**The aim of the document is to minimise the potential risks of Covid–19 and ensure that the health, safety, social and educational needs of**

**children, families and staff are met as far as possible during this next recovery phase.**

The following principles underpin all planning and actions:

● Children’s needs are paramount

● Ensuring effective infection protection and control and preventing the spread of coronavirus -e.g. dealing with direct transmission (for instance,

when in close contact with those sneezing and coughing) and indirect transmission (via touching contaminated surfaces).

● Minimising contact with individuals who are unwell by ensuring that those who have coronavirus symptoms, or who have someone in their household

who does, do not attend YES

● Cleaning hands more often than usual

● Ensuring good respiratory hygiene by promoting the ‘catch it, bin it, kill it’ approach

● Cleaning frequently touched surfaces often using standard products, such as detergents and bleach

● Maintaining social distancing and minimising contact and mixing by altering, as much as possible, the environment (such as classroom layout) and

timetables (such as entry and dismissal times).

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| **Setting:** **Young Education Services** | **Assessment Date:****25th July 2020****Reviewed 7th April 2021** | **Assessed by:****Rebecca White (Assistant Principal)** |

Context: Young Education Services is a tuition and academic assessment centre operating from James Wolfe Primary School in Greenwich. We have been operating an online service only from December 2020. On 12th April 2021 we will resume our summer school face-to-face sessions at our centre for Year 5 students only. From 17th April 2021, we plan to operate our regular weekly timetable of sessions, in accordance with James Wolfe Primary School.

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|  | **Existing measures in place** | **Additional controls required** | **Action by who?** | **Action by when?** |  |
| 1. Planning and organising
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| a.) Existing Health and Safety compliance and building considerations | All usual health and safety compliance checks have been undertaken within required timescales. ● James Wolfe has been open throughout Covid-19. Fire alarm tested on \*\*\*\* ● Thorough cleaning of the school is undertaken every morning. Additional cleaners are working in school to ensure extra attention is paid to frequently touched surfaces. | * Fire evacuation procedures to remain the same - children lining up in playground by wall next to pergola. children now to line up spaced out from other children

- update staff. | James Wolfe Premises manager.AP | Prior to 27th July 2020 |  |
| b.) Class group and size configuration | Pupils allocated to groups of no more than 15 children per group (per day). All groups have been assigned a consistent teacher and TA. If more than 15 children are booked in 1 day, an additional classroom will be used.  | Each group has its own classroom area. | APP |  |  |
| c.) Start and end of day | Parents’ drop-off and pick-up protocols shared to minimise adult to adult contact *(parents may drop off only. If in a car they will drive slowly in through main gates to the annex at back and loop around the playground to exit. If walking, parents may wait with their child at a social distance in the playground and the child will be called in to the building. No adults may enter the annex)*● RBG ‘Social Distancing’ banner for parents displayed in the playground. | Staff member in the playground 5 minutes before drop off and pick up to register pupils in and out of the building.  | APPAll staff | Letter sent to all clients prior to 27th July 2020 and again on 7th April 2021 |  |
| d.) Travel arrangements | Parents have been informed of the Coronavirus (COVID-19): safer travel guidance for passengers and surveyed to ask how their children will be coming to school - most will walk, scoot, cycle or come by car | Safer Travel guidance sent to parents and staff | AP | Prior to 27th July 2020 and again on 7th April 2021. |  |
| e) Classroom and learning environment layout | Thorough cleaning each day is focused on shared areas (e.g. toilets) and those classrooms in use; anti-bacterial wipes available in classrooms for staff use during day; thorough hand washing throughout day - as soon as staff/children arriveat school and at other key times (after playtime, before eating, before home time, after using the toilet).● Windows open in classrooms and offices to increase ventilation.● Children assigned a seat and desk for the day (to keep for their duration with YES); desks spaced as far apart as possible.● Individual stationery packs reduce sharing of resources; children bring their own refillable water bottle and stationary kit.● Staff teaching and model creating space (social distancing) and avoiding unnecessary touching.● Children to use toilets 1 at a time. | To be removed from classrooms:unnecessary resources and furniture; soft furnishings and soft toys; toys that are hard toclean. | JW premises team.TutorsPupilsStaff to have read COVID risk assessment |  |  |
| 1. Communicating your plans and supporting individuals
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| a.) Children, parents and carers | Frequent and regular communication with all children and parents via email.All members of the YES community have been instructed not to enter the school if they are displaying any symptoms of coronavirus (following the COVID-19: guidance for households with possible coronavirus infection). Signage at the school gate and info on the school website reinforces this message. ● Parents have been asked to inform YES if anyone in the house is displaying symptoms and have done so. ● Protocols for minimising adult to adult contact have been demonstrated to parents/carers and supervised by staff so that there is no gathering at entrance gates or in the playground. ● No parents allowed into annex ● Recommendations on transport to and from school shared with parents and link to Coronavirus (COVID-19): safer travel guidance for passengers given | COVID letter sent out to parents before summer school starts.Risk assessment shared with James Wolfe and on YES website. Shared with parents in ‘COVID letter to parents’. | AP |  |  |
| b.) Contractors and suppliers | Additional cleaning employed. ● Non-essential visitors are not allowed access to the school building; small deliveries are left outside the gate and larger ones brought into the playground - supervised by Premises Manager | A station with hand sanitiser to be placed at annex door so that essential visitors clean their hands before entering the annex | Premises team |  |  |
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| 3. Daily Arrangements when open |
| a.) Daily Arrangements - Keeping Cohorts Together | See section 1 above ● Children allocated to a consistent group of up to 15 children; these have consistent staff and a designated classroom - not mixed during the day. ● Children sit in the same chair and same desk for their duration with YES summer program. | Daily register provided to teachers and reception team. | PAPCR | Daily |  |
| b.) Cleaning and Hygiene | Arrangements for routine maintenance of the premises - COVID-19: cleaning of non-healthcare settings guidance reviewed by Premises Manager. ● Thorough daily cleaning -desks, chairs, doors, sinks, toilets, light switches.● Wipes available in classrooms for spot cleaning as and when required. ● Sufficient handwashing facilities are available. ● Sufficient cleaning resources, soap and tissues are in school. ● Tray of tissues, hand sanitiser provided for each classroom.● Staff and children: frequently wash their hands with soap and water for 20 seconds and dry thoroughly in line with guidance on hand cleaning: Clean their hands on arrival at the setting, before and after eating, and after sneezing or coughing are encouraged not to touch their mouth, eyes and nose use a tissue or elbow to cough or sneeze and use bins for tissue waste (‘catch it, bin it, kill it) | Additional cleaning supplies to be purchased for centre / classrooms. | James Wolfe premises teamTutors to ensure pupils wash hands frequently |  |  |
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| 4. Individual care if anyone becomes unwell |
| a.) If anyone becomes unwell on site | If anyone in the YES community becomes unwell with a new, continuous cough or a high temperature they must be sent home and advised to follow the COVID-19: guidance for households with possible coronavirus infection guidance. ● If a child is awaiting collection, they should be moved to the small music room off of the corridor, where they can be isolated behind a closed door, with appropriate adult supervision - a member of staff or a First Aider. The window should be opened for ventilation. (In the unlikely event that it is not possible to isolate them, they will be moved to an area which is at least 2 metres away from other people.) ● If they need to go to the toilet while waiting to be collected, they should use the staff toilet in the corridor. This toilet should be cleaned and disinfected using standard cleaning products before being used by anyone else.● In an emergency, we will call 999 if they are seriously ill or injured or their life is at risk. (There is a mobile phone in the office) We will make it clear to parents/carers not to visit the GP, pharmacy, urgent care centre or a hospital. ● If a member of staff has helped someone who was unwell with a new, continuous cough or a high temperature, they do not need to go home unless they develop symptoms themselves (and in which case, a test is available) or the child subsequently tests positive (see ‘What happens if there is a confirmed case of coronavirus in a setting?’ below section c). They should wash their hands thoroughly for 20 seconds after any contact with someone who is unwell. ● Cleaning the affected area with normal household disinfectant after someone with symptoms has left will reduce the risk of passing the infection on to other people. See the COVID-19: cleaning of non-healthcare settings guidance. |  |  |  |  |
| b.) Testing | All have access to testing if they display symptoms of coronavirus. This will enable them to get back into school and their parents or carers to get back to work, if the test proves to be negative. To access testing parents will be able to use the 111 online coronavirus service if their child is 5 or over. |  |  |  |  |
| c.) Confirmed case of coronavirus in school | If a child or member of staff tests positive for coronavirus, the rest of their group will be sent home and advised to self-isolate for 14 days. In all circumstances, we will follow the advice of Public Health England. More information can be found here: Coronavirus (COVID-19): implementing protective measures in education and childcare settings  | Agree procedure for informing parents/carers if someone in their child’s group tests positive for Covid-19. | PAP |  |  |
| d.) PPE | PPE is only needed in a very small number of cases: - If a child becomes unwell with symptoms of coronavirus while at YES and needs direct personal care until they can return home, a face mask should be worn by the supervising adult if a distance of 2 metres cannot be maintained. - If contact with the child is necessary, then gloves, an apron and a face mask should be worn by the supervising adult. - If a risk assessment determines that there is a risk of splashing to the eyes, for coughing, spitting, or vomiting, then eye protection should also be worn. ● PHE advise that masks should not be worn in any circumstance by those who may not be able to handle them as directed (for example, young children, or those with special educational needs or disabilities) as it may inadvertently increase the risk of transmission. Parents/carers have therefore been advised that children should not wear masks in school. A trained first aider is on duty with YES at all times. | ● Visor, gloves, aprons and masks to be purchased and kept in YES office. | All staff.Trained first aiders |  |  |
| e.) First aid | A Paediatric First Aider is on the YES site at all times.A first aid box is kept in the office.Normal First Aid Procedures apply with the following exceptions: - All staff will be able to treat minor injuries - staff to give children a sealed antiseptic wipe to wipe small cuts and grazes. Procedures as now.  | Ensure all first aid kits are fully stocked.Give copy of risk assessment to all staff members.Ensure that all staff have access to gloves/antibac wipes and hand gel. |  |  |  |
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Documents referred to in this risk assessment:

<https://www.hse.gov.uk/coronavirus/first-aid-and-medicals/first-aid-certificate-coronavirus.htm>

<https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers>