

## Risk Management - Assessment Report

**Work Area or Activity:**

Whole College

**Risk Area:**

Management and Site Maintenance

**Assessment Framework:**

Re-Opening Schools - COVID-19

**Competent Person**

Ian Smart

**Assisted by:**

Jeremy Plumb

**Groups Affected:**

All staff, pupils, visitors  
contractors

**Notes:**

This assessment has been reviewed and updated following the full reopening of the College in September 2020. It will continue to be regularly reviewed to ensure the latest government advice and guidance is being followed. This assessment has been updated for the full reopening of the College in September 2020.

This assessment is for the planned phased reopening of the College for selected year groups, to include the skeleton school for vulnerable students and students of key workers.

This is a review of an assessment carried out on 17/05/2020

This is a review of an assessment carried out on 05/06/2020

It was marked as 'nothing had changed' by Ian Smart on 22/06/2020

This is a review of an assessment carried out on 22/06/2020

This is a review of an assessment carried out on 27/07/2020

30/09/2020

06/11/2020

<b>Risk Rating:</b>	Below 9 - Low Risk 9 to 14 - Medium Risk 15 or above - High Risk
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**Assessed on:**

**To be Reviewed on:**

What are the Hazards?	What is already being done?	Is this considered satisfactory?	Risk Findings
Premises not checked to ensure it is safe to re-open.	Reopening checklist to be completed by the Site Supervisor prior to the College's reopening.	Yes	Severity:3 Likelihood:2 <b>Risk Rating:6</b>
Lack of up-to-date information for Staff	Staff updates regularly provided (via e-mail, letter or briefing). Information booklet in respect of the 'new normal' produced for staff. E-mail updates provided where necessary.	Yes	Severity:3 Likelihood:1 <b>Risk Rating:3</b>
Lack of up-to-date information for students and parents/guardians	Regular updates given to parents and students by letter, SIMS Parent App, Show My Homework, the College website and Facebook. Further regular updates to be provided when the College fully reopens in September. Information booklet produced for parents and students sent out in July.	Yes	Severity:3 Likelihood:1 <b>Risk Rating:3</b>
Failure to maintain supervision levels if staffing levels drop.	Staff levels checked each day by CLT. Contingency plan in place if staff ratios drop below set levels. The College has a remote learning plan (model) that can be implemented if necessary. Revised Control measure: No further changes advised at this time. Applied successfully on 26/07/2020	Yes	Severity:3 Likelihood:2 <b>Risk Rating:6</b>

Individuals vulnerable to serious infection coming into College	<p>The College will continue to follow any shielding guidance in place to decide who should come into school. If the guidance is paused, all staff and students are expected to come into College, apart from staff who can continue to work from home (e.g. some admin staff).</p> <p>Government guidelines to be followed for staff who are clinically vulnerable or clinically extremely vulnerable.</p> <p>Revised Control measure: No further changes at this time. Applied successfully on 26/07/2020</p>	Yes	Severity:4 Likelihood:2 <b>Risk Rating:8</b>
Staff or students who live with someone who is identified as shielded or clinically vulnerable to Coronavirus attending site	Assessed on a case-by-case basis and government guidance followed.	Yes	Severity:4 Likelihood:1 <b>Risk Rating:4</b>
Contact with someone suffering from coronavirus	<p>Everyone will be asked not to come into College if they need to self-isolate under current guidance. Regular reminders will be given about this. Expectations document containing essential guidance sent to staff and parents.</p> <p>Anyone self-isolating with symptoms have been asked to notify the College. They will be encouraged to access testing and engage with the NHS Test and Trace process.</p> <p>If a symptomatic person comes into College, they will be sent home immediately or isolated until they can be picked up. The Seminar Room has been designated as a quarantine room where they will be isolated. 999 will be called if they are seriously ill or injured or their life is at risk.</p> <p>In the case of a symptomatic student who needs to be supervised before being picked up: - If a distance of 2m can't be maintained, supervising staff will wear a fluid-resistant surgical mask - If contact is necessary, supervising staff will also wear disposable gloves and a disposable apron - If there's a risk of splashing to the eyes, such as from coughing, spitting or vomiting, supervising staff will also wear eye protection. Supervising staff will wash their hands thoroughly for 20 seconds after the student has been picked up.</p> <p>If there are home testing kits available in College, these will be given to parents/carers collecting symptomatic children, and to staff who have developed symptoms at school, if providing one will increase the likelihood of them getting tested. Test kits will be provided in line with government guidelines.</p> <p>A deep clean will take place in the areas that the symptomatic person has been in, and PPE will be disposed of properly, following decontamination guidance.</p> <p>Staff and parents have been asked to notify the College immediately of the outcome of a coronavirus test, whether it is positive or negative. If the College becomes aware that a student or a staff member has tested positive for coronavirus, it will contact the DfE helpline and or Public Health officials in accordance with current government guidelines. A rapid risk assessment will be completed to confirm who has been in close contact with the person, and these people will be asked to self-isolate. To help with this, records will be kept of: - The students and staff in each group (including seating plans) - Any close contact that takes place between students and staff in different groups.</p> <p>Close contact means: - Direct close contact: face-to-face contact with an infected person for any length of time, within 1 metre, including: - Being coughed on - A face-to-face conversation, or - Unprotected physical contact (skin-to-skin) - Proximity contacts: extended close contact (within 1 to 2 metres for more than 15 minutes) with an infected person - Travelling in a small car with an infected person.</p> <p>If there are 2 or more confirmed cases within 14 days, or an overall rise in sickness absence where coronavirus is suspected, the College will work with the local health protection team to decide if additional action is needed. Any advice given by the team will be followed.</p>	Yes	Severity:3 Likelihood:2 <b>Risk Rating:6</b>
Member of staff displaying symptoms of Coronavirus	<p>Staff reminded via written and verbal communication of the requirement to immediately self-isolate if displaying symptoms and advised to get tested. Area used by staff member to be thoroughly cleaned.</p> <p>Staff to notify the College of the outcome of the test, positive or negative, as soon as possible.</p>	Yes	Severity:4 Likelihood:2 <b>Risk Rating:8</b>

Student displaying symptoms of Coronavirus	<p>Seminar Room set aside to quarantine affected student - it will be cleaned in line with current guidelines after use. Staff providing support provided with PPE. Area used by student thoroughly cleaned. Alternate quarantine area to be identified if necessary.</p> <p>Parents to notify the College of the outcome of their child's test, positive or negative, as soon as possible.</p>	Yes	<p>Severity:4 Likelihood:2 <b>Risk Rating:8</b></p>
Social distancing not observed in staff areas	<p>Staff advised to maintain 2m social distancing between adults, and adults and students.</p> <p>Where meetings can't be held by telephone or using video conferencing, essential meetings should be conducted outside, or in a room large enough to allow for social distancing.</p> <p>Furniture in the Staff Room has been rearranged / taped off to ensure 2m social distancing is maintained.</p> <p>Staff briefings to be given electronically or, by exception, in the main hall and staggered to allow for social distancing</p>	Yes	<p>Severity:3 Likelihood:2 <b>Risk Rating:6</b></p>
Contact with coronavirus when getting to and from College	<p>Everyone will be encouraged to avoid taking public transport during peak times if possible. However, this is a challenge for many families who rely on a limited public transport provision. Government guidance should be followed if having to use public transport.</p> <p>Individuals over the age of 11 must wear face coverings if using public transport.</p> <p>Parents/carers who need to drop off and pick up students advised to minimise adult to adult contact and not to enter the College site unless they have a pre-arranged appointment.</p> <p>Anyone wearing non-disposable face coverings when arriving to College will be expected to bring a plastic bag to keep these in during the school day. If they are using disposable face coverings, these will be put in a covered bin.</p> <p>Students wearing any sort of face covering when arriving to College will wash their hands on arrival (as all students will), dispose of/store the covering, and wash their hands again before going to their classroom.</p> <p>Students will be made aware that they must not touch the front of the covering during use or removal.</p> <p>Staff to remind students daily of social distancing requirements when waiting for and using public transport and the compulsory requirement to wear a face covering on public transport.</p>	Yes	<p>Severity:3 Likelihood:1 <b>Risk Rating:3</b></p>

Spreading infection due to excessive contact and mixing between students and staff in lessons

A change of the tutor group structure from vertical to horizontal so tutor groups now based on years with designated Head of Years.

Yes

Severity:3  
Likelihood:2  
**Risk Rating:6**

Year groups separated into 'bubbles' and designated zones allocated for each year group including entry and exit points into the College building, toilets, indoor and outdoor areas and food serving areas.

Students advised to remain in designated zones at all times, unless directed to go to another area in which case they are to be supervised by a member of staff.

Students to queue outside classrooms when changing over lessons and awaiting their teacher. Staff and students to wear face masks or face coverings in corridors during the changeover period, and in confined spaces, to reduce the risk of cross contamination of 'bubbles' and the spreading of the infection by staff when transiting through different zones. Anyone wearing non-disposable face coverings will be expected to bring a plastic bag to keep these in during the school day. If they are using disposable face coverings, these will be put in a covered bin.

There is a no contact rule for students, between students and staff, with physical contact avoided where possible and distancing maintained throughout the school day.

Students to be seated side-by-side and facing forwards, where possible, and classrooms / seating reconfigured to minimise the risk of transmission amongst students and staff. Rooms to be well-ventilated, where possible, with windows, doors and skylights open where practical to do so.

Lessons that involve singing, chanting, shouting or playing instruments (particularly wind or brass instruments) will be limited to no more than 15 students, and will take place outside wherever possible (if taking place inside, the space will be well ventilated). Students will be positioned either back-to-back or side-to-side at an appropriate distance. Instruments will not be shared. Singing or instrument playing will not take place in any larger groups such as choirs or assemblies.

For physical activity, contact sports will be avoided. Outdoor sports will be prioritised where possible, or large indoor spaces used where it is not. Distance between students will be maximised as much as possible. Government and Sports Bodies' advice and guidance to be followed.

Staff can work across different groups in order to deliver the College timetable, but they will keep their distance from students and other staff as much as they can (ideally 2 metres apart). This will not always be possible, but close face-to-face contact will be avoided, and time spent within 1 metre will be minimised.

Any students with complex needs or who need close contact care will have the same support as normal as distancing is not possible here. Staff will be rigorous about hand washing and respiratory hygiene and wear PPE in line with the risk assessment(s) completed.

Supply teachers, peripatetic teachers and other temporary staff will be told to minimise contact and maintain as much distance as possible from other staff. The number of temporary staff entering the College premises will be kept to a minimum. Peripatetic teaching has been suspended and will be subject to ongoing review.

Specialists, therapists, clinicians and other support staff for students with SEND should provide interventions as usual. These staff will be advised to be rigorous about hand washing and respiratory hygiene, and wear PPE as advised.

Revised Control measure:  
No further changes at this time.  
Applied successfully on 26/07/2020

<p>Spreading infection due to excessive contact and mixing between students and staff around and outside of the school</p>	<p>Students will be kept in their year group 'bubbles' at all times each day, and be kept separate from other groups where possible. For students who routinely attend other settings in the College on a part-time basis, such as the Student Support Centre, a system will be worked out to keep these students safe.</p> <p>Year groups will have staggered timetables, including for start and finish times, and break and lunch times, to avoid too many students being in one place at the same time. Designated areas for entering and exiting the College building, indoor and outdoor zones and areas for being served and eating food have been allocated for each year group. Where the same area is used by different year groups at different times, cleaning arrangements will be in place to wipe down surface areas in between use.</p> <p>All assemblies will be virtual and shown to tutor groups during tutor time.</p> <p>Movement around the College site will be kept to a minimum. Students to be supervised by staff at all times, unless there are exceptional circumstances, to ensure mixing between groups doesn't occur, and they will be reminded about the rules throughout the day.</p> <p>Rooms will be accessed directly from outside where possible, and any corridors will have one-way circulation or a divider down the middle to keep groups apart.</p> <p>Toilet areas will be managed by staff to avoid crowding.</p> <p>Visitors to the site, such as contractors, will have guidance on physical distancing and hygiene explained to them on or before arrival. Visits will happen outside of College hours wherever possible. A record will be kept of all visitors by main reception.</p> <p>Educational visits have been temporarily suspended. This is subject to ongoing review. Separate risk assessments will be required for any visits planned to take place.</p> <p>Students using the breakfast club provision in the Student Support Centre will be grouped in their year group 'bubbles'. This provision will require a separate risk assessment to mitigate the risk of spreading infection. Similarly, separate risk assessments are to be completed for any after-College provision.</p> <p>Revised Control measure: No further changes at this time. Applied successfully on 26/07/2020</p>	<p>Yes</p>	<p>Severity:3 Likelihood:2 <b>Risk Rating:6</b></p>
<p>Social distancing not maintained in College corridors</p>	<p>Year group zones introduced to reduce the number of students walking throughout the College.</p> <p>One way arrangements to be introduced where possible, practicable and necessary, or a divider down the middle to keep groups apart with floor signage making clear users must keep to the left.</p> <p>Staggered start and finish times, and break and lunch times, to reduce congestion. Staff to supervise.</p>	<p>Yes</p>	<p>Severity:4 Likelihood:2 <b>Risk Rating:8</b></p>
<p>Spreading infection due to touch, sneezes and coughs</p>	<p>Handwashing facilities available in many classrooms in addition to the designated toilets.</p> <p>Hand sanitiser and anti-bacterial wipes located in rooms used by staff and students. Wall-mounted hand sanitisers located in the main reception, library, Sixth Form, kitchen entrance, dining hall, Staff Room and Student Support Centre.</p> <p>Everyone in College will:</p> <ul style="list-style-type: none"> <li>- Frequently wash their hands with soap and water for 20 seconds and dry thoroughly using NHS guidelines, or use alcohol-based hand sanitiser to cover all parts of their hands</li> <li>- Clean their hands on arrival, after breaks, if they change rooms, before and after eating, and after sneezing or coughing</li> <li>- Be encouraged not to touch their mouth, eyes and nose</li> <li>- Use a tissue or elbow to cough or sneeze, and use yellow bins for tissue waste.</li> </ul> <p>Students will be encouraged to learn and practise these habits in lessons and receive regular reminders from staff. Posters have been put around the College site as reminders also.</p> <p>Supplies for soap, hand sanitiser and disposable paper towels and tissues are to be topped up regularly and monitored to make sure they are not close to running out.</p> <p>Lidded bins for tissues will be provided in all classrooms.</p> <p>Revised Control measure: No further changes at this time. Applied successfully on 26/07/2020</p>	<p>Yes</p>	<p>Severity:3 Likelihood:2 <b>Risk Rating:6</b></p>

Moving and handling of furniture to facilitate social distancing	Site Team, or staff manual handling trained, to move furniture where required	Yes	Severity:3 Likelihood:2 <b>Risk Rating:6</b>
Over-use or mis-use of hand sanitiser	Only to be used under staff supervision	Yes	Severity:3 Likelihood:1 <b>Risk Rating:3</b>
Spreading infection through contact with coronavirus on surfaces	<p>The Housekeeping Team will regularly clean frequently touched surfaces using standard cleaning products, including:</p> <ul style="list-style-type: none"> <li>- Banisters</li> <li>- Classroom desks and tables</li> <li>- Toilet facilities (including taps and flush buttons)</li> <li>- Door and window handles</li> <li>- Furniture</li> <li>- Light switches</li> <li>- Classroom-based resources (technicians to clean)</li> <li>- Computer equipment (including keyboards and mouse)</li> <li>- Sports equipment (procedures implemented by the PE Department)</li> <li>- Telephones</li> <li>- Fingerprint scanners.</li> </ul> <p>The College has increased the daytime cleaning capacity from one to three cleaners.</p> <p>Items that need laundering (e.g. towels) will be washed regularly in accordance with the manufacturer's instructions, on the warmest water setting. These items will not be shared between students between washes.</p> <p>Students and parents/carers will be asked to limit the amount of equipment they bring into College each day to essentials like bags, lunch boxes, coats, books, stationery and mobile phones. The College will be cleaned thoroughly at the end of the day. Any resources shared between groups, such as sports, art and science equipment, will be either:</p> <ul style="list-style-type: none"> <li>- Cleaned frequently and meticulously, and always between groups using them; or</li> <li>- Rotated so they can be unused and out of reach for 48 hours (72 hours for plastics) between use by different groups.</li> </ul> <p>The same rules will be followed for books and other shared resources that students or staff take home (staff have been advised not to take students' books home). However, unnecessary sharing will be avoided, especially where it doesn't contribute to student education and development.</p> <p>Individual and very frequently used equipment, like pens and pencils, will not be shared.</p> <p>Therapy equipment, such as physiotherapy or sensory equipment, will be cleaned between each use. If this is not possible or practical, it will be:</p> <ul style="list-style-type: none"> <li>- Restricted to one user; or</li> <li>- Rotated so it can be unused for 48 hours (72 hours for plastics) between use by different individuals.</li> </ul> <p>Shared rooms, such as the main hall, dining room and Sixth Form Common Room, will be cleaned between different groups using them.</p> <p>If a person with coronavirus symptoms comes into College, a deep clean will take place in the areas that the person has been in, following decontamination guidance.</p> <p>Cleaning supplies will be topped up regularly and monitored to make sure they are not close to running out.</p> <p>Teachers will wash their hands and surfaces before and after handling students' books.</p>	Yes	Severity:4 Likelihood:2 <b>Risk Rating:8</b>
Spreading infection due to the College environment	<p>Checks to the premises will be done to make sure the school is up to health and safety standards before reopening.</p> <p>Fire, first aid and emergency procedures have been reviewed. Fire assembly points have been reviewed and updated to reflect the new year group 'bubble' arrangements with markings painted to facilitate the process and reduce the risk of cross contamination.</p> <p>Areas in use will be well ventilated by opening windows or using ventilation units. Doors will be propped open, where fire safety and safeguarding is not compromised.</p> <p>Departments to ensure teachers have anti-bac wipes and hand sanitiser.</p> <p>The use of lifts will be avoided unless essential.</p> <p>Lidded bins will be provided in classrooms and other key locations to dispose of tissues and any other waste.</p> <p>Outdoor space will be used for exercise and breaks where possible.</p>	Yes	Severity:4 Likelihood:1 <b>Risk Rating:4</b>

