

Organisation	Venue	Activity Description	Facility	Approver Name	Approval Date	Review Date
Ealing Arabic School	Ellen Wilkinson School for Girls, Queens Drive, Acton, W3 0HW	Supplementary language school	School building (classrooms, corridors, toilets); outdoor MUGA area.	Paul Fitzsimons		

Description of activity/hazard	Who might be harmed and how?	Suggested Controls	Risk Level	Details/Notes / Further mitigating actions to consider
Introduction of virus from symptomatic or asymptomatic individuals	All. Staff and students could become infected with COVID-19 and transmit this to their households. If so, they are likely to experience mild symptoms such as fever or cough. In severe cases, this could lead to acute respiratory syndrome respiratory symptoms, and, in rare cases, even death.	<p>Warning signs displayed to stay away if symptomatic or if advised to self-isolate.</p> <p>Advice on website and communicated to parents/guardians in full.</p> <p>Reminders issued to all attendees on a daily basis.</p>	3	<p>Warning signs in place at point of entry, through to each class.</p> <p>Detailed information will be sent via email to all parents prior to our classes reopening, along with online website to be updated, to ensure they are aware of warning signs and the precise guidelines for entering the building/dropping off students/student behaviour in the building.</p> <p>If a pupil or member of staff was to become symptomatic on-site, they would remain in the room they were in. All other students in the class would be immediately removed from the room and taken to one of the back-up rooms. A staircase and exit route would be designated for use by this class and the symptomatic individual (dependent on the class of origin), and all other students would be diverted to avoid contamination. One of the designated First Aid certified members of staff will then deal with the symptomatic individual (they will be provided with PPE for close contact). This individual would be told to get tested for COVID and keep EAS updated with</p>

				<p>progress of testing, while they and their household self-isolate for 14 days. Should the individual receive a positive test result, EAS will then contact all individuals in that class to inform them of their need to self-isolate, and would inform the relevant authorities. Communication would be sent to all parents of students in the bubble (Lower/Upper school) to inform them of a positive test result.</p>
Severe outcome from virus	<p>Vulnerable &amp; extremely vulnerable individuals. Vulnerable staff and students could become infected with COVID-19. If so, they are likely to experience mild symptoms such as fever or cough. In severe cases, this could lead to acute respiratory syndrome respiratory symptoms, and, in rare cases, even death.</p>	<p>Gov advice no longer requires isolation for extremely vulnerable people (after 1/8/20).</p> <p>Consider which duties and activities should be allocated to vulnerable and extremely vulnerable employees and attendees.</p> <p>Extra care protocols for vulnerable and extremely vulnerable attendees</p> <p>Consider that the school caters to BAME individuals (employees and attendees) and therefore give consideration to an increased risk of severe outcomes for this group.</p>	3	<p>Any vulnerable member of staff/volunteer will have limited duties and access to sessions with larger numbers of students.</p> <p>All students declare any medical issues –any at risk or vulnerable child will be ensured to have extra precautions, such as the additional cleaning of area, mask on that and surrounding students, drop off at staggered times.</p>
Contracting the virus through contact with infected surfaces or close contact	<p>All. Staff and students could become infected with COVID-19 and transmit this to their households. If so, they are likely to experience mild symptoms such as fever or cough. In severe cases, this</p>	<p>Promote increased handwashing.</p> <p>Provide hand cleaning facilities / sanitiser stations.</p> <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>	2	<p>Signage and facilities will be made available as far as possible within the school.</p> <p>Sami Khatib will be patrolling school corridors throughout the school day to ensure numbers of moving students are kept low, and that students are using their allocated facilities.</p> <p>Our own posters and signage will be posted in each room, lunchroom, and entry room for our attendees.</p> <p>Each room will have its own sanitation station, for</p>

	could lead to acute respiratory syndrome respiratory symptoms, and, in rare cases, even death.			<p>students and teachers to use before entering the room and before/after movement from the room to another area of the building.</p> <p>We will have our own station at the entrances, for all parents to use (antibacterial) at drop off, and for the students and staff.</p> <p>Each and every student and staff member will be required to wash their hands before lunch and will have lunch in their own classrooms to limit ANY mixing.</p> <p>(wipes, disinfectant space, sanitiser, and additional soap will be provided by EAS)</p>
Contracting the virus through close contact with others, particularly those who you would not normally meet	All. Staff and students could become infected with COVID-19 and transmit this to their households. If so, they are likely to experience mild symptoms such as fever or cough. In severe cases, this could lead to acute respiratory syndrome respiratory symptoms, and, in rare cases, even death.	<p>Social distancing to always be enforced where possible; 1m+ between bubbles.</p> <p><b>Face coverings to be worn always when in communal areas</b></p> <p><b>All Teachers to have a visor with them always.</b></p>	2	<p>EAS will ensure to keep a reasonable amount of space between seats in the classrooms for safety.</p> <p>Classrooms will remain well-ventilated to minimise the ideal conditions for virus transmission, with windows and doors left open at all times.</p> <p>All parents will be notified to bring their masks with them at drop off as well and pick up, and we will have on hand additional ones for those that do not have them.</p> <p>Teachers will always be required to have their own mask/visor (in classrooms) with them wherever they are as well.</p>
Travel	All. Staff and students could become infected with COVID-19 and transmit this	Participants should be advised to arrive by car, on foot or by bicycle and avoid public transport where possible.	2	<p>Guests will have to advise where they are travelling from before arrival.</p> <p>All staff will be expected to drive in to EAS. Sami</p>

	to their households. If so, they are likely to experience mild symptoms such as fever or cough. In severe cases, this could lead to acute respiratory syndrome respiratory symptoms, and, in rare cases, even death.	<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>		<p>Khatib will be supervising the car park area to ensure social distancing <i>between</i> staff is maintained.</p> <p>Anyone travelling on public transport will be asked to change the mask they are wearing and sanitise at our entrance.</p> <p>Students will attend on alternating weeks to limit the number of times they must use public transport and to avoid creating congestion in the local area.</p>
Delivering and collecting children (if relevant to activity)	All. Additional numbers on-site could lead to increased transmission of COVID-19. Staff and students could become infected with COVID-19 and transmit this to their households. If so, they are likely to experience mild symptoms such as fever or cough. In severe cases, this could lead to acute respiratory syndrome respiratory symptoms, and, in rare cases, even death.	<p>Where possible, parents to drop and collect outside the building. EAS staff will greet children and bring them into the school and supervise return to parents.</p> <p>Parents should be socially distanced when dropping and collecting and should not mingle or gather with other households.</p>	2	<p>The system for drop off (one member of family with the child, specific drop off point) will be sent to all parents.</p> <p>There will be a distancing rule, to ensure no congregation, and each teacher will collect their group at a specified time and take them to their classroom and return them to the collection point after the lesson.</p>
Large numbers of people present in one location at drop-off and collection	All. Additional numbers on-site could lead to increased	<p>Advise participants to arrive on time (not too early) and leave promptly</p> <p>Will enforce appropriate queuing,</p>	3	<p>We will enforce a set time for drop off and collection, and have split students into two groups that attend on alternating weeks to avoid any crowding possibilities. Each student will enter the building one by one as to not mix unnecessarily, and classes will be dismissed</p>

	<p>transmission of COVID-19. Staff and students could become infected with COVID-19 and transmit this to their households. If so, they are likely to experience mild symptoms such as fever or cough. In severe cases, this could lead to acute respiratory syndrome respiratory symptoms, and, in rare cases, even death.</p>	<p>distancing, one-way systems etc. as available within the buildings</p>		<p>one at a time for pick-up.</p>
<p>Touching of equipment e.g. tables, chairs, sound equipment</p>	<p>Staff and students. Staff and students could become infected with COVID-19 and transmit this to their households. If so, they are likely to experience mild symptoms such as fever or cough. In severe cases, this could lead to acute respiratory syndrome respiratory symptoms, and, in rare cases, even death.</p>	<p>Enhanced cleaning protocols</p> <p>Regular cleaning of surfaces and contact points</p> <p>Cleaning at beginning and end of each day.</p>	<p>2</p>	<p>Each contact point, table and chair in each room will be cleaned before and after class, and if possible after lunch time. Sanitation materials will be available in each room.</p>
<p>Use of shared equipment</p>	<p>Staff and students. Staff and students could</p>	<p>Sharing of equipment to be avoided completely.</p>	<p>1</p>	<p>Sharing of equipment will be avoided at any cost. Each student will be provided with their own books and equipment for the year and will not be able to share them with other students.</p>

	<p>become infected with COVID-19 and transmit this to their households. If so, they are likely to experience mild symptoms such as fever or cough. In severe cases, this could lead to acute respiratory syndrome respiratory symptoms, and, in rare cases, even death.</p>			
Use of personal equipment	<p>Staff and students. Staff and students could become infected with COVID-19 and transmit this to their households. If so, they are likely to experience mild symptoms such as fever or cough. In severe cases, this could lead to acute respiratory syndrome respiratory symptoms, and, in rare cases, even death.</p>	<p>Use of mobile phones etc. should be limited for reasons of cross-contamination and safeguarding</p> <p>No sharing of personal equipment at all.</p>	1	<p>Any mobile phones or devices are already restricted in the school. Students will not be permitted to use mobiles during school; phone calls/communication with parents happen directly through the school office.</p>
Food & Snacks	<p>Staff and students. Staff and students could become infected with COVID-19 and transmit this to their households. If so,</p>	<p>Attendees should bring their own food, snacks and water bottles.</p> <p>Eating and drinking should take place in classrooms if possible.</p> <p>No sharing of food or water</p>	2	<p>Provision of hot food and snacks by the school has been cancelled. Students will bring their own packed lunches and water. Students will wash their hands before and after lunch as well. Students will eat in their own classrooms to avoid mixing, with teachers sanitising areas after lunch; ALL play breaks will be staggered for safety throughout the day.</p>

	<p>they are likely to experience mild symptoms such as fever or cough. In severe cases, this could lead to acute respiratory syndrome respiratory symptoms, and, in rare cases, even death.</p>	<p>bottles.</p> <p>People eating should be seated not facing any other students.</p> <p>Attendees take their bottles and packaging/food carriers away with them at the end of each day.</p>		
Indoor Activities	<p>Staff and students. Staff and students could become infected with COVID-19 and transmit this to their households. If so, they are likely to experience mild symptoms such as fever or cough. In severe cases, this could lead to acute respiratory syndrome respiratory symptoms, and, in rare cases, even death.</p>	<p>Social distancing to be maintained between bubbles.</p> <p>Face coverings to be worn where possible.</p> <p>Ventilation to be enhanced as much as possible (see 'contracting the virus through close contact').</p>	2	<p>Parents will be advised to make sure the child each brings a mask with them. Students will be expected to wear masks when using 'communal' areas (even if no other groups are there at the time), e.g. stairs, corridors, toilets. Sami Khatib will be constantly checking wearing of masks in communal areas.</p> <p>Parents of students with medical exemptions must bring official medical certification for this to be accepted.</p> <p>Each staff member will be wearing a mask at all times, and teachers will wear visors when in classrooms.</p>
Outdoor Activities	<p>Staff and students. Staff and students could become infected with COVID-19 and transmit this to their households. If so, they are likely to experience mild</p>	<p>Social distancing to be maintained between bubbles.</p>	2	<p>All outdoor activities bar playtime have been cancelled. Student bubbles outside will be staggered, but where two groups are outside simultaneously, distancing will be in place to avoid any interaction.</p>

	<p>symptoms such as fever or cough. In severe cases, this could lead to acute respiratory syndrome respiratory symptoms, and, in rare cases, even death.</p>			
Exceeding Capacity of facility	<p>All. Additional numbers on-site could lead to increased transmission of COVID-19. Staff and students could become infected with COVID-19 and transmit this to their households. If so, they are likely to experience mild symptoms such as fever or cough. In severe cases, this could lead to acute respiratory syndrome respiratory symptoms, and, in rare cases, even death.</p>	<p>Max attendees defined by capacity of facility and must be strictly enforced.</p>	2	<p>Student numbers within class bubbles will be permitted to go above 15; however, bubbles WILL NOT mix. Students have been split into two groups and will use designated entrances and staircases to ensure bubbles are maintained. Each area has its own facilities.</p> <p>Each class must take a register before each lesson begins and always has, which is checked by the team each day. We will also keep a record of the exact number of staff (who will be required to sign in) and students entering as they enter and leave, to have a constant accurate number of those on site.</p>
Toilets (where bubbles of children will be present)	<p>Students and staff. Staff and students could become infected with COVID-19 and transmit this to their households. If so, they are likely to experience mild</p>	<p>Toilets to be allocated to bubbles.</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.</p>	2	<p>Students will not be allowed to enter the toilets with students from outside their bubble. There will be five different toilets in use: 3 on the ground floor (outside – staff; by the IT room – Lower School boys; just before the stairs near the IT room – Lower School girls); 1 on the first floor (Upper School girls); and 1 on the third floor (Upper School boys). Teachers or staff will accompany or monitor all younger students to the toilet and back to the classroom. Students in older</p>



	<p>symptoms such as fever or cough. In severe cases, this could lead to acute respiratory syndrome respiratory symptoms, and, in rare cases, even death.</p>	<p>Toilets to be cleaned frequently.</p>		<p>year groups will be expected to go to the toilet one at a time. Students will only be allowed to go to the toilet during lessons to ensure no classes are mixing in there during break/lunch times.</p>
Data for Test & Trace	<p>All. All. Additional numbers on-site could lead to increased transmission of COVID-19. Staff and students could become infected with COVID-19 and transmit this to their households. If so, they are likely to experience mild symptoms such as fever or cough. In severe cases, this could lead to acute respiratory syndrome respiratory symptoms, and, in rare cases, even death.</p>	<p>Contact data for all attendees to be held.</p>	N/A	<p>Prior to joining our schools, every student is always required to provide full contact details, including a second guardian contact, home address, and personal information, that is always kept both electronically and onsite.</p>
First Aid	<p>Students and staff. Additional numbers on-site could lead to increased transmission of COVID-19. Staff and students could</p>	<p>The organisation has two First Aiders (Aseel Shouhani and Sumaya Alwan).  First Aiders to wear disposable PPE when administering First Aid</p>	3	<p>We have two first aid registered members of staff on site always, and protective measures will be available for them.  All staff have basic first aid training and have been advised on changes to this based on COVID-19 restrictions.</p>

	<p>become infected with COVID-19 and transmit this to their households. If so, they are likely to experience mild symptoms such as fever or cough. In severe cases, this could lead to acute respiratory syndrome respiratory symptoms, and, in rare cases, even death.</p>			
<p>Symptomatic Individual</p>	<p>All. Additional numbers on-site could lead to increased transmission of COVID-19. Staff and students could become infected with COVID-19 and transmit this to their households. If so, they are likely to experience mild symptoms such as fever or cough. In severe cases, this could lead to acute respiratory syndrome respiratory symptoms, and, in rare cases, even death.</p>	<p>If a participant develops symptoms of Covid-19 while in attendance, they will need to leave the site immediately if well enough to do so.</p> <p>Activity must stop immediately.</p> <p>Any individual showing symptoms and unable to leave immediately to be kept in an allocated room awaiting collection, with a Supervisor if a child</p> <p>Supervisor to wear PPE, mask and gloves, and social distancing of 2m to be maintained when not directly treating the individual.</p> <p>Test &amp; Trace to be notified. Whole bubble and supervisor may be required to self-isolate for 14 days</p>	<p>2</p>	<p>Any student displaying symptoms will be isolated immediately and will have to leave the building safely. Parents will be contacted to collect the student to ensure that they are safely and quickly collected from the school.</p> <p>Room the student entered will then be cleaned and schools staff team will be notified immediately of where the student is in the building.</p> <p>We will speak with the parent/guardian immediately to ensure test and trace are notified, and us as a school are notified of the progress of testing, as well as the other parents/s students in the class/school who came into contact who will need to isolate along with the teacher if required.</p>

<p>Individual participants not aware of requirements</p>	<p>All. Additional numbers on-site could lead to increased transmission of COVID-19. Staff and students could become infected with COVID-19 and transmit this to their households. If so, they are likely to experience mild symptoms such as fever or cough. In severe cases, this could lead to acute respiratory syndrome respiratory symptoms, and, in rare cases, even death.</p>	<p>Communicate policies and risk assessment with all participants</p> <p>Share updated useful links on website.</p>	<p>1</p>	<p>EAS held a compulsory virtual training for all staff that will be on-site prior to our start date (training completed 05/09/20)</p> <p>A covid-19 safety document will be drafted, and shared with all parents and guardians/students on how we will operate, so they are prepared prior to arrival.</p>
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**Appendix: Rating Risk**

**Risk Rating – Specific to Covid-19 and SUPPLEMENTARY to general Risk Assessment**

Likelihood	
1	Very unlikely (complete separation of different bubbles)
2	Unlikely (2m distancing of separate bubbles)
3	Moderate (1m+ distancing of separate bubbles)
4	Likely (Less than 1m+ distancing)
5	Very likely (No distancing / large groups)