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**Saturday School Success Ltd**

**Tutoring Risk Assessment for Covid 19 outbreak**

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| **Streetly Methodist Church** Assessment conducted by: Jane Mason | Job title: Director Of Saturday School Success | Covered by this assessment: all staff . all parents /carers and attending pupils,  |
| Date of assessment: 16.07.2020 | Review interval: every school half term | Date of next review: January 2021 |

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| **Related documents** |
| Safeguarding policy , Heath and Safety Policy and Fire Evacuation Policy |

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| **Risk rating** | **Likelihood of occurrence** |
| **Probable** | **Possible** | **Remote** |
| **Likely impact** | **Major**Causes major physical injury, harm or ill-health. | High (H) | H | Medium (M) |
| **Severe**Causes physical injury or illness requiring first aid. | H | M | Low (L) |
| **Minor**Causes physical or emotional discomfort. | M | L | L |

| **Area for concern** | **Risk rating prior to action****H/M/L** | **Recommended controls** | **In place?****Yes/No** | **By whom?** | **Risk rating following action****H/M/L** |
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| Awareness of policies and procedures |  **Low**  | Tutoring Staff will read and familiarise themselves with relevant policies, including the following: * + **Health and Safety Policy**
	+ **Child Protection and Safeguarding Policy**
	+ **Fire Safety Policy**
	+ **Privacy Policy**
* The parents of children who attend tutoring are given relevant information, with all policies being found on the website.

[www.Saturday](http://www.saturday) school success.co.uk* Staff are contacted weekly by email updating Government guidance and Church Policy
* All staff members undergo updated DBS checks every **three years**
 | **Y** | **Jane Mason** |  **LOW** |
| Limit risk of infection around the building | **L** | * The sessions will be arranged for an hour with a fifteen minute gap to enable parents to leave before new parents arrive
* Parents and children must follow the one way system
* Parents and children need to arrive promptly and not queue in the corridor after the session ,
* From March 2021 Parents will wait in the car park and children will be escorted to the fore door , one group at a time
* Parents must adhere to the safety rules for sanitization and social distancing set out in this risk assessment.
* Track and Trace is in place for all tutors who sign in .
* JM, DB and SC carry out lateral flow tests at their work place
 | **Y** | **Jane Mason**  | **Low** |
| Arrangements for social distancing around the building  | L | * Parents to use main entrance and leave through the blue door , children enter the hall and parents leave
* Parents to leave quickly
* Children to use hand sanitizer at the door / table , before and after the session
* No cash payments will be taken, all payments on line
* Sarah will take the attendance register and direct children to their tables
 | **Y** | **Jane Mason** | **Low** |
| Parents fully informed of all new safety measures | L |  All new information on the website .* List the measures in an easy to understand format
* No cash payments
* Children to bring own stationery in a named sealed bag
* Saturday School Success will provide named, sanitised white boards and pens in a sealed bag
* Children to bring no bags but can carry a drink to their table
* Children will be socially distanced at the table (max three children)
* Tables will be sanitised before and after every session
* Chairs will be sanitised before and after every session
 | **Y** | **Jane Mason**  | **low** |
| Fire safety procedures are in place  | **L** | * The tutoring manager consults with the Church that the fire safety arrangements are place and adhered to .
* Fire Drill procedures including social distancing arrangements are in place with Streetly Methodist Church .
* Evacuation points are clearly marked and identified by Streetly Methodist church and adhered to by Saturday School Success
* To be reviewed with church after fire drill
 | **L** | **Jane Mason** | **L** |
| Information through Test and Trace  | **L** | * Saturday School Success has all data stored on the Company Laptop. By taking an attendance register all data would be given if required to Streetly Methodist Church
* Parents would be made aware of the data being given and JM would inform them of the Covid risk if presented
* This approach would prevent queuing at the Main door and would be accurate
* All data to be checked electronically to ensure accuracy before start date .

  | **L** | **Sarah Cotter** | **L** |
| Feedback given at the end of the session  |  | * Parents will receive feedback by feedback slip. JM is available for text or telephone conversations.
* Pupils will leave quickly from the building when SC sends them to parents waiting in car park
 | **Y** | **All tutors**  | **L** |
| Accidents and injuries whilst on the premises  | **L** | * There is always at least one trained first aider working at tutoring
* The teacher in charge ensures that the tutoring staff are aware of where first aid supplies are kept.
* The **first aider** maintains a record of all emergency contacts and known medical conditions of the children attending tutoring
* All accidents and incidents are reported to Jane Mason and appropriate forms completed
* Parents contacted immediately by Sarah Cotter (first aider)
 | **L** | **Jane Mason****Sarah Cotter** | **L** |
| Pupils expectations of safety measures  |  | * Children need to bring their own stationery, making sure it is only used weekly for tutoring.
* All tables and chairs will be sanitised before and after each session

 Whiteboards will be sanitised after each session and kept for specific table use * Work provided will be printed 72 hours before the session and put into wallets, after this only the child will touch it
* Children can ask to go to the toilet but an adult will go with them . They must wash their hands on their return
* Sticker stamps provided and kept in wallets , Stamps put on by tutors
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| Toilet use and hand washing and sanitising  |  | * Children will be allowed to use the toilet facilities but will follow the one way system to return to the Hall
* Sanitise when entering the building
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| Cleaning Capacity of Guild Hall  |  | * The staff will sanitise when entering the building
* The staff will clean the tables before, during and after the session
* The staff will clean the chairs before, after and during the session
* Work to be provided in plastic wallets , children will touch their own work
* JM will ensure the building is secure and sanitised on leaving
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Saturday School Success in line with Government Guidance for Schools and feel safe to open in a smaller capacity to ensure safety measures can be adhered to at all times. All new guidelines are included and updated termly .

January 2021