

Significant Findings of Risk Assessment

Site / Premises: The City of Leicester College	Assessment Carried Out By: KDV, SDW, AEK	Assessment Serial Number: 001 – 26/08/20		
Department:	Name: Ken Vernon, Shaun Whiting and Alison Keen	Date Carried Out or Reviewed	Date for Next Review	Reviewed By (Name)
Encouraged Activity / Process: School activities during COVID 19 outbreak - For the return to School in September 2020 <ul style="list-style-type: none"> • During this evolving situation please monitor and follow government guidance given in the web links provided • All normal working practices should be assumed to continue unless they need to be changed for the duration. 	Signature:	11/08/20	21/08/20	
	Responsible Manager / Team Leader, etc	21/08/20	28/08/20	KDV, SDW, AEK
	Name: Ken Vernon	28/08/20	04/09/20	KDV, SDW, AEK
	Signature:	04/09/20	18/09/20	KDV, SDW, AEK
		18/09/20	02/10/20	KDV, SDW
		01/10/20	16/10/20	KDV, SDW
		06/10/20	20/11/20	KDV, SDW, AEK
		20/11/20	4/12/2020	

Risk Rating.

The Risk Rating process is provided for guidance only. It is the risk assessors' evaluation of the risks that is important, and this may differ from the result indicated by the risk rating matrix. Even after taking the risk rating into consideration employers still have a duty to ensure that sufficient and adequate control measures are in place to ensure that any remaining risks are kept as low as is reasonably practicable.

General Principles of Control	There is no 'one size fits all' off-the-shelf suite of control measures to suit every school or circumstance. The control measures are based upon the principles of, <ul style="list-style-type: none"> • Avoiding contact with those who have symptoms. • Frequent hand cleaning & good Respiratory hygiene practices. • Regular Cleaning of settings. • Minimising contact & mixing (with a strong focus on group/class separation). Even where these principles cannot be adopted in full, even a partial adoption of them would be beneficial in reducing the risk. It should also be remembered that more than one of the principles can be adopted simultaneously.		The wearing of respiratory protection (face coverings) in Schools is NOW expected to be a routine control measure where no specific risk has been identified. However, the School will support any individual who chooses to wear one. Appropriate respiratory protective equipment/face masks are to be considered where effective separation cannot be maintained if dealing with a suspect case; This would normally be to the standard of a Fluid Resistant Surgical Mask. However, if dealing with a child with complex medical needs where aerosol generating procedures are performed an FFP3 standard face mask should be worn, for which face fit testing (FFT) must be completed beforehand. Other appropriate PPE may also be required – refer to latest government guidance					
What are the Hazards? (What can go wrong)	Who might be Harmed & How?	Existing Control Measures (What are you already doing to manage the hazards/risks?)	Risk Rating with controls in place		Additional Controls Required (Where the existing controls are insufficient to reduce the risk to an acceptable level) Use the scoring table below to assist in planning actions.	Action By Who?	Action By When?	Additional Action Completed (Initials)
			Likelihood	Impact / Severity				

<p>Catching or Spreading COVID 19</p>	<p>Staff, Pupils, Visitors</p>	<p>Welfare facilities are provided at entrances to the building, to provide hand sanitiser and hand washing facilities. Every classroom will have a hand sanitiser dispenser and large dispensers available in open work areas. Soap and hand towels available in student and staff toilets.</p> <p>Two metre stickers provided throughout the building and a 2m area marked out within each teaching area. Staff are reminded to maintain social distancing (2m separation where practicable) and maximum practical distance should be maintained between post-16 students. Staff advised to not work in staff work areas and use the IWA areas or empty classrooms instead.</p> <p>All persons to wash hands with soap regularly and thoroughly, for at least 20 seconds. Hands should then be dried using disposable towels etc. which should be disposed of into the bins provided.</p> <p>Tissues will be provided for employees and SEN students, along with pedal bins for their disposal. All persons should use a tissue when coughing or sneezing and then place the used tissue in the bin before washing/sanitising their hands. If a tissue is not available coughing or sneezing into the crook of the elbow, with washing hands afterwards is an acceptable alternative.</p> <p>Contact with personnel suspected of having caught COVID-19 will be avoided by reminding staff and students (and their parents) to not to come to school if they are suffering symptoms and to proactively seek a test. Staff will be on gates in the morning to visually check students in case of any visible symptoms. Students or staff who develop symptoms throughout the day will be taken to an isolation room until such time that they can leave site. Spare rooms will be identified for use while rooms that are cleaned.</p> <p>All persons are reminded to not touch their eyes, nose or mouth if their hands are not clean.</p> <p>All individuals to be reminded to follow good respiratory hygiene and skin cleaning hygiene measures at all times. This to be reinforced by posters around the building.</p> <p>Should persons disclose if personnel living with them are self-isolating, they should do the same for 14 days as per Government guidance.</p>	<p>2</p>	<p>1-5 3 on avg.</p>	<p>6</p>				
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Frequent hand washing/sanitising to be carried out by all persons throughout the day, including before & after eating, after sneezing & coughing or using tissues. After washing, hands should then be dried using disposable towels etc. which should be disposed of into the pedal bins provided.

For students regular hand washing / sanitising would include washing / sanitising their hands, on arrival, after breaks, before & after lunch, after using the toilet and when changing rooms.

Clear signage and information is to be displayed reminding all persons of social distancing, hygiene and hand washing requirements.

Staff who are living with a person in the Clinically Extremely Vulnerable group (but who are not ill themselves) are expected to work on site and it is their responsibility to follow the stringent COVID 19 control measures agreed in their risk assessment. Students are also permitted to enter the building unless there are reasons why individuals may not be able to understand or follow the COVID 19 control measures.

Parents, contractors, etc, that do need to come to site are to be informed of the COVID 19 safety precautions of the School (Based upon Government Guidance and this risk assessment) when they arrive.

Staff will be regularly reminded about the training covered during the training week to used remote learning software to record their lessons for when students require remote learning, whether this be for individuals or for full closures. This training will be the start of having a robust response to having to move to Tier 2, Tier 3 or Tier 4 opening to ensure all students have access to in class and remote learning. Training sessions for blended delivery and the use of XP pens have taken place and all staff invited.

This risk assessment to be placed onto BlueSky along with safe working systems before returning to work. Staff to indicate on BlueSky that they have read the information. The training days to be used to share safe working practices in more detail. Staff to sign to say they have read and will comply.

CLT are to review working practices and discuss safety regularly at meetings, to seek improvements in adherence or effectiveness.

Student and staff details such as classes, groups, visitors and the people who have been in close contact (e.g. Meetings), will be available to be provided to the Local Public Health Team if required.

Employee support services (Occupational Health Service / Amica etc) are available to discuss any concerns employees may have directly related to their health, and to provide appropriate support. The full range of support available is identified in the amended Schools Wellbeing policy.

Line Managers to keep in regular contact with and monitor the wellbeing of Staff not currently working on the site.

From the 5th November face coverings are to be worn by all pupils of Year 7 & above and adults in corridors and communal areas where social distancing is difficult to maintain (with the standard exceptions for disabilities / breathing difficulties / lip reading etc applying). A small stock of spare face coverings will held to support this measure. There is no change to our processes here as we have been expected to do this since 1st September in Leicester.

Clinically Extremely Vulnerable (CEV) & Clinically Vulnerable (CV) Staff From 6th November it is envisaged by the Local Authority and the Government that CV Staff are able to remain in, provided following an updated individual risk assessment. The school will, ensure plans are re-assessed based on emerging government guidance and advice from the local Public Health Dept. Current agreements will be honoured and future agreements will reflect the changing picture of cases and guidance. CEV staff will have to work from home if they receive an email, letter or text message stating that they must do so.

CEV Children will need to access remote education if they are instructed to do so by a medical practitioner.

Although persons from the Black, Asian & Minority Ethnic (BAME) community, or those who possess other recognised high risk factors (for example older staff members), are not officially categorised within the Clinically Vulnerable Group all individual risk assessments will identify risk factors and potential risk mitigation solutions for these staff.

		<p>An individual risk assessment will be carried out for any person who considers that the control measures in place are insufficient for their personal circumstances.</p> <p>Individual risk assessments will also be carried out to determine the safety measures for those working with pupils who spit uncontrollably or use saliva as a sensory stimulant.</p>						
<p>Suspected case whilst on site or Positive Viral test result</p>	<p>Staff, Pupils, Visitors</p>	<p>When a person develops symptoms compatible with COVID 19 they will be sent home and isolate for 10 days. Their fellow household members should self-isolate for 14 days.</p> <p>All staff and students attending the school should seek or be given access to a viral test <u>if they display COVID 19 symptoms</u>, and are required to undertake the test in this scenario.</p> <p>The school holds a very small stock of self-testing kits that are available for use by parents where it is considered that this would increase the likelihood of the test being taken.</p> <p>Parents and Staff are requested to immediately inform the school of COVID 19 viral test results.</p> <p>Where a person tests negative for COVID 19 they can return to school, and their fellow household members can end their self-isolation.</p> <p>Where a person tests positive for COVID 19 they should go home and self-isolate for 10 days (or longer if the high temperature symptom continues).</p> <p>Where positive Covid 19 viral test results are notified from pupils, parents or staff the school will inform the Local Public Health Team, who will carry out an assessment to identify close contacts and determine who should self-isolate.</p> <p>When notified of a positive test result, the rest of that individual's class, bubble or group and any Staff members or close contacts should be sent home and advised to self-isolate for 14 days. (The other household members of that wider class or group do not need to self-isolate unless that person within that group or class subsequently develops COVID 19 symptoms).</p> <p>As part of the NHS Test & Trace programme, if other cases are detected within the school, Public Health England's Local</p>	2	1-5 3 on avg.	6			

Health Protection Teams will conduct a rapid investigation and will advise the school on the most appropriate action to take.

If a person receives a positive viral test result for COVID 19 or displays symptoms - A high temperature, a persistent cough, or a loss or change to the sense of taste or smell they should:

- Notify the Headteacher via the covid19@cityleicester.leicester.sch.uk email address immediately.
- Avoid touching anything.
- Go home as soon as possible.
- All other persons are to maintain a safe distance from affected individual.
- If they need to cough or sneeze this should be into a tissue which is then put into a bin, or if they do not have tissues, cough and sneeze into the crook of their elbow.
- Areas occupied and equipment used by the affected person are to be thoroughly cleaned and disinfected, with the waste materials stored securely, double bagged, for 72 hours before disposal.
- They must then follow the guidance on self-isolation and not return to school until their period of self-isolation has been completed.
- A note of all persons who the affected person has been in contact with is to be made, and these are to be monitored for symptoms throughout the following two weeks.

Where persons have been in contact with someone who has been taken unwell with COVID 19 symptoms they do not need to go home to self-isolate unless they develop symptoms themselves or unless the affected person later tests positive and they were in contact with them within 48hrs of the symptoms first being displayed. They should wash their hands thoroughly after the contact. Hands should then be dried using disposable towels, hand towels, or hand driers, etc, which should be disposed of into the bins provided.

		<p>If a pupil with COVID 19 symptoms needs to remain at School until collected they will be located in the café which is well ventilated and away from other students but close to dedicated toilet facilities if required. If the weather permits it, students may also be held in the outdoor amphitheatre or the front of the building if there are supervising staff available.</p> <p>Staff should keep 2m away from the pupil where possible. If a member of Staff needs to attend to the pupil by physical contact, PPE appropriate to the level of contact should be worn (Gloves, apron, face mask & eye protection as necessary). The toilet, room used, and any PPE used will be cleaned and disinfected after use. Arrangements should be made for the parent etc to collect the child, and only under exceptional circumstances is school transport to be used to return the child home.</p> <p>If two or more cases are confirmed within 14 days, or if there is an overall rise in sickness absence where COVID-19 is suspected, the school will work with the Local Health Protection Team who will advise if additional action is required.</p>						
Travel off site	Staff, Pupils	<p>Travel is only required for essential purposes and should be minimised at all times.</p> <p>When on foot – staff should remain 2m clearance from other persons, or if this is not possible, then 1m apart with additional precautions i.e. wearing face masks, staying side by side, minimising time spent together.</p> <p>All persons to limit their use of public transport (Where it is safe and practicable we will encourage the parents of children to get them to cycle or walk to school).</p> <p>Where travel is essential, use private single occupancy where possible.</p> <p>Children must not board home to school transport if they or any member of their household has Covid 19 symptoms.</p> <p>Travel by coach etc is to be minimised (in the short term eliminated), with social distancing and/or groupings practiced throughout. Contact with the driver is to be avoided, and any SEN requirements taken into account when reducing risks and minimise contact.</p>	3	1-5 3 on avg.	9			

	<p>School transport is to be cleaned before and after each use, with particular attention being paid to touch points.</p> <p>All persons are to wash and dry their hands upon completion of their journey. Drivers are to have access to and use hand sanitiser throughout the journey.</p> <p>Unless there are compelling reasons not to (i.e. disabilities, breathing difficulties, etc.) when travelling as a passenger in a vehicle individuals should wear a face covering in an enclosed space where social distancing isn't possible and where you will come into contact with people you do not normally meet.</p> <p>Where possible, open vehicle windows for increased ventilation.</p> <p>If the vehicle is being used to transport a child with COVID 19 symptoms, wherever possible,</p> <ul style="list-style-type: none">• Use a vehicle with a bulkhead for segregation.• The driver and the passenger should maintain a distance of 2 metres from each other.• The driver should wear PPE, and the passenger should wear a face mask if they are old enough to do so.• The vehicle should be cleaned & disinfected afterwards.• Tissues should be used if coughing/sneezing and recommend using plastic bags for collection and disposal of tissues/waste PPE.• Bags will be available in classrooms for students to dispose of disposable masks in the waste bin to ensure they are double bagged.• Handwashing/sanitising before and after transport activities and when disposing of waste. <p>On dedicated transport,</p> <ul style="list-style-type: none">• Pupil groupings should reflect those operating in the school to maintain segregation.• Hands are to be sanitised on boarding & disembarking.• Social distancing is to be maintained as far as possible whilst queueing and when in the vehicle.• Frequently touched vehicle surfaces are to be cleaned after each journey, and enhanced cleaning carried out at the end of each day.• Drivers are to have access to and use hand sanitiser throughout the journey and after assisting passengers.							
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		<ul style="list-style-type: none"> Children are to be encouraged to carry & use tissues on home to school transport. If used, these will need to be disposed of into a covered bin, either on board the vehicle or upon arrival at school. Ventilation is to be maximised (i.e. opening windows). The vehicle is to be regularly cleaned. Unless there are compelling reasons not to (i.e. disabilities, breathing difficulties, etc.) when travelling as a passenger you should wear a face covering. Children under the age of 11 years are also not required to wear a face covering. <p>External Visits,</p> <ul style="list-style-type: none"> The COVID 19 safety measures outlined in this risk assessment, and those of the venue being attended are to be complied with as far as possible during external visits. No overnight or overseas visits are to be undertaken. It is not envisaged that there will be any external visits in the short or even medium term. This will be reviewed in line with local and national changes. 						
Contaminati on during Access to & egress from site	Staff, Pupils, Visitors	<p>Where possible, implement the following practices:</p> <ul style="list-style-type: none"> Post-16 students will not have morning registration or afternoon in lessons in school to minimise the number of students arriving and leaving site at the same time. They will arrive for their first lesson and leave after their last lesson (if this is before P4) to stagger movement. Year groups will have their own entry point to the site and the building. Year 7 and 9 will enter through the community entrance, Year 8 and 10 will enter through the main entrance and Years 11-13 will enter through 6th form entrance. All persons to wash & dry or sanitise their hands before entering or leaving the site. Hand washing with soap to be at least 20 seconds each time. Staff should maintain 2m distance between themselves and others and swipe in when they arrive and out when they leave. Staff must not tailgate other staff. G4S will regularly clean common contact surfaces in reception, office, access control and delivery areas e.g. screens, telephone handsets, desks, particularly during peak flow times. 	2	1-5 3 on avg.	6			

- Site inductions will take place outdoors or via Teams where necessary to improve social distancing.
- Students are able to wear their own plain face coverings to reduce the spread of COVID 19 throughout the day if they wish.
- Staff are able to wear their own plain face coverings to reduce the spread of COVID 19 throughout the day if they wish.
- Those arriving with re-useable face masks are to place these into plastic bags that can be taken home.
- Hands are to be washed / sanitised upon removing face masks.

Visitors

No non-essential visitors are allowed onto the school site.

All visitors to be made aware of site rules.

Only visitors carrying out essential maintenance deemed necessary to the safe running of the school are to be allowed on site and will read signs in reception regarding good hygiene. Ensure a log is kept of areas visited and people they have been in contact with.

Staff

Staff who are showing any of the signs of COVID -19 may NOT come to school.

Staff MUST declare if they have a member of their family displaying signs of COVID-19 and may NOT come into school.

Staff will be informed about the need for self-isolation, etc. as advised by the Government.

Staff are to pay due regard to social distancing requirements when parking & accessing their vehicles.

Hand cleaning facilities or hand sanitiser are available at the entrances/exits and throughout the school and should be used by all persons when entering and leaving.

Parents, etc.

Contact with parents to be minimised, with only a single parent attending drop off & pick up of children, and 2m distancing to be observed.

		<p>Parents, etc. will be reminded not to gather by the School gates etc whilst awaiting their children, and are only allowed on site by appointment.</p> <p>Individuals arriving on site without appointment will be turned away by reception. This to be followed up by CLT if necessary.</p>						
Contaminati on within Internal Areas	Staff, Pupils, Visitors	<p>It is understood that Early Years & Primary age and some SEN children may find it difficult to understand and maintain social distancing separation, therefore where this proves to be impracticable, the principles identified at the top of this risk assessment will be used to implement as high a standard of control as practicable.</p> <p>Desks will be positioned as far apart as possible with students sitting side by side and facing forwards unless there are specific reasons why this cannot be achieved. Desks will be positioned to allow teaching staff to maintain 2m distance from students.</p> <p>Communal areas to be organised as far as possible to allow 2m separation between Staff and pupil groups.</p> <p>Each year group to have their lessons and social time within one area of the school unless they require specific practical equipment. In these cases, students will be dismissed 5 minutes early to ensure minimal movement in corridors during lesson changeover and keep staff safe as they move to their next lesson when the bell goes.</p> <p>For SEN students the group size will be determined by local circumstances.</p> <p>It is acknowledged that there will be some cross over between groups, but we have minimised this as much as possible during the school day.</p> <p>The groups refer to the pupils only, and Staff are permitted to work between groups in order to deliver the highest possible standards of teaching and learning and curriculum coverage during this period.</p> <p>The use of the Staff work areas is to be kept to a minimum. All staff should maintain 2m distance when in these areas and work where possible, in the IWAs or empty classrooms to ensure refreshments are available for those who need them.</p>	2	1-5 3 on avg.	6			

Wherever possible, Staff are to keep 2m apart from other Staff and students, avoid close face to face contact, and minimise unnecessary contact within 1m of others. Meetings could be relocated to an outside area for instance or still take place on Teams if space is a limiting factor.

Assemblies will take place in form rooms, delivered via Teams in the short term. This may be reviewed as the Local or National picture changes.

All persons are to wash & dry/sanitize their hands upon entering classrooms.

Strict hygiene rules to be implemented, all staff to be asked to do the following:

- Wash hands on entry and regularly thereafter.
- Use alcohol-based hand sanitiser.
- Wash hands if face is touched.
- All hand contact surfaces to be regularly cleaned.

Try to avoid working with paper/other materials that are shared in a way that may aid transmission. Paper resources should be laid out for students collect as they enter for example and verbal feedback should be built in to lessons to avoid the need for marking in the immediate term. Work that needs distance feedback (e.g. tests, controlled assessment, etc.) should be placed in a tray/box by the students and left for 72 hours before marking.

Staff to Staff interaction;

- Staff should only complete authorised activities,
- No close contact activities (within 2 metre distance) unless there is an emergency situation that demands it.

Equipment, Activities and resources

Limit the use of shared resources and maximise the impact of projected resources.

Individuals should not share equipment unless absolutely required. When this is required, hand sanitiser should be used before and after and 2m distance should be maintained between staff and students.

All equipment & resources are to be regularly cleaned (including IT equipment), and equipment & resources that are shared between groups are cleaned between each use. Staff will be provided with anti-viral spray to spray on the equipment

after use and students will be provided with cloths/paper towel, to wipe equipment down before use to remove excess spray. Pupils to be reminded only to bring essential items into the school.

Singing activities or playing brass or wind instruments is permitted only,

- Where social distancing of 2m between each individual can be maintained.
- Voices are not be raised unduly.
- Where possible musical instruments should be cleaned by the pupils using them.
- Participants are not facing others and not sharing instruments.
- Good levels of ventilation are provided, with preferably the activity being carried out outdoors.
- Where larger groups or choirs are singing the ventilation rate should be at least 10l/sec per person.

For advice on practical school science, D&T, etc. see <https://www.cleapss.org.uk/>

If equipment is only used rarely, it can be for 48hrs (or 72hrs for items containing plastics) between use by different persons/classes/groups as long as this equipment is stored securely.

Doors should be propped open to reduce contact points and increase ventilation. In the event of a fire alarm the responsible member of staff should close the door after the room is evacuated, or immediately in the event of needing an invacuation.

Maglocks in the corridor will release on corridor doors to slow the progress of any fire but ensure minimal contact points and maximum ventilation during the normal working day.

Ensure occupied rooms are well ventilated with teachers to ensure windows are open.

Centralised ventilation system to be turned off, and fresh air ventilation selected.

When walking along corridors or using the stairs all persons are to keep to the left side in order to enhance segregation.

PE lessons should be conducted outdoors wherever possible.

		<p>Lifts to only be used by students as identified in their risk assessment. Lift touch points are to be cleaned regularly. Hands are to be washed & dried or sanitised after using the lift.</p> <p>A permanent screen in reception is in place to reduce contact between reception staff and visitors. Students should not be sent down to student reception. Returned badges are to be cleaned immediately.</p> <p>Bins are to be provided in each main room to collect used tissues, and emptied regularly.</p> <p>Drinking water fountains are not in use (Additional drinking water will be provided at break and lunch and water will be available in first aid in emergency situations).</p>						
Contaminati on in Outdoor Areas	Staff, Pupils	<p>It is understood that Early Years & Primary age and some SEN children may find it difficult to understand and maintain social distancing separation, therefore where this proves to be impracticable, the principles identified at the top of this risk assessment should be used to implement as high a standard of control as practicable.</p> <p>Areas for duty staff marked out in each outdoor area to allow 2m separation between all Staff or pupil groups. Each year group to have their own area for social times.</p> <p>Break and lunch times staggered to minimise the chance of contact between groups.</p> <p>Pupil groups are to remain consistent, separated from other groups with social distancing (2m separation) as far as possible between them.</p> <p>The outside gym to be taped off.</p> <p>Hand washing & drying facilities are to be provided at the entry/exit points to the playground, and all persons are to wash their hands upon entering and leaving the playground.</p> <p>Specific guidance on sports can be obtained from https://www.afpe.org.uk/ The pupil activities permitted are to be restricted to those where the potential for inadvertent close contact between pupils is minimised. Contact sports are to be</p>	1	1-5 3 on avg.	3			

		<p>avoided if possible. Acceptable sporting activities at lunchtime will be reviewed in line with Local and National guidance.</p> <p>Where lessons are taken outside, the same COVID 19 control measures (social distancing and hand washing protocols, etc.) should be adopted as for indoors lessons.</p> <p>Students will be allowed to stay in the IWA and classrooms will be available in the event of serious inclement weather.</p>						
Allocation of Staff	Staff	<p>Staffing allocation is done on a daily basis and the following are considered:</p> <ul style="list-style-type: none"> • Authorisation onto the school site will be by the Headteacher. • All staff medical needs to be raised during risk assessment for Headteacher to review. • Staff to avoid the use of the staff room unless for individual use when using essential equipment • First aid rota will be available to ensure adequate availability of first aid and PPE throughout the day. • Staff to follow social distancing guidance in offices/staff rooms/close working in rooms etc. • There is an emphasis on ensuring social distancing, therefore the smallest number of staff are allocated to a classroom. • Cleaning staff rotas should be reviewed to ensure appropriate coverage. • Staff are allocated duties to enforce, as far as is reasonably practical, social distancing of pupils leaving school at the end of the school day. 	2	1-5 3 on avg.	6			
Work planning	Staff, Pupils,	<p>Areas are to be organised to allow effective separation between all Staff or groups (the desks should be as far apart as possible). Consider marking out areas so to provide a clear means of maintaining 2m distance.</p> <p>Timetables to be reviewed to ensure minimal movement of students to reduce the contact between individuals throughout the building.</p> <p>Any use of shared offices, etc. to be staggered so that 2m is maintained at all times unless alternative arrangements such as face shields are agreed in advance with the staff member who conducted their risk assessment.</p> <p>Priority is to be given to outdoor PE activities over indoor ones.</p>	2	1-5 3 on avg.	6			

		Where SEN pupils are attending School the same principles of segregation, hygiene, cohesive staffing and PPE use should be applied as far as is possible, but the actual measures to be adopted for each case should be determined by a review of each pupils Health Care/ Support Plan/ Risk Assessment, and considering the individual circumstances of each case.							
Cleaning	Staff, Pupils, Visitors	<p>A cleaning schedule will be implemented throughout the site, ensuring that contact points, e.g. worksurfaces, door handles, taps etc. are all thoroughly cleaned regularly.</p> <p>Cleaning protocol is as follows:</p> <ul style="list-style-type: none"> • A combined detergent disinfectant solution or chlorine-based cleaner is to be used. (COSHH assessment required) • Extra attention is to be given to frequently touched areas and surfaces, e.g. doors, toilets, door handles, phones, light switches and door fobs, etc. • Rooms or areas shared by different groups are to be cleaned between each group use. • Hand towels and hand wash are to be checked and replaced as needed by the Premises Officer and cleaning staff. • Enhance the cleaning regimes for toilet facilities, particularly door handles, locks and the toilet flush, etc. • Cleaners are to wear disposable or washing-up gloves and aprons for cleaning - (if cleaning a heavily contaminated area eye and respiratory protection should also be used). • Where COVID 19 contamination is suspected or identified the waste cleaning materials and used disposable PPE should be double-bagged, then stored securely for 72 hours then thrown away in the regular rubbish after cleaning is finished • When disinfecting, use disposable cloths, to first clean hard surfaces with warm soapy water, then disinfect the surfaces. • Cleaners are to wash & dry their hands after removing the PPE. • Teaching and support staff may have to do some basic or remedial cleaning of equipment to ensure continuity of experience for students. A toolbox talk will be conducted in the training week for these individuals. 	2	1-5 3 on avg.	6				

		<p>Only cleaning products supplied by the school are to be used (Suppliers may need to be notified if additional stocks are necessary).</p> <p>Bin liners should be used in all bins and bins emptied daily.</p> <p>The outdoor gym is to be taped off and not used.</p> <p>Where cleaning has been identified in the risk assessment this is normally with standard products such as detergents & bleach. If COVID 19 contamination is known or suspected, then the cleaning should be followed by disinfecting (using chlorine based products).</p> <p>Although disinfecting may also be carried out routinely as an assurance measure.</p>						
Deliveries & Waste collection.	Staff, Pupils, Delivery drivers, Waste collection operators	<p>If practicable drivers should wash or clean their hands before unloading goods and materials.</p> <p>Do not approach delivery staff, allow packages to be left in a safe place.</p> <p>Hands are to be thoroughly washed & dried after handling all deliveries or waste materials.</p> <p>Waste bags and containers - to be kept closed.</p> <p>Waste collections to be made when the minimum number of persons are on site (i.e. after normal opening hours).</p> <p>Deliveries are quarantined in the delivery bay – be aware that this may delay the delivery of items ordered.</p>	2	1-5 3 on avg.	6			
Contractors	Staff, Pupils, Contractors	<p>Only contractors carrying out essential maintenance deemed necessary to the safe running of the school are to be allowed on site and will read and comply with signs in reception regarding good hygiene.</p> <p>Staff and contractors are to maintain a safe distance between themselves and others (2 metres).</p> <p>All contractors are to wash their hands upon entering the site.</p> <p>Strict hygiene rules to be implemented, all contractors are to be asked to do the following:</p> <ul style="list-style-type: none"> Wash hands on entry into individual work areas – or use alcohol-based hand sanitiser. 						

		<ul style="list-style-type: none"> Repeat the hand washing/sanitising regularly. <p>Site inductions are to be carried out following social distancing principles (2m separation). If possible, these should be carried out outside.</p> <p>The contractor is to notify the premises staff of all areas visited, in order that these can then be thoroughly cleaned. Also who they have been in contact with for tracing purposes.</p> <p>Where possible, contractor works are to be programmed for times when the minimum number of persons are on site (i.e. after normal opening hours).</p> <p>Contractors and Third Party Organisations working on site are to have their own COVID 19 risk assessments and safe systems of work which are compatible with the school COVID 19 arrangements, or are to comply with the schools arrangements.</p>						
Poor hygiene	Staff, Pupils, Visitors	<p>Wash hands thoroughly and regularly. Use soap and water for at least 20 seconds. Hands should then be dried using disposable towels etc. which should be disposed of into the bins provided.</p> <p>Use alcohol-based hand sanitiser if soap and water is not available and hand washing technique to be adopted as directed by NHS guidance.</p> <p>Avoid touching your face/eyes/nose/mouth with unwashed hands and cover your cough or sneeze with a tissue then throw it in the bin.</p> <p>Provide additional hand washing & drying facilities where necessary.</p> <p>Regularly clean the hand washing facilities and check soap and sanitiser levels.</p> <p>Provide suitable and sufficient rubbish bins for hand towels with regular removal and disposal.</p> <p>Monitor supplies of soap, hand sanitiser and paper towels and these will be securely stored out of the main building.</p>	2	1-5 3 on avg.	6			

<p>Canteen use - exposure from large numbers of persons</p>	<p>Staff, Pupils</p>	<p>Extra catering areas provided to minimise the mixing of groups and lunchtimes staggered to ensure adequate cleaning in between lunch sittings.</p> <p>All persons are be required to stay on site once they have entered it and not use local shops, etc. TCOLC is a non-smoking site and staff should not regularly be leaving site to smoke. If however this is required, staff should maintain social distancing and not enter public buildings.</p> <p>Food and drink should only be consumed in designated areas and ideally outdoors where possible.</p> <p>Break times and lunchtimes are staggered to reduce congestion and contact at all times.</p> <p>Hand cleaning facilities or hand sanitiser are available at the entrance of any room where people eat and should be used by all persons when entering and leaving the area.</p> <p>In staff locations persons should sit 2 metres apart from each other whilst eating and avoid personal contact.</p> <p>Only one group of students to be eating in one area at a time.</p> <p>Where possible food served or displayed should be individually wrapped to avoid contamination. Touching multiple items before making final selection should be discouraged.</p> <p>Food displays should be protected against contamination by coughing, sneezing, etc).</p> <p>Any cutlery provided should be handed out by staff wearing gloves or allocated separately to users and not provided in communal storage where users select their own.</p> <p>Payments should be taken by contactless methods.</p> <p>Drinking water available for purchase at break and lunch and also available in first aid in case of emergency.</p> <p>Canteen windows and doors to remain open wherever possible to maximise ventilation.</p> <p>Tables and chairs should be cleaned between each use.</p>	<p>2</p>	<p>1-5 3 on avg.</p>	<p>6</p>				
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		<p>All rubbish and waste should be put straight in the bin by the user and not left for someone else to clear up.</p> <p>All areas used for eating must be thoroughly cleaned at the end of each break and shift, including chairs, door handles, vending machines and payment devices.</p>						
Use of Changing facilities, toilets, showers and drying rooms	Staff, Pupils	<p>Students will come to site in PE kit on days they have PE to avoid the need for changing areas. Students will be allowed to change their clothes at the end of a lesson in changing rooms if absolutely necessary but these areas will be sprayed down after the lesson.</p> <p>Enhanced cleaning of all facilities throughout the day and at the end of each day.</p> <p>Pedal bins provided for rubbish in these areas with regular removal and disposal. Bin liners should be used in all bins.</p> <p>Hand driers turned off.</p> <p>Limit the number of persons using the toilet and shower facilities to single groups or classes at any one time.</p> <p>Wash & dry hands after using the facilities.</p> <p>Staff cyclists will be allowed to use shower facilities and will have a toolbox talk regarding how to use anti-viral spray after they have used the shower. Showers will be cleaned every day.</p>	1	1-5 3 on avg.	3			
Lack of awareness	Staff, Pupils, Visitors	<p>Clear posters, signage and information is to be displayed around the site (and particularly in welfare areas) reminding all persons of social distancing, hygiene and hand washing requirements.</p> <p>Signs to be displayed outside meeting rooms and offices etc identifying the maximum occupancy levels to ensure appropriate segregation.</p> <p>“Toolbox talks” will be carried out for all personnel on site, warning them of the risks posed by the virus as well as the control measures outlined in this assessment and from government guidance. This will include informing personnel of the known symptoms.</p>	1	1-5 3 on avg.	3			

		Staff are to challenge any person not adhering to the control measures within this risk assessment.							
Emergency procedures (Fire alarm activations etc)	Staff, Pupils, Visitors, Contractors	<p>Emergency evacuations are to take place following social distancing principles as far as is reasonably practicable. Particularly at assembly areas (2m separation).</p> <p>Fire safety procedures have been reviewed to take account of social distancing and staffing levels.</p> <p>This includes a review of PEEP's and Evac Chair requirements, and contingencies for unplanned staff absences due to COVID 19.</p>	2	1-5 3 on avg.	6				
First Aid provision	Staff Pupils, Visitors	<p>First aider signage updated with staff photographs added for ease of location. Duty first aiders to be designated per lesson to be contacted by the base in emergencies.</p> <p>Adequate social distancing of 2m separation is to be maintained at all times when direct physical contact is not necessary.</p> <p>When physical contact is necessary PPE appropriate to the level of risk is to be worn (Gloves, face mask, apron, eye protection).</p> <p>Upon completion of first aid, thoroughly wash & dry the hands and any points of contact, and clean & disinfect the affected area.</p> <p>Students should only be sent to first aid if there is a genuine need as COVID 19 safety needs to take priority in the majority of cases.</p>	2	1-5 3 on avg.	6				
Community Lettings	Staff, Pupils, Lettings	<p>From the 5th November all community lettings will be stopped to ensure the security and cleanliness of our site.</p> <p>After hours lessons and remote tutoring can still take place on site as this does not increase the number of visitors across the day and neither does it need to mix bubbles.</p>	1	2	2				

Government & NHS Guidance

Coronavirus Guidance

<https://www.gov.uk/coronavirus>

Guidance on infection prevention and control for COVID-19

<https://www.gov.uk/government/publications/wuhan-novel-coronavirus-infection-prevention-and-control>

Managing premises

<https://www.gov.uk/government/publications/managing-school-premises-during-the-coronavirus-outbreak/managing-school-premises-which-are-partially-open-during-the-coronavirus-outbreak#other-points-to-consider>

Cleaning Guidance

<https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings>

Check if you have coronavirus symptoms

<https://www.nhs.uk/conditions/coronavirus-covid-19/check-if-you-have-coronavirus-symptoms/>

Extremely Vulnerable Persons <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>

Travel guidance

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

Guidance on actions for early years and childcare providers:

<https://www.gov.uk/government/publications/coronavirus-covid-19-early-years-and-childcare-closures>

Guidance for the full opening of special schools and other specialist settings from the start of the autumn term:

<https://www.gov.uk/government/publications/guidance-for-full-opening-special-schools-and-other-specialist-settings>

Guidance on what further education colleges and providers will need to do from the start of the 2020 autumn term:

<https://www.gov.uk/government/publications/coronavirus-covid-19-maintaining-further-education-provision>

Guidance for the full opening of schools

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

Scoring Table

LEVEL OF RISK		OVERALL RATING		HOW THE RISK SHOULD BE TACKLED/MANAGED		
HIGH RISK		15-25		Immediate Management Action		
MEDIUM RISK		9-12		Plan for Change		
LOW RISK		1-8		Continue to Manage		
Likelihood (A)	5 Almost Certain	5	10	15	20	25
	4 Probable /Likely	4	8	12	16	20
	3 Possible	3	6	9	12	15
	2 Unlikely	2	4	6	8	10
	1 Very Unlikely / Rare	1	2	3	4	5
		1 Insignificant / Negligible	2 Minor	3 Moderate	4 Major	5 Critical / Catastrophic
Impact (B)						

Risk Score

To calculate the Risk Score in the Risk Assessment Register above, simply multiply the Impact by the Likelihood to identify the level of risk as per the table above.

Risk Scoring Guide

Consider the potential harm or injury that could result from the identified hazard if an accident or incident were to occur, based on the table below.

Impact Criteria (B)	IMPACT	SCORE	HEALTH & SAFETY EFFECT
	Critical/ Catastrophic	5	Multiple deaths of employees, service users, members of the public, etc.
	Major	4	Death of an employee, service user, member of the public, etc.
	Moderate	3	Serious injury (acute, chronic of life-changing) to employee, service user or member of the public requiring medical intervention.
	Minor	2	Minor injury such as a bump or bruise that may require First Aid treatment and the person returns to work.
	Insignificant / Negligible	1	A day to day issue/problem but negligible harm would result.

Now consider the likelihood of that harm or injury being realised based on the expected frequencies in the table below.

Likelihood Criteria (A)	LIKELIHOOD	SCORE	EXPECTED FREQUENCY
	Almost Certain	5	Reasonable to expect that the event WILL undoubtedly happen/recur, possibly frequently and is probable in the current year
	Probable / Likely	4	Event is MORE THAN LIKELY to occur, will probably happen/recur, but is not a persisting issue. Will possibly happen in the current year and be likely in the longer term
	Possible	3	LITTLE LIKELIHOOD of event occurring. Not likely in the current year, but reasonably likely in the medium/long term.
	Unlikely	2	Event NOT EXPECTED . Do not expect it to happen/recur. Extremely unlikely to happen in the current year, but possible in the longer term.
	Very Unlikely /Rare	1	EXCEPTIONAL event. This will probably never happen/recur. A barely feasible event.