

RISK ASSESSMENT	Zainabiya Madressa
This risk assessment will be reviewed regularly as the situation demands.	
Authorised by: Hamid Manji,	Number of children:178
	Number of adults on site: 35

Consider the following areas of risk and recommendations	Existing controls in place (note here what checks have been carried out by the lord	Additional controls and actions required (note here what checks you need to do to ensure your provision is safe)	By whom?	By when?	Date action completed
Existing Health & Safety compliance and building considerations Ensure H&S compliance checks have been carried out. This is particularly important when the premises have been used for other purposes.	EC to provide H&S compliance checks	Actions: Outdoor portacabins to be made safe for children. Any building, decorating work to be removed or kept safely away from Madressa students, families and staff.	EC EC	Start of Autumn Term	Sept 2023
Staffing Assess availability and wellbeing of all volunteers, whilst being mindful of any medical vulnerabilities	Vulnerable staff to be identified and risk assessment to be undertaken and discussion about any specific protections that can be put in place to keep them safe	Identify and discuss directly	MMT	Before every term	Sept 2023

Availability of alternative staff to cover should there be absences	Identify a small pool of cover teachers	Create a group on Whats app for cover teachers	HoDs	Each week	Sept 2023
Class group and size configuration Small adaptations to the classroom to support teaching and learning where possible	Configure class groups in no more than 15 pupils for Reception to Year3 plus one teacher and one TA if needed. Configure class groups in no more than 20 pupils for Year 4 - 10 plus one teacher and one TA if needed.	Classrooms will be laid out to allow movement and activities where possible Windows/doors to be remain open when appropriate	MMT HoDs Teachers	Each week	Sept 2023
Classroom/learning environment layout Groups to be allocated to one room and each child to be allocated desk space and seat.	All classrooms have windows that provide adequate ventilation All classrooms have sufficient tables and chairs set out to allow for maximum space. All children in Reception to Year 3 will have Library books.	Windows will be open when needed. Layout to provide ease of movement Teachers to organise activities according to MCE Tarbiyah curriculum.	Onsite Team HoDs Teachers	Each week	Sept 2023
Breaks Break times- Reception and Yr1 in the Sports Hall with supervision. Yr2 to Yr10 to be outside. If wet play - some in Sports Hall, others in classrooms with Adult supervision (onsite team).	Reception to Year 1 will have an assigned area for their break in the Sports Hall. Year 2 to 10 will go outside or remain in the class pending on weather. Children to bring own packed lunch/snack and to eat outdoors or in their own classroom.	Designated areas will be set and communicated to teachers and break supervisors. Parent comms regarding food for break and students to bring in individual water bottles.	MMT to check breaktime Rota is being followed. HoDs Teachers Break supervision team	Break time Rota compiled by onsite staff each half term.	Sept 2023

	During wet play students to be supervised in their classrooms or Sports Hall.				
Staff room Will be used for photocopying/printing and to allow teachers to prepare activities.	Staff to sanitise on entry/exit all classrooms.	Inform teachers of onsite procedures.	MMT HoDs	Autumn Term	Sept 2023
Start and end of day Stagger drop-off and collection times as required	Designated drop off points for each year group Teachers will escort the younger children to class Teachers will escort younger children to designated area to be picked by parents or authorised adults.	Clear signage on site Communication to parents	Onsite Team Mmt, Admin Teachers	Autumn Term	Sept 2023
Communicating your plans and supporting individuals Children, parents and carers	Tell children, young people, parents, carers or any visitors, such as suppliers, not to enter the education setting if they are displaying any symptoms of illness such as D and V ● tell parents and young people their drop off and collection times and the process for doing so, including protocols.	Communication sent to parents	MMT Admin Parents	Autumn Term	Sept 2023
Children	● use age-appropriate materials ● Consider how pupils with specific needs are integrated	Children friendly signage	Onsite Team	Autumn Term Half Terms	Sept 2023

		Communication to parents to make contact	MMT, Admin		
Staff	- Communicate frequently - Talk to staff about the plans (for example, safety measures, timetable changes, arrival and departure times), including discussing whether training would be helpful	INSET day	Admin MMT HoDs	Half Termly/ Weekly	Sept 2023
Cleaning and hygiene	- Review the arrangements for routine maintenance of the premises - Ensure that sufficient handwashing facilities are available. Where a sink is not nearby, provide hand sanitiser in classrooms and other learning environments - Clean surfaces that children and young people are touching, such as toys, books, desks, chairs, doors, sinks, toilets, light switches, bannisters, more regularly than normal - Ensure that all adults and children: ➤ frequently wash their hands with soap and water for 20 seconds and dry thoroughly. Review	- Hand sanitiser, antibacterial wipes, tissue boxes in all classrooms and on entry/exit - Handwashing signs in all classrooms and toilets with hand washing advice - Signage and posters not touching face/catch it bin it kill it - bins in all classrooms and rooms where required with spare bin bags. Bins emptied at the end of the day.	EC MMT Onsite Team Emptied by MMT and Onsite Team Teachers	Half termly/ weekly	Sept 2023

	the guidance on hand cleaning ➤ clean their hands before eating and after sneezing or coughing ➤ use a tissue or elbow to cough or sneeze and use bins for tissue waste ('catch it, bin it, kill it') ● Ensure that help is available for children and young people who have trouble cleaning their hands independently ● Where possible, all spaces should be well ventilated using natural ventilation (opening windows) or ventilation units	Teachers			
Resources	● Shared materials and surfaces should be cleaned and disinfected frequently	Older children have been asked to bring their own writing equipment Teachers to have classroom hygiene packs including antibacterial wipes	Onsite Team	Weekly	Sept 2023
Individual care if anyone becomes ill	● If anyone becomes unwell with D and V or a new, continuous cough or a high temperature they must be sent home. ● If a child is awaiting collection, they should be moved, if possible,	Communication to parents	MMT, Admin	As needed	Sept 2023

	to a room where they can be isolated depending on the age of the child and with appropriate adult supervision if required. Ideally, a window should be opened for ventilation. • If they need to go to the bathroom while waiting to be collected, they should use a separate bathroom if possible. The bathroom should be cleaned and disinfected using standard cleaning products before being used by anyone else. • In an emergency, call 999. • If a member of staff has helped someone who was unwell with a new, continuous cough or a high temperature, 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. They should wash their hands thoroughly for 20 seconds after any contact with someone who is unwell. Cleaning the affected area with normal household disinfectant after someone with symptoms has left will reduce the risk of	The child will be taken to a separate room and a teacher/volunteer will remain with them. A window will be opened for ventilation. All boys to use toilets on the gent's sides, and girls on the ladies side. Gloves, face masks and hand sanitizers will be available on site. Anyone who has helped someone with D and V should wash their hands thoroughly for 20 seconds with soap and	All volunteers MMT Onsite Team		
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	passing the infection on to other people.	running water or use hand sanitiser after any contact with someone who is unwell. The area around the person should be cleaned with normal household disinfectant after they have left to reduce the risk of passing the infection on to other people.			
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Last updated September 2023