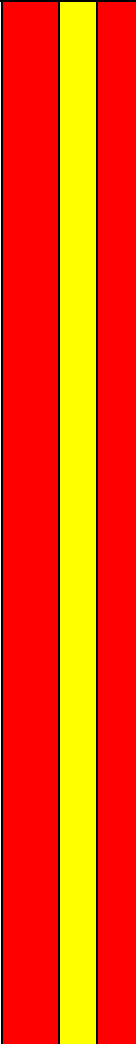


# CASTLE DONINGTON COLLEGE

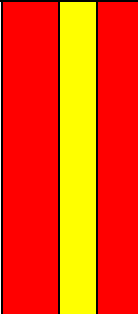
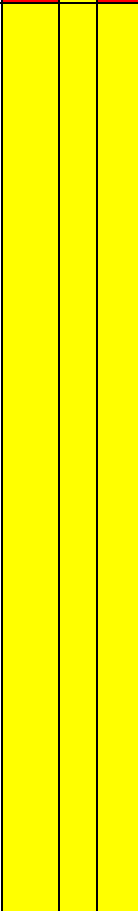
## COVID-19 Risk Management Plan Autumn Term 2020

Site Address/Location:	Castle Donington College, Mount Pleasant, Castle Donington, Derby, DE74 2LN
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Risk	Who Might be Harmed & How?	Measures to minimise risk	Actions to be taken	Final Risk Rating (SxL)		
				Severity	Likelihood	Risk rating
Fire or Emergency Evacuation	Pupils/Staff/Visitors	<ul style="list-style-type: none"> <li>Staff, pupils, visitors to following College Emergency Evacuation Procedures in event of an emergency evacuation alarm activation</li> <li>Staff check areas as they are evacuating to ensure that they are clear and doors are shut before leaving the area</li> </ul>				
First aid/Administration of Medication	<p>Pupils and staff</p> <p>This activity may require the 2mtr social distancing rule to be broken. This could lead to either person involved in becoming infected with COVID-19 through close contact with an asymptomatic carrier.</p>	<ul style="list-style-type: none"> <li>If a pupil requires first aid, staff should send the pupil to Reception</li> <li>If a member of staff requires first aid, they should report to Reception.</li> <li>Guidance from St John's Ambulance will be followed <a href="https://www.sja.org.uk/get-advice/first-aid-advice/covid-19-advice-for-first-aiders/">https://www.sja.org.uk/get-advice/first-aid-advice/covid-19-advice-for-first-aiders/</a></li> <li>The College will have at least one first aid trained person on site each day</li> <li>Pupils to self administer first aid wherever possible i.e. sterile wipes and dressings</li> <li>Appropriate PPE must be worn if first aid is administered by a member of staff and social distancing of 2 metres cannot be maintained. PPE kit is located in the Main Office and offices of the two main First Aiders</li> <li>The College will utilise non-contact infrared thermometer scanning if a pupil or member of staff becomes unwell</li> <li>Pupils' medication is to be stored as per usual procedures but pupil to wait in Reception to have it brought to them to self-administer</li> </ul>	<p>Reception staff to have guidance/</p> <p>See separate guidance.</p>			

<p>Caring for an unwell pupil or a pupil with symptoms of Covid-19 awaiting collection</p>	<p>Pupil/ Staff</p> <p>Spread of infection</p>	<p>If a pupil becomes unwell, staff should send the pupil to Reception. Reception will send the pupil to the Medical Room and report it to a First Aider</p> <p>If a member of staff becomes unwell they should report to a member of SLT</p> <p><b>Actions if a pupil/ member of staff is unwell with symptoms of coronavirus</b></p> <ul style="list-style-type: none"> <li>• If a pupil or adult needs direct personal care until they can return home, PPE must be worn by the supervising adult</li> <li>• If anyone becomes unwell with a new, continuous cough, a high temperature or loss or change to sense of smell or taste, they must be sent home and advised to follow the <a href="#">COVID-19: Guidance For Households With Possible or Confirmed Coronavirus Infection Guidance</a>.</li> <li>• If a pupil is awaiting collection, they will be moved to the Medical Room. A window will be opened for ventilation. If it is not possible to isolate them, they will be moved to an area which is at least 2 metres away from other people. The room will be cleaned and disinfected using standard cleaning products before being used by anyone else</li> <li>• If they need to go to the toilet while waiting to be collected, they will be escorted to use the accessible toilet in the Design corridor. The room will be cleaned and disinfected using standard cleaning products before being used by anyone else</li> <li>• In an emergency, call 999</li> <li>• Any members of staff who have helped someone with symptoms and any pupils who have been in close contact with them do not need to go home to self-isolate unless they develop symptoms themselves (in which case, they should arrange a test) or if the symptomatic person subsequently tests positive or they have been requested to do so by NHS Test &amp; Trace</li> </ul>	<p>Appropriate PPE to be available.</p> <p>See separate guidance for more information.</p>	
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<p>Managing suspected cases of Covid-19/Infectious Disease</p> <p>Engage with NHS Test and Trace process</p>		<ul style="list-style-type: none"> <li>• If a pupil or staff member develops symptoms compatible with coronavirus, they will be sent home and instructed to self-isolate for 10 days. Their fellow household members should self-isolate for 14 days. The absence should be reported through normal systems and must be reported as COVID related</li> <li>• It is important that that staff members and parents/carers understand that they will need to be ready and willing to book a test and self-isolate. Anyone who displays symptoms of coronavirus (COVID-19) can and should get a test. Tests can be booked online through the NHS testing and tracing for coronavirus website, or ordered by telephone via NHS 119 for those without access to the internet</li> <li>• Staff and pupils will be asked to provide evidence that the test was negative or must not attend the College until after 14 days from when the symptoms first developed. Tests can be booked at Staff <a href="https://www.gov.uk/apply-coronavirus-test-essential-workers">https://www.gov.uk/apply-coronavirus-test-essential-workers</a> Pupils <a href="https://www.nhs.uk/conditions/coronavirus-covid-19/testing-and-tracing/ask-for-a-test-to-check-if-you-have-coronavirus/">https://www.nhs.uk/conditions/coronavirus-covid-19/testing-and-tracing/ask-for-a-test-to-check-if-you-have-coronavirus/</a></li> <li>• Where the pupil or staff member tests negative, they should contact the College and agree conditions of their return and date. The fellow household members can end their self-isolation</li> <li>• If the College is notified that a pupil or staff member tests positive, the College will liaise with local health teams (see separate guidance)</li> <li>• This team will also contact the College directly if they become aware that someone who has tested positive for coronavirus (COVID-19) attended the College as identified by NHS Test and Trace. (See Privacy Notice on the College website for information about data sharing)</li> <li>• The Health Protection Team will carry out a rapid risk assessment to confirm who has been in close contact with the person during the period that they were infectious, and ensure they are asked to self-isolate</li> <li>• The Health Protection Team will work with the College in this situation to guide it through the actions the College needs to take</li> </ul>		
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Local Outbreak/Lockdown		<ul style="list-style-type: none"> <li>• If the local area sees a spike in infection rates that is resulting in localised community spread, the College will seek advice from appropriate authorities and will decide which measures to implement to help contain the spread. This may include closing the College temporarily to help control transmission if advised to do so by the appropriate authorities</li> <li>• In the event of College closure and also for individuals or groups of self-isolating pupils, remote education provision will be in place</li> </ul>		
Spread of infectious diseases between pupils and staff upon arrival outside and within the building Entry/ Exit	Staff/Pupils	<p><b>Entry</b></p> <ul style="list-style-type: none"> <li>• Pupils will be instructed to arrive at the College for when the gates are open and not to congregate in the car park. Pupils will enter through designated gates</li> <li>• Pupils will walk to dedicated zone entry point, socially distancing from other years as far as possible</li> <li>• Face masks must be removed correctly before entering if the pupil is not going to wear them during the day. Bins/plastic bags will be at entry point for this</li> <li>• Handwashing facilities or sanitiser will be available in all rooms throughout the day</li> <li>• Staff will be at doors on entry to issue hand-sanitising gel. This must be applied correctly</li> <li>• SLT will be visible and present</li> <li>• Pupils will be instructed that they must not attend if they or a member of their household has symptoms of coronavirus (COVID-19)</li> </ul> <p><b>Exit</b></p> <ul style="list-style-type: none"> <li>• All pupils will be dismissed at 15.00 by a member of staff</li> <li>• All pupils will exit from rooms using external doors or using same route as entry, and exit from the same gates they entered</li> <li>• Pupils will be told to socially distance and go straight home</li> <li>• Car park gates will be closed for duration of pupils leaving site</li> </ul>	<p>Procedure communicated to pupils via parent letter.</p> <p>Procedure communicated to pupils.</p> <p>Procedure communicated to staff RA and copies of letters.</p>	

Equipment/uniform	<p>Pupils</p> <p>Reduced infection control which may result in spread of infectious diseases.</p> <p>Staff</p>	<ul style="list-style-type: none"> <li>• Pupils will be instructed to bring small bag, own stationery, pens, pencils, water bottle and packed lunch</li> <li>• Pupils will carry their own equipment to and from College.</li> <li>• Pupils may provide their own hand sanitiser/ face covering</li> <li>• Pupils to bring their own filled water bottles from home</li> <li>• Resources that are shared between classes or zones, will be cleaned frequently and meticulously and always between Year Groups, or rotated to allow them to be left unused and out of reach for a period of 48 hours (72 hours for plastics) between use by different zones</li> <li>• Pupils will attend in full uniform. Pupils may be asked to wear trainers on a day on which they have a P.E. lesson</li> <li>• Pupils to follow seating plan</li> </ul> <ul style="list-style-type: none"> <li>• Staff will carry their own equipment for each class with them</li> <li>• Use of text books should be reduced to a minimum</li> <li>• All staff will be provided with a supply of cleaning spray, cloths and hand sanitiser</li> <li>• Space will be provided for staff to leave relevant resources in the room of the class they teach</li> </ul>	<p>Procedure communicated to pupils via parent letter</p> <p>Procedure communicated to pupils</p> <p>Procedure communicated to staff RA and copies of letters</p> <p>Staff to report 'near-miss' to SLT to help identify where controls cannot be followed or people are not doing what they should.</p> <p>2m staff zone. Staff to spray on entry and exit.</p>			
Social distancing not being carried out during the use of Staff facilities	<p>Staff, pupils, visitors and contractors</p> <p>Reduced infection control which may result in spread of infectious diseases.</p>	<ul style="list-style-type: none"> <li>• The number of staff that can be accommodated in the area to achieve social distancing will be considered and furniture rearranged where possible, including the staff room</li> <li>• Staff will use department group rooms or empty room for PPA /non-contact lessons. Staff must maintain social distancing</li> <li>• Use of signs to inform of hand washing prior to entering/using facilities.</li> <li>• Crockery and cutlery will be removed to avoid sharing</li> <li>• Reusable sponges will be removed</li> <li>• Surfaces must be kept clear to make it easier to clean and reduce the likelihood of contaminating objects. Staff to clean after themselves when using shared facilities in the Staff Room i.e kettles and microwaves</li> <li>• Office will be accessed by Admin staff and SLT only, including kitchen area, as it is a confined space</li> <li>• Copying and printing should be emailed to <a href="mailto:printing@cdcollege.uk">printing@cdcollege.uk</a> with 24 hours notice. This will be left in the staff room when completed. No pupil/adult is to be sent to the Main Office for copying to be done</li> </ul>	<p>Sufficient cleaning products to be supplied.</p> <p>Information on how to wash hands properly and display posters.</p> <p>Staff to report 'near-miss' to Compliance Officer/SLT to help identify where controls cannot be followed or people are not doing what they should.</p>			
Face coverings	Pupils/staff	<ul style="list-style-type: none"> <li>• The Government is not recommending universal use of face coverings in all schools at this time, staff and pupils can wear face coverings if</li> </ul>	Supply of face masks/shields for First Aid			

		<p>they feel more comfortable doing so. Staff and pupils to provide their own</p> <ul style="list-style-type: none"> <li>• Face coverings are mandatory on school buses</li> <li>• Staff/pupils travelling on public transport are expected to wear face coverings as directed by the Government</li> <li>• A store of face masks/shields will be available to First Aid Team/SLT if needing to deal with pupils/ staff showing symptoms</li> <li>• Staff will be provided with one face shield for lessons</li> <li>• Staff can wear face coverings if they wish</li> </ul>	Team replenished as required.			
Transmission of the virus within the College		<ul style="list-style-type: none"> <li>• Cleaning products available to all staff</li> <li>• Pupils reminded to cough or sneeze into tissues and dispose of in a bin or toilet</li> <li>• Sanitiser, tissues and bins will be available in each room.</li> <li>• All spaces will be well ventilated using natural ventilation (opening windows)</li> <li>• Doors will be propped open, where safe to do so (bearing in mind fire safety and safeguarding), to limit use of door handles and aid ventilation</li> <li>• One-way circulation in corridors to access rooms internally will be in place when necessary</li> <li>• Staff will be expected to clean work area including phones, keyboards and mouse when entering / exiting a room/office</li> </ul>				
Social distancing not being carried out within the classroom	<p>Pupils/Staff</p> <p>Reduced infection control which may result in spread of contagious diseases.</p>	<ul style="list-style-type: none"> <li>• Pupils will be located in year group 'zones'</li> <li>• All lessons will take place within these zones with a few exceptions including outdoor PE</li> <li>• Staff will move between classes</li> <li>• Pupils' movement will be limited to moving within a suite of rooms within the zone</li> <li>• Each KS3 Zone will have seating plans for all pupils and all rooms. Pupils will be expected to sit in the same place as far as possible. SLT to be informed about any change</li> <li>• Pupils' desks will face the front of the classroom. Risks will be minimised where this is not possible</li> <li>• Staff will have 2m space at the front of the room. Risks will be minimised where this is not possible</li> <li>• Classrooms will be ventilated by open windows</li> </ul>				

		<ul style="list-style-type: none"> <li>• Staff instructed to work side on to or behind pupils as opposed to face to face where closer contact is absolutely necessary and limited to less than 15 minutes</li> <li>• Staff assisting pupils on a 1:1 or small group (2 or 3 pupils) should work with them in another room within the zone at a distance of 2 m. Staff may wear face coverings</li> <li>• The timetable and selection of classroom or other learning environment has been considered to reduce movement around the building</li> <li>• External entrances to classrooms will be used</li> <li>• Staff can issue resources. They may re-use resources within the same Zone but not across Zones, without a decontamination period (48 hours)</li> </ul>				
<p>Contact Between Individuals Not Minimised and Social Distancing Measures Not Followed</p> <p>Break arrangements</p>	<p>Pupils/ Staff</p> <p>Reduced infection control which may result in spread of contagious diseases.</p>	<ul style="list-style-type: none"> <li>• Break times to be staggered so that all pupils are not moving around the College at the same time</li> <li>• Year groups to be separated across the site</li> <li>• Pupils will exit from their zones into the outdoor space nearest to them</li> <li>• Staff on duty to prevent pupils gathering inside, unsupervised</li> <li>• Outside space is divided into zones. Pupils will not mix with other year groups</li> <li>• When there is a wet break pupils, will remain in their rooms, in the zones. Staff to supervise. Food can be eaten. Any mess must be cleared up</li> </ul>	Procedure shared with staff and pupils			
<p>Contact Between Individuals Not Minimised and Social Distancing Measures Not Followed</p> <p>Lunch arrangements</p>	<p>Pupils/ Staff</p> <p>Reduced infection control which may result in spread of contagious diseases.</p>	<p>Dry</p> <ul style="list-style-type: none"> <li>• Lunchtimes for the different years groups will be staggered</li> <li>• Appropriate social distancing activities can be playe</li> <li>• Pupils will eat packed lunch outside</li> <li>• Pupils will exit from fire door of classrooms where possible</li> <li>• Hand sanitiser will be available on re-entry</li> <li>• Hand washing and toilet visits will be allowed during lunchtime.</li> <li>• Year/zone queues will be allowed</li> <li>• Pupils will be encouraged to provide packed lunch.</li> <li>• 'Grab and Go' food will be served from the Canteen. There will be no seating indoors and pupils will be encouraged to eat outside</li> </ul>	<p>Hand sanitiser to be available in each classroom.</p> <p>Playground divided into zones.</p>			

		<ul style="list-style-type: none"> <li>• Vulnerable and FSM pupils to be checked they access hot meal</li> </ul> <p>Wet</p> <ul style="list-style-type: none"> <li>• Pupils will remain in allocated room</li> <li>• Pupils may eat food in classroom</li> <li>• Any mess must be cleared up</li> <li>• Duties to align with Zone. Year zones will be called into lunch one at a time. The Canteen area will be cleaned between each zone</li> </ul>				
Toilets and washing facilities	Pupils/ Staff	<ul style="list-style-type: none"> <li>• Pupils and staff will be encouraged to wash hands with soap and water for at least 20 seconds and on a regular basis thereafter and also use sanitiser</li> <li>• Posters will be displayed in pupil and staff toilets advising how to wash hands effectively</li> <li>• Sufficient amounts of soap, washing liquids and hand sanitiser will be available to staff and pupils</li> <li>• Doors will be held open where appropriate</li> <li>• Toilets will be ventilated as much as possible whilst the building is occupied</li> <li>• All pupils will be allowed to go to the toilet on request, including during lessons. Staff to only release one pupil at a time</li> <li>• Specific toilets will be allocated to zones</li> </ul>	<p>Procedure communicated to staff at daily briefing</p> <p>Procedure communicated to pupils via PSHE (</p> <p>Hands must always be washed before returning to classroom</p> <p>Toilets to be monitored by SLT at lunchtime</p>			
Pupil wellbeing	Pupils	<ul style="list-style-type: none"> <li>• Adults will be available at all times to provide support. This will be at a social distance/in a separate classroom/available room</li> </ul>	Staff to monitor pupils and alert nominated person if concerned.			
Staff wellbeing	Reduced infection control which may result in spread of contagious diseases.	<ul style="list-style-type: none"> <li>• The requirements of BAME staff and visitors will be considered and their needs discussed with them</li> <li>• Staff should discuss any concerns or queries they have with their Line Manager or the Principal</li> <li>• Staff will be encouraged to wash hands regularly for at least 20 seconds. Catch coughs/sneezes in a tissue and wash hands again</li> <li>• Staff to maintain the 2 m distance from staff and pupils rule at all times</li> <li>• At least one member of SLT will be present to manage any situation</li> <li>• SLT will communicate to staff the current situation on a regular basis</li> <li>• Peer support for staff, employee healthcare and head teacher wellbeing service will be available</li> </ul>				



		<ul style="list-style-type: none"> <li>• Staff to immediately inform SLT if unwell, or if any symptoms are shown</li> <li>• Where staff have agreed to take on additional duties and responsibilities, there will be support for them in their new roles</li> <li>• Guidance will be followed as to the layout of office and communal areas to ensure social distancing</li> </ul> <p><b>Marking pupils' work</b></p> <ul style="list-style-type: none"> <li>• Regular assessed pieces to be submitted on line, through Satchel One</li> <li>• Any work on paper, should be left for 48 hrs decontamination period if teachers choose to mark it. It is not recommended to take pupils' work home</li> <li>• Classwork will not be marked by the teacher. It can be self marked by pupils</li> </ul>			
Transmission of the virus travelling to College	Pupils	<ul style="list-style-type: none"> <li>• Parents and pupils are encouraged to walk or cycle to College where possible adhering to social distancing or to bring their own child by car</li> <li>• Pupil behaviour expectations and consequences of not following, to be communicated to parents and pupils</li> <li>• Assurances obtained from transport providers that COVID-19 precautions are in place</li> <li>• Pupils are expected to adhere to the seating plans for the buses</li> </ul>			
Visitors to outer Reception area	Introducing virus into the College from outside	<ul style="list-style-type: none"> <li>• Visitors will be spoken to via the intercom prior to being allowed into lobby</li> <li>• Visitors who arrive unexpected will be requested to leave the premises and to communicate via telephone or email</li> <li>• A distance of 2m will be maintained, if visitor allowed in i.e. postman or delivery man</li> <li>• Any post/small delivery will be put in a box and quarantined.</li> <li>• Good ventilation will be ensured</li> <li>• Clear signage and instructions on entry and/or website</li> </ul>	Visitors not permitted unless essential		
Visitors		<ul style="list-style-type: none"> <li>• Visitors must make pre-arranged appointments or they will not be allowed on site</li> <li>• Meetings will be held via video/teleconference facilities, where possible</li> <li>• Any non-essential meetings will be rearranged</li> </ul>	Remote meetings will be arranged in the first instance.		

		<ul style="list-style-type: none"> <li>• If a face to face meeting is essential, it must be conducted in the Hall or outside and after <b>15:30</b>. A distance of 2m must be maintained</li> <li>• Records of visitors' details will be kept for 21 days to assist with track and trace if necessary</li> <li>• Visitors are asked if they have any symptoms of COVID19 or have had contact with anyone who has symptoms of COVID19, before they arrive on site</li> <li>• Visitors will be requested to wear a face covering</li> </ul>				
Deliveries	Staff/Pupils  Introducing disease into the College from outside	<ul style="list-style-type: none"> <li>• Orders made only for essential items</li> <li>• Any essential deliveries will be dropped outside the door, where possible</li> </ul>	Purchasing essential items only			
Cleaning	Staff/Pupils  Spread of disease	<ul style="list-style-type: none"> <li>• Additional cleaning of touch points e.g. door handles, toilets etc during the day, will be arranged</li> <li>• A record of each cleaning/disinfecting activity will be recorded</li> <li>• Hand towels and hand wash will be checked and replaced as needed by the Premises Officer and cleaning staff</li> <li>• Only cleaning products supplied by the College are to be used. Staff will be told not to bring cleaning products from home</li> <li>• Contract cleaners to clean the College each night</li> </ul>				
Contractors	Staff/pupils/ parents/ carers/ visitors  Reduced infection control which may result in spread of contagious diseases.	<ul style="list-style-type: none"> <li>• Contractors must make pre-arranged appointments or they will not be allowed on site</li> <li>• Any documentation required to be sent/received prior to the contractor arriving on site</li> <li>• Safe systems of work/Risk assessment, which include COVID19 control measures, will be requested, received and agreed by the College before work commences</li> <li>• Any visits will be arranged outside of College hours, if at all possible.</li> <li>• Records of Contractors' details will be kept for 21 days to assist with track and trace if necessary</li> <li>• Maintenance will be kept to a minimum, where possible</li> </ul>				

Carrying out daily building maintenance	Reduced infection control which may result in spread of contagious diseases.	<ul style="list-style-type: none"> <li>• General maintenance will be carried out in areas of the College in which there are no staff and pupils</li> <li>• Staff will be informed of any maintenance being carried out in communal areas, toilets, etc., and the area is cordoned off</li> <li>• Social distancing will be maintained throughout working procedures</li> </ul>				
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<b>Risk Assessor's Name</b>	Fiona Goodge		
<b>Authorised</b>	Julie Sheppard	<b>Signed</b>	
<b>Date Conducted:</b>	28 <sup>th</sup> September 2020	<b>Date Reviewed</b>	

#### Guidance documents

<https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools>

<https://www.hse.gov.uk/coronavirus/working-safely/index.htm>

<https://www.gov.uk/guidance/contacts-phe-health-protection-teams#east-midlands-hpt>

<https://www.gov.uk/government/publications/health-and-safety-advice-for-schools/responsibilities-and-duties-for-schools>

<https://www.hse.gov.uk/coronavirus/equipment-and-machinery/air-conditioning-and-ventilation.htm>