**COVID-19 Risk Assessment Checklist**

**For Faith Based Out of School Settings (OOSS)**

Name of OOSS\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date of risk assessment\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name of Covid- 19 Compliance Officer/ Assessor\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_signed\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name of Designated Safeguarding Lead\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_signed\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name of the head of OOSS\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_signed\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Displayed on Website: Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_By \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Area of assessment‘Prevention’ | Risk | System of Control  | DATE Action completed and by whom?  | Further Considerations |
| 1 | Children Attending | Are all parents/carers of children attending the OOSS working, or looking for work, or in education or training during classroom time? | Signed letter from parents/carers stating that they or their partner is working, etc  |  | Create online options for parents who do not fit this critiria |
| Extra student numbers | Stagger lessons  |  | Shorter lessons |
| Arrival mixing | Stagger arrival timing  |  | May have to have different entry/ exit points if possible |
| Home time mixing | Stagger collection |  | Keep a safe hall or similar space to hold children until collected |
| 2 | Cleaning of Premises | Infection from surfaces | Wipe all surfaces |  | Have cleaning routines |
| Infection from air | Open windows |  | Check all open and close well safely |
| Infection from benches | Wipe bench tops |  | Leave a gap of 48 hours if possible. If plastic leave 72 hours gap |
| Cleaning between groups | Class area cleaned |  | Extra staff to speed up cleaning process may be required |
| 3 | Considering Group Sizes |  |  |  | One staff may be appointed/ allocated separately to monitor this and keep records for 21 days |
| Group size max. 15 | Limit enrolment |
| Students fixed to groups | Produce registers |
| Groups separated | Use rooms or hall |
| Groups staggered | 15-20 minutes gap between class timings(for cleaning) |
| 4 | Face coverings | Face coverings must be worn by all staff and students at all times, unless for medical exemption | Signs throughout the building on proper face-coverings.  |  | Have extra face-masks available.  |
| 5 | Effective Infection Protection and Control | Implement safeguarding | No public access to classes |  | Reminders, Posters, awareness of Covid- 19 |
| Social distancing | Parents social distance |
| Students collection | Seat at social distance |
| Students hands | Wash for 20 sec. |
| Students cough/sneeze | ‘Catch it, bin it, kill it’ |
| Contamination in bins | Use bins with lids |
| Student Prayers | Students pray with staff to monitor behaviour and distance |
| Reading loudly / Singing | Students read/ sing quietly  |
|  | Students sit back to back to avoid droplets |
| PERFORMACES: Not allowed for now, | Sit student 1+ m distance |
|  | Sit student sideways |
|  | Use of Perspex screen |
|  | Performed at a distance |
|  | Face forward at a distance |
| 6 | Resources | Teaching Equipment like games, boards etc. | Share with the same bubble where possible |  | Cleaning thoroughly after each class48 / 72 hours gap |
| Teaching and learning resources that are used frequently i.e. pens etc. | Staff and students should have their own |  | Not to share pens etc. and take it back with them. Limit items most essentials to bring in class |
| 7 | How should you manage toilet usage? | Use of toilet at home | Parents informed |  | Information sheet to be emailed or sent digitally |
| Use of OOSS toilet | Student supervised |
| Hygiene  | Student washes hands |
| Toilet cubicle | Sanitised after student useDifferent groups do not use same toilets (if possible) |
| 8 | Reviewing staff availability | Clinically Vulnerable staff | Teach online from home |  | Training and updates to be provided to staff: All policies updated and displayed on website |
| Safeguarding concerns | DSL on site |
| Student injuries or illness | First aider on site |
| Fire safety concerns | Fire warden on site |
| Infection control | H&S/Covid officer on site |
| Cleanliness  | Caretaker on site |
| 9 | Safeguarding  | Staff familiarity | Refresher training |  | Send reminders and updates to staff to look for signs of harm |
| Student Mental wellbeing | Specific Training session |
| DSL awareness | Display safeguarding posters |
| 10 | Mental Wellbeing | Student anxiety | Sessions with DSL |  | Prepare lesson from resources available or use religious text or stories |
| Student anxiety | Mental wellbeing lessons |
| Student experience | Covid-19 awareness lessons |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| 11 | Transport | Public transport | Instruct walking or bike |  | Inform parents and children about risks of using public transport |
| Use of public transport | Ensure mask is worn |
| Distance travelling | Enrol local students only and guide children who come from far to use other OOSS |
| If car is used as transport only children from the same household can travel in one car. No Vans and collection vehicles can be used between families |
|  |  |
| 12 | ‘Response’ Test and trace | Symptomatic staff | Self-isolate 14 days |  | Inform parents contact details will be shared with NHS where required |
| Symptomatic staff | Teach online from home |
| Contact tracing students  | Daily register of students |
| Contact tracing staff | Daily register of staff |

It will be the duty of the Covid-19 Compliance Officer to monitor guidance on the gov.uk regularly, update staff and take actions according to the guidance given.

Guidance updated on 5 November 2020

https://www.gov.uk/guidance/education-and-childcare-settings-new-national-restrictions-from-5-november-2020#ooss