

# CASTLE DONINGTON COLLEGE

## COVID-19 Risk Management Plan

### Full Opening August 2021

Site Address/Location:

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

This RMP is based on the latest Government guidance issued 17<sup>th</sup> August 2021 which can be found at <https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/schools-covid-19-operational-guidance#stepping>

Hazard	Who might be harmed and how	Effective control measures / procedure	Possible further control actions
Fire/ Emergency Evacuation/ Lockdown	Staff / Pupils Death / serious injury	<ul style="list-style-type: none"> <li>• Fire evacuation plan and procedure signage.</li> <li>• Periodic fire evacuation drill.</li> <li>• External fire risk inspections.</li> <li>• Staff and pupils to follow College Procedures in event of an emergency alarm activation.</li> </ul>	Pupil information and reminders through assembly and tutor time activities
Fire/Emergency Evacuation/ Lockdown	Visitors Death / serious injury	<ul style="list-style-type: none"> <li>• Fire evacuation plan and procedure signage.</li> <li>• Visitors are made aware of the emergency evacuation/Lockdown procedures.</li> <li>• External fire risk inspections.</li> </ul>	
First Aid/ Administration of Medication	Pupils	<ul style="list-style-type: none"> <li>• First aiders to follow guidance from HSE and St John Ambulance.</li> <li>• If a pupil requires first aid or to take medication, staff should send the pupil to Reception. Staff should email Reception on <a href="mailto:reception@cdcollege.uk">reception@cdcollege.uk</a> and notify them that the pupil has been sent down.</li> <li>• If the pupil is well enough to be sent back to class, Reception will email staff and note the time they were sent back.</li> <li>• The College will have at least one first aid trained person on site each day.</li> <li>• Pupils to self administer medication/first aid wherever possible i.e. sterile wipes and dressings.</li> <li>• The College may utilise non-contact infrared thermometer scanning if a pupil becomes unwell.</li> <li>• Pupils' medication is to be stored as per usual procedures but pupil to self-administer in Reception.</li> </ul>	Administering Medicines Policy to be followed.
First Aid/ Administration of Medication	Staff	<ul style="list-style-type: none"> <li>• If a member of staff requires first aid, they should report a member of SLT.</li> <li>• First aiders to follow guidance from HSE and St John Ambulance.</li> <li>• The College will have at least one first aid trained person on site each day.</li> <li>• The College may utilise non-contact infrared thermometer scanning if a member of staff becomes unwell.</li> </ul>	

Transmission of the viruses within the College	<p>Staff/pupils/Visitors</p> <p>This could lead to persons involved in becoming infected</p>	<ul style="list-style-type: none"> <li>• Pupils should be 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.</li> <li>• Tissues and bins should be available in each room.</li> <li>• Cleaning products are available to all staff.</li> <li>• All spaces should be well ventilated using natural ventilation (opening windows).</li> <li>• Staff should clean work area including phones, keyboards and mouse when entering / exiting a room/office.</li> <li>• Pupils and staff are supplied with LFD tests and encouraged to test twice weekly. (See risk assessment for LFD testing at home by pupils.)</li> <li>• Anybody contacted by NHS Test &amp; Trace and told to self-isolate because they have been a close contact of a positive case, has a legal obligation to do so.</li> <li>• Pupils, staff and other adults must not come in to school if: <ul style="list-style-type: none"> <li>○ They have one or more COVID-19 symptoms</li> <li>○ They are required to quarantine due to travel</li> <li>○ They had a positive test</li> </ul> </li> <li>• If a pupil or member of staff develops Covid-19 symptoms, or have a positive LFD test, they should be sent home and follow Government guidance.</li> <li>• Pupils will have access to handwashing facilities or sanitiser throughout the day.</li> <li>• 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.</li> <li>• The College will complete a risk assessment for any critically extremely vulnerable (CEV) and critically vulnerable staff including pregnant women.</li> </ul>	
Transmission of the virus travelling to College	<p>Pupils/staff</p> <p>This could lead to persons involved in becoming infected</p>	<ul style="list-style-type: none"> <li>• Pupils/staff should continue to wear face coverings in enclosed and crowded spaces where you may come into contact with people you don’t normally meet. This includes public transport and dedicated transport to College.</li> <li>• Pupils will be instructed to arrive at the College for when the gates are open and not to congregate in the carpark. Pupils will enter and exit the College through designated gates.</li> </ul>	Information on website /letters to parents of pupils travelling on buses.
Transmission of the virus within the College Visitors to outer Reception area	<p>Pupils/staff/visitors</p> <p>Introducing virus into the College from outside.</p> <p>This could lead to persons involved becoming infected.</p>	<ul style="list-style-type: none"> <li>• Visitors should 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 should 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 throughout the area.</li> <li>• Visitors must make pre-arranged appointments or they will not be allowed on site.</li> <li>• Reception must be notified in advance of any visitors attending site.</li> <li>• Specialists, therapists, clinicians and other support staff for pupils with SEND provide interventions as usual.</li> </ul>	

		<ul style="list-style-type: none"> <li>• The College will engage with local immunisation providers to provide immunisation programmes on site, ensuring these are delivered.</li> <li>• Records of visitor's details will be kept for 21 days to assist with NHS Test &amp; Trace if necessary. This includes name, date of visit, telephone number and home postcode.</li> <li>• All visitors must be asked if they have any COVID-19 symptoms, before they are allowed access.</li> </ul>	
Caring for an unwell pupil	Pupil/ Staff Spread of infection	<ul style="list-style-type: none"> <li>• If a pupil becomes unwell, staff should send the pupil to Reception.</li> <li>• Staff should email Reception <a href="mailto:reception@cdcollege.uk">reception@cdcollege.uk</a> 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.</li> <li>• If a member of staff becomes unwell they should report to a member of SLT.</li> </ul> <p>Actions if a pupil/ member of staff is unwell with symptoms of coronavirus:</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. 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</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 Government guidance</li> <li>• 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</li> <li>• 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</li> <li>• In an emergency, call 999</li> </ul>	
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.	<ul style="list-style-type: none"> <li>• Close contacts will now be identified via NHS Test and Trace and the College will no longer be expected to undertake contact tracing.</li> <li>• As with positive cases in any other setting, NHS Test and Trace will work with the positive case and/or their parent to identify close contacts. Contacts from the College will only be traced by NHS Test and Trace where the positive case and/or their parent specifically identifies the individual as being a close contact. This is likely to be a small number of individuals who would be most at risk of contracting COVID-19 due to the nature of the close contact. The College may be contacted in exceptional cases to help with identifying close contacts, as currently happens in managing other infectious diseases.</li> <li>• Individuals are not required to self-isolate if they live in the same household as someone with COVID-19, or are a close contact of someone with COVID-19, and any of the following apply: <ul style="list-style-type: none"> <li>○ they are fully vaccinated</li> <li>○ they are below the age of 18 years and 6 months</li> <li>○ they have taken part in or are currently part of an approved COVID-19 vaccine trial</li> </ul> </li> </ul>	

		<ul style="list-style-type: none"> <li>○ they are not able to get vaccinated for medical reasons</li> <li>● Instead, they will be contacted by NHS Test and Trace, informed they have been in close contact with a positive case and advised to take a PCR test. All individuals are encouraged to take a PCR test if advised to do so.</li> <li>● Staff who do not need to isolate, and children and young people aged under 18 years 6 months who usually attend school, and have been identified as a close contact, should continue to attend College as normal. They do not need to wear a face covering within the College, but it is expected and recommended that these are worn when travelling on public or dedicated transport.</li> <li>● The College will continue to have a role in working with health protection teams in the case of a local outbreak. If there is a substantial increase in the number of positive cases in the College or if central government offers the area an enhanced response package, a director of public health might advise a setting to temporarily reintroduce some control measures.</li> <li>● Any absence from College should be reported through normal systems and must be reported as COVID related.</li> </ul>	
Shared resources/ equipment/ uniform	<p>Pupils</p> <p>Reduced infection control which may result in spread of infectious diseases</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 for personal use.</li> <li>● Pupils to bring their own filled water bottles from home.</li> <li>● Resources that are shared between classes should 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.</li> <li>● Pupils to follow seating plan set by class teacher.</li> <li>● Use of text books should be reduced to a minimum.</li> </ul>	
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 an area to achieve social distancing will be considered and notices displayed informing of the numbers recommended in each area. Social distancing will be encouraged throughout the College.</li> <li>● Staff will use department staff rooms or empty rooms for PPA /non-contact lessons. Staff are encouraged to 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>● The Main Office will be accessed by limited staff and SLT only, including kitchen area, as it is a confined space.</li> <li>● It is advised that social distancing is maintained between staff and pupils, where this is possible.</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.</li> </ul>	

		<ul style="list-style-type: none"> <li>No pupil/adult is to be sent to the Main Office for copying to be done</li> </ul>	
Failure to wear face coverings and inappropriate use	<p>Pupils/staff</p> <p>Reduced infection control which may result in spread of infectious diseases</p>	<ul style="list-style-type: none"> <li>Latest guidance does not require face coverings to be worn in College for pupils or staff, however it is encouraged and all members of the College are permitted to wear face coverings.</li> <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>Pupils hands to be sanitised on entry.</li> <li>Pupils and staff are expected to provide their own face masks.</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>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.</li> <li>Signage displayed of correct use of face masks</li> </ul>	
Contact between individuals and 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' desks will be positioned to ensure risks will be minimised.</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> <li>Unnecessary furniture is moved to the side or out of the classrooms to make more space</li> <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>External entrances to classrooms may be used</li> <li>Seating plans must be published for all classes on Go4schools and be up to date, followed and cannot be changed without SLT/HOY approval.</li> </ul>	
Contact Between Individuals Not Minimised and Social Distancing Measures Not Followed Break arrangements	<p>Pupils/ Staff</p> <p>Reduced infection control which may result in spread of contagious diseases.</p>	<ul style="list-style-type: none"> <li>Staff on duty to prevent pupils gathering inside, unsupervised</li> <li>When there is a wet break pupils, will remain in their tutor rooms. Staff to supervise.</li> </ul>	
Contact Between Individuals Not Minimised and	<p>Pupils/ Staff</p> <p>Reduced infection control which may result in</p>	<p>Dry</p> <ul style="list-style-type: none"> <li>Pupils may eat packed lunch outside.</li> <li>Pupils may exit from fire door of classrooms where possible.</li> <li>Hand sanitiser / hand washing facilities are available on re-entry.</li> </ul>	

Social Distancing Measures Not Followed Lunch arrangements	spread of contagious diseases.	<ul style="list-style-type: none"> <li>Hand washing and toilet visits will be allowed during lunchtime.</li> <li>'Grab and Go' food will be served from the Canteen.</li> <li>Vulnerable and FSM pupils will be checked they access a hot meal.</li> </ul> <p>Wet</p> <ul style="list-style-type: none"> <li>Pupils will remain in tutor rooms.</li> <li>Pupils may eat food in classroom. Any mess must be cleared up.</li> </ul>	
Inadequate toilet and washing facilities	Pupils/ Staff Reduced infection control which may result in spread of contagious diseases	<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 for ventilation.</li> <li>Extra sanitising units are placed around the site.</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> </ul>	
Pupil wellbeing	Pupils Anxiety and mental health issues	<ul style="list-style-type: none"> <li>Adults will be available at all times to provide support.</li> <li>For pupils whose doctors have confirmed they are still Clinically Extremely Vulnerable, the College will make appropriate arrangements to enable them to continue their education.</li> </ul>	
Staff wellbeing	Staff Anxiety and mental health issues	<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>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.</li> <li>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.</li> <li>People who live with those who are clinically extremely vulnerable or clinically vulnerable can and do attend the workplace.</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 and to catch coughs/sneezes in a tissue and wash hands again.</li> <li>Staff to requested to maintain the 2 m distance from other staff and pupils, wherever possible.</li> <li>SLT will communicate to staff the current situation on a regular basis.</li> <li>Peer support for staff, employee healthcare and Principal wellbeing service will be available.</li> <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 encourage social distancing.</li> </ul>	

<p>Inadequate ventilation</p>	<p>Pupils/Staff</p> <p>This could lead to persons involved in becoming infected with COVID-19 through contact with fomites and through aerosol transmission</p>	<ul style="list-style-type: none"> <li>• Occupied spaces must always be well ventilated and a comfortable teaching environment maintained.</li> <li>• 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)</li> <li>• natural ventilation – if necessary external opening doors may also be used provided this doesn't compromise safeguarding measures</li> <li>• Where possible, occupied room windows should be open.</li> <li>• Toilet ventilation in operation as much as possible while building is occupied.</li> <li>• 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.</li> <li>• Fire doors must not be propped open unless they have a self-closing hold open device fitted. Fire doors are labelled.</li> <li>• 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)</li> <li>• Consideration given to opening high level windows in preference to low level to reduce draughts.</li> <li>• Consideration given to only opening every other window instead of all windows when the heating is activated.</li> <li>• The College offers flexibility to allow additional, suitable indoor clothing.</li> <li>• When heating is activated and windows are on trickle vent, consideration is given to employing desk fans to move any stagnant pockets of air.</li> <li>• When available from the Government, CO2 monitors will be used around the College to detect any areas that require more ventilation.</li> </ul>	
<p>Contractors</p>	<p>Staff/pupils/ parents/ carers/ visitors</p> <p>Reduced infection control which may result in spread of contagious diseases.</p>	<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>• Contractors will be encouraged to remain socially distanced from staff and pupils.</li> </ul>	
<p>Carrying out daily building maintenance</p>	<p>Staff/Pupils</p> <p>Reduced infection control which may result in spread of contagious diseases.</p>	<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 cordoned off.</li> <li>• Social distancing will be maintained throughout working procedures.</li> </ul>	

Inadequate cleaning/sanitising	Staff/Pupils Spread of disease	<ul style="list-style-type: none"> <li>Additional cleaning of touch points e.g. door handles, keypads, toilets etc during the day, has been 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>	
Transmission of the virus within the College due to travelling abroad.	Staff/Pupils Spread of disease	<p>Holidays during term time are not generally allowed and the pupil will receive a mark of unauthorised absence. Any exception to this will have to be arranged with the College and parents/carers must follow Government guidance.</p> <ul style="list-style-type: none"> <li><a href="https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers">https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers</a></li> </ul>	
Outbreak Management Plan	Staff/Pupils Spread of disease	<ul style="list-style-type: none"> <li>The contingency framework describes the principles of managing local outbreaks of COVID-19 in education and childcare settings. Local authorities, directors of public health (DsPH) and PHE health protection teams (HPTs) can recommend measures described in the contingency framework in individual education and childcare settings – or a small cluster of settings – as part of their outbreak management responsibilities. <a href="https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/1011704/20210817_Contingency_Framework_FINAL.pdf">https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/1011704/20210817_Contingency_Framework_FINAL.pdf</a></li> </ul>	It may be necessary to revert back to tighter restrictions, in the event of a local outbreak.

A close contact can be anyone who: lives in the same household as someone with COVID-19 symptoms or who has tested positive for COVID-19 has had any of the following

Risk Assessor's Name	Jez Barnard	Date Conducted	23/8/21
Authorised	Julie Sheppard	Signed	

types of contact with someone who has tested positive for COVID-19 with either a PCR test or LFD test (if a confirmatory PCR test is negative, provided it was taken within two days of the positive LFD, it overrides the lateral flow test and close contacts can stop selfisolating):

- face-to-face contact including being coughed on or having a face-to-face conversation within 1 metre
- been within 1 metre for 1 minute or longer without face-to-face contact
- been within 2 metres of someone for more than 15 minutes (either as a one-off contact or added up together over 1 day)
- travelled in the same vehicle or a plane

[https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/schools-covid-19-operational-guidance?utm\\_source=18%20August%202021%20C19&utm\\_medium=Daily%20Email%20C19&utm\\_campaign=DfE%20C19](https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/schools-covid-19-operational-guidance?utm_source=18%20August%202021%20C19&utm_medium=Daily%20Email%20C19&utm_campaign=DfE%20C19)

<https://www.hse.gov.uk/coronavirus/first-aid-and-medicals/first-aid-certificate-coronavirus.htm>

<https://www.sja.org.uk/get-advice/first-aid-advice/covid-19-advice-for-first-aiders/>