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| **Risk Assessment Form** |
| **Activity/ workplace assessed:** | Reopening of Foreman Tutoring  |
| **Location:** | 28 Heol Yr Onen, Bryncenydd, Caerphilly, CF83 1AR. |
| **Person(s) conducting or consulted:** | Mr Matthew Foreman & Mrs Leanne Foreman |
| **Assessment reference number:** | 1 |
| **Date:** | 25/08/2020 |
| **Review due date:** | 30/09/2020 or in the vent of significant change. |
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| **Review on:** | Reviewed date |
| **Reviewed by:** | Reviewer name |

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| **Significant** **Hazard** | **People at risk and what is the risk**What is the harm that is likely to result from the hazard | **Existing control measures**What is currently in place to control the risk? | **Risk Rating** | **Further action if required**What, if any is required to bring the risk down to an acceptable level? | **Actioned to:**Who will complete the action? | **Due date:**When will the action be complete by? | **Completion date:**Initial & date once the action has been completed |
| Likelihood | Severity/ Consequence | Multiply(L) x (SC)to produce Risk Rating (RR) |
| **(L)** | **(S/C)** | **(RR)** | **L/M/H** |
| Distribution of air contaminated with covid-19.  | All persons inhaling air contaminated with covid-19 recirculating the cabin.  | * Cabin windows can be opened to help ventilate the room.
* Students have a choice to wear a mask if they wish.
* Students will be kept 2m apart at all times which has been outlined with hazard tape.
* 2m queuing stickers have been placed on the floor outside the cabin for anyone who arrives early.
* Parents to conduct a health check of their child the day of their session.
 | 1 | 1 | 1 | Low | * Cabin windows can be opened to help ventilate the room.
* Students have a choice to wear a mask if they wish.
* Students will be kept 2m apart at all times which has been outlined with hazard tape.
* 2m queuing stickers have been placed on the floor outside the cabin for anyone who arrives early.
* Parents to conduct a health check of their child the day of their session.
 | Staff StudentsParents | Each Session | Ongoing. |
| Spread of COVID -19 Infection – Dropping off/ Picking-Up | Students have been told not to arrive early. But in the unlikely case they do, stickers have been laid out to enforce the 2m social distancing.  | * 2m queuing stickers have been placed on the floor outside the cabin for anyone who arrives early.
 | 1 | 1 | 1 | Low | * 2m queuing stickers have been placed on the floor outside the cabin for anyone who arrives early.
 | As above | Each session | Ongoing |
| Cross infection of Covid-19 virus general. The case of a fire.  | Staff, pupils, parents and visitors at risk of covid-19 transitionStaff and Students leave the cabin in an orderly fashion maintaining the 2m distance to the designated location. | * Well-publicised Government health campaign that anyone with recognised symptoms of Covid-19 is instructed to self-isolate at home.
* 2m social distancing rule well established nationally and regularly re-enforced in national media, Government communications, internal messages and signage at office.
* The classroom and equipment used to be thoroughly sanitised at the end of each session.
* Hand gel provided on each desk for both pupils and staff.

Staff and student knowledge of 2m distance.  | 11 | 41 | 41 | LowLow | * Consider maximum safe occupation of the classroom.
* All staff and pupils to adhere to 2m distancing from others where possible, and keep duration of closer proximity to minimum (e.g. to pass in a narrow area).
* Symptomatic students who are contacted by the ‘track and trace’ service, to notify M or L Foreman of their absence and requirement to self-isolate.
* The classroom and equipment used to be thoroughly sanitised at the end of each session.

Hand gel provided on each desk for both pupils and staffStaff and student knowledge of 2m distance. | Students, Parents, Staff | Ongoing | Ongoing |