



REVIEW REQUIRED

This assessment is due for review by 10/05/2021.

General Details

Assessor	Ian Smart
Assessment Date	19/04/2021
Assigned Reviewer	Ian Smart
Next Review Date	10/05/2021
Operation Assessed	Re-opening Schools - COVID-19

Associated with specific area

- Education
- Maintained Schools
- Torpoint Community College

Description of work area and/or activity assessed

This assessment is based on the full reopening of the College in September 2020 and the latest review of the assessment completed on 2 December 2020. The College no longer has access to the EEC Live system on which the risk assessment was completed, so the details have been transferred to the new risk assessment platform - AssessNet. This assessment has been reviewed and updated to take account of any changes published by the DfE's 'Restricting attendance during the national lockdown: schools' publication updated on 7 January 2021 and its Schools coronavirus (COVID-19) operational guidance published in February 2021. It has been further updated to take account of updated government guidance published on 26 March and 8 April 2021.

Overall Current Risk

Medium



Persons Affected

- Children / Students
- Contractors
- Employees
- Maintenance Staff
- Members of the Public
- Office Staff
- Pregnant Women
- Visitors
- Volunteers

Current Rating	Hazard Information	Task Status
Medium 	<p>⚠️ Housekeeping Premises not checked to ensure it is safe to re-open.</p> <p>Measures Currently in place to prevent risk of injury</p> <p>The College has continued to operate throughout the lockdown with its Support School and COVID mass testing facility. Compliance checks and tests by the Site and Catering Team, and routine maintenance, have been ongoing.</p>	  

Potential Rating	Additional Controls Required
Medium 	<p>No Remedial Actions Entered</p> <p>If there are any reasonably practicable actions which can be taken to reduce the risk associated with this hazard please use the form above to enter them.</p>

Current Rating	Hazard Information	Task Status
Low 	<p>⚠️ Welfare Lack of up-to-date information for Staff</p> <p>Measures Currently in place to prevent risk of injury</p> <p>Staff updates regularly provided (via e-mail, letter or Teams briefing). Information booklet in respect of the 'new normal' produced for staff. E-mail updates provided where necessary.</p>	  

Potential Rating	Additional Controls Required
Low 	<p>No Remedial Actions Entered</p> <p>If there are any reasonably practicable actions which can be taken to reduce the risk associated with this hazard please use the form above to enter them.</p>

Current Rating	Hazard Information	Task Status
Low 	<p>⚠️ Welfare Lack of up-to-date information for students and parents/guardians</p> <p>Measures Currently in place to prevent risk of injury</p> <p>Regular updates given to parents and students by letter, SIMS Parent App, Show My Homework, the College website and Facebook.</p>	  

Potential Rating	Additional Controls Required
Low 	<p>No Remedial Actions Entered</p> <p>If there are any reasonably practicable actions which can be taken to reduce the risk associated with this hazard please use the form above to enter them.</p>

Current Rating	Hazard Information	Task Status
Medium 	<p>Safeguarding Failure to maintain supervision levels if staffing levels drop.</p> <p>Measures Currently in place to prevent risk of injury</p> <p>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.</p> <p>Support School. Staffing rota includes reserves in the event of staff absence. In the event supervision levels can't be maintained due to a COVID-19 outbreak, the Support School will be closed until such time it is safe to reopen. A revised rota to be produced for the period 8-16 March (inclusive) after which the Support School will be closed.</p>	0 0 0

Potential Rating	Additional Controls Required
Medium 	<p>No Remedial Actions Entered</p> <p>If there are any reasonably practicable actions which can be taken to reduce the risk associated with this hazard please use the form above to enter them.</p>

Current Rating	Hazard Information	Task Status
Medium 	<p>Welfare ⚠️ Individuals vulnerable to serious infection coming into College</p> <p>Measures Currently in place to prevent risk of injury</p> <p>The College will continue to follow any shielding guidance in place to decide who should come into school. Government guidelines to be followed for staff who are clinically vulnerable (CV) or clinically extremely vulnerable. Students who are confirmed as clinically extremely vulnerable (CEV) should shield and stay at home as much as possible until 31 March 2021, after which the shielding advice has been paused and CEV students should attend school unless they are one of the very small number of students under paediatric or other specialist care and have been advised by their GP or clinician not to attend.</p> <p>CEV staff advised not to attend College, even if they have been vaccinated, up to 31 March 2021. From 01 April 2021 CEV staff should attend work if they can't work from home. CV staff, and those who live with somebody CV, can continue to attend College.</p> <p>Copies of shielding letters sent in respect of CEV individuals may be requested by the College.</p>	0 0 0

Potential Rating	Additional Controls Required
Medium 	<p>No Remedial Actions Entered</p> <p>If there are any reasonably practicable actions which can be taken to reduce the risk associated with this hazard please use the form above to enter them.</p>

Current Rating	Hazard Information	Task Status
Medium 	<p>Welfare Staff or students who live with someone who is identified as shielded or clinically vulnerable to Coronavirus attending site</p> <p>Measures Currently in place to prevent risk of injury</p> <p>Assessed on a case-by-case basis and government guidance followed. Individuals living with someone identified as CV or CEV to continue attending the College in line with the government's guidance published in February 2021.</p>	0 0 0

Potential Rating	Additional Controls Required
Medium 	<p>No Remedial Actions Entered</p> <p>If there are any reasonably practicable actions which can be taken to reduce the risk associated with this hazard please use the form above to enter them.</p>

Current Rating	Hazard Information	Task Status
Medium 	<p>Welfare Contact with someone suffering from coronavirus</p> <p>Measures Currently in place to prevent risk of injury</p> <p>Students, staff and other adults must immediately cease to attend College and not attend for at least 10 days after: - the start of their symptoms - the test date if they did not have any symptoms but have had a positive test from a Lateral Flow Device (LFD) or Polymerase Chain Reaction (PCR) test. If an LFD test is taken first, and a PCR test is taken within 2 days of the positive LFD test, and the PCR test is negative, it overrides the LFD test and the individual can return to College.</p> <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: - Anyone who lives in the same household as someone with coronavirus (COVID-19) symptoms or who has tested positive for coronavirus (COVID-19) - Anyone who has had any of the following types of contact with someone who has tested positive for coronavirus (COVID-19) with a PCR or LFD test: - face-to-face contact including being coughed on or having a face-to- face conversation within 1 metre - been within 1 metre for 1 minute or longer without face-to-face contact - sexual contacts - been within 2 metres of someone for more than 15 minutes (either as a one-off contact, or added up together over one day) - travelled in the same vehicle or a plane.</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>	0 0 0

Potential Rating	Additional Controls Required
Medium 	<p>No Remedial Actions Entered</p> <p>If there are any reasonably practicable actions which can be taken to reduce the risk associated with this hazard please use the form above to enter them.</p>

Current Rating	Hazard Information	Task Status
Medium 	<p>Welfare Member of staff displaying symptoms of Coronavirus</p> <p>Measures Currently in place to prevent risk of injury</p> <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 must immediately cease to attend College and not attend for at least 10 days after:</p> <ul style="list-style-type: none"> - the start of their symptoms - the test date if they did not have any symptoms but have had a positive test from a Lateral Flow Device (LFD) or Polymerase Chain Reaction (PCR) test. If an LFD test is taken first, and a PCR test is taken within 2 days of the positive LFD test, and the PCR test is negative, it overrides the LFD test and the individual can return to College. <p>Staff to notify the College of the outcome of the test, positive or negative, as soon as possible.</p> <p>Anyone who gets a positive result from an LFD result self-isolates immediately, as must other members of their household, while they get a confirmatory PCR test. If a member of the household starts to display symptoms while self-isolating they will need to restart the 10-day isolation period and book a test.</p>	0 0 0

Potential Rating	Additional Controls Required
Medium 	<p>No Remedial Actions Entered</p> <p>If there are any reasonably practicable actions which can be taken to reduce the risk associated with this hazard please use the form above to enter them.</p>

Current Rating	Hazard Information	Task Status
Medium 	<p>Welfare Student displaying symptoms of Coronavirus</p> <p>Measures Currently in place to prevent risk of injury</p> <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>Student must immediately cease to attend College and not attend for at least 10 days after:</p> <ul style="list-style-type: none"> - the start of their symptoms - the test date if they did not have any symptoms but have had a positive test from a Lateral Flow Device (LFD) or Polymerase Chain Reaction (PCR) test. If an LFD test is taken first, and a PCR test is taken within 2 days of the positive LFD test, and the PCR test is negative, it overrides the LFD test and the student can return to College. <p>Parents to notify the College of the outcome of the test, positive or negative, as soon as possible.</p> <p>Anyone who gets a positive result from an LFD result self-isolates immediately, as must other members of their household, while they get a confirmatory PCR test. If a member of the household starts to display symptoms while self-isolating they will need to restart the 10-day isolation period and book a test.</p> <p>Parents to notify the College of the outcome of their child's test, positive or negative, as soon as possible.</p>	0 0 0

Potential Rating	Additional Controls Required
Medium 	<p>No Remedial Actions Entered</p> <p>If there are any reasonably practicable actions which can be taken to reduce the risk associated with this hazard please use the form above to enter them.</p>

Current Rating	Hazard Information	Task Status
Medium 	<p>Welfare Social distancing not observed in staff areas</p> <p>Measures Currently in place to prevent risk of injury</p> <p>Staff advised to maintain 2m social distancing between adults, and adults and students. Face coverings to be worn in all areas, including classrooms, where social distancing can't be maintained. Face visors/shields not to be worn as an alternative to face coverings; they should only be used after carrying out a risk assessment for the specific situation and must be cleaned appropriately.</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 / signage used to try and 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> <p>Guidance on the wearing of face coverings will change no earlier than 17 May 2021 and will be confirmed with one week's notice.</p>	0 0 0

Potential Rating	Additional Controls Required
Medium 	<p>No Remedial Actions Entered</p> <p>If there are any reasonably practicable actions which can be taken to reduce the risk associated with this hazard please use the form above to enter them.</p>

Current Rating	Hazard Information	Task Status
Medium 	<p>Welfare Contact with coronavirus when getting to and from College</p> <p>Measures Currently in place to prevent risk of injury</p> <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 prearranged 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>	0 0 0

Potential Rating	Additional Controls Required
Medium 	<p>No Remedial Actions Entered</p> <p>If there are any reasonably practicable actions which can be taken to reduce the risk associated with this hazard please use the form above to enter them.</p>

Current Rating	Hazard Information	Task Status
Medium 	Biological  Spreading infection due to excessive contact and mixing between students and staff in lessons	0 0 0
Measures Currently in place to prevent risk of injury		
<p>A change of the tutor group structure from vertical to horizontal so tutor groups now based on years with designated Head of Years.</p> <p>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.</p> <p>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.</p> <p>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 all areas where social distancing can't be maintained (including classrooms), 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.</p> <p>Guidance on the wearing of face coverings will change no earlier than 17 May 2021 and will be confirmed with one week's notice.</p> <p>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.</p> <p>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. Staff to consider reconfiguring seating plans where student absence has provided additional space and social distancing amongst students, and students and staff, can be improved. Rooms to be well-ventilated, where possible, with windows, doors and skylights open where practical to do so.</p> <p>Staff must use their discretion to do what is reasonably practicable in relation to ventilation. Thermal comfort and the level of ventilation needs to be balanced to maintain appropriate room temperatures for teaching and learning. During colder days it is acceptable to have the windows closed at times, but where possible the windows should be opened prior to the start of the College day, before and after every lesson, during break and lunch time and left open at the end of the day for a time period.</p> <p>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.</p> <p>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. Face coverings do not need to be worn by students when outdoors on site, or during PE lessons where there is strenuous activity. Government and Sports Bodies' advice and guidance to be followed.</p> <p>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.</p> <p>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.</p> <p>Supply teachers, peripatetic teachers and other temporary staff will be told to minimise contact and maintain as much distance as possible from other staff and students. The number of temporary staff entering the College premises will be kept to a minimum. Peripatetic teachers to be given access to information on safety arrangements, which must be provided as soon as possible. COVID-19 risk assessments to be requested from peripatetic teachers prior to student teaching commencing.</p> <p>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.</p> <p>Support School. Contacts will be reduced as much as possible during the period the Support School is in operation. Students will be kept in consistent groups (year group bubbles) where possible, contact between groups will be avoided, classrooms will be arranged with students forward facing (where possible), students will be seated so social distancing of 1-2 meters is maintained and staff will maintain distance from students and other staff as much as possible. Staff and students to wear face coverings at all times when in the classroom, where social distancing can't be maintained, and in line with the College's current</p>		

Current Rating	Hazard Information	Task Status
	<p>control measures in all other areas. All other control measures remain extant.</p> <p>Students will be tested using the onsite COVID-19 test facility up to 01 April 2021, by which time the majority will have completed three tests and have been issued home test kits (to be completed twice weekly). Parents/carers advised to contact the College immediately should their child test positive using a home test kit. An out of hours e-mail provision put in place for parents to notify the College when it is closed. Staff issued home test kits and also advised to notify the College immediately should they test positive. A small testing facility established in the vicinity of the Medical Room to complete testing in exceptional circumstances.</p>	

Potential Rating	Additional Controls Required
Medium 	<p>No Remedial Actions Entered</p> <p>If there are any reasonably practicable actions which can be taken to reduce the risk associated with this hazard please use the form above to enter them.</p>

Current Rating	Hazard Information	Task Status
 Medium	<p>Welfare Spreading infection due to excessive contact and mixing between students and staff around and outside of the school</p> <p>Measures Currently in place to prevent risk of injury</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>Face coverings to be worn in all areas where social distancing can't be maintained, unless eating or drinking or the individual is exempt from wearing a face covering.</p> <p>Face coverings do not need to be worn by students when outdoors on site.</p> <p>Guidance on the wearing of face coverings will change no earlier than 17 May 2021 and will be confirmed with one week's notice.</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 (day visits only) and outdoor learning are permitted in line with the latest DfE guidance. Such visits have been temporarily suspended up to 11 April 2021, after which they can resume. Separate risk assessments will be required for any visits planned to take place, and must be conducted in line with the relevant coronavirus secure guidelines and regulations in place at the time. This must include systems of controls - keeping children with consistent groups and COVID secure measures in place at the destination.</p> <p>No domestic residential educational visits to be planned until 17 May 2021 at the earliest. Staff must not enter into any new financial or contractual commitments at this stage.</p> <p>No international visits to be planned at this stage.</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>	0 0 0

Potential Rating	Additional Controls Required
 Medium	<p>No Remedial Actions Entered</p> <p>If there are any reasonably practicable actions which can be taken to reduce the risk associated with this hazard please use the form above to enter them.</p>

Current Rating	Hazard Information	Task Status
Medium 	<p>Welfare Social distancing not maintained in College corridors</p> <p>Measures Currently in place to prevent risk of injury</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>Face coverings to be worn at all times unless exempt from doing so.</p>	0 0 0

Potential Rating	Additional Controls Required
Medium 	<p>No Remedial Actions Entered</p> <p>If there are any reasonably practicable actions which can be taken to reduce the risk associated with this hazard please use the form above to enter them.</p>

Current Rating	Hazard Information	Task Status
Medium 	<p>Welfare Spreading infection due to touch, sneezes and coughs</p> <p>Measures Currently in place to prevent risk of injury</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"> - 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 - Clean their hands on arrival, after breaks, if they change rooms, before and after eating, and after sneezing or coughing - Be encouraged not to touch their mouth, eyes and nose - Use a tissue or elbow to cough or sneeze, and use yellow bins for tissue waste. - Wear face coverings in all areas where social distancing can't be maintained. <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>	0 0 0

Potential Rating	Additional Controls Required
Medium 	<p>No Remedial Actions Entered</p> <p>If there are any reasonably practicable actions which can be taken to reduce the risk associated with this hazard please use the form above to enter them.</p>

Current Rating	Hazard Information	Task Status
Low 	Manual Handling Objects  Moving and handling of furniture to facilitate social distancing	0 0 0
Measures Currently in place to prevent risk of injury		
Site Team, or staff manual handling trained, to move furniture where required.		

Potential Rating	Additional Controls Required
Low 	No Remedial Actions Entered If there are any reasonably practicable actions which can be taken to reduce the risk associated with this hazard please use the form above to enter them.

Current Rating	Hazard Information	Task Status
Low 	Allergy  Over-use or mis-use of hand sanitiser	0 0 0
Measures Currently in place to prevent risk of injury		
Only to be used under staff supervision		

Potential Rating	Additional Controls Required
Low 	No Remedial Actions Entered If there are any reasonably practicable actions which can be taken to reduce the risk associated with this hazard please use the form above to enter them.

Current Rating	Hazard Information	Task Status
Medium 	<p>Welfare Spreading infection through contact with coronavirus on surfaces</p> <p>Measures Currently in place to prevent risk of injury</p> <p>The Housekeeping Team will regularly clean frequently touched surfaces using standard cleaning products, including:</p> <ul style="list-style-type: none"> - Banisters - Classroom desks and tables - Toilet facilities (including taps and flush buttons) - Door and window handles - Furniture - Light switches - Classroom-based resources (technicians to clean) - Computer equipment (including keyboards and mouse) - Sports equipment (procedures implemented by the PE Department) - Telephones - Fingerprint scanners. <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.</p> <p>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"> - Cleaned frequently and meticulously, and always between groups using them; or - Rotated so they can be unused and out of reach for 48 hours (72 hours for plastics) between use by different groups. <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 unless it is essential to do so). However, unnecessary sharing will be avoided, especially where it doesn't contribute to student education and development. In the event shared resources are taken home rules on hand cleaning, cleaning of the resources and rotation apply.</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"> - Restricted to one user; or - Rotated so it can be unused for 48 hours (72 hours for plastics) between use by different individuals. <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>	0 0 0

Potential Rating	Additional Controls Required
Medium 	<p>No Remedial Actions Entered</p> <p>If there are any reasonably practicable actions which can be taken to reduce the risk associated with this hazard please use the form above to enter them.</p>

Current Rating	Hazard Information	Task Status
Medium 	<p>Welfare Spreading infection due to the College environment</p> <p>Measures Currently in place to prevent risk of injury</p> <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>Staff must use their discretion to do what is reasonably practicable in relation to ventilation. Thermal comfort and the level of ventilation needs to be balanced to maintain appropriate room temperatures for teaching and learning. During colder days it is acceptable to have the windows closed at times, but where possible the windows should be opened prior to the start of the College day, before and after every lesson, during break and lunch time and left open at the end of the day for a time period.</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>	0 0 0

Potential Rating	Additional Controls Required
Medium 	<p>No Remedial Actions Entered</p> <p>If there are any reasonably practicable actions which can be taken to reduce the risk associated with this hazard please use the form above to enter them.</p>

Current Rating	Hazard Information	Task Status
Low 	<p>Welfare Visitors to the College site.</p> <p>Measures Currently in place to prevent risk of injury</p> <p>Only essential visitors will be permitted. Visitors required to hand-sanitise at main reception and answer Covid-19 questions asked by receptionist when booking in. Face coverings to be worn indoors and where social distancing can't be maintained.</p>	0 0 0

Potential Rating	Additional Controls Required
Low 	<p>No Remedial Actions Entered</p> <p>If there are any reasonably practicable actions which can be taken to reduce the risk associated with this hazard please use the form above to enter them.</p>

Current Rating	Hazard Information	Task Status
Medium 	<p>Welfare Provision of first aid (including paediatric first aid where appropriate) support to students</p> <p>Measures Currently in place to prevent risk of injury</p> <p>Disposable gloves etc available in first aid kit. First aid cover to be provided daily. PPE provided to Medical Room staff and those dealing with suspected / confirmed cases of coronavirus (located in the main reception office).</p> <p>Procedure for students accessing the Medical Room reviewed. Students to report to main reception first and only visit the Medical Room when advised to do so by the receptionist.</p> <p>Support School (if operational). The College has a first aid trained member of staff on site at all times. Details can be found on the Support School staffing rota.</p>	0 0 0

Potential Rating	Additional Controls Required
Medium 	<p>No Remedial Actions Entered</p> <p>If there are any reasonably practicable actions which can be taken to reduce the risk associated with this hazard please use the form above to enter them.</p>

Current Rating	Hazard Information	Task Status
Low 	<p>Welfare Providing care (dispensing medicines etc.) for students with medical needs</p> <p>Measures Currently in place to prevent risk of injury</p> <p>Disposable gloves etc available in first aid kit / Medical Room where appropriate. Care Plan reviewed where appropriate.</p>	0 0 0

Potential Rating	Additional Controls Required
Low 	<p>No Remedial Actions Entered</p> <p>If there are any reasonably practicable actions which can be taken to reduce the risk associated with this hazard please use the form above to enter them.</p>

Current Rating	Hazard Information	Task Status
Medium 	<p>Welfare Providing care for students with specific care needs</p> <p>Measures Currently in place to prevent risk of injury</p> <p>Individual risk assessment and Care Plan reviewed and updated. PPE provided where required.</p> <p>Support School (if operational). This requirement remains unchanged, but individual risk assessments are to be reviewed and updated (where necessary) to take account of any changes associated with students attending the Support School.</p>	0 0 0

Potential Rating	Additional Controls Required
Medium 	<p>No Remedial Actions Entered</p> <p>If there are any reasonably practicable actions which can be taken to reduce the risk associated with this hazard please use the form above to enter them.</p>

Current Rating	Hazard Information	Task Status
Medium 	<p>Welfare Providing care for students with specific emotional or behavioural needs</p> <p>Measures Currently in place to prevent risk of injury</p> <p>Individual risk assessment and Care Plan reviewed and updated. PPE provided where required.</p> <p>Support School (if operational). This requirement remains unchanged, but individual risk assessments are to be reviewed and updated (where necessary) to take account of any changes associated with students attending the Support School.</p>	0 0 0

Potential Rating	Additional Controls Required
Medium 	<p>No Remedial Actions Entered</p> <p>If there are any reasonably practicable actions which can be taken to reduce the risk associated with this hazard please use the form above to enter them.</p>

Current Rating	Hazard Information	Task Status
Medium 	<p>Fire Safety Evacuation procedures during reduced occupancy of the College</p> <p>Measures Currently in place to prevent risk of injury</p> <p>Evacuation procedure reviewed and updated and sent to all staff. Fire drills completed at the start of the Academic Year, or reopening of the College following an extended period of absence, to ensure staff and students are familiar with the revised procedures.</p> <p>Support School (if operational). In the event the fire alarm goes off all staff, students, visitors and contractors must assemble at the front of the College on the field opposite the Caretaker's Bungalow. The area is marked by signage showing Assembly Point. The duty administrator will ensure the booking in/out sheets are taken from the main reception front desk, and student registers, so all site users can be properly accounted for. All staff have been advised to book in/out of the College using these sheets. Social distancing is to be maintained at the Assembly Point and face coverings worn. The remainder of the College's Evacuation Policy remains extant.</p>	0 0 0

Potential Rating	Additional Controls Required
Medium 	<p>No Remedial Actions Entered</p> <p>If there are any reasonably practicable actions which can be taken to reduce the risk associated with this hazard please use the form above to enter them.</p>

Current Rating	Hazard Information	Task Status
Medium 	<p>Biological Increased staff contacts by school workforce unnecessarily being on College site.</p> <p>Measures Currently in place to prevent risk of injury</p> <p>Lockdown 3 (January - 7 March 2021). Staff advised to work from home where possible. Staff rota in place to maintain safe environment for Support School. Rota will also be in place for the COVID-19 testing facility. All other staff to agree attendance at College through their line managers and CLT link. Staff clinically extremely vulnerable to advise the Headteacher and to follow the government's latest advise and guidance. Those living with someone who is clinically extremely vulnerable can still attend College where home-working is not possible.</p> <p>Staff encouraged to have LFD tests in line with current guidelines. Staff also reminded of the importance to maintain social distancing, to wear face coverings on site and to follow all other control measures that are in place.</p> <p>Guidance on the wearing of face coverings will change no earlier than 17 May 2021 and will be confirmed with one week's notice.</p> <p>Staff concerned they are at increased risk from coronavirus are to discuss this with their CLT link / headteacher.</p>	0 0 0

Potential Rating	Additional Controls Required
Medium 	<p>No Remedial Actions Entered</p> <p>If there are any reasonably practicable actions which can be taken to reduce the risk associated with this hazard please use the form above to enter them.</p>

Current Rating	Hazard Information	Task Status
Medium 	<p>Welfare Staff who are pregnant and at increased risk due to the Coronavirus.</p> <p>Measures Currently in place to prevent risk of injury</p> <p>Pregnant women advised to work from home where possible. If home working isn't possible, advice in the 'Coronavirus (COVID-19): advice for pregnant employees' will be followed.</p> <p>Pregnant staff to be advised to take particular care in practising the College's control measures - especially the regular washing of hands and cleaning of frequently touched areas in their workspace - and to raise any concerns with their line manager. There should also be a review of the individual's risk assessment.</p> <p>If notified an employee is pregnant, breastfeeding, or has given birth within the last 6 months, the workplace risk assessment is to be checked to see if any new risks have arisen. Any further risks identified to be included and managed as part of the general workplace risk assessment. The same principles to be followed for pregnant students.</p>	0 0 0

Potential Rating	Additional Controls Required
Medium 	<p>No Remedial Actions Entered</p> <p>If there are any reasonably practicable actions which can be taken to reduce the risk associated with this hazard please use the form above to enter them.</p>

Current Rating	Hazard Information	Task Status
 Low	<p>Biological Physical activity in College.</p> <p>Measures Currently in place to prevent risk of injury</p> <p>All planned physical activity in College must follow the measures in the College's system of controls.</p> <p>Students should be kept in consistent groups and sports equipment thoroughly cleaned between each use by different individual groups. PE lessons can take place indoors, including those related to team sports, within the College's system of control.</p> <p>For sports provision, outdoor sports to be prioritised where possible and large indoor spaces where it is not, maximising natural ventilation flows (open windows, doors, use air con system etc), with consideration given towards the distancing between students and scrupulous attention to be paid to cleaning and hygiene.</p> <p>The only team sports to be considered will be those whose national governing bodies have developed guidance under the principles of the government's guidance on team sport and been approved by the government.</p> <p>With effect from 29 March 2021, outdoor competition between different schools can take place. Indoor competitions between different schools is not to take place until wider indoor grassroots sport for under 18s is permitted.</p> <p>The College may work with external coaches, clubs and organisations for curricular and extra-curricular activities but risk assessments must be completed and appropriate control measures put in place in line with current government guidance.</p>	0 0 0

Potential Rating	Additional Controls Required
 Low	<p>No Remedial Actions Entered</p> <p>If there are any reasonably practicable actions which can be taken to reduce the risk associated with this hazard please use the form above to enter them.</p>

Current Rating	Hazard Information	Task Status
Low 	<p>Welfare Wearing of face coverings preventing disabled students to access education successfully.</p> <p>Measures Currently in place to prevent risk of injury</p> <p>The College has a duty to make reasonable adjustments for disabled students, to support them to access education successfully. The following is a non-exhaustive list of possible adjustments:</p> <ul style="list-style-type: none"> - The provision and effective use of assistive listening devices, such as radio aids - An increased focus on the listening environment, minimising all unnecessary background noise - steps should be taken so that children with hearing loss are taught in classrooms with the best possible acoustic conditions - Allowing the use of speech-recognition apps on mobile devices and tablets in classrooms, taking into account possible variations in the effectiveness of such apps in different classroom situations - Additional communication support, including remote speech-to-text reporters or sign language interpreters - Separate one-to-one teaching and support, without the use of face coverings and in rooms where social distancing can be achieved or through a Perspex panel. <p>Where appropriate, the College should discuss with students and parents the types of reasonable adjustments that are being considered to support an individual.</p> <p>Face visors or shields can be worn by those exempt from wearing a face covering but they are not an equivalent alternative in terms of control of virus transmission. They may protect the wearer against droplet spread in specific circumstances but are unlikely to be effective in preventing the escape of smaller respiratory particles when used without an additional face covering. They should only be used after carrying out a risk assessment for the specific situation and should always be cleaned appropriately.</p>	0 0 0

Potential Rating	Additional Controls Required
Low 	<p>No Remedial Actions Entered</p> <p>If there are any reasonably practicable actions which can be taken to reduce the risk associated with this hazard please use the form above to enter them.</p>