



Mathnasium

14 Ridgway,

Wimbledon

London

SW19 4QN

**COVID-19
Management
Plan
JULY 2020**

Elizabeth O'Brien

Terra Firma 360 LTD

08/07/2020

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DOCUMENT CONTROL

Version	Date	Section of amendment	Reason	Why
V1	12th July 2020	All	Creation of 1 st draft	UK government authorisation for out of school settings to open. Planned opening 21/07/2020
V2	15 th July	Communication	Added refresh student's emergency contact details	As per Gov guidance
V2	15 th July	Employee travel to work	Encouragement of tutors to use alternative modes of transport to public transport	
V2	15 th July	Employee Training and arrival at work	Encouraged to bring refreshments to work Addition of new section	

V2	15 th July 2020	Signage	Specified signage	As per risk assessment
V2	15 th July 2020	PPE for students	Mandatory face covering for students over 11 years old.	As per government legal notification to wear face coverings in shops.
V2	15 th July 2020	Updates to risk assessment		
V3	16 th July 2020	Updates to all sections	Updates as per Mandeep Mangat's notes	Refining the procedure for opening notes

TERRA FIRMA 360

Mathnasium of Wimbledon requested Terra Firma 360 to produce a risk assessment and safe system for the control of COVID-19 in Mathnasium of Wimbledon. Liz O'Brien is the consultancy director and the author of this assessment. She is a Chartered Member of the Institute of Occupational Health and Safety (IOSH). She has 20 years' experience working in safety management and consultancy for a wide range of buildings and facilities management. She delivers IOSH and NEBOSH training to health and safety industry professionals.

Before starting her own consultancy, Liz managed health and safety at numerous properties for a wide range of businesses including Marriott Hotels, Royal Bank of Scotland, Transport for London, Sodexo And Morgan Stanley.

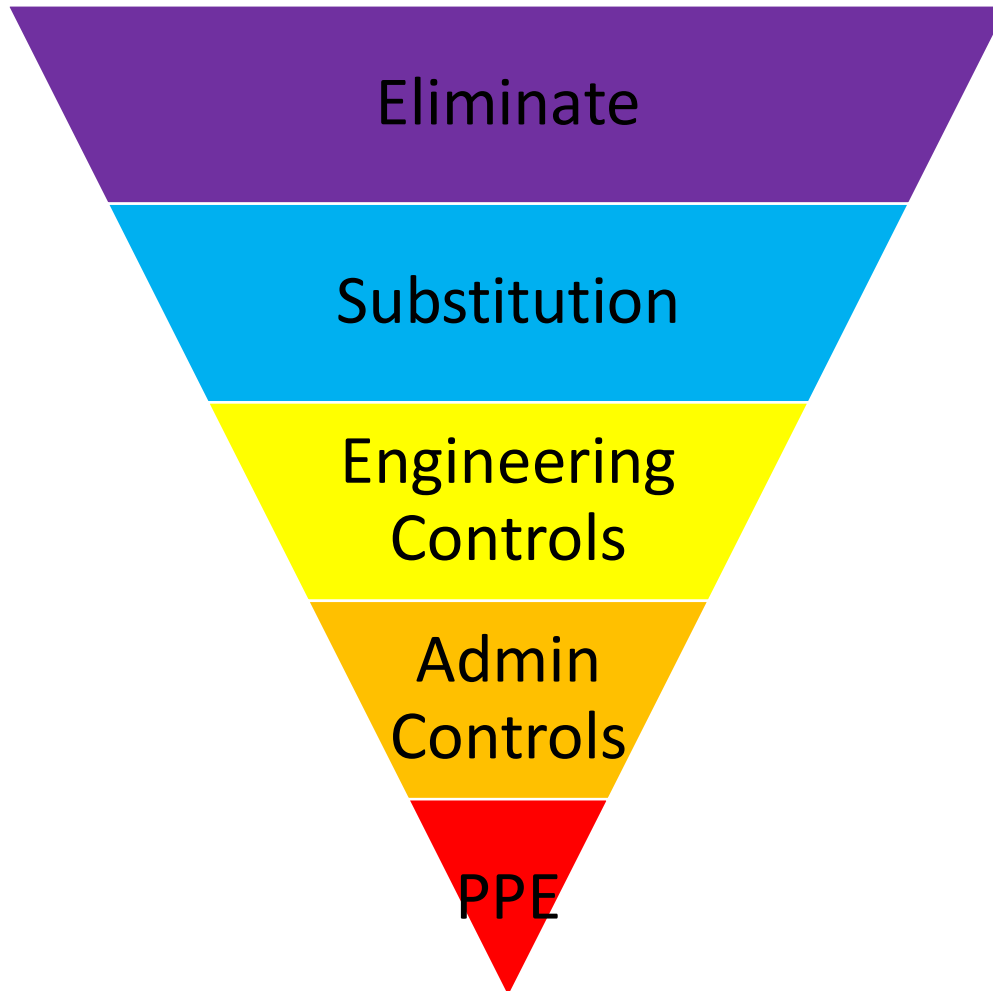
Terra Firma 360 work with multiple industries and specialise in bespoke safety projects for companies; these projects include the provision of legal expertise in criminal proceeding, local authority investigations, and specialised training programmes for major blue-chip companies.

EXECUTIVE SUMMARY

The UK Government's has allowed the opening of educational settings, and various government guidance will be sourced to find reasonably practicable control solutions. The rest of the plan for tutoring sessions and sessions is to be implemented when further ease of lockdown measures follows, and announcements about which types of businesses can open follow.

The critical risk controls are to identify infections and tutoring session them from spreading within the building.

The risk controls hierarchy to prioritise the implementation of controls is:



STAY HOME- WITH THE WORKFORCE COMING BACK AND RESTRICTIONS BEING LIFTED THIS IS NOT POSSIBLE FOR MANY BUSINESSES RIGHT NOW.



CANNOT REPLACE THE HAZARD SO THE RISK IS HAS TO BE MANAGED. SOCIAL DISTANCING AND REMOTE WORKING. REPLACING NON-CLEANABLE ITEMS WITH ONES THAT ARE.



ISOLATE PEOPLE FROM THE HAZARD- SCREENS, BARRIERS, GOOD VENTILATION ETC.



CHANGING THE WAY PEOPLE WORK – VIA SOCIAL DISTANCING. PUTTING PROCEDURES, AND HYGIENE MEASURES THAT THEY SHOULD USE.



PPE IS THE LAST RESORT- IT IS SUBJECT TO HUMAN ERROR. WHETHER IT BE NOT WEARING IT, USING THE WRONG TYPE, NOT FITTING CORRECTLY, GETTING CONTAMINATED ETC

- Segregation – Reducing the likelihood of contact with infected Students or contaminated surfaces.
- Social distancing.
- Provision of Personal Protective Equipment and hygiene facilities
- Provision of best practice guideline information
- Contingency plans for people self-isolating in the building

The risk rating for this property is Tolerable, which is as low as reasonably practicable.

The tuition centre is not due to open until the week commencing the 21st July 2020, which is the end of the term time listed on the Merton Council website. Therefore, some of the requirements set out for school settings does not apply to this risk assessment and procedure.

GUIDANCE REFERENCED

This risk assessment and procedure was compiled with the aid of the following guidance.

[PROTECTIVE MEASURES FOR OUT OF SCHOOL SETTINGS DURING THE CORONAVIRUS \(COVID-19\) OUTBREAK- REV 10TH JULY](#)

[COVID-19 GUIDANCE ON SAFER TRAVEL – REV 4TH JULY 2020](#)

[FACE COVERINGS V FACE MASKS- HSE GUIDANCE](#)

DISCLAIMER

The assessor believes the information contained within this risk assessment report to be correct at the time of production. The assessors do not accept responsibility for any consequences arising from the use of the information herein. The report is based on matters which were observed or came to the attention of the assessors during the days the assessment was conducted and should not be relied upon as an exhaustive record of all possible risks or hazards that may exist or potential improvements that can be made.

LIMITATIONS

Mathnasium of Wimbledon was not open, and the assessment was conducted remotely with the aid of Mandeep Mangat. This COVID-19 plan was commissioned to map out a safe procedure for supplying tutoring services.

CONFIDENTIALITY STATEMENT

To maintain the integrity, credibility and to protect the parties involved, it is understood that the assessors will not divulge to any unauthorised persons any information obtained during this risk assessment unless legally obligated to do so.

SCOPE

This risk assessment is to look at the precautions taken at Mathnasium of Wimbledon, to prevent the spread of COVID-19 to customers and tutors working or visiting in the building.

RISK ASSESSMENT RATING

The Risk Rating will be scored via the following method and scored in the – action plan to show the priority that the recommended action is completed.

DEFINITIONS

- Likelihood = The chances of it happening
- Consequence= How severe the outcome will be.
- Score = The calculation of the likelihood x consequence.

Score	Likelihood	Example
1	Remote	Difficult to believe that this will ever happen/happen again.
2	Unlikely	Do not expect it to happen/happen again, but it may.
3	Possible	It may occur/recur.
4	Likely	Is likely to occur/recur, but it is not a persistent issue.
5	Expected	Will certainly occur/recur and could be a consistent issue.

SEVERITY

	1	2	3	4	5
Personal Injury	Insignificant- No Injury	Single Infection	Multiple Infections	Fatality	Multiple Fatalities

RISK MATRIX

C →		1	2	3	4	5	<p>20-25 = High risk – immediate action required (in some cases stop the activity)</p> <p>15-16= Urgent Action Take immediate action and stop the activity if necessary.</p> <p>8-12 = Action required within the specified time scale</p> <p>3-6 = Monitor- Look to Improve/ review as per changes in the situation or to ensure the controls are working.</p> <p>1-2 = No further Action</p>
L ↓	1	2	3	4	5		
1	1	2	3	4	5		
2	2	4	6	8	10		
3	3	6	9	12	15		
4	4	8	12	16	20		
5	5	10	15	20	25		

On the risk assessment there are two columns with numbers underneath- the existing risk controls are what the risk is with the current safety controls in place.

Hazard Identified	Risk/ Potential harm	Risk Score			Existing Control Measures / Training	Final Risk Score		
		With existing controls				L	CL	Score
		L	C	Score				

The Final Risk Score shows what the risk will be reduced to if further controls are required.

Hazard Identified	Risk/ Potential harm	Risk Score			Existing Control Measures / Training	Final Risk Score		
		With existing controls				L	C	Score
		L	C	Score				

In the last section is the action plan; this details the decided actions that are needed to reduce the risk of COVID-19 infections to tutors and Students.

This risk assessment and procedure will be updated frequently as per the government guidelines and any change of situation for the Students and building.

STANDARD PRECAUTIONS FOR ENTIRE BUILDING PROACTIVE MEASURES

MANAGEMENT

OVERALL RESPONSIBILITY

Mathnasium of Wimbledon lease the building and are working to manage the risks associated with COVID-19. The in-house management team manages the daily operation, i.e. there is a permanent manager on-site, and if a manager was ill, there are enough tutors to provide supervision for the shift. Mandeep Mangat is the owner of the business franchise and has overall responsibility.

GENERAL ARRANGEMENTS

COMMUNICATION

The following rules will be sent in all information to tutors and parents/ guardians of students.

Under no circumstances should students or tutors attend the centre if they:

- Feel unwell, have any of the three identified COVID-19 symptoms (a new continuous cough, high temperature or loss of taste or smell) or they have tested positive to COVID-19 in the past 14 days
- Live in a household with someone who has symptoms of COVID-19 or has tested positive to COVID-19 in the past 14 days.

STUDENTS AND PARENTS/ GUARDIANS

EMERGENCY CONTACT DETAILS

- The centre has refreshed all emergency contact details for each student.

EMAIL/ LETTER

- A general information email will be communicated to all students' parents and guardians about the precautions taken in the centre, and the procedure they need to follow.
- Parents and guardians will be asked not to send the student to the centre if:
 - They are experiencing any symptoms of COVID-19.
 - If they and the student are self-isolating, reasons including but not exclusive to:
 - They've tested positive for coronavirus – this means you have coronavirus
 - They live with someone who has symptoms or has tested positive
 - Someone in their support bubble has symptoms or has tested positive
- Should the student be on the list of extremely vulnerable people, the advice from the government website will be provided – [GOV LINK](#)
- Every communication will have a link to the centre's listed precautions in the signature of the email communication as standard.
- Parents/ guardians will be asked if they or their children have recently been abroad in the past 14 days. A list of countries where the 14-day isolation rule is not applicable is [LINK](#). Transit stops will also need to be considered, and details can also be found in the government guidance.
- Information on what will happen if someone reports they have symptoms of COVID-19 who has been in the centre.
- Parents will be asked to encourage their children to use the WC at home before the student arrives at the centre. The toilet is still in use, but this is to reduce the likelihood of surfaces becoming contaminated.

WEBSITE

- The website will be updated with details of the precautions that parents and students will need to follow when attending the centre for tuition sessions. Further information on the precautions taken by the centre will be summarised, and the possibility to obtain more info will be provided as a choice.

INFORMATION IN THE CENTRE

The information will be communicated via

- Signage/ posters
- Verbal info provided by tutors.

BRIEFING FOR STUDENTS

- Their tutor will brief all students with the information in the student journey section of this safe system of work.

VIRTUAL TOURS

- Parents/ guardians will be invited to a virtual tour of the centre to show the centre's safety measures to reassure them that it is a safe and fun environment for their children to learn in.

CLEANING

- When cleaning is referenced in this assessment, it refers to the use of sanitising chemicals to remove germs from impermeable surfaces.
- Each section of this procedure will describe the frequency of the cleaning session.

TUTORS

PRE-WORK

- Tutors are not to come to work if they are experiencing COVID-19 symptoms, no matter how mild.
- Tutors are to check that their contact details are up to date with the centre.

TRAVEL TO WORK

- The opening hours of the centre are outside of peak travel times, and tutors will be supplied advice on travelling safely should they need to go via public transport.
 - Tutors are encouraged to use alternative means of transport where possible, such as bicycles or taxis.
 - Public Transport [GUIDANCE LINK](#)
-

TRAINING

- COVID-19 information and industry-specific updates are being regularly issued to the Students, visitors, and tutors.
 - All tutors will be trained on the specific part of this risk assessment and safe system of work.
 - All tutors and students will be asked to raise any concerns they have relating to COVID-19 and the safety precautions taken by the centre.
 - Tutors will be encouraged to bring snacks and drinks with them to avoid going to the supermarket or shop during breaks.
 - Tutors are discouraged from bringing multiple items to the centre.
-

ARRIVAL AT WORK

- Tutors will wash their hands when they arrive.
 - All tutors will sign in at reception.
 - Coats are to be stored at the rear of the building.
 - Each tutor will have their temperature taken with a contactless thermometer.
-

SIGNAGE

- Signs will be placed at various locations in the centre:
-

FRONT DOOR

- A sign saying only students are to enter and speaking with staff is via appointment only.

- A sign saying please do not stand by the front door when collecting your child will also be present.
- Delivery drivers, please knock before entering the centre.

RECEPTION

- There will be a floor marker to indicate where people should stand- 2 metres from the receptionist.

WAITING AREA

- Signage stating that parents/ guardians are to wait outside to collect children.
- Two chairs, one for each pair, will have a sign placing it out of use.

TOILETS

- A sign reminding users to wash their hands with soap for twenty seconds will be on the inner door.
- A cleaning schedule will be placed on the door.

TABLES

- Signs will be placed on tables that are not in use- saying that they are not to be used.

CENTRE

- There will be posters about personal hygiene about-face touching and coughing.

PEOPLE AT INCREASED RISK FROM CONTRACTING COVID-19

- The government medical advice about people at risk is highlighted to all students and tutors by email; vulnerable people are recommended not to visit the centre. This advice will be included in all communication to tutors and students. [LINK GOV GUIDANCE](#)

AD HOC ENQUIRIES

- All ad-hoc enquiries will be requested to contact the centre via email or telephone.
- Information will be on the entrance door to provide the centre's contact details.

MONEY HANDLING

- Contactless payment where possible, card machine to be cleaned after use.
- The choice to add initial payment to the first direct debit payment.
- All money is to be handled with gloves: the gloves are to be worn to collect the money and then removed afterwards.
- Money is to be held for 72 hours and sanitised

PROVISION OF PERSONAL PROTECTIVE EQUIPMENT AND WELFARE-HYGIENE

PPE FOR TUTORS

n.b. PPE is not a substitute for social distancing and personal hygiene measures

1. General PPE and hygiene precautions
 - a. Visors/ face covering if the employee wishes to use one.
 - b. 0.35mm Anti-Allergy Gloves for cleaning activities
 - c. Hand sanitiser.
2. Anti-bacterial wipes and hand sanitisers in each room and available for tutors to use
3. Increased signage throughout the building detailing correct handwashing and social distancing procedures.
4. A visor will be made available for first aiders who must wear them to treat injuries or for tutors that feel safer wearing them.

PPE FOR STUDENTS

- Face masks are mandatory for all students or people entering the centre apart from tutors.
- Children under 11 years old or a person with medical conditions are exempt from this requirement.
- Where social distancing cannot be maintained, tutors are to wear a face covering and provide tutoring to the side of the student- not in front of them.

WORK AREAS

GENERAL CONTROLS

- Work areas include a toilet, reception, kitchenette,
- Anti-bacterial soap, hand sanitiser dispensers and tissues are available in the reception, on each student desk, and kitchenette.
- Hand soap and disposable paper towels will be in the toilet
- Frequent cleaning of all regular touchpoints, for, e.g. door handles and light switches.
- A water cooler is available for students to get water – all touchpoints will be cleaned and sanitised regularly.

KITCHENETTE

- A stay alert policy in the kitchenette is communicated to ensure social distancing is kept.
- Only one employee is allowed in the kitchenette.
- Students are not allowed in the kitchenette.
- Shared cups and crockery will be removed, and tutors are to use only their items.

RECEPTION

- Session booking system will be implemented to schedule sessions
- Zoom/telephone calls encouraged for parent updates and progress reports
- One in one out of the reception.
- Only one person is to be allowed behind the counter at a time.
- Only one person from a family group is allowed to be at the counter at one time.
- No waiting in the reception area allowed- apart from students awaiting collection. Social distancing must be kept between students- only two chairs will be permitted for use.
- Payments – are encouraged to be made online or via contactless payment.
- The reception desk, computer and telephone is regularly cleaned with sanitiser.
- The sign-in book is to be completed by the receptionist for contractors.
- All students are checked in by tutors on arrival via an electronic system.

LOST PROPERTY

- All lost property items are stored in a sealed bag in a designated area at the reception.
- Normal levels of mail are low, and these will be stored in a contained area where tutors cannot come in to contact with it.

TOILET

- The cleaning frequency of the toilet will be increased to every hour unless the toilet has not been used.
- Anti-bacterial soap is in a dispenser in every toilet.
- Handwashing information is posted on all cubicle doors.
- Advice on doors to enter with caution in case others are exiting at the same time. It is not foreseeable that there will be a high footfall because of the low occupancy in the classroom area.
- Students will be asked to use hand sanitiser before entering the toilet and after they come out.

TUTORING AREA

SET-UP

SOFT FURNISHINGS

- There are no soft furnishings present in the centre. The students will only be using their workbooks and stationery provided to them from the centre or that they have bought in from home.

AC- VENTILATION

- The recirculating air conditioning will be switched on before a session starts.
- The front door will be kept open where possible.

REMOVAL OF SHARED ITEMS

- All shared stationery will be removed.
- The bookshelf will only be accessible by the tutors, and books will be sanitised after being handled.
- The tutor will handle the awards card, but students will be given the stickers to stick on the card.
- The desk tools and manipulatives used for teaching will be removed save for The Spinning Wheel will be retained, and all students must sanitise hands prior to use
-

TABLES

- Tables will be positioned in an L shape so that it provides a distance of 1.8-metres distance between students and tutors.

POST-SANITISATION

- All furniture and items used by the student will be sanitised after the student has finished their tuition and left the building.

REMAIN IN SEATS

- Students will be asked to remain in their seats; they will be told that they can only go the toilet or water fountain if no one else is in the area.
- Tutors and centre management will monitor the number of people in spaces and manage accordingly. It is unlikely that this area will become congested.

CLIENT/ STUDENT/ EMPLOYEE TUTORING JOURNEY

NEW ENROLMENTS

- Managing social distancing when dealing with enquiries

PRE-ARRIVAL

BOOKING

- Booking information is sent out to all parents/ guardians, which includes the COVID-19 precautions taken at the centre before the students attend.

PRE-ATTENDANCE INFORMATION

- People that are listed on the government guidance as vulnerable and advised to shield will be encouraged not to attend the centre- in line with government guidance.
- A clause stating that the tutoring session will be stopped if COVID-19 precautions are breached, and Mathnasium of Wimbledon reserve the right to refuse to book future sessions and if there is a serious breach the centre will inform the police.
- Examples of a serious breach include:
 - Parents/ guardians sending students to school when they have not self-isolated for 14 days after travelling to the UK from a country outside of the exemption list.

- Students refusing to maintain social distancing or personal hygiene measures.
- Students over eleven years old, refusing to wear face coverings.

STAGGERING ARRIVAL AND DEPARTURE TIMES

- Times of sessions are to be staggered to allow for each group to travel to their centre and tutoring session to enable people to enter and leave the building safely, and to manage overcrowding outside of the centre.

DROP-IN SESSION

- Are not permitted at this time.

STUDENT ARRIVAL

BRIEFING BY TUTOR OF ARRANGEMENTS

- Each student will be briefed on the precautions they need to take while at the centre.
- Younger children are to be shown any PPE the tutor has chosen to wear before the session starts.
- Students will be allocated one tutor for the session.
- Collection by their parent guardian/ procedure.
- To let the tutor know if they feel unwell
- 2-metre social distancing.

STAGGERED ARRIVAL TIMES

- The times will be staggered by 15 minutes for small batches of students at a time.

HAND SANITISER

- All people arriving in the centre will be given hand sanitiser; alternatively, they will be directed to the toilet to wash their hands.
-

BAGS AND COATS

STUDENTS

- Students' coats will be hung on the back of the student's chairs.
 - Bags are to be positioned under the students' desk to avoid trip hazards.
 - Tutors will check they do not cause a trip hazard.
-

TUTORS

- Tutors coats have individual hooks that supply sufficient distance.
 - Each tutor will be provided with a box to keep their items and bags.
-

PROVISION OF WORKBOOK

- The workbook will be bought to the student by the tutor.
 - Students are not to collect the workbooks.
-

PROVISION OF STATIONARY

- Encourage students to bring their own.
 - Where students require stationary, it will be sanitised.
-

CHANGE OF STUDENTS

CLEANING

- The furniture is to be wiped down with a sanitising solution after each student has finished.
 - All items used by the previous student will be removed.
-

REMOVAL OF RUBBISH AND ITEMS

- Waste is to be removed and placed in standard waste bins. The centres waste will be stored in a secure area at the rear of the centre.
 - Only in a case when a person with COVID-19 symptoms has handled items will the waste be treated differently. Please see the section on reactive measures.
-

STUDENT WORKBOOKS

- The workbook will also be replaced on the shelf by the tutor.
 - The workbooks will be sanitised before being returned to the shelf.
-

END OF DAY

END OF SESSION

- Students will be required to leave the building as soon as their parent/ guardian has arrived to collect them.
- Older students with a consent form signed by their parent/ guardian will be asked to leave the centre immediately after the session.

- Younger students must wait at their work desk until the centre inform them their parent has arrived.
- Parents will be requested to collect their student from outside
- Each workstation is cleaned after use by the student.

SAFEGUARDING

- Parents are to wait for their child to enter the building before they leave.
- Parents/ guardians must stand away from the front entrance near a window so that the centre tutors can see them.
- When collecting the child, the reception will make sure the parent has arrived before sending the child outside to meet them.

MAINTENANCE

- Maintenance and repairs are never conducted during tutoring sessions.
- Should the defect be significant and affect the enjoyment of the client/student's session, then the centre will consider providing the tutoring session online or re-arranging.

OTHER PEOPLE VISITING THE BUILDING

DELIVERIES

- Any delivery of goods is stored in the reception area.
- All deliveries are to be contactless; items are to be unpacked with gloves on. All packaging is to be at once disposed of immediately.

- Reception tutors are provided with gloves to handle all external deliveries and post.

SUBCONTRACTORS

- Request all sub-contractors COVID-19 action management plans and risk assessments
- Sub-Contractors are booked in to avoid busier, but this is not a significant risk.

EMERGENCY PROCEDURES

FIRE EVACUATION

Muster point to be reviewed, and an evacuate and disperse strategy to be evoked by Students.

Fire Drills will not require a practice evacuation, and Students will be notified.

FIRST AID

- There is various guidance about providing first aid; Mathnasium of Wimbledon has a first aider in permanent attendance; they are only bound to give first aid to their tutors. Emergency procedures are available to Students to contact NHS 111 and 999 in an emergency.
- First aiders are to wear a visor for close contact first aid is to be provided with a face visor.
- First aiders are to wear standard PPE required for first aid duties, and additional eye protection and disposable aprons if dealing with someone who has suspected COVID-19.
- All first aiders will be provided with the HSE guidance- [LINK](#)

POWER OUTAGE

- In the tutoring session of a power outage, the utility firm is notified, and they dispatch personnel where required.

FLOOD

- In the tutoring session of a flood, the proper tradesman, e.g. a plumber would be dispatched, and the root cause would be remedied. The affected rooms would be cleaned
-

OTHER MAINTENANCE ISSUES

- All emergency calls out will be scheduled out of tuition sessions where possible. The centre will risk assess whether it is safe for students to remain in the centre due to the emergency or during the works.
- If it is not safe for the students to remain in the centre, arrangements will be made for them to be collected by their parent/ guardian.
- All parents/ guardians for the future sessions will be contacted and advised not to bring their students to the centre if it is unsafe for their session to proceed.

REACTIVE MEASURES

PEOPLE DISPLAYING SYMPTOMS

TUTORS

- Will be informed on how to deal with cases where a student reports they feel unwell.
- Should a member of tutors feel unwell, they will be advised to go home, and self-isolate for 7 days and to contact the NHS for a COVID-19 test.

- They are requested to share the results with the centre once they are informed.
- Track and trace will be informed- please see the section on track and trace- who will instruct on further action to be taken by the centre.

STUDENT

- If a child is awaiting collection, they should be moved, away at least 2 metres from other students.
- If they need to go to the bathroom while waiting to be collected, they should be allowed to use the bathroom, and a member of tutors should encourage them to wash their hands. The bathroom should be cleaned and disinfected using standard cleaning products before being used by anyone else.
- PPE should be worn by tutors caring for the child while they await collection if a distance of 2 metres cannot be maintained (such as for a very young child or a child with complex needs).
- In an emergency, call 999 if they are seriously ill or injured or their life is at risk.
- If a member of tutors has helped someone with symptoms, they do not need to go home unless they develop symptoms themselves (and in which case, a test is available,) or the child subsequently tests positive)
- The employee should wash their hands thoroughly for 20 seconds after any contact with someone who is unwell. Cleaning the affected area with regular disinfectant after someone with symptoms has left will reduce the risk of passing the infection on to other people.
- The centre will recommend that the parents/ guardians get a COVID-19 test for the child and to inform the centre of the results.
- Should the test come back positive, the centre will contact the NHS track and trace centre, and parents/ guardians and tutors will be informed.
- People do not need to self-isolate unless the track and trace centre feel there is a significant risk.

WASTE DISPOSAL IF A CASE IS SUSPECTED

Should it be suspected that a client has COVID-19, then waste will need to be managed with a higher degree of care.

- All waste from cleaning and other activities should be placed in a bin bag and secured tightly.
- Waste should be double-bagged and stored for 72 hours before being placed in the waste.
- Should waste be heavily contaminated with bodily fluids, a special collection may be required from the local council.

INFORMING STUDENTS OF AN INFECTION IN THE BUILDING

TRACK AND TRACE

If a client/ student or employee contracts COVID-19 or shows symptoms, all parents of students and tutors will be informed so that they can take precautions and be alert to the situation.

IF A CASE IS CONFIRMED:

- We shall act quickly following the Government guidelines on isolation- our workers and their household will be needed to self-isolate for 14 days.
- The business owner will contact the NHS track and trace service, and all records of people will be provided to them.
- [NHS track and Trace website link](#)

RISK ASSESSMENT- COVID-19 PRECAUTIONS FOR BUILDING ACTIVITIES

Ref Number	RASS 001	Date Completed	16 th July 2020	1	2	3	4	5
Manager Responsible	Mandeep Mangat	Completed by	Liz O'Brien	2	4	6	8	10
Title of this assessment	Covid-19 precautions for tuition centre.	Site	Mathnasium of Wimbledon	3	6	9	12	15
				4	8	12	16	20
				5	10	15	20	25

THE FOLLOWING CONTROLS ARE GENERAL OVERALL CONTROLS FOR THE OVERALL STRATEGY FOR REDUCING THE RISK OF A COVID-19 INFECTION.

The occupancy of the building has a reduced number of people at the time of writing, less congestion and demand for the use of common areas.

Personal Protective Equipment is available to all tutors, such as face coverings, disposable aprons and protective gloves.

The information has been sent to parents/ guardians advising of the centre's COVID-19 procedures applicable to them.

Everyone is advised on increased handwashing and social distancing measures.

Everyone is sent information regarding health conditions that may make them more vulnerable

Mathnasium of Wimbledon has a limited requirement for external maintenance contractors to visit the site.

The cleaning frequency has been increased for all areas and surfaces that can be touched.

Tutors and Students are encouraged to raise any concerns.

A contingency plan is in place for anyone taken ill or reports illness at the centre.

Hazard Identified	People at Risk	Existing control measures	Risk Score			Additional Control Measures / Training	Final Risk Score		
			L	C	Score		L	C	Score
Employee Areas									
Kitchenette									
Risk Contact with COVID19 contaminated surfaces in the kitchenette areas.	Students Tutors Visitors Contractors	Cleaning schedule increased. Tutors informed of the importance of cleaning. Reduced number of tutors to work in the kitchenette area. Tutoring session capacity reduced to ensure kitchenette can cope with the workload.	2	2	4	<ul style="list-style-type: none"> Monitor the situation. 	1	2	2

		Signage stating one person at a time.							
Reception									
Risk There is a risk of the receptionist contracting COVID-19 due to airborne droplets or contact with contaminated surfaces.	Students	Pre-information sent to all bookings. Only one person from a group to go to the reception.							
	Tutors	A queue marker separating people by 2 metres is in force.	2	2	4	<ul style="list-style-type: none"> Monitor the situation. 	1	2	2
	Contractors	Perspex screen has been fitted. All Lost Property stored in a sealed bag and quarantined in storage cupboard. Parents/ guardians are encouraged to sign up to							

		video conference sessions for feedback. Signage and markers to encourage social distancing.							
Building Risks									
Main tutoring room									
Risk There is a risk of coming in to contact with contaminated surfaces.	Students Visitors Tutors	Shared items are restricted. Bookcase removed- restricted access. All surfaces to be cleaned with sanitiser after a student has sat in the area. Selected tables are taken out of use. Signage encouraging personal hygiene.	2	2	4	• On-going monitoring	1	2	2

<p>Risk</p> <p>There is a risk of congestion at class changeover time.</p>	<p>Students</p> <p>Tutors</p> <p>Contractors</p>	<p>Session times are staggered.</p> <p>Drop-in session not allowed; only pre-booked sessions are permitted.</p> <p>Parents and guardians are not allowed to enter the centre.</p> <p>Signage on the front door giving instructions not to enter and arrangements for booking an appointment.</p>	1	2	2	<ul style="list-style-type: none"> On-going monitoring 	1	2	2
<p>There is a risk of people coming in to contact with each other in the waiting area.</p>	<p>Students</p> <p>Tutors</p> <p>Contractors</p>	<p>Seats have been taken out of use so that there are only two seats in the area.</p> <p>Students that are being collected are to wait at their work desk until their parent guardian arrives where possible.</p>	1	2	2	<ul style="list-style-type: none"> On-going monitoring 	1	2	2

		<p>Pre communication with parents/ guardians about the centre's arrangements.</p> <p>Signage in the waiting area and reception to inform parents/ guardians of this.</p> <p>Children are at a lower risk of becoming seriously ill from COVID-19.</p>							
Toilets									
<p>Risk</p> <p>There is a risk of people being exposed to COVID-19 in the toilets, due to personal contact with contaminated surfaces.</p>	<p>Students</p> <p>Tutors</p> <p>Contractors</p>	<p>Tutors will look to see if the toilet is available before allowing the student to go to the toilet,</p> <p>Anti-bacterial soap and hot water provided.</p> <p>Increased cleaning of toilets.</p> <p>Capacity not significant to consider there would be</p>	1	3	3	<ul style="list-style-type: none"> On-going monitoring 	1	3	3

		<p>overcrowding of the toilet areas.</p> <p>Signage encouraging hand washing for twenty seconds with anti-bacterial soap</p> <p>Cleaning of toilet increased to hourly.</p> <p>Students are encouraged to use their toilet at home before attending the centre.</p>							
Tutoring Sessions									
Risk of students/ tutors coming in to contact and spreading COVID-19	Tutors	<p>Everyone must sanitise their hands on entering the centre.</p> <p>Hand sanitiser is available on all tables.</p> <p>All tutors and students are asked if they have had</p>	1	2	2	• On-Going Monitoring	1	2	2

		<p>COVID19 symptoms, and are informed not to attend the centre if they have</p> <p>Tutors and students are to sit diagonally from each other at 2-metre distance.</p> <p>One tutor to be allocated one student where possible.</p> <p>Tutors are not to walk around the tutoring area.</p> <p>Workbooks are to be collected by the tutor and passed to the student. The workbook is to be sanitised after use and returned to the bookcase</p> <p>Students are to remain seated throughout the session.</p> <p>Items that require marking are to be passed to the</p>						
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		<p>tutor, who will mark from a distance.</p> <p>Tutors are to use personal whiteboards to show examples and demonstrate corrections.</p> <p>Students over 11 years old are to wear face coverings.</p>							
Maintenance									
<p>There is a risk of maintenance contracting COVID-19 due to carrying our repair work in client/ student rooms.</p>	<p>Tutors</p> <p>Students</p>	<p>All non-essential work is completed outside of session time.</p> <p>Contractors are to be advised of the precautions taken by the centre and must complete the track and trace information at reception.</p>	1	1	1	<ul style="list-style-type: none"> On-going monitoring 	1	1	1

Other visitors to the centre									
Deliveries									
<p>There is a risk of people coming in to contact with contaminated surfaces due to the collection of deliveries.</p>	Students	<p>Deliveries are not signed for.</p> <p>All deliveries are delivered to reception and left in quarantine.</p> <p>All deliveries are opened with gloves.</p>	1	2	2	<ul style="list-style-type: none"> On-going Monitoring 	1	2	2
	Tutors	<p>Deliveries are wiped down with sanitised where possible.</p> <p>Only essential deliveries are ordered.</p> <p>No personal or student deliveries are allowed.</p>							

Subcontractors									
<p>There is a risk of a sub-contractor bringing COVID-19 into the centre.</p>	<p>Tutors Students</p>	<p>Only essential works are to be conducted.</p> <p>Sub-Contractors are to be informed of the COVID-19 management plan.</p> <p>All sub-contractors are to wash their hands on arrival.</p> <p>Sub-Contractors must wear face coverings for the duration of their visit.</p>	<p>1</p>	<p>1</p>	<p>1</p>	<ul style="list-style-type: none"> On-going monitoring 	<p>1</p>	<p>1</p>	<p>1</p>
First aiders									
<p>Risk There is a risk of first aiders being exposed to COVID-19.</p>	<p>Students Tutors</p>	<p>Standard good hygiene practices should be followed for the treatment First Aid minor injury</p>	<p>1</p>	<p>2</p>	<p>2</p>	<ul style="list-style-type: none"> The first aid risk assessment for the building should be reviewed. CPR prohibited 	<p>1</p>	<p>2</p>	<p>2</p>

People									
There is a risk of people with COVID-19 exposing others in the centre.	Students	Pre communication is sent to students and tutors about not attending the centre if they feel unwell.							
	Tutors	Tutors temperatures are taken on arrival.							
	Contractors	The safe system of work details the actions to take if a student or tutor is ill.							
		Track and trace system is to be kept in place.							
		Contact details for students and tutors have been updated.							

Signature of Assessor		Reviewed by Mathnasium of Wimbledon	
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Date:		Date:	
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TRAINING CONFIRMATION

NAME OF EMPLOYEE	SECTION	TIME	DATE	SIGNATURE

ACTION PLAN

Further Actions Required	New risk score			Date for Completion	Date completed
	L	C	Score		
Risk					
Risk					
Risk					
Risk					
Risk					

Risk					
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