

Unity Madrasah Risk Assessment: Entering/ Exiting The Building

This Risk Assessment has considered the government guidance provided on 3rd June 2020 and takes further consideration as new guidelines are provided by Public Health.

Hazard	Persons at Risk	Existing Controls	Further Action Required	Controls, props, equipment and supporting documentation
Entering the build	Staff, Volunteers, Young people and visitors	<p>All staff that can work from home are encouraged to do so. Only staff that cannot carry out their work from home may come to the Unity Madrasah</p> <p>Only staff that are due to work on shift staff including cleaners to be in the building. This includes staff that need to keep the operation of the Unity Madrasah going.</p> <p>Staff, visitors and young people are encouraged to attend for a specific need. This may be a shift, session or agreed purpose such as delivery, collection and drop off.</p> <p>Hand sanitizers are positioned at the front of the build and should be used upon entry.</p>	<p>All people are encouraged to cooperate with the outside lines, which encourage 2 metres social distancing. This is seen with super markets and other public spaces whereby people line up within distanced lines. Further support can be found via - Accessing under subheading “Planning and organising”</p> <p>There should be a staggered approach with all delivery, which decreases mass gatherings and lining. For further guidelines provided within schools under sub heading “ Planning and organising” link- - Staggered approach</p>	<ul style="list-style-type: none"> - Social distance lines at the entrance of the build - Signs to demonstrate direction and to advice on foot fall - Risk assessment attached to “home working” - Salesforce instructions relating to kronos mobile use

			<p>Staff to take accountability and follow the 2m social distancing rule.</p> <p>Supervisor staff should be deployed to the front of the building during key times of operation to maintain and encourage social distancing. Lines and visual props will assist those attempting to access the build.</p> <p>Parents/carers should be asked to use the complete area of the outside space, including the car park, path and concrete area to the front. Props and visuals will be used to encourage.</p> <p>Parents will drop off and pick up children from Entrance B.</p> <p>The front doors will be identified as a “one way system” for those entering the build. Once a person enters, they should use an alternative exit such as the sports hall front door.</p> <p>During operations, the front doors will be locked and unlocked by the receptionists who will manage foot</p>	
--	--	--	---	--

			<p>fall. The receptionist should only speak to one family at a time and should not allow any others until that person has started to exit through the sports hall door.</p> <p>Staff should use the mobile salesforce app to sign in. The touch screen will not be in use and should not be used at any time.</p>	
Exiting the build	Staff, Volunteers, young people and visitors	<p>All staff that can work from home are encouraged to do so. Only staff that cannot carry out their work from home may come to the Unity Madrasah</p> <p>Only staff that are due to work on shift to be in the building. This includes staff that need to keep the operation of the Unity Madrasah going.</p> <p>Staff, visitors and young people are encouraged to attend for a specific need. This may be a shift, session or agreed purpose such as delivery, collection and drop off.</p>	<p>Staff should exit through the rear exit of the build down the back stairs from the staff office.</p> <p>Young people will exit through the front sports hall doors. Junior members should be collected by a recognised adult and this process should be monitored by a staff member at all times to maintain effective safeguarding practice.</p> <p>Young people should not wait while facing each other and should sit with an agreed area which maintains social distancing.</p> <p>Young people are encouraged to attend for the full duration of their</p>	<ul style="list-style-type: none"> - Social distance lines at the entrance of the build - Signs to demonstrate direction and to advice on foot fall

			<p>session to prevent two way traffic and unmanageable movement/gathering outside and in.</p> <p>Young people will wait in the sport hall (largest area) when sessions finish. They should remain seated and at least 2m metre apart. This process should be managed by staff.</p> <p>Staff should be deployed to the front to encourage social distancing. one staff should remain at the sports hall door and another outside. Staff should communicate with each other who is ready for collection.</p> <p>Parents/carers should be asked to use the complete area of the outside space, including the car park, path and concrete area to the front. Props and visuals will be used to encourage.</p>	
Welcoming visitors	Staff and Visitors	<p>One visitor enters the building one at a time</p> <p>Visitors must apply hand sanitiser on entrance at the sanitiser station.</p>	<p>All visitors are encouraged to corporate and follow all instructions outside. This will include, social distant lines.</p>	

		<p>Deliveries are coordinated and where possible, left at the door.</p> <p>The reception is provided with gloves, mask (optional use), and perspex screens due to not being able to avoid social distancing</p>	<p>Where possible, those dropping of parcels will be encouraged to leave the parcel in the foyer.</p>	
Reception	Staff, volunteers, young people and visitors	<p>Receptionist provided with masks (optional use), gloves and portable hand sanitisers</p> <p>Anyone who missed sanitising their hands will be asked to sanitise their hands at reception.</p> <p>The reception is provided with gloves, mask (optional use), and perspex screens due to not being able to avoid social distancing</p>	<p>Reception screens installed at reception and will remain until further notice from SMT.</p> <p>Services for young people will be free until further notice. This will ensure there is no requirement for any cash/bank transactions. SLT will inform otherwise.</p> <p>A person and those belonging to one household will be allowed entrance and the reception will speak to one family at once.</p>	<ul style="list-style-type: none"> ● Perspex screens ● Access to PPE

<p>Exiting the building in the event of a fire alarm</p>	<p>Staff, volunteers, young people and visitors</p>	<p>Existing fire evacuation policies and procedures.</p>	<p>The fire evacuation procedure will follow as stated within the existing policy, however there are changes to the preferred exit routes, fire assembly points and re-entering the building after safety checks.</p> <p>Exit routes</p> <p>Staff will escort young people through the nearest and safest exit point and encourage staff/young people maintain social distancing.</p> <p>Fire assembly point</p> <p>The fire assembly point remains the car park behind Kaspas. Staff should keep their group within their bubble, maximising the car park space.</p> <p>Returning to the build</p> <p>On returning to the build (following safety measures as stated within the fire evacuation policy) groups will re-enter one at a time, with the staff leading them back to their activity area.</p>	<p>- Exit maps</p>
--	---	--	--	--------------------

Risk Assessment carried out by: _____ Carried out date: _____

Review date: _____ Reviewed by: _____