

Health and Safety Risk Assessment – COVID 19

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| The tuition centre | Clear Steps Plus Education | Date of Assessment | 01/04/2021 |
| Assessment Completed By | K Greenwood, A Hampson, T Mclvor | | |

Staying COVID Secure – Our Commitment

We recognise the risk posed by Coronavirus (COVID-19) to our tutors, tutees and their families. Control measures to minimise the risk of infection and the transmission of the virus are provided in this Risk Assessment.

We will ensure, as far as is reasonably practicable, the Health, Safety and Wellbeing of our tutors and tutees.

We will share this Risk Assessment and its findings with staff and consult on its contents.

We will continue to comply with all relevant Health and Safety Legislation.

Our Tutors

| Ref | Control Measure | Yes | No | N/A | Actions Taken Details / Further Information |
|-----|---|-------------------------------------|-------------------------------------|--------------------------|--|
| 01 | All tutors will carry out their own Lateral Flow Tests, twice weekly. If a Positive result, tutor will self-isolate for 10 days either since any symptoms started or if no symptoms, begin the 10-day self-isolation period from when the Positive result was returned. Tutors will book their own PCR Covid-19 Test to confirm result and follow current Government guidance regarding self-isolation. | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Directors will order Lateral Flow Tests for use by tutors. Tutors and Directors' responsibility to immediately report Positive results to a Director. Tutors and Directors to self-isolate for 10 days in line with government guidance. |
| 02 | Any <u>Clinically Extremely Vulnerable</u> tutors are required to self-isolate and must not attend the tuition centre. Where possible they are required to work from home. | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | Currently there are no tutors who qualify for this category. |
| 03 | Any tutors/directors who live with a person who is Clinically Extremely Vulnerable must also not attend the tuition centre and where possible work from home. | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | Currently there are no tutors who qualify for this category. |

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| 04 | Any tutors/director, themselves or persons within their household who have COVID-19 symptoms, should not attend the tuition centre. | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Monitor daily. Tutors and Directors responsibility to immediately report any symptoms to a Director. Individuals showing symptoms would be isolated from group and leave the premises asap. In the event a tutor shows symptoms, parents will be called to collect tutees and the director on call will attend premises to ensure safeguarding. |
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Our Tutees

| Ref | Control Measure | Yes | No | N/A | Actions Taken Details / Further Information |
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| 01 | All <u>Clinically Extremely Vulnerable</u> tutees are required to self-isolate and must not attend the tuition centre. | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | Directors are fully aware of any tutees in this group. Any record is on confidential file. |
| 02 | All tutees who live with a person who is Clinically Extremely Vulnerable must also not attend the tuition centre. | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Directors are fully aware of any tutees in this group. Any record is on confidential file. |
| 03 | All tutees, or persons within their household that have COVID 19 symptoms should not attend the tuition centre. | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Families are fully aware of the tuition centre's policies and practices. |
| 04 | We have the ability to provide secure on-line/distance learning for all tutees who are not in the tuition centre. | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | We are able to provide online learning via secure Zoom. |
| 05 | All tutees in the tuition centre are required to be in cohorts of no more than; 1:4, and only one 1:4 group on at any one time. In the case of mock exams, no more than 4 tutees, socially distanced, at a ratio of 1:4 in separate rooms. | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | For Mock exams, online option will be available and with on-site Mocks, tutees will use both rooms and Poppies workshop placed at 2m apart. |

Our Centre

| Access and Capacity | | | | | |
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| Ref | Control Measure | Yes | No | N/A | Actions Taken Details / Further Information |
| 01 | Designated Entrance and Exit Points to the Building (for each cohort of tutees where possible) for the mock exam. | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Entrance through the front entrance for tutees sitting the exam in the front and middle of the building. Entrance via the rear gate for tutees sitting the exam in the workshop. Parents/carers to meet their children outside the designated area, socially distanced. |
| 02 | Develop, share and display drop off/ collection protocols e.g. Parents should not enter the building for drop off or collection. Tutees to be signed in and out by the child's tutor in sight of the parent/carer. | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Distributed to all families and tutors. Signs clearly display systems. Directors will monitor allocated area at the start and end of sessions. Signage. To advise parents/carers to socially distance. All tutees will finish sessions 5 minutes early in order to exit the tuition centre whilst the next set of tutees/parents/carers should wait outside at the front of the building at the entrance, socially distanced. If parents require feedback they should contact their child's tutor via email or message. |
| 03 | Restrictions on access to the tuition centre by third parties (parents, members of the public, visitors etc). | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | No families to enter building at any time. No visitors are permitted within the building during scheduled tuition sessions. Only essential deliveries allowed. Essential maintenance must be completed during non-working hours. |
| Social Distancing in the Building | | | | | |
| Ref | Control Measure | Yes | No | N/A | Actions Taken Details / Further Information |
| 04 | Learning areas organised maintaining space between seats/ desks where possible for groups. | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | All desks socially distanced. Tutees have their own table and are to bring their own resources and water bottles/snacks. Coats go on the back of chairs and there is to be no sharing of equipment. |

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| 05 | Social distancing message is re-enforced to tutees at regular intervals. | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Rules and behaviour expectations set for each tutee/group of tutees and communicated to parents. |
| 06 | Reduced movement around learning areas- ensure tutees move around separately as much as possible and limit contact with other tutees and tutors. | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Minimal movement internally required. Movement around centre should be limited to toilet access. |
| 07 | Use of photocopier / printer/ storage areas during tuition sessions by other tutors is prohibited. | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Cupboards/printer/photocopier are all out of bounds. |
| 08 | Non-Essential repair / contracted works in buildings to be carried outside school hours | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Any contractors to work outside tuition hours. |

Additional Physical / Social Distancing Measures applied (Please detail below)

| Infection Control, Cleaning and Hygiene Arrangements | | | | | |
|---|---|-------------------------------------|--------------------------|--------------------------|---|
| Ref | Control Measure | Yes | No | N/A | Actions Taken Details / Further Information |
| 01 | Tutors and/or tutees who are experiencing symptoms associated with COVID-19 are instructed not to attend the tuition centre and to refer to <u>current advice and guidance</u> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Will reinforce to all stakeholders on a daily basis. Ensure all aware of <u>current advice and guidance</u> |
| 02 | Tutors who experience COVID-19 symptoms, as above whilst at the tuition centre should immediately go home and follow the guidance set out above. | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | To be implemented and reviewed daily. All tutors to communicate via their own mobile phones. |
| 03 | Tutees who experience COVID-19 symptoms should be collected from the tuition centre as soon as possible. They should be kept apart from all other tutees and tutors whilst on site. | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Parents/carers will be contacted and the tutee will wait at a safe distance until collected. |
| 04 | Provision of hand-hygiene facilities at entrances (regularly monitored & maintained). | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | In place in toilets. Sanitisers near entry points. They will be checked regularly by each tutor/director. |
| 05 | All tutors and tutees are encouraged to regularly sanitise their hands, especially upon arrival at the tuition centre. | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | In place and practice regularly reinforced. Posters around the tuition centre and in toilets giving clear messages. |

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| 06 | Remove unnecessary items from rooms that are hard to clean. | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Tutees, will have their own resources that they will take home and bring back for the next session. |
| 07 | Equipment that may need to be shared (laminators, guillotines etc.) should be cleaned and sanitised before and after use. | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Tutors made aware of the importance to clean and sanitise central resources. |
| 08 | All tutors and tutees are encouraged to cough / sneeze into tissues and dispose of these in appropriate waste disposal bins. (Catch it, Kill it, Bin it) | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Regularly reinforced by tutors. Posters to display message. |
| 09 | Additional lidded bins and increased emptying / replacement are provided / in-place. | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Lidded bins in all learning areas and reception area and double bagging of rubbish. The lid is cleaned each time it is touched and emptied and cleaned at the end of each block of tuition sessions. |
| 10 | Increased frequency of cleaning of communal areas and locations / high contact points (using detergent and hot water followed by a chlorine based disinfectant solution) including: <input type="checkbox"/> Toilets <input type="checkbox"/> Door Handles/ Access Buttons <input type="checkbox"/> Printers/ Photocopiers <input type="checkbox"/> White Boards | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Directors to increase frequency of cleaning areas. |
| 11 | If tutors bring in their own food this should be disposed of appropriately. | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | All tutors and tutees should dispose of any food or drink debris in a covered bin or put away to take home. |
| 12 | Directors/tutors to store, where possible, coats, bags and non-work essential items in the stock cupboard or on the back of their chairs and bags safely under their desks. | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Tutors to keep coats and bags safely tucked away. |

Key Roles and Responsibilities

| Ref | Control Measure | Yes | No | N/A | Actions Taken Details / Further Information |
|-----|---|-------------------------------------|--------------------------|--------------------------|--|
| 01 | Sufficient numbers of trained tutors are in place to provide Emergency First Aid. | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Tutors in place including Paediatric First Aiders. |
| 02 | Sufficient numbers of tutors are in place to enable safe evacuation of the building in the event of an emergency. | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | In the event of a fire the priority will be to leave the building, socially distancing. Once outside the tutees will line up at a safe distance. All tutors and tutees are familiar with their exit points and Assembly point. |

Directors' Use Only

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| Approved by (Directors) | T McIvor K Greenwood A Hampson | Date of Approval | 2/4/2021 |
| Date Provided to tutors | Tutors directed online | Date of Review | In-line with Government guidance date changes |

