



English in Totnes

A boutique language school in beautiful Devon

Covid-19 secure: risk assessment template and action plan EiT as at 08.07.20

We review this document every three weeks in line with government lockdown reviews in our location.

<i>Risk area</i>	<i>What is the risk?</i>	<i>Who may be at risk?</i>	<i>What is already done/ being done?</i> <i>(& evidence)</i>
Cleaning - general	Virus transmission	<ul style="list-style-type: none">• Students• Group leaders• Staff• Visitors• Room hire teachers and students• Cleaners	<ul style="list-style-type: none">• Frequent cleaning of keyboards, mouse, light switches, door handles, desks, chairs, whiteboards, smart boards, shared teaching resources• Stockpiling of antibacterial wipes, hand sanitizer, hand soaps, disinfectants, paper towels, tissues, rubber gloves, toilet rolls• Tissue bins emptied throughout the day.
Cleaning - in cases of symptomatic individuals on site	Virus transmission	<ul style="list-style-type: none">• Students• Group leaders• Staff• Visitors• Room hire teachers and students• Cleaners	<ul style="list-style-type: none">• Areas where symptomatic individuals have been held will be closed to others then cleaned and disinfected• Surfaces which symptomatic individuals have been in contact with will be cleaned and disinfected• Areas where symptomatic individuals have passed through will be cleaned• In the event of a blood/bodily-fluid spill, students and staff will be kept away from the area



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			<ul style="list-style-type: none"> • If an area has been heavily contaminated with bodily fluids, cleaning staff will use protection for the eyes, mouth and nose, as well as wearing gloves and an apron • During shifts, cleaning staff will wash hands regularly with soap and water for 20 seconds, and after removing gloves, aprons and other protection used while cleaning. <p>Management of Blood and Bodily Fluid Spillages</p> <p>Decontamination of Reusable Equipment guidance</p>
HVAC Systems	Virus transmission	<ul style="list-style-type: none"> • Students • Group leaders • Staff • Visitors • Room hire teachers and students 	<ul style="list-style-type: none"> • Systems will be assessed prior to reopening to ensure sufficient ventilation • Filters will be replaced where necessary • Windows will be kept open during school hours to aid ventilation • Doors will be propped open where this does not compromise fire safety or safeguarding.
Hygiene	Virus transmission	<ul style="list-style-type: none"> • Students • Group leaders • Staff • Room hire teachers and students 	<ul style="list-style-type: none"> • Staff and students will be reminded to wash their hands more frequently than normal, including on arrival, before and after eating, and after sneezing or coughing • Antibacterial hand sanitiser and cleaning stations will be provided throughout the school • Staff will clear workspaces and remove waste at the end of a shift • Toilets are to be flushed with lids down to prevent faecal-oral transmission.



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			Best Practice Hand Washing Best Practice Hand Rubbing
Dealing with symptomatic individuals	Virus transmission	<ul style="list-style-type: none">• Students• Group leaders• Staff• Room hire teachers and students	<p>If someone becomes unwell on the premises, and they, have been in, or are connected to someone who has Covid-19 or symptoms, they should:</p> <ul style="list-style-type: none">• get at least 2m away from others; go to a separate well-ventilated room/ area behind a closed door• avoid touching anything• cough or sneeze into a tissue and put it in a bin, or if they do not have tissues, cough and sneeze into the crook of their elbow• use a separate bathroom, where possible. <p>They should use their own mobile phone to call either:</p> <ul style="list-style-type: none">• for NHS advice: 111• for an ambulance, if they're seriously ill or injured or their life is at risk: 999 <p>They should tell the operator:</p>



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		<ul style="list-style-type: none">• their symptoms• which country they have come from in the last 14 days <p>The nominated 'Responsible Person' at the school should also contact the local Public Health Protection team on 111.</p> <p>Under 18s</p> <ul style="list-style-type: none">• If the person is a child, a staff member will be asked to volunteer to supervise the child (probably be the person who has spent most time with the child that day)• The Responsible Person will contact NHS 111 (or 999 in emergencies) on behalf of the child and also contact parents• The child will use a separate bathroom which will be cleaned after use¹• The member of staff who has assisted the student showing symptoms does not need to go home unless they develop symptoms themselves• They will wash their hands thoroughly for 20 seconds with normal household products after any contact with an unwell student or colleague²• If there is a confirmed case of Covid-19 during provision, guidance will be taken from the local Public Health Protection team. They will discuss the case, identify others
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¹[Coronavirus \(COVID-19\): guidance for educational settings - GOV.UK](#)

²[Coronavirus \(COVID-19\): guidance for educational settings - GOV.UK](#)



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			<p>who may have been in contact with the affected person, prepare a risk assessment, and advise on any further actions or precautions that need to be taken.</p> <p>Accommodation</p> <p>In the event of a student or host(s) showing symptoms or testing positive:</p> <ul style="list-style-type: none"> • The host agency will be informed • Hosts will need to isolate together with students.
First Aid			<ul style="list-style-type: none"> • Adequate first aid cover will be arranged • Where there is a shortage of first aid cover, the school will work with neighbouring organisations to share cover • In the event of a symptomatic individual in need of resuscitation, first responders will follow guidance from the UK government COVID-19: guidance for first responders - GOV.UK
Entrances/Exits	Virus transmission	<ul style="list-style-type: none"> • Students • Group Leaders • Staff • Room hire teachers and students 	<ul style="list-style-type: none"> • Arrival / departure times will be staggered to reduce crowding in and out • Lunch times/break times will also be staggered to reduce contact between students within the school • One-way flow routes will be implemented throughout the school • Separate entry and exit points will be implemented • Hand cleaning facilities will be provided at entry and exit points



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Corridors/Stairwells	Virus transmission	<ul style="list-style-type: none">• Students• Group leaders• StaffRoom hire teachers and students	<ul style="list-style-type: none">• Stairwells will be separated use - ie. one up, one down.
Offices	Virus transmission	<ul style="list-style-type: none">• Students• Group leaders• Staff• Room hire teachers and students	<ul style="list-style-type: none">• Rota system will plan for the minimum number of people needed on site• Online meeting tools will be used to avoid face-to-face meetings• Office layouts and processes will be reviewed to help maintain social distancing• Employees will work side-by-side or facing away from each other• Floor tape will demarcate areas to help employees keep to a 1m distance• Hot desking will be reduced• Shared office equipment (staplers, pens, tape, calculators, etc.) use will be limited, with additional equipment provided for staff• Photocopier to be operated by one designated staff member• Hand sanitiser will be provided in offices and meeting rooms.
Reception	Virus transmission	<ul style="list-style-type: none">• Students• Group leaders• Staff• Visitors	<ul style="list-style-type: none">• A 'Virtual Reception' will be implemented - homestay change requests, level change requests etc. will be done online• Evaluation form to be done online• Returned reference books will be kept separate from other books for at least 72 hours



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			<ul style="list-style-type: none">• All reference books to be touched only after hand sanitiser used• Student numbers in reception area will be restricted to 1 at a time• Outside areas will be used for queuing (where weather conditions allow)• Clear guidance will be provided to students prior to and on arrival• Contactless card payments will be used.
Dining Halls/Canteens	Virus transmission	<ul style="list-style-type: none">• Students• Group leaders• Staff• Room hire teachers and students	<ul style="list-style-type: none">• Seating and tables will be reconfigured to maintain spacing and reduce face-to-face interactions• Kitchen access will be restricted to as few people as possible• Access to walk-in pantries, fridges and freezers will be restricted to one person at a time• Water accessed from water fountains into student's own mug/ bottle and hand sanitiser placed nearby to clean handle
Deliveries/Collections	Virus transmission	<ul style="list-style-type: none">• Students• Group leaders• Staff• Visitors	<ul style="list-style-type: none">• Times will be scheduled for the collection of goods• Load will be done without interacting with driver• Contact will be minimised during exchange of documentation.
Testing (and tutorials)	Virus transmission	<ul style="list-style-type: none">• Students• Group leaders• Staff• Visitors	<ul style="list-style-type: none">• Conduct tests online prior to arrival (totally)• 2m distance will be maintained between tables/desks• Tests will be staggered



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			<ul style="list-style-type: none"> Staff and students to sit at 90 degree angles rather than face to face during speaking tests.
Inductions	Virus transmission	<ul style="list-style-type: none"> Students Group leaders Staff Visitors 	<ul style="list-style-type: none"> Students to bring own mobile devices for online access to our online learning hub Students to be told in advance to bring face coverings, hand gel, own mobile devices and be prepared to share contact details in event of COVID19 infection Social distancing in to be implemented in common spaces where presentations/ inductions take place Desks/ chairs will be spaced 1m apart Social distancing guidelines will be included in induction - these will be demonstrated, and concept checked Electronic paperwork will be used where possible (eg. collecting student emergency contact details) Disposable gloves will be used when collecting passports/identity cards
Teacher's Room/ main office	Virus transmission	<ul style="list-style-type: none"> Students Group leaders Staff Visitors 	<ul style="list-style-type: none"> 1m distance will be maintained between desks/tables/chairs Social distancing will be maintained during teacher meetings Limits will be put on the amount of shared resources (eg. course books) that can be taken home Teachers will be encouraged to prepare lessons at home Sharing of stationery and other equipment will be reduced



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			<ul style="list-style-type: none"> • Shared materials and surfaces (eg. printer, scanner, tables, guillotine handles) will be frequently cleaned and disinfected
Classes	Virus transmission	<ul style="list-style-type: none"> • Students • Staff • Visitors 	<ul style="list-style-type: none"> • Class sizes will be reduced • Break times will be staggered to reduce pressure on the break rooms, • Students will be kept in the same small groups • A reduced number of teachers will be assigned to each class • Classes will be allocated to a specific classroom • Students will be assigned a specific table • Sitting positions will be 1m apart. • Some lessons will be held outdoors (where weather conditions allow) • Antibacterial gel 'Cleaning Stations' will be available in class
Homestays	Virus transmission	<ul style="list-style-type: none"> • Students • Group leaders • Hosts 	<ul style="list-style-type: none"> • Hosts in high risk groups will be identified and will not be used until transmission rate reduces • Students who may be in higher risk groups will be identified at booking stage and will be allocated accommodation accordingly • Single room (ie. no twin share) options only in the short term - unless students are related or from the same household/ bubble.
Homestay Inspections	Virus transmission	<ul style="list-style-type: none"> • Students • Group leaders • Staff 	<ul style="list-style-type: none"> • For existing hosts, checks will be conducted online • For any new hosts, face to face visits would be necessary, with social distancing and hygiene protocols in place • Prospective hosts will be informed ahead of a visit that a 1m distance should be kept • Prospective hosts should leave all internal doors open



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Staffing	Virus transmission	<ul style="list-style-type: none"> Students Group leaders Staff 	<ul style="list-style-type: none"> Staff in the 'shielding' category will not be able to work on site The minimum level of staff needed to deliver provision will be onsite at any one time Staff who are showing symptoms of coronavirus must not come to work Equipment will be provided for employees to work from home (eg. laptops) Where a Fire Marshal is working from home or self-isolating a suitable staff member will be identified to fill the role Where a Designated Safeguarding Lead is unable to work on site, adequate cover will be in place Safer recruitment will be in place for staff and accommodation providers in regulated activity Where staff have been furloughed, they will be given clear guidance on all virus control measures before starting.
Critical Systems	Virus transmission Health & safety risk Fire Legionnaires Disease	<ul style="list-style-type: none"> Students Group leaders Staff 	<ul style="list-style-type: none"> Prior to reopening, the condition of: <ul style="list-style-type: none"> <input type="checkbox"/> plumbing and water, <input type="checkbox"/> gas, electricity/electrical systems, <input type="checkbox"/> alarm systems, <input type="checkbox"/> call points, fire alarms, fire extinguishers, <input type="checkbox"/> ventilation and air conditioning systems, <input type="checkbox"/> waste and recycling systems, <input type="checkbox"/> IT systems, and



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			<input type="checkbox"/> other critical infrastructure will be checked to make sure it meets health and safety standards. <ul style="list-style-type: none"> Kitchens will be deep cleaned and any out of date food will be discarded. Fire safety systems will be checked prior to reopening, Fire extinguishers will be checked to ensure they are in date. Where the inspection date has been exceeded, they will be inspected prior to reopening. While the site is idle, waste will not be allowed to accumulate in order to reduce the risk of arson and vandalism. Fire extinguishers will not be used to prop open doors Fire doors will not be propped open
Fire Evacuations	Virus transmission	<ul style="list-style-type: none"> Students Group leaders Staff Room hire teachers and students 	Social distancing will be maintained at assembly points
Sports	Virus transmission	<ul style="list-style-type: none"> Students Group leaders Staff 	<ul style="list-style-type: none"> Hockey stick handles, golf club handles, goalkeeper gloves, etc. will be cleaned after use Students will be advised not to expectorate on pitches/ playing surfaces (the threat of yellow/ red cards or sin binning will be used as a deterrent) Students will be advised not to high five/ embrace after scoring, after games etc.



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Excursions	Virus transmission	<ul style="list-style-type: none">• Students• Group leaders• Staff	<ul style="list-style-type: none">• Venue risk assessments and social distancing measures will be acquired prior to a visit - these will be factored into our own risk assessment and guidance for staff and students• Discussions will be held with your transport supplier on their social distancing and cleaning measures• Coronavirus (COVID-19): safer travel guidance for passengers will be used to guide activity staff leading excursions on public transport• Students will be advised to clean hands after using public transport• Travel will be scheduled to limit exposure to large crowds and rush hours• Pick-up and drop-off will be reviewed to reduce crowding at one point• Staff will not share face masks with each other or with students (e.g. where a face mask is required to enter a venue and a student or colleague does not have one).
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