



COVID-19: Operational risk assessment for college reopening

Please note: this risk assessment should be undertaken in conjunction with the guidance on college reopening issued by the Department for Education on 2nd July 2020 as follows:

[Actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools](#)
[Coronavirus \(COVID-19\): implementing protective measures in education and childcare settings](#)

Assessment conducted by:	Mark Gilmore, Rachael Merritt, Cath Green	Job title:	Principal Director of HR & Associate Teams	Covered by this assessment	Staff, students, contractors, visitors, volunteers, parents/carers
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Date of assessment:	13 th July 2020 Reviewed 8 April 2021	Review interval:	Half Termly	Date of next review:	June 2021
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Related documents	
Stakeholders involved in assessment: Governors Union Representatives Leadership Team	Government guidance: Actions-for-schools-during-the-coronavirus-outbreak/schools-coronavirus-covid-19-operational Actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools Actions for educational and childcare settings to prepare for wider opening from 1 June 2020 Coronavirus (COVID-19): implementing protective measures in education and childcare settings Coronavirus (COVID-19) Collection: guidance for colleges and other educational settings Actions for colleges during the coronavirus outbreak Coronavirus (COVID-19): implementing social distancing in education and childcare settings Coronavirus (COVID-19): guidance for educational settings COVID-19: cleaning in non-healthcare settings https://www.gov.uk/government/publications/face-coverings-in-education/face-coverings-in-education

Risk matrix

Risk rating High (H), Medium (M), Low (L)		Likelihood of occurrence				
		Highly likely	Likely	Possible	Unlikely	Highly unlikely
Likely impact	Catastrophic impact	Highly likely	Likely	Possible	Unlikely	Highly unlikely
	Major impact	Highly likely	Likely	Possible	Unlikely	Highly unlikely
	Minor impact	Highly likely	Likely	Possible	Unlikely	Highly unlikely
	Negligible impact	Highly likely	Likely	Possible	Unlikely	Highly unlikely
	No impact	Highly likely	Likely	Possible	Unlikely	Highly unlikely



Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Y/N)	Outstanding Actions/Comments	Residual risk rating (H/M/L)
1. Establishing a systematic process of re-opening, including social distancing					
1.1 Net capacity					
Available capacity of the college is insufficient when social distancing guidelines are applied		<ul style="list-style-type: none"> Assess net capacity of all teaching spaces and staff work areas to allow 2 metre distancing for adults. Net capacity assessed based on social distancing models. Timetable changes made. Guidance on social distancing included in code of conduct. 			
1.2 Organisation of teaching spaces					
Classroom sizes will not allow adequate social distancing		<ul style="list-style-type: none"> Classrooms re-modelled, with chairs and desks in place to allow for social distancing and students forward facing. Students remain at designated desks throughout the lesson. Powerpoint displayed in classrooms reinforcing social distancing. Where possible all spaces should be well ventilated using natural ventilation (opening windows) or ventilation units. Prop doors open, where safe to do so (bearing in mind safeguarding and fire safety), to limit use of door handles and aid ventilation. Staff and students have the option to wear face coverings in classrooms. 			
Large shared spaces (e.g. hall) are used which increases transmission risk		<ul style="list-style-type: none"> Large gatherings to be limited to year group bubbles. Large shared spaces used by only one bubble per day unless cleaning can be completed between bubbles. Arrangements in place to enable social distancing. Use of main hall limited to 100 students. Staggered snack break to allow time for cleaning between bubbles. 			
1.3 Availability of staff and class sizes					
The number of staff who are available is lower than that required to teach classes in		<ul style="list-style-type: none"> The health status and availability of every member of staff is known and regularly (at least weekly and in the event of any notified changes) updated to MIS systems so that deployment can be planned with leaders. 			



Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Y/N)	Outstanding Actions/Comments	Residual risk rating (H/M/L)
college and operate effective home learning	High	<ul style="list-style-type: none"> • Use of staff who are self-isolating or shielding but who are well enough to plan / review online learning. • Staff who are self-isolating to provide video lessons to support delivery of cover lessons. • Use of external supply staff. • Flexible and responsive deployment of SFA's, HLTA's, Inclusion Support and teaching staff with cover periods to supervise and support classes. • Full use made of NHS Test and Trace to inform staff deployment. • In the event of an outbreak follow local Health protection Team advice. • If there are insufficient staff, partial closures enacted. • A blended model of home learning and attendance at college utilised until staffing levels improve. • The attendance of teaching staff at external meetings is restricted and cover temporarily denied. • Direct communication between Director of HR and affected colleagues in relation to Covid related absence. 	Yes		Low
1.4 The college day					
The start and end of the college day create risks of breaching social distancing guidelines	High	<ul style="list-style-type: none"> • Start and departure times staggered. • The number of entrances and exits to be used is restricted to year groups. • Staff and students briefed and signage provided to identify which entrances, exits and circulation routes to use. • Plans in place for managing the movement of students and staff on arrival to avoid any groups of people congregating. • Floor markings implemented and visible where necessary to manage any queuing. • Parents informed to tell their child to return home at the end of college session and not to socialise in the community. • Staff and students to wear face coverings when moving around the site. 	Yes		Low



Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Y/N)	Outstanding Actions/Comments	Residual risk rating (H/M/L)
1.5 Planning movement around the college					
<p>Movement around the college risks breaching social distancing guidelines</p>		<ul style="list-style-type: none"> • Circulation plans reviewed and revised. • One-way systems in place. • Staggered student exit from classrooms in Humanities, RE1 and RE2, and ICT8 due to potential bottlenecks. • Appropriate signage in place to clarify circulation routes. • Movement of students around college minimised through use of double lessons. • Students regularly briefed on the importance of observing social distancing guidance. • Staff and students must wear face coverings when moving around site. • Appropriate duty rota and levels of supervision in place. • The attendance of teaching staff at external meetings is restricted and duty cover is temporarily denied. Online meetings requested outside teaching commitments. • Staggered start to the school year to induct students into use of one way system. • Gradual increase in number of students on site to identify and address issues. • Supervised end to snack breaks. • Students spend SB1 in their first lesson classroom to reduce movement around the site. 			
1.6 Curriculum organisation					
<p>Students fall behind in their learning during college closures and achievement gaps have widened</p>		<ul style="list-style-type: none"> • Curriculum personalised to support identified students transitioning into college, particularly into Year 7, and to reduce anxiety • Plans to use intervention when appropriate in place for those students who have fallen behind in their learning, as identified by data collection and Progress Team Meetings. • Curriculum reviewed via all teams ready for September start to deliver a broad and balanced curriculum. • Compulsory additional hour on Tuesday, Wednesday and Thursday for Year 11. • Appointment of teachers of core subjects to allow for staffing of intervention. 		<ul style="list-style-type: none"> • KMC/MOR to lead on the development of appropriate provision to minimise and, where possible, reduce achievement gaps • KMC to develop longer-term plan to support closing gaps for students 	



Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Y/N)	Outstanding Actions/Comments	Residual risk rating (H/M/L)
1.7 Staff workspaces					
Staff rooms and offices do not allow for observation of social distancing guidelines		<ul style="list-style-type: none"> • Curriculum bases, meeting rooms and offices including the Hub reviewed and appropriate configurations of furniture and workstations put in place to allow for social distancing. • Anti bacterial wipes made available for staff to clean their own work stations and devices. • Staff briefed on the use of these rooms. • Staff must wear face coverings when moving around workspace. • Hand washing and social distancing reminders in place • Staff reminded regularly of the importance of maintaining social distancing in areas where only other adults will be present, e.g. offices, staffrooms, kitchenettes • Restrict attendance of staff present in meetings to a maximum of two and use online facilities. 			
1.8 Governance and policy					
Governing Body are not fully informed or involved		<ul style="list-style-type: none"> • Online meetings held with full Governors. • Key decisions about the opening plans and any emerging issues shared with the Chair of Governors. 			
1.9 Policy review					
Existing policies on safeguarding, health and safety, fire evacuation, medical, behaviour, attendance and other policies are no longer fit for purpose in the current circumstances		<ul style="list-style-type: none"> • All relevant policies revised to take account of government guidance on social distancing and COVID-19 and its implications for the college. • Staff, students, parents and governors briefed accordingly. 		<ul style="list-style-type: none"> • Pr to ensure that policy owner reviews policy to take account of COVID-19 • Safeguarding including on-line- JCO • H&S – SCU/Peninsula • Fire Evacuation – JCO • Medical – JCO/YKE • Behaviour & Attendance – RYA • Provision for EHCP students – MOR/AJA • Alternative Provision – MOR/DFA/AJA 	



Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Y/N)	Outstanding Actions/Comments	Residual risk rating (H/M/L)
1.10 Communication strategy					
Key stakeholders are not fully informed about changes to policies and procedures due to COVID-19, resulting in risks to health		<ul style="list-style-type: none"> • Communications plans for the following groups in place: <ul style="list-style-type: none"> ○ Staff ○ Students ○ Parents and carers ○ Governors 		<ul style="list-style-type: none"> • LT/JGE to ensure any changes are communicated to relevant stakeholders 	
1.11 Staff induction and CPD					
Staff are not trained in new procedures, leading to risks to health		<ul style="list-style-type: none"> • Addendum to staff handbook issued to all staff prior to reopening including changes to: <ul style="list-style-type: none"> ○ Infection control procedures ○ Fire safety and evacuation procedures ○ Behaviour and attendance management ○ Safeguarding ○ Medical ○ Staff Attendance ○ Risk management • Inset day Monday 7th September, training videos to be shared with staff to cover new/revised policies. • Ongoing and regular reminders about key policies and any changes via Monday briefings. 			
New staff are not aware of policies and procedures prior to starting at the college when it reopens		<ul style="list-style-type: none"> • Induction programmes are in place for all new staff – either online or in-college – prior to them starting. • Updates to the staff handbook issued to all new staff prior to them starting, including those who join during the school year and supply. 			
1.12 Individual Risk assessments					
Risks are not comprehensively assessed in every area of the college in light of COVID-19, leading to breaches of social distancing and hygiene guidance.		<ul style="list-style-type: none"> • Risk assessments updated or undertaken before the reopening of college. Mitigation strategies are put in place and communicated to staff covering delivery of aspects of the curriculum, especially for practical subjects, ICT and where shared equipment is used. • Individual Risk assessments for staff who are CEV and those who are pregnant. 			



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2. Investing in safety equipment and health and safety arrangements to limit the spread of COVID-19					
2.1 Cleaning					
Cleaning capacity is reduced so that an initial deep-clean and ongoing cleaning of surfaces are not undertaken to the standards required	High	<ul style="list-style-type: none"> Return-to-work plan for cleaning staff (including any deep cleans) agreed prior to opening. Revised cleaning plan agreed and implemented which minimises the spread of infection. Working hours for cleaning staff increased if necessary. Additional temporary cleaning staff appointed. 	Yes		Medium
Appropriate standards of cleanliness sufficient to reduce the spread of infection are not maintained in staff areas	High	<ul style="list-style-type: none"> Staff to supply own cup, utensils and tea towel. No food to be prepared on site. To keep use of kitchenettes to an absolute minimum. Kitchenettes areas cleaned regularly, particularly high contact areas such as kettles, appliance handles and taps Sanitizer wipes provided in all kitchenettes for use by staff Paper towels and soap provided in all staff areas containing sinks Dishwashers used for cleaning crockery where available; otherwise crockery and utensils to be washed in hot soapy water and left to air dry. Classrooms cleared to allow thorough cleaning of surfaces more regularly. 	Yes		Medium
Appropriate standards of cleanliness sufficient to reduce the spread of infection are not maintained in student areas	High	<ul style="list-style-type: none"> Revised cleaning plan agreed and implemented which minimises the spread of infection. Increased cleaning hours. Appropriate PPE provided for Cleaning staff. Appropriate supply of cleaning resources including wipes for students to use between lessons. 	Yes		Medium
2.2 Hygiene					
Students and staff are unable to wash hands regularly and frequently due to lack of handwashing facilities	High	<ul style="list-style-type: none"> Provision of hand sanitizer in classrooms and offices as an alternative to handwashing, where hand washing facilities are not immediately available 	Yes	<ul style="list-style-type: none"> SCU to identify where sanitizer needs to be located and procure sufficient supplies 	Medium



Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Y/N)	Outstanding Actions/Comments	Residual risk rating (H/M/L)
<p>Inadequate supplies of soap and hand sanitiser mean that students and staff do not wash their hands with sufficient frequency</p>	<p style="background-color: red; color: black; text-align: center;">H</p>	<ul style="list-style-type: none"> • Audit of handwashing facilities and sanitiser dispensers undertaken before the college reopens and additional supplies purchased if necessary. • Collation of master list of alternative suppliers to use if one supplier is out of stock • Monitoring arrangements in place to ensure that supplies of soap, hand towels, wipes and sanitiser are maintained throughout the day. • Staff to request via Service Desk if stocks are low. 	<p style="background-color: yellow; text-align: center;">Y</p>	<ul style="list-style-type: none"> • SCU to audit existing facilities and mark these on a plan of the college • SCU to determine where additional supplies are required • SCU/Cleaning Supervisor to ensure arrangements in place to monitor supplies and top-up as necessary 	<p style="background-color: #90EE90; text-align: center;">M</p>
<p>Students and staff forget to wash their hands regularly and frequently</p>	<p style="background-color: red; color: black; text-align: center;">H</p>	<ul style="list-style-type: none"> • Staff remind students of the need to wash/sanitise their hands as regularly as is practical. • Encourage staff and students to bring their own hand sanitiser. • Staff and students given regular opportunities to wash their hands or use hand sanitiser in accordance with handwashing guidance including on arrival at college, before eating, after sneezing or coughing, at the start and end of lessons. • Posters/signage reinforces the need to wash hands regularly and frequently. • Students are escorted to the toilets and reminded to wash their hands. 	<p style="background-color: yellow; text-align: center;">Y</p>		<p style="background-color: #90EE90; text-align: center;">M</p>
<p>Students and staff contaminate their hands by coughing or sneezing, which then spreads the virus</p>	<p style="background-color: red; color: black; text-align: center;">H</p>	<ul style="list-style-type: none"> • Students and staff regularly reminded to maintain good hand hygiene, including avoiding touching eyes/nose/mouth with unwashed hands and coughing/sneezing into a tissue/crook of arm • Staff and students encouraged to carry their own tissues. • Provision of sufficient bins to meet the needs of staff and students in classrooms, offices and meeting spaces. • Staff must wear face coverings when moving around site. • Students must wear face coverings in classrooms and when moving around site. 	<p style="background-color: yellow; text-align: center;">Y</p>	<ul style="list-style-type: none"> • JCO to ensure regular messages about good hand hygiene are shared 	<p style="background-color: #90EE90; text-align: center;">M</p>
<p>Visitors bring the virus into college and contaminate areas they visit</p>	<p style="background-color: red; color: black; text-align: center;">H</p>	<ul style="list-style-type: none"> • All non-essential visitors must be agreed beforehand with one of the Principals or CGR. • Provision of hand sanitizer at reception areas with all visitors asked to use sanitizer prior to entering college buildings and have their temperature taken. 	<p style="background-color: yellow; text-align: center;">Y</p>	<ul style="list-style-type: none"> • SCU to ensure sufficient supplies are available 	<p style="background-color: #90EE90; text-align: center;">M</p>



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		<ul style="list-style-type: none"> All visitors to undertake a LFT prior to the visit and to show evidence of negative result. Reminder given to visitors on arrival of importance of maintaining good hygiene practices while in college. Visitors to college kept to a minimum. Visitors and staff must wear face coverings when moving around site. 			
2.3 Clothing/fabric					
Not wearing clean clothes each day may increase the risk of the virus spreading		<ul style="list-style-type: none"> Parents and staff alerted to the guidance on the cleaning of clothes to minimise risks of virus transmission. Arrangements put in place to notify safeguarding if staff have concerns about a student's clothes not being cleaned regularly. Changes to uniform policy to allow parents/carers to wash clothes regularly eg no tie and optional blazer/sweater. Lanyards replaced by badges for staff and students. 			
The use of fabric chairs may increase the risk of the virus spreading		<ul style="list-style-type: none"> Fabric chairs limited to single person use. 			
2.4 Testing and managing symptoms					
Testing is not used effectively to manage staffing and mitigate risks		<ul style="list-style-type: none"> Students have the option to be tested 3 times before returning to college. Home testing kits provided for staff and students. Guidance on getting tested shared with staff and parents as part of the reopening process. Staff and parents asked to notify college of the result of any test undertaken. Priority access to tests for Wakefield residents. 			
Infection transmission within college due to staff/students/visitors (or members of their household) displaying symptoms		<ul style="list-style-type: none"> Robust collection and monitoring of absence data, including tracking return to college dates Procedures in place to deal with any student, staff or visitors displaying symptoms at college. This includes the use of testing for both staff and students and appropriate action, in line with government guidance, should the tests prove positive or negative. 			
Staff, students and parents are not aware of the college's procedures (including on self-isolation and testing) should					



Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Y/N)	Outstanding Actions/Comments	Residual risk rating (H/M/L)
anyone display symptoms of COVID-19		<ul style="list-style-type: none"> Students, parents and staff made aware of what steps to take if they, or any member of their household, display symptoms. Record of any COVID-19 symptoms in staff, students or visitors reported to the Principals. Clear procedures in place in the event of a single positive case in college in terms of identifying close contacts. Ensure Sims has accurate registration code – ‘x’ 			
Staff, students and parents are not aware of the college's procedures should there be a confirmed case of COVID-19 in the college					
2.5 Medical rooms					
Medical rooms are not adequately equipped or configured to maintain infection control		<ul style="list-style-type: none"> Basic first aid administered within the year office bases. Social distancing provisions in place for medical rooms. Separate room or space designated for students with suspected COVID-19 whilst collection is arranged which ideally complies with latest recommendations. Sufficient PPE provided in medical rooms and year office bases, including gloves, apron, mask and visor. Procedures in place for medical rooms to be cleaned after suspected COVID-19 cases, along with other affected areas, including toilets. 			
2.6 Communication with parents and carers					
Parents and carers are not fully informed of the health and safety requirements for the reopening of the college		<ul style="list-style-type: none"> As part of the overall communications strategy referenced in 1.10, parents kept up to date with information, guidance and the college's expectations on a regular basis using a range of communication tools. A COVID-19 section on the college website created and updated. Pr to communicate regularly with parents/carers MWO to maintain COVID-19 section on college website for updates 			
Parents and carers do not fully understand their responsibilities should a child show symptoms of COVID-19		<ul style="list-style-type: none"> Key messages in line with government guidance reinforced on a regular basis via email, text and the college's website. Pr to communicate regularly with parents and carers. 			
2.7 Personal Protective Equipment (PPE)					
Provision of PPE for staff where required is not in line with government guidelines		<ul style="list-style-type: none"> Government guidance on wearing PPE understood and communicated to staff Sufficient PPE procured. 			



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		<ul style="list-style-type: none"> • Staff and students have the option to wear face coverings in classrooms. • Staff and students to wear face coverings when moving around the site. Video shared regarding safe use of face coverings. • Those staff required to wear PPE (e.g. first aiders, receiving/handling deliveries; cleaning staff) instructed on how to put on and remove PPE carefully to reduce contamination and also how to dispose of them safely. • Staff reminded that wearing of gloves is not a substitute for good handwashing. 			

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Y/N)	Outstanding Actions/Comments	Residual risk rating (H/M/L)
3. Maximising social distancing measures					
3.1 Student behaviour					
Students' behaviour on return to college does not comply with social distancing (2 metres from staff and no physical contact between students) guidance		<ul style="list-style-type: none"> • Clear messaging to students on the importance and reasons for social distancing reinforced throughout the college day by staff and through posters and floor markings. For identified children this is done through age-appropriate methods such as stories and games. • Amended BE FAIR slide and college one-way system shared visually in every lesson with students. • Staff model social distancing consistently. • The movement of students around college is minimised. • Students wear face coverings when moving around the site. • Snack break structured to support social distancing and are closely supervised. • Any group activities that requires students to be in close physical contact with each other are avoided, such as contact sports and playground games • Behaviour policy revised to include compliance with social distancing and communicated to staff, students and parents. • Risk assessment of individual students to be undertaken where likelihood of need for physical intervention or inability 		<ul style="list-style-type: none"> • MOR to ensure risk assessments for individual students are undertaken where necessary 	



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		to follow age-appropriate arrangements for social distancing is deemed high <ul style="list-style-type: none"> • Senior leaders monitor areas where there are breaches of social distancing measures and review arrangements. • Messages to parents reinforce the importance of supporting the college's approach to social distancing. 			
3.2 Classrooms and teaching spaces					
The size and configuration of classrooms and teaching spaces does not support compliance with social distancing measures		As POINT ABOVE <ul style="list-style-type: none"> • Net capacity assessment completed, with each classroom and teaching space compliant with social distancing measures and in line with government guidance (teacher 2 metres from student). • Unnecessary items, soft furnishings and intricate items which are difficult to clean removed from classrooms and other learning environments where practicable and there is space to store these items elsewhere • Consideration given to whether planned activities can take place outside • Staff and students have the option to wear face coverings in classrooms. • Avoid the sharing of resources/equipment between students as far as possible • Rooms ventilated as far as possible by opening windows/doors 			
3.3 Movement in corridors					
Social distancing guidance is breached when students circulate in corridors		<ul style="list-style-type: none"> • One-way system reviewed and amended to keep year group bubbles apart. • One-way systems in operation where feasible. • Outdoor movement routes/external classroom doors used wherever practical • Circulation routes clearly marked with additional signage. • Any pinch points/bottle necks identified and managed accordingly. • Movement of students around college minimised as much as possible. 			



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		<ul style="list-style-type: none"> • Students briefed regularly regarding observing social distancing guidance whilst circulating. • Appropriate supervision levels in place. • Students must wear face coverings when moving around the site. • Appropriate supervision in place around site and in blocks. 			
3.4 Break times					
Students do not observe social distancing between bubbles at snack break		<ul style="list-style-type: none"> • Break times are staggered. • External areas designated for different groups. • Students reminded about social distancing as break times begin. • Social distancing signage in place around the college and in key areas. • Supervision levels enhanced, to support social distancing. • No use of astroturf or other play areas at snack break. • Students given designated social areas in order to limit mixing of groups, therefore ST and LLC are not for open access. • Students have to sit down where possible during snack breaks. • Movement between indoor and outdoor space is closely managed by staff. 			
		<ul style="list-style-type: none"> • Students sanitise their hands before and after eating. • Additional arrangements in place, such as staggering lunch times, students eating in classrooms as appropriate • Students encouraged to bring packed lunch • Eating areas cleaned after snack breaks. • All vending machines closed except in Post 16 block. • Students wear face coverings when leaving their designated dining area. 			
3.5 Toilets					



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<p>Students do not observe social distancing and hand hygiene when using toilets.</p>	<p style="background-color: red; color: black; text-align: center;">H</p>	<ul style="list-style-type: none"> • Designated toilets for each bubble at snack breaks. • Students reminded to wash hands thoroughly after using the toilet • Students supervised and allowed to access the toilet during class/throughout the day to help avoid queues including those with toilet passes. • Toilets are cleaned more frequently than normal. • Monitoring ensures a constant supply of soap and paper towels. • Bins are emptied regularly. • Students reminded regularly on how to wash hands and identified children are supervised in doing so. • Rent additional toilet facilities. • On-call classroom assistance system in place to ensure bubbles don't mix. 	<p style="background-color: yellow; text-align: center;">Y</p>		<p style="background-color: #90EE90; text-align: center;">L</p>
3.6 Medical Rooms					
<p>The configuration of medical rooms compromise social distancing measures</p>	<p style="background-color: red; color: black; text-align: center;">H</p>	<ul style="list-style-type: none"> • Social distancing provisions in place for medical rooms. • Designated room/space established for students with suspected COVID-19 to use whilst collection is arranged. • Face mask worn by staff caring for suspected COVID-19 cases while they await collection if a distance of 2 metres cannot be maintained • If contact with the student is necessary, gloves, apron and a facemask worn by the supervising adult, with eye protection if there is a risk of splashing to the eyes if the student is coughing, spitting or vomiting, for example • Procedures in place for medical rooms to be cleaned after suspected COVID-19 cases, along with other affected areas, including toilets. 	<p style="background-color: yellow; text-align: center;">Y</p>		<p style="background-color: #90EE90; text-align: center;">L</p>
3.7 Reception area					
<p>Groups of people gather in reception (parents, visitors, deliveries) which risks breaching social distancing guidelines</p>	<p style="background-color: red; color: black; text-align: center;">H</p>	<ul style="list-style-type: none"> • Visitors to college kept to a minimum. • All non-essential visitors must be agreed beforehand with one of the Principals or CGR. • Numbers of visitors in reception are limited • No sharing of pens 	<p style="background-color: yellow; text-align: center;">Y</p>		<p style="background-color: #90EE90; text-align: center;">L</p>



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	High	<ul style="list-style-type: none"> • Social distancing points clearly set out, using floor markings, continuing outside where necessary. • Social distancing guidance clearly displayed to protect reception staff (e.g. distance from person stood at reception desk). • 2 metre marking from Reception desk, member of staff signs visitors in, so appropriate distance cannot be maintained • Non-essential deliveries and visitors to college minimised. • Arrangements in place for segregation of visitors. • Reception staff well briefed on guidelines and restrictions for visitors • Visitors required to wear face coverings and have their temperature taken. 	Yes		Medium
3.8 Arrival and departure from college					
Students and parents congregate at exits and entrances, making social distancing measures difficult to apply	High	<ul style="list-style-type: none"> • Start and finish times are staggered. • Separate entrances and exits. • Social distancing between bubbles are reinforced at entrances and exits through signage and floor/ground markings, including external drop-off and pick-up points. • Students reminded to go straight home and not congregate in the community. • Duty rota has increased level of supervision at the start and end of the day. • Students who arrive late are escorted to lessons. 	Yes		Medium
3.9 Transport					
The use of public transport poses risks in terms of social distancing	High	<ul style="list-style-type: none"> • Students, staff and parents to be asked to avoid public transport where possible and reminded of the government guidance on how social distancing can be observed on public transport and that face masks are mandatory if use is unavoidable. • Promote walking, cycling and private car as preferred means of transport. • Directing children to go straight home and not congregate in the community. 	No		High



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		<ul style="list-style-type: none"> Cancel school buses. 			
3.10 Staff areas					
<p>The configuration of staff rooms and offices makes compliance with social distancing measures problematic</p>		<ul style="list-style-type: none"> Reconfiguration and potential relocation of staff rooms, curriculum bases and offices where appropriate prior to the college opening to allow for social distancing between staff Staff lunch times staggered where possible Meeting rooms used as additional staff rest areas where social distancing cannot be achieved in existing staffrooms and curriculum bases. Maximum capacity signage on all doors. 			
3.11 Visitors and meetings					
<p>Visitors to college post risks in terms of social distancing and transmission of infection</p>		<ul style="list-style-type: none"> Visitors to site kept to a minimum. All non-essential visitors must be agreed beforehand with one of the Principals or CGR. Remote meetings to take place where possible Visitors reminded not to visit college if displaying COVID-19 symptoms or if symptoms are being displayed by a member of their household and to follow the self-isolation guidance provided Visitors to be advised to avoid public transport where possible and use private vehicle, bike or walking to get to college No onsite meetings to take place unless deemed to be business critical On site meetings to follow social distancing guidelines of 2m spacing, using suitably sized meeting space with adequate ventilation. Visitors required to wear face coverings and have their temperature taken. Visitors required to undertake a LFT prior to the visit and to show evidence of a negative result. All meeting rooms have hand sanitiser, tissues and wipes available. No hospitality provided to visitors attending site 			



Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Y/N)	Outstanding Actions/Comments	Residual risk rating (H/M/L)
3.12 Minibus					
Use of the college minibus poses risks in terms of social distancing and transmission of infection	H	<ul style="list-style-type: none"> No use of college minibus by students until further notice without the agreement of the Principal. Additional risk assessment required for student use of mini bus. No use of college minibus by staff (except staff required to drive minibus for maintenance or training purposes and EWO for home visits) until further notice Where staff are required to drive college minibus for maintenance purposes, hand washing to take place before and after use and staff should be advised to open windows for ventilation Minibus to have hand sanitizer and wipes available – staff asked to wipe over high use areas (steering wheel, door handles, gear stick) before travel Minibus to be left at least 72hrs if possible between drivers to allow reduction in live virus on surfaces 	Y		M
3.13 Offsite Visits and Extra-Curricular Activities					
Home visits poses risks in terms of social distancing and transmission of infection	H	<ul style="list-style-type: none"> Visits only take place where social distancing guidelines can be maintained, including transportation to and from the location. Staff told not to enter a student’s home during wellbeing checks 	Y		M
Offsite visits and extra-curricular visits poses risks in terms of social distancing and transmission of infection	H	<ul style="list-style-type: none"> Offsite visits or extra-curricular activities will only take place once a full and thorough risk assessment has been completed. Annual offsite learning programme to be reviewed and assess viability of each visit. 	M		M
Alternative Provision placement pose risk in terms of social distancing and transmission of infection.	H	<ul style="list-style-type: none"> Liaise with AP providers regarding adequate risk assessments. Communicate arrangements with parents and students. Monitor through regular visits. 	Y		Y



Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Y/N)	Outstanding Actions/Comments	Residual risk rating (H/M/L)
4. Continuing enhanced protection for children and staff with underlying health conditions					
4.1 Students with underlying health issues					
Students with underlying health issues are not identified and so measures have not been put in place to protect them	High	<ul style="list-style-type: none"> Parents asked to make the college aware of students' underlying health conditions The college, and parents, are clear about the definitions and associated mitigating strategies for people who are classed as clinically vulnerable and clinically extremely vulnerable. Colleges have a regularly updated register of students with underlying health conditions. Individual risk assessments for those students who are CEV. 	High	MOR to arrange for risk assessments to be undertaken for those who are CEV.	Medium
Inadequate measures are put in place to protect students with underlying health issues	High	<ul style="list-style-type: none"> Parents of CEV students advised to seek medical advice on whether their child should attend college. Control measures from individual risk assessments put in place. 	High	<ul style="list-style-type: none"> MOR to arrange for risk assessment for CEV students. 	Medium
4.2 Staff with underlying health issues					
Staff with underlying health issues or are not identified and so measures have not been put in place to protect them	Medium	<ul style="list-style-type: none"> All members of staff with underlying health issues, those within vulnerable groups or those who live with someone that is CEV have been instructed to make their condition or circumstances known to the college. Records are kept of this and regularly updated. Members of staff with underlying health conditions asked to seek and act on the advice of their GP/consultant/midwife or current government advice. Relevant staff are clear about the definitions and associated mitigating strategies in relation to people who are classed as clinically vulnerable and clinically extremely vulnerable. 	Medium		Medium
Inadequate measures are put in place to protect staff with underlying health issues	Medium	<ul style="list-style-type: none"> Current government guidance is being applied. Control measures from individual risk assessments put in place. 	Medium		Medium



Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Y/N)	Outstanding Actions/Comments	Residual risk rating (H/M/L)
5. Enhancing mental health support for students and staff					
5.1 Mental health concerns – students					
Students' mental health is adversely affected during the period that the college has been closed and by the COVID-19 crisis in general		<ul style="list-style-type: none"> • Staff available to support students with mental health issues. • Access to designated staff for all students who wish to talk to someone about wellbeing/mental health. • Wellbeing/mental health discussed regularly in SMSC/virtual assemblies (stories/toy characters used for identified students to help talk about feelings). • Resources/websites provided to support the mental health of students. • Referrals to outside agencies to support students identified at Inclusion Team meetings. • Advice to parents as to how to support their child. • Control measures communicated to students to reduce anxiety of returning to College. 		CPD for staff to allow them to support students.	
5.2 Mental health concerns – staff					
The mental health of staff is adversely affected during the period that the college has been closed and by the COVID-19 crisis in general		<ul style="list-style-type: none"> • Staff encouraged to focus on their wellbeing. • Consideration given to staff workloads, particularly where external factors are causing additional pressures on staff • Line managers proactive in discussing wellbeing with the staff that they manage, including their workload. • Staff briefings and training include content on wellbeing. • Open door policy for staff who need additional support • Staff briefings/training on wellbeing provided. • Staff signposted to useful websites and resources. • Control measures communicated to staff to reduce anxiety of returning to College. • Employee Assistant Programme for staff to access, 24/7 advice/counselling line. 			
5.3 Bereavement support					
Students and staff are grieving because of loss of friends or family		<ul style="list-style-type: none"> • Access to trained staff who can deliver bereavement counselling and support. 		<ul style="list-style-type: none"> • JCO to communicate arrangements to staff 	



Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Y/N)	Outstanding Actions/Comments	Residual risk rating (H/M/L)
		<ul style="list-style-type: none"> Support requested from other organisations when necessary. Employee Assistance Programme for staff to access, 24/7 advice/counselling line. 			

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Y/N)	Outstanding Actions/Comments	Residual risk rating (H/M/L)

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Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Y/N)	Outstanding Actions/Comments	Residual risk rating (H/M/L)
6. Operational issues					
6.1 Review of fire procedures					
Fire procedures are not appropriate to cover new arrangements		<ul style="list-style-type: none"> Fire procedures reviewed and revised where required. Staff INSET video shared on 7 Sept with new arrangements. 		<ul style="list-style-type: none"> JCO to ensure all staff and students are aware of revised procedures and have had a drill. 	
Fire evacuation drills - unable to apply social distancing effectively		<ul style="list-style-type: none"> Plans for fire evacuation drills in place which are in line with social distancing measures by drilling individual bubbles. 		<ul style="list-style-type: none"> JCO to review existing fire procedures and amend as appropriate JCO to ensure all staff and students are aware of revised procedures 	
6.2 Managing premises on reopening after lengthy closure					
All systems may not be operational		<ul style="list-style-type: none"> Government guidance implemented where appropriate. All systems recommissioned. 			
Statutory compliance has not been completed due to the availability of contractors during lockdown		<ul style="list-style-type: none"> All statutory compliance up to date. 			
6.3 Contractors working on the college site					
Contractors on-site whilst college is in operation may		<ul style="list-style-type: none"> Meetings with contractors prior to starting work to take place remotely where possible 			



Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Y/N)	Outstanding Actions/Comments	Residual risk rating (H/M/L)
pose a risk to social distancing and infection control		<ul style="list-style-type: none"> Ongoing works and scheduled inspections for colleges (e.g. estates related) designated as essential work by the government and so are set to continue. Use of contractors to be reviewed with any non-essential works postponed where possible Assurances sought from the contractors that all staff attending the setting will be in good health (symptom-free) and that contractors have procedures in place to ensure effective social distancing is maintained at all times. Contractors undertaken a LFT before visiting and site and provide evidence of a negative result. Alternative arrangements considered such as using a different entrance for contractors and organising classes so that contractors and staff/students are kept apart. Social distancing maintained throughout any such works and where this is not possible arrangements are reviewed. Normal contractor procedures applied with updates in light of COVID-19 (including need to include COVID-19 considerations in contractor risk assessments and reminders to contractors about the need for social distancing). 			

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Y/N)	Outstanding Actions/Comments	Residual risk rating (H/M/L)
7. Governance					
7.1 Oversight of the Governing Body					
Lack of oversight during the COVID-19 crisis leads to misunderstandings.		<ul style="list-style-type: none"> Governing Body and committees meet regularly via online platforms. Governing Body and committee agendas structured to ensure all statutory requirements are discussed and leaders held to account for their implementation. Pr's report to the Governing Body includes content and updates on how the academy is continuing to meet its statutory obligations in addition to covering the academy response to COVID-19. 			



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		<ul style="list-style-type: none"> Regular dialogue with the Chair of Governors. Minutes of meetings reviewed to ensure that they accurately record the Governing Body oversight and holding leaders to account for areas of statutory responsibility. 			

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8. Maintaining educational provision in the event of future school closure.					
Full or partial closure due to Covid outbreak.		<ul style="list-style-type: none"> Staff and students briefed regarding learning on-line including streamed lessons. Effective on-line platform in place for home learning. Students without access to IT identified and supported. Disseminate student laptops provided by DfE. Learning & Teaching addendum has full detail of actions in the event of full or partial closure. 			
9. Additional site-specific issues and risks					
Settings to add any site-specific issues/arrangements here and ensure mitigation strategies are in place to address them					
Inadequate measures are put in place to protect clinically extremely vulnerable and clinically vulnerable staff during the next stage of the Covid 19 Response – Spring 2021 (Roadmap)		<ul style="list-style-type: none"> Current government guidance is being applied. Individual risk assessments in place for clinically extremely vulnerable and pregnant staff. 		CGR to review risk assessments as appropriate	