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| **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.

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