

Covid Risk Assessment

The purpose of this document is to provide a risk assessment framework for the return to hire our facilities during a Covid-19 pandemic.

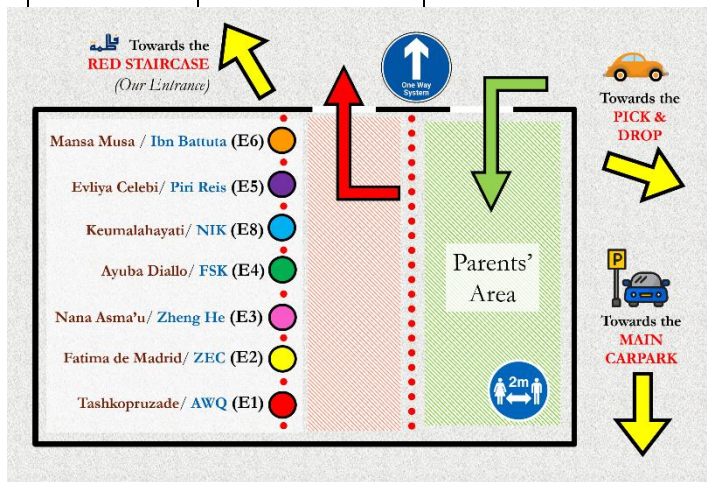
This Risk assessment should be **completed** and **read** in conjunction with the following document:

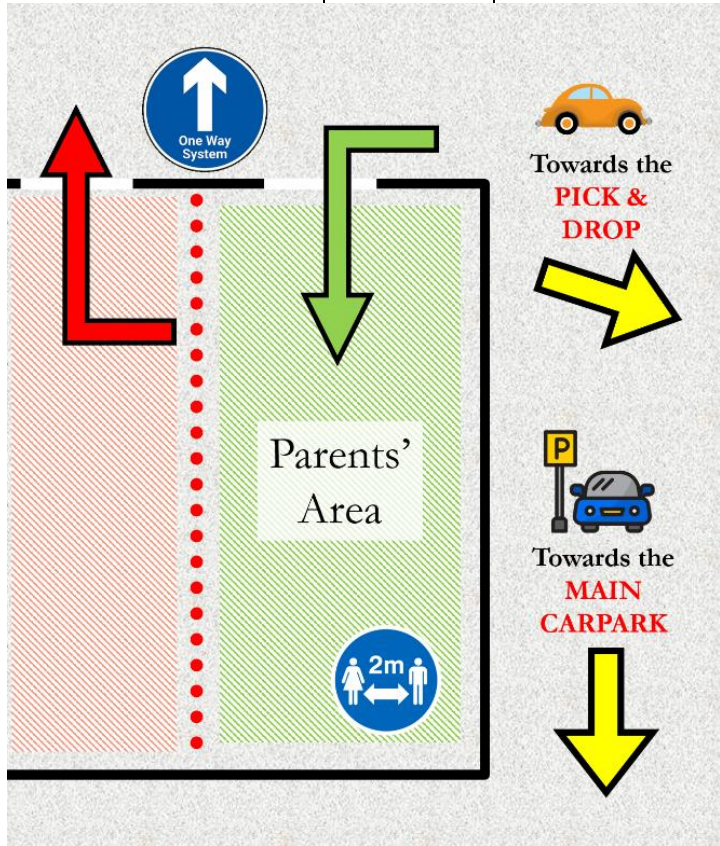
- COVID Guidelines – Walthamstow Academy



Risk Assessment (Hire of Facilities Reopening)	Date: 03.06.2021	Organisation: Fatima Elizabeth Phrontistery
Responsible Person	Hamid Mahmood	
Further information available	<ul style="list-style-type: none"> • DfE - Protective measures for out-of-school settings during the coronavirus (COVID-19) outbreak • NHS - Test and Trace – How it works • https://www.sportengland.org/how-we-can-help/coronavirus/coronavirus-what-happens-next#your_questions_answered 	


What is the Risk?	Who might be affected?	Controls Required	Methods for Control	Member/s of staff responsible	WHEN	Completed
Increased spread of Covid-19	Staff, students and parents Also any external lecturers,	<i>Limit the number of participants and access to facilities and equipment.</i>	Parents: Parents not allowed access into the building unless by prior appointment and for meeting with SLT. To minimise this further by arranging online meetings via Zoom / Google Meets.	Hamid Mahmood	Immediate	Date: 03.06.2021 (Updated)



	visitors and cover staff		<p>Drop & Pick UP: Parents to drop students at the school gate (by the caged area) or at the Pick and Drop roundabout. Our staff (wearing our hi-viz) ready to escort them to the cage. (To aide with this see appendix 1.1 & 1.2 and appendix 3 will be sent to parents and clearly visible on our website:</p> <p>www.fatimaelizabethphrontistery.co.uk</p> <p>Line & Entering-Exiting the building: Students to line up in the playground (caged area) with their classes (see diagram on the left – also appendix 3). We have a designated parents' area with a one way system in and out of the caged area – always keeping a distance of at least 2 metres.</p> <p>First Whistle: All Freeze</p> <p>Second Whistle: In silence all to designated class lines</p>	Talha / Daood		
		 <p>The diagram illustrates the school's layout for drop-off and pick-up. It shows a 'RED STAIRCASE' entrance, a 'One Way System' in the playground, and a designated 'Parents' Area' with a 2m distance marker. Arrows indicate the flow of traffic: red for entrance, green for playground, and yellow for pick-up/drop-off.</p>		<p>Each class teacher</p> <p>With a member of staff on both sides of the line for KS1 students. KS1 students to wear a hi-viz as they line up.</p> <p>Responsible:</p> <p>Talha Samin (Hi Viz)</p> <p>Zanib Yaqoob overall</p>		

			<p>(colour coded – sent to parents)</p> <p>Third Whistle: Classes to enter the building around the back and up the RED STAIRCASE</p> <p>To be escorted to their classrooms in a disciplined line (with distancing) starting with classes situated closer to the GREEN Staircase (E6, E5, E8, E4, E3, E2, and E1 – see appendix 2) and upon exit this will happen in reverse to ensure no corridor congestion (RED staircase – E1, E2, E3, E4, E8, E5 and E6 - see appendix 2 & 3 for order of class)</p> <p>All students to only leave their classroom to go to the toilet. For breaktime classes to leave the building in the manner explained above.</p>			
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		<p>Strict hygiene measures</p>	<p><i>All individuals to accept personal responsibility for their own belongings and equipment. Teachers to aide and facilitate the KS1 students</i></p> <p><i>Sanitisers, masks & visers etc. Facilities used to be cleaned and sanitised between sessions.</i></p> <p><i>Facemasks to be worn by everyone. Preference for teachers to wear transparent shielding facemasks, which we will provide and also we will provide for students who forget their facemasks.</i></p> <p>The transparent visers to be worn till 21st June (for staff) and we will then renew this based on government guidelines.</p> <ul style="list-style-type: none"> Teachers may remove their masks once in the area outlined by yellow tape and no students allowed in the restricted area once lessons begin. 	<p>Teacher & TA for each class.</p> <p>Overall responsibility: Zanib Yaqoob</p> <p>(This to include refilling of the sanitisers on Sunday after the end of the session ready for the following week)</p> <p>Zanib Yaqoob</p> <p>On the first day, staff to collect either for glasses or without from Ustadh Hamid's car in the main carpark</p> <p>All staff to ensure students sanitise upon</p>	<p>Immediate and ongoing</p>	<p>Date: 16.05.2021</p>
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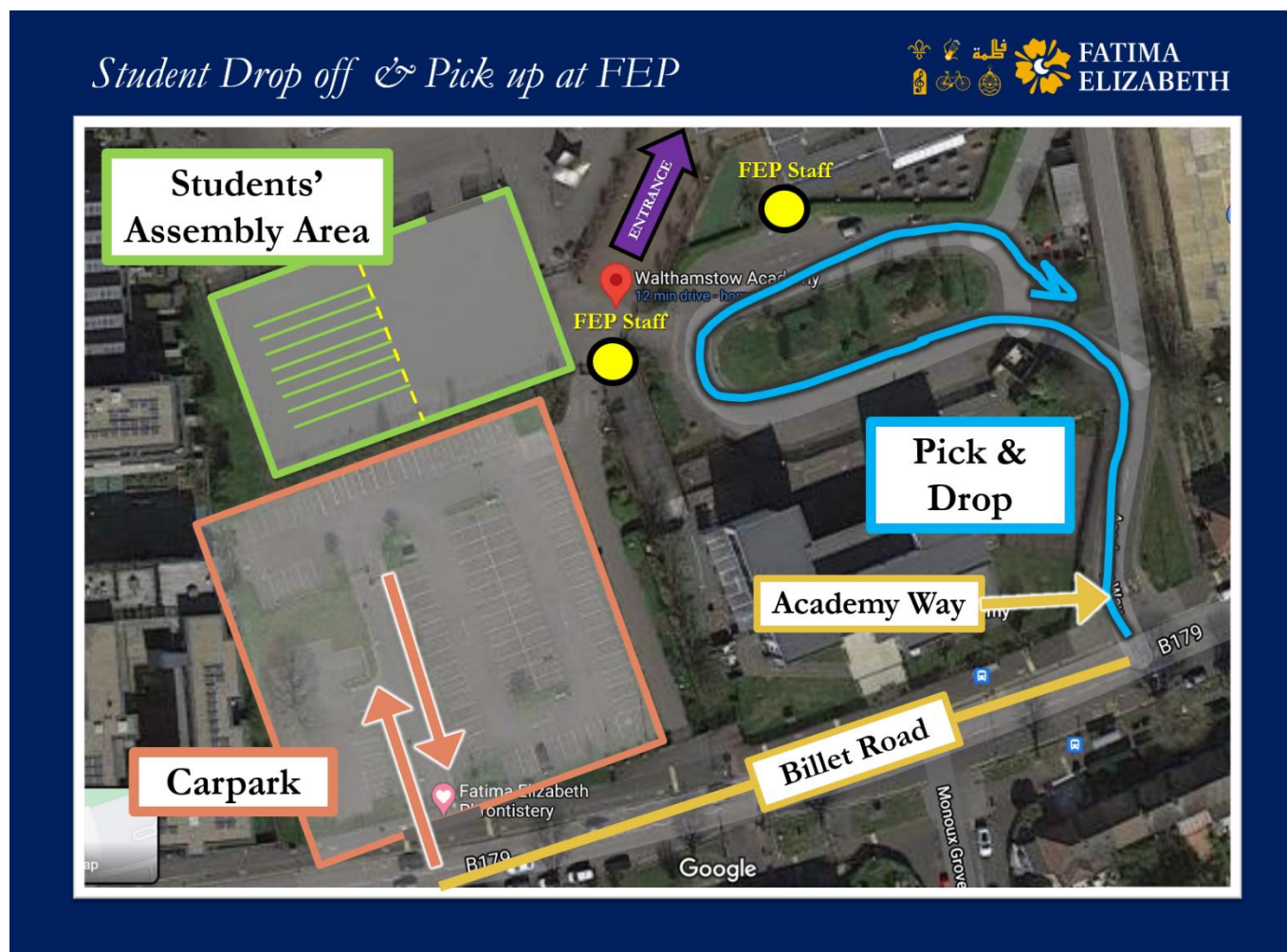


	<ul style="list-style-type: none">- All staff to wear the transparent visers (especially for Tajwid)- Students to face the front and keep masks on till further guidance unless exempt (this is for secondary school student onlys) <p>KS1 students to be escorted in a group to visit the toilets and accompanying staff to ensure hands washed / sanitised.</p> <p>KS1 / Nursery classrooms to <u>close their doors only</u> and have all windows open. Also advisable during tajwid is to have the doors open with a member of staff near the door. Remaining classes' doors to <u>remain open</u>.</p> <p>Refilling of the sanitisers on Sunday after the end of the session ready for the following week, if more sanitisers /masks required</p>	<p>entering the classrooms</p> <p>Daood Dhami</p>		
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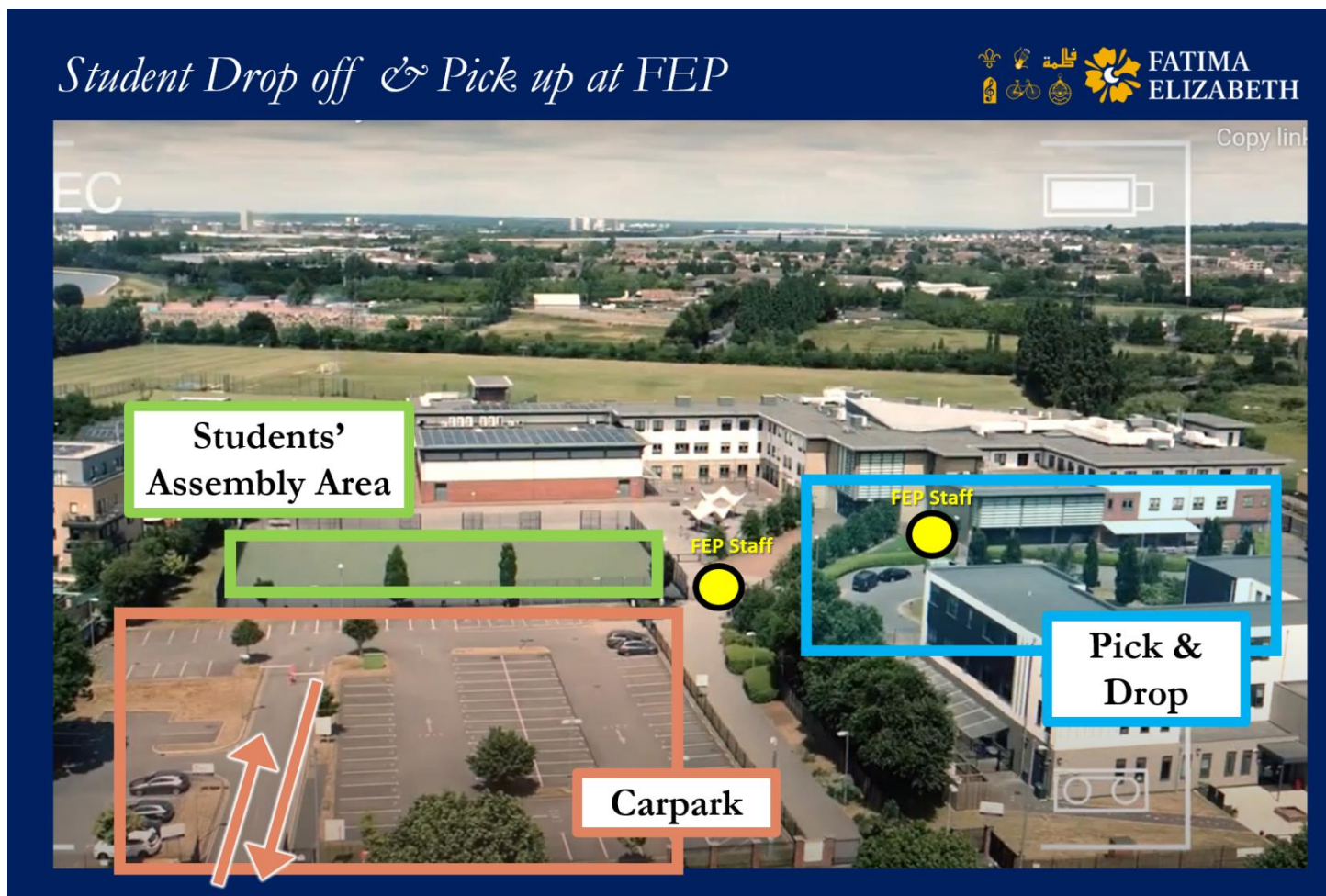
			<p>then notify Hamid Mahmood on Sunday.</p> <p><i>ALL staff, students and parents (if entering the building by appointment) to use sanitisers, which will be placed in every classroom 'clearly labelled as FEP' (Dark Green Bottles) so not to confuse with the school's</i></p> <p>WATER BOTTLES:</p> <p>ALL students and staff to bring their own water bottles as access to the water fountain is limited. If refill is required and should be facilitated after breaktime. The water fountain is located just outside the RED Staircase by the Sports Hall on the ground floor.</p>	
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			<i>All classrooms to be brushed and cleaned on Sunday and picture of each to be taken and uploaded to our 'CCC' folder on GDrive with dates for each class. Link to be shared with the school for easy access.</i>			
		Government social distancing measures followed and implemented	To create folder on Google drive to ensure continual progress is tracked.	Nosheena Javaid & Aquifa Razzaq	Immediate and ongoing	<i>Date: 16.05.2021</i>
	Continual review of procedures and guidelines	Weekly reviews to be conducted	<i>Track changes to government guidelines, Gather feedback from Staff, parents and students (Feedback to also be uploaded onto our Google Drive folder)</i>	Nosheena Javaid & Aquifa Razzaq	Ongoing	<i>Date: 16.05.2021</i>
	Vulnerable groups and those at higher risk due to health problems	Discourage attendance onsite and to facilitate online sessions.	<i>Communication via email and Whatsapp and our website</i> <i>To facilitate Zoom lessons for students learning from home</i>	Zanib Yaqoob	Immediate <i>(if required)</i>	<i>Date:</i> (ongoing in line with government advice)

Appendix 1



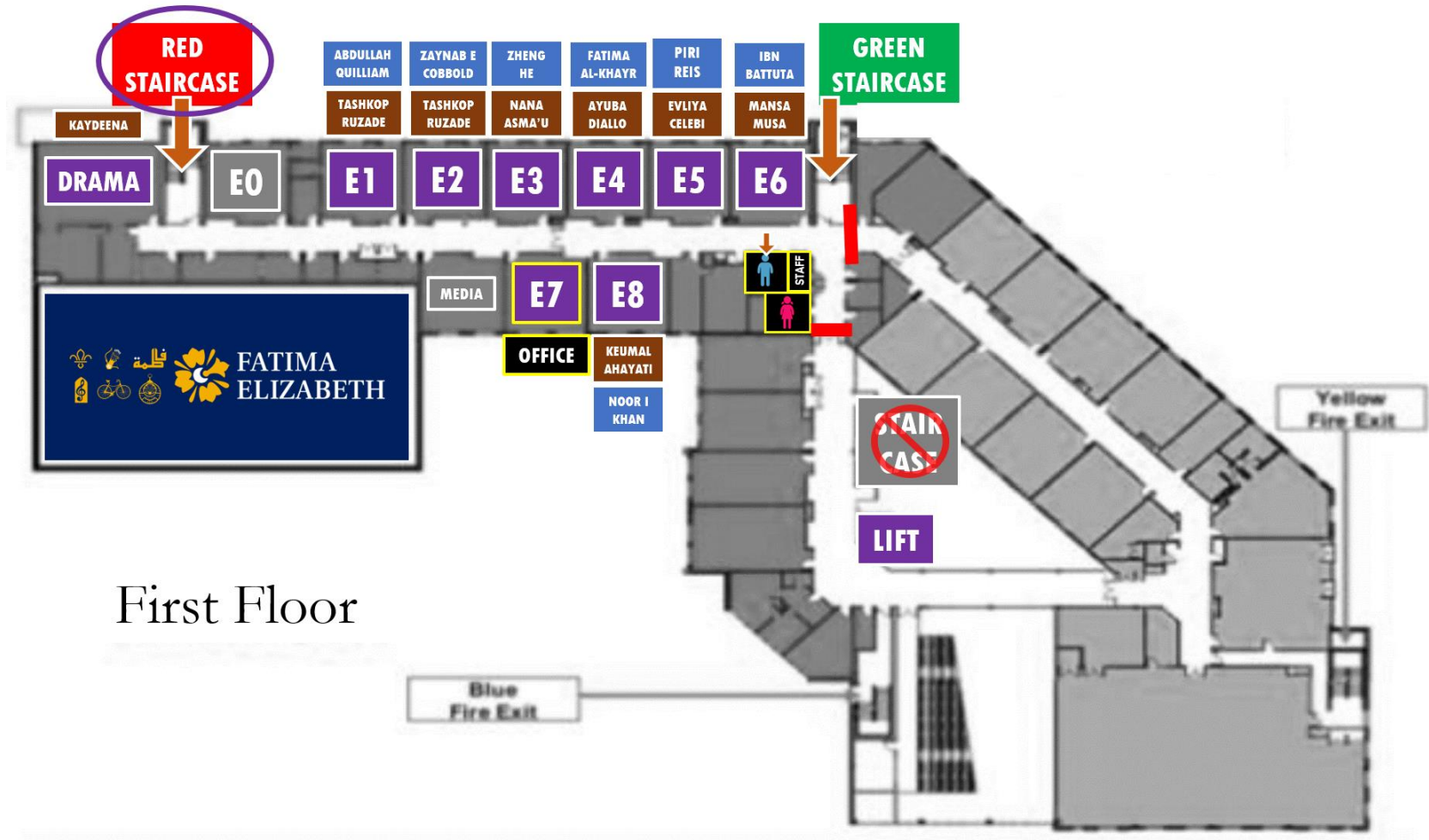
Appendix 1.2



Walthamstow Academy

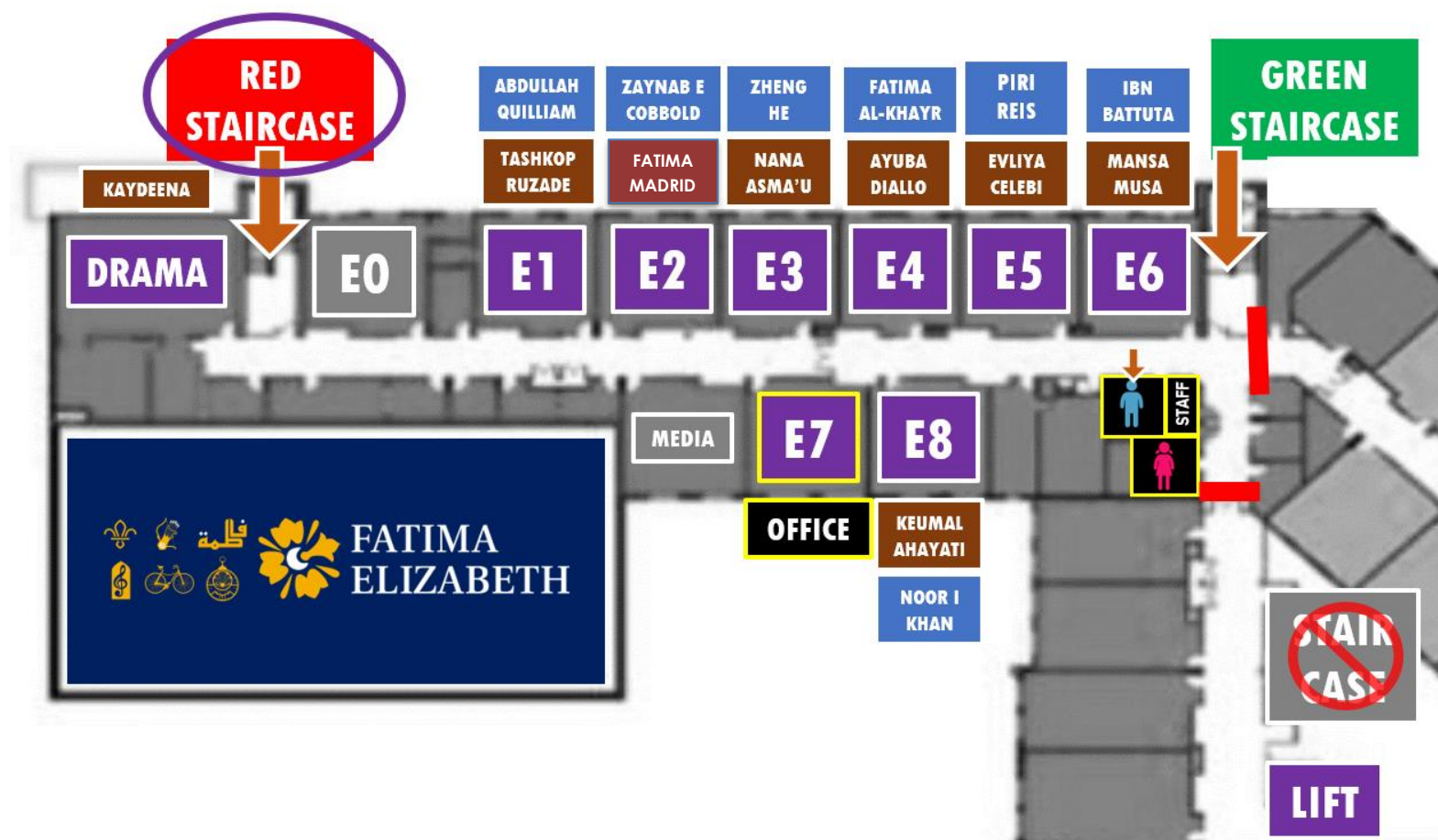
The best in everyone

Appendix 2



First Floor

Appendix 2.1



Towards the RED STAIRCASE (Our Entrance)

Mansa Musa / Ibn Battuta (E6)

Evliya Celebi/ Piri Reis (E5)

Keumalahayati/ NIK (E8)

Ayuba Diallo/ FSK (E4)

Nana Asma'u/ Zheng He (E3)

Fatima de Madrid/ ZEC (E2)

Tashkopruzade/ AWQ (E1)

Parents' Area

Towards the PICK & DROP

Towards the MAIN CARPARK