

Covid-19: Madrasah Reopening Risk Assessment & Action Plan

Last Revised: 20/08/2020



This Covid-19 Risk Assessment and Action Plan document sets out the decisions taken and measures put in place to prepare for the phased reopening of Madrasah Zeenatul Quran and to ensure the Madrasah continues to operate safely.

Preparing Buildings and Facilities			
Measures	Action Required / Taken	Actioned by	Date
<ul style="list-style-type: none"> ▪ How will staff and students enter and exit the building? 	<ul style="list-style-type: none"> ▪ Everyone will be required to socially distance as they enter and leave the building. ▪ Basic screening in place: temperature, ask if high risk etc ▪ Only one person can accompany their child to and from the Madrasah. ▪ Parents cannot enter the building. ▪ There will be a one-way system in operation as staff and students move through the building where spaces are accessed by corridors and on staircases. ▪ Where safely possible, doors will be left ajar to ensure surfaces are not touched unnecessarily. ▪ Staff/Volunteers at entry and exit points 		
<ul style="list-style-type: none"> ▪ What type of signage is required and where will it be applied? 	<ul style="list-style-type: none"> ▪ Information posters displayed on the Madrasah notice boards, classes and in the corridors. ▪ 'Covid-19 symptoms' posters to be displayed. ▪ 'Good hygiene practice' posters to be displayed. ▪ 'Catch it, Bin it' Kill it' posters to be displayed. ▪ Floor signage e.g., one-way arrows. 		
<ul style="list-style-type: none"> ▪ What are the arrangements for the handling of shoes? 	<ul style="list-style-type: none"> ▪ Students advised to make sure they wear appropriate clean shoes daily. ▪ All shoe racks to be sanitised and cleansed regularly. 		

Cleaning and Waste Disposal

Measures	Action Required / Taken	Actioned by	Date
<ul style="list-style-type: none"> ▪ Is there an enhanced cleaning regime in place? 	<ul style="list-style-type: none"> ▪ Items that need to be cleaned include surfaces that are touched more often such as: <ul style="list-style-type: none"> · Books · Desks · Door handles · Sinks · Toilets · Light switches · Bannisters · Shoe racks · Railings · Coat hooks · Taps · Benches · Toilet flush , window sills etc ▪ All hand towels to be removed. ▪ Allow fresh air to circulate for at least 20 minutes after cleaning. If possible, leave all windows open. 		
<ul style="list-style-type: none"> ▪ Has a cleaning team been organised? 	<ul style="list-style-type: none"> ▪ cleaning teams to be organised and daily cleaning rota agreed and displayed. 		
<ul style="list-style-type: none"> ▪ Do we have adequate cleaning supplies and facilities around the Madrasah? 	<ul style="list-style-type: none"> ▪ Anti-bacterial cleaning material. ▪ Masking / Barrier tape. ▪ Closed lid bins. ▪ Bin liners. ▪ Disposable paper towels, tissues and wipes. ▪ Hand sanitizer stations. ▪ Sufficient handwashing facilities. ▪ Put sensor hand sanitiser out of every classrooms and other learning environments where a sink is not present. ▪ Appropriate PPE for cleaning staff, including disposable gloves and disposable aprons. 		
<ul style="list-style-type: none"> ▪ What arrangements do we have in place for staff and students to clean their hands? 	<ul style="list-style-type: none"> ▪ Staff and students must: <ul style="list-style-type: none"> · use hand sanitiser every entry and exit of classroom. · Clean their hands on arrival at Madrasah · Clean their hands after sneezing or coughing. · Not touch the mouth, eyes or nose. · Use a tissue or elbow to catch coughs or sneezes and use bins for tissue waste. 		

<ul style="list-style-type: none"> What are the arrangements for the use of the toilet and wudhu facilities? 	<ul style="list-style-type: none"> Students to visit the toilet and perform wudhu at home before coming to Madrasah. <u>This point to be emphasised to parents in parent agreement.</u> The wudhu area will remain closed and can only be used under the supervision of a staff member. Ensure toilets do not become crowded by limiting the number of people who use the toilet facilities at one time. 		
<ul style="list-style-type: none"> What measures do we have in place to ensure that help is available for children who have trouble cleaning their hands independently? 	Make sure a staff/volunteer is on hand near the wudhu area at the beginning of Madrasah		
<ul style="list-style-type: none"> Are there disposable tissues in each classroom? 	yes, but Parents are advised to send tissue pack from home with their child to prevent spreading virus by touching tissue box in class.		
<ul style="list-style-type: none"> Do we have lidded bins in the classrooms? 	Yes.		
<ul style="list-style-type: none"> How often will the bins be emptied and who will empty them? 	Cleaning team from the rota of that day.		
<ul style="list-style-type: none"> What arrangements do we have in place for ventilation of all areas? <i>Where possible, all spaces should be well ventilated using natural ventilation (opening windows).</i> 	All internal class doors to be kept open during and after class. Class windows to be opened daily for natural ventilation		
<u>No-Touch</u>			
Measures	Action Required / Taken	Actioned by	Date
<ul style="list-style-type: none"> Are staff and students able to walk from the Madrasah entrance to their classroom without having to touch any surfaces/doors? 	<ul style="list-style-type: none"> Where safely possible doors will be left ajar to ensure surfaces are not touched unnecessarily. 		
<u>Staff Members</u>			
Measures	Action Required / Taken	Actioned by	Date
<ul style="list-style-type: none"> Who has been appointed as the Covid Safety Officer? 	<ul style="list-style-type: none"> Allocate Covid safety officer. 		
<ul style="list-style-type: none"> Have all staff members completed the 'Return to Madrasah' questionnaire? 	<ul style="list-style-type: none"> All members of staff to be interviewed and make sure they are safe to return to the Madrassah setting. 		

<ul style="list-style-type: none"> ▪ What arrangements have been made for staff members who are working from home? (Including those shielded, clinically vulnerable and/or living with someone in these groups). 	<ul style="list-style-type: none"> ▪ Those who are vulnerable or have underlying health conditions will be advised to stay at home indefinitely. ▪ Those who have Covid-19 symptoms, (or someone in their household has Covid-19 symptoms), should not attend Madrasah. 		
<ul style="list-style-type: none"> ▪ What communication arrangements are in place with the staff members who are working from home? 	<ul style="list-style-type: none"> ▪ Madrasah SLT to liase daily with staff working from home over telephone ▪ Teachers who cannot attend will teach via app. Zoom/ Microsoft Teams etc 		
<ul style="list-style-type: none"> ▪ What arrangements have been made for staff meetings and training? 	<ul style="list-style-type: none"> ▪ Staff training and inset days to be organised and training given on guidance and procedures 		
<ul style="list-style-type: none"> ▪ Have all staff members been trained on the new procedures? 	<ul style="list-style-type: none"> ▪ Staff members must be trained in: <ul style="list-style-type: none"> • Correct use of PPE, Queue management, Identifying symptoms of Covid-19, Crowd control, Disinfecting etc 		
<p>What are the guidelines for staff members?</p>	<ul style="list-style-type: none"> ▪ Go home as soon as Madrasah work is complete. ▪ Use the toilet and complete wudhu from home. ▪ Avoid sharing cars on the way to and from Madrasah. If doing so, wear a mask or face covering. ▪ Use a sanitiser to disinfect hands on entering and leaving Madrasah. Wash hands regularly during Madrasah, especially after coughing, sneezing and going to the toilet. ▪ Do not eat food at the Madrasah. ▪ Avoid physical contact at all times. No hugs, shaking hands etc. ▪ When teaching, avoid movement around the classroom and maintain a distance from students at all times. Avoid touching student work. ▪ Where possible, keep doors and windows open at all times. ▪ DO NOT USE THE FANS OR AC. ▪ Bring your own water bottle. 		

<u>Classrooms</u>			
Measures	Action Required / Taken	Actioned by	Date
<ul style="list-style-type: none"> ▪ How many staff members and students can use each classroom at one time whilst maintaining correct distancing? 	<ul style="list-style-type: none"> ▪ Measure classrooms and other available rooms to assess capacity for staff and students. 		
<ul style="list-style-type: none"> ▪ What are the classroom entry and exit routes? 	<ul style="list-style-type: none"> ▪ All entry and exit points to be clearly explained for each classroom and clearly marked. 		
<ul style="list-style-type: none"> ▪ What provisions are in place to limit the exchange of resources between staff and students? 	<ul style="list-style-type: none"> ▪ Seek to prevent the sharing of stationery and other equipment where possible. Shared materials and surfaces should be cleaned and disinfected more frequently. 		
<ul style="list-style-type: none"> ▪ What are the provisions for water for the students? 	<ul style="list-style-type: none"> ▪ Each child to bring their own water bottle with their name on and not share with anyone else 		
<u>Group Sizes</u>			
Measures	Action Required / Taken	Actioned by	Date
<ul style="list-style-type: none"> ▪ What is the maximum number of students per group? 	<ul style="list-style-type: none"> ▪ To maintain a safe distance, class sizes to be reduced with no more than 25 children in a classroom at any one time. ▪ All lessons to be held with social distancing in mind between each student where possible 		
<u>Social Distancing</u>			
Measures	Action Required / Taken	Actioned by	Date
<ul style="list-style-type: none"> ▪ What are our arrangements for social distancing during: <ul style="list-style-type: none"> • Madrasah drop off/pick up times. • Moving around the Madrasah. • In the classroom. • During Madrasah start time, classroom swap time and home time. • When going to the toilet? 	<ul style="list-style-type: none"> ▪ Madrasah times will be staggered to minimise all risk. ▪ The same teacher will be assigned to the same class every day. ▪ Students to use the same classroom or area of the Madrasah and sit at the same bench every day. ▪ Ensure toilets do not become crowded by limiting the number of people who use the toilet facilities at one time. 		
<ul style="list-style-type: none"> ▪ What is our approach to students entering the Madrasah in groups? 	<ul style="list-style-type: none"> ▪ Everyone will be instructed to maintain social distance at all times. Staff/ Volunteers to monitor this at entrances 		

	and exits. Have as many entry points as possible to minimise crowds.		
What are the guidelines for students?	<ul style="list-style-type: none"> ▪ Use the toilet and complete wudhu before leaving home. ▪ Wear a mask or face covering if sharing a car with people from other households. ▪ Arrive at and leave Madrasah at the designated time. ▪ Do not congregate in the building before or after Madrasah. ▪ Use a sanitiser to disinfect hands on entering and leaving Madrasah. ▪ Do not eat food at the Madrasah. ▪ Avoid physical contact at all times. No hugs, shaking hands etc. ▪ Do not share belongings (e.g. books, stationery) with others. ▪ In the classroom, sit in the same place at all times. Do not move the desk. Avoid touching displays and other surfaces. ▪ As access to toilets and ablution/wudhu areas will be limited and managed, if you need to enter the toilet only use the designated toilet cubicle / ablution area. ▪ Maintain a safe distance from others at all times. ▪ Bring own water bottle and do not share. 		
Safeguarding			
Measures	Action Required / Taken	Actioned by	Date
▪ Are staff members prepared for supporting the mental and emotional well-being of students?	Staff need to be trained and well prepared to support students when they return to Madrasah especially in cases of violence, abuse, neglect, bereavement etc.		
▪ Is our Child Protection Policy up to date?	Yes		
Partial Reopening			
Measures	Action Required / Taken	Actioned by	Date
▪ What is our procedure for identifying vulnerable students, parents and staff members?	Student data to be checked and vulnerable children identified and necessary steps taken to ensure safety.		

<ul style="list-style-type: none"> ▪ How do we ensure those who are staying at home do not feel left out? ▪ How do we ensure that they get the emotional support that they require? 	<ul style="list-style-type: none"> ▪ Keep option of logging into class online for those who are isolating. 		
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Personal Protective Equipment (PPE)

Measures	Action Required / Taken	Actioned by	Date
<ul style="list-style-type: none"> ▪ Do we have PPE? 	<ul style="list-style-type: none"> ▪ PPE Required for staff and volunteers: <ul style="list-style-type: none"> • Face masks; Gloves; Aprons. 		
<ul style="list-style-type: none"> ▪ Have staff members been trained in the use of PPE? 	<ul style="list-style-type: none"> ▪ Wearing a face covering or face mask in Madrasahs, Madrasahs or other education settings is not recommended. 		
<ul style="list-style-type: none"> ▪ Are staff members aware of when PPE must be used? 	Yes		

Response to Cases of Covid-19

Measures	Action Required / Taken	Actioned by	Date
<ul style="list-style-type: none"> ▪ If there is a suspected or confirmed Covid-19 case during the Madrasah day. 	<ul style="list-style-type: none"> ▪ If anyone becomes unwell with a new continuous cough, a high temperature or a loss of or change in their normal sense of taste or smell they must be sent home as soon as possible ▪ If a student is awaiting collection, they should be moved, if possible, to a room where they can be isolated. Ideally, a window should be opened for ventilation. If it is not possible to isolate them, move them to an area which is at least 2 metres away from other people. ▪ If they need to go to the toilet while waiting to be collected, they should use a separate toilet if possible. The toilet area should be cleaned and disinfected using standard cleaning products before being used by anyone else. ▪ PPE should be worn by staff caring for the student while they await collection ONLY if a distance of 2 metres cannot be maintained (such as for a very young child or a child with complex needs). 		

	<ul style="list-style-type: none"> ▪ If a 2 metre distance cannot be maintained then a surgical face mask should be worn by the supervising staff member. ▪ If direct contact with the child is necessary, and there is significant risk of contact with bodily fluids, then the following PPE should be worn by the supervising staff member: <ul style="list-style-type: none"> ▪ Disposable gloves ▪ Disposable plastic apron ▪ surgical face mask ▪ The Madrasah should record and keep the details of the incident in case it is needed for future cases. ▪ Notify the Local Authority or the Health Protection Team of the incident. <p>https://www.reopeningschools.org/wp-content/uploads/2020/06/20200601-PHE-NW-Schools-Resource-Pack-v.01.docx</p>		
<ul style="list-style-type: none"> ▪ What is the procedure for a suspected or confirmed Covid-19 case outside of the Madrasah? 	<ul style="list-style-type: none"> ▪ Parent/Guardian should notify the Head Teacher of their absence by phone. ▪ Madrasah should record and keep minimum data. Reason for absence, date of onset of symptoms, symptoms, class etc. ▪ Direct to Stay at home guidance for isolation advice for student/staff member and their households. The person with symptoms should isolate as per government rules at the time. ▪ There is no further action required by the Madrasah at this time, and no need to notify the Local Authority or Health Protection Team. <p>https://www.reopeningschools.org/wp-content/uploads/2020/06/20200601-PHE-NW-Schools-Resource-Pack-v.01.docx</p>		

<u>Communication</u>			
Measures	Action Required / Taken	Actioned by	Date
<ul style="list-style-type: none"> ▪ What are the arrangements for sharing reopening plans with staff? 	<ul style="list-style-type: none"> ▪ Management to have a staff inset day before re-opening so that all processes can be properly understood by all staff before pupils start attending. 		
<ul style="list-style-type: none"> ▪ What are the arrangements for sharing reopening plans with the committee? 	<ul style="list-style-type: none"> ▪ Regular meetings and updates with relevant sub committee. 		
<ul style="list-style-type: none"> ▪ What are the arrangements for sharing reopening plans with parents and students? 	<ul style="list-style-type: none"> ▪ Communication with parents and students should include: <ul style="list-style-type: none"> ▪ Plans for partial reopening. ▪ Social distancing arrangements. ▪ Changes to the timetable. ▪ Staggered start and end times. ▪ Expectations when in Madrasah and at home. ▪ Travelling to and from Madrasah safely. ▪ Response to cases of Covid-19. ▪ Madrasah uniform. ▪ Procedures around behaviour and unsatisfactory progress. ▪ Hygiene 		
<u>Curriculum</u>			
Measures	Action Required / Taken	Actioned by	Date
<ul style="list-style-type: none"> ▪ What consideration has been given to those activities that are more difficult to undertake with social distancing in place?<i>Example; Durood, assembly, Jalsah etc.</i> 	<ul style="list-style-type: none"> ▪ Each activity should be risk assessed and should not be run unless the risks can be mitigated. 		