

Revised: 10 September 2020

**In order for our school to be Covid Secure we have taken the following actions to ensure the safety of our staff and students whilst at Tobias:**

1. Students are to be 'bubbled' by year groups.
2. A floor plan has been created for designated areas for new & returning students and will be circulated by email to all students before arrival. It covers 3 groups:
  - Those returning on the 14<sup>th</sup> & 21<sup>st</sup> of September 2020
  - Those starting on the 28<sup>th</sup> September 2020.
3. A library and shop policy of '1 person in & 1 person out' has been re-established & accompanying signage is to be displayed around the School before the 14<sup>th</sup> September.
4. 'One-way' signage is to be re-displayed around the School.
5. There are designated studio spaces displayed by Year Group and Residents.
6. Signage re-emphasising the government messages; keep 1-metre distance, use hand sanitizer and wipes / paper towels available about the School, will be re-displayed for start of term from the 14<sup>th</sup> September.
7. The email to Students, prior to arrival will also require them to complete, sign & date and return the following Covid Questionnaire:
  - *Have you or your family arrived from overseas or a UK lockdown area within the last 14 days? Please tick YES or NO*
  - *If you answered yes to the above question, please state which country or countries you have visited. \_\_\_\_\_*
  - *Have you knowingly been exposed to someone with COVID-19 in the last 14 days? Please tick YES or NO. If Yes please state how long ago.*
  - *Have you experienced any of the following cold or flu-like symptoms in the last 10 days? Please tick all that apply.*
    - i. *Fever*
    - ii. *A new or persistent cough ( ie 3 or more coughing episodes in 24 hours)*
    - iii. *Sore throat*
    - iv. *Difficulty breathing*
    - v. *Fatigue*
    - vi. *Loss of smell or taste*
    - vii. *None of the above*

- Do you have any underlying health conditions which could you put you at increased risk if you should contract COVID-19? Please tick. A list of these conditions, from the Government website, can be found below:
- <https://www.nhs.uk/conditions/coronavirus-covid-19/people-at-higher-risk/whos-at-higher-risk-from-coronavirus/>
- Yes or NO

Although every effort has been taken by the School with enhanced safeguarding, cleaning, social distancing, signage etc, it is impossible to reduce the COVID-19 risk to zero.

Please confirm that you understand and accept that there is a small inherent risk of COVID-19 transmission, which cannot be completely eradicated. Advice on social distancing, how to avoid spreading the infection, facing coverings can be found on the government website at

<https://www.nhs.uk/conditions/coronavirus-covid-19/social-distancing/what-you-need-to-do/>

I confirm that I accept an understand the above. Please tick YES.

**The safety of all students and staff remains the highest priority for the School.**

Going forward, if you think you may have COVID-19, please self-isolate and inform your Tutor immediately and arrange for a test. The most common symptoms of COVID-19 are:

- A new & continuous cough and/or
- High temperature
- Loss or change to sense of smell or taste.

More details can be found on the Government website referred to above.

*Attachments to this Risk assessment plan are as follows:*

- 1 x Floor plan for the Year groups.
- Covid Questionnaire

Dear Student,

Please complete and return this questionnaire to the office on the first day of starting training.

Have you or your family arrived from overseas or a UK lockdown area within the last 14 days? Please circle YES or NO

- If you answered yes to the above question, please state which country or countries you have visited. \_\_\_\_\_
  
- Have you knowingly been exposed to someone with COVID-19 in the last 14 days? Please circle YES or NO. If Yes please state how long ago.  
\_\_\_\_\_
  
- Have you experienced any of the following cold or flu-like symptoms in the last 10 days? Please tick all that apply.
  - i. Fever
  - ii. A new or persistent cough ( ie 3 or more coughing episodes in 24 hours)
  - iii. Sore throat
  - iv. Difficulty breathing
  - v. Fatigue
  - vi. Loss of smell or taste
  - vii. None of the above
  
- Do you have any underlying health conditions which could you put you at increased risk if you should contract COVID-19? Please tick. A list of these conditions, from the Government website, can be found below:  
<https://www.nhs.uk/conditions/coronavirus-covid-19/people-at-higher-risk/whos-at-higher-risk-from-coronavirus/>  
Circle: Yes or NO

Although every effort has been taken by the School with enhanced safeguarding, cleaning, social distancing, signage etc, it is impossible to reduce the COVID-19 risk to zero.

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<https://www.nhs.uk/conditions/coronavirus-covid-19/social-distancing/what-you-need-to-do/>

I confirm that I accept an understand the above. Please circle: YES.

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature