

# Al-Mizan & London East Academy

## Coronavirus risk assessment

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### 5<sup>th</sup> November 2020 Update

The measures listed are based on current (as at 5<sup>th</sup> November 2020) government guidance:

- › [Education and childcare settings: new national restrictions from 5 November 2020](#)
- › [Guidance for full opening: schools](#)
- › [Guidance for full opening: special schools](#) (this includes guidance on pupils with EHC plans that should be useful for mainstream schools as well)
- › [Actions for early years and childcare providers during the coronavirus outbreak](#)
- › [Safe working in education settings](#)
- › [Face coverings in education](#)
- › [COVID-19 contain framework: a guide for local decision makers](#)
- › [How schools can plan for tier 2 local restrictions](#)
- › [Critical workers who can access schools or educational 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>If there are home testing kits available in school, these will be given to parents/carers collecting symptomatic children, and to staff who've developed symptoms at school, if they are unable to get a test elsewhere.</p> <p>Only in exceptional circumstances will staff take symptomatic children home themselves, and in this case one of the following steps will be taken:</p>	Badr – LEA Fazal - AMS	November 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 DSLs 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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		<ul style="list-style-type: none"> <li>• Use of a vehicle with a bulkhead (i.e. the driver is in a separate compartment to any passengers); or</li> <li>• The driver and passenger will maintain a distance of 2m from each other; or</li> <li>• The driver will use PPE (the same PPE as when supervising a symptomatic pupil, as explained above) and the passenger will wear a face mask if they are old enough and able to do so</li> </ul> <p>If a parent or carer insists that a pupil with symptoms attends school, the school will use reasonable judgement and refuse the child if this is necessary to protect pupils and staff. The school will consider all circumstances and the latest public health advice when making this decision.</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 the school becomes aware that a pupil or a staff member has tested positive for coronavirus, and needs advice on next steps, the school will contact the DfE helpline on <b>0800 046 8687</b> and select option 1. (If no advice is required, the school will report the case using the DfE's <a href="#">'online attendance form daily return'</a>). The advice service (or <a href="#">local health protection team</a>, if the call is escalated to them), will carry out a rapid risk assessment to confirm who's been in close contact with the person when infectious. The school will ask (using a template letter from the local health protection team) these people to self-isolate for <b>14 days</b> from the day they were last in close contact.</p> <p>To help with this, records will be kept of:</p>			

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		<ul style="list-style-type: none"> <li>• The pupils and staff in each group</li> <li>• Any close contact that takes place between children and staff in different groups</li> </ul> <p>Close contact means:</p> <ul style="list-style-type: none"> <li>• Direct close contact – face-to-face contact with an infected person for any length of time, within 1 metre, including: <ul style="list-style-type: none"> <li>○ Being coughed on,</li> <li>○ A face-to-face conversation, or</li> <li>○ Unprotected physical contact (skin-to-skin)</li> </ul> </li> <li>• Proximity contacts – extended close contact (within 1 to 2 metres for more than 15 minutes) with an infected person</li> <li>• Travelling in a small car with an infected person</li> </ul> <p>If there are 2 or more confirmed cases within 14 days, or an overall rise in sickness absence where coronavirus is suspected, the school will work with the local health protection team to decide if additional action is needed. Any advice given by the team will be followed.</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 have been told through messages and signage: LEA: Fieldgate street entrance of LMC;</p> <ul style="list-style-type: none"> <li>- Keystage 3 bubble to use the foyer area of LMC</li> </ul>	HT, FM, MB	September 2020	

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		<p>and the staircase on Whitechapel road side</p> <ul style="list-style-type: none"> <li>- Keystage 4 bubble to use the adjacent staircase to the Fieldgate street entrance</li> </ul> <p>Al-Mizan: Maryam Centre, Fieldgate street Entrances used for drop offs and pick ups</p> <ul style="list-style-type: none"> <li>- Year 3 &amp;4 use the Women’s entrance and staircase. Parents will escort their child to the 4<sup>th</sup> floor until entry point to the school</li> <li>- Year 5 &amp; 6 use the Main Maryam centre entrance, pupils will wait in the foyer area until 7:55am</li> <li>- Parents must wear a mask and sanitise</li> </ul> <ul style="list-style-type: none"> <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> <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>Anyone wearing any sort of face covering when arriving to school will wash their hands on arrival (as all individuals will), dispose of/store the covering, and wash their hands again before going to their classroom or office.</p> <p>Everyone will be made aware that they mustn’t touch the front of the covering during use or removal.</p>			<p>Glass panelling installed for reception</p> <p>New toilets have been installed on the second floor at LEA</p>

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		<p>Al-Mizan: Staff and visitors will wear face coverings in areas of the school where social distancing isn't possible, such as in staffrooms. They will be asked to keep on or put on a face covering when arriving at school and moving to classrooms or offices, unless they're exempt from wearing one. Once they've arrived at their destination and need to take the covering off, they'll follow the above steps. A supply of spare face coverings will be kept for anyone who arrives without one or has one that's unsafe to wear.</p> <p><b>LEA:</b> Everyone will be asked to either keep on or put on a face covering when arriving at school and moving to their classroom or office, unless they're exempt from wearing one. Everyone will also be asked to wear a face covering whenever they're moving around indoors in places where social distancing is difficult to maintain, such as in corridors. Once they've arrived at their destination they can take their covering off.</p> <p>Anyone wearing reusable face coverings will be expected to bring a plastic bag to keep these in. If they're using disposable face coverings, these will be put in a covered bin. They'll also be asked to wash their hands after removing the covering.</p> <p>Everyone will be made aware that they mustn't touch the front of the covering during use or removal.</p> <p>A supply of spare face coverings will be kept for anyone who arrives without one or has a covering that's unsafe to wear.</p>			
Spreading infection due		Handwashing facilities will be provided.	HT	September 2020	

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to touch, sneezes and coughs		<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> <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		Cleaning staff will regularly clean frequently touched surfaces using standard cleaning products (e.g. bleach, detergent), including:	HT, ELM maintenance		September 2020

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coronavirus on surfaces		<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 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>			



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		<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>			
Spreading infection due to excessive contact and mixing between pupils and staff in classrooms		<ul style="list-style-type: none"> <li>- Classrooms sizes limited to 30 pupils</li> <li>- All students will return to school for both AMS and LEA</li> <li>- In LEA, there will be 2 bubbles of KS3 &amp; KS4</li> <li>- KS3 will use the West side of the 2<sup>nd</sup> floor classrooms including the toilets situated there.</li> <li>- KS4 will use the east side of the 2<sup>nd</sup> floor classrooms with allocated toilets there.</li> <li>- Different Key stages will not be allowed to mix and will have their own designated areas for learning, breaks and toilets</li> <li>- Timetable amended to indicate dedicated spaces for learning</li> <li>- Ks3 and Ks4 will not be allowed to mix</li> <li>- All staff will maintain social distancing from pupils as they will be involved with both bubbles</li> <li>- Pupils will be seated side by side facing forward</li> <li>- Special arrangements will be made for the use of the ICT suite by keystage 3 bubble for a particular</li> </ul>	SLT	September 2020	<p>The controls in this section will be effective September 2020 September 2020</p> <p>November 20</p>

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		<p>day with a deep clean taking place before and after.</p> <p>Al-Mizan school</p> <ul style="list-style-type: none"> <li>- Year 3 and 4 will be in one bubble and year 5 and 6 will be in the second bubble</li> <li>- Each bubble will have its own designated spaces for learning, breaks and toilets</li> <li>- Year 3s and 4s will have the section of the school where their classrooms are located including the library and toilets for their dedicated use</li> <li>- Year 5s and 6s will have 2 classrooms, the 3<sup>rd</sup> floor hall, and the toilets in the 3<sup>rd</sup> for their dedicated use</li> </ul> <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>Staff can work across different groups in order to deliver the school timetable, but they will keep their distance from pupils and other staff as much as they can (ideally 2 metres apart). This won't always be possible, particularly when working with younger children, but close face-to-face contact will be avoided, and time spent within 1 metre will be minimised.</p> <p>For physical activity, contact sports will be avoided. Outdoor sports will be prioritised where possible, or large indoor spaces used where it is not. Distance between pupils will be maximised as much as possible.</p> <p>Staff can work across different groups in order to deliver the school timetable, but they will keep their distance from</p>			

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		<p>pupils and other staff as much as they can (ideally 2 metres apart). This won't always be possible, particularly when working with younger children, but close face-to-face contact will be avoided, and time spent within 1 metre will be minimised.</p> <p>Any pupils with complex needs or who need close contact care will have the same support as normal as distancing isn't possible here. Staff will be rigorous about hand washing and respiratory hygiene.</p> <p>Supply teachers, and other temporary staff will be told to minimise contact and maintain as much distance as possible from other staff. The number of temporary staff entering the school premises will be kept to a minimum.</p>			
Spreading infection due to excessive contact and mixing between pupils and staff around the school		<p>Pupils will be kept in the same groups and bubbles at all times each day.</p> <p>Pupil groups will have a uniform timetable, but with dedicated uses of spaces, including for break and lunch times, drop off and pick up times, and assemblies.</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>All shared rooms, such as sport halls and dining areas, will be used for specific year groups. They will be cleaned between each use if another group uses it. For dining areas, if this wouldn't be possible, lunch will be brought to pupils in their classrooms.</p>	SLT	September 2020	

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		<p>Toilet use will be managed to avoid crowding.</p> <p>Staff use of staff rooms and offices will be staggered to limit occupancy.</p> <p>Movement around the school site will be kept to a minimum to avoid creating busy corridors. Teachers must usher students in to the classes during changeovers, and not line them up outside the classrooms.</p> <p>Staff and visitors will wear face coverings in areas of the school where social distancing isn't possible, such as in staffrooms. They will be asked to keep on or put on a face covering when arriving at school and moving to classrooms or offices, unless they're exempt from wearing one. They'll be given clear instructions about how to put on, remove and store/dispose of face coverings safely.</p> <p>The afterschool programs maintain the same bubbles that's in place during the day.</p>	SA	Novmeber 20	
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</p>	HT, FM, MB	Sept 2020	

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		<p>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>			
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>		Sept 2020	
Individuals vulnerable to serious infection coming into school		<p>Staff who have received a shielding letter or been advised to stay at home by their GP/clinician will not come into school if possible.</p> <p>Staff who are clinically vulnerable or clinically extremely vulnerable and coming into school will be placed in the safest possible on-site roles where it is possible to maintain social distancing. For staff who are otherwise at risk (e.g. BAME staff), we will consider putting specific protective measures in place. Individual risk assessments have been completed by all staff</p>	MB	Sept 2020	