

Risk Assessment: Plans for a phased re-opening of college in the context of global COVID-19 pandemic

(10 June 2020)

Date: 1 June 2020	Ref. No: 001	Review Dates: 4 June (RG) 10 June (Board) 24 June (Board) 29 June (JCC) 30 June (CLT) 2 July (DMT) 15 July (Board)	Assessor/s: Chris Baker – Estates Manager / Health & Safety Officer Remley Mann - Principal Sarah MacKenzie – Assistant Principal /DSL	Consultation: CLT: 19 May and 10 June 2020 and review Union Representatives: 20 May and 10 June 2020 Risk Group (RG): 4 June 2020 Approval: Board of Governors: 10 June 2020
Description of task to be assessed: Safely implement a phased re-opening of the college campus to staff and students and to ensure we are Covid secure. This risk assessment covers the period 8 June – 31 August 2020.		Area or Dept:	The entire college campus	
		Persons exposed:	Operational staff, teaching staff, students, contractors, approved visitors (limited)	
Section A: Hazard identification and initial and risk assessment Review how the task is, or is going to be, undertaken. Consider each step in the task. If possible, observe how the task is undertaken. When conducting this review, ensure you consult personnel who are involved and consider any existing documentation that may have a bearing on your assessment (e.g. documented procedures and policies, equipment used for task, chemicals, substances employed, services used (electricity, gas, compressed air etc.) or maintenance procedures.				
Section B - Additional risk control measures Identify any hazard which has a risk rating greater than five (5). If no hazards are rated greater than five (5) then the risk assessment is complete. If there are hazards with a risk rating of greater than five (5) then additional risk control measures need to be considered. For each hazard identified as requiring an additional risk control measure, review the hazard and decide what additional controls can be introduced to sufficiently reduce the risk to an acceptable level. Re-calculate the revised risk rating taking into account the proposed additional controls.				

Section A: Hazard identification and initial risk assessment							Section B: Additional control measures					
Ref	Hazard	Potential harm	Existing risk control measures	Level of risk			Section B: Additional control measures	Residual risk			Person(s) responsible	Target completion date
				Probability	Severity	Risk Score		Probability	Severity	Risk Score		
1	Lack of communication, misinformation and misunderstanding of protective measures and social distancing protocol	Increased anxiety and stress levels for staff and students, potential to assume the wrong safe working measures increasing the risk of spreading Covid-19	<p>Daily briefings sent out by Principal to inform staff of current developments and plans to safely return to work</p> <p>Plans are outlined in a guidance document which will be sent to all staff; questions will be sought and quickly answered to ensure all staff understand procedures</p> <p>Line managers in communication with staff to reassure that college will only be open once safe enough to return and to clarify and reinforce guidance</p>	2	3	6	<p>Before any return, staff will be briefed, and will each receive a copy of the plan to safely reopen the college campus as part of the consultation process. This plan will include this risk assessment, staff rotas and a new college timetable aimed at reducing the amount of people on site at one time and outlining the expectations of staff and students, particularly in relation to social distancing protocol and hygiene</p> <p>Consultation will take place with union representatives and concerns will be addressed</p>	1	3	3	<p>Principal</p> <p>Line managers</p> <p>Estates Manager</p> <p>DSL</p> <p>Subject leaders</p> <p>Marketing Administrator</p> <p>Communications Administrator</p>	5 June 2020

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							<p>Individual staff concerns will be addressed</p> <p>The ELT, the Estates Manager and the DSL will continuously monitor guidance from government, PHE and the DfE</p> <p>The risk assessment will continually be monitored to reflect any changes and will be displayed on the college website. To reaffirm the college commitment to only opening when safe to do so we will display the government authorised signage to indicate that we are Covid secure</p> <p>College website will be updated to reflect any changes and additional information</p>					

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							<p>Students will receive an email from the Principal with instructions and guidelines of the safe re-opening of the college campus and their responsibility for social distancing on campus</p> <p>Subject leaders will review and revise all risk assessments for their areas to reflect how they are working on site during the coronavirus</p> <p>Staff and students will regularly receive emails from the college medical welfare officer of how to protect themselves from coronavirus and guidance on self-isolating</p> <p>This communication will be added to the college website and disseminated via social media channels</p>					

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2	Inadequate measures to protect shielded/clinically vulnerable people who are at greater risk of contracting Covid –19	Contracting Covid - 19, potential to pass virus on to others, death	<p>The Government has categorised individuals who may be at greater risk of contracting Covid-19: those who are clinically extremely vulnerable and those who are clinically vulnerable</p> <p>Guidance on shielding is available here.</p> <p>The HR team have identified the individual staff members who meet the criteria for each category</p>	2	3	6	<p>Clear guidance regarding the requirement to attend on campus will be issued to all staff, with those in the clinically vulnerable groups advised to work from home</p> <p>Individual concerns will be discussed and addressed</p> <p>Rota schedule in place to ensure reduced numbers on site at any one time</p> <p>Strict social distancing protocol to be enforced</p> <p>Offices and classrooms have been assessed for the maximum numbers allowed in order to maintain social distancing, with relevant signage and use of hazard tape to create appropriate zones and indicate areas off limits</p>	1	3	3	Principal HR Manager Estates Manager	8 June 2020

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3	Lack of strict cleaning regime and sanitising	A lack of strict cleaning regime and sanitising high – contact surfaces will lead to greater spread of Covid-19	<p>Before college is opened to staff and students, the whole college campus will be deep cleaned</p> <p>Hand sanitising points will be located in multiple areas of each building and will be continuously monitored throughout the day</p> <p>Welfare facilities will be continuously monitored to ensure they are well stocked and that no issues have arisen with the facilities provided e.g. faulty taps</p>	3	3	9	<p>In-between each scheduled lesson, cleaners will go into every classroom and sanitise all tables, chairs, door handles and teaching desks along with any other used equipment, e.g. projector remote controls. This will also take place at the end of the college day in preparation for teaching the next day</p> <p>During the college day, a team of cleaners will circulate the college campus and will wipe down all door handles and high touch areas e.g. reception</p> <p>Where possible and permitting we will look to put as many doors on hold open to reduce the necessity to touch the handles</p>	1	3	3	<p>Estates Manager</p> <p>Principal</p> <p>Communications Officer</p> <p>Marketing Administrator</p>	8 June

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							<p>Estates Manager to audit areas on a regular basis along with the cleaning supervisor</p> <p>Operational staff will also be provided with anti-bacterial wipes to wipe down any tools/equipment before use</p> <p>Staff will be required to use their own designated phone handset at all times and not to answer other staff members' phones</p> <p>Bins will be regularly emptied throughout the day</p> <p>Staff and students will be reminded to increase hand washing and to follow the government advice</p> <p>Staff and students are advised to bring with them a small pack of tissues</p>					

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							Unnecessary high contact equipment will be removed or signed posted as not in use. This includes kettles, coffee machines, refrigerators and microwaves. Staff will be encouraged to bring a packed lunch if on site for a prolonged period.					
4	Transmission of the virus by students using college transport	Transmission of the virus can cause death or leave people with long lasting health problems	It is not viable to run the college transport for students and ensure social distancing, so this is cancelled for the foreseeable future	0	0	0	This issue will need to be re-viewed at the start of term	N/A	N/A	N/A	N/A	N/A

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5	Transmission of the virus by staff/students using public transport	Transmission of the virus can cause death or leave people with long lasting health problems	Staff/students will be advised to avoid public transport to attend college, where possible Staff/students will be encouraged where possible to walk or cycle to college	3	4	12	Where staff/students need to attend college and cannot avoid public transport they will be issued with the directive that the government have issued in relation to face coverings where 2 metres social distancing cannot be maintained. Staff will be advised to then wash hands thoroughly upon arrival at college. We will contact transport hubs to let them know the times when staff and students may be travelling	2	4	8	Principal Communications Officer	8 June
6	Events and celebrations that encourage large groups	Contracting Covid - 19, death and potential to pass virus onto others.	All events and celebrations have been cancelled until further notice	0	0	0	This issue will need to be re-viewed at the start of term	N/A	N/A	N/A	N/A	N/A
7	Arrival / departure of staff and students together at college with the potential to cause a bottleneck situation where social distancing may not be maintained	Contracting Covid - 19, death and potential to pass virus onto others.	We plan to have no more than 20% of year 12 students on site at any given time during the period 15 June – 3 July; this figure is less than the	3	4	12	The ELT, college security guard and estates team will be at the front of the college to remind everyone of their responsibility for social distancing and to encourage	2	4	8	ELT Estates team Communications Officer	8 June

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			<p>government recommendation but is necessary due to the size of classrooms.</p> <p>A special timetable has been written for the period 15 June – 3 July, ensuring limited numbers on site at any one time. The college day will be split into two. There will be staggered start and finish times for each session</p> <p>Staff will be allowed on site before students Staff who do not share the same household will be encouraged to maintain social distancing outside of college and not travel in with any other staff members. This includes walking from the car park</p>				<p>students to make their way swiftly to their rooms</p> <p>The turnstile barriers will not be used and the two access gates either side will be the only gates to obtain access to the college to ensure social distancing</p> <p>Students will be encouraged to make their way swiftly to and from lessons and not to congregate or hold discussions with others. Signage will be displayed across campus to reinforce this. Anyone who refuses to partake in social distancing will be required to leave campus</p> <p>Issue information to parents about arrival and departure procedures, including safe drop-off and pick-up</p>					

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			Staff will also be encouraged to use the Birmingham Street car park as social distancing is easier to maintain than in the Rye Market car park									
8	Failure to maintain social distancing	Contracting Covid - 19, death and potential to pass onto others.	Support staff will come into college on a rota, in agreement with their line manager, to enable office staff to work comfortably 2 metres away from the nearest person Social distancing protocol will be strictly enforced. Staff and students will be reminded of their social responsibility every day, by the government daily briefing, advertisements, signage in college, social media channels and college website Teachers and students will be required to leave	3	4	12	Additional signage will be placed around campus, in particular in corridors 2 metre markers will be set out on all floors Welfare facilities will be restricted to 1 person only The ELT and estates staff will be out and around campus continually monitoring movements, in particular at the end of the planned teaching sessions Hazard tape will be used to demark where workstations can be used safely Each individual room will be	2	4	8	ELT Estates team Communications officer	15 June

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			the campus once their teaching session has finished				<p>measured out and a determined maximum number of people will be allowed in. This will be signposted on each door</p> <p>Furniture in all classrooms will be set up 2 metres apart and each layout must not be rearranged. There will also be a 2 metre gap for staff to access their teaching desk from the point of entry into each room</p> <p>For people facing staff (i.e. receptionists) there will be screens provided to act as a physical barrier and limitations will also be placed on occupancy of these areas</p> <p>Areas where there is potential for students to gather will remain shut. The library and the canteen areas will not be accessible</p>					

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							<p>and any furniture that encourages students to sit in groups will be removed</p> <p>Students wishing to make payment to registry and finance will be advised to contact the relevant person by email and use ParentMail</p> <p>Lifts will also be limited to the use of 1 person</p> <p>Where possible, meetings should be held remotely</p>					
9	Potential spread of coronavirus in classrooms and office spaces	Contracting Covid - 19, death and potential to pass onto others.	<p>All classroom furniture will be set out 2 meters apart to enable social distancing</p> <p>There will also be a 2 metre gap for staff to access their teaching desk from the point of entry into each room</p> <p>Each member of staff will also be given a bag that will contain their</p>	3	4	12	<p>When possible staff will be encouraged to open windows and ventilate their classrooms</p> <p>Doors to classrooms will also be permitted to stay open</p> <p>The use of fans and air conditioning will not be permitted.</p> <p>Students will be allowed to leave the classroom to use</p>	2	4	8	<p>Estates Manager</p> <p>Principal</p> <p>Communications Officer</p>	8 June

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			own equipment to use i.e. marker pens				<p>toilet facilities one at a time</p> <p>In-between each scheduled lesson, cleaners will go into every classroom and sanitise all tables, chairs, door handles and teaching desks along with any other used equipment e.g. projector remote controls. This will also take place at the end of the college day in preparation for teaching the next day</p> <p>A revised college timetable allows for reduced contact between student and staff</p> <p>Students advised to bring own equipment and no swapping or lending of equipment/ text books is permitted</p> <p>No break times will be permitted during the teaching sessions</p>					

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							<p>Unless for dietary or medical reason students will be required not to eat on site - we have no on site catering</p> <p>Unless necessary, operational staff will be asked to remain in their office spaces during working hours and will be encouraged to phone or email other staff around the campus</p> <p>Staff are required to bring their own flasks and packed lunch. Shared kettles, toaster, microwaves and coffee machines have all been removed</p> <p>'Clean as you use' systems will be put into place to help limit the spread of the virus and to reassure staff. For example a pack of wipes will be left in resources for staff to</p>					

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							wipe down the card reader following use Drinking water facilities will be provided however staff and students must use their own bottle and not share with others					
10	Contractors, deliveries and visitors increase the risk of infection	Contracting Covid - 19, death and potential to pass onto others.	<p>Non-essential contractors will be required to carry out works during the summer holiday period</p> <p>Contractors that attend site in an emergency must first be approved by the Principal</p> <p>The Estates Manager will meet with the contractor in the college car park and will sign them in and out remotely to help maintain social distancing in the reception area</p>	3	4	12	<p>Contractors will be asked to wash their hands first before commencement of any works</p> <p>Designated welfare facilities will be provided upon arrival by the Estates Manager</p> <p>Visitors will no longer be permitted until September 2020</p> <p>Staff will be asked to minimise the amount of deliveries to college</p> <p>Personal deliveries to college will no longer be permitted. Delivery drivers where possible will be required to park on the college car park to unload</p>	2	4	8	<p>Estates Manager</p> <p>Principal</p> <p>Finance team</p>	8 June

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			Each contractor must provide their risk assessments and ensure the Estates Manager that they are Covid secure before they attend site				<p>Delivery drivers will be asked to wash their hands before unloading. This facility will be provided in the reception area.</p> <p>The finance team will email to all suppliers to take note of our new requirements regarding deliveries</p>					
11	Staff member or student becomes ill with suspected Coronavirus	Contracting Covid - 19, death and potential to pass onto others.	<p>Medical Welfare Officer (MWO) will ensure staff and students are reminded of the <u>symptoms</u> of coronavirus. MWO will provide guidance testing to staff and students and ensure they are and advised of their nearest testing facility.</p> <p>Testing information is available <u>here</u>.</p>	3	4	12	<p>Students will report their absence and state whether they have symptoms of the virus and when they last attended the campus</p> <p>Staff will inform their line manager and HR of their absence and any symptoms of the virus and when they last attended campus</p>	2	4	8	<p>Medical Welfare Officer</p> <p>HR team</p>	8 June

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							HR and MWO will internally track/trace and advise testing for staff and students who are identified as possibly coming into contact with anyone displaying symptoms at college and will recommend following the self-isolation guidance					
12	Student and staff wellbeing	Anxiety and stress that staff and students have about returning to college and the impact that the coronavirus has had on them personally	Staff and students will constantly be re assured by safety measures the college has implemented to allow safe reopening Staff will attend campus on a rota basis to reduce the amount of contact time Students will receive a new time table and reduced classroom numbers will reduce the interaction with other students	3	4	12	The MWO, college counsellors, lead tutors and personal tutors are available to offer help and support to students Staff will receive support from their line managers, the MWO, college counsellors and will be reminded of the staff wellbeing and work/life balance policy that is in place and can be found on the college portal	2	3	6	MWO HR team College counsellors Student Support team	8 June

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			Our plan and special timetable ensure that we limit the number of students on site and that students will remain in a consistent, small group of no more than 8 students on any given day.									
13	First aiders who may be required to deal with staff and students who are ill (non-coronavirus related)	Potential to unknowingly contract or pass on coronavirus as in the circumstance that 2 metres cannot be maintained whilst administering first-aid.	<p>Anyone who thinks they are showing coronavirus symptoms will be asked to leave site immediately</p> <p>Where possible 2 metres must be maintained</p> <p>A separate risk assessment for first aid treatment has been produced by the MWO</p>	3	4	12	<p>Training will be given to first aiders by the MWO</p> <p>First aider will need to use hand sanitiser</p> <p>Any person requiring first aid will need to apply hand sanitiser</p> <p>Where 2 meters cannot be maintained for treatment, the student/staff member will be required to wear a face covering and a visor. The first aiders will be required to wear a suitably sourced face mask and visor in addition to gloves and aprons.</p>	2	4	8	<p>MWO</p> <p>First-aiders</p> <p>Estates team</p>	8 June

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							If required, a deep clean of the treatment room will be undertaken					
14	Failure to maintain statutory compliance checks thereby putting at the risk the health safety and welfare of everyone and the campus unable to open safely	Legionnaires disease, fire, unsafe operations of machinery and plant	<p>The estates team have been attending the campus during lockdown to facilitate some of the statutory compliance requirements</p> <p>Water systems have been flushed weekly in accordance with regulations</p> <p>Statutory checks on lifts, the fire alarm system and emergency lighting have all taken place and any faults have been rectified</p>	2	3	6	<p>Contractors have also been on site carrying out general repairs where necessary</p> <p>Some planned works for the summer have been brought forward</p> <p>Before re opening, the estates team will fully check that all systems are as operational as they should be</p> <p>During a fire evacuation, 2 metre social distancing must be maintained. ELT, estates and staff will all help to facilitate this</p>	1	3	3	Estates team ELT	8 June
15	New and or expectant mothers – staff and students	Contracting Covid - 19, death and potential to pass onto others.	Staff must continue to follow the new or expectant mothers policy Students must inform their personal tutors	2	3	6	New or expectant mothers should continue to monitor the government guidance	1	3	3	Student Support team HR team MWO	8 June

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16	Lack of sufficient availability of teaching and non-teaching staff to ensure required ratios	Inability to ensure appropriate levels of safeguarding/first aid provision and inability to staff and deliver student face to face sessions	The HR team has conducted a survey to ensure we are aware of the individual members of staff who must remain at home, in accordance with government advice on self-isolation and shielding. We plan to offer students the opportunity to attend one face to face session for each of their A level subjects before the end of this academic year. We will continue to deliver teaching via distance learning, as we have been since March. In the rare cases where we cannot staff face to face sessions, we will offer the same opportunity remotely, via a live session on Teams.	2	3	6	The staffing of the timetable in place during the period 15 June – 3 July will be reviewed to ensure adequate staffing levels. Where we must fall back on our contingency of offering these sessions via a 'live' Microsoft teams event, we will communicate with relevant students.	1	3	3	VP (Academic) VP (Operations) CLs	15 June

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17	Higher level of risk for certain groups	<p>There is a higher level of risk for specific groups:</p> <ul style="list-style-type: none"> • People over 60 • Those in the clinically extremely vulnerable or vulnerable categories • Those from BAME communities • Those who are shielding 	Although DfE guidance does not require us to single out specific groups, we recognise the additional risk these groups have in relation to COVID-19. We will support any one in these groups to continue to work from home if they choose or to wearing face coverings whilst on site	3	4	12	HR team will conduct an audit and to gather the information of which members of staff fall into these categories, in addition to the information already held on file. Relevant individuals will be contacted by HR and supported to work from home.	2	4	8	Estates Manager HR Manager Principal	8 June

Section C - Additional comments

Add any other comments that are relevant to the risk assessment.

This risk assessment has been developed in accordance with the following:

1. [Guidance for further education and skills providers](#)
2. [Guidance on protective measures for education settings](#)
3. [Actions for education and childcare settings to prepare for wider opening from 1 June 2020](#)
4. [Department for Transport guidance for passengers](#)
5. [Guidance on staying alert and safe](#)
6. [Supporting vulnerable children and young people during the COVID-19 outbreak](#)
7. [Statutory safeguarding guidance on inter-agency working](#); also [link 2](#) and [link 3](#)
8. [Public Health England's COVID-19: guidance on supporting children and young people's mental health and well-being](#):
9. [Working safely during the coronavirus outbreak – a short guide](#)
10. [Talking with your workers about preventing coronavirus](#)

The Government's checklist for wider opening is attached as Annex 1. Safeguarding guidance is attached as Annex 2.

		Severity				
		Nil 1	Minor 2	3-day 3	Major 4	Fatal 5
Probability	Very likely 5	5	10	15	20	25
	Probably 4	4	8	12	16	20
	Possible 3	3	6	9	12	15
	Remote 2	2	4	6	8	10
	Improbable 1	1	2	3	4	5

Level of risk	Action and timescale
High	You should not start work until the risk has been reduced. You may have to set aside considerable resources to reduce the risk. If the risk involves work in progress, you should take urgent action. If it is not possible to reduce the risk even with unlimited resources, you must stop all work.
Medium	You must try to reduce the risk, but should carefully measure the cost of prevention. You should use measures to reduce the risk within a defined time period. If the medium risk is associated with extremely harmful consequences, you may need to carry out another assessment to identify more precisely the likelihood of harm. This will help you decide whether you need to use improved control measures.
Low	You don't need to take action or keep documentary records. Monitoring is necessary to make sure that the controls are still effective.

Risk Assessment: How to Complete the Form

You need to gather together all the relevant information on the risks and hazards of the task being assessed. You can use the risk-assessment form to help you make the assessment and create a written record of that assessment process.

The first part of the form is used to record the date of assessment, review date, description of the task to be assessed, the department or area and who may be exposed to the hazards.

Section A – Initial Risk Assessment

In this section you need to consider what the hazards are. In doing this, it is important to consult with staff who work in the area and any existing documentation that may have a bearing on the risk assessment (e.g. documented procedures and policies, equipment used, services used (electricity, gas, etc) and maintenance procedures).

Once the hazard has been identified you should then decide what the potential harm is from the hazard and what existing control measures are in place. An example is given in Table 1.

Table 1	Hazard	Potential Harm	Existing Risk Control Measures
	Using computer workstations incorrectly	Repetitive strain injury and back injury	Induction training given
Lifting heavy files on to shelving	Injury, especially to the lower back	None	

For each hazard the level of risk is estimated taking into account the existing control measures. So for the above two examples:

Table 2	Level of Risk		
	Likelihood	Severity	Risk Score
Using computer workstations	4	3	12
Lifting heavy files	4	4	16

Section B – Additional Risk Control Measures

For each hazard that you have assessed with a risk greater than 5 (i.e. a medium or high risk), you need to list it in section B. You then need to list, where practicable, any additional things that can be done to reduce the risk as shown in Table 3.

Table 3	Hazard	Additional Control Measures
	Using computer workstations incorrectly	<ol style="list-style-type: none"> 1. Carry out full DSE workstation assessment. 2. Ensure corrective actions implemented.
Lifting heavy files on to shelving	<ol style="list-style-type: none"> 1. Use trolleys to transport files. 2. Use steps to gain access to shelves. 3. At risk staff to carry out manual handling training. 	

With these new control measures in place the risk is re-assessed as shown in table 4.

Table 4	Level of Risk		
	Likelihood	Severity	Risk Score
Using computer workstations	1	3	3
Lifting heavy files	2	4	8

It can be seen that in this example the risk will be reduced in both of the examples. In some situations, it may not be possible to reduce the risk to a low level and a medium risk can be accepted provided that staff are fully informed of the level of risk and the protective measures in place. A high residual risk must not be accepted.

The person responsible for carrying out or implementing the additional control measures completes the last two columns in section B, which includes a target completion date.

Section C – Additional Comments

Section C allows you to add any additional comments relating to the risk assessment. This may include occasions when you do not have enough information or knowledge to fully assess the risk.

Checklist theme	Key consideration	Notes
1.0 Governance and leadership	Ensure that there is a comprehensive plan for enabling a quarter of 16 to 19 learners in key assessment years to attend further education settings at any one time, including vulnerable learners and children of critical workers. Ensure an associated risk assessment is in place. The plan should be approved by the governing body and should also be endorsed by the Head of Health and Safety at the college.	Governing bodies will need to demonstrate that they have acted appropriately and have taken due account of health and safety matters
1.1	Consider establishing a COVID-19 governance and leadership group which meets regularly to monitor the board approved plan and consider any required adjustments and/or circumstances that may have arisen that require an immediate policy response. The group's membership, role and relationship to the full board should be agreed by the board, along with regular reporting protocols	This group would monitor progress against the plan and be advised of decisions that may be required to be taken by the Principal and senior leadership team SLT. It should include the Head of Health and Safety and the designated safeguarding lead. The group needs to consider financial implications and direct as appropriate. Consider extending the role of the Health and Safety committee and their responsibility. Provide a clear line of accountability for decision making.
1.2	Ensure that there is regular communication with all essential external key contacts and, in particular, those that are required to enable the safe delivery of the plan for increased numbers of learners attending.	For example, the local authority and their COVID-19 task groups which are likely to include the local NHS, the local authority designated officer (LADO), transport companies, catering companies ESFA.
1.3	Ensure there is clarity regarding named on site leadership for decision making, with a nominated individual each day where the CEO/principal is not in college.	Likely to be a member of the SLT and/or the Head of Health and Safety where the CEO/principal is not present.
1.4	Ensure that there is a mechanism in place to record and monitor the costs of implementation of the plan for increased numbers of learners attending.	The cost of increased numbers of learners attending will need to be monitored and reviewed
2.0 Learners and Learning	Clarify the numbers of learners who will be returning (ensuring only a quarter of 16 to 19 learners in key assessment are in further education settings at any one time, including priority groups), plan for their likely additional and/or enhanced wellbeing/pastoral support needs (for example counselling) and identify resources required.	Consider options / alternatives for residential and other learners where daily travel is impractical and returning to live on site is either too high risk or is not acceptable to learners. Consider options for staggered/reduced attendance across the week and providing learners with a combination of taught sessions at college and remote education. Consider liaison/communication strategy with local neighbours/business
2.1	Agree what returning support is available for vulnerable and/or disadvantaged learners, updating the safeguarding arrangements and policy where required.	Agree ongoing approach for learning offer for vulnerable young people and children of critical workers who are not in the returning eligible cohorts. Make appropriate use of bursary / student support funds.
2.2	Put in place provision for the return of learners with special educational needs and disabilities (SEND)	Maintain close contact with the LA
2.3	Plan for how to keep students in groups that are as small as possible and that mix as little as possible with other groups	Consider as part of risk assessment
2.4	Consider how and where food can be available - minimising the need for learners to visit central refectory/canteen facilities/ and ensuring any queues can be avoided or socially distanced	Review access / safe use of vending machines. Retention and application of meal voucher scheme; breakfast clubs
2.5	Communicate plans and behavioural expectations to learners (and carers/social workers/ guardians/ parents as appropriate) and review strategies to ensure these are adhered to, with appropriate responses to non-compliance	Update any behavioural policy. Increase the level of supervision/security to ensure learners maintain social distancing. Consider the benefit of online induction resources for staff and learners returning to college. Note that some learners will need this to be communicated in

Checklist theme	Key consideration	Notes
		accessible format/ will need support to understand the plans/ expectations
2.6	Undertake a comprehensive review of travel and transport arrangements and advice for learners, especially capacity and social distancing requirements, to ensure that the use of public transport to travel to and from education settings is avoided where possible and and where it is totally necessary, should not be during peak times. The Department for Transport has produced guidance for passengers who need to travel during the COVID-19 outbreak	Due consideration of the wider implication in the community of where this will place demand on public transport/ parking/ and any required revisions to college transport arrangement. Liaise with LA where transport is provided for young people with EHCPs. Implications of new arrangements for safeguarding
2.7	Any residential provision necessary for returning learners will need to be appropriately risk assessed, with measures taken to address and limit use of any communal areas, ensuring social distancing and appropriate levels of cleaning.	Clear guidance will be required for learners to advise on safe behaviours in their leisure time/ ways to limit their social contacts
2.8	Issue clear guidance for learners coming into college to move straight to classrooms and limit any congregation points	Consider guidance for learners on private study arrangements during free periods. Review policy on tutorials and large gatherings on campus. Note that some learners will need this to be communicated in accessible format/ will need support to understand the plans/ expectations
2.9	Agree remote education offer / options for eligible learners who can't attend college	
2.10	Ensure attendance recording and monitoring processes are in place and capture as appropriate any learners absent due to coronavirus symptoms	
2.11	Consideration of policies on learners and staff attending college where they are living with people who fall into clinically vulnerable categories - see guidance to implement protective measures .	
2.12	Impact assessment on learners with protected characteristics	
2.13	Understanding of policies and approach to testing of learners for COVID-19	
3.0 A safe environment	Steps to ensure risks are minimised- enhanced hygiene care and limited movement: entry/exit points, classroom layout, ensuring learners stay in the same, small groups as far as possible, corridor management, staggered start and end and break times, toilet use / cleaning, use of communal areas minimised, arrangements in place to facilitate more regular hand washing, including on arrival and before eating and covering soap / running water and hand sanitisers in key places and classrooms. Reminders to students and internal communications to promote regular hand washing, arrangements for the very small number of cases where personal protective equipment (PPE) supplies will be needed: if your staff provide intimate care for any children or young people and for cases where a child or young person becomes unwell with symptoms of COVID-19 while in their setting and needs direct personal care until they can return home	Guidance 'Steps to limit risk in educational settings' should be noted. Nominated first aiders training updated. Ensuring external essential service providers are operating, for example sanitary products
3.1	Review building(s) capacity from social distancing perspective	Strategies to manage classroom layout and corridors connecting learning spaces

Checklist theme	Key consideration	Notes
3.2	Reconfigure timetabling, patterns of attendance and delivery methodology for any face to face delivery to facilitate: small group sizes, reduced student movement around campus, reduced contacts overall and avoid learners using public transport at peak times	Consideration of ways to limit movement/social contacts and demands on public transport
3.3	Update health and safety policy and conduct revised covid-19 specific risk assessments of areas particularly facilities / provision where physical contact is normally involved (for example, beauty therapy, sport). An amended fire and evacuation procedure needs to be in place.	Ensure changes to policies are clearly communicated to staff.
3.4	Reconfiguring room and equipment layout to ensure social distancing	
3.5	Enhanced cleaning schedules and procedures for shared equipment/workshops	
3.6	Arrangements regarding PPE need to be put in place as appropriate - see guidance to implement protective measures .	Particular consideration may be required for learning support assistants attached to learners needing personal / medical care
3.7	Clarity as to how safety measures and priorities will be displayed/messaged across campus	
3.8	Check that all suppliers and subcontractors (transport providers/grounds maintenance etc) are following appropriate social distancing and hygiene measures	
3.9	Appropriate planning in case someone falls ill on site/or becomes ill after having been on site.	Clear contingency plans should be considered to respond to situations where staff or learners on site report symptoms of COVID-19
3.10	Consider revised access / opening times for learning resources centres and open study areas with appropriate modifications in place to provide for adequate social distancing	Consideration should be given to multiple use of IT hardware (for example, keyboards) and appropriate cleaning requirements. Changing facilities
3.11	Review planned capital / maintenance work to ensure essential works only take place and that safe working practices are being implemented by contractors	Liaise with your ESFA contact where you are reviewing government-funded planned capital work
3.12	No unannounced external visitors to the college at this time, with planned visits from external visitors limited to those deemed essential by senior leaders	
4.0 Staff	Agree any flexible working arrangements needed by staff to support any changes in delivery patterns	Home working policy; implications for case loading
4.1	Identify staff who can't return to college (shielding/self isolating/clinically vulnerable) and their alternative contribution	Strategies for recording supporting evidence. Consider options for cover for absent staff to minimise the risk of unstaffed classes and/or learners with unplanned free periods
4.2	Communicate plans and expectations to staff and arrange for training, pre briefing and support as appropriate.	
4.3	Put in place measures to check on staff's well being, including for leaders.	Specific HR policies may be needed / amended
4.4	Consider revised travel and transport arrangements and advice for staff to ensure that the use of public transport to travel to and from education settings is minimised as far as possible. Providers must not bring learners back in a manner which would see them using public transport	Due consideration of the wider implication in the community of where this will place demand on public transport/ parking/ and any required revisions to college transport arrangements.

Checklist theme	Key consideration	Notes
	at peak times. Providers should introduce staggered start and end times as appropriate to achieve this.	
4.5	Confirm policy / approach to testing of staff for COVID-19	
4.6	Reconfiguration of staff offices where appropriate to conform with social distancing guidance	
4.7	Impact assessment on staff with protected characteristics	

Addendum to the Safeguarding Policy – COVID-19 specific considerations and guidance

Context

From 20th March 2020, parents and guardians were asked to keep their children at home, wherever possible, and for schools and colleges to remain open only for those children of workers critical to the COVID-19 response - who absolutely need to attend.

Schools, colleges and all childcare providers were asked to provide care for a limited number of children - children who are vulnerable, and children whose parents are critical to the COVID-19 response and cannot be safely cared for at home.

This addendum of the King Edward VI College Safeguarding and Child Protection policy contains details of our individual safeguarding arrangements in the following areas:

1. Context
3. Vulnerable children
4. Attendance monitoring
5. Designated Safeguarding Lead
6. Reporting a concern
7. Safeguarding Training and induction
8. Safer recruitment/volunteers and movement of staff
9. Online safety in schools and colleges
10. Children and online safety away from school and college
11. Supporting children not in school
12. Supporting children in school
13. Peer on Peer Abuse

Key contacts

Role	Name	Email
Principal	Remley Mann	remley.mann@kedst.ac.uk
Vice Principal (Operations)	Jeremy Sheen	jeremy.sheen@kedst.ac.uk
Assistant Principal (Student Support) and Designated Safeguarding Lead	Sarah MacKenzie	sarah.mackenzie@kedst.ac.uk
Senior Tutor and Deputy Designated Safeguarding Lead	Heather Davies	heather.davies@kedst.ac.uk
Chair of Governors	John Hodt	john.hodt@kedst.ac.uk

Vulnerable children

Vulnerable children include those who have a social worker and those children and young people up to the age of 25 with education, health and care (EHC) plans.

Those who have a social worker include children who have a Child Protection Plan and those who are looked after by the Local Authority. A child may also be deemed to be vulnerable if they have been assessed as being in need or otherwise meet the definition in section 17 of the Children Act 1989.

Those with an EHC plan will be risk-assessed in consultation with the Local Authority and parents, to decide whether they need to continue to be offered a school or college place in order to meet their needs, or whether they can safely

have their needs met at home. This could include, if necessary, carers, therapists or clinicians visiting the home to provide any essential services. Many children and young people with EHC plans can safely remain at home.

Eligibility for free school meals in and of itself should not be the determining factor in assessing vulnerability.

Members of the College Leadership Team, especially the Designated Safeguarding Lead (and her deputy) know who our most vulnerable children are. King Edward VI College staff will continue to work with and support vulnerable students. This includes working with and supporting children's social workers and the local authority including looked-after and previously looked-after children. The lead person for Children Looked After is Stuart Parkes.

There is an expectation that vulnerable students who have a social worker will access educational provision in some form, so long as they do not have underlying health conditions that mean they are unable to. In circumstances where a parent or guardian does not want their child to access their education, and their child is considered vulnerable, the social worker and King Edward VI College will explore the reasons for this directly with the parent or guardian and encourage our vulnerable students to attend college remotely.

Attendance monitoring

Local authorities and education settings do not need to complete their usual day-to-day attendance processes to follow up on non-attendance. However, Personal Tutors will contact vulnerable students regularly, record communication and pass on any complex issues to their Lead Tutor. They will also record any safeguarding concerns and alert a safeguarding lead.

Lead Tutors will contact the parents/guardians of any students who do not respond and inform a safeguarding lead if further action is required.

Designated safeguarding lead

King Edward VI College has a Designated Safeguarding Lead (DSL) and a Deputy DSL.

The Designated Safeguarding Lead is: Sarah MacKenzie

The Deputy Designated Safeguarding Lead is: Heather Davies

The Principal (Remley Mann) and Vice Principal Operations (Jeremy Sheen) have also received advanced safeguarding training.

The optimal scenario is to have a trained DSL (or deputy) available on site when college is open. Where this is not the case, a trained DSL (or deputy) will be available to be contacted via telephone when working from home. Where a trained DSL (or deputy) is not on site, in addition to the above, a member of the Executive Leadership Team will assume responsibility for co-ordinating safeguarding on site.

The DSL and her deputy will update and manage access to the child protection online management system (CPOMS) and, as required, liaise with students' social or key workers where they require access to children in need and/or to carry out statutory assessments at the college. It is important that all King Edward VI staff have access to a trained DSL (or deputy); therefore, on each day, staff will be made aware of who that person is and how to speak to them.

The DSL will continue to engage with social workers, and attend all multi-agency meetings, including remotely.

Reporting a concern

Where staff have a concern about a student, they should continue to follow the process outlined in the school Safeguarding Policy. This includes making a report via CPOMS, which can be done remotely. In the unlikely event that a member of staff cannot access their CPOMS from home, they should email the Designated Safeguarding Lead or her deputy. This will ensure that the concern is received.

Staff are reminded of the need to report any concern immediately and without delay.

Where staff are concerned about an adult working with children in the college, they should report the concern to the Principal. If there is a requirement to make a notification to the Principal whilst away from school, this should be done verbally (if possible) and followed up with an email to the Principal.

Concerns about the Principal should be directed to the Chair of Governors: John Hodt

Safeguarding training and induction

DSL training is very unlikely to take place whilst there remains a threat of the COVID 19 virus. For the period COVID-19 measures are in place, a DSL (or deputy) who has been trained will continue to be classed as a trained DSL (or deputy) even if they miss their refresher training.

All existing college staff have had safeguarding training and have read at least part 1 of Keeping Children Safe in Education (2019). The DSL should communicate with staff any new local arrangements, so they know what to do if they are worried about a child.

Where new staff are recruited, they will continue to be provided with a safeguarding induction including the setting's child protection policy, confirmation of local processes and confirmation of DSL arrangements.

Safer recruitment of staff

It remains essential that people who are unsuitable are not allowed to enter the children's workforce or gain access to children. When recruiting new staff, King Edward VI College will continue to follow the relevant safer recruitment processes for their setting, including, as appropriate, relevant sections in part 3 of Keeping Children Safe in Education (2019).

In response to COVID-19, the Disclosure and Barring Service (DBS) has made changes to its guidance on standard and enhanced DBS ID checking to minimise the need for face-to-face contact.

Where King Edward VI College is utilising volunteers, we will continue to follow the checking and risk assessment process as set out in paragraphs 167 to 172 of KCSIE. Under no circumstances will a volunteer who has not been checked be left unsupervised or allowed to work in regulated activity.

King Edward VI College will continue to follow the legal duty to refer to the DBS anyone who has harmed or poses a risk of harm to a child or vulnerable adult. Full details can be found at paragraph 163 of KCSIE.

King Edward VI College will continue to consider and make referrals to the Teaching Regulation Agency (TRA) as per paragraph 166 of KCSIE and the TRA's 'Teacher misconduct advice for making a referral.'

During the COVID-19 period, all referrals should be made by emailing Misconduct.Teacher@education.gov.uk

Whilst acknowledging the challenge of the current National emergency, it is essential from a safeguarding perspective that any educational institution is aware, on any given day, which members of staff/volunteers will be in the school or college, and that appropriate checks have been carried out, especially for anyone engaging in regulated activity. As such, King Edward VI College will continue to keep the single central record (SCR) up to date as outlined in paragraphs 148 to 156 in KCSIE.

Online safety in schools and colleges

King Edward VI College will continue to provide a safe environment, including online. This includes the use of an online filtering system.

Children and online safety away from college

It is important that all staff who interact with children, including online, continue to look out for signs a child may be at risk. Any such concerns should be dealt with as per the Child Protection Policy and, where appropriate, referrals should still be made to children's social care and as required, the police.

King Edward VI College will ensure any use of online learning tools and systems is in line with privacy and data protection/GDPR requirements. In addition, when teaching online, staff should adhere to the following regulations:

- No 1:1s, groups only
- Staff and children must wear suitable clothing, as should anyone else in the household
- Any computers used should be in appropriate areas, for example, not in bedrooms; and the background should be blurred
- The live class should be recorded so that, if any issues were to arise, the video can be reviewed
- Live classes should be kept to a reasonable length of time, or the streaming may prevent the family 'getting on' with their day
- Language must be professional and appropriate, including any family members in the background
- Staff must only use platforms provided by King Edward VI College to communicate with pupils
- Staff should record, the length, time, date and attendance of any sessions held.

Supporting children not in College

King Edward VI College is committed to ensuring the safety and wellbeing of all its children and young people.

Where the DSL has identified a child to be on the edge of social care support, or who would normally receive pastoral-type support in college, they should ensure that a robust communication plan is in place for that child or young person. This is recorded and any concerns must also be logged via CPOMS.

The communication plans can include; remote contact, phone contact, door-step visits. Other individualised contact methods should be considered and recorded.

King Edward VI College and its DSL will work closely with all stakeholders to maximise the effectiveness of any communication plan.

This plan must be reviewed regularly (at least once a fortnight) and where concerns arise, the DSL will consider any referrals as appropriate.

The college will share safeguarding messages on its website and social media pages.

King Edward VI College recognises that education is a protective factor for children and young people and the current circumstances can affect the mental health of pupils and their parents/guardians. Teachers at King Edward VI need to be aware of this in setting expectations of students' work where they are at home.

King Edward VI College will ensure that, where we care for children of critical workers and vulnerable children on site, we ensure appropriate support is in place for them. This will be bespoke to each student and recorded on CPOMS.

Supporting children in college

King Edward VI College is committed to ensuring the safety and wellbeing of all its students.

King Edward VI College will continue to be a safe space for all children to attend and flourish.

The Principal will ensure that appropriate staff are on site and staff to pupil ratio numbers are appropriate, to maximise safety.

King Edward VI College will refer to the Government guidance for education and childcare settings on how to implement social distancing and continue to follow the advice from Public Health England on handwashing and other measures to limit the risk of spread of COVID19.

King Edward VI College will ensure that where we care for children of critical workers and vulnerable students on site, we will ensure appropriate support is in place for them. This will be bespoke to each student and recorded on CPOMS.

Where King Edward VI College has concerns about the impact of staff absence, such as our Designated Safeguarding Lead or first aiders, we will discuss them immediately with the governing body.

Peer on peer abuse

King Edward VI College recognises that, during the closure, a revised process may be required for managing any report of such abuse and supporting victims.

Where the college receives a report of peer on peer abuse, they will follow the principles as set out in part 5 of KCSIE and of those outlined within of the Child Protection Policy.

The College will listen and work with the young person, parents/guardians and any multiagency partner required to ensure the safety and security of that young person.

Concerns and actions must be recorded on CPOMS and appropriate referrals made.