

Risk Assessment – Teaching (Tutors in school)



Completed by:	Tamzin Einon	Date:	10 th July 2020 Reviewed: 03/09/20, 08/10/20, 15/12/20
Position:	Head of Teaching	Review date:	End January 2021

HAZARD	WHO MIGHT BE HARMED	CONTROLS TO BE PUT IN PLACE	WHO WILL BE RESPONSIBLE	WHEN THE CONTROLS NEED TO BE IN PLACE BY
Contact with someone suffering from coronavirus	<ul style="list-style-type: none"> Tutors Quest for Learning pupils 	<p>Tutors will not go into school if they or anyone they live with is experiencing coronavirus symptoms, and instead follow official self-isolation guidance. Regular reminders will be given about this.</p> <p>If a tutor is displaying symptoms of coronavirus they will notify the QfL office immediately, even if it is on a day they would not usually be teaching.</p> <p>Anyone self-isolating with symptoms will be encouraged to access testing, and the charity will help them do this if necessary.</p> <p>If a tutor feels a child who they are working with is symptomatic, they will follow the guidelines set out by the school – initially reporting it to a member of staff within their bubble.</p> <p>A deep clean will take place in the areas that the symptomatic person has been in, following decontamination guidance.</p> <p>If a tutor tests positive for coronavirus, the schools they have been working in will be contacted immediately.</p> <p>The tutor will follow official guidance for those who have tested positive and all QfL tutors and staff will actively engage with the NHS Test and Trace service.</p>	<p>All tutors</p> <p>School staff</p> <p>All tutors/QfL office</p>	September 2020
Spreading infection due to touch, sneezes and coughs		<p>Tutors will be provided with hand sanitiser in case their working area does not have easy access to handwashing facilities.</p> <p>Tutors will:</p> <ul style="list-style-type: none"> Frequently wash their hands with soap and water for 20 seconds and dry thoroughly following NHS guidelines, or use alcohol-based hand sanitiser to cover all parts of their hands; 	<p>TE/JE</p> <p>All tutors</p>	September 2020/ongoing

HAZARD	WHO MIGHT BE HARMED	CONTROLS TO BE PUT IN PLACE	WHO WILL BE RESPONSIBLE	WHEN THE CONTROLS NEED TO BE IN PLACE BY
		<ul style="list-style-type: none"> • Clean their hands: on arrival, between sessions, before and after eating, after sneezing or coughing, and when leaving the site; • Be encouraged not to touch their mouth, eyes and nose; • Use a tissue or elbow crook to cough or sneeze, and use bins for tissue waste - following 'Catch it, Bin it, Kill it' guidelines; • Inform the QfL office in good time if they require additional hand sanitiser and/or cleaning supplies. <p>QfL pupils will:</p> <ul style="list-style-type: none"> • Be asked to wash their hands with soap and water for 20 seconds and dry thoroughly following NHS guidelines, or use alcohol-based hand sanitiser to cover all parts of their hands before coming to their session; • Be encouraged not to touch their mouth, eyes and nose; • Use a tissue or elbow crook to cough or sneeze, and use bins for tissue waste – following 'Catch it, Bin it, Kill it' guidelines. <p>Young children will be supervised during hand washing/sanitising to ensure it is done effectively.</p> <p>Tutors will maintain a distance of 1m+ from the pupil/s and will avoid face to face interaction where it is not possible to maintain this distance alongside implementation of the mitigations set out to minimise risk.</p> <p>Tutors will be provided with visors to wear when teaching, and will carry a face mask to wear in communal areas, if required by their specific school's policy for visiting professionals or there is a change to current Government guidelines.</p>	All tutors/TE	
Spreading infection through		<p>Tutors will be provided with cleaning products, e.g. detergent/anti-bacterial spray.</p> <p>Tutors will clean frequently touched surfaces between sessions, including:</p>	TE/JE All tutors	September 2020/ongoing

