# Coronavirus (COVID-19) Risk assessment

## Company name: The Tutorial Foundation Assessment carried out by: Katy Harris

## Date of next review: 7/11/20 Date assessment was carried out: 7/9/20

| What are the hazards? | Who might be harmed and how? | What are you already doing to control the risks? | What further action do you need to take to control the risks? | Who needs to carry out the action? | When is the action needed by? | Done |
| --- | --- | --- | --- | --- | --- | --- |
| **Students and Staff Being infected with Coronavirus (COVID-19)** | Students (mostly classed as vulnerable) | Providing remote online lessons/workpacks to offsite/self-isolating students | None until Government/case worker guidance changes. | Offsite Tutors | As per weekly timetable |  |
| **Harm to vulnerable students who are not attending school or engaging with remote-learning** | Staff | Carrying out weekly Safeguarding phone calls to students not engaging with remote learning |  | Attendance Officer | Daily |  |
|  |  | Practising Social Distancing of 2 metres apart within schools setting | Person on duty to check guidelines are being followed. Staff to be reminded regularly.  Tape used to limit one student per desk | Duty Person  Katy | Daily |  |
|  |  | Insisting on regular handwashing and hand-sanitising of both students and staff including on arrival and departure. | Remind students and staff every day. | All Staff | Daily |  |
|  |  | Insisting on students using a tissue or elbow to catch a cough or sneeze. | Remind students and staff every day. | All Staff | Daily |  |
|  |  | Encouraging students not to touch mouth, eyes or nose | Remind students and staff every day. | All Staff | Daily |  |
|  |  | Anti-bacterial cleaning all surfaces every evening. | Weekly update and briefing with cleaners to ensure following cleaning guidelines | Katy/Julia | Weekly |  |
|  |  | Maximum of 4 students in a classroom | Person on duty to check guidelines are being followed. Staff/Students to be reminded regularly. | Duty Person/Julia | Daily |  |
|  |  | Maximum of one teacher in a classroom | Person on duty to check guidelines are being followed. Staff to be reminded regularly. | Duty Person/Julia | Daily |  |
|  |  | Students groups assigned to one classroom for all lessons. | Person on duty to check guidelines are being followed. Staff/Students to be reminded regularly. | Duty Person/Julia | Daily |  |
|  |  | Staggered start and finish times, alternating days attended so minimise numbers onsite at one time. | Continue | Tim Low | Ongoing |  |
|  |  | Lunch, break and PE taken in larger outdoor space. | Persons on duty to check guidelines are being followed. Staff/Students to be reminded regularly. .; | Duty Persons/Julia | Daily |  |
|  |  | Prop doors open & open windows | Person on duty to check guidelines are being followed. Staff to be reminded regularly. | Duty Person/Julia | Daily |  |
|  |  | Reminding students, staff and parents not to attend the setting if they (or a member of their household) are displaying any symptoms of Coronavirus. | Communicate to Parents, Carers, Staff and Students | Katy | Fortnightly update |  |
|  |  | Posters displayed around the school communicating protective guidelines | Check on displays | Katy | Weekly |  |
|  |  | Non-urgent visits from outside agencies not permitted. | None until Government guidance changes. |  |  |  |

More information on managing risk: [www.hse.gov.uk/simple-health-safety/risk/](http://www.hse.gov.uk/simple-health-safety/risk/)

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