list complete. Canteen to be deep cleaned. Please see Jo Galek for any issues regarding cleaning. Cleaning rota in place completed 13 th July 2017 Please note Joanna Galek is now currently cleaning every day all areas, we have an allocated toilet facility for students only this will change once we have more than 4 students in face to face.	We now have a cleaner and Jo oversees what gets done. Canteen deep cleaned 11 th June 2020 He currently does not work full time. Ground floor now ready for all staff. First floor to be complete by 17 th June 2020 All cleaning complete and residential house No 59 ivy lane which is our quarantine house is already prepared and ready.
Cleaning - in cases of symptomatic individuals on site	Virus transmission	<ul style="list-style-type: none"> ● Students ● Group leaders ● Staff ● Visitors 	<ul style="list-style-type: none"> ● Areas where symptomatic individuals have been held will be closed to others then cleaned and disinfected ● Surfaces which symptomatic individuals have been in contact with will be cleaned and disinfected 	A room to be chosen for any staff to be held. Jo Galek is producing cleaning	17 th June 2020 July 2020

			<ul style="list-style-type: none"> • Areas where symptomatic individuals have passed through will be cleaned • In the event of a blood/bodily-fluid spill, students and staff will be kept away from the area • If an area has been heavily contaminated with bodily fluids, cleaning staff will use protection for the eyes, mouth and nose, as well as wearing gloves and an apron • During shifts, cleaning staff will wash hands regularly with soap and water for 20 seconds, and after removing gloves, aprons and other protection used while cleaning. <p>Management of Blood and Bodily Fluid Spillages</p> <p>Decontamination of Reusable Equipment guidance</p>	<p>manual for the school</p> <p>Cleaning rota</p>	<p>13th July 2020</p>
HVAC Systems	Virus transmission	<ul style="list-style-type: none"> • Students • Group leaders • Staff • Visitors 	<ul style="list-style-type: none"> • Systems will be assessed prior to reopening to ensure sufficient ventilation • Filters will be replaced where necessary • Windows will be kept open during school hours to aid ventilation • Doors will be propped open where this does not compromise fire safety or safeguarding. 	<p>N/A</p> <p>All staff must keep their doors and windows open when working in the school.</p>	
Hygiene	Virus transmission	<ul style="list-style-type: none"> • Students • Group leaders • Staff • Visitors 	<ul style="list-style-type: none"> • Staff and students will be reminded to wash their hands for 20 seconds more frequently than normal, including on arrival, before and after eating, and after sneezing or coughing • Antibacterial hand sanitiser and cleaning stations will be provided throughout the school • Staff will clear workspaces and remove waste at the end of a shift • Toilets are to be flushed with lids down to prevent faecal-oral transmission. 	<p>Signage all up in all the toilets. Hand sanitizer available in every office and wipes. Cleaning stations already in the classrooms ground floor only. When staff start to come back into the school Verity will hold a meeting regarding Health and</p>	<p>Meetings are being held as staff return to work on an individual basis.</p>

			Best Practice Hand Washing Best Practice Hand Rubbing	<p>Safety. Toilets are cleaned daily at least 4 times.</p>	
Dealing with symptomatic individuals	Virus transmission	<ul style="list-style-type: none"> • Students • Group leaders • Staff • Visitors 	<p>If someone becomes unwell on the premises, and they, have been in, or are connected to someone who has Covid-19 or symptoms, they should:</p> <ul style="list-style-type: none"> • get at least 2m away from others; go to a separate well-ventilated room/ area behind a closed door • avoid touching anything • cough or sneeze into a tissue and put it in a bin, or if they do not have tissues, cough, and sneeze into the crook of their elbow • use a separate bathroom, where possible. <p>They should use their own mobile phone to call either:</p> <ul style="list-style-type: none"> • for NHS advice: 111 • for an ambulance if they are seriously ill or injured or their life is at risk: 999 <p>They should tell the operator:</p> <ul style="list-style-type: none"> • their symptoms • which country they have come from in the last 14 days <p>The nominated 'Responsible Person' at the school should also contact the local Public Health Protection team on 111. And to book a test please call 119</p> <p>Under 18s</p> <ul style="list-style-type: none"> • If the person is a child, a staff member will be asked to volunteer to supervise the child (probably be the person who has spent most time with the child that day) • The Responsible Person will contact NHS 111 (or 999 in emergencies) on behalf of the child and contact parents • The child will use a separate bathroom which will be cleaned after use¹ • The member of staff who has assisted the student showing symptoms does not need 	<p>Room to be allocated in the school and one bathroom</p> <p>There is a full procedure in place for dealing with symptomatic individuals.</p>	<p>17th June 2020</p> <p>This action takes place from the 31st Aug once face to face student return. We have currently asked all members of staff who have taken any holiday outside of England to be tested upon return</p>

N/A at present

¹[Coronavirus \(COVID-19\): guidance for educational settings - GOV.UK](#)

			<p>to go home unless they develop symptoms themselves</p> <ul style="list-style-type: none"> • They will wash their hands thoroughly for 20 seconds with normal household products after any contact with an unwell student or colleague² • If there is a confirmed case of Covid-19 during provision, guidance will be taken from the local Public Health Protection team. They will discuss the case, identify others who may have been in contact with the affected person, prepare a risk assessment, and advise on any further actions or precautions that need to be taken. <p>Accommodation In the event of a student or host(s) showing symptoms or testing positive:</p> <ul style="list-style-type: none"> • The host agency will be informed • Hosts will need to isolate together with students. <p>Where a student in residential accommodation shows symptoms of coronavirus:</p> <ul style="list-style-type: none"> • The student will need to isolate in the room • Meals and extra linens should be brought to the room • Cleaning should not take place in the room during the self-isolation period • Extra bin bags should be provided for the student. 	<p>11th June 2020</p> <p>N/A at present 11th June 2020</p> <p>Homestay pack needs to be done 13th July 2020 Risk assessment and covid secure guidance have been sent to all homestay, Joanna our accommodation officer is collating all the details</p>	
First Aid			<ul style="list-style-type: none"> • Adequate first aid cover will be arranged • Where there is a shortage of first aid cover, the school will work with neighbouring organisations to share cover • In the event of a symptomatic individual in need of resuscitation, first responders will follow guidance from the UK government COVID-19: guidance for first responders - GOV.UK 	<p>Verity is no longer a First Aider as she was not able to take the refresher course during lock down. Other first aid staff to be contacted.....</p>	

²[Coronavirus \(COVID-19\): guidance for educational settings - GOV.UK](#)

Entrances/Exits	Virus transmission	<ul style="list-style-type: none"> ● Students ● Group Leaders ● Staff ● Visitors 	<ul style="list-style-type: none"> ● Arrival / departure times will be staggered to reduce crowding in and out ● Lunch times/break times will also be staggered to reduce contact between students within the school ● One-way flow routes will be implemented throughout the school ● Separate entry and exit points will be implemented ● Hand cleaning facilities will be provided at entry and exit points 	<p>One-way system put into place, floor markings complete ground floor. 11th June 2020</p> <p>Hand cleaning provided at entrance and exit, once we have students in the lunch time and start times will be staggered. 11th June 2020</p>	<p>First floor to be complete by the 17th June 2020</p> <p>All floors completed including the canteen area.</p>
Corridors/Stairwells	Virus transmission	<ul style="list-style-type: none"> ● Students ● Group leaders ● Staff ● Visitors 	<ul style="list-style-type: none"> ● Stairwells will be separated use - ie. one up, one down. 	<p>Stairways to be completed</p>	<p>June 17th 2020</p>
Offices	Virus transmission	<ul style="list-style-type: none"> ● Students ● Group leaders ● Staff ● Visitors 	<ul style="list-style-type: none"> ● Rota system will plan for the minimum number of people needed on site ● Online meeting tools will be used to avoid face-to-face meetings ● Office layouts and processes will be reviewed to help maintain social distancing ● Employees will be assigned specific floors/rooms to reduce rotation ● Employees will work side-by-side or facing away from each other ● Floor tape will demarcate areas to help employees keep to a 2m distance ● Hot desking will be reduced ● Shared office equipment (staplers, pens, tape, calculators, etc.) use will be limited, with additional equipment provided for staff ● Hand sanitiser will be provided in offices and meeting rooms. 	<p>Administration office two people only with a 3rd person on the line.</p> <p>Staff room 2 people only.</p> <p>We currently have 4 classrooms for any staff to work in that are ready.</p> <p>Ground floor toilets 1 person at a time. All staff should stick to the same room they work in.</p> <p>Any meetings can be held in the main hall by the canteen area.</p> <p>June 11th, 2020</p> <p>All areas have been floor taped.</p>	<p>First floor 17th June 2020</p>
Reception	Virus transmission	<ul style="list-style-type: none"> ● Students ● Group leaders ● Staff 	<ul style="list-style-type: none"> ● A 'Virtual Reception' will be implemented - homestay change requests, level change requests etc. will be done via, Zoom 	<p>Staff only at present you do not need to sign in at present.</p>	<p>We will look again at the reception</p>

		<ul style="list-style-type: none"> • Visitors 	<ul style="list-style-type: none"> • Course book/evaluation form collections and returns will be staggered • Returned course books will be kept separate from other books for at least 72 hours • Student numbers in reception area will be restricted • Outside areas will be used for queuing (where weather conditions allow) • Clear guidance will be provided to students on arrival 	<p>Please make sure you look at all the guidelines in the reception area 11th June 2020</p> <p>All staff upon arrival to wait outside the administration office for your temperature to be taken. This will also include all students once we are face to face.</p>	<p>once we know when we will be taking students back.</p> <p>Date: September 2020</p>
tbcDining Halls/Canteens	Virus transmission	<ul style="list-style-type: none"> • Students • Group leaders • Staff • Visitors 	<ul style="list-style-type: none"> • Seating and tables will be reconfigured to maintain spacing and reduce face-to-face interactions • Kitchen access will be restricted to as few people as possible • Interaction between kitchen staff and other staff will be restricted • Access to walk-in pantries, fridges and freezers will be restricted to one person at a time • Contactless card payments will be used. 	<p>Canteen has been reconfigured 11th June 2020</p> <p>Kitchen access is one person at a time all marked. 11th June 2020</p>	<p>We will look again at the canteen once we know when we will be taking students back.</p> <p>Date: Sept 2020</p>
Deliveries/Collections	Virus transmission	<ul style="list-style-type: none"> • Students • Group leaders • Staff • Visitors 	<ul style="list-style-type: none"> • Times will be scheduled for the collection of goods • Load will be done without interacting with driver • Contact will be minimised during exchange of documentation. 	<p>Currently N/A</p> <p>A poster required for the front reception regarding deliveries. Deliveries are being left at the main door and will be put away once they have been 48 hours in their place.</p>	<p>17th June 2020</p>
Testing (and tutorials)	Virus transmission	<ul style="list-style-type: none"> • Students • Group leaders • Staff • Visitors 	<ul style="list-style-type: none"> • Conduct tests online prior to arrival (totally or partially) • 2m distance will be maintained between tables/desks • Tests will be staggered 	<p>N/A until students return. There are however 4 classrooms available and ready as of the 11th June if anyone comes in to take a test.</p>	

			<ul style="list-style-type: none"> Staff and students to sit at 90degree angles rather than face to face during speaking tests. 		
Inductions	Virus transmission	<ul style="list-style-type: none"> Students Group leaders Staff Visitors 	<ul style="list-style-type: none"> Social distancing in to be implemented in common spaces where presentations/ inductions take place Desks/ chairs will be spaced 2m apart Social distancing guidelines will be included in induction - these will be demonstrated, and concept checked Electronic paperwork will be used where possible (e.g. collecting student emergency contact details) Disposable gloves will be used when collecting passports/identity cards 	<p>Social distancing ground floor is now complete in every room that we were able to access.11th June 2020</p> <p>A new induction pack to be done once we know when we will re-open.</p> <p>Gloves on the shopping lists and will be kept in the administration room.</p>	<p>First floor will be done by 17th June 2020</p> <p>All completed.</p>
Teacher's Room	Virus transmission	<ul style="list-style-type: none"> Students Group leaders Staff Visitors 	<ul style="list-style-type: none"> 2m distance will be maintained between desks/tables/chairs Social distancing will be maintained during teacher meetings Limits will be put on the amount of shared resources (eg. course books) that can be taken home Teachers will be encouraged to prepare lessons at home Sharing of stationery and other equipment will be reduced Shared materials and surfaces (e.g. printer, scanner, tables, guillotine handles) will be frequently cleaned and disinfected 	<p>Cleaning station already in the teacher's room only 2 persons in at a time. 1 person at the photo copier at a time and floor markings are all complete.11th June 2020</p> <p>Teachers room to have a deep clean</p>	<p>Teachers room to have a deep clean speak with Jo to arrange completed please note only 2 teachers in this room at a time. We have coffee and tea making facilities in there.</p>
Classes	Virus transmission	<ul style="list-style-type: none"> Students Staff Visitors 	<ul style="list-style-type: none"> Class sizes will be reduced Break times will be staggered to reduce pressure on the break rooms, Students will be kept in the same small groups A reduced number of teachers will be assigned to each class 	<p>N/A until we get students, cleaning stations ground floor in 4 classrooms are nearly complete, we have 3 classrooms of 6 and one of 3 now.</p>	<p>First floor to be completed 17th June 2020</p>

			<ul style="list-style-type: none"> Classes will be allocated to a specific classroom Students will be assigned a specific table Sitting positions will be 2m apart. Some lessons will be held outdoors (where weather conditions allow) Antibacterial gel 'Cleaning Stations' will be available in class 	All desks and chairs have been marked out. 11 th June 2020	
Homestays	Virus transmission	<ul style="list-style-type: none"> Students Group leaders Hosts 	<ul style="list-style-type: none"> Hosts in high risk groups will be identified will not be used until transmission rate reduces Students who may be in higher risk groups will be identified at booking stage and will be allocated accommodation accordingly Single room (ie. no twin share) options only in the short term - unless students are related or from the same household. Hosts will be provided with additional funds for antibacterial cleaning products 	N//A now Jo has been in constant contact with the homestay hosts so we do have a list of hosts who would like to carry on and once we know when we will re-open for students we will look at the risk assessments Jo will complete her accommodation course in July 2020	All risk assessment sent out Joanna to collate
Homestay Inspections	Virus transmission	<ul style="list-style-type: none"> Students Group leaders Staff 	<ul style="list-style-type: none"> For existing hosts, checks will be conducted online For any new hosts, face to face visits would be necessary, with social distancing and hygiene protocols in place Prospective hosts will be informed ahead of a visit that a 2m distance should be kept Prospective hosts should leave all internal doors open The inspection will be limited to no more than 15 minutes. 	We have 27 families ready to host again a new pack must be sent to them	End of July
Residences	Virus transmission	<ul style="list-style-type: none"> Students Group leaders Staff 	<ul style="list-style-type: none"> Hand sanitiser will be provided in rooms Guidelines will be provided for students - eg, kitchen rotas to reduce contact in kitchen areas Crowded reception areas will be managed - stagger check-in and check-out times, maintain 2m distance through tape/barriers 	Jo Galek will now oversee the Residential, cleaning etc and this will be looked at by Jo and Verity once we are back into work.	59A deep cleaned July 2020 and all bedding washed ready to go. 59 Ivy Lane Quarantine

			<ul style="list-style-type: none"> Hand sanitiser will be provided in reception areas and at lifts. 	Both houses need a deep clean. Kitchen rota required by end of July 2020	houses complete and ready to go
Staffing	Virus transmission	<ul style="list-style-type: none"> Students Group leaders Staff 	<ul style="list-style-type: none"> Staff in the 'shielding' category will not be able to work on site The minimum level of staff needed to deliver provision will be onsite at any one time Staff who are showing symptoms of coronavirus must not come to work Equipment will be provided for employees to work from home (eg. laptops) Where a Fire Marshal is working from home or self-isolating a suitable staff member will be identified to fill the role Where a Designated Safeguarding Lead is unable to work on site, adequate cover will be in place Safer recruitment will be in place for staff and accommodation providers in regulated activity Where staff have been furloughed, they will be given clear guidance on all virus control measures before starting. 	Ece to look at the fire Marshalls Designated staff lead is Verity and Claire, Ece to look at who else may need to be if we are not in. Ece Staff recruitment Jo and Verity accommodation recruitment only. Clear guidance to be given by Ece Vice principle.	
Critical Systems	Virus transmission Health & safety risk Fire Legionnaires Disease	<ul style="list-style-type: none"> Students Group leaders Staff 	<ul style="list-style-type: none"> Prior to reopening, the condition of: <ul style="list-style-type: none"> <input type="checkbox"/> plumbing and water, <input type="checkbox"/> gas, electricity/electrical systems, <input type="checkbox"/> alarm systems, <input type="checkbox"/> call points, fire alarms, fire extinguishers, <input type="checkbox"/> ventilation and air conditioning systems, <input type="checkbox"/> waste and recycling systems, <input type="checkbox"/> IT systems, and <input type="checkbox"/> other critical infrastructure <p>will be checked to make sure it meets health and safety standards.</p>	Suleyman Erdogan will look and maintain all these our maintenance team	

			<ul style="list-style-type: none"> • Kitchens will be deep cleaned and any out of date food will be discarded. • Fire safety systems will be checked prior to reopening, • Fire extinguishers will be checked to ensure they are in date. Where the inspection date has been exceeded, they will be inspected prior to reopening. • While the site is idle, waste will not be allowed to accumulate to reduce the risk of arson and vandalism. • Fire extinguishers will not be used to prop open doors • Fire doors will not be propped open 	Canteen has been deep cleaned and the staff room, All fire systems are checked with southern Monitoring Services and Red Alert.	
Fire Evacuations	Virus transmission	<ul style="list-style-type: none"> • Students • Group leaders • Staff 	Social distancing will be maintained at assembly points		
Sports	Virus transmission	<ul style="list-style-type: none"> • Students • Group leaders • Staff 	<ul style="list-style-type: none"> • Hockey stick handles, golf club handles, goalkeeper gloves, etc. will be cleaned after use • Students will be advised not to expectorate on pitches/ playing surfaces (the threat of yellow/ red cards or sin binning will be used as a deterrent) • Students will be advised not to high five/ embrace after scoring, after games etc. 	N/A we do have a table tennis table in the main hall for all staff if you want to play please ensure you clean the rackets, table, and balls before playing and after playing. Cleaning station to be put in the main hall	17 th June 2020
Music	Virus transmission	<ul style="list-style-type: none"> • Students • Group leaders • Staff 	<ul style="list-style-type: none"> • Students will not use instruments, especially where a mouthpiece is involved • Music equipment will be cleaned appropriately before/after use - piano keys, keyboards, mouthpieces, brass instruments, microphones • The music room will be well ventilated • Staff and students will avoid sitting directly opposite students playing instruments or singing, maintaining a 2m distance. 	N/A 11 th June 2020	

Excursions	Virus transmission	<ul style="list-style-type: none"> ● Students ● Group leaders ● Staff 	<ul style="list-style-type: none"> ● Venue risk assessments and social distancing measures will be acquired prior to a visit - these will be factored into our own risk assessment and guidance for staff and students ● Discussions will be held with your transport supplier on their social distancing and cleaning measures ● Coronavirus (COVID-19): safer travel guidance for passengers will be used to guide activity staff leading excursions on public transport ● Students will be advised to clean hands after using public transport ● Travel will be scheduled to limit exposure to large crowds and rush hours ● Pick-up and drop-off will be reviewed to reduce crowding at one point ● Staff will not share face masks with each other or with students (e.g. where a face mask is required to enter a venue and a student or colleague does not have one). 	N/A 11 th June 2020	
------------	--------------------	--	---	--------------------------------	--

Reviewed 13th July 2020 Reviewed 2nd September