



# HEALTH & SAFETY POLICY

[www.themcacademy.co.uk](http://www.themcacademy.co.uk)

Review

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# 1 Policy Statement

MC Academy recognises and accepts its responsibility as an employer to maintain, as far as is reasonably practicable, the safety and health of its employees, and of other people who may be affected by its activities. This is done with due regard to all relevant legislation, particularly The Health & Safety at Work Act 1974 and to the advice and guidance from the Health & safety Executive (HSE).

## 2 Duties of MC Academy

- Decide what harm could be done to employees and the precautions to stop it, as part of risk assessment.
- Explain how risks will be controlled and ensure everyone knows who is responsible for this.
- Consult and work with employees and the health and safety officer (DOS), Manchester and (ADOS), Liverpool in protecting everyone from harm at MC Academy.
- Provide free health and safety training which is needed for employees to perform their jobs.
- Provide any equipment or protective clothing required and ensure it is maintained and always in working order.
- Provide toilets, washing facilities and drinking water.
- Provide adequate first aid facilities.
- Report major injuries and fatalities at work to the HSE Incident Contact Centre.
- Report other injuries, diseases and dangerous incidents online to the HSE.
- Own insurance that covers all employees in case of illness or injury through working for MC Academy and keep a copy of the current insurance certificate where it can be easily accessed (Finance Office).
- Work with the Landlord (Legal and General Property Ltd.) the Building Management company (Workman) and any other employer or contractor sharing the workplace, so that everyone's health and safety is protected.

## 3 Duties of Employees

- Follow the training received when using any work items MC Academy has given.
- Take reasonable care of their own and other peoples' health and safety.
- Co-operate with MC Academy over health and safety.
- Tell the management or health and safety officer if the workplace, work or precautions taken are putting anyone's health and safety at risk.
- If the above is done but there is still concern, the local enforcing officer for health and safety and the Employment Medical Advisory Service (via HSE) should be contacted.

## 4 Emergency Evacuation

- All staff and students are given training and information as part of their induction on arrival at MC Academy. All staff must clock in and out at all times.
- In the event of an emergency evacuation, staff and students should follow the guidelines detailed on fire safety in this document.

### **Manchester**

- On the second floor there are two fire exits: The exit door at the main entrance, and the door next to the Operations office.

### **Liverpool**

- On the Ground floor there are three fire exits: The exit door at the main entrance and the second is towards the left hallway from the main entrance next to room 2.
- On the First floor turn right from the main entrance all the way to the end of the hallway and then there is the fire exit next to the prayer room on the right.

## Fire Alarm

- If you hear the fire alarm, you must leave the building by the nearest available exit straight away.
- The exit routes are clearly marked in the classrooms, reception area and corridors.
- If you discover a fire, do not try to tackle it yourself, instead, activate the nearest fire alarm.
- Please walk, do not run.
- Do not use the lift, always use the stairs.
- Make sure you know the fire escapes and the location of the fire extinguisher.
- Please read the school's health and safety policy, these may be found in every classroom.

There is a first-aid box located at Reception. This box is located on the top shelf of the cupboard in the reception. If you require medical assistance, then please speak with a First Aid Officer in the school.



### Emergency Evacuation Meeting points:

**MANCHESTER ASSEMBLY POINT:** The shop, Oxfam, is on the footpath across the road from the school.

**LIVERPOOL ASSEMBLY POINT:** Across the road, next to the car park.

- Teachers are responsible for the students in their class. Teachers are expected to take their registers and ensure that their students stay together as a group at the assembly point.
- Permission to return to the building is given by the Safeguarding Lead (in the event of a drill) or the Fire Brigade (in the event of a genuine emergency evacuation).
- A fire bell test is conducted by the Concierge at 12:00 pm every Wednesday.
- Posters of emergency evacuation procedures and signs are posted in all appropriate places around the school.

## 5 Fire Marshals

- In Manchester, seven members of staff are trained in fire safety and are fire marshals.
- In Liverpool, seven members of staff are trained in fire safety and are fire marshals.

## 6 Signing In & Out

In order to ensure MC Academy has accurate details of all people present at the school in the event of an emergency evacuation:

- All staff must clock in and out using the clock in machine at reception. This includes break times.
- There is no direct system for students signing in and out. They are registered by the teacher in the classrooms. All students must wear their Student ID badge at all times when in school.
- All visitors must report to reception and sign the visitor's book. All visitors must wear a visitor's lanyard at all times.

## 7 Under 18 Students

*(See Safeguarding Policy)*

Staff member responsible: DOS and Safeguarding Lead

### Manchester under 18s do's and don'ts

#### DO



- DO send an email to compliance if you are late and sick at [compliance@themcademy.co.uk](mailto:compliance@themcademy.co.uk)
- DO speak to your Safeguarding or Welfare Officer if you have a problem or feel unsafe.
- DO report any issues with your home stay accommodation at [accommodation@themcademy.co.uk](mailto:accommodation@themcademy.co.uk)
- DO ask your teacher for a break if you feel stressed
- DO look after yourself
- DO wear your GREEN lanyard at all times
- DO have fun

#### DON'T



- *DON'T share personal details online OR with people you don't know.*
- *DON'T bully other students or members of staff.*
- *DON'T keep any problems to yourself, MC Academy staff are here to help*
- *When you leave the building on a social activity, DON'T leave your teachers side.*
- *In case of fire or emergency please stay with your teacher*
- *DON'T forget to wear your GREEN lanyard*
- *DON'T go to the prayer room unsupervised*

- *DON'T go to the toilet unsupervised.*



## Liverpool under 18s do's and don'ts

### DO



- DO send an email to compliance if you are late and sick at [compliance@themcacademy.co.uk](mailto:compliance@themcacademy.co.uk)
- DO speak to your Safeguarding or Welfare Officer if you have a problem or feel unsafe.
- DO report any issues with your home stay accommodation at [accommodation@themcacademy.co.uk](mailto:accommodation@themcacademy.co.uk)
- DO ask your teacher for a break if you feel stressed
- DO look after yourself
- DO wear your GREEN lanyard at all times
- DO have fun
- DO stay only on the floor that your classes are on.

### DON'T



- *DON'T share personal details online OR with people you don't know.*
- *DON'T bully other students or members of staff.*
- *DON'T keep any problems to yourself. MC Academy staff are here to help!*
- *When you leave the building on a social activity, DON'T leave your teachers side.*
- *In case of fire or emergency please stay with your teacher.*
- *DON'T forget to wear your GREEN lanyard.*
- *DON'T go to the prayer room unsupervised.*
- *DON'T go to the toilet unsupervised*
- *DON'T go to the first or second floor unsupervised*



## 8 First Aid, Medical Emergencies, & Accident Book

- In the event of an accident or injury a member of staff who has completed first aid training will be called and will take appropriate action, including completing the Accident Book.
- In the event of a medical emergency, standard 999 procedures will be applied. The follow-up will include completing the Accident book and a review of procedure by the relevant staff.
- First aid box is kept at Reception and at the Concierge Reception.
- The accident book is kept at Reception.

### **First Aiders:**

Manchester: There are 12 fully trained first aiders on site.

Liverpool: There are 9 full trained first aiders on site.

## 9 PREVENT

*(See PREVENT Policy)*

Staff member responsible: DOS and Safeguarding Lead

## 10 Portable Appliances and Periodic Electrical Installation Safety Checks

The Electricity at Work Regulations 1989 require that any electrical equipment that has the potential to cause injury is maintained in a safe condition. However, the Regulations do not specify what needs to be done, by whom or how frequently (i.e. they don't make inspection or testing of electrical appliances a legal requirement, nor do they make it a legal requirement to undertake this annually).

Periodic inspection and testing at MC Academy is carried out only by registered electricians on an annual basis. They check the condition of the electrics against the UK standard for the safety of electrical installations (BS 7671 – Requirements for Electrical Installations).

## 11 Help and Guidance for Staff

### **11.A - How to keep your work free from health and safety risks.**

### **Health Issues:**

To ensure a healthy working environment there needs to be:

- Good ventilation – a supply of fresh, clean air drawn from outside or a ventilation system.
- A reasonable working temperature (usually at least 16 °C, or 13 °C for strenuous work, unless other laws require lower temperatures).
- Lighting suitable for the work being carried out.
- Enough room space and suitable workstations and seating.
- A clean workplace with appropriate waste containers.

### **Safety Issues:**

To ensure a safe workspace you must:

- Properly maintain your premises and work equipment.
- Keep floors and traffic routes free from obstruction.
- Have windows that can be opened and also cleaned safely.
- Make sure that any transparent (e.g. glass) doors or walls are protected or made of safety material.

### **Office Set Up:**

- Sitting awkwardly or with difficult lighting conditions can affect your health. Complete the correct training to minimise risks and ensure your comfort. If you have particular problems or concerns, you should inform your line manager.

*(See Display Screen Equipment).*

### **Housekeeping:**

Take good care to maintain a general clean and safe work environment by keeping areas tidy, removing hazards such as wires (trip hazard) and paper piles (fire hazard). Never ignore a potential hazard, even if it is not in your area.

### **Storage:**

You are expected to take a commonsense approach to storage of equipment, documents and other items – for example, do not stack documents/books above head height and make sure book cases are stable. Be aware at all times and think about potential hazards for yourself and other people. Never ignore a potential hazard or assume it is someone else's job to report it; many accidents happen because of an assumption that someone else will act.

## **11.B - Fire Safety**

### ***Employees should follow the below steps to prevent fires:***

- Before you use any electrical appliances carry out a quick check to make sure that the cables, plugs etc. are not damaged.
- Do not use any electrical equipment that shows signs of damage, even if you think it is minor. Report any faults you find to your line manager and find an alternate appliance.
- Ensure that you place your rubbish in the correct waste bins. Do not overfill the bins and ensure that your waste bin is accessible to the cleaners at the end of each day.

### **In case of a fire alarm:**

- Immediately stop what you are doing and walk (do not run) to the nearest available safe fire exit. If your nearest exit/route is obstructed, choose another route. Make sure that you are aware of the exits and routes in your area.
- Follow the instructions of your designated fire marshal.
- Direction signs should indicate the route to your fire exit. These comprise a white arrow on a green



background sometimes accompanied by the words 'FIRE EXIT' and also a pictogram of a running man. The arrows indicate the direction of the nearest fire exit.

- Do not use a lift to leave the building – always use designated stairs.
- Make your way to the appropriate assembly point.
- Once you are at the assembly point you should report to the Fire marshal, so that they can account for the people in their designated area.
- Do not leave the designated assembly point or attempt to re-enter the building until you have been instructed to do so by the fire marshal or Safeguarding Lead.

#### **Action to take if you discover a fire:**

- Raise the alarm - This can be achieved by breaking the glass on the call points or by shouting the instruction "Fire – call the fire brigade."
- Raise the alarm even if the building is fitted with an automatic fire alarm system, which has not yet activated – you must not wait for it to do so of its own accord. The alarm must be raised for every occurrence of a fire, no matter how small it appears to be. This will ensure that people in the building have adequate notice to evacuate should it begin to spread quickly.
- Call the fire brigade at the earliest available and safe opportunity and do not attempt to tackle the fire unless you have been appropriately trained and can safely do so.

#### **11.C - Display Screen Equipment**

The following may help employees when using display screen equipment:

- Forearms should be approximately horizontal, and the user's eyes should be the same height as the top of the screen.
- Make sure there is enough workspace to accommodate all documents or other equipment. A document holder may help avoid awkward neck and eye movements.
- Arrange the desk and screen to avoid glare, or bright reflections. This is often easiest if the screen is not directly facing windows or bright lights.
- A space in front of the keyboard can help you rest your hands and wrists when not typing.
- Sit upright and close to the desk to reduce working with the mouse arm stretched.
- Adjust the brightness and contrast controls on the screen to suit lighting conditions in the room.
- Breaking up long spells of DSE work helps prevent fatigue, eye strain, upper limb problems and backache.

## **Welfare**



- The staff members at our school are here to provide information, support and guidance on a range of issues, e.g. study-related issues, relationships, difficulties, loneliness, health, etc.
- If you want to chat about how you are feeling, you will find someone to listen.
- In our commitment to ensuring the well-being and safety of our students and staff, we have dedicated Welfare Officers available to provide guidance and support whenever needed.
- we have trained Fire Marshalls and First Aiders on campus to assist in emergency situations.
- Additionally, for peer support, our Student Representatives are also readily available to help students with any concerns or issues they may encounter.

- Everybody is welcome and we treat anything you talk to us about with an appropriate level of confidentiality.
- Student welfare is our top priority, that is why our aim is to provide support and assistance to make you feel at home.
- Should you have any problems or personal worries during your stay at the school, please do not hesitate to speak to a member of staff. If you want to talk in private, just ask.

## 12 Documentation



### MC Academy General Risk Assessment

Company Name: MC Academy

Monthly Check Date:

Date of Risk Assessment Check Date:

Staff Member:

Area:

What are the hazards?	Who might be harmed and how?	What are you already doing?	Do you need to do anything else to control this risk?	Action by whom?	Action by when?	Monthly check?
Computers Chairs	Anyone could trip if the chairs are left out.	Checking to make sure they are always pushed back under the desk.	No	Academic Staff	Daily	
Things on top of desks, cupboards and shelves	Staff, visitors or students may be injured if items fall off.	Ensuring that items are not close to the edge and desks are kept tidy.	No	Academic Staff	Daily	
Wires around and under tables	Exposed wires could be a tripping hazard.	Taking care when moving around the tables and trying to keep wires in a neat and safe way under desks. Make other staff aware of tripping hazards.	No	Academic Staff	Daily	
Old and heavy wooden windows	Staff could be harmed by falling or closing heavy windows.	Ensuring that back windows are not moved. Hands are never put directly under the windows. Windows are opened and closed with care and caution.	No	All staff	Daily	
Computers	Liquids could cause electrical issues potentially harming staff.	Liquids should be handled with care and kept away from computers where possible.	No	All staff & students	Daily	

**Health and safety measures for COVID-19 related risks**

Risk of spreading the virus if staff members or students are close together	Staff or students are at risk of contracting the virus from someone who is not showing symptoms.	Yellow tape and a stop and think sign indicate a 1 meter plus distance. No more than 9 students and one other staff member should be in the office at any given time.	No	All staff and students	Daily	
Little space to move past desks	Increased risk of spreading the virus to staff and students.	The door should be left open as much as possible and windows left open to ventilate the space. Only 2 people should be able to stand and move at one time	No	Management staff	Daily	
Risk of cross-contamination on surfaces	Increased risk of spreading the virus to staff and students.	Hand sanitizer is made available to everyone at the entrance of the room and use is encouraged by staff. Anti-bacterial wipes are also provided and both staff and students must use them to clean their stations before leaving.	No	All staff and students	Daily	

You should review your risk assessment if you think it might no longer be valid (eg following an accident in the workplace or if there are any significant changes to hazards, such as new work equipment or work activities)

For information specific to your industry please go to <http://www.hse.gov.uk>.

For further information and to view our example risk assessments go to <http://www.hse.gov.uk/risk/casestudies/>

Combined risk assessment and policy template published by the Health and Safety Executive 08/14

## MC Academy Fire Safety Risk Assessment

This is the statement of general policy and arrangements for: MC Academy		
_____ has day-to-day responsibility for ensuring this policy is put into practice		
Statement of general policy	Checked on/Signed by	Action/Arrangements and the date the action will be completed by (If necessary)
Plug sockets must not be overloaded and there must not be any liquids nearby.		
Teachers will have their student registers in the classroom at all times during the class.		
The staff and visitor register are visible on the front desk at reception at all times.		
All fire door seals and self-closing devices are in good condition.		
Fire alarms are checked every Thursday and are all in proper working condition. The warning can be clearly heard and understood by everyone throughout the whole building. Any maintenance is carried out by the owner of the building.		
The extinguishers are suitable for purpose and are sufficiently sited throughout the premises at appropriate and visible locations.		
All of the extinguishers dials are 'green' and all are tagged.		
All of the escape routes must be clear at all times.		
All students are made aware of the plans in place in the case of a fire and provided with a poster containing the fire safety procedures at the school.		

All members of staff are aware of which exit they must use in case of a fire depending on which classroom they are teaching in at the time. Teaching staff are aware that they must take the registers with them to the muster point and that they are responsible for ensuring that their students are calm and follow them to the muster point.		
The existing escape routes are adequate for the numbers and type of people that may need to use them.		
There is sufficient lighting to safely use the escape routes.		
The fire exit doors in the classrooms are unobstructed, kept unlocked and are easy to open from the inside.		
At least twice every six months there will be a fire alarm check at the school where all staff and students must vacate the premises.		
All doors are fire doors and will be kept closed at all times.		
Any holes or gaps in walls, ceilings and floors are properly sealed e.g. where ventilation ducts and electrical cables pass through them.		
The escape routes and exits, the locations of firefighting equipment and emergency telephones are indicated by appropriate signs. All signs are correct, legible and understood (pictures are provided to ensure that students who have a lower level of English can understand the signs)		
MC Academic Ltd employs an external body to regularly test and maintain the equipment.		

The Comms room must not be overcrowded with paper etc. and must be kept tidy at all times. This room is where the machinery/electrical equipment is stored and so there is a greater risk of fire here.		
Paper is kept tidy at all times around the school.		
There are PEEP's (Personal Emergency Evacuation Plan) in place for those whose mobility is impaired and who may not be able to exit the building via the stairs unaided, in a prompt manner during an emergency situation.		

Signed:		Date:	
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Fire Escape Plan poster is displayed at (location)	Every classroom, reception, the library, computer room and staff room and highlight the main exit routes and muster point in the case of a fire. The muster point is the assembly point.
High Visibility jacket is located:	In the cupboard behind reception.
Register is located:	At reception.
Number of trained fire marshals:	<ul style="list-style-type: none"> <li>• In Manchester, seven members of staff are trained in fire safety and are fire marshals.</li> <li>• In Liverpool, seven members of staff are trained in fire safety and are fire marshals.</li> </ul>

Firefighting equipment check		Where it can be used/not used
Red	Water	To be used on wood, paper and textiles. NOT to be used on flammable liquids, live electrical equipment, hot fat or gaseous substances.
Cream	Foam	Most effective on contained fires. Ensure there is no breaks in the foam cover. Can be used on wood, paper and textile fires. NOT to be used on live electrical equipment, hot fat or gaseous substances.
Blue	Dry Powder	All fires. NOT to be used on fat fires.
Black	Co2	Can be used on live electrical equipment and confined flammable liquid fires.



## Risk Assessment & Itinerary for Trips & On-Site Activities



### Points of Discussion before activity:

- Remind students about the emergency number on their student ID card.
- Explain the risks and rules of the activity.
- Tell the students to speak to a first aider if necessary.
- Make sure that students move around in groups or pairs when given 'free time'.

Date		<b>Number of Under 18 Students</b>	
Name of Activity		<b>Meeting Point (If a student is lost)</b>	
Venue Address/ Location		<b>Staff Member's Contact Details</b>	
Staff Members Present		<b>Risk Assessment Completed by</b>	
Number of Students		<b>Staff Member's Signature</b>	

What are the hazards?	Who might be harmed and how?	What are you already doing?	Do you need to do anything else to control this?	Action by who?	Action by when?	Done
Chairs & tables	Students and staff sitting on chairs. People could trip on the chairs.	Advising the students to be careful of the chairs and tables	No	Academic staff	On the day	
Wires	Students and staff walking near or around wires. Exposed wires could be a tripping hazard.	Making sure there are no wires that could be tripped on left out.	No	Academic staff	On the day	
Things on top of desks, cupboards and chairs	Students and staff may be injured if items fall off.	Ensuring items are not left on the edge of tables and kept tidy.	No	Academic staff	On the day	
Computers	Liquids could cause electrical issues, potentially harming students or staff.	Making sure liquids are handled with care and kept away from computers where possible.	No	Academic staff	On the day	
Illness or Injury	Students or staff could become injured or fall ill.	One member of staff must be first aid trained. Make sure the first aid kit is available.	No	Academic staff	On the day	
Food	Students or staff may come into contact with allergens.	Ensuring the students are aware of possible allergens and cross contamination.	No	Academic staff	On the day	

Itinerary			
Time	Action	Time	Action

Contingency Plan
Return to school and host in-school activities such as board game club, FIFA competition, art & craft workshop, Jeopardy, or clay modelling workshop.

Incidents

Feedback

Student Information			
ID No'	Name:	Under 18? (Y/N)	Phone Number:

Emergency Contacts	
Emergency Number (monitored by the Admin Staff)	07743 949761
MC Academy contact Number	0161 236 7575
Social Lead's Contact Number	07341 116430

Designated secondary lead (in case of primary lead's absence)	
<i>In case of social lead's temporary absence (toilet break, first-aid, emergency, etc.), another <b>member of staff</b>, <b>student representative</b> or <b>senior student</b> will be appointed to supervise the students.</i>	
Name:	
Contact Number:	

## Risk Assessment & Itinerary for Trips & Off-Site Activities



### Points of Discussion before activity:

- Remind students about the emergency number on their student ID card.
- Explain the risks and rules of the activity.
- Tell the students to speak to a first aider if necessary.
- Make sure that students move around in groups or pairs when given 'free time'.

Date		<b>Number of Under 18 Students</b>	
Name of Activity		Meeting Point (If a student is lost)	
Venue Address/ Location		Staff Member's Contact Details	
Staff Members Present		Risk Assessment Completed by	
Number of Students		Staff Member's Signature	

What are the hazards?	Who might be harmed and how?	What are you already doing?	Do you need to do anything else to control this?	Action by who?	Action by when?	Done
Mode of Travel	Students and staff walking near busy roads. Getting on and off transport.	Advising the students to be careful around busy roads and to mind themselves when going on and off transport.	No.	Academic staff	On the day	
Route	Students and staff walking near or around busy roads/streets. Students may not be aware of the rules of the road.	Inform Students of how you're going to travel and how they should behave.	No	Academic staff	On the day	
Exposure to Weather	Students and staff could dress inappropriately and catch illness.	Give clear information about suitable clothing for the trip. Will not travel if adverse weather or a natural disaster.	No	Academic staff	On the day	
Student Lost or Separated from the group	Students may get lost and not be familiar with their surroundings.	Ensure all students are grouped into pairs when travelling. Inform students to meet in front of the school if they get lost.	No	Academic staff	On the day	
Illness, injury or food	Students or staff could become injured, fall ill or may come into contact with allergens.	Make sure the first aid kit is available. Be aware of possible allergens and cross contamination.	No	Academic staff	On the day	
While Visiting Sites	Students may not be aware of hazards surrounding them.	Tell students to be careful at all times when walking around different sites.	No	Academic staff	On the day	

Itinerary			
Time	Action	Time	Action

**Contingency Plan**

Return to school and host in-school activities such as board game club, FIFA competition, art & craft workshop, Jeopardy, or clay modelling workshop.

Incidents

Feedback

Student Information			
ID No'	Name:	Under 18? (Y/N)	Phone Number:

Emergency Contacts	
Emergency Number (monitored by the Admin Staff)	07743 949761
MC Academy contact Number	0161 236 7575
Social Lead's Contact Number	07341 116430

Designated secondary lead (in case of primary lead's absence)	
<ul style="list-style-type: none"> <li>- Staff member</li> <li>- Student representative</li> <li>- Senior student</li> </ul>	
Name:	
Contact Number:	

## Risk Assessment & Itinerary for Travel Trips



### Points of Discussion before activity:

- Remind students about the emergency number on their student ID card.
- Explain the risks and rules of the activity.
- Tell the students to speak to a first aider if necessary.
- Make sure that students move around in groups or pairs when given 'free time'.

Date		<b>Number of Under 18 Students</b>	
Name of Activity		<b>Meeting Point (If a student is lost)</b>	
Venue Address/ Location		<b>Staff Member's Contact Details</b>	
Staff Members Present		<b>Risk Assessment Completed by</b>	
Number of Students		<b>Staff Member's Signature</b>	

What are the hazards?	Who might be harmed and how?	What are you already doing?	Do you need to do anything else to control this?	Action by who?	Action by when?	Done
Mode of Travel	Students and staff walking near busy roads. Getting on and off transport.	Advising the students to be careful around busy roads and to mind themselves when going on and off transport.	No.	Academic staff	On the day	
Route	Students and staff walking near or around busy roads/streets. Students may not be aware of the rules of the road.	Inform Students of how you're going to travel and how they should behave.	No	Academic staff	On the day	
Exposure to Weather	Students and staff could dress inappropriately and catch illness.	Give clear information about suitable clothing for the trip. Will not travel if adverse weather or a natural disaster.	No	Academic staff	On the day	
Student Lost or Separated from the group	Students may get lost and not be familiar with their surroundings.	Ensure all students are grouped into pairs when travelling. Inform students to meet in front of the school if they get lost.	No	Academic staff	On the day	
Illness, injury or food	Students or staff could become injured, fall ill or may come into contact with allergens.	Make sure the first aid kit is available. Be aware of possible allergens and cross contamination.	No	Academic staff	On the day	
While Visiting Sites	Students may not be aware of hazards surrounding them.	Tell students to be careful at all times when walking around different sites.	No	Academic staff	On the day	

Itinerary			
Time	Action	Time	Action

Contingency Plan
Return to school and find alternative ways of travel or host other activities.

Incidents

Feedback

Student Information			
ID No'	Name:	Under 18? (Y/N)	Phone Number:

Emergency Contacts	
Emergency Number (monitored by the Admin Staff)	07523645186
MC Academy contact Number	0161 236 7575
DSL Number:	07835041483

Designated secondary lead (in case of primary lead's absence)	
<ul style="list-style-type: none"> <li>- Staff member</li> <li>- Student representative</li> <li>- Senior student</li> </ul>	
Name:	
Contact Number:	

## Travel Risk Assessment for Students Arriving in the UK.



Description of travel:			
Date:			
Travelling from:		Risk Assessment Completed by:	
Travelling to:		Signature:	

What are the hazards?	Who might be harmed and how?	What are you already doing?	Do you need to do anything else to control this?	Action by who?	Action by when?	Done
Mode of Travel	Students walking near busy roads. Getting on and off transport.	Use regular mode of transport by a reputable company, allowing adequate travel time to avoid delays.	No.	Staff	On the day	
Route	Students walking near or around busy roads/streets.	Warn students of the highway code and make sure they understand the roads.	No	Staff	On the day	
Exposure to Weather	Students from hot countries could dress inappropriately and catch illness.	Will not travel if adverse weather or a natural disaster.	No	Staff	On the day	
Drivers	Students being picked up by unknown individuals.	Make sure you check the ID of anyone picking you up and be sure the cab is from the prearranged company.	No	Staff	On the day	
Illness, injury or food	Students could become injured, fall ill or may come into contact with allergens.	Be aware of possible allergens and cross contamination.	No	Staff	On the day	
Accommodation	Students might have an issue with accommodation such as the wrong date or not being adequate	Contact the accommodation officers number that has been provided below.	No	Staff	On the day	

Itinerary			
Time	Action	Time	Action

Contingency Plan	
If there is a problem, contact the emergency numbers provided below.	

Incidents	

Travelling Student's Information	
First name:	
Last name:	
D.O.B:	
Under 18? Y/N	
Address (in the UK):	
Guardian's address:	
Phone number:	
Email address:	

Emergency Contacts	
Emergency Number (monitored by the Admin Staff)	07523645186
MC Academy contact Number	0161 236 7575
Accommodation officer Contact Number	07835 041483



## Risk Assessment & Itinerary for staff members travelling.



### Points of Discussion before travelling:

- Remind staff about the emergency number.
- Explain the itinerary and the potential risks of travelling.
- Take a first-aid kit.
- Try to avoid travelling or walking alone.

<b>Description of travel/work away</b>			
<b>Date</b>			
<b>Venue Address/ Location</b>		<b>Risk Assessment Completed by</b>	
		<b>Staff Member's Signature</b>	

What are the hazards?	Who might be harmed and how?	What are you already doing?	Do you need to do anything else to control this?	Action by who?	Action by when?	Done
Mode of Travel	Staff walking near busy roads. Getting on and off transport.	Use regular mode of transport by a reputable company, allowing adequate travel time to avoid delays.	No.	Staff	On the day	
Route	Staff walking near or around busy roads/streets.	Walk in groups if possible and abide by the highway code.	No	Staff	On the day	
Exposure to Weather	Staff could dress inappropriately and catch illness.	Will not travel if adverse weather or a natural disaster.	No	Staff	On the day	
Accommodation	Staff may need to stay over night and experience problems with accommodation.	Ensure to use accommodation provided as per the institute and departmental contact.	No	Staff	On the day	
Illness, injury or food	Members of staff could become injured, fall ill or may come into contact with allergens.	Make sure the first aid kit is available. Be aware of possible allergens and cross contamination.	No	Staff	On the day	
While Visiting Sites	Staff may need help while visiting sites.	Avoid lone walking and travelling as far as possible.	No	Staff	On the day	

Itinerary			
Time	Action	Time	Action

Contingency Plan
Come back to the school or appointed meeting point and organize the trip for another day if possible.

Incidents

Feedback

Staff Information	
Staff Member's Name	Phone Number

Emergency Contacts	
Emergency Number (monitored by the Admin Staff)	07523645186
MC Academy contact Number	0161 236 7575
DSL Number:	07835041483

*Staff member: I am signing to indicate that I have read and will abide by the statements above and will carry out additional risk assessment where necessary.*

First Name:	Surname:
Contact number:	Signature



## Homestay/accommodation checklist

<b>Host's name:</b>		<b>Risk Assessment Completed by:</b>	
<b>Host's address:</b>		<b>Staff's number:</b>	
		<b>Staff member's Signature</b>	
<b>Number of rooms:</b>			
<b>Host's contact number:</b>			

Students			
ID No'	Student Name	Under 18?	Phone Number

Emergency Contacts	
<b>Emergency Number (monitored by the Admin Staff)</b>	07743 949761
<b>MC Academy contact Number</b>	0161 236 7575
<b>Accommodation officer Contact Number</b>	07835 041483

*When/if a student is staying off-premises overnight, the host is obligated to report this directly to the school by calling the below numbers.*

**MC Academy Accommodation Officer contact number: 07835041483**

*When/if an under-aged student is travelling unaccompanied, they require the provision of written permission from their parent or guardian.*

**Curfew time:** Students are not permitted to leave the premises after 11pm.

Questions you should ask:		Yes	Further action needed	N/A
<b>Movement around the room (slips and trips)</b>	Is the internal flooring in a good condition?			
	Are there any changes in floor level or type of flooring that need to be highlighted?			
	Are gangways between furniture kept clear?			
	Are trailing electrical leads/cables prevented wherever possible?			
	Is lighting bright enough to allow safe access and exit?			
	Are procedures in place to deal with spillages, eg water, blood from cuts?			
<b>Furniture and fixtures</b>	Are permanent fixtures in good condition and securely fastened, eg cupboards, display boards, shelving?			
	Is furniture in good repair and suitable for the size of the user, whether adult or child?			
	Where window restrictors are fitted to upper-floor windows, are they in good working order?			
	Are hot surfaces of radiators etc protected where necessary to prevent the risk of burns to vulnerable young people?			
<b>Electrical equipment and services</b>	Are fixed electrical switches and plug sockets in good repair?			
	Are all plugs and cables in good repair?			
	Has portable electrical equipment, e.g. laminators, been visually checked and, where necessary, tested at suitable intervals to ensure that it's safe to use? (There may be a sticker to show it has been tested.)			
	Has any damaged electrical equipment been taken out of service or replaced?			
<b>Asbestos</b>	If the building contains asbestos, have details of the location and its condition in the room been provided and explained to you?			
	Have you been provided with guidance on securing pieces of work to walls/ceilings that may contain asbestos?			
<b>Fire</b>	If there are fire exit doors in the room, are they: <ul style="list-style-type: none"> <li>■ unobstructed.</li> <li>■ kept unlocked; and</li> <li>■ easy to open from the inside?</li> </ul>			
	Is fire-fighting equipment in place in the room?			
	Are fire evacuation procedures clearly displayed?			
	Are you aware of the evacuation drill, including arrangements for any vulnerable adults or children?			
<b>Workplace (ventilation and heating)</b>	Does the room have natural ventilation?			
	Can a reasonable room temperature be maintained during use of the room?			
	Are measures in place, for example blinds, to protect from glare and heat from the sun?			

## Covid-19 secure: risk assessment template and action plan

A full risk assessment of your facilities and provision should be carried out and actioned prior to reopening. You should share this risk assessment with your employees and relevant parts with students. This document should be reviewed every three weeks in line with government lockdown reviews in your location.

<b><i>Risk area</i></b>	<b><i>What is the risk?</i></b>	<b><i>Who may be at risk?</i></b>	<b><i>What is already done/ being done? (&amp; evidence)</i></b>	<b><i>What still needs to be done?</i></b>	<b><i>By when?</i></b>
Cleaning - general	Virus transmission	<ul style="list-style-type: none"> <li>• Students</li> <li>• Group leaders</li> <li>• Staff</li> <li>• Visitors</li> </ul>	<ul style="list-style-type: none"> <li>• Frequent cleaning of keyboards, mouse, light switches, door handles, desks, chairs, whiteboards, smart boards, shared teaching resources</li> <li>• Frequent cleaning of shared spaces – kitchen appliances, vending machines &amp; water dispenser</li> <li>• Stockpiling of antibacterial wipes, hand sanitizer, hand soaps, disinfectants, paper towels, tissues, rubber gloves, toilet rolls</li> <li>• Tissue bins emptied throughout the day.</li> </ul>	<ul style="list-style-type: none"> <li>- All members of staff responsible for keeping their own desk and workspace clean.</li> <li>- All members of staff responsible for wiping down communal areas once used – Kitchen appliances, water dispenser etc</li> <li>- Buy new stock when low – hand sanitizer, wipes etc</li> </ul>	<ul style="list-style-type: none"> <li>- Ongoing</li> <li>- Stock will be bought when low</li> </ul>

<p>Cleaning - in cases of symptomatic individuals on site</p>	<p>Virus transmission</p>	<ul style="list-style-type: none"> <li>● Students</li> <li>● Group leaders</li> <li>● Staff</li> <li>● Visitors</li> </ul>	<ul style="list-style-type: none"> <li>● Areas where symptomatic individuals have been held will be closed to others then cleaned and disinfected</li> <li>● Surfaces which symptomatic individuals have been in contact with will be cleaned and disinfected</li> <li>● Areas where symptomatic individuals have passed through will be cleaned</li> <li>● In the event of a blood/bodily-fluid spill, students and staff will be kept away from the area</li> <li>● 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</li> <li>● 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.</li> </ul> <p><a href="#">Management of Blood and Bodily Fluid Spillages</a>  <a href="#">Decontamination of Reusable Equipment guidance</a></p>	<ul style="list-style-type: none"> <li>- These steps will be carried out in the cases of symptomatic individuals</li> </ul>	<ul style="list-style-type: none"> <li>- When arises</li> </ul>
<p>HVAC Systems</p>	<p>Virus transmission</p>	<ul style="list-style-type: none"> <li>● Students</li> <li>● Group leaders</li> <li>● Staff</li> <li>● Visitors</li> </ul>	<ul style="list-style-type: none"> <li>● Systems will be assessed prior to reopening to ensure sufficient ventilation</li> <li>● Filters will be replaced where necessary</li> <li>● Windows will be kept open during school hours to aid ventilation</li> <li>● Doors will be propped open where this does not compromise fire safety or safeguarding.</li> </ul>	<ul style="list-style-type: none"> <li>- All main doors wedged open – reception, exit, classrooms when being used, and offices to enable ventilation throughout school</li> <li>- Windows to remain open when classrooms are in use</li> </ul>	<ul style="list-style-type: none"> <li>- Ongoing</li> </ul>

Hygiene	Virus transmission	<ul style="list-style-type: none"> <li>● Students</li> <li>● Group leaders</li> <li>● Staff</li> <li>● Visitors</li> </ul>	<ul style="list-style-type: none"> <li>● Staff and students will be reminded to wash their hands for 20 seconds more frequently than normal, including on arrival, before and after eating, and after sneezing or coughing</li> <li>● Antibacterial hand sanitiser and cleaning stations will be provided throughout the school</li> <li>● Staff will clear workspaces and remove waste at the end of a shift</li> <li>● Toilets are to be flushed with lids down to prevent faecal-oral transmission.</li> </ul>	<ul style="list-style-type: none"> <li>- Sanitisation station set up at reception and exit – students must use hand sanitiser on entering the school.</li> <li>- Sanitisation station set up in each classroom (antibacterial wipes and hand sanitiser)</li> <li>- Posters displayed around school encouraging students and staff to wash their hands regularly</li> </ul>	- Done
Dealing with symptomatic individuals	Virus transmission	<ul style="list-style-type: none"> <li>● Students</li> <li>● Group leaders</li> <li>● Staff</li> <li>● Visitors</li> </ul>	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:	- These steps will be carried out in the cases of symptomatic individuals	- When arises
			<ul style="list-style-type: none"> <li>● get at least 2m away from others; go to a separate well-ventilated room/ area behind a closed door</li> <li>● avoid touching anything</li> <li>● 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</li> <li>● Use a separate bathroom, where possible.</li> </ul>		

			<p>They should use their own mobile phone to call either:</p> <ul style="list-style-type: none"> <li>• for NHS advice: 111</li> <li>• for an ambulance, if they're seriously ill or injured or their life is at risk: 999</li> </ul> <p>They should tell the operator:</p> <ul style="list-style-type: none"> <li>• their symptoms</li> <li>• which country they have come from in the last 14 days</li> </ul> <p>The nominated 'Responsible Person' at the school should also contact the local Public Health Protection team on 111.</p> <p><b>Under 18s</b></p> <ul style="list-style-type: none"> <li>• 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)</li> <li>• The Responsible Person will contact NHS 111 (or 999 in emergencies) on behalf of the child and also contact parents</li> <li>• The child will use a separate bathroom<sup>1</sup> which will be cleaned after use</li> <li>• The member of staff who has assisted the student showing symptoms does not need to go home unless they develop symptoms themselves</li> <li>• They will wash their hands thoroughly for 20 seconds with normal household products after any contact with an unwell<sup>2</sup> student or colleague</li> <li>• 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 who may have been in contact with</li> </ul>		
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			<p>the affected person, prepare a risk assessment, and advise on any further actions or precautions that need to be taken.</p> <p><b>Accommodation</b> In the event of a student or host(s) showing <a href="#">symptoms</a> or testing positive:</p> <ul style="list-style-type: none"> <li>• The host agency will be informed</li> <li>• Hosts will need to isolate together with students.</li> </ul> <p>Where a student in residential accommodation shows symptoms of coronavirus:</p> <ul style="list-style-type: none"> <li>• The student will need to isolate in the room</li> <li>• Meals and extra linens should be brought to the room</li> <li>• Cleaning should not take place in the room during the self-isolation period</li> <li>• Extra bin bags should be provided for the student.</li> </ul>		
First Aid			<ul style="list-style-type: none"> <li>• Adequate first aid cover will be arranged</li> <li>• Where there is a shortage of first aid cover, the school will work with neighboring organisations to share cover</li> <li>• In the event of a symptomatic individual in need of resuscitation, first responders will follow guidance from the UK government <a href="#">COVID-19: guidance for first responders - GOV.UK</a></li> </ul>	- Multiple members of staff that are currently working are first aid trained.	- Ongoing

Entrances/Exits	Virus transmission	<ul style="list-style-type: none"> <li>● Students</li> <li>● Group Leaders</li> <li>● Staff</li> <li>● Visitors</li> </ul>	<ul style="list-style-type: none"> <li>● Arrival / departure times will be staggered to reduce crowding in and out</li> <li>● Lunch times/break times will also be staggered to reduce contact between students within the school</li> <li>● One-way flow routes will be implemented throughout the school</li> <li>● Separate entry and exit points will be implemented</li> <li>● Hand cleaning facilities will be provided at entry and exit points</li> </ul>	<ul style="list-style-type: none"> <li>- Classes have staggered start times to reduce crowding.</li> <li>- One way system has been introduced with tape marking out the route along the corridors, arrows on the floor to point in correct direction.</li> <li>- Signs around the school to encourage the correct use of one way system.</li> <li>- Sanitisation station set up at entrance to reception and exit.</li> <li>- All Staff, Students &amp; visitors required to wear a face covering in corridors, reception area, communal areas, kitchen and hallways.</li> </ul>	<ul style="list-style-type: none"> <li>- Done</li> <li>- Done</li> </ul>
Corridors/Stairwells	Virus transmission	<ul style="list-style-type: none"> <li>● Students</li> <li>● Group leaders</li> <li>● Staff</li> <li>● Visitors</li> </ul>	<ul style="list-style-type: none"> <li>● Stairwells will be separated use - ie. One up, one down.</li> </ul>	<ul style="list-style-type: none"> <li>- Signs already in place from building operators</li> </ul>	<ul style="list-style-type: none"> <li>- Done</li> </ul>

Offices	Virus transmission	<ul style="list-style-type: none"> <li>● Students</li> <li>● Group leaders</li> <li>● Staff</li> <li>● Visitors</li> </ul>	<ul style="list-style-type: none"> <li>● Online meeting tools will be used to avoid face-to-face meetings</li> <li>● Office layouts and processes will be reviewed to help maintain social distancing</li> <li>● Employees will be assigned specific floors/rooms to reduce rotation</li> <li>● Employees will work side-by-side or facing away from each other</li> <li>● Floor tape will demarcate areas to help employees keep to a 2m distance</li> <li>● Hot desking will be reduced</li> <li>● Shared office equipment (staplers, pens, tape, calculators, etc.) use will be limited, with additional equipment provided for staff</li> <li>● Hand sanitiser will be provided in offices and meeting rooms.</li> </ul>	<ul style="list-style-type: none"> <li>- Staff have been split up into different rooms. Each member of staff will use the same desk every day.</li> <li>- Hand sanitiser and wipes have been placed in every office, reception area and kitchen.</li> <li>- Signs have been put up on entrance to offices asking students to wait at door before entering the office.</li> </ul>	<ul style="list-style-type: none"> <li>- Done</li> <li>- Wipes and sanitiser will be replenished when needed.</li> </ul>
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Reception	Virus transmission	<ul style="list-style-type: none"> <li>● Students</li> <li>● Group leaders</li> <li>● Staff</li> <li>● Visitors</li> </ul>	<ul style="list-style-type: none"> <li>● A 'Virtual Reception' will be implemented - homestay change requests, level change requests etc. will be done via, email</li> <li>● Course book/evaluation form collections and returns will be staggered</li> <li>● Returned course books will be kept separate from other books for at least 72 hours</li> <li>● Student numbers in reception area will be restricted.</li> <li>● Outside areas will be used for queuing (where weather conditions allow).</li> <li>● Clear guidance will be provided to students on arrival.</li> </ul>	<ul style="list-style-type: none"> <li>- Ticketing system will be introduced once an increased number of students return to avoid overcrowding at main reception desk.</li> <li>- Tape has been marked on floor for students to keep their distance from front desk.</li> <li>- Chairs in reception area have been split up to enhance social distancing between students.</li> <li>- Thermometer has been purchased to measure temperature of all entering the school – includes staff, students &amp; visitors.</li> <li>- Three Plastic guards for reception desk have been put in place to protect admin staff.</li> <li>- Admin staff sit on separate desks to establish safe social distancing.</li> <li>- Multiple NHS Test &amp; Trace QR codes have been placed at reception. Staff, visitors and students are to be actively encouraged to scan the code every time they enter the building to enable test and trace at school to be accurate.</li> </ul>	<ul style="list-style-type: none"> <li>- Raffle tickets for this system have been purchased and will be used when needed.</li> <li>- Temperature is taken daily of every person that enters the school. This is recorded on a sheet by admin staff at reception.</li> </ul>
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Dining Halls/Canteens	Virus transmission	<ul style="list-style-type: none"> <li>● Students</li> <li>● Group leaders</li> <li>● Staff</li> <li>● Visitors</li> </ul>	<ul style="list-style-type: none"> <li>● Seating and tables will be reconfigured to maintain spacing and reduce face-to-face interactions</li> <li>● Kitchen access will be restricted to as few people as possible</li> <li>● Interaction between kitchen staff and other staff will be restricted</li> <li>● Access to walk-in pantries, fridges and freezers will be restricted to one person at a time</li> <li>● Contactless card payments will be used.</li> </ul>	<ul style="list-style-type: none"> <li>- Finance officer to ask students to pay by card as preferred method of payment – avoid handling cash if possible.</li> <li>- Responsibility of all staff using facilities to ensure kitchen is wiped down regularly – signs in kitchen and wipes always available.</li> <li>- Responsibility of all staff using facilities to ensure vending machines and water dispensers wiped down regularly – sign on vending machine and wipes on top of water dispenser.</li> </ul>	- Ongoing
Deliveries/Collections	Virus transmission	<ul style="list-style-type: none"> <li>● Students</li> <li>● Group leaders</li> <li>● Staff</li> <li>● Visitors</li> </ul>	<ul style="list-style-type: none"> <li>● Times will be scheduled for the collection of goods</li> <li>● Load will be done without interacting with driver</li> <li>● Contact will be minimised during exchange of documentation.</li> </ul>	- N/A	

<p>Testing (and tutorials)</p>	<p>Virus transmission</p>	<ul style="list-style-type: none"> <li>● Students</li> <li>● Group leaders</li> <li>● Staff</li> <li>● Visitors</li> </ul>	<ul style="list-style-type: none"> <li>● Conduct tests online prior to arrival (totally or partially)</li> <li>● 2m distance will be maintained between tables/desks</li> <li>● Tests will be staggered</li> <li>● Staff and students to sit at 90degree angles rather than face to face during speaking tests.</li> </ul>	<ul style="list-style-type: none"> <li>- All students complete placement test from home when return to school – avoid using shared computers in school.</li> <li>- Placement tests in school will take place in the PC room</li> <li>- Students will be sat in accordance to the 2m distancing rule, marked by signs</li> <li>- Students can also use PCs near reception for testing or study time. The middle PC will be out of use to ensure distancing between students.</li> <li>- Computer and mice will be disinfected after use.</li> <li>- Level tests will continue to be administered using Moodle at 1:30pm every Tuesday. Students studying face to face can use our facilities if they do not have a laptop. They will be asked to follow distancing and cleanliness procedures.</li> </ul>	<ul style="list-style-type: none"> <li>- Ongoing</li> </ul>
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Inductions	Virus transmission	<ul style="list-style-type: none"> <li>● Students</li> <li>● Group leaders</li> <li>● Staff</li> <li>● Visitors</li> </ul>	<ul style="list-style-type: none"> <li>● Social distancing in to be implemented in common spaces where presentations/ inductions take place</li> <li>● Desks/ chairs will be spaced 2m apart</li> <li>● Social distancing guidelines will be included in induction - these will be demonstrated, and concept checked</li> <li>● Electronic paperwork will be used where possible (eg. collecting student emergency contact details)</li> <li>● Disposable gloves will be used when collecting passports/identity cards</li> </ul>	<ul style="list-style-type: none"> <li>- Online induction for students</li> <li>- New students submit an application form online rather than complete a paper copy.</li> <li>- Students encouraged not to sit or wait in common areas of school unless waiting to speak to someone. After lessons students should go home.</li> <li>- Disposable gloves are available to use when handing students passports and documents.</li> </ul>	- Ongoing
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Teacher's Room	Virus transmission	<ul style="list-style-type: none"> <li>● Students</li> <li>● Group leaders</li> <li>● Staff</li> <li>● Visitors</li> </ul>	<ul style="list-style-type: none"> <li>● 2m distance will be maintained between desks/tables/chairs</li> <li>● 4 teachers in T room 1, 6 teachers in T room 2</li> <li>● Teachers should use their own mug and wash utensils more regularly</li> <li>● Social distancing will be maintained during teacher meetings</li> <li>● Limits will be put on the amount of shared resources (eg. course books) that can be taken home</li> <li>● There will be no paper registers, online only</li> <li>● Sharing of stationery and other equipment will be reduced.</li> <li>● Windows should be left ajar at all times.</li> </ul>	<ul style="list-style-type: none"> <li>- Teachers will be encouraged to bring their own laptop, and must disinfect computers if used</li> <li>- Shared materials and surfaces (e.g. printer, scanner, tables, guillotine handles) will be frequently cleaned and disinfected</li> <li>- Hand sanitiser and disinfectant wipes will be provided or readily accessible. Teachers are encouraged to use these as frequently as possible, ensuring desks are wiped down after use.</li> <li>- Only one member of staff should use the kitchen in the teachers' room at any given time to avoid close contact.</li> </ul>	- Ongoing
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Classes	Virus transmission	<ul style="list-style-type: none"> <li>● Students</li> <li>● Staff</li> <li>● Visitors</li> </ul>	<ul style="list-style-type: none"> <li>● Break times will be staggered to reduce pressure on the break rooms, when we have 4 or more classes open.</li> <li>● Classes will be allocated to a specific classroom</li> <li>● Students will be assigned a specific table</li> <li>● Sitting positions will be 2m apart.</li> <li>● Some lessons will be held outdoors (where weather conditions allow)</li> <li>● No paper will be passed from teacher to student or student to student.</li> <li>● Various limitations for interaction strategies will be in place.</li> <li>● Students are encouraged to sit at a 90 degree angle when conducting speaking practice.</li> <li>● At the end of class the teacher oversees students wiping down their area.</li> <li>● The teacher will wipe down teaching equipment.</li> <li>● Leave the windows open ajar in classrooms.</li> <li>● If any students are showing COVID symptoms, they will be sent home.</li> <li>● The students will leave class one at a time and wipe down their desks using provided products on the sanitising station.</li> <li>● Students should wear a mask whenever they leave their desk, i.e. to approach the teacher (socially distant).</li> <li>● Students will be asked to bring in their own tech for learning purposes (laptop, tablet)</li> <li>● Teachers are trained in Face 2 Tech to utilize tech for teaching purposes and limit use of paper</li> <li>● Paper is only permitted in the classroom when doing reading practice or testing purposes but must wear gloves to distribute paper prior to start of lesson.</li> </ul>	<ul style="list-style-type: none"> <li>- Class sizes will be reduced, class sizes shouldn't exceed 9</li> <li>- Antibacterial 'Sanitisation Stations' will be available in class</li> <li>- Students will be encouraged to bring in their laptops</li> <li>- Teachers will use QR codes in class, in addition to Google Docs to send and complete worksheets</li> <li>- Students will bring in own textbook or will be given a book by staff. Staff will wear gloves when handling books.</li> </ul>	- Ongoing
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Homestays	Virus transmission	<ul style="list-style-type: none"> <li>● Students</li> <li>● Group leaders</li> <li>● Hosts</li> </ul>	<ul style="list-style-type: none"> <li>● Hosts in high risk groups will be identified will not be used until transmission rate reduces</li> <li>● Students who may be in higher risk groups will be identified at booking stage and will be allocated accommodation accordingly</li> <li>● Single room (ie. no twin share) options only in the short term - unless students are related or from the same household</li> </ul>	<ul style="list-style-type: none"> <li>- Students arriving from abroad will need to quarantine for 10 days on entering the UK. They will do this at their host family.</li> </ul>	<ul style="list-style-type: none"> <li>- Speak to hosts about this when a student is placed with them and comes from a country not on green list.</li> </ul>
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Homestay Inspections	Virus transmission	<ul style="list-style-type: none"> <li>● Students</li> <li>● Group leaders</li> <li>● Staff</li> </ul>	<ul style="list-style-type: none"> <li>● For existing hosts, checks will be conducted online</li> <li>● For any new hosts, face to face visits would be necessary, with social distancing and hygiene protocols in place</li> <li>● Prospective hosts will be informed ahead of a visit that a 2m distance should be kept</li> <li>● Prospective hosts should leave all internal doors open</li> <li>● The inspection will be limited to no more than 15 minutes.</li> </ul>	- Accommodation will take these precautions when starts to visit host families again.	- Will complete in next few months
Residences	Virus transmission	<ul style="list-style-type: none"> <li>● Students</li> <li>● Group leaders</li> <li>● Staff</li> </ul>	<ul style="list-style-type: none"> <li>● Hand sanitiser will be provided in rooms</li> <li>● Guidelines will be provided for students - eg, kitchen rotas to reduce contact in kitchen areas</li> <li>● Crowded reception areas will be managed - stagger check-in and check-out times, maintain 2m distance through tape/barriers</li> <li>● Hand sanitiser will be provided in reception areas and at lifts.</li> </ul>	- Student Residences COVID guidelines have been looked into - Riverside	- Will keep up to date with any changes

Staffing	Virus transmission	<ul style="list-style-type: none"> <li>● Students</li> <li>● Group leaders</li> <li>● Staff</li> </ul>	<ul style="list-style-type: none"> <li>● Staff in the 'shielding' category will not be able to work on site</li> <li>● The minimum level of staff needed to deliver provision will be onsite at any one time</li> <li>● Staff who are showing symptoms of coronavirus must not come to work</li> <li>● Equipment will be provided for employees to work from home (eg. laptops)</li> <li>● Where a Fire Marshal is working from home or self-isolating a suitable staff member will be identified to fill the role</li> <li>● Where a Designated Safeguarding Lead is unable to work on site, adequate cover will be in place</li> <li>● Safer recruitment will be in place for staff and accommodation providers in regulated activity</li> <li>● Where staff have been furloughed, they will be given clear guidance on all virus control measures before starting.</li> </ul>	- Will carry out once situation arises. Work laptops have been purchased and stored at school.	- Ongoing
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Critical Systems	Virus transmission Health & safety risk Fire	<ul style="list-style-type: none"> <li>● Students</li> <li>● Group leaders</li> <li>● Staff</li> </ul>	<ul style="list-style-type: none"> <li>● Prior to reopening, the condition of: <ul style="list-style-type: none"> <li><input type="checkbox"/> plumbing and water,</li> <li><input type="checkbox"/> gas, electricity/electrical systems,</li> <li><input type="checkbox"/> alarm systems,</li> <li><input type="checkbox"/> call points, fire alarms, fire extinguishers,</li> <li><input type="checkbox"/> ventilation and air conditioning systems,</li> <li><input type="checkbox"/> waste and recycling systems,</li> <li><input type="checkbox"/> IT systems, and</li> <li><input type="checkbox"/> other critical infrastructure</li> </ul> </li> </ul> <p>Will be checked to make sure it meets health and safety standards.</p> <ul style="list-style-type: none"> <li>● Kitchens will be deep cleaned and any out of date food will be discarded.</li> <li>● Fire safety systems will be checked prior to reopening,</li> <li>● 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.</li> <li>● While the site is idle, waste will not be allowed to accumulate in order to reduce the risk of arson and vandalism.</li> <li>● Fire extinguishers will not be used to prop open doors</li> <li>● Fire doors will not be propped open</li> </ul>	- Done	- Done
Fire Evacuations	Virus transmission	<ul style="list-style-type: none"> <li>● Students</li> <li>● Group leaders</li> <li>● Staff</li> </ul>	Social distancing will be maintained at assembly points	- When arises	

Excursions	Virus transmission	<ul style="list-style-type: none"> <li>● Students</li> <li>● Group leaders</li> <li>● Staff</li> </ul>	<ul style="list-style-type: none"> <li>● Venue risk assessments and social distancing measures will be acquired prior to a visit - these will be factored in to our own risk assessment and guidance for staff and students</li> <li>● Discussions will be held with your transport supplier on their social distancing and cleaning measures</li> <li>● <a href="#">Coronavirus (COVID-19): safer travel guidance for passengers</a> will be used to guide activity staff leading excursions on public transport</li> <li>● Students will be advised to clean hands after using public transport</li> <li>● Travel will be scheduled to limit exposure to large crowds and rush hours</li> <li>● Pick-up and drop-off will be reviewed to reduce crowding at one point</li> <li>● 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).</li> </ul>	<ul style="list-style-type: none"> <li>- Students must stay in bubbles of 6 during an outdoor excursion,</li> <li>- The activity leader(s) should ensure the bubbles do not mix.</li> <li>- The activity leader(s) must complete a risk assessment related to Covid-19 in accordance to the government guidelines and in-house policy.</li> <li>- Students must be aware of the potential exposure to the virus when taking part in an excursion and are responsible for their own health and safety.</li> </ul>	
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