



Covid-19 Risk Assessment April 2021

Updated March 2021 in line with government guidance: 'Protective measures for out of school settings during the coronavirus COVID-19 outbreak' and 'Covid-19 Response Spring 2021'.

<https://www.gov.uk/government/publications/protective-measures-for-holiday-or-after-school-clubs-and-other-out-of-school-settings-for-children-during-the-coronavirus-covid-19-outbreak/protective-measures-for-out-of-school-settings-during-the-coronavirus-covid-19-outbreak>

and <https://www.gov.uk/government/publications/covid-19-response-spring-2021>

Area of Risk	Risks Identified	People at Risk	Mitigation Steps taken
Policies and Procedures	Clarification of procedures to ensure everyone's safety	Everyone	Policies and Procedures have been updated to reflect changes to operations post lockdown to ensure safety of children, staff and visitors.
Centre Capacity	Centre capacity to be reduced to maintain social distancing	Staff and Children	Based on government guidelines, Express Tuition centres can reopen as part of Step 2 of the Covid-19 Response (Spring 21). A maximum number of staff and children will be allowed access, and children will be kept in small, consistent group bubbles of no more than 6 (as per capacity of zones). The maximum number of staff and children in each centre will depend on the size of the setting and the ability to ensure adequate social distancing between bubbles. Siblings will be grouped in the same bubble where possible, which will minimise mixing between households. Where siblings are bubbled, there is no need to maintain social distancing between them. Staff will manage the number of people allowed to wait in reception (social distancing must be maintained at all times) and direct them to where they can safely wait.
Staff Suitability	Expired staff suitability checks	Everyone	All staff working alongside members must have a valid enhanced DBS check. Staff in training will never be left unsupervised.
Attendance	Social distancing - controlling attendance	Everyone	Attendance will be staggered over the day through pre booked permanent sessions thus limiting the number of staff and children on site at one time. Children should attend their booked sessions at same time each week to ensure minimising contact with others.
Attendance	Admittance to centre and PPE	Everyone	Staff, members over the age of 11 and parents should follow government guidance and wear face coverings when making their way through the store to the centre.
Attendance	Staff admittance	Everyone	Staff will only attend a centre if they are symptom free, and only when they are not required to isolate as a result of contact with a positive case or if a member of their household displaying symptoms, in line with Government guidance.
Attendance	Child admittance and vulnerable children	Everyone	Children will only attend the centre if they are symptom free, and only when they are not required to isolate as a result of contact with a positive case or if a member of their household displaying symptoms, in line with Government guidance. Staff should not request evidence of negative test results or other medical evidence before admitting children or welcoming them back after a period of self-isolation.

			<p>Those children who are old enough to attend unsupervised and who have parental written permission may continue to do so. Parents are requested to speak to their children to ensure they understand the queuing system and social distancing required if visiting unsupervised.</p> <p>If a child has an Additional Support Plan or Education, Health and Care Plan (EHC) and it is determined, following a risk assessment, carried out with educational providers and parents, that their needs can be safely met in the centre then they may attend.</p> <p>Children deemed clinically extremely vulnerable are advised not to attend out-of-school settings while shielding advice applies nationally. The Department of Health and Social Care has published updated guidance on shielding and protecting people who are clinically extremely vulnerable from COVID-19.</p>
Attendance	Living with a shielded or clinically vulnerable person	Staff and Children	<p>Staff and children living with someone who is clinically vulnerable or clinically extremely vulnerable can still attend the centre where home learning / working is not possible but should ensure they maintain good prevention practice when in centre and within home settings. If a child, young person or staff member lives in a household with someone who is extremely clinically vulnerable, and has concerns regarding returning to the centre, they should address this with centre Management.</p>
Attendance	Visitors	Everyone	<p>Wherever possible attendance to the centre will be restricted to children and staff.</p> <p>Any essential maintenance work will be out of hours wherever possible.</p> <p>Where visitors including parents / carers must enter a centre, records will be kept of all visitors which follows the guidance on maintaining records of staff, customers and visitors to support NHS Test and Trace.</p> <p>Staff will consider:</p> <ul style="list-style-type: none"> - ensuring face coverings are worn if required in line with arrangements for staff and other visitors to the setting - there is regular handwashing, especially before and after the visit - strict social distancing is observed
Attendance	Physical Distancing - Parents	Everyone	<p>Parents will not be admitted beyond the reception area. In exceptional circumstances where a parent / carer must enter the centre, the guidance on 'Visitors Attendance' will be adhered to.</p> <p>Parents will be asked to arrive on time for start and end of sessions, only one parent should accompany children.</p> <p>Parents accompanied by children are reminded that they are responsible for supervising them at all times and should be encouraged to follow social distancing guidelines.</p> <p>Only parents who are symptom free, and only when they are not required to isolate as a result of contact with a positive case or if a member of their household displaying symptoms, are requested to drop off/collect their child.</p> <p>When dropping off/collecting their child, physical distancing should be respected and maintained using outside space where suitable.</p> <p>Staff will continue to offer parents meetings online to reduce the need for visitors within the centre.</p> <p>Parents will be encouraged to have any lengthy conversations or queries over email or phone apart from feedback at the end of a session.</p> <p>Parents, carers and settings do not need to take children's temperatures every morning. Routine testing of an individual's temperature is not a reliable method for identifying coronavirus. Government guidelines require out-of-school-settings to reiterate to parents the need to follow the standard national advice on the kind of symptoms to look out for that might be due to coronavirus, and where to get further advice: If anyone in the household develops a fever or a new continuous cough, they are advised to follow the COVID-19: guidance for households with possible coronavirus infection guidance</p>

			(which states that the unwell person and anyone in their household should remain in isolation for 10 days from the onset of symptoms).
Attendance	Signing in/out	Everyone	Staff will record children's attendance digitally, rather than paper records.
Social distancing	Travel to/from centres	Everyone	Staff and parents are advised to avoid public transport in peak times to travel to and from the centre, and are encouraged to walk or cycle where possible, or travel in their own car. Where an older child makes their own way to and from the centre, parents should consider the additional risks around using public transport and should avoid where possible. Ensure parents and young people are aware of recommendations on transport to and from the centre (including avoiding peak times). Government guidance states wearing face coverings on public transport is compulsory from 15/6/2020. https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers
Social distancing	Public enquiries	Staff	Any enquiries who wish to find out more about Express Tuition will be encouraged by staff to have a brief conversation and leave their details for a manager to call back.
Social distancing	Physical distancing within the centre - children	Staff and Children	Children will be encouraged to sit in the same seat in their own bubble during any session. Children will not be allowed to move around the centre. Children will have to ask to get out of their seat to use the toilet, staff will check they have washed their hands when they return to their class. Children will wait in their class to be collected by their parent/guardian. If a parent is late to collect their child, a designated 'waiting' zone will be created allowing children to safely be distanced. Staff will clear workspaces and remove waste and belongings from the work area at the end of each session.
Social distancing	Tutoring	Staff and Children	Staff members, children and young people should maintain social distancing as far as possible. Staff have discussed the use of common-sense approaches to tutor effectively and engaging the children whilst maintaining sensible distancing.
Social distancing	Physical distancing within the centre - staff	Staff and Children	Staff members will avoid physical contact with each other, and social distancing will be maintained at all times. Meetings and training sessions will be conducted via virtual meetings. Only 1 manager is allowed in the office at a time. Staff should clear their work spaces and remove waste and belongings from work area at end of day. Where social distancing is not possible, staff should consider sustained distances, and factor in directions they face or side by side. If concerns are raised a risk assessment should be conducted to assess whether it is considered essential to continue that task in that way. Where it is still required ensure staff action mitigating factors to reduce the risk.
H&S	Face coverings	Everyone	Government guidance recommends that face coverings are worn by adults and members in year 7 and above at all times when in centre where social distancing cannot be maintained. Children in primary school do not need to wear a face covering. Those who rely on visual signals for communication or provide support to such individuals are exempt from this requirement. NOTE – This guidance will be reviewed at Easter and teams will be alerted if this is no longer mandatory by the time we open our doors. Face coverings should also be worn by any adult or child over 11 years whilst in the centre reception area unless they are exempt.

H&S	Safe removal of face coverings	Staff and Children	Children and staff entering the setting who are wearing a face covering on arrival, if not wearing inside, must remove the covering safely. Safe removal means not touching the front of the face covering during removal and washing hands upon removal. Disposable face coverings should be disposed of in a bin, or reusable face coverings stored in a plastic bag to take home. Staff will support this process by reminding children of safe removal processes. Staff will ensure a suitable bin is located at point of entry to the centre.
H&S	Payments - card/cash	Everyone	Staff will encourage people to pay by card or as bank transfer prior to arrival where possible.
H&S	Infection control/Social distancing - signage	Everyone	Centres will display signs and posters in reception, throughout centre and in bathrooms to build awareness and maintain hygiene standards. Additional signs in reception will remind families about social distancing when queuing.
H&S	Infection control - hygiene practices and handwashing	Staff and Children	Disposable tissues, hand sanitiser and a bin will be available in reception and every room. Sufficient handwashing stations are available and stocked with antibacterial hand soap. Centres display stickers to promote good hygiene practices. Hand sanitiser is available on reception and in other points around the centre. All children and staff must wash their hands for 20 seconds/use hand sanitiser upon arrival at the centre and after sneezing or coughing.
H&S	Infection control - Responding to a suspected case (child)	Staff and Children	In the event of a child developing suspected coronavirus symptoms such as new, continuous cough or a high temperature whilst at the centre, we will arrange for them to be collected asap and then isolate at home in line with the NHS guidance. In an emergency, staff will call 999 if a child is seriously ill or injured or their life is at risk. Whilst waiting to be collected they will be isolated from the other children in an isolated area of the centre with a staff member wearing PPE and an open window where possible for ventilation. If not possible to isolate them, move them to an area at least 2 metres away from others. Staff will then follow COVID-19: cleaning of non-healthcare settings guidance.
H&S	Infection control - Responding to a suspected case (staff)	Everyone	In the event of a staff member developing suspected coronavirus symptoms such as new, continuous cough or a high temperature whilst working at the centre, they will be sent home immediately and advised get tested as soon as possible. Whilst awaiting a result, the individual must isolate along with members of their household. Staff will inform the centre manager as per normal sickness procedures and cases will be recorded centrally so we can track and monitor the effectiveness of this risk assessment.
H&S	Infection Control - Test and Trace What happens if there is a confirmed case of	Everyone	When a child, young person or staff member develops symptoms compatible with coronavirus, they must be sent home and advised get tested as soon as possible. Whilst awaiting a result, the individual must isolate along with members of their household. If they test positive, NHS Test and Trace will speak directly to those they have been in contact with. This may mean that the rest of their bubble within Express Tuition will be required to self-isolate. If this is the case, they will be advised to self-isolate immediately and for the next 10 full days counting from the day after contact with the individual who tested positive. To support NHS Test and Trace in reaching close contacts, Express Tuition will keep a record of: close

	coronavirus in a setting?		<p>contacts between staff and children in specific groups and the timing of the activities and interactions.</p> <p>Express Tuition will take swift action when made aware that someone who has attended a setting has tested positive for coronavirus (COVID-19). Centre staff should notify their centre manager immediately who will inform your local authority of a positive case in your setting. Where more detailed local arrangements are in place with the local authority, and are working, your setting can continue to receive support through that route to take action in response to a positive case. All confirmed cases of COVID-19 will be reported to Ofsted.</p> <p>If a child, young person or staff member develops coronavirus (COVID-19) symptoms but tests negative, they can return to the centre and members of their household can end their self-isolation. If they remain unwell, they should not return to the centre until they have recovered.</p> <p>Where centres have 2 or more confirmed cases within 14 days, or an overall rise in sickness absence where coronavirus (COVID-19) is suspected, you may have an outbreak. Centre staff should report concerns to your centre manager who will liaise with local health protection teams who will be able to advise if additional action is required. In some cases, health protection teams may recommend that a larger number of other children self-isolate at home as a precautionary measure. This could be the whole site or bubble.</p> <p>If you are implementing the protective measures in this guidance, addressing any issues you have identified and therefore reducing transmission risks, whole site closure will not generally be necessary. You should not consider closing except on the advice of health protection teams.</p>
H&S	Engaging in lateral flow testing	Everyone	<p>Lateral flow testing is optional but encouraged. Express Tuition encourages all regular staff to engage in community testing. The recommended time frame for testing is twice a week.</p> <p>Families with nursery, school and college aged children are encouraged to engage in regular lateral flow testing. Further information can be read online at https://www.gov.uk/order-coronavirus-rapid-lateral-flow-tests, https://www.gov.uk/guidance/rapid-lateral-flow-testing-for-households-and-bubbles-of-school-pupils-and-staff</p>
H&S	Hygiene of water	Staff and Children	Staff and children are encouraged to bring a full labelled water bottle with them.
H&S	Food hygiene and allergy risk	Staff and Children	Staff and children are encouraged to bring a full labelled lunch box with them. The food must not be shared with anyone else in any bubble except from siblings staying in the same household. No nuts and chewing gum policy is followed.
H&S	Infection control - cleaning	Everyone	<p>Cleaning of areas (including desks/keyboards/screens/headphones/mice), reception & toilets will occur in the 15 minute break after each 90-minute block of children by the dedicated staff member, after all children have left the zone.</p> <p>Communal areas like the reception desk and office, touch points such as light switches, door handles and hand washing facilities will be cleaned and sanitised regularly throughout the day by the dedicated staff member.</p> <p>Staff will be provided with cleaning guidelines according to: https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings</p> <p>All cleaning products must be stored out of reach of children in the office or storeroom or locked away when not in use. The Centre Manager will liaise with centre staff to ensure they have an adequate supply of essential supplies required for ensuring infection control.</p>
H&S /First Aid	PPE for first aiders	Staff and Children	<p>PPE will be worn for administration of First Aid.</p> <p>Staff have procedures for dealing with suspected COVID-19 cases as per government advice.</p>
H&S /First Aid	Changes to Children's' Medical Needs	Children	<p>Parents are reminded through standard Reception poster to update a Manager of any changes to medical conditions. A trained Paediatric First Aider will remain on site at all times.</p> <p>Children deemed clinically extremely vulnerable are advised not to attend out-of-school settings while shielding advice</p>

			applies nationally. The Department of Health and Social Care has published updated guidance on shielding and protecting people who are clinically extremely vulnerable from COVID-19 .
H&S /Fire	Fire Risk Assessment	Everyone	As per our fire policy, centres undergo an annual risk review. If the last review should have occurred during the period the centre was closed, centres will be required to complete and submit a Fire Risk Review before the centre reopens and complete any outstanding actions before children attend for sessions.
Facilities	Air purifier/ventilation/windows	Everyone	Centres will have open windows (where possible), or the ventilation system and the air purifiers will be on continuously when occupied.
Wellbeing and education	Children understanding procedures to protect theirs and others health	Staff and Children	Children will be supported in age-appropriate ways to understand the steps they can take to keep themselves safe including regular hand washing and hygiene practises.
Safeguarding	Changes to children's welfare and wellbeing	Staff and Children	Staff recognise that the coronavirus (COVID-19) outbreak may have caused significant mental health or wellbeing difficulties for some children and they may be at increased risk of harm or abuse. Staff will ensure relevant training is up to date and the team are supported by a Designated Safeguarding Officer at all times in order to respond appropriately to child welfare concerns. Staff also recognise that some children may have found the long period at home hard to manage and / or developed anxieties related to the virus and will provide opportunities for children and their families to talk about their experiences over the last few months and direct to support and advice where appropriate.
Equal Opportunities	Understanding the impact of COVID-19 on BAME groups	Everyone	There is emerging evidence that black, Asian and minority ethnic (BAME) individuals may be more severely affected than the general population by coronavirus (COVID-19). Express Tuition staff will be especially sensitive to the needs and worries of BAME children and young people, parents and carers, and staff, and will consider if any additional measures or reasonable adjustments may need to be put in place to mitigate risk. https://www.gov.uk/government/publications/covid-19-understanding-the-impact-on-bame-communities