



**POLISH SATURDAY SCHOOL IN YORK
GOVERNED BY
YORK POLISH ORGANISATION**



**Risk Assessment
in connection with the COVID-19 pandemic**

(This document was updated in September 2020)

COVID-19 Specific, Venue Risk Assessment

Core principles

1. Follow the latest distancing guidelines
2. Higher than normal levels of hygiene
3. Higher than normal levels of supervision

Millthorpe School –Rented Site Specific Adaptations for Polish Saturday School in York			
Hazard - Social Distancing			
Possible Risk	COVID 19 Precautions	Who	When
Drop off and Collection Large number of people present in the same place when bringing children to school and receiving them	<p>Parents/guardians drop off their children at 9:30am at the entrance (brown door) of the school building and leave them with a designated by school, person. Children will be pick up them up from the same place after the end of classes at 12:30pm.</p> <p>Parents/guardians do not enter the school building.</p> <p>Parents/guardians and their children maintain distance of 2 meters while waiting for children before and at the end of the classes.</p>	<p>Parents/Guardians</p> <p>School staff</p> <p>Volunteers</p> <p>Students</p>	<p>Every Saturday (according to the school timetable)</p>

<p>Facility Usage</p> <p>Movement of people (pupils, school staff, volunteers) around the school building.</p>	<p>Students divided into two groups ("bubbles"): the first will include classes on the ground floor, and the second – classes on the first floor. Upon the student's entry into the school building, a specially designated person will direct them to the appropriate group.</p> <p>Prohibition of movement of pupils between groups and through 'Blue Door' leading to a Music School.</p> <p>Maintain distance between students in the same groups as possible.</p> <p>The second breakfast is served in the classrooms, sitting down separately.</p> <p>Teachers (and, where possible, other school staff and volunteers) are permanently assigned to only one group in which they remain during their stay at the school.</p> <p>School staff maintain the required social distance – whenever possible.</p>	<p>Students</p> <p>School staff</p> <p>Volunteers</p>	<p>Every Saturday (according to the school timetable), during all classes</p>
<p>Classroom classes</p>	<p>Students will sit alone at one table, keeping the required distances – if possible.</p> <p>Teachers keep a distance from their pupils as much as possible.</p>	<p>Students</p> <p>School principal</p> <p>Teachers</p>	<p>Every Saturday (according to the school timetable), during all classes</p>
<p>Library</p>	<p>Library closed until further notice.</p>	<p>Librarian</p> <p>Students</p>	<p>From the beginning of the school year</p>

<p>Toilets</p>	<p>Limit students going to the toilet at the same time.</p> <p>Toilet breaks at different times for different groups ("bubbles") – if possible.</p>	<p>School staff</p> <p>Volunteers</p> <p>Students</p>	<p>Every Saturday (according to the school timetable)</p>
<p>Stairs</p>	<p>Students use the stairs only under supervision of a designated person, who a guard keeps a distance and prevents students from passing (one-way traffic – only up or down at any given time) – if possible.</p>	<p>Students</p> <p>School staff</p> <p>Volunteers</p>	<p>Every Saturday (according to the school timetable)</p>

	The same principle (2m distance) is followed by school staff and volunteers.		
Late person (parent/guardian with child or school employee, volunteer)	<p>The entrance door to the school building, will be open from 9:20am until 9:30am and at 12:30 p.m.</p> <p>Random situations causing delays should be reported by calling the school's telephone number: 07723746455. The school employee or volunteer will then wait for a late person or a student at the school entrance door.</p> <p>The school will not accept a student who will be brought in after 9:45am.</p>	<p>Parents/Guardians</p> <p>School staff</p> <p>Volunteers</p>	Every Saturday (according to the school timetable)
Meetings and individual consultations with parents/guardians of pupils/students	<p>Meetings organized on the Zoom platform.</p> <p>Individual consultation by telephone or e-mail.</p>	<p>School principal</p> <p>Teachers</p> <p>Parents/Guardians</p>	At the beginning of the school year and then, if necessary
Risk Assessments	Weekly Covid-19 Risk Assessment to be carried out.	School principal and deputy principal	Weekly

Hazard – Hygiene

Specific threats	Precautions to be taken	Who	When
	Covid-19 self-declaration prior entering the school building for all staff, parents, and students.	<p>Staff</p> <p>Parents</p> <p>Children</p>	Every Saturday at the drop off point
Personal Hygiene	<p>Volunteer will disinfect children's hands upon entering to the school building. Disinfectants will also be available before entering individual classrooms.</p> <p>Washing hands facilities available outside of the building as well as just after entering to the school via brown door.</p>	<p>Students</p> <p>School staff</p> <p>Volunteers</p>	Every Saturday (according to the school timetable)

	<p>Stricter compliance by students with hygiene rules when using the toilet.</p> <p>Encouraging and assisting, if necessary, children to wash their hands frequently (before and after eating, after a break, after class.</p>		
Toys	Students do not bring their toys to school.	Parents/Guardians Students School employees Volunteers	Every Saturday (according to the school timetable)
Site cleaning and hygiene – materials and equipment used in classes	<p>Each student brings to school a pencil case with the basic equipment needed during classes (pen, pencil, eraser, sharpener, colored crayons, marker pen, scissors, glue), notebook, learning book and exercise book. Students do not share these materials with each other and take them home each time they finish classes. The same principle applies to teachers.</p> <p>The equipment and materials provided by the school (e.g. During the art classes) remain within the same group ('bubble') and are disinfected as far as possible before and after classes.</p>	Parents/Guardians Students Teachers and other schoolteachers Volunteers	Every Saturday (according to the school timetable)
General facilities (toilets, chairs, tables, computers, photocopier, etc.)	<p>Regular disinfection (during lectures) of frequently touched surfaces.</p> <p>Increased frequency of ventilation of rooms.</p> <p>General disinfection of premises and general equipment before and after use.</p>	School staff Volunteers	Every Saturday (according to the school timetable)
Second breakfast	Each student brings a box with a second breakfast and a bottle of water to school. Students do not share the food they bring with them – they are prohibited from offering it to others. Second breakfast boxes and water bottles are taken home by students after school finish.	Parents/Guardians Students School staff Volunteers	Every Saturday (according to the school timetable)
Person with Covid-19 symptoms (student, school employee, volunteer)	People entering the school building (students, school staff, volunteers) will have temperature measured, before entering to the school building by designated volunteer. A person with a temperature at and above 38°C will	Students School staff	Every Saturday (according to the school timetable)

	<p>not be able to enter the school.</p> <p>A pupil showing symptoms of Covid-19 before entering the school building must be immediately taken from the school grounds by a parent/guardian and subjected to 7-days quarantine while waiting for the test result.</p> <p>A student who starts showing symptoms of Covid-19 during school activities must be picked up from school as soon as possible by a parent/guardian and subjected to 7-day quarantine while waiting for the test result. The parent/guardian will be notified by telephone of the situation.</p> <p>A school employee or volunteer showing symptoms of Covid-19 must leave the school grounds as soon as possible and undergo 7 days of quarantine while waiting for the test result. Another employee or volunteer takes over his or her functions at the school.</p> <p>A person with symptoms of Covid-19 waits for reception in an isolated room in the school building. A student awaiting collection is accompanied by a school employee or volunteer who wears protective clothing (mask/visor and gloves) if it is not possible to maintain distance of 2 meters.</p> <p>If the test result of a person with Covid-19 symptoms is positive, all members of the group ("bubble") the person was staying with along with member of staff are recommended to undergo 14-day self-isolation.</p> <p>If the test result of a person with Covid-19 symptoms is negative, that person can re-participate in school activities.</p>	Volunteers	
Persons (pupils, school staff, volunteers) at risk in relation to Covid-19	<p>Identification of persons belonging to the risk group associated with Covid-19.</p> <p>Develop and apply greater precautions to protect these individuals.</p>	<p>Students</p> <p>Employees of the School</p> <p>Volunteers</p>	<p>Before or immediately after the start of the school year.</p>

Hazard – Supervision

Specific threats	Precautions to be taken	Who	When
Sufficient supervision of individual activities of pupils	<p>Division of roles between school staff and volunteers, making the necessary changes.</p> <p>Supervising students during entering the school building, going to their groups ("bubbles"), classes, breaks, using the toilet, moving up the stairs.</p>	<p>School principal</p> <p>School staff</p> <p>Volunteers</p>	<p>Before the start of the school year and then every Saturday (according to the school timetable)</p>
Too few people to supervise	<p>Efforts to recruit volunteers to cooperate with the school (m.in through announcements).</p>	<p>School principal</p> <p>School staff</p>	<p>Before the start of the school year</p>
Appropriate supervision of individual activities of students	<p>Updated information about pandemic Covid-19 and applicable restrictions.</p>	<p>School principal</p> <p>School staff</p> <p>Volunteers</p>	<p>At all times</p>

Hazard – General issues

Specific threats	Precautions to be taken	Who	When
Persons unaware of procedures	<p>Parents/guardians of pupils, as well as school staff and volunteers will be informed about the procedures introduced via e-mail and Zoom meeting on 06/09 at 11 am. As a confirmation of their familiarity, they must send an e-mail confirming that read this Risk Assessment.</p> <p>The procedures will be also available on the school's website - www.szkolawyorku.org.uk in Polish as well as English Language.</p> <p>Meeting the school principal with school staff and volunteers on the procedures put in place.</p> <p>Conversation between class educators and their students about the new safety rules.</p>	<p>School principal Parents/Guardians School staff Volunteers Students</p>	<p>Before the start of the school year</p> <p>at all times</p> <p>5.09.2020</p> <p>in the first classes after the start of the school year</p>
Persons who do not follow the procedures	<p>Supervision of compliance with procedures.</p> <p>To draw the attention of a person who does not comply with the procedures, as a last resort to the termination of cooperation with him.</p>	<p>School principal Parents/Guardians Students School staff Volunteers</p>	<p>Every Saturday (according to the school timetable)</p>
Emergency procedures	<p>In the event of an emergency (e.g. fire), safety procedures (e.g. Building evacuation) take precedence over those associated with pandemic Covid-19.</p>	<p>School principal School staff Volunteers Students</p>	<p>Every Saturday (according to the school timetable)</p>