



**LONDON EAST ACADEMY  
& AL MIZAN SCHOOL**

ISLAMIC SECONDARY SCHOOL FOR BOYS & ISLAMIC JUNIOR SCHOOL

# Coronavirus: risk assessment with changes for national lockdown September 2021 update

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HAZARD	CONTROL MEASURES	NOTE ON CHANGES DURING NATIONAL LOCKDOWN (THESE ARE ALSO REFLECTED IN 'CONTROL MEASURES' COLUMN)	PERSON(S) RESPONSIBLE	WHEN THE CONTROLS NEED TO BE IN PLACE BY	ADDITIONAL NOTES
	<p>staff will wear a fluid-resistant surgical mask</p> <ul style="list-style-type: none"> <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>Only in exceptional circumstances will staff take symptomatic children home themselves, and in this case one of the following steps will be taken:</p> <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</li> </ul>	<p>allow staff to attend school</p> <p>(There are documents available on the government's <a href="#">document sharing platform</a> to help you with the programme, including a privacy notice and guidance on administering tests.)</p> <p><b>Dealing with a coronavirus outbreak (all schools):</b></p> <p>All schools need to work with the local health protection team to decide if additional action is needed if there are 2 or more confirmed cases within 10 days, or an overall rise in sickness absence where coronavirus is suspected.</p>		Ongoing	

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	<p>maintain a distance of 2 metres from each other; or</p> <ul style="list-style-type: none"> <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>A deep clean will take place in the areas that the symptomatic person has been, and PPE will be disposed of properly, following <a href="#">decontamination guidance</a>.</p> <p><b>Rapid testing programme from the start from the 1<sup>st</sup> September for LEA:</b></p> <p>We will provide staff and parents/pupils (as appropriate to the pupil's age) with a privacy notice, and parents/pupils (as appropriate to the pupil's age) with a consent form, so they can consent to testing.</p> <p>We will offer <b>staff</b> 2 lateral flow</p>		<p>SLT MB, FM External Covid testers</p>	<p>8<sup>th</sup> march 2021</p>	

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	<p>tests per week.</p> <p>We will ask <b>pupils</b> to take 2 lateral flow tests upon their return to school.</p> <p>In both cases:</p> <ul style="list-style-type: none"> <li>• We will carefully read the government's guidance on administering tests and ask the individual to read the instructions in the test kit carefully / explain the instructions to them (as appropriate) to make sure everyone knows how to safely administer or self-administer tests</li> <li>• If the lateral flow test is <b>positive</b>, we will follow the same steps (laid out above) as if that pupil/staff member were displaying symptoms, but they <b>won't</b> need to take a 'standard' coronavirus (PCR) test to confirm their result</li> <li>• If the lateral flow test is <b>negative</b>, we will ask them to take another lateral flow test between 3 and 5 days later. If this second test is positive, we will follow the same steps</li> </ul>				

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	<p>(laid out above) as if that pupil/staff member were displaying symptoms, but they <b>won't</b> need to take a 'standard' coronavirus (PCR) test to confirm their result</p> <p>We won't need to see evidence of a negative test result in order to allow staff and pupils to attend school.</p> <p>All staff and pupils will continue to follow the measures set out in this risk assessment, even if we're participating in rapid testing.</p> <p>We will keep accurate records of all test results, and only share health records with the relevant people.</p> <p>We'll record all lateral flow test results, whether positive or negative, on the NHS Test and Trace Log Results <a href="#">website</a>.</p> <p>-----</p> <p><b>For Al-Mizan School:</b></p>		SLT of AMS	8 <sup>th</sup> March 2021	

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	<p><b>Rapid testing programme from the start of September 2021:</b></p> <p>We will provide staff with a privacy notice so they can consent to testing. Staff will be offered 2 lateral flow tests per week, for use at home.</p> <p>We will ask them to carefully read the government's guidance on self-administering tests, alongside the instructions in their test kit, to make sure they know how to safely do this.</p> <p>We won't need to see evidence of a negative test result in order to allow staff to attend school.</p> <p>Any staff members receiving a positive lateral flow test result will be told:</p> <ul style="list-style-type: none"> <li>• To remain at home, take a standard coronavirus (PCR) test and let us know the result (if a home testing kit is available in school, this can be given to them, if they have barriers to accessing testing elsewhere)</li> <li>• That they, and members of their</li> </ul>				

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	<p>household, should self-isolate in line with the latest government guidance</p> <ul style="list-style-type: none"> <li>• That they should report their lateral flow test result, either via the <a href="#">test reporting website</a> or by calling 119</li> </ul> <p>As soon as we hear that a staff member has tested positive with a lateral flow test, we will follow the same cleaning measures (laid out above) as if that staff member had been symptomatic while in school.</p> <p>All staff and pupils will continue to follow the measures set out in this risk assessment, even if we're participating in rapid testing.</p> <p>We will keep accurate records of all test results, and only share health records with the relevant people.</p> <p>-----</p> <p>If the schools becomes aware that a pupil or a staff member has tested positive for coronavirus with a PCR</p>		Both schools' SLT	Ongoing	



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	<p>test or a lateral flow test 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.</p>				
<p>Contact with coronavirus when getting to and from school</p>	<p>Everyone will be encouraged to walk or cycle into school, and asked to avoid taking public transport during peak times if possible.</p> <p>Anyone who needs to take public transport will be referred to <a href="#">government guidance</a>.</p> <p><b>Parents/carers who need to drop off and pick up pupils will be told through messages and signage:</b></p>	<ul style="list-style-type: none"> <li>• <b>Face coverings</b> – staff are not required to wear face masks at both schools unless they want to</li> <li>• <b>AMS:</b> pupils do not need to wear masks</li> </ul>	<p>All staff, parents, pupils</p>	<p>Ongoing</p>	

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	<p><b>LEA:</b> Fieldgate street entrance of LMC;</p> <ul style="list-style-type: none"> <li>- No bubbling</li> <li>- Pupils will sanitise</li> <li>- Pupils will proceed to the second floor</li> </ul> <p><b>Al-Mizan:</b> Fieldgate street entrance of LMC</p> <ul style="list-style-type: none"> <li>- Parents to drop their chil off at the ground floor LMC hall between 7:45- 7:55</li> <li>- Pupils will sanitise</li> <li>- Teachers will escort pupils to school site</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</li> </ol> </li> </ul>		All staff and	Ongoing	

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	<p>will be minimised</p> <p>3. Glass panelling installed in both receptions</p> <ul style="list-style-type: none"> <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>In all schools, <b>face coverings:</b></p> <ul style="list-style-type: none"> <li>• No longer need to be worn by pupils, staff or visitors either in classrooms or in communal areas</li> <li>• Are no longer legally required on public transport</li> <li>• Are 'expected and recommended' in enclosed and crowded spaces where people may come into contact with others they don't normally meet, such as on public or dedicated school</li> </ul>		parents		

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	<p>transport</p> <p>Refer to outbreak management plan for further info on when face coverings can be reintroduced.</p>		All staff	Ongoing	
Spreading infection	Handwashing facilities will be provided.		All staff & pupils	On going	

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<p>due to touch, sneezes and coughs</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, after breaks, if they change rooms, 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</li> </ul>				

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	<p>sneeze, and use bins for tissue waste</p> <p>Pupils will be encouraged to learn and practise these habits in lessons and by posters put up across the school.</p> <p>Help will be available for any pupils who have trouble cleaning their hands independently. Skin-friendly cleaning wipes can be used as an alternative. Young children will be supervised during hand washing.</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	Cleaning staff will regularly clean frequently touched surfaces using standard cleaning products (e.g.		Cleaning staff Office manager	On going	

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contact with coronavirus on surfaces	bleach, detergent), including: <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>• Books and games and other classroom-based resources</li> <li>• Computer equipment (including keyboards and mouse)</li> <li>• Sports equipment</li> <li>• Hard toys</li> <li>• Telephones</li> <li>• Outdoor play equipment</li> </ul> Pupils and parents/carers will be asked to limit the amount of equipment they bring into school each day to essentials like bags,				

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	<p>lunch boxes, hats, coats, books, stationery and mobile phones.</p> <p>Areas of the school that are used by pupils will be cleaned during the school day once and thoroughly at the end of the day.</p> <p>Areas of the school not in use will be shut off to make cleaning more manageable.</p> <p>Any resources shared between groups, such as sports, art and science equipment, will be either:</p> <ul style="list-style-type: none"> <li>• Cleaned frequently and meticulously, and always between groups using them; or</li> <li>• Rotated so they can be unused and out of reach for 48 hours (72 hours for plastics) between use by different groups</li> </ul> <p>The same rules will be followed for books and other shared resources that pupils or staff take home. However, unnecessary sharing will be avoided, especially where it doesn't contribute</p>				



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	<p>to pupil education and development.</p> <p>Individual and very frequently used equipment, like pens and pencils, will not be shared.</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>				
Spreading infection due to excessive contact and	<ul style="list-style-type: none"> <li>- Classrooms sizes limited to 30 pupils</li> </ul>	<ul style="list-style-type: none"> <li>• If there is a shortage of staff during national lockdown to implement these protective measures, we will speak to the local health protection team for</li> </ul>	SLT	On going	

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<p>mixing between pupils and staff in lessons</p>	<p>Pupils will be seated side-by-side and facing forwards, and unnecessary furniture will be moved out of classrooms to allow for this.</p> <p>We will follow the government's <a href="#">guidance</a> for lessons involving drama, recitation, These will take place outside wherever possible. If taking place inside, larger, well-ventilated rooms will be used and the number of people will be limited to allow for social distancing.</p> <p>Any background or accompanying music will be kept to levels which don't require teachers or other performers to raise their voices if they don't have to. Microphones will be used to avoid the need for shouting or prolonged periods of loud speaking or singing. Where possible, microphones, instruments or other equipment won't be shared.</p> <p><b>If we're in local restriction tiers 3 or 4, or during national lockdown:</b> We will not host performances with</p>	<p>advice. If advised that we need to temporarily stop your on-site provision, we will inform the local authority (LA), governing body and stakeholders and switch to remote learning for those days</p> <ul style="list-style-type: none"> <li>• <b>Assemblies</b> – Physical and virtual assemblies will take place</li> <li>• <b>Testing for temporary staff</b> - Supply teachers, other temporary staff will also participate in the rapid testing programme. Optional until the end of September 2021</li> </ul>			

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	<p>an audience.</p> <p>For physical activity, we will follow the same guidance for cleaning equipment and grouping pupils as in all areas of the school. Outdoor sports will be prioritised where possible - where it is not, we'll use large indoor spaces with sufficient ventilation. Distance between pupils will be maximised as much as possible.</p> <p>For team sports, we will follow the <a href="#">government guidance on team sport</a>.</p> <p>Staff can work across different groups in order to deliver the school timetable.</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><b>Refer to outbreak management plan in the event of a local</b></p>				

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	<b>outbreak or lockdown.</b>				
Spreading infection due to excessive contact and mixing between pupils and staff around and outside of the school	<p>Pupil groups will have a uniform timetable.</p> <p>Year groups will be able to mix during lunch and transitions</p> <p>Pupils will stay in the same classroom at the same desk throughout the day wherever possible.</p> <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>	<ul style="list-style-type: none"> <li>• <b>After-school clubs</b> – <ul style="list-style-type: none"> <li>- Afterschool Tahfiz class for LEA will continue as normal</li> <li>- Interventions will also continue without mixing year groups</li> </ul> </li> <li>• <b>Educational visits</b> – Educational <b>day visits</b> and <b>domestic residential visits</b> can go ahead.</li> <li>• Explain that you'll carry out a separate risk assessment for each educational visit to determine whether it can be undertaken safely.</li> </ul>	All staff	Ongoing	
Spreading	Checks to the premises will be done	• <b>Fire safety and drills</b> –	Mosque	On going	

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infection due to the school environment	<p>to make sure the school is up to health and safety standards.</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>This will include checking that all fire doors are operational at all times, and that the fire alarm system and emergency lights have been tested and are fully operational. Emergency fire drills will be carried out as normal with adjustments made to allow for social distancing.</p> <p>Areas in use will be well ventilated by:</p> <ul style="list-style-type: none"> <li>Using ventilation units - if possible, systems will be adjusted to full fresh air or, if not, then systems will operate as normal as long as they are within a single room and supplemented by an outdoor</li> </ul>	<ul style="list-style-type: none"> <li>All fire doors are operational at all times</li> <li>Your fire alarm system and emergency lights have been tested and are fully operational</li> </ul> <ul style="list-style-type: none"> <li>Carry out emergency drills as normal – make any necessary adjustments to your fire drill to allow for social distancing</li> <li><b>Ventilation</b> –you’ll need to maintain these in accordance with the manufacturers’ recommendations.</li> <li>Windows to remain open</li> <li>Use conditioning where available</li> </ul>	management SLT		

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	<p>air supply. These systems will be maintained in accordance with the manufacturers' recommendations</p> <ul style="list-style-type: none"> <li>• Opening windows</li> <li>• Propping open internal and external doors, where fire safety and safeguarding wouldn't be compromised</li> </ul> <p>A comfortable temperature will be maintained alongside increased ventilation by:</p> <ul style="list-style-type: none"> <li>• Opening high level windows in preference to low level to reduce draughts</li> <li>• Providing flexibility to allow additional, suitable indoor clothing</li> <li>• Increasing the level of ventilation while spaces are unoccupied (e.g. between classes, during break and lunch, when a room is unused).</li> </ul>				

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	<p>This means keeping windows slightly open while the room is occupied and opening more widely while unoccupied</p> <ul style="list-style-type: none"> <li>• Rearranging furniture where possible to avoid direct drafts</li> </ul> <p>The use of lifts will be avoided unless essential.</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	Meetings can be conducted by telephone or using video conferencing or physically. This includes meetings with staff, parents/carers, visitors and governors.		SLT & all staff	Ongoing	