

## **Bloomfield Learning Centre: Risk Assessment Covid - 19 June 2020**

**This plan is a “live” document and subject to change depending on Government advice regarding the rules of lockdown and social distancing during the coronavirus.**

**Location: 3<sup>rd</sup> Floor Munro Centre, building owned by South London and Maudsley NHS Trust**

**No. of rooms: 1 x waiting room, 3x teaching rooms, 1 x assessment room, 2 x admin rooms**

The Centre has the following staff

11 part-time assessors and teachers

1 part-time office manager

1 part-time head teacher

All staff and visitors to wash hands, with soap and water, before entering the Learning Centre.

All staff and visitors to use hand sanitizer after they enter the Learning Centre – available by the front door

Disinfectant wipes and hand sanitizer, are available for everyone at the front entrance

Staff to clean room keys with a wipe, in the morning, and repeat at the end of the day.

### **Risks**

**1. Teachers infecting pupils** – Any teacher who is feeling unwell or who is living with anyone with suspected symptoms, must stay at home

Hand sanitizer in every teaching room – all pupils to clean hands at start and end of lesson

Table top screens to be used in between teacher and pupil

Teachers to clean all surfaces – computer screens, keyboards, table tops, white boards, chair arms, in between lessons

Each child to have their own pencil case with pens, pencils, rubbers – named and supplied by BLC – to be cleaned with a disinfectant wipe and kept in a plastic storage box with a lid, between weekly lessons

Teachers to sit sideways next to pupil, not face on, as far away as possible

Teachers to wear masks, at parents' request

Ask pupils not to touch anything other than their own work

Keep windows open, where possible

No homework sheets or reading books to be sent home

**2. Pupils infecting teachers** – Notify all parents and schools that any child who is unwell, or any parent/carer who is unwell, will not be allowed to visit the Centre

Any child, parent or carer who becomes unwell during their visit, will be asked to leave the Centre

All parents and pupils to wash hands on reaching 3<sup>rd</sup> floor of Munro

Hand sanitizer at the entrance to the waiting room

Table top screens to be used in teaching room

**3. Pupils and parents infecting other pupils and parents** – 10m min time gaps between lessons to ensure families don't over-lap in the waiting room

Ask families not to arrive too early for lessons and schools not to send children too early i.e. no more than 5 mins before the scheduled start of the lesson

Ensure there are no more than 2 people in the waiting room

Display a poster requesting social distancing between users of the waiting room.

**4. Staff infecting each other** - All staff to stay on site between start and end of teaching day

All staff to bring their own mugs and plates

If travelling by tube, wear a face mask. Plan journeys for the quietest times of the day. Teaching time-tables to be organized accordingly.

**5. Waiting Room** - Remove all toys and books (stack in plastic boxes and store )

Space chairs 2m apart, as closely as possible

No magazines or newspapers

No water or fruit

Ask children to bring their own drinks and snacks

Admin will keep some individual packs of biscuits and small bottles of water in a lidded plastic box – children can take one out for themselves, in case of emergencies.

No more than 2 people in the waiting room

Windows open when ever possible

**6. Assessment Room** – Assessments will be carried out in the large teaching room

Windows to be open

Assessments must be cancelled for any child who is unwell or if any member of their family is unwell.

BLC and assessor will give the family a new date – without extra charge

Assessors and parents will sign and date a risk assessment and consent form prior to the meeting

*Parent forms be emailed out with the assessment booking info.*

*Assessor forms to be signed and given to the client when they arrive at the Centre*

Keep face to face contact time to a minimum

All pre-assessment chat to happen on the telephone, not face to face

All after assessment follow-up to happen on the telephone

Assessors can wear visors, if they chose, but parents will be notified of this prior to the assessment. Parents can chose to see an assessor who does not want to wear a visor, if they prefer.

All assessors will wear a visor, at parents' request

Hand sanitizer - everyone to clean their hands on entry to the assessment room

All assessment materials to be cleaned with disinfectant wipes, before and after every assessment. Tables and chairs to be cleaned, in the same way.

Assessors to sit side to side, or at an angle, with child – not face to face

**7. Toilet** - Parent or teacher can accompany children to the toilet

Door handles, flush and taps to be wiped with disinfectant spray before use.

20 seconds hand washing with soap, after use

Spray toilet seat with disinfectant after use. Wipe down flush, door handle and taps with disinfectant spray – again

Everyone clean hands with hand sanitizer once back in the Learning Centre

**8. The Offices** – Clean surfaces every day – screen, keyboards, telephone, drawer and cupboard handles, kettle, photocopier keys, shredder keys and all bunches of keys.

No parents or children allowed in the offices or the teaching rooms

Everyone to maintain 2m social distancing in the office and in the corridor

Office Manager to open all post and distribute. Hands to be washed straight after.

Admin staff can chose to wear a mask and gloves

Keep windows open as much as possible

Throw away masks and gloves will be available for everyone who choses to wear them.