

Risk Assessment Form (Monday 17th May 2021)

NAME (Competent Person carrying out the Risk Assessment)	ROLE (Job Title/Department)	DATE (DD/MM/YYYY)
Seren Erdel	Head Teacher of LII	21/04/2021

Department (Enter details of the department that the risk assessment is being carried out on, including site information if multiple sites)	Lewisham Islamic Institute (LII): admin office, playground area, all classrooms, sisters' prayer side, corridors and toilets.
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Hazards identified (Consider the hazards specific to the type of activities being assessed)	Person(s) at risk (Enter details of anyone who might be at risk of harm and how)	Control measures currently in place (Enter details of all control measures that are currently in place on site)	Additional control measures required (Enter details of any new actions that need to be taken to reduce, control or eliminate the risks of each hazard)	Name (Person responsible for implementing controls)	Date of when the controls must be actioned by (DD/MM/YYYY)	Completed (DD/MM/YYYY, Signature)
Spreading coronavirus by not washing hands or not washing them adequately	Workers Parents Pupils Visitors Volunteers People not sanitising their hands upon entry or when leaving the building. People not washing their hands	<ul style="list-style-type: none"> - Signs and posters are displayed on entrances, classrooms, toilets and across the building to help practice good hand washing/sanitising technique and to remind everyone to catch coughs and sneezes in a tissue or arm and avoid touching their faces. - Handwashing facilities with running water, soap dispensers and paper towels are provided inside washrooms. - Sanitising stations are provided at points of entrance and exit. - Extra hand sanitisers are provided in each classroom, staff room and the admin office for sanitising hands before and after session/use. 	<ul style="list-style-type: none"> - Put in place monitoring and supervision to ensure that everyone is following controls. - To ensure the placing of hand sanitisers and washing facilities and checking stock/replenishing are in place when and where needed. 	Seren/ Salma/ Kamal/ Genk/ Teachers	17 th May 2021	

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	adequately after using the toilet or after coughing/sneezing.					
Spreading coronavirus in commonly used or high traffic areas	<p>Workers Parents Pupils Visitors Volunteers</p> <p>Too many people using common areas at the same time. Lack of social distancing taking place.</p>	<ul style="list-style-type: none"> - Number of employees/parents and visitors allowed in the admin office are limited to two people at once. - Signs are displayed outside the office and near entrances to indicate areas where social distancing must be observed. - Staggered timings are given and informed to parents on arrival and dismissal of their child's session to avoid mass number of pupils travelling to and leaving the building at the same time. Where families have siblings, students should arrive at the designated time for the female sibling. - Classroom seating plans are organised by spacing out seating areas of 2 metres apart from each pupil. - The use of online meetings/trainings/payment methods and assessments are increased to reduce the number of people accessing the premises/office areas. - One way systems are in place on entrance and exit points. Spray lines and posters are displayed, indicating each meeting point and use of corridors/staircases according to each classroom. - Non-fire doors and classroom windows are left open during the day to improve ventilation. Door stoppers are used in each classroom to avoid touching doors/door handles. - Everyone is asked to wear a face mask when travelling to LII and at the entrances/exits of the building. Face mask can have a negative impact in teaching and learning, therefore wearing the face mask in the classroom should be avoided and social distances must be observed in the 	<ul style="list-style-type: none"> - To identify areas where there is no mechanical ventilation or natural ventilation such as open windows, doors etc. Identify areas that feel stuffy or smell bad. - To check that mechanical systems that are in place provide outdoor air or temperature control. - To use a carbon dioxide monitors for checking CO2 levels in order to decide if ventilation is poor. 	Seren/ Kamal / Genk	17 th May 2021	

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		<p>classroom at all times. Children that are 11 and under does not have to wear a mask.</p>				
<p>Spreading coronavirus by not cleaning surfaces, equipment and work stations</p>	<p>Workers Parents Pupils Visitors Volunteers</p> <p>People touching surfaces or equipment that are not cleaned or disinfected.</p>	<ul style="list-style-type: none"> - Frequently touched areas are cleaned and disinfected before and after session by the care taker. - Classroom bubbles are formed to ensure no mixing and moving around the building frequently is needed. Only two pupils are allowed to use the toilets at once. Islamic studies session will be conducted online to avoid mixing pupils between the two subjects. - Care takers use PPE when cleaning equipment and surfaces. - Door stoppers are used to avoid people touching the doors/handles. - Online payment methods are implemented to avoid dealing with cash payments and to minimise the number of people entering the office and touching doors/handles etc. Admin staff is instructed to wear gloves when receiving cash payments in emergency situations. - Surfaces are kept clear to make it easier to clean and reduce the likelihood of contaminating objects. Tables are not used in classrooms to reduce amount of frequently touched equipment. - Small bins are provided in each classroom and emptied on a daily basis as part of the cleaning routine. - Daily cleaning schedule is in place to ensure all equipment and surfaces are cleaned. Head teacher does regular checks on the cleaning checklist to make sure the caretakers are following controls. - All LII equipment and learning materials/resources such as Islamic studies books, registers, stationary and etc. is thoroughly cleaned after use. All class folders are assigned to each teacher and are not shared. - The bookshelves within the masjid area and in classrooms 	<ul style="list-style-type: none"> - To provide information to teachers that they should keep classrooms clear after use to make it easy for the care taker to carry out the cleaning. - To provide instruction to the care taker on the products they need to use, precautions they need to follow and the areas they need to clean. - Identify what cleaning products are needed (for example, surface wipes, detergents and water) and where they should be used. - To ensure the placing of cleaning equipment and checking stock/replenishing are in place when and where needed. 	<p>Seren/ Kamal /Aliou /Genk</p>	<p>17th May 2021</p>	

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		are empty. Sharing or borrowing books from the office or from others are not allowed.				
Spreading the coronavirus by not maintaining social distancing	Workers Parents Pupils Visitors Volunteers People not observing social distancing and causing massive crowds/congestion.	<ul style="list-style-type: none"> - 2m gaps are marked on the floor with a paint sprayer outside the main gates to indicate where people should stand when queuing. Marker tape is used in the classrooms and prayer areas to indicate social distancing. - One-way systems are used on entrance and exit points. - All meetings and assessments are carried out virtually rather than face to face. - Before and after session timings are staggered. - The groups are spread across the week, only certain numbers of people are on site at one time. - One way systems are implemented in busy corridors and staircases. The classroom located at the back near the fire door exits, will be accessed directly from outside to avoid queue or crowd. Fire doors will be open for pupils to enter and exit the building safely. (Refer to the classroom location and which doors/staircases to use for access entry and exit routes). - Social distancing signs are displayed on our notice boards. - Physical screens are used in office areas. - All staff is required to wear visors inside the premises. 	<ul style="list-style-type: none"> - Put in place monitoring and supervision to ensure people follow social distancing guidelines. - Provide information and instruction through signs and posters so people understand what they need to do. 			
Impact of homeworking during the pandemic	Workers Pupils Lone workers with no direct supervision may feel disconnected, isolated or	<ul style="list-style-type: none"> - Regular contact is made to workers to ensure they are healthy and safe. - Pupil's absentees are logged and followed up by phone calling parents to check up on their health and well-being. - Equipment is provided to workers for when and where needed. 	<ul style="list-style-type: none"> - To ask employees to carry out home workstation assessments. - To provide workers with advice on completing their own basic assessment at home. Checklist will be provided. - To have regular discussions with workers to assess whether additional steps are needed. For 	Seren/ Genk	In a situation of another long term lock down	

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	<p>abandoned. This can also affect stress levels and mental health.</p> <p>Online learning can cause stress to pupils. Pupil's health may be affected due to long durations of using display screen equipment.</p>		<p>example, where they may report: aches, pains or discomfort related to their temporary DSE arrangements. Adverse effects of working in isolation, on remote IT systems. Working longer hours without adequate rest and recovery breaks.</p> <ul style="list-style-type: none"> - Explain to workers on how to carry out full work station assessments and provide workers with appropriate equipment and advice on control measures. - To put procedures in place in order to keep in direct contact with home workers so signs of stress can be recognised as early as possible. - To provide an emergency point of contact so workers know how to get help if they need it. - To divide sessions into two sessions a week with less hours per day to ensure that pupils are not using the display screen for more than one and half an hour. 			
<p>Spreading the coronavirus by poorly</p>	<p>Workers Parents Pupils</p>	<ul style="list-style-type: none"> - All classrooms and office areas are ventilated with fresh air. Windows and doors are kept open during the day to ventilate spaces. 	<ul style="list-style-type: none"> - To look into mechanical ventilation for areas in the workplace where there are no 	<p>Seren/ Genk</p>	<p>17th May 2021</p>	

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ventilated spaces	<p>Visitors Volunteers</p> <p>An area within the workplace is poorly ventilated</p>	<ul style="list-style-type: none"> - Fans and AC systems are not in use as they recirculate air rather than give out fresh air and ventilate the space. 	<p>windows or doors to allow fresh air in.</p> <ul style="list-style-type: none"> - To maintain air circulation systems in line with manufacturer's recommendations. 			
Increased risk of infection and complications for workers who are clinically extremely vulnerable and workers in higher- risk groups	<p>Workers Pupils</p> <p>Staff members and pupils who are more clinically extremely vulnerable to catch the virus tests positive</p>	<ul style="list-style-type: none"> - Clinically vulnerable staff, and staff who live with someone extremely clinically vulnerable, are given the safest possible on-site role that allows for strict social distancing. - A list of all pupils with medical conditions is up to date and a health care plan has been completed. - Although the advice to shield has ended, clinically extremely vulnerable people are advised to continue to follow the rules that are in place for everyone. - Clinically extremely vulnerable workers are also advised to continue to take extra precautions to protect themselves. To minimise the risk of exposure to the virus, practical steps will need to be carried out such as, vaccination, maintain social distancing, washing and sanitising hands as well as wearing a face mask. 	<ul style="list-style-type: none"> - Where needed, LII carries out a Coronavirus (COVID-19): Return to LII Risk Assessment for Individual Pupils with a health care plan or individuals that have special needs. - Where needed, LII carries out a Coronavirus (COVID-19): Working on the Building Site Risk Assessment for Individual Staff. 	Seren	17 th May 2021	
Returning to work after prolonged period of shutdown	<p>Workers Pupils</p> <p>Building is not safe and secure for re-opening to pupils and workers</p>	<ul style="list-style-type: none"> - All staff, pupils, parents and volunteers are aware of all relevant policies and procedures including, but not limited to, the following: Social Distancing Policy Statement, Health and Safety Policy, Infection Control Policy and First Aid Policy. - All Staff members have completed Covid-19 infection control training and provided us with their certification. - LII Adheres to follow the Staff and Volunteer Confidentiality Policy at all times, this involves withholding the names of staff, volunteers and pupils with either confirmed or suspected cases of Coronavirus. - Employees fully briefed about the plans and protective 	<ul style="list-style-type: none"> - To carry out thorough security checks on the building and ensuring that all health and safety compliance checks have been undertaken before opening. Making sure that there are no damages and all doors and windows are safe and secured, such checks may involve: Water treatments, Emergency lighting, Fire alarm testing, Repairs, PAT testing, 	Seren/ Genk/ Kamal	17 th May 2021	

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		measures identified in the risk assessment.	<p>boiler/ heating servicing, Internet services, any other statutory inspections and Insurance covers reopening arrangements.</p> <ul style="list-style-type: none"> - Commission a water treatment specialist to chlorinate and flush the complete system for all hot and cold water systems and certify the water system is safe before the buildings are reoccupied. - To inspect classrooms and remove unnecessary items and re-arrange equipment/ seating plans to create more space to allow pupils to move around freely as well as applying social distancing rules as possible. 			
Medical staff treating injuries/ Ill health	<p>Workers Pupils</p> <p>Close contact with medical staff and people (no social distancing)</p>	<ul style="list-style-type: none"> - Medical staff members providing first aid to pupils will not be expected to maintain 2m distance. The following measures will be adopted: washing hands or using hand sanitiser, before and after treating injured person; wear gloves or cover hands when dealing with open wounds; if CPR is required on an adult, attempt compression only CPR and early defibrillation until the ambulance arrives; if CPR is required on a child, use a resuscitation face shield if available to perform mouth-to-mouth ventilation in asphyxia arrest and dispose of all waste safely. - Any pupils, parents or staff members who have had COVID-19 within the last 2 weeks or have been instructed to self-isolate, they will be informed to remain at home and to not attend LII. Online session will be organised for 		Seren/ Salma	17 th May 2021	

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		<p>those specific students if possible or home work will be given by their class teacher.</p> <ul style="list-style-type: none">- There will be temperature checks for all pupils entering into the building and any pupils with a high temperature will be sent back home (38 degrees or over).- The parents of a pupil that is unwell are informed of the situation as soon as possible by a member of admin staff. The area used will be thoroughly cleaned once vacated. Parents are advised to contact 999 if their child becomes seriously ill or their life is at risk.- Pupils who have displayed symptoms of coronavirus self-isolate for 10 full days before returning to LII.- If a test is done at home and comes back positive, the close contacts of the person with coronavirus are required to self-isolate for 10 days before returning to LII. Self-isolation period includes the day you were last in contact with the person who tested positive for COVID-19 and the next 10 full days.- Anyone who comes into contact with a student or parent or teacher who has COVID-19 will be informed. People who come into contact will need to also self-isolate.- All pupils' emergency contact details are up-to-date. Pupils' parents are contacted as soon as possible in the event of an emergency. Emergency contacts are called where their parent are unable to get hold of.				
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