

CASTLE DONINGTON COLLEGE

COVID-19 Risk Management Plan Full Opening of College from 8th March 2021

Site Address/Location:

Castle Donington College,
Mount Pleasant, Castle Donington, Derby, DE74 2LN

Hazard	Who might be harmed	How / why might they be harmed	Severity	Likelihood	Rating	Effective control measures / procedure	Likelihood	Rating	Possible further control actions
Fire/ Emergency Evacuation/ Lockdown	Staff / Pupils	Death / serious injury	5	2	10	<ul style="list-style-type: none"> • Fire evacuation plan and procedure signage • Periodic fire evacuation drill • External fire risk inspections • Staff and pupils to follow College Procedures in event of an emergency alarm activation 	1	5	
Fire/Emergency Evacuation/ Lockdown	Visitors	Death / serious injury	5	2	10	<ul style="list-style-type: none"> • Fire evacuation plan and procedure signage • Visitors are made aware of the emergency evacuation/Lockdown procedures • External fire risk inspections 	1	5	
First Aid/ Administration of Medication	Pupils	This activity may require the 2m 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.	4	2	8	<ul style="list-style-type: none"> • If a pupil requires first aid or to take medication, staff should send the pupil to Reception. Staff should email Reception on reception@cdcollege.uk and notify them that the pupil has been sent down • If the pupil is well enough to be sent back to class, Reception will email staff and note the time they were sent back. • Guidance from St John's Ambulance will be followed • The College will have at least one first aid trained person on site each day • Pupils to self administer medication/first aid wherever possible i.e. sterile wipes and dressings 	1	4	

						<ul style="list-style-type: none"> 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 is located in the Main Office and offices of the two main First Aiders The College will utilise non-contact infrared thermometer scanning if a pupil becomes unwell Pupils' medication is to be stored as per usual procedures but pupil to self-administer in Reception 			
First Aid/ Administration of Medication	Staff	This activity may require the 2m 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	4	3	12	<ul style="list-style-type: none"> If a member of staff requires first aid, they should report to Reception Guidance from St John's Ambulance will be followed The College will have at least one first aid trained person on site each day 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 is located in the Main Office and offices of the two main First Aiders The College will utilise non-contact infrared thermometer scanning if a member of staff becomes unwell 	1	4	
Spread of Coronavirus to Staff, Pupils and Families, Visitors and Contractors	Pupils/Staff/ Visitors	This could lead to persons involved in becoming infected with COVID-19 through close contact with an asymptomatic carrier	4	4	16	<p>Contact with individuals who are required to self-isolate is minimised by ensuring they do not attend the College</p> <p>Anybody contacted by NHS Test and Trace or local health protection team and told to self-isolate because they have been a close contact of a positive case, has a legal obligation to do so</p> <p>Pupils, staff and other adults must not come into the school if:</p> <ul style="list-style-type: none"> they have one or more coronavirus (COVID-19) symptoms a member of their household (including someone in their support bubble or childcare bubble) if they have one) has coronavirus (COVID-19) symptoms they are required to quarantine having recently visited countries outside the Common Travel Area they have had a positive test <p>Everyone onsite or visiting will be made aware that they must immediately cease to attend and not attend for at least 10 days from the day after:</p> <ul style="list-style-type: none"> the start of their symptoms 	4	8	<p>Staff or pupils must not allow entry to visitors through the external or internal doors whilst they are entering or exiting the building.</p> <p>Visitors should be directed to speak to Reception through the intercom.</p>

						<ul style="list-style-type: none"> the test date if they did not have any symptoms but have had a positive test (whether this was a Lateral Flow Device (LFD) or Polymerase Chain Reaction (PCR) test) <p>Where individuals are self-isolating and are within the definition of vulnerable, the College has systems in place to keep in contact with them, offer pastoral support, and check they are able to access education support</p> <p>CEV staff are advised not to attend the workplace.</p> <p>Current DHSC guidance, informed by PHE, currently advises that CEV individuals should continue to shield even after they have been vaccinated</p> <p>Those living with someone who is CEV can still attend work where home-working is not possible and should ensure they maintain good prevention practice in the workplace and home settings</p> <p>CV staff can continue to attend school. While in school they must follow the system of controls to minimise the risks of transmission</p> <p>Staff who live with those who are CV can attend the workplace but should ensure they maintain good prevention practice in the workplace and at home</p> <p>The College will complete a risk assessment for pregnant women as they are in the 'clinically vulnerable' category.</p>			
Spread of infectious diseases between pupils and staff upon arrival outside and within the building	Staff/Pupils	This could lead to persons involved in becoming infected with COVID-19 through close contact with an asymptomatic carrier	4	3	12	<p>Entry</p> <ul style="list-style-type: none"> 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 Pupils will walk to dedicated zone entry point, socially distancing from other years as far as possible Pupils are reminded that face coverings which are worn to College, should be removed prior to entering the building and either (a) disposed of in the bin or (b) put in a sealed bag to take home. A clean mask should then be put on. Face masks must be worn in communal areas Pupils will have access to handwashing facilities or sanitiser throughout the day Staff will be at doors/gates on entry to issue hand-sanitising gel. This must be applied correctly 	2	8	Duty staff to remind pupils to put on their masks and to sanitise their hands before they enter the building.

						<ul style="list-style-type: none"> • SLT will be visible and present • Pupils will be instructed that they must not attend if they or a member of their household has symptoms of coronavirus (COVID-19) <p>Exit</p> <ul style="list-style-type: none"> • All pupils will be dismissed at 15.00 by a member of staff • All pupils will exit from rooms using external doors or using same route as entry, and exit from the same gates they entered • Pupils will be told to socially distance and go straight home • Car park gates will be closed for duration of pupils leaving site 			
Transmission of the virus within the College	Staff/pupils/visitors	This could lead to persons involved in becoming infected with COVID-19 through contact with fomites and through aerosol transmission	4	5	20	<ul style="list-style-type: none"> • Cleaning products are available to all staff • Pupils are reminded to cough or sneeze into tissues and dispose of in a bin or toilet. NHS 'Catch it, Bin it, Kill it' posters are displayed around the College • Tissues and bins will be available in each room. • All spaces will be well ventilated using natural ventilation (opening windows) • 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 • One-way circulation in corridors to access rooms internally will be in place when necessary • Staff clean work area including phones, keyboards and mouse when entering / exiting a room/office • Staff meetings take place remotely where possible. Where this is not possible staff meetings will take place in a large well ventilated room ensuring 2 metres social distancing at all times • The timetable and selection of classrooms in zones and playgroud has been used to reduce movement around the College. 	2	8	
Local Outbreak/ Lockdown	Staff/pupils	This could lead to persons involved in becoming infected with COVID-19	4	4	16	<ul style="list-style-type: none"> • 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 • The College recognises that if it has two or more confirmed cases within 14 days, or an overall rise in sickness absence where coronavirus 	4	16	In the event of College closure and also for individuals or groups of self-isolating pupils, remote education provision will be in place

						(COVID-19) is suspected, it may have an outbreak and must continue to work with the local health protection team who will be able to advise if additional action is required			
Social distancing measures not followed and transmission of the virus travelling to College	Pupils/staff	This could lead to persons involved in becoming infected with COVID-19.	4	3	12	<ul style="list-style-type: none"> 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 Pupil behaviour expectations and consequences of not following, to be communicated to parents and pupils Parents are requested not to attend site without a pre-arranged appointment Assurances obtained from transport providers that COVID-19 precautions are in place Pupils are expected to adhere to the seating plans for the buses 	2	8	
Transmission of the virus within the College Visitors to outer Reception area	Pupils/staff	Introducing virus into the College from outside. This could lead to persons involved in becoming infected with COVID-19.	4	4	16	<ul style="list-style-type: none"> Visitors will be spoken to via the intercom prior to being allowed into lobby Visitors who arrive unexpected will be requested to leave the premises and to communicate via telephone or email A distance of 2m will be maintained, if visitor allowed in i.e. postman or delivery man Any post/small delivery will be put in a box and quarantined. Good ventilation will be ensured Clear signage and instructions on entry and/or website Visitors must make pre-arranged appointments or they will not be allowed on site Reception must be notified in advance of any visitors attending site Meetings will be held via video/teleconference facilities, where possible Any non-essential meetings will be rearranged If a face to face meeting is essential, it must be conducted in the Hall or outside and after 15:15. A distance of 2m must be maintained Records of visitors' details will be kept for 21 days to assist with track and trace if necessary. These details include name, date of visit, telephone number and their home postcode Visitors are asked if they have any symptoms of COVID-19 or have had contact with anyone who has symptoms of COVID-19, before they arrive on site Visitors will be requested to wear a face covering 	2	8	<p>Staff or pupils must not allow entry to visitors through the external or internal doors whilst they are entering or exiting the building.</p> <p>Visitors should be directed to speak to Reception through the intercom.</p>

					<ul style="list-style-type: none"> Specialists, therapists, clinicians and other support staff for pupils with SEND provide interventions as usual <p>As normal, the College will engage with local immunisation providers to provide immunisation programmes on site, ensuring these are delivered in keeping with the College's control measures</p>				
Caring for an unwell pupil or a pupil with symptoms of Covid-19 awaiting collection	Pupil/ Staff	Spread of infection	4	4	16	<ul style="list-style-type: none"> If a pupil becomes unwell, staff should send the pupil to Reception. Staff should email Reception reception@cdcollege.uk and notify them that the pupil has been sent down. Reception will send the pupil to the Medical Room and report it to a First Aider. If the pupil is well enough to be sent back to class, Reception will email staff and note the time they were sent back If a member of staff becomes unwell they should report to a member of SLT <p>Actions if a pupil/ member of staff is unwell with symptoms of coronavirus</p> <ul style="list-style-type: none"> If a pupil or adult needs direct personal care until they can return home, PPE must be worn by the supervising adult. Close contact including face to face contact and unprotected physical contact (skin on skin) for any length of time, should be avoided, even with a face mask and face shield. Proximity contact (within 2 metres) should be restricted to no more than 15 minutes. Face coverings should be worn 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 Government guidance If a pupil is awaiting collection, they will be moved to the Medical Room. A window will be open 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 If the pupil needs 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 In an emergency, call 999 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 	2	8	

						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 & Trace			
Suspected/ confirmed cases of Covid-19/ Infectious Disease Engage with NHS Test and Trace process	Pupils/Staff	This could lead to persons involved in becoming infected with COVID-19.	4	3	12	<p>When an individual develops coronavirus (COVID-19) symptoms or has a positive test</p> <p>Pupils, staff and other adults must not come into the College if:</p> <ul style="list-style-type: none"> • they have one or more coronavirus (COVID-19) symptoms • a member of their household (including someone in their support bubble or childcare bubble if they have one) has coronavirus (COVID-19) symptoms • they are required to quarantine having recently visited countries outside the Common Travel Area • they have had a positive test <p>They must immediately cease to attend and not attend for at least 10 days from the day 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 (whether this was a Lateral Flow Device (LFD) or Polymerase Chain Reaction (PCR) test) <p>Anyone told to isolate by NHS Test and Trace or by their public health protection team has a legal obligation to self-isolate, but you may leave home to avoid injury or illness or to escape risk of harm. More information can be found on NHS Test and Trace: how it works.</p> <p>If anyone in College develops a new and continuous cough or a high temperature, or has a loss of, or change in, their normal sense of taste or smell (anosmia), the College:</p> <ul style="list-style-type: none"> • must send them home to begin isolation - the isolation period includes the day the symptoms started and the next 10 full days • will advise them to follow the guidance for households with possible or confirmed coronavirus (COVID-19) infection • will advise them to arrange to have a test as soon as possible to see if they have coronavirus (COVID-19) (see below for more details) 	2	8	<p>Staff or pupils must not allow entry to visitors through the external or internal doors while they are entering or exiting the building.</p> <p>Visitors should be directed to speak to Reception through the intercom.</p>

				<p>Other members of your household (including any siblings and members of their support or childcare bubble if they have one) should self-isolate. Their isolation period includes the day symptoms started for the first person in their household, or the day their test was taken if they did not have symptoms, whether this was a Lateral Flow Device (LFD) or Polymerase Chain Reaction (PCR) test), and the next 10 full days. If a member of the household starts to display symptoms while selfisolating they will need to restart the 10 day isolation period and book a test.</p> <p>If anyone tests positive whilst not experiencing symptoms but develop symptoms during the isolation period, they must restart the 10 day isolation period from the day they developed symptoms.</p> <p>Any absence from College should be reported through normal systems and must be reported as COVID related. See Covid Guide for Parents on the College website.</p> <p>Staff members and parents/carers must 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</p> <ul style="list-style-type: none"> • Tests can be booked at <p>Staff https://www.gov.uk/apply-coronavirus-test-essential-workers</p> <p>Pupils https://www.nhs.uk/conditions/coronavirus-covid-19/testing-and-tracing/ask-for-a-test-to-check-if-you-have-coronavirus/</p> <ul style="list-style-type: none"> • The College holds a small supply of home test kits. These have been provided to be used in exceptional circumstances that a pupil or member of staff becomes symptomatic and the College believes they may have barriers to accessting testing elsewhere. • Where the pupil or staff member tests negative, they should contact the College and agree conditions of their return and date before returning to College. The fellow household members can end their self-isolation • Parents and staff must contact the College immediately if a pupil or staff member tests positive and follow Government guidance • Parents/carers and staff must be ready and willing to provide details of anyone they have been in close contact with, if they were to test positive for COVID-19 or if asked by NHS Test & Trace 	
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						<ul style="list-style-type: none"> If the College is informed that someone who has attended has tested positive to COVID-19, it will contact the dedicated advice service introduced by Public Health England (PHE) and delivered by the NHS Business Services Authority. The Health Protection Team will work with the College in this situation to guide it through the actions the College needs to take based on the latest public health advice. 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) Parents/carers and staff members need to be ready and willing to self-isolate if they have been in close contact with someone who develops symptoms or tests positive for COVID-19 			
Shared resources/ equipment/ uniform	Pupils	Reduced infection control which may result in spread of infectious diseases	4	2	8	<ul style="list-style-type: none"> Pupils will be instructed to bring small bag, own stationery, pens, pencils, water bottle and packed lunch Pupils will carry their own equipment to and from College. Pupils may provide their own hand sanitiser for personal use. Pupils to bring their own filled water bottles from home 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 Pupils will attend in full uniform. Pupils may be asked to wear trainers or PE kit on a day on which they have a P.E. lesson Pupils to follow seating plan Use of text books should be reduced to a minimum 	1	4	
Shared resources/ equipment/ uniform	Staff	Reduced infection control which may result in spread of infectious diseases	4	3	12	<ul style="list-style-type: none"> Staff will carry their own equipment for each class with them All staff will be provided with a supply of cleaning spray, cloths and hand sanitiser Space will be provided for staff to leave relevant resources in the room of the class they teach 	2	8	
Social distancing not being carried out during the	Staff, pupils, visitors and contractors	Reduced infection control which may result in spread of infectious diseases.	4	4	16	<ul style="list-style-type: none"> The number of staff that can be accommodated in an area to achieve social distancing will be considered and notices displayed informing of the numbers allowed in each area. Furniture will be rearranged where possible, including the Staff Room to enable 2 metre social distancing 	2	8	

use of Staff facilities					<ul style="list-style-type: none"> • Staff will use department group rooms or empty room for PPA /non-contact lessons. Staff must maintain social distancing • Use of signs to inform of hand washing prior to entering/using facilities. • Crockery and cutlery will be removed to avoid sharing • Reusable sponges will be removed • 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 • Office will be accessed by limited staff and SLT only, including kitchen area, as it is a confined space. Masks must be worn by staff who do not work in the Main Office • Copying and printing should be emailed to printing@cdcollege.uk 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 			
Failure to wear face coverings and inappropriate use	Pupils/staff	Reduced infection control which may result in spread of infectious diseases	4	4	16 <ul style="list-style-type: none"> • The wearing of face masks is-recommended for staff and pupils in communal areas and classrooms and during activities unless social distancing can be maintained at the College. Exception may be made during PE lessons. • Pupils and staff who are exempt from wearing face masks will be provided with and must wear an exemption badge. Parents/carers notified of this by letter • Face coverings do not need to be worn by pupils when outdoors on the premises. • Face coverings are mandatory on school buses • Staff/pupils travelling on public transport are expected to wear face coverings as directed by the Government • Pupils hands have been sanitised on entry • Pupils and staff are expected to provide their own face masks • A store of face masks/shields will be available to First Aid Team/SLT if needing to deal with pupils/ staff showing symptoms • The College has a small contingency of face masks for anybody who is struggling to access a face covering or is unable to use their face covering due to having forgotten it or having become soiled • Staff will be provided with one face shield for lessons • Staff and pupils advised to bring a spare face covering to wear if their face covering becomes damp during the day • Signage displayed of correct use of face masks 	2	8	Posters will be displayed in pupil and staff toilets advising how to wear masks correctly

Contact between individuals and social distancing not being carried out within the classroom	Pupils/Staff	Reduced infection control which may result in spread of contagious diseases.	4	4	16	<ul style="list-style-type: none"> • Pupils will be located in year group 'zones' • All lessons will take place within these zones with a few exceptions including outdoor PE • Staff will move between classes avoiding contact with pupils and staff in the corridor. Where possible they should keep their distance from pupils and other staff as much as possible and ideally 2 metres from other adults. • Pupils' movement will be limited to moving within a suite of rooms within the zone. The majority of KS3 lessons will be taught from the same room to minimize movement and mixing. • Each 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. Seating plans are uploaded to Go4Schools as a record of close contact that takes places between pupils in that classroom • Pupils' desks will face the front of the classroom. Risks will be minimised where this is not possible • Staff will have 2m space at the front of the room. Risks will be minimised where this is not possible • Classrooms will be ventilated by open windows • Unnecessary furniture is moved to the side or out of the classrooms to make more space • 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 • 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 should wear face coverings. • The timetable and selection of classroom or other learning environment has been considered to reduce movement around the building • External entrances to classrooms will be used • Staff can issue resources. They may re-use resources within the same zone but not across zones, without a decontamination period (48 hours) 	2	8	Seatings plans must be adhered to and cannot be changed with SLT approval.
Contact Between Individuals Not Minimised and Social	Pupils/ Staff	Reduced infection control which may result in spread of contagious diseases.	4	2	8	<ul style="list-style-type: none"> • Break times to be staggered so that all pupils are not moving around the College at the same time • Year groups to be separated across the site • Large gatherings such as assemblies or collective worship with more than one group will not take place 	1	4	

Distancing Measures Not Followed Break arrangements						<ul style="list-style-type: none"> Pupils will exit from their zones into the outdoor space nearest to them Staff on duty to prevent pupils gathering inside, unsupervised Outside space is divided into zones. Pupils will not mix with other year groups 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. Masks must be worn when not eating 			
Contact Between Individuals Not Minimised and Social Distancing Measures Not Followed Lunch arrangements	Pupils/ Staff	Reduced infection control which may result in spread of contagious diseases.	4	2	8	<p>Dry</p> <ul style="list-style-type: none"> Lunchtimes for the different years groups will be staggered Appropriate social distancing activities can be played Pupils will eat packed lunch outside Pupils will exit from fire door of classrooms where possible Hand sanitiser / hand washing facilities are available on re-entry Hand washing and toilet visits will be allowed during lunchtime. Year/zone queues will be allowed 'Grab and Go' food will be served from the Canteen. There will be no seating indoors and pupils will be encouraged to eat outside Vulnerable and FSM pupils will be checked they access a hot meal <p>Wet</p> <ul style="list-style-type: none"> Pupils will remain in allocated room Pupils may eat food in classroom. Any mess must be cleared up Masks must be worn when not eating Duties to align with Zone. Year zones will be called into lunch one at a time. The Canteen area will be cleaned between each year sitting 	1	4	
Inadequate toilet and washing facilities	Pupils/ Staff	Reduced infection control which may result in spread of contagious diseases	4	3	12	<ul style="list-style-type: none"> 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 Posters will be displayed in pupil and staff toilets advising how to wash hands effectively Sufficient amounts of soap, washing liquids and hand sanitiser will be available to staff and pupils Doors will be held open where appropriate Extra sanitising units placed around the site Toilets will be ventilated as much as possible whilst the building is occupied 	1	4	

						<ul style="list-style-type: none"> All pupils will be allowed to go to the toilet on request, including during lessons. Staff to only release one pupil at a time Specific toilets will be allocated to zones 		
Pupil wellbeing	Pupils	Anxiety and mental health issues	3	3	9	<ul style="list-style-type: none"> Adults will be available at all times to provide support. This will be at a social distance/in a separate classroom/available room Those pupils whose doctors have confirmed they are still Clinically Extremely Vulnerable are not to attend education whilst the national restrictions are in place. The College will make appropriate arrangements to enable them to continue their education at home. 	2	6
Staff wellbeing	Staff	Anxiety and mental health issues	3	2	6	<ul style="list-style-type: none"> The requirements of BAME staff and visitors will be considered and their needs discussed with them The College will follow current Government Guidance to advise staff who have been identified as Clinically Extremely Vulnerable through NHS as to whether they should attend the College The College will follow current Government Guidance to advise staff and pupils who have been identified as Staff Clinically Vulnerable (to include pregnant women) or have underlying health conditions but are not clinically extremely vulnerable, as to whether they should attend the College People who live with those who are clinically extremely vulnerable or clinically vulnerable can and do attend the workplace. Staff should discuss any concerns or queries they have with their Line Manager or the Principal Staff will be encouraged to wash hands regularly for at least 20 seconds and to catch coughs/sneezes in a tissue and wash hands again Staff to maintain the 2 m distance from other staff and pupils rule wherever possible. At least one member of SLT will be present to manage any situation SLT will communicate to staff the current situation on a regular basis Peer support for staff, employee healthcare and head teacher wellbeing service will be available Staff to immediately inform SLT if unwell, or if any symptoms are shown Where staff have agreed to take on additional duties and responsibilities, there will be support for them in their new roles 	1	3

						<ul style="list-style-type: none"> Guidance will be followed as to the layout of office and communal areas to ensure social distancing <p>Marking pupils' work</p> <ul style="list-style-type: none"> Regular assessed pieces to be submitted on line, through Satchel One 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 Classwork can be self marked by pupils and will not always be marked by teachers 			
Inadequate ventilation	Pupils/Staff	This could lead to persons involved in becoming infected with COVID-19 through contact with fomites and through aerosol transmission	4	3	12	<ul style="list-style-type: none"> Occupied spaces must always be well ventilated and a comfortable teaching environment maintained mechanical ventilation systems – these should be adjusted to increase the ventilation rate wherever possible, and checked to confirm that normal operation meets current guidance (if possible, systems should be adjusted to full fresh air or, if not, then systems should be operated as normal as long as they are within a single room and supplemented by an outdoor air supply) natural ventilation – if necessary external opening doors may also be used provided this doesn't compromise safeguarding measures Where possible, occupied room windows should be open Toilet ventilation in operation as much as possible while building is occupied Prop doors open, where safe to do so (bearing in mind fire safety and safeguarding), to limit use of door handles and assist with creating a throughput of air Fire doors must not be propped open unless they have a self-closing hold open device fitted. Fire doors are labelled. natural ventilation – opening windows (in cooler weather windows should be opened just enough to provide constant background ventilation, and opened more fully during breaks to purge the air in the space) Consideration given to opening high level windows in preference to low level to reduce draughts Consideration given to only opening every other window instead of all windows when the heating is activated The College offers flexibility to allow additional, suitable indoor clothing 	2	8	

						<ul style="list-style-type: none"> When heating is activated and windows are on trickle vent, consideration is given to employing desk fans to move any stagnant pockets of air 		
Deliveries	Staff/Pupils	Introducing disease into the College from outside	4	3	12	<ul style="list-style-type: none"> Orders made only for essential items Any essential deliveries will be dropped outside the door, where possible 	2	8
Contractors	Staff/pupils/parents/ carers/ visitors	Reduced infection control which may result in spread of contagious diseases.	4	3	12	<ul style="list-style-type: none"> Contractors must make pre-arranged appointments or they will not be allowed on site Any documentation required to be sent/received prior to the contractor arriving on site Safe systems of work/Risk assessment, which include COVID19 control measures, will be requested, received and agreed by the College before work commences Any visits will be arranged outside of College hours, if at all possible. Records of Contractors' details will be kept for 21 days to assist with track and trace if necessary Maintenance will be kept to a minimum, where possible 	2	8
Carrying out daily building maintenance	Staff/Pupils	Reduced infection control which may result in spread of contagious diseases.	4	2	8	<ul style="list-style-type: none"> General maintenance will be carried out in areas of the College in which there are no staff and pupils Staff will be informed of any maintenance being carried out in communal areas, toilets, etc., and the area cordoned off Social distancing will be maintained throughout working procedures 	1	4
Inadequate cleaning/ sanitising	Staff/Pupils	Spread of disease	4	3	12	<ul style="list-style-type: none"> Additional cleaning of touch points e.g. door handles, keypads, toilets etc during the day, has been arranged A record of each cleaning/disinfecting activity will be recorded Hand towels and hand wash will be checked and replaced as needed by the Premises Officer and cleaning staff Only cleaning products supplied by the College are to be used. Staff will be told not to bring cleaning products from home Contract cleaners to clean the College each night 	2	8

Risk Assessor's Name	Fiona Goodge	Date Conducted	28/2/21
Authorised	Julie Sheppard	Signed	

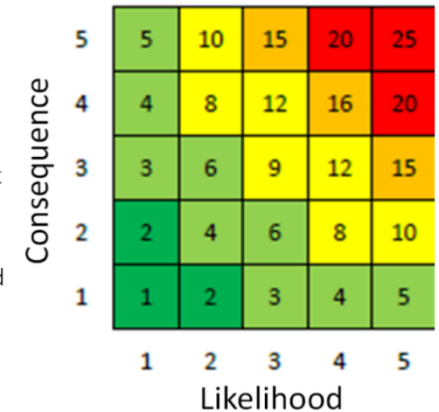
Risk rating calculator

Likelihood that the hazardous event will occur:		Consequence of the hazardous event should it occur:	
1	Very unlikely	1	Insignificant – no injury
2	Unlikely	2	Minor – Minor injuries requiring first aid
3	Fairly likely	3	Moderate – Up to three days absence
4	Likely	4	Major – More than seven days absence
5	Very likely	5	Catastrophic - Death

Action level table

Risk rating:	Action:
20-25	STOP – Stop activity and take immediate action
15-16	URGENT ACTION – Take immediate action and stop activity if necessary, maintain existing controls rigorously
8-12	ACTION – Improve within specified timescales
3-6	MONITOR – Look to improve at the next review or if there is a significant change
1-2	NO ACTION – No further action but ensure controls are maintained and reviewed

- 20 – 25 stop activity and take immediate action
- 15 – 16 take urgent action and stop if necessary, maintain existing controls rigorously
- 8 – 12 take action and improve within specified timescales
- 3 – 6 monitor and look to improve at the next review or if there is a significant change
- 1 – 2 no further action but ensure controls are maintained and reviewed



https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/964351/Schools_coronavirus_operational_guidance.pdf

<https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19>

<https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection>

<https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers>