

S6F COVID19 RISK ASSESSMENT

HAZARD	WHO MIGHT BE HARMED	CONTROLS TO BE PUT IN PLACE	WHO WILL BE RESPONSIBLE	WHEN THE CONTROLS NEED TO BE IN PLACE BY	ADDITIONAL NOTES
Contact with someone suffering from coronavirus	<ul style="list-style-type: none"> • Staff • Students • Contractors • Visitors 	<p>Everyone will be asked not to come into college if they or anyone they live with is experiencing coronavirus symptoms, and instead follow official self-isolation guidance. Regular reminders will be given about this.</p> <p>Anyone self-isolating with symptoms will be encouraged to access testing, and the college will help them do this.</p> <p>If a symptomatic person comes into college, they will be sent home immediately or isolated until they can be picked up. Isolation will be in the Rest Room by reception.</p> <p>Staff and students will be encouraged to wear a face covering inside the buildings when they are not in a lesson. Any masks being disposed of should be done at home and not in college bins.</p> <p>External groups of visitors or speakers will require prior approval from CMT.</p> <p>Staff with first aid training that are called upon to deal with a student will be provided with gloves, apron, face mask and face shield to protect them. If a member of staff gives first aid, a coronavirus test will be arranged for them at the earliest possible time.</p> <p>A deep clean will take place in the areas that the symptomatic person has been in.</p> <p>If a student or a staff member working with students tests positive for coronavirus, the rest of their student groups will be sent home and advised to self-isolate for 14 days (as will any staff member who looked after them in college while they were symptomatic).</p> <p>If other cases are detected at college, the local health</p>	Phil Rumsey	Friday 12 th June.	

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		<p>protection team from NYCC will be in touch to advise on appropriate action, such as asking more people to self-isolate.</p> <p>If there is a localised spike in cases and the college is instructed to close, learning will revert to remote teaching as during the first lockdown. Preparation for this will be completed during the initial staff INSET days.</p>			
Contact with coronavirus when getting to and from college or other necessary travel		<p>The college buses will be running and face coverings are to be worn.</p> <p>For anyone who needs to take public transport, they'll be referred to government guidance.</p> <p>Trips abroad have been cancelled for the foreseeable future. Local trips that are a necessary component of curriculum delivery and deemed low risk will continue with prior consent and approval needed from CMT.</p>	<p>Everyone</p> <p>Tania Exley-Moore</p>		
Spreading infection due to touch, sneezes and coughs		<p>Everyone in college will be encouraged to:</p> <ul style="list-style-type: none"> • Frequently wash their hands with soap and water for 20 seconds and dry thoroughly using NHS guidelines, or use alcohol-based hand sanitiser to cover all parts of their hands • Not touch their mouth, eyes and nose • Use a tissue or elbow to cough or sneeze <p>Students will be encouraged to learn and practise these habits in lessons and by posters put up across the college.</p> <p>Supplies for soap, hand sanitiser and disposable paper towels and tissues will be topped up regularly and</p>	<p>Everyone</p> <p>Teachers and GSTs to reinforce</p> <p>Kev Leiper</p>		

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		monitored to make sure they're not close to running out.			
Spreading infection through contact with coronavirus on surfaces		<p>Cleaning staff will regularly clean frequently touched surfaces using standard cleaning products (e.g. bleach, detergent), including:</p> <ul style="list-style-type: none"> • Banisters • Classroom desks and tables • Bathroom facilities (including taps and flush buttons) • Door and window handles • Furniture • Light switches • Reception desks • Teaching and learning aids • Computer equipment (including keyboards and mouse) • Telephones <p>Areas of the college that are used by students will be cleaned thoroughly at the end of the day.</p> <p>Areas of the college not in use will be shut off to make cleaning more manageable.</p> <p>If a person with coronavirus symptoms comes into college, a deep clean will take place in the areas that the person has been in, following decontamination guidance.</p> <p>Cleaning and sanitising supplies will be topped up regularly and monitored to make sure they're not close to running out.</p>	Kev Leiper		

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Spreading infection due to excessive contact and mixing between students and staff in classrooms		<p>All students are expected to attend full time.</p> <p>Space will be maintained between students, 2m apart where possible, with seats and desks arranged to allow this. Where this is not possible, the lesson will move to a different room if a suitable alternative is available.</p> <p>Teachers to reduce the use of handouts as much as possible.</p> <p>Staff working directly with students will avoid the use of small spaces/offices or those with no windows.</p>	<p>Phil Rumsey</p> <p>Teachers and GSTs</p>		
Spreading infection due to excessive contact and mixing between students and staff around the college		<p>Rooms will be accessed directly from outside where possible, and everyone will be expected to stay to the very left-hand side on corridors. People exiting rooms and buildings will have right of way over those entering.</p> <p>Social spaces will be monitored by staff. Students will be encouraged to go outside if the weather permits. Students have been encouraged to go home at the earliest possible time after their final lesson.</p> <p>Classrooms will remain unlocked and students encouraged to go outside if the weather permits or make use of a classroom outside of lesson times to reduce numbers in other communal areas.</p> <p>Toilet use will be managed to avoid crowding by closing off alternate cubicles and sinks.</p> <p>The staffroom and staff kitchen has a one-way system in place – entry via the kitchen and exit via the staffroom.</p> <p>Staff and students reminded to maintain social distancing as much as possible at all times. Senior staff to circulate the college regularly throughout the day to remind</p>	<p>Phil Rumsey</p> <p>Teachers and GSTs</p> <p>CMT</p>		

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		<p>students to maintain social distancing.</p> <p>The café will only serve a limited range of 'grab and go' food. There will be a clearly marked one-way system in place. Students will be encouraged to avoid using cash as much as possible.</p> <p>The LRC will have a reduced number of desks in use.</p>	<p>Lesley Clemmet Lynn Lloyd</p>		
Spreading infection due to the college environment		<p>Checks to the premises will be done to make sure the college is up to health and safety standards before reopening.</p> <p>Fire, first aid and emergency procedures will be reviewed to make sure they can still be followed effectively.</p> <p>Areas in use will be well ventilated by opening windows or using ventilation units. Doors will be propped open, where fire safety and safeguarding wouldn't be compromised.</p>	<p>Phil Rumsey and Kev Leiper</p>		
Individuals vulnerable to serious infection coming into college		<p>All staff and students are expected to attend college unless prior consent to work at home has been sought from the principal. This will be monitored to ensure it remains aligned to the latest government guidance.</p>	<p>Phil Rumsey</p>		
Impact on staff and student wellbeing	<ul style="list-style-type: none"> • Staff • Students 	<p>The college has taken a sympathetic and individualised approach to dealing with issues arising due to the ongoing pandemic. This will continue indefinitely and staff to replicate at student level.</p>	<p>CMT All staff and students</p>		

Other considerations taken to reduce risk where possible:

Schools and colleges are expected to maintain separate 'bubbles' by year group. Given the comparatively small size of the college (our total student population is smaller than other college year groups) and its facilities, it is not practicable to have separate social areas and access to the café. It would also be very difficult to identify if a student in a different year group used the wrong area and create queues/groups of students waiting to access the café at their allotted time. Instead, the café has introduced strict measures to reduce risk and extended opening hours with students encouraged to access it at other times when not being taught. With only two year groups, naturally staggered start and finish times due to the nature of the timetable and 'free periods', buses and curriculum groups containing a mixture of year groups as well as consideration of the age and maturity level of our students, it has been decided the most effective and practicable way to reduce risk as far as possible is to have a strong expectation that students and staff will wear face coverings outside of lessons. When not in lessons, students tend to remain largely within friendship groups from their secondary school and/or their curriculum areas and in many cases are not on site. The geography of the college site means there is plenty of space for students to break-out into and plenty of entrance and exit points. Splitting the year groups so they each have 50% of their time in college and 50% at home carries other risks to their mental health and wellbeing, academic and personal progress that may be long lasting and irreversible. Those of key workers could still attend 100% of the time which reduces the impact of splitting the year groups. With the current local data on known positive cases and the R rate, it is assessed that the risk is currently sufficiently low that keeping the students together is the right thing to do at this stage but further, ongoing assessments will be made and appropriate changes in how the college operates implemented.

Student induction will be initially by a communication sent home prior to them starting, outlining the college's expectations and reinforced for new starters via an online assembly on their first day. Staff will be updated before the start of term and have an opportunity to raise any questions or concerns.

Where the use of specialist equipment or techniques in subject areas is deemed to potentially increase the risk of transmission or spread of Covid-19, appropriate guidance has been shared within those teams.

There were no new risks identified following the partial reopening in June. Monitoring of new or increased risks will be ongoing and this risk assessment updated accordingly to ensure all risks associated with Covid-19 are reduced as much as possible.

Reviewed by CMT: **1 September 2020**

Updated by the Principal: **3 September 2020**