**Finchley Reform Synagogue Education Programmes**

**(Kochavim, Massuot, Friday Group)**

**Risk Assessment for in-person activities**

**(including Covid)**

**The following principles underpin all planning and actions:**

* Children’s needs are paramount.
* Staff physical and emotional well-being must be considered at all stages of planning and implementation.
* Ensuring effective infection protection and control and preventing the spread of coronavirus - e.g., dealing with direct transmission (for instance, when in close contact with those sneezing and coughing) and indirect transmission (via touching contaminated surfaces).
* Minimising contact with individuals who are unwell by ensuring that those who have coronavirus symptoms, or who have someone in their household who does, do not attend FRS in-person activities.
* Cleaning hands more often than usual.
* Ensuring good respiratory hygiene by promoting the ‘catch it, bin it, kill it’ approach.
* Cleaning frequently touched surfaces often using standard products, such as detergents and bleach.

|  |  |
| --- | --- |
| **Date of risk assessment:** 2nd September 2021 | **Name of assessor:** Karen Bloom |
| Activity being assessed *[can be used for delivering activities remotely, for one off outdoor activities such as sports day/outing or in preparation for reopening school premises*]: Kochavim, Massuot, Friday Group | |
| **Authorised by: Sam Clifford (Executive Director)**  **Bob Humphreys (Synagogue Chair)** | **Approx. number of children:**  Kochavim: up to 80 on site at one time  Massu’ot: 40 per year group  Friday Group: 50 |
| **Date of activity**: 5th September 2021 onwards (subject to amendments) | **Number of staff on site** (adults, youth, paid and volunteers):  Kochavim: 20  Massuot: 2-6  Friday Group: 3  Hebrew Ulpan: 2 |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Consider the following areas of risk and recommendations** | **Existing controls in place** | **Additional controls and actions required** | **Lead personnel** | **By when?** | **Date action completed** |
| **General areas of risk for children/youth during activities**  Child finds a way to exit the building unaccompanied  Child injures themselves whilst in our care | Paid security guards on duty whenever children are on-site  Sufficient staff on-site have up-to-date first aid training | Volunteer parents on duty each week to sit at exit points throughout Kochavim timing  All staff to be reminded as to location of First Aid kits and incident/accident booklet | SC, KB  KB | 5th September 2021  5th September 2021 | Ongoing  Ongoing |
| **Existing Health & Safety compliance and building considerations**  Ensure H&S compliance checks have been carried out. | A general risk assessment for the building has been completed, including reference to multiple exit points  All staff will undergo COVID awareness training | KB to review building layout with staff and ensure children are not allowed to wander around the building unattended  KB has completed Covid 19 awareness & compliance training. | SC, KB  KB | 5th Sept 2021  5th Sept 2021 |  |
| **Cleaning of Premises**  Cleaning regimes are maintained at an increased level, including the frequent cleaning of hard surfaces (floors, handrails, door handles, passenger lifts, building equipment buttons, switches, etc). | Suitable disinfectant cleaning products are used by the cleaning staff. Sufficient hot water, liquid soap, disposable towels and hand sanitiser dispensers are provided throughout the building. Staff are required to report anything contaminated or spilt that requires cleaning. | Hand sanitiser and antibacterial wipes in all classrooms.  Handwashing signs in all classrooms and toilets with hand washing advice.  Signage and posters re not touching face/catch it bin it kill it.  Bins in all classrooms and rooms with spare bin bags. Bins emptied at the end of the sessions and bin double bagged.  Bins to be left outside of classrooms at the end of sessions to alert cleaning staff to the fact that that room has been used and needs to be cleaned | KB/SC | Ongoing | Ongoing |
| **Communal facilities, entrance, toilets, stairs. etc** Risk of cross contamination from equipment, surfaces etc. that may have been touched or otherwise contaminated by coronavirus and create a risk to health. | Users instructed to ensure that the toilet seat is in the closed position before flushing to prevent aerosols becoming airborne and contaminating the facilities with potential pathogens.  Where objects are visibly contaminated with bodily fluids, they must not be touched, but reported to a manager. Staff instructed to clean their hands after using the toilet, by washing their hands with soap and water for at least 20 seconds.  In colder weather, staff are required to ensure that coats, scarfs and other outdoor items are stored on the chair of the person to whom they belong, avoiding contact with other people's personal items. | Supplies of soap and sanitising agents provided and regularly topped-up at all hand washing stations. NHS and Public Health hand washing advice posters displayed. Cleaning services have been increased. Toilets and communal areas, along with work spaces are cleaned more frequently than before and the cleaning routine is to a higher specification. | SC, KB | ongoing |  |
| **Staffing**  Assess availability and wellbeing of all staff including those with underlying health conditions and/or family considerations.  Staff who are subject to shielding or are in a household where someone is shielding. | A risk assessment specific to youth activities has been completed  Conversations with staff will be ongoing. | Y&Ed staff training on Covid compliance to take place ahead of new term  Staff meeting before the in person activities resume | KB  KB | 5th Sept 2021  5th Sept 2021 |  |
| **Staff Safety working measures** | Staff instructed to avoid close face-to-face contact or touching and follow the 1m+ rule where possible.  Staff can choose to wear face mask/shield.  Physical contact, such as handshakes, hugs, pat on the back, etc. is to be avoided.  Rooms will be kept ventilated where possible. | Y&Ed staff training on Covid compliance to take place before activities resume in person  Open windows in classrooms; face same direction as child if bending down to speak to them so aerosols flow away from each other  Staff advised to take a home LFD test before coming to the building, and show the senior member of staff proof that they have received a negative result  First aiders on site: KB, Hagit, Hila, Noa Segev | KB | 5th Sept 2021 |  |
| **Availability of alternative provision** to cover self-isolation should this occur once teaching has started up | Education programmes to be moved online if necessary due to government guidelines | KB to ensure regular review of staff health and government guidance | KB | Ongoing | Ongoing |
| **Safeguarding** | Ensure all over 18s are subject to DBS checks; those in the 16-18 category to be considered on a case-by-case basis  Keep records of who's on site. Make sure you know which staff and volunteers will be on site at each event, and that appropriate checks have been done for them. | Refresher for all staff of safeguarding training prior to return to new academic year  Remind staff to look out for possible signs of harm & abuse and to report any concerns to DSL  Remind staff, parents and children about online safety | KB | 5th Sept 2021 | 5th Sept 2021 |
| **Review pupil wellbeing**  Support pupils who are worried about returning to in-person activities or who have been in challenging home circumstances or experienced bereavement during the pandemic (Covid-19 related or otherwise) | KB to have conversation with RMB before in person activities resume to ask if there are any circumstances staff should be aware of  Use age-appropriate materials to explain and maintain social distancing  Promote understanding of the different experiences for our children and young people during the pandemic  Consider how pupils with specific needs are reintegrated  Deliver activities that focus on relationships – adult/pupil, pupil/pupil | KB to lead staff discussion around reintegrating children into the 3D classroom | KB | 5th Sept 2021 | Ongoing |
| **Review Behaviour policy** | To include statement on expected behaviour during Covid pandemic | Reminders on how to behave in education classes at FRS, infection control, illness and sanctions for deliberate non-compliance | KB | 5th Sept 2021 |  |
| **Reducing contact point activities** | Ensure extremely high hygiene for all activities, including food prep.  Avoid passing items around a class  Avoid sharing of pens/pencils | Staff to use anti-bac wipes on all pens before handing them to children, and also when collecting them in.  Inform parents to ensure children have their own water bottles in school. | KB | 5th Sept 2021 | Ongoing |
| **Good Personal Hygiene** | Email to parents as in person activities resume to include information about hygiene expectations and to ask them to have a conversation at home with their children about these | All children to wash their hands/sanitize on entering the building and before going home.  Children to gel or soap & water wash hands before break time and after break before re-entering the classrooms.  Remind children to cough/sneeze into arm and away from other people’s faces | KB | 5th Sept 2021 | Ongoing |
| **School visitors and site users** | Handwashing / use of gel before entering education activity. Also signing in and out, to enable test and trace if necessary | Inform visitors of current requirements; visitors to inform us of any suspected or confirmed cases by any building users | KB | 5th Sept 2021 | Ongoing |
| **Class group and size configuration** | No legal restrictions on class size  Continue practice of not mixing year groups indoors where possible | Break to be taken outdoors when weather permits. If indoors, then children to remain within their own year groups | KB | 5th Sept 2021 | Ongoing |
| **Timetable**  Which lessons or activities will be delivered?  Which lessons or activities could take place remotely? outdoors? | 2 sessions at Kochavim; Massuot varied; Friday Group as usual  Kochavim to be weekly in person for all  Massuot to be in person but with numbers restricted in accordance with what feels appropriate according to the room size | No assemblies until further notice  Amended model for Kochavim to reduce movement around the building – all teaching done in year groups | KB  KB | 5th Sept 2021 | ongoing |
| **Classroom/learning environment layout**  Classrooms to allow children and adults to be socially distanced | Where possible, stagger entrance and exits of classrooms to keep groups apart as they move through the setting. | All classrooms have sufficient tables and chairs set out to allow for maximum space, where possible 1m+ distance  Classrooms doors to remain open while classes ongoing | KB | 5th Sept 2021 | ongoing |
| **Resources**  Limit the use of shared resources | Limiting the amount of shared resources.  Prevent the sharing of stationery and other equipment where possible. Shared materials and surfaces should be cleaned and disinfected more frequently  Practical lessons can go ahead if equipment can be cleaned thoroughly between classes | No unnecessary items to be brought into setting | KB | 5th Sept 2021 | ongoing |
| **Breaks** | Break to be outside where possible to allow for maximum ventillation.  Children to bring own packed snack and to eat outdoors or in their own classroom. Not to share food with each other.  Staff to be on duty to ensure children are keeping safe | Toilets to be wiped down after each use, then cleaned thoroughly at the end of the activity.  Staff member to supervise primary school aged children going to toilet to ensure thorough handwashing.  Child friendly posters for hand washing and guides on hand washing and hygiene | SC, KB | 5th Sept 2021 | ongoing |
| **Staff rooms/spaces**  Stagger the use of offices to limit occupancy and allow social distancing | Staff not to congregate in offices.  Staff to bring own flask/water bottle | Registers to be collected from and returned to KB  Staff are required to have consideration for contracted cleaning staff with regards to discarded tissues, food, etc. to prevent cleaning staff being accidently contaminated.  Where possible, an urn will be filled and available for staff to access hot water for drinks whilst onsite | SC, KB | 5th Sept 2021 | Ongoing |
| **Outdoor spaces** | Maximise the use of outdoor spaces when weather permits for break times  Use outdoor space as teaching space when that does not adversely affect the content being taught | Consider activities that can be effectively done outdoors | KB | 5th Sept 2021 | Ongoing |
| **Start and end of day**  Parents to remain outside the building except in exceptional circumstances | Parents may not accompany their child to the classroom, or enter to collect them. If a child needs to be picked up early, the parent will alert a senior member of staff upon arrival, and their child will be brought to them | Make clear to parents that they should not gather at entrance or enter the site (unless they have a pre-arranged appointment, which should be conducted safely)  KB and Security team to be in radio contact | KB | 5th Sept 2021 | Ongoing |
| **Suspected case in school (staff or pupil)** | Contact relevant agencies e.g. LA / Public Health England - Deep clean core areas - Inform staff - Core reminders of hygiene - Contact parents – general information about sickness etc. | Isolate child/teacher until they can be collected; ensure staff staying with an isolating child wears a mask | KB | 5th Sept 2021 | Ongoing |
| **Confirmed case in school -** | Deep clean core areas - Inform staff - Core reminders of hygiene - | Contact parents – general information about sickness etc. and the key next steps e.g. closure of a class / school/ or carry on etc. | KB | 5th Sept 2021 | Ongoing |
| **Suspected Covid case in a household** | Parents to keep their child away from FRS activities until the case has been confirmed as negative |  | KB | 5th Sept 2021 | Ongoing |
| **Confirmed Covid case in a household** | No family member may attend any FRS activity until ten days after the onset of the symptoms of the positive case within their household | Deep clean of the classroom and school | SC, KB | 5th Sept 2021 | Ongoing |
| **Support for families affected** | Communicate to parents and staff to contact FRS if they require support. | Regular contact with affected families and staff – wellbeing checks. | KB, RMB | 5th Sept 2021 | Ongoing |
| **Travel arrangements**  Consider how children and adults arrive at the setting to reduce any unnecessary travel on public transport. Read the [Coronavirus (COVID-19): safer travel guidance for passengers](https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers) | Assess transport arrangements for all staff | Staff should consider wearing a mask if they are lift-sharing | KB | 5th Sept 2021 | Ongoing |
| **Communicating your plans and supporting individuals**  Children, parents and carers | Tell children, young people, parents, carers or any visitors, such as suppliers, not to enter the education or childcare setting if they are displaying any symptoms of coronavirus (following the [COVID-19: guidance for households with possible coronavirus infection](https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance)) | Parents to inform the school if anyone in the house is displaying symptoms | KB | 5th Sept 2021 | Ongoing |
| **Individual care if anyone becomes ill** If anyone becomes unwell with a new, continuous cough or a high temperature, they must be sent home and advised to follow the [COVID-19: guidance for households with possible coronavirus infection guidance](https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance). | If a child is awaiting collection, they should be moved, if possible, to a room where they can be isolated behind a closed door, depending on the age of the child and with appropriate adult supervision if required. Ideally, a window should be opened for ventilation. If it is not possible to isolate them, move them to an area which is at least 2 metres away from other people.  If they need to go to the bathroom while waiting to be collected, they should use a separate bathroom if possible. The bathroom should be cleaned and disinfected using standard cleaning products before being used by anyone else.  If a member of staff has helped someone who was unwell with a new, continuous cough or a high temperature, they do not need to go home unless they develop symptoms themselves or the child subsequently tests positive (see ‘What happens if there is a confirmed case of coronavirus in a setting?’ below). They should wash their hands thoroughly for 20 seconds after any contact with someone who is unwell. Cleaning the affected area with normal household disinfectant after someone with symptoms has left will reduce the risk of passing the infection on to other people. See the [COVID-19: cleaning of non-healthcare settings guidance](https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings). | A mask should be worn by staff caring for the child while they await collection if a distance of 2 metres cannot be maintained (such as for a very young child or a child with complex needs).  In an emergency, call 999 if they are seriously ill or injured or their life is at risk. They should be reminded not to visit the GP, pharmacy, urgent care centre or a hospital. | KB | 5th Sept 2021 | Ongoing |
| **Personal Protective Equipment PPE** | Check availability and supply of PPE. The majority of staff in education settings will not require PPE beyond what they would normally need for their work, even if they are not always able to maintain a distance of 2 metres from others. | If a child, young person or other learner becomes unwell with symptoms of coronavirus while in their setting and needs direct personal care until they can return home, a face mask should be worn by the supervising adult if a distance of 2 metres cannot be maintained. If contact with the child or young person is necessary, then gloves and a face mask should be worn by the supervising adult. If a risk assessment determines that there is a risk of splashing to the eyes, for example from coughing, spitting, or vomiting, then eye protection should also be worn. | SC, KB | 5th Sept 2021 | Ongoing |