



Coronavirus Risk Assessment Full Opening of the College

Completed by: Guy McCurley, Health and Safety Manager, Wymondham College

20 July 2020

Document version 20

1. Introduction

This record of the risk assessment forms part of the planning and preparation for the full opening of Wymondham College in September 2020. The assessment has primarily been informed by the guidance issued by the Department for Education (Guidance for full opening of schools 2 July 2020), the Health and Safety Executive (HSE) and the Sapientia Education Trust (SET).

The assessment is a further development of that undertaken 15 June 2020 for the partial opening of the school and the College review of the proposed systems of control, provided at Annex A.

2. Scope of the assessment

The assessment has considered the buildings, their occupancy and use, the facilities and activities across the Campus. Further assessments will be needed for some operations such as Catering and curriculum activities within higher risk departments such as PE, Food Technology, D & T, Art, Drama and Science. These departments have their own bespoke Code of Practice and risk assessments. It will be necessary for Departments to review the delivery of activities and implement risk reduction measures for Covid-19 where appropriate. This will also happen for Music. Some individuals may also require a personal risk assessment.

3. Methodology

The assessment has used the template and guidance provided by the Sapientia Education Trust (17 July 2020). This was informed by the national guidance from the DfE and the HSE. That provided by the HSE is sector specific. In addition to the Educational sector, HSE guidance for Offices and Couriers or Delivery Drivers has been used by the College.

The risk grading reflects that at the time of the assessment being undertaken and then updated on review. Therefore, a higher risk grading will be reduced as more improvement actions are completed.

4. National guidance

1. <https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools> 2 July 2020
2. <https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care/safe-working-in-education-childcare-and-childrens-social-care-settings-including-the-use-of-personal-protective-equipment-ppe> 16 June 2020
3. <https://www.hse.gov.uk/news/using-ppe-at-work-coronavirus.htm#non-healthcare-business> 16 July 2020
4. <https://www.gov.uk/government/publications/covid-19-guidance-for-food-businesses/guidance-for-food-businesses-on-coronavirus-covid-19> 26 June 2020
5. <https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/offices-and-contact-centres#offices-1-1> 10 July 2020
6. <https://www.gov.uk/government/publications/managing-school-premises-during-the-coronavirus-outbreak/managing-school-premises-which-are-partially-open-during-the-coronavirus-outbreak#preparing-for-the-wider-opening-of-schools> 7 July 2020

5. Review

The assessment will be routinely reviewed weekly until full opening and weekly during the Autumn term. A review will also take place in response to-

1. An update to DfE, HSE or SET guidance.
2. Any positive case of Coronavirus requiring action to be taken by the College. This may be through either a member of the College community being affected or as a result the College being contacted through the Test and Trace system. The latter for example, could be where a visitor to the College has subsequently tested as positive.
3. The failure of any measure put in place to reduce the risk.
4. Any safety related issue identified through the ongoing planning by the Senior Emergency Management Team for the College.

6. Responsibility

The Health and Safety Manager is responsible for ensuring the reviews take place and a record is maintained. As a minimum, the result of each review will be reported to the Bursar. 5.2 would automatically prompt a review led by the Headteacher. The routine reviews will include an update of the action plan.

All employees have a responsibility to adopt and support the control measures and to seek the same from all students and visitors.

General responsibilities are as set out in the College Health and Safety Policy.

7. Action plan

The improvement actions identified in the action plan to further reduce the risk, are a combination of those emerging from the risk assessment and the review of the systems of control (Annex A).

Wymondham College

Risk Assessment for the full opening of the school, September 2020

	Hazard	Risk	Initial Rating L, M, H	Control Measures to Reduce Risk	Responsibility	Further Actions	Final Rating L, M, H
ILLNESS	1. Unwell pupils and staff	Coronavirus may enter the school and spread to other children, staff and visitors	H	<ul style="list-style-type: none"> a. Since the school closure, there has been increased national awareness of the symptoms. College will refresh and maintain that awareness. b. Spread to other students and staff will be significantly reduced by 'contact minimising' arrangements through year group boarding and teaching. c. Accommodation for boarding and teaching will be year group based. d. Plan prepared to minimise contact when students move through the school. e. Communication will go to parents/carers before the start of term reminding them of the symptoms and information about isolation procedures and the expectation that only healthy students with no symptoms may attend. f. All employees will be reminded about the symptoms and to be alert for these in others as well as themselves. This will be included in an employees' 'Covid community code' and at CPD. g. All students will be reminded about the symptoms and to be alert for these in others as well as themselves. This will be included in a students' 'Covid community code'. 	<p>All persons have a responsibility to identify and react to symptoms.</p> <p>All persons have a responsibility to follow and maintain control measures.</p> <p>All employees to supervise actions of students and promote Covid 19 safety.</p> <p>Headteacher, SLT and all staff will monitor and review the effectiveness of and adherence to the control measures</p>	<p>Actions 1, 2, 3, 4, 5, 6, 7, 8, 9,10,11,12,13, 14,33,34</p>	M

			<ul style="list-style-type: none"> h. In the event of any student or employee displaying signs or symptoms, College will follow the guidance for self-isolation and testing. Staff will be alert for any display of signs or symptoms. i. Enhanced medical support and infection control expertise available through the qualified nursing team at the Medical Centre. j. Pastoral care in boarding houses will contribute to increased likelihood of identifying symptoms. k. Numbers of staff on duty in boarding houses, exceeds National Minimum Boarding Standards (15.7) further supporting the identification of symptoms and appropriate response. l. Systems of work introduced to keep any visitors to the College to as few as possible and avoid teaching/boarding areas. m. RAMs for contractors checked for Covid risk reduction measures. n. Additional PPE for first aiders will be provided at key locations, the Medical Centre and boarding houses. o. Guidance issued regarding protective first aid measures such as for CPR. p. Students or employees travelling from Countries for which UK entry requires 14 day self-isolation will be required to do this. q. PHE posters providing awareness of symptoms displayed. r. Routine rapid testing arrangements provided 			
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	<p>2. Spread of the virus</p>	<p>Coronavirus spreads quickly when people are in large groups.</p> <p>Spread may occur where maximum distancing is not observed or managed.</p>	<p>H</p>	<ul style="list-style-type: none"> a. Since the school closure, there has been increased national awareness of social distancing and minimising contacts. College will refresh and maintain that awareness. b. Employee and student Covid codes will include this and CPD. c. Spread within groups will be significantly reduced by 'contact minimising' arrangements through year group boarding and teaching. d. Records are kept for when a student may move out of year group bubble such as for visit to the medical centre or attendance at SEND. e. All classrooms, offices and areas inspected and arrangements put in place to maximise spacing between students, achieve 2m distancing for adults and reduce pinch points through measures such as one way systems and queue markings. f. Plan for use of dining rooms to maximise distance and minimise contact. g. Travel path to year group teaching will avoid other groups as far as possible. h. Protocols produced for circumstances such as driving vehicles with passengers, minimising in person meetings, operations such as in catering where close contact may occur. i. Visiting the College to only happen when remote communication is either not possible or appropriate- employee Covid code. j. Any visitors report to Reception. Out of hours, appointments required through contact with boarding house staff. 	<p>All persons have a responsibility to distance as much as is possible and minimise contacts.</p> <p>All persons have a responsibility to follow and maintain control measures</p> <p>All employees to supervise the actions of students and promote Covid 19 safety.</p> <p>Headteacher and SLT will monitor and review the effectiveness of and adherence to control measures</p>	<p>Action points 1-14,15, 16, 17,18,33</p>	<p>L</p>
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				<ul style="list-style-type: none"> k. No contact sports or activities such as in Drama. l. Screens will be provided where close proximity in offices/reception desks cannot be avoided through revised layout, work patterns, home working etc. Department or office managers will determine. m. Suitable measures applied where the room survey identifies a potential improvement is needed. n. System of work for touch screen in Reception in place for visitors. o. Reception entrance has an automatic door. p. College assemblies will be year group only. q. No events such as the Winter Fayre or concerts r. Staff room access and use will be reduced. s. Natural ventilation will be encouraged through employee Covid code. t. Lifts in building only to be used where there is an accessibility need. u. No off site visits or trips. v. Control measures for dedicated transport applied. 			
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HYGIENE	3. Waste	Wipes, clothes, tissues and used PPE may not be disposed of safely.	M	<ul style="list-style-type: none"> a. Provision of waste bins checked as part of room and building inspections, additional provided where needed. b. Protocol for disposal of any tissues, towels, cloths, wipes or other items used by or on suspected cases to be double bagged, tied and left for 72 hours and then disposed of. This also applies to all disposable PPE used by those in close personal contact with the individual. c. Procedure for face covering disposal or retention during the day included in Covid codes. d. Disposal arrangements for face masks used by catering staff included in Department arrangements 	<p>All persons have a responsibility to dispose of materials in accordance with safe practice.</p> <p>All persons have a responsibility to follow and maintain control measures</p> <p>All employees to supervise the actions of students and promote Covid 19 safety.</p> <p>Headteacher, SLT and the Cleaning Manager will monitor and review the effectiveness of and adherence to the measures</p>	Action points 4,5,15,19	L
	4. Handwashing / hygiene	Poor hand or respiratory hygiene increases risk of infection.	H	<ul style="list-style-type: none"> a. Since the school closure, there has been increased national awareness of respiratory and hand hygiene. College will refresh and maintain that awareness. b. Employee and student Covid codes and CPD will include this. c. Frequent hand cleaning for students will be factored into teaching and boarding routines. 	<p>All persons have a responsibility to apply frequent and thorough hand and respiratory hygiene.</p> <p>All persons have a responsibility to follow</p>	Action points 4,5,20,21,22,23	L

	Handwashing procedures may not be followed and will cause the virus to spread		<ul style="list-style-type: none"> d. Hand sanitiser dispensers located at key points and in vehicles. e. All classrooms will have 'Covid box' with tissues and sanitiser f. All classrooms and general areas have waste bins g. Persons refusing to comply with normal social rules for good hygiene will be required to leave the Campus h. Water fountains where mouth may be placed over dispenser are isolated. 	<p>and maintain the measures</p> <p>All employees to supervise the actions of students and promote Covid 19 safety.</p> <p>Headteacher, SLT and all staff will monitor and review the effectiveness of and adherence to the measures</p>		
5. Sanitising/ cleaning	Infection through virus contaminated surfaces.	H	<ul style="list-style-type: none"> a. Enhanced cleaning will be provided targeting higher risk areas and compliments occasions when bubbles might be using room or resources used by a different group. b. Enhanced cleaning routine adopted within the dining rooms. c. Good hand and respiratory hygiene measures as at (4) support infection control. d. All classrooms and offices provided with 'Covid box' with suitable cloths and spray cleaner. e. Equipment/resources/touchpoints will be cleaned before another bubble uses. f. Cleaners provided with training to with revised routines and training to support effective frequent cleaning. g. Cleaning will include outdoor gym. 	<p>All persons have a responsibility to follow and maintain the measures</p> <p>All employees to supervise actions of the students and promote Covid 19 safety.</p> <p>Headteacher, SLT and the Cleaning Manager will monitor and review the effectiveness of and adherence to the measures</p>	Action points 24,25,26,27,28, 33	L

	6. Sharing resources	Infection through use of another person's equipment or resources	H	<ul style="list-style-type: none"> a. Each student/ employee must use only their own resources such as pen/pencil, calculator, stationary, books b. Enhanced measures as at 4 & 5 will contribute to reducing this risk. c. Sharing of resources limited to where a definite educational need arises d. Clinically vulnerable staff members to bring their own cups for drinks-employee Covid code. 	<p>All persons have a responsibility to follow and maintain measures</p> <p>All employees to supervise actions of students and promote Covid 19 safety.</p> <p>Headteacher and SLT will monitor and review the effectiveness and adherence to measures</p>	Action points 4,5,33	L
	7. Additional equipment/ items	Virus brought into the office on hard surface objects	M	<ul style="list-style-type: none"> a. Staff with mobile phones will keep them on their person at all times. b. Student mobile phone contract/rules reduces frequency of use and potential contact between face and hands. c. Staff bringing food onto the premises must clean items and surfaces. d. Communication to employees and students regarding items brought into school through Covid codes. 	<p>All persons have a responsibility to follow and maintain the measures</p> <p>All employees to supervise the actions of the students and promote Covid 19 safety.</p> <p>Headteacher and SLT will monitor and review the effectiveness of and adherence to the measures</p>	Action points 4,5	L

	8. Maintaining supplies	The College runs out of hygiene and cleaning supplies.	M	<ul style="list-style-type: none"> a. Stock of cleaning and hygiene equipment and products & PP retained b. Weekly audit of stock will be undertaken. c. Soap, shampoo or washing up liquid will be fall back in event of loss of sanitiser supply. 	Bursar, Procurement officers, Cleaning Manager to ensure supplies	Action point 29	L
BEHAVIOUR	9. Aggression and contamination.	Physical aggression, coughing and spitting	M	<ul style="list-style-type: none"> a. Clear rules about coughing or spitting at or towards any other person -employee and student Covid codes b. Children who pose a high-risk of the identified behaviour will not be permitted into school unless the child has a social worker. c. An individual management plan will be prepared for any child known to exhibit these behaviours, before they can be admitted into the school. This will include any need for employee PPE. d. The risk assessment shall identify the child's potential triggers, strategies and early signs which indicate the child is not managing 	<p>All persons have a responsibility to follow and maintain measures</p> <p>All employees to supervise actions of students and promote Covid 19 safety.</p> <p>Headteacher and SLT will monitor and review the effectiveness and adherence to measures</p> <p>SLT line lead for SEND</p>	Action point 30	L

STAFFING	11. Staff Shortages	Too many staff are unwell at one time to maintain staffing levels.	M	<ul style="list-style-type: none"> a. All measures under 1,2,4,5,6 reduce risk of staff shortages. b. Staff shortages within teaching and support services will prompt a review or the risk assessment. c. Reduced on site provision and /or full or partial closure would be implemented as appropriate. d. Routine rapid testing arrangements to provide early identification of asymptomatic persons and reduce the numbers of close contacts that are required to self isolate. 	Headteacher/SLT	Action points for sections1-6 and 34	M
WELLBEING	12. Excessive mental pressure	Threat of the virus may cause staff increased levels of anxiety.	H	<ul style="list-style-type: none"> a. Staff members are free to phone or email the trusts' designated welfare provider b. Staff to contact senior leaders about any concerns-employee Covid code. c. HR available to advise and support employees. d. Flexibility will be applied for employees who are at increased risk in their deployment to enable them to work remotely where possible or in roles in school where it is possible to maintain social distancing. e. Staff well being support through the Employee Assistance Programme via validium.com and availability of HR mental health first aiders. f. Implementation of the improvement action list and evidence of safe systems at work should reduce anxiety. g. SET employees have the option to wear a face covering. 	Headteacher/SLT All managers	All action points	M

MISCELLANEOUS	13. Additional risks associated with full opening	<p>Some procedures and use of equipment may increase risk of harm</p> <p>Second Covid-19 spike in the UK Increasing R rate</p> <p>School has been fully or partly closed for approximately 6 months</p>	M	<ul style="list-style-type: none"> a. Non-alcohol-based hand sanitiser to be used in art, science rooms, Food tech rooms and D&T rooms areas. They must be certified effective against enveloped viruses b. SEMT will meet in response to any evident indication of a spike or as prompted by the DfE c. Operation of the SEMT is well established at the College. d. Schools have established PPE suppliers as used since March 2020. e. Audit undertaken to ensure all routine regulatory inspections, servicing or checks have been undertaken. f. Equipment such as in catering function tested before start of term. 	Heads of Department, Staff, Head Teacher	None	L
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PEOPLE	14. Infection of higher risk people	Some people are at a higher risk in the event of infection as a result of pre existing conditions or have been identified as higher risk groups.	H	<ul style="list-style-type: none"> a. A bespoke risk assessment will be undertaken for any student with an Individual Health Care Plan for a condition that may make them higher risk. This may include additional control measures. b. A bespoke risk assessment will be undertaken for any employee identifying as Clinically Extremely Vulnerable or higher risk as confirmed by Human Resources. c. Pregnancy risk assessments will apply current Coronavirus guidance. d. All existing and improvements actions will reduce the risk supported by the outcome of any bespoke individual risk assessment. e. Routine rapid testing arrangements to provide early identification of asymptomatic persons, will reduce the likelihood of Covid positive persons being present in the College. 	<p>Medical Centre to liaise with Head of House and H & S Manager for students</p> <p>HR to liaise with Line Managers and employees</p>	Action points 31, 32, 34	M
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METHODOLOGY FOR DETERMINING THE LEVEL OF RISK

ASSESSOR: G.McCurley

DATE OF ASSESSMENT: 20 July 2020

DATE OF NEXT REVIEW: Weekly as a minimum or sooner if government guidance changes or a case of Coronavirus Covid-19 is confirmed among our pupils, staff or visitors

THREAT LEVEL:

L = LOW - Control measures acceptable no further action required

M = MEDIUM - Control measures adequate but could be improved

H = HIGH - Control measures inadequate urgent action required

IMPROVEMENT ACTIONS

ACTION NUMBER	ACTION	PERSON RESPONSIBLE	PROGRESS	DATE COMPLETE
1	Prepare & implement plan for year group teaching with allocation of rooms and routes.	P.Nightingale-rooms SLT-routes		25.8.20
2	Prepare & implement plan for year group boarding.	D.McMorran		25.8.20
3	Communication prepared and sent to parents/carers that highlights symptoms and expectations.	D.Browning		1.9.20
4	Produce and distribute Covid code for employees.	D.Browning		25.8.20
5	Produce and distribute Covid code for students.	D.Browning		25.8.20
6	Plan and deliver awareness in CPD training.	J.Pointon & D.Browning		1.9.20
7	Communicate with employees and parents regarding their role in the points set out within the guidance at section 7 pages 12 and 13.	D.Browning		1.9.20
8	Develop and publish revised protocols for action to be taken should a student or employee display symptoms	K.Chinn		9.9.20
9	Produce flow chart or similar, to support engagement with test and trace. Identify responsibilities within that protocol.	K.Chinn		9.9.20

10	Produce a flow chart or similar, to provide clarity of what to do in the event of a confirmed case.	K.Chinn		9.9.20
11	Check sufficient suitable PPE for Medical Centre in line with current guidance.	K.Chinn		9.9.20
12	Provide PPE for first aiders at key points-Staff room, Kitchens, Campus Services, Humanities, Sports Hall, Medical Centre, all Boarding Houses (x2)	G.McCurley		1.9.20
13	Produce and communicate first aid actions guidance	G.McCurley		30.7.20
14.	Update PHE posters in washrooms and other locations.	G.McCurley		16.9.20
15	Survey all rooms and areas and implement layout/arrangements to maximise distancing.	G.McCurley		1.9.20
16	Provide and implement a plan for the dining rooms that minimises contact between individuals and maximises distance.	P.Cox, D.Browning, D.McMorran, G.McCurley		25.8.20
17	Establish a protocol for College vehicle use.	G.McCurley		30.7.20
18	Establish arrangements for dedicated transport in line with the controls across the Campus. To include who is providing the hand sanitiser and need for face coverings if mixed year groups.	G.McCurley		10.8.20

19	Protocol to be introduced and communicated for disposal of potentially contaminated materials.	G.McCurley		10.8.20
20	Establish hand cleaning routines for arrival, after breaks, change rooms and before and after eating	SLT & Heads of Houses		25.8.20
21	All classrooms and vehicles to be provided with hand sanitiser, non-alcohol based in science	P.Cox, P.Zhelyazkova		17.8.20
22	All classrooms to be provided with a box of tissues	G.McCurley		17.8.20
23	Hand cleaning included in the Covid code for employees and students	D.Browning		10.8.20
24	Make arrangements for a revised cleaning regime with greater focus on touch points. Provide training and guidance to the cleaning team regarding this.	P.Cox, P.Zhelyazkova		1.9.20
25	Provide cleaning materials, sanitiser, tissues in a box to all classrooms.	G.McCurley		17.8.20
26	Provide cleaning materials to science and technology technicians. Implement plan of localised/limited cleaning by technicians.	Heads of Higher Risk Depts		9.9.20
27	Plan and implement enhanced cleaning within dining rooms that allows for cleaning between sittings.	P.Cox, P. Zhelyazkova		11.8.20
28	Establish in house cleaning of touch points by non-teaching Halls of Residence staff.	D.McMorran		1.9.20

29	Review the procurement arrangements established at the start of the lockdown continue to ensure availability of supplies. Clarity or responsibility for routine stock checks and reporting.	P.Cox, P.Zhelyazkova		9.9.20
30	Students who might present an increased risk through behaviour to be identified.	Heads of House		25.8.20
31	Inform at staff briefing the availability of personal RA by HR or H&S Manager for anyone considered to be at increased clinical or other risk.	SLT		17.11.20
32	Students with IHCPs that may be at higher risk to be identified by the Medical Centre. Head of House and H & S Manager to be informed for onward action.	K.Chinn		1.9.20
33.	Higher risk teaching departments to assess and record in their Code of Practice, any additional risk reduction measures to achieve the systems of control 1-5 in the Full Opening Guidance for curriculum based activities and learning. To include the Music Department.	G.McCurley to liaise with Heads of Departments- Science, Design & Technology, Food Technology, Drama, Art , PE & Music		17.11.20
34.	Establish rapid testing arrangements for employees and students	SLT		6.1.21

RECORD OF REVIEWS

DATE	REASON FOR REVIEW	OUTCOMES	DOCUMENT VERSION AFTER REVEIEW
23.7.20	Routine weekly review	<ul style="list-style-type: none"> • 5.4 added • Covid compact changed to read Covid community code • 2.n amended to reflect arrangements • Minor amendments to roles in responsibility column • 12.e-inclusion of validium.com • Allocation of responsibility for improvement actions 	2
30.7.20	Routine weekly review	<ul style="list-style-type: none"> • Action point 17, red to green. Action points 22, 25, red to amber. 	3
6.8.20	Routine weekly review	No alterations, no new Govt. guidance	
10.8.20	Routine weekly review	<ul style="list-style-type: none"> • Action points 3,4,5,20,21,29,31 red to yellow. Action points 13,23,19,27 yellow to green 	4
17.8.20	Routine weekly review	<ul style="list-style-type: none"> • Full opening guidance was updated 8 August, no changes to College RA needed • Action point 33 added • Action points 8,9,24 from red to amber • Action points 21,22,25 from amber to green 	5
25.8.20	Routine weekly review	<ul style="list-style-type: none"> • Addition of control measure 12 g • Hazard 4 action points complete, move from H to L • Action points 1,2,4,5,16,20,30 from amber to green • Action points 10,11,28,32,33 from red to amber 	6
1.9.20	Routine weekly review	<ul style="list-style-type: none"> • Hazard 3,7,9,11 action points complete, move from M to L • Action points 3,6,7,12,15, 24,28, 32 from amber to green • Action point 26 from red to amber 	7
9.9.20	Routine weekly review	<ul style="list-style-type: none"> • Action points 8,9,10,11,26,29 from amber to green • Hazard 8 from M to L 	8

16.9.20	Routine weekly review	<ul style="list-style-type: none"> Action point 14, amber to green, existing posters decided clearer/better than latest version Action point 31 changed to staff to be advised at a staff briefing 	9
23.9.20	Routine weekly review	<ul style="list-style-type: none"> No amendments to document 	10
30.9.20	Routine weekly review	<ul style="list-style-type: none"> No amendments to document, no updates to Full Opening Guidance Guidance on use of NHS app has been followed 	11
6.10.20	Routine weekly review	<ul style="list-style-type: none"> One way system in Humanities to be implemented 	12
14.10.20	Routine weekly review	No amendments to the document	12
3.11.20	Routine weekly review	<ul style="list-style-type: none"> Action point 33 changed from amber to green Additional measure of wearing face coverings whenever inside introduced 	13
11.11.20	Routine weekly review	<ul style="list-style-type: none"> Change of guidance at 5.11.20 reviewed, no significant changes No amendments to the document 	14
17.11.20	Routine weekly review	<ul style="list-style-type: none"> Action point 31 from amber to green, availability of individual RAs has been publicised and since the start of term some staff have sought this. Continues to be available through HR Action point 33, all higher risk departments have introduced additional measures and recorded these Hazards 1,2,5,6,12,14 moved from M to L 	15
25.11.20	Routine weekly review	No amendments to the risk assessment, no updated DfE guidance	16
2.12.20	Routine weekly review	DfE guidance 26.11.20 reviewed, no consequential amendment to the risk assessment	17
8.12.20	Routine weekly review	DfE guidance 3.12.20 reviewed, no consequential amendment to the risk assessment	18
4.1.21	Start of term review	DfE guidance 30.12.20 for Full Opening: Schools reviewed, no consequential amendment to the College risk assessment from this document. DfE Guidance for Asymptomatic Testing in Schools 15.12.20 reviewed and has prompted the following changes to the College RA:	19

		<ul style="list-style-type: none"> • The provision of testing arrangements has been included as an action point 34. This currently shows as an amber action as the arrangements are being implemented but not yet fully operational. • Action point 34 is applicable to hazards 1, 11, 12 and 14. The risk grading for these have therefore moved from low to medium as there is an outstanding action point. • As it has not yet been adopted as part of the Full Opening system of control, it has not been included in that section of the RA. 	
11.1.21	Routine weekly review	<ul style="list-style-type: none"> • Action point 34 moved from amber to green • School not operating on 'full opening'- Partial Opening Risk Assessment undertaken 	20



CORONAVIRUS (COVID 19)

REVIEW OF THE DfE SYSTEM OF CONTROLS

Review by: G. McCurley, Health and safety manager 9 July 2020

The DfE Guidance for full opening of schools issued on 2 July 2020, sets out 9 systems of control-

1. Minimise contact with individuals who are unwell by ensuring that those who have coronavirus (Covid-19) symptoms, or who have someone in their household who does, do not attend your setting.
2. Clean hands thoroughly more often than usual.
3. Ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach.
4. Introduce enhanced cleaning, including cleaning frequently touched surfaces often using standard products, such as detergents and bleach.
5. Minimise contact between individuals and maintain social distancing wherever possible.
6. Where necessary, wear appropriate personal protective equipment (PPE)
7. Engage with the NHS Test and Trace process.
8. Manage confirmed cases of coronavirus (Covid-19) amongst the school and college community.
9. Contain any outbreak by following local health protection team advice.

At the Senior Emergency Management Team (SEMT) planning meeting of 8 July 2020 various risk reduction measures were explored. Outline arrangements as to how the College might function on full opening were established. The final structure and response to particularly system control 6 where year group boarding and teaching may be implemented, will require ratification at Trust level and as a result may change.

Based on the outline of arrangements under discussion, this report provides an assessment as to whether the measures will be suitable and sufficient against the DfE guidance. From this, an action list has been developed and is at Annex A. The list is not exhaustive and will be further developed as more guidance becomes available. This report will inform the College risk assessment and onward planning for the safe and full opening in September.

Systems 1-4 will follow the 'must be in place at all times' expectation. The expectation for system 5 to be 'properly considered' took place during the SEMT meeting on 8 July 2020. System 6 will be applied in specific circumstances and 7 and 9 in every case where they are relevant.

Each system of control will see a significant enhancement to that in place at the time of closure of the College in March. In addition to measures taken by the College, supporting public health arrangements have improved and the risk within the wider community has reduced.

The action points will require agreement by the SEMT and allocation of responsibility to progress the improvements. In progressing the action points and other measures emerging from the risk assessment to follow, the College will reduce the risk of full opening to the lowest reasonably practicable level in line with the guidance provided.

1. Minimise contact with individuals who are unwell with coronavirus symptoms

- 1.1 All employees were informed of the symptoms through College information before the closure.
- 1.2 Communication with parents about the symptoms and keeping children at home happened before the closure.
- 1.3 There has been increased public awareness of the symptoms since the closure.
- 1.4 College will refresh employee knowledge before the full opening through the employee Covid pact and CPD training sessions (action points 1 and 2)
- 1.5 College will again communicate with parents as at 1.2 before full opening (action point 3)
- 1.6 College will prepare a student Covid pact providing awareness of the symptoms and actions to take (action point 4). All students will receive a copy of the pact.
- 1.7 College will develop before the start of term revised protocols for the actions to be taken in the event of day or boarding students developing symptoms. (action point 5).
- 1.8 The current PHE poster sets out the symptoms to look for; it is anticipated this will be updated before full opening. The latest version of the poster will be displayed in all washrooms and other locations before full opening (action point 6).

Summary: the public awareness of the symptoms that has grown since the school closure, will be supported and enhanced through the additional measures provided by the College. This system of control will be significantly more robust than at the time of closure.

2. Clean hands thoroughly more than usual

- 2.1 College adopted greater attention to hand washing before the closure. Employees and students had become familiar with the requirement and value of increased hand washing.
- 2.2 Sanitising dispensers had been positioned at key locations such as in the dining rooms and boarding houses.
- 2.3 A survey will be undertaken to assess where additional sanitisers may be positioned (action point 7). Each classroom will have a hand sanitiser dispenser if there is not one located close to the room entrance (action point 8). More hand cleaning facilities will be available than before closure. For areas such as laboratories where naked flames may be present, non-alcohol based sanitiser that has been certified as suitable for Covid 19 will be used.
- 2.4 A routine of hand cleaning by soap and water or sanitiser will be established and communicated to staff and students (action point 9). In accordance with the 'must action' (section 2 page 8) this will be –
- When students arrive at school
 - When they return from breaks
 - When they change rooms (this will be on arrival at the new room/location)
 - Before and after eating
- 2.5 A hand washing routine will be included in the Covid pact for employees (action point 10) this will also be issued to any contractors coming onto the Campus.
- 2.6 Arrangements to ensure supplies of sanitiser are maintained will be reviewed and strengthened as necessary (action point 11).
- 2.7 Liaison will take place with dedicated school transport to identify if they provide hand cleaning facilities or if this should be College provided (action point 12).

Summary: the public awareness of the need for more frequent hand cleaning and for this to be a normal routine has grown since the school closure; it will be supported and enhanced through the additional measures provided by the College. This system of control will be significantly more robust than at the time of closure

3. Ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach

- 3.1 This had been promoted across the College before closure and there is increased public awareness.

- 3.2 Action points 1,2, 4 and 6 apply to this system.
- 3.3 Tissues will be placed in each classroom (action point 13).
- 3.4 Action point 11 applies to this system.
- 3.5 A survey of all classrooms will be done and a bin will be provided where required (action point 14).
- 3.6 Increased emptying of classroom bins will be introduced into enhanced cleaning protocols discussed at 4.

Summary: the public awareness of good hygiene has grown since the school closure. It will be supported and enhanced through the additional measures provided by the College. The risk through poor respiratory hygiene will be reduced as far as is possible.

4. Introduce enhanced cleaning, including cleaning frequently touched surfaces often using standard products.

- 4.1 The cleaning operation has addressed the risk through routines and suitable products to combat Covid 19 before closure.
- 4.2 Revised cleaning routines will be introduced to achieve more targeted cleaning of touch points across the Campus (action point 15). These will meet the expectations set out at page 12 of the full opening guidance, these being-
- Frequent cleaning of frequently touched surfaces in classrooms
 - Cleaning of resources in classrooms before used by another 'bubble'
- In addition to the DfE guidance, IT suite keyboards will receive more frequent cleaning.
- 4.3 Suitable cleaning materials will be provided in each classroom for teaching and support staff to clean their workstation and resources as they consider necessary (action point 16).
- 4.4 Science and technology technicians will be provided with cleaning materials for the resources in their areas (action point 17).
- 4.5 Establish with the librarians a cleaning protocol for issue and return of library books (action point 18).
- 4.6 Establish an enhanced cleaning protocol between sittings within the Refectory and Lincoln dining rooms. This will be part of a wider set of risk reduction measures within the catering operation (action point 19).

- 4.7 Establish cleaning protocols of touchpoints within boarding houses to support the cleaning provision by Campus Services (action point 20).
- 4.8 Provide training and guidance to the cleaning team as to new routines, cleaning products and methods (action point 21).
- 4.9 With enhanced cleaning being one of the primary systems of control, suitable arrangements must be in place to ensure as far as possible that College does not run out of cleaning or hand hygiene products. As more businesses return to work there is likely to be more demand for these items. A review of stock levels and ordering arrangements should be undertaken to reduce the risk of College supplies being exhausted (action point 22).

Summary: enhanced cleaning will be introduced to that previously undertaken at the time of closure. It will mirror as far as is reasonably practicable, the use of rooms by different bubbles, targets the more frequently used touch points and surfaces and makes use of department and boarding house knowledge and expertise to deal with local needs. It will be supported by training and more frequent supervision of the cleaning team. This system of control will be significantly more robust than at the time of closure

5. Minimise contact between individuals and maintain social distancing wherever possible and put in place measures to match our particular circumstances.

- 5.1 Social distancing had started to be introduced at the time of closure. There has since been increased public awareness regarding this measure. Employees and students will be familiar with the need to maintain distance (action points 1,2 and 4 apply).
- 5.2 The guidance promotes the 2m social distance for adults from other persons where possible but not for students. For students, the guidance does not stipulate adherence of the current social distancing of 2m or 1m+. 'Maintaining a distance between people' whilst inside classrooms and for students to be 'encouraged to keep their distance' is the approach taken BUT with a greater emphasis on system controls 1 to 4. The only point at which social distancing for students is discussed is in relation to dedicated school transport. Here the guidance states that neither the 2m or 1m+ distancing applies and that the approach 'should align as far as possible with the principles underpinning the system of controls set out in this document and with the approach being adopted for your setting'.

- 5.3 Therefore, rather than strict social distancing being applied between the students, College will seek to reduce the risk through applying as much distance as possible supported by other practical arrangements and systems of control.
- 5.4 Year group teaching in dedicated areas will be introduced (action point 23). This will significantly reduce the contact between individuals across the campus.
- 5.5 Year group boarding will be introduced (action point 24), again significantly reducing contact. 5.2 and 5.3 are the highest level of control measures that could be introduced at the College.
- 5.6 The dining rooms will continue to support the year group bubble system. A plan as part of a wider protocol for the catering department will need to be prepared for each dining room (action point 25) that will enable the provision and consumption of meals in a timely manner while minimising contact and maintaining social distance as far as is reasonably practicable.
- 5.7 Each classroom, office, corridor and area will be inspected and arrangements made to maximise social distancing wherever possible, particularly for employees (action point 26). A record will be made of the arrangements in teaching and office areas.
- 5.8 Laboratories and specialist classrooms may require specific measures due to their layout. Most classrooms have desks 1.6 x 0.6 with 2 students per desk. To achieve 1m separation with extra measures would reduce the capacity of each classroom by 50 %. Most classrooms do however have the space to increase the distance between desks and for students to be forward facing.
- 5.9 Protocols will be prepared with regard to the use of College vehicles that compliments this system of control, hand hygiene and enhanced cleaning (action point 27). Dedicated transport will need to align itself to the system control measures adopted by the College or for further mitigating measures to be applied (action point 28).

Summary: Measures at 5.1 and 5.2 provide the highest level of protection possible to minimise contacts across the College community. In extending the year group teaching to year group boarding College will not be adopting the suggested model of different bubbles for teaching and boarding. Social distancing will be maintained wherever possible. This year group arrangement will compensate for some partial rather than full social spacing that will be unavoidable to enable the school to fully open. Minimising contact and distancing will be part of the school routine and significantly reduce the risk through this system of control.

6. Where necessary, wear appropriate PPE.

- 6.1. The Medical Centre and other staff had adopted PPE measures before school closure.

6.2 The guidance sets out the small number of circumstances in which PPE would be necessary. A review of the stock of PPE will be undertaken as part of a review and update of Medical Centre protocols (action point 29).

6.3 The guidance states that PPE is not required for first aid situations unless the child is ill with symptoms and 2m cannot be maintained. HSE guidance on first aid measures differs and enhanced arrangements will be provided to protect the first aider when protracted close contact with a person (adult or student) is necessary. This will require the provision of additional PPE to all boarding houses and key first aid points across the Campus (action point 30).

6.4 Other activities may be identified through the risk assessment whereby barrier protection PPE may be appropriate. Typically, these may be associated with food preparation and serving and the driving of College vehicles with passengers.

Summary: The provision of PPE will go further than the circumstances set out in the guidance and will be further supported through the risk assessment.

7. Engage with the NHS Test and Trace process

7.1 College has experience of engaging with the testing process before closure.

7.2 A review of College protocol is appropriate to ensure it reflects current arrangements (action point 31). A flow chart would provide clear guidance for staff as to responsibilities and how to test.

7.3 College will communicate with staff and parents before full opening, to set out the expectations for the booking of tests, self-isolation and communication of test results as detailed in the guidance. The employee Covid pact may achieve this. (action point 32).

Summary: College will engage fully with the test and trace arrangements. Employees and parents will be required to fulfil their role in this.

8. Manage confirmed cases of coronavirus

8.1 As with 7.2 an updated protocol will be prepared to support a rapid response to a confirmed case within the school community (action point 33).

8.2 A system of record keeping will be created so that College is aware of any student who spends time out of the year group bubble and meets the 'close contact' criteria (action point 34). This does not mean a record of everyone a student has spent time with. These occasions are likely to an unexpected or unusual circumstance rather than the normal activity of year group schooling and boarding. Many of these situations such as possibly a visit to the medical Centre, are already recorded.

8.3 College will follow the actions provided by the health protection team

Summary: College will make arrangements so that prompt and effective working with the health protection team in the event of a confirmed case.

9. Contain any outbreak

8.1. College will follow local health protection team advice.

Summary: College will follow the health protection team advice and use as appropriate aspects of the Incident Management Plan, such as for media handling.

ACTIONS EMERGING FROM THE REVIEW OF THE SYSTEMS OF CONTROL

1. Prepare and circulate a Covid pact for all employees.
2. Awareness to be included in CPD training.
3. Communicate with parents regarding awareness and attendance at school.
4. Prepare and circulate a Covid pact for students.
5. Develop and publish revised protocols for action to be taken should a student or employee display symptoms.
6. Update PHE posters in washrooms and other locations.
7. Survey all areas and identify where additional dispensers may be needed.
8. Make arrangements so that each classroom has access to a sanitiser dispenser.
9. Establish and communicate hand washing routine.
10. Include hand washing in Covid action pact for employees.
11. Review arrangements for ensuring availability of supplies. Clarity or responsibility and audit checks.
12. Liaise with dedicated transport provided to confirm which party is providing the hand sanitiser.
13. Provide tissues in each classroom.
14. Provide a bin in each classroom where required.
15. Make arrangements for a revised cleaning regime with greater focus on touch points.
16. Provide cleaning materials and safety data sheets to all classrooms. Update COSHH risk assessment.
17. Provide cleaning materials to science and technology technicians.
18. Establish with the librarians a cleaning protocol for issue and return of books.
19. Establish an enhanced cleaning routine in the dining rooms.
20. Establish in house cleaning of touch points.
21. Provide training and guidance to the cleaning team.
22. Review cleaning and hand hygiene procurement arrangements.
23. Introduce year group teaching.
24. Introduce year group boarding.
25. Provide a plan for a dining routine that minimises contact between individuals and maximum distancing.
26. Audit all classrooms, offices, areas and make arrangements to minimise contacts and maximise social distancing. Maintain a record of the arrangements for each area to support onward inspections.
27. Establish a protocol for College vehicle use that includes system controls 2, 3, 4, 5.
28. Establish arrangements for dedicated transport in line with the controls across the Campus.

29. Review and update protocols for nursing of students displaying symptoms and adequacy of existing PPE and stocks.
30. Provide enhanced PPE to Boarding Houses and key first aid points across the Campus.
31. Produce flow chart or similar, to support engagement with test and trace. Identify responsibilities within that protocol.
32. Communicate with employees and parents regarding their role in the points set out within the guidance at section 7 pages 12 and 13.
33. As for 29 in relation to managing a confirmed case.
34. Establish a means to record those occasions when a student may work in close contact with another person outside their 'bubble'.