|  |  |  |  |
| --- | --- | --- | --- |
| **Achieve Tuition Risk Assessment – Covid-19 Hygiene Procedures Completed: 7th June 2020** | | | |
| **What are the hazards?** | **Who is at risk?** | **Risk Rating (H/M/L)** | **How will the risks be managed?** |
| **Infection control standards – Risks of:**  **Poor hygiene**  **Insufficient cleaning**  **Nonadherence to infection control requirements / risk assessments and procedures**  **Cross contamination** | **Pupils**  **Parents**  **Teacher** | **H** | * Teacher acts upon government guidance surrounding maintaining hygiene. * Teacher reminds pupils regarding maintaining good hygiene standards such as regular hand washing, not touching mouth/nose/eyes. * Pupils are supervised by teacher if using hand sanitiser. * Pupils and Parents are asked to wash hands when entering the building, after coughing or sneezing and after using the toilet. * Teacher undertakes cleaning of key touch points at interims, using anti-bacterial wipes or spray. * Tissues are available for use by pupils and teacher. Tissues are disposed immediately after use. * All touch points will be thoroughly cleaned at the end of each evening. * The classroom will be kept well ventilated through opening the waiting room door and windows wherever possible. * Parents are requested to not wait for pupils in the waiting room to minimise touch points and allow social distancing between adults. * To further allow social distancing between adults, if further feedback is required about a pupil’s progress, please make contact via email, phone or text message.   **Practicalities in the classroom:**   * Pupils to observe a 2metre distance from each other when in the classroom and waiting room and avoid any physical contact. * The teacher will be separated from the pupils using a Perspex screen. * Desks will be positioned so that children are two metres apart. * Children will not directly face each other. * Equipment on the tables will be kept to a minimum. Each child will be given a sanitised pencil at the beginning of their lesson and equipment will be cleaned at the end of each evening. Children will not share equipment during lessons. * Desks and chairs will be cleaned with antibacterial wipes or spray between lessons. * If homework is required, it can be sent electronically.   **Pick up / drop off:**   * If possible, parents are requested to remain outside. * If parents do enter the waiting room then they are requested to observe social distancing measures of staying 2 metres apart.   A picture containing drawing  Description automatically generated |