

# London East Academy & Al Mizan

## School re-opening Risk Assessment

June 2020

The measures listed are based on current (as at 28 May 2020) government guidance:

- › [Actions for education settings to prepare for wider opening](#)
- › [Implementing preventative measures in education settings](#)
- › [Planning guide for early years and childcare settings](#)
- › [Planning guide for primary schools](#)
- › [Guidance for secondary school provision](#)
- › [Safe working in education settings](#)

HAZARD	WHO MIGHT BE HARMED	CONTROLS TO BE PUT IN PLACE	WHO WILL BE RESPONSIBLE	WHEN THE CONTROLS NEED TO BE IN PLACE BY	ADDITIONAL NOTES
Contact with someone suffering from coronavirus	<ul style="list-style-type: none"> <li>• Staff</li> <li>• Pupils</li> <li>• Contractors</li> <li>• Visitors</li> </ul>	<p>Everyone will be asked not to come into school if they or anyone they live with is experiencing coronavirus symptoms, and instead follow official <a href="#">self-isolation guidance</a>. Regular reminders will be given about this.</p> <p>Anyone self-isolating with symptoms will be encouraged to access <a href="#">testing</a>, and the school will help them do this.</p> <p>If a symptomatic person comes into school, they will be sent home immediately or isolated until they can be picked up. Isolate in medical room ( One student at a time) – see <a href="#">this guidance</a> for help with this.</p> <p>999 will be called if they are seriously ill or injured or their life is at risk.</p> <p>In the case of a symptomatic pupil who needs to be supervised before being picked up:</p> <ul style="list-style-type: none"> <li>• If a distance of 2m can't be maintained, supervising staff will wear a fluid-resistant surgical mask</li> <li>• If contact is necessary, supervising staff will also wear disposable gloves and a disposable apron</li> <li>• If there's a risk of splashing to the eyes, such as from coughing, spitting or vomiting, supervising staff will also wear eye protection</li> </ul> <p>Supervising staff will wash their hands thoroughly for 20 seconds after the pupil has been picked up.</p> <p>A deep clean will take place in the areas that the symptomatic person has been in, and PPE will be disposed of properly, following <a href="#">decontamination guidance</a>.</p> <p>If a pupil or a staff member working with pupils tests positive for coronavirus, the rest of their pupil group will be sent home and advised to self-isolate for 14 days (as</p>	Badr – LEA Fazal - AMS	8 <sup>th</sup> June 2020	<p>Staff have been briefed of handling symptomatic pupils, all staff are first aiders</p> <p>The will be a DSL on Site, and other DSIs will be on call if needed</p> <p>PPE available for use in the library (AMS) medical rooms and school's office when required</p>

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		<p>will any staff member who looked after them in school while they were symptomatic).</p> <p>If other cases are detected at school, the local health protection team from Public Health England will be in touch to advise on appropriate action, such as asking more people to self-isolate.</p>			
Contact with coronavirus when getting to and from school		<p>Everyone will be encouraged to walk or cycle into school, and warned to avoid taking public transport during peak times.</p> <p>For anyone who needs to take public transport, they'll be referred to <a href="#">government guidance</a>.</p> <p>For pupils that will need to be dropped off and picked up, parents will be told through messages and signage:</p> <ul style="list-style-type: none"> <li>• Their allocated drop off and collection times, with different pupil groups being given different times <ul style="list-style-type: none"> <li>- staggered start times of (e.g.7:50 and 8:05)</li> <li>- Hometime: staggered pick up times e.g. 4pm - 4:15</li> </ul> </li> <li>• The protocols for minimising adult to adult contact <ol style="list-style-type: none"> <li>1. All staff meetings will be held on line</li> <li>2. Parents entry to school will be minimised</li> <li>3. Social distancing markers will be applied</li> <li>4. Glass panelling installed in both receptions</li> <li>5. Have separate entrances and exits</li> </ol> </li> <li>• That only one parent should attend</li> <li>• Not to gather at entrance gates or doors, or enter the site unless they have a pre-arranged appointment</li> </ul>	HT, FM	8 <sup>th</sup> June 2020	<p><b>Early openings in June for keyworkers' children:</b></p> <p>Staff will have a rota for coming in. The frequency of attendance for staff living far who have to use public transport has been reduced.</p> <p><b>Early openings in June for keyworkers' children:</b></p> <p>Keyworkers to drop and collect from Maryam Centre main entrance unless they're dropping off late in which case they will have to escort</p>

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		<p>Anyone wearing non-disposable face coverings when arriving to school will be expected to bring a plastic bag to keep these in during the school day.</p>			<p>their child to the school on 4<sup>th</sup> floor</p> <p>Glass panelling will be installed by September 2020</p>
<p>Spreading infection due to touch, sneezes and coughs</p>		<p>Handwashing facilities will be provided.</p> <ul style="list-style-type: none"> <li>- Hand sanitizers to be made available at entry points and exit points to the school for parents and parents, pupils and staff</li> <li>- Made available at reception and toilets</li> <li>- Available at medical room too</li> </ul> <p>Everyone in school will:</p> <ul style="list-style-type: none"> <li>• Frequently wash their hands with soap and water for 20 seconds and dry thoroughly using <a href="#">NHS guidelines</a>, or use alcohol-based hand sanitiser to cover all parts of their hands</li> <li>• Clean their hands on arrival, before and after eating, and after sneezing or coughing</li> <li>• Be encouraged not to touch their mouth, eyes and nose</li> </ul>	<p>HT</p>	<p>8<sup>th</sup> June 2020</p>	

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		<ul style="list-style-type: none"> <li>• Use a tissue or elbow to cough or sneeze, and use bins for tissue waste</li> </ul> <p>Pupils will be encouraged to learn and practise these habits in lessons and by posters put up across the school.</p> <p>Supplies for soap, hand sanitiser and disposable paper towels and tissues will be topped up regularly and monitored to make sure they're not close to running out.</p> <p>Lidded bins for tissues, preferably operated by a foot pedal, will be emptied throughout the day.</p>			
Spreading infection through contact with coronavirus on surfaces		<p>Cleaning staff will regularly clean frequently touched surfaces using standard cleaning products (e.g. bleach, detergent), including:</p> <ul style="list-style-type: none"> <li>• Banisters</li> <li>• Classroom desks and tables</li> <li>• Bathroom facilities (including taps and flush buttons)</li> <li>• Door and window handles</li> <li>• Furniture</li> <li>• Light switches</li> <li>• Reception desks</li> <li>• Teaching and learning aids</li> <li>• Computer equipment (including keyboards and mouse)</li> <li>• Sports equipment</li> <li>• Hard toys</li> <li>• Telephones</li> </ul> <p>Items that need laundering (e.g. towels, flannels, bedding) will be washed regularly in accordance with the</p>	HT, ELM maintenance	8 <sup>th</sup> June 2020	

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		<p>manufacturer's instructions, on the warmest water setting. These items will not be shared between children between washes.</p> <p>Areas of the school that are used by pupils will be cleaned thoroughly at the end of the day.</p> <p>Unnecessary items, soft furnishings, soft toys and other toys that are hard to clean will be removed from areas being used and stored elsewhere.</p> <p>Any equipment that is shared will be cleaned between groups of children using it and multiple groups won't use it simultaneously.</p> <p>Shared rooms, such as halls and dining areas, will be cleaned between different groups using them.</p> <p>If a person with coronavirus symptoms comes into school, a deep clean will take place in the areas that the person has been in, following <a href="#">decontamination guidance</a>.</p> <p>Cleaning supplies will be topped up regularly and monitored to make sure they're not close to running out.</p> <p>Teachers will wash their hands and surfaces before and after handling pupils' books.</p>			
<p>Spreading infection due to excessive contact and mixing between pupils and staff in classrooms</p>		<p>Al_mizan - If the pupil numbers exceed 15, then a larger space like halls will be used to ensure social distancing with an assistant. .</p> <p>LEA: If the pupil numbers exceed 15, then a larger space like halls will be used to ensure social distancing.</p> <p>Both Schools continue with: Space will be maintained between pupils, 2m apart where possible, with seats and desks arranged to allow this.</p>	<p>SLT</p>	<p>September 2020</p>	<p>The controls in this section will be effective September 2020</p> <p>AMS keworker's children 6 pupils at the moment who will start attending from 8<sup>th</sup> June 2020</p>

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		<p>The amount of take-home resources will be limited, and the sharing of stationery and other equipment will be prevented where possible. If shared equipment is used, it will be cleaned thoroughly between each group using it.</p> <p>Al-Mizan: As far as possible, the same staff will be assigned to the same group each day.</p> <p>LEA: Teachers may need to switch between groups if subject specialism is needed.</p>			
<p>Spreading infection due to excessive contact and mixing between pupils and staff around the school</p>		<p>Pupils will be kept in the same groups at all times each day.</p> <p>Pupil groups will have staggered timetables, including for break and lunch times, drop off and pick up times, and assemblies, to avoid too many pupils being in one place at the same time.</p> <p>Pupils will stay in the same classroom at the same desk throughout the day wherever possible.</p> <p>Pupils will be supervised at all times to ensure mixing between groups doesn't occur, and they will be reminded about the rules throughout the day.</p> <p>Rooms will be accessed directly from outside where possible, and any corridors will have one-way circulation or a divider down the middle to keep groups apart.</p> <p>All shared rooms, such as sport halls and dining areas, will be kept at half capacity to allow groups to keep apart when using them. They will be cleaned between each use. For dining areas, if this wouldn't be possible, lunch will be brought to pupils in their classrooms.</p> <p>Toilet use will be managed to avoid crowding.</p>	<p>SLT</p>	<p>September 2020</p>	<p>The measures of keeping children in the same classroom and desks will be maintained for early openings for key workers' children</p> <p>How to manage toilet usage: procedures will</p>

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		<p>Staff use of staff rooms and offices will be staggered to limit occupancy.</p> <p>Staff and contractors not working with pupil groups will be asked to maintain 2m distances from each other and from the pupil groups.</p>			<p>be finalised for September 2020</p> <p>For keyworkers' children: Toilets will be labelled for their use only</p>
Spreading infection due to the school environment		<p><a href="#">Checks to the premises</a> will be done to make sure the school is up to health and safety standards before reopening.</p> <p>Fire, first aid and emergency procedures will be reviewed to make sure they can still be followed with limited staff and changes to how the school space is being used.</p> <p>Areas in use will be well ventilated by opening windows or using ventilation units. Doors will be propped open, where fire safety and safeguarding wouldn't be compromised.</p> <p>The use of lifts will be avoided unless essential.</p> <p>Lidded bins will be provided in classrooms and other key locations to dispose of tissues and any other waste.</p> <p>Outdoor space will be used for exercise and breaks, and for education where possible.</p>	HT, FM, MB	8 <sup>th</sup> June 2020	
Spreading infection due to excessive contact and mixing in meetings		<p>Where possible, all meetings will be conducted by telephone or using video conferencing. This includes meetings with staff, parents, visitors and governors.</p> <p>Where this isn't possible, essential meetings will be conducted outside, or in a room large enough to allow for social distancing.</p>			

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Individuals vulnerable to serious infection coming into school		<p>For everyone who could come into school:</p> <ul style="list-style-type: none"> <li>• If they're clinically extremely vulnerable (as defined <a href="#">here</a>), they will continue to learn or work from home</li> <li>• If they're clinically vulnerable (as defined <a href="#">here</a>) – parents should follow medical advice if their child is in this category, and staff in this category will continue to work from home wherever possible. If these staff members cannot work from home, they will be given a role that allows them to be kept 2 metres away from others wherever possible</li> <li>• If they live with someone who's clinically extremely vulnerable, they will only attend if stringent social distancing can be adhered to and, in the case of children, they're able to understand and follow those instructions</li> </ul>	MB	8 <sup>th</sup> June 2020	