

RISK ASSESSMENT FOR THE WIDER OPENING OF COLLEGES

Name of College	Date of assessment	Review date(s) and updated	
All Hallows Catholic College	22/07/20	21/08/20 01/09/20 21/09/20 23/10/20 5/11/20 1/1/21 1/3/21 09/08/21 30/11/21 2/1/22 17/1/22	
Name and Position of Assessor(s):	M. Garvey (Deputy Principal)	Assessor(s) Signature:	M.Garvey
Headteacher's Name:	T. Beesley	Headteacher's signature:	T. Beesley
Chair of Governor's Name:	C. Watson	Chair's signature	C.Watson

Before completing this risk assessment, please refer to Cheshire East's Risk Assessment Framework. The risk areas below can be used as a guide, but Colleges may want to adapt this for their use.

RISK PRIORITY

HIGH: Accident likely - with possibility of causing serious injury or loss

MEDIUM: Possibility of accident - causing minor injury or loss

LOW: Accident unlikely - with control measures in place

already in place

4. Evaluate the remaining risk (High, Medium, Low)
5. Identify any further action needed to reduce the risk to the lowest *reasonably practicable* level

5 steps to Risk Assessment

1. Identify the hazards
2. Decide who may be harmed
3. Identify the control measure

Staying COVID Secure – Our Commitment:

1. We recognise the risk posed by Coronavirus (COVID-19) to our staff, students and their families. We endeavour to keep all safe and take control measures to minimise the risk of infection and the transmission of the virus are provided in this Risk Assessment in line with DfE guidance
2. We will ensure, as far as is reasonably practicable, the Health, Safety and Wellbeing of our staff and students.
3. We will share this Risk Assessment and its findings with employees and parents and consult on its contents.
4. We will ensure that staff are trained and given a full opportunity to ask questions and be completely reassured of their safety and wellbeing.
5. We will continue to comply with all relevant Health and Safety Legislation.

Overarching Guidance for all staff:

In all education, childcare and social care settings, preventing the spread of coronavirus involves dealing with direct transmission (for instance, when in close contact with those sneezing and coughing) and indirect transmission (via touching contaminated surfaces). A range of approaches and actions should be employed to do this. These can be seen as a hierarchy of controls that, when implemented, creates an inherently safer system, where the risk of transmission of infection is substantially reduced. These include:

1. Minimising contact with individuals who are unwell by ensuring that those who have coronavirus symptoms do not attend childcare settings, Colleges or colleges
2. Cleaning hands more often than usual - wash hands thoroughly for 20 seconds with running water and soap and dry them thoroughly or use alcohol hand rub or sanitiser ensuring that all parts of the hands and wrists are covered
3. Ensuring good respiratory hygiene - promote the 'catch it, bin it, kill it' approach
4. Cleaning frequently touched surfaces often using standard products, such as detergents and bleach
5. Minimising contact and mixing by altering, as much as possible, the environment (such as classroom layout) and timetables (such as staggered break times)

6. Staff encouraged to receive Covid vaccination/Booster as soon as available to them.
7. Twice weekly, LFD– Testing encouraged for staff and students with weekly reminder in the Newsletter and twice weekly email reminder for students. Staff asked to test before returning to College on 4th Jan 2022
8. In line with DfE, Public Health guidance the College will carry out 1 onsite test of students as they return from the Christmas break
9. As of 2 Jan in line with DfE guidance

a temporary recommendation on the return wearing of face coverings in classrooms where pupils in year 7 and above are educated. This advice is short term only, to support pupils and teachers as they return to school this term and builds on the existing guidance that recommends face coverings for all adults in communal areas We are updating our guidance to reflect this. The advice on face coverings in classrooms will be in place until Wednesday 26 January, when Plan B regulations are currently scheduled to expire, at which point it will be reviewed.

students and staff are still recommended to wear face covering in Classrooms, Communal areas including, Corridors, Common Room, Assembly Hall, Canteen when not eating or drinking and the changing rooms. The College has yet to be provided with the CO2 monitors to measure the quality of air. Until such a time, teachers are asked to maintain ventilation in their rooms with open windows and doors.

10. Students are permitted to wear a plain, dark College coat over their blazer. Hoodies are not permitted
11. In light of the Omicron strain we will continue to monitor the situation and be guided by the DfE/Public Health and the LEA regarding other planned gatherings including after College events but from 4 Jan we will return to remote Assemblies. We will keep this under review.

Staff Principles

1. Do not come to work if you have coronavirus symptoms or go home as soon as these develop You should inform the Principal or Deputy Principal on the absence line and complete an LFD Test. If positive you should self-isolate in line with current Govt. guidance (See below). ~~If the result is positive or you continue to experience Covid symptoms please arrange PCR test as soon as possible. Please keep College informed of your result. Where a PCR result is positive, please send confirmation of your Text advising your dates of Isolation to the Principal/Deputy principal. (Currently suspended)~~ As a matter of courtesy and in case you need further support during your period of isolation, please inform your line manager.

During your period of Isolation, if you are well enough to deliver your lessons on Teams please let the Principal/Deputy Principal know and a cover supervisor will be made available to chaperone your classes.

If you are unwell during your period of Isolation but are able to set work for your classes, you should drop this in the Cover Folder.

If you are not able to do this due to illness, please let your line manager/HOD know and work will be set.

Update 17 Jan 2022

Information on the changes to the self-isolation period for individuals who test positive for COVID-19

From Monday 17th January, students who are self-isolating with COVID-19 will have the option to reduce their isolation period **after 5 full days** if they test negative with a lateral flow device (LFD) test on both day 5 and day 6, and they do not have a temperature. For example, if they test negative on the morning of day 5 and the morning of day 6, they can return to College immediately on day 6. The first test must be taken no earlier than day 5 of the self-isolation period, and the second must be taken the following day. All test results should be reported to NHS Test and Trace. If the result of either of their tests is positive, they should continue to self-isolate until they get negative results from two LFD tests on consecutive days or until they have completed 10 full days of self-isolation, whichever is earliest. For more information, visit [COVID-19: management of staff and exposed patients or residents in health and social care settings](#).

Anyone who is unable to take LFD tests will need to complete the full 10 day period of self-isolation. Further information is available in the [stay at home: guidance for households with possible or confirmed COVID-19 infection](#).

Tues 11th Jan

If you test positive on an LFD you do not need a confirmatory PCR test. You should self-isolate in line with current Govt. guidance.

Thurs 13th Jan Update from Cheshire East,

Advising that children & young people, who are contacts of positive cases in their household, **are no longer required to stay at home for 5 days**.

Daily testing for close contacts of COVID-19

People who are fully vaccinated, or children and young people aged between 5 and 18 years and 6 months, identified as a close contact of someone with COVID-19, should take an LFD test every day for seven days and continue to attend their setting as normal, unless they have a positive test result or develop symptoms at any time.

2. You are encouraged to book for your vaccination/Booster as soon as this becomes available to you.
3. You are encouraged to take part in the twice weekly LFD – Tests kits are available in College
4. You are asked to wear a Face Covering where social distancing cannot be maintained , including in the corridors and communal spaces. In line with DfE guidance 2 Jan 2022 this includes classrooms – to be reviewed on 26 Jan 2022.
5. Clean your hands and wrists more often than usual - with running water and soap and dry them thoroughly or use alcohol hand rub or sanitiser ensuring that all parts of the hands are covered.
6. Use the 'catch it, bin it, kill it' approach.
7. Avoid touching your mouth, nose and eyes.
8. Clean frequently touched surfaces often using standard products, such as detergents and bleach - Including cleaning your own work station before and after use.
9. Think about ways to modify your teaching approach to keep a distance from children in your class as much as possible, particularly close face to face support (noting that it's understood that this is not possible at all times, which is why hygiene and hand cleaning is so important). Think about ways you can modify your marking & feedback, to reduce the need for collecting books & paper, and update your faculty's assessment & marking policy accordingly
10. Consider avoiding calling students to the front of the class or going to their desk to check on their work if not necessary.
11. Help your class to follow the rules on hand cleaning, not touching their faces, 'catch it, bin it, kill it', encouraging the wearing of face coverings etc. including by updating your classrooms displays with posters.
12. Discourage your class from sharing equipment and resources (like stationery).
13. Keep your classroom door and windows open if possible, for air flow. And minimise need to touch door handles. The use of Co2 Monitors will be used to monitor the quality of air
14. Limit the number of children from your class using the toilet at any one time.
15. Limit your contact with other staff members, and don't congregate in shared spaces, especially if they are small rooms eg offices – follow max capacity notices, where practical.
16. Make sure you've read the College's updated rewards & behaviour policy and know what role in it you're being asked to take
17. Individual Risk Assessments for CV staff eg Pregnancy completed

In formulating this Risk Assessment we have taken into account the following documents:

2 January – Coronavirus (COVID-19) – Update to all education and childcare settings and providers

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/1044530/Schools_guidance_Jan_22.pdf

Education and childcare settings: New National Restrictions from November 2021
Unicef Framework for Re-opening Colleges:
Overview of Scientific advice to DfE:

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/1036663/Schools_guidance_update_for_Omicron_-_29_Nov.pdf

<https://www.unicef.org/documents/framework-reopening-Colleges>

Government recovery strategy:	https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/885631/Overview_of_scientific_advice_and_information_on_coronavirus_COVID19.pdf
DfE Planning guide for primary Colleges:	https://www.gov.uk/government/publications/our-plan-to-rebuild-the-uk-governments-covid-19-recovery-strategy
Initial Planning Guidance:	https://www.gov.uk/government/publications/preparing-for-the-wider-opening-of-Colleges-from-1-june https://www.gov.uk/guidance/education-and-childcare-settings-new-national-restrictions-from-5-november-2020
Guidance on safe working practices:	https://www.gov.uk/government/publications/actions-for-educational-and-childcare-settings-to-prepare-for-wider-opening-from-1-june-2020
Implementing protective measures:	https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care
NASUWT checklist:	https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings
NEU/UNISON/Unite/GMB advice and checklist:	https://www.nasuwt.org.uk/uploads/assets/uploaded/d8b46e47-fa23-466c-af6e4d55e3022efd.pdf
LA Planning Document:	https://neu.org.uk/media/11476/view
HSE Guidance on offices and call centres:	L:\CV\Risk Assessment Checklist Template - September 2020 - final.docx
SAGE modelling data on return to College	https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/offices-and-contact-centres
PHE First Aid Guidance	https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/887014/s0300-tfc-modelling-behavioural-science-relaxing-College-closures-sage31.pdf
DFE Explanatory note on SAGE modelling	https://www.gov.uk/government/publications/novel-coronavirus-2019-ncov-interim-guidance-for-first-responders/interim-guidance-for-first-responders-and-others-in-close-contact-with-symptomatic-people-with-potential-2019-ncov
HSE guidance for shops	https://www.gov.uk/government/publications/department-for-education-explanatory-note-on-sage-modelling
NEU: Coronavirus and pregnancy	https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/shops-and-branches#shops-4-1
Schools COVID-19 operational guidance	https://neu.org.uk/advice/coronavirus-and-pregnancy https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak

Risk / Aspect	Control Measures	Risk	Additional Notes / DfE Guidance
BUILDINGS & FACILITIES			
CLASSROOMS & MOVEMENT	<ul style="list-style-type: none"> ▪ Hand sanitiser stations established across the College ▪ Hand sanitiser in every classroom ▪ All students encouraged to bring their own hand sanitiser. Student should sanitise on entering the room and before lunch. ▪ As a temporary Students/Adults are required to wear Face Coverings in classrooms and communal areas College Transport Corridors/Toilets/ Sixth Form CR Cafe unless exempt. Where students are exempt they will be provided with a badge and an updated list of names be made available. Staff are asked to adopt a practical/sensitive approach and allow the short term removal of face covering where students are struggling. As this is a reintroduction of face coverings, staff are asked to keep reminding students of the need to wear one. We can provide where necessary or where students repeatedly 'forget'. Staff are asked to keep a small supply (these are available from reception) but please avoid sending students to reception for them. ▪ Where possible, seats are facing forward ▪ Door to be wedged open at all times where safe to do so, to limit use of door handles and aid ventilation – including entrance to toilet blocks (exceptions entrance into Romero Centre, Fire doors, staff and student toilets). ▪ Students and staff can wear their outdoor coat in lessons and around the buildings – Hoodies are not a replacement for outdoor coats and should not be worn. Students are encouraged to wear suitable 	MEDIUM	<ul style="list-style-type: none"> ▪ Desks should be spaced as far apart as possible. ▪ Seating plans maintained and readily available for close contact tracing

	<p>undergarments eg a plain T shirt/skin under their shirt.</p> <ul style="list-style-type: none"> ▪ Windows to be left open, when appropriate ▪ Students discouraged from bringing anything from home that is unnecessary. Frequently used personal equipment, such as pens, pencils, rulers, calculators, etc, should not be shared. ▪ Pencil cases, stocked with essential stationery, that will be available for purchase through Parent Pay. All PP students have been provided with these ▪ Shared 'Year bubble' resources will be identified by subjects, and clearly labelled for those who teach in a classroom that is not their usual classroom ▪ Classroom spaces should be accessed from outside if possible. ▪ All classroom to be cleared to enable regular and effective cleaning throughout ▪ A one-way system is established around College and outdoor paths marked for social distancing (keep left) ▪ In addition to classrooms, Staff are asked to wear face coverings on corridors and in spaces where social distancing cannot be maintained eg staff toilets/Sixth Form CR Café ▪ Sixth Form students and staff using the Sixth Form CR/Café are required to wear face coverings. ▪ Avoid queuing on corridors, where possible – teachers to invite students into classroom without need to queue ▪ Signage for movement around building displayed. ▪ Ensure toilets have washing hands posters. 		
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	<ul style="list-style-type: none"> ▪ Offices continue to have identified capacity. Staff to take responsibility for wiping down work areas after use, and bins to be placed outside of door at end of the day, for emptying. ▪ Office staff who receive deliveries, post etc. are encouraged to wash their hands more frequently and are provided with sanitiser and gloves ▪ Staff discouraged from using staffroom as a social area / space. Staff should wear face coverings in this communal area. ▪ If staff bring in their own food this should be food which does not require heating or additional preparation in kitchen / canteen/ staff room areas – unless it is cleaned by the member of staff, before and after use. Cleaning products will be available ▪ Use of kitchen areas to be limited to preparation of hot drinks, cleaning of cups / mugs etc. Employees to use own / designated cup or mug. ▪ Pastoral Office now separated into KS3 & KS4, with social distancing applied ▪ Sixth Form-common room re-established but students have freedom to leave site when they do not have lessons from Lunch inc pd 5 to reduce numbers accessing communal area ▪ Canteen facility available, to reduce demand on College kitchen / dining areas ▪ Limit access to essential visitors only including face to face meetings where these could be delivered via Zoom/Teams ▪ All adults visiting the site should wear a face covering unless exempt. 		
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	<ul style="list-style-type: none"> ▪ Suppliers and Contractors advised if attending premises of infection control arrangements, no-access areas and expectations around personal hygiene. ▪ Regular Contractors are providing College with their own risk-assessment, whilst the College is sharing this document with them. 		
<p>PREMISES CHECKS</p>	<p>Cold water systems - including tanks, sinks/basin and drinking water outlets (taps and water fountains)</p> <ul style="list-style-type: none"> ▪ Increase frequency of outlet flushing and temperature monitoring to maintain water quality within the entire system. If required, consider additional water quality testing at water outlets (closest and further from the main water source) and drinking water outlets that remain in use. <p>Domestic hot water services – including calorifiers/direct fired water heaters/ sinks/ basins</p> <ul style="list-style-type: none"> ▪ Hot water generation servicing to continue in line with manufacturers’ criteria. ▪ Water temperatures must be kept within limits recommended for the control of legionella bacteria in water systems. ▪ Regularly check hot water generation for functionality and if required, temperature recording ▪ If the hot water system has been left operational the hot water should be circulating as normal and 	<p>LOW</p>	

	<p>regular checks, in line with guidance, should be carried out.</p> <p>Gas safety</p> <ul style="list-style-type: none"> ▪ Do not isolate gas supplies to boilers and hot water generation ▪ To avoid the risk of leaks and dangerous build-up of gases, isolate gas supplies where not in use, e.g. College kitchens. otherwise, gas services should remain in normal operation. ▪ Continue planned gas safety checks including gas detection/interlocking Fire safety ▪ Review and if necessary, update fire management plans and ensure any changes to fire escape routes are clearly identified and communicated. ▪ Carry out weekly checks of alarms systems, call points, and emergency lighting. – Establish New Muster Stations: <ul style="list-style-type: none"> ○ Yr 7 & 8 on Lower Yard, facing different directions ○ Yrs 9, 10 & 11 on tennis courts, facing different directions ○ Sixth Form on grass area, next to outdoor gym ▪ Carry out regular hazard spotting to identify escape route obstructions. ▪ Check that all fire doors are operational. Fire drills should continue to be held as normal. ▪ Fire Evacuation carried out Termly <p>Kitchen equipment that holds water, for example dishwashers and combination ovens</p>		
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	<ul style="list-style-type: none"> ▪ Run through at least a full cleaning cycle per week, to remove scale build up and standing water build up, to pre-empt possible bacteria growth. <p>Security</p> <ul style="list-style-type: none"> ▪ All areas of the College should be kept secure. ▪ Access to certain closed areas should only be possible by relevant staff – for example chemical stores and caretaker’s room. ▪ Check that access control and lockdown systems are operational. ▪ Romero Centre re-established as ‘secure’ area <p>Ventilation</p> <ul style="list-style-type: none"> ▪ All systems to remain energised in normal operating mode. ▪ Where possible, occupied room windows should be open. ▪ Ventilation to chemical stores should remain operational. ▪ 36 CO2 Monitors are being provided by the DfE and have been installed ▪ Temporary adaptations are made to the Sixth Form Centre to increase ventilation. <p>Other points to consider</p> <ul style="list-style-type: none"> ▪ Core building-related electrical systems, including internal and external lighting, small power, CCTV, access control and alarm systems (fire, intruder, panic and accessible toilets) to remain in use/energised in normal operating mode. 		
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	<ul style="list-style-type: none"> ▪ For drainage systems, check traps have not dried out and ensure water seals are in place to prevent smells within the building e.g. toilet areas etc. ▪ Updated keyholder information. ▪ Intruder alarm / fire alarm companies often have remote monitoring stations (response centres) – follow advice from these providers. ▪ Continue carrying out thorough examination and testing of lifting and pressure equipment during the coronavirus outbreak following updated HSE guidance: https://www.hse.gov.uk/news/work-equipment-coronavirus.htm 		
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LESSONS & BEHAVIOUR

<p>TRANSMISSION OF COVID-19 IN LESSONS</p>	<ul style="list-style-type: none"> • Students and staff encourage to do twice weekly LFD test. Kits available from College. Reminders in the newsletter every week. Twice weekly emails to parents to remind students to test • Instruct staff showing symptoms of Covid-19 not to attend work and book a PCR Test asap • Parents reminded not to send their child to College if they are displaying Covid-19 symptoms but to book a PCR test and keep the College updated on the results. • Where a student becomes unwell with symptoms while in College, Parents will be required to collect and book a PCR test. The College can provide a postal test where booking a test may prove a barrier to being tested. <p>All Positive results for staff and students are reported to the LEA daily</p>	<p>MEDIUM</p>	
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- Where students and staff test positive on a Home Test kit they are no longer required to take a confirmatory PCR test and Isolate in line with Govt guidance for 10 days* from the onset of symptoms or from the date of the positive test in cases of asymptomatic positive tests where the day of symptoms or the date of the test in the case of asymptomatic cases is day 0 ([see Govt guidance](#))

** From Monday 17th January, students who are self-isolating with COVID-19 will have the option to reduce their isolation period **after 5 full days** if they test negative with a lateral flow device (LFD) test on both day 5 and day 6, and they do not have a temperature. For example, if they test negative on the morning of day 5 and the morning of day 6, they can return to College immediately on day 6. The first test must be taken no earlier than day 5 of the self-isolation period, and the second must be taken the following day. All test results should be reported to NHS Test and Trace. If the result of either of their tests is positive, they should continue to self-isolate until they get negative results from two LFD tests on consecutive days or until they have completed 10 full days of self-isolation, whichever is earliest. For more information, visit [COVID-19: management of staff and exposed patients or residents in health and social care settings](#).*

Anyone who is unable to take LFD tests will need to complete the full 10 day period of self-isolation.

Further information is available in the [stay at home: guidance for households with possible or confirmed COVID-19 infection](#).

Tues 11th Jan

If you test positive on and LFD you do not need a confirmatory PCR test. You should self-isolate in line with current Govt. guidance.

Thurs 13th Jan Update from Cheshire East,

Advising that children & young people, who are contacts of positive cases in their household, **are no longer required to stay at home for 5 days.**

- Ensure staff, parents and students are kept up to date [about recognised symptoms](#)
- Check with students at the start of each day that they do not have any of the symptoms of Covid-19
- If staff or students show symptoms of Covid-19, follow the procedure in **Coronavirus (COVID-19): implementing protective measures in education and childcare settings (3)**
- Ensure staff and students wash their hands / use sanitiser gel thoroughly before and after each lesson (put posters on corridors and in classrooms to reinforce this) HANDS FACE SPACE

- Ensure staff and students follow the “catch it- bin it-kill it” protocol. All classrooms to have covered bins
- Put posters on corridors/Toilets and in classrooms to reinforce this
- Teachers to keep an updated seating plan which should be available on request from SLT
- Agree cleaning protocols with cleaning company to ensure:
- All surfaces, including desks & chairs sanitised at end of each day. As teachers may use a number of desks or keyboards throughout the day they should clean before and after use using anti bacterial wipes.
- Classrooms are fogged on a rota basis
- Weekly sanitising of PE equipment
- Daily Sanitising of LFD Test site (when in use)
- Enhanced cleaning throughout the day, with the provision of a second house-keeper:
 - Increased frequency of cleaning of communal areas and locations / high contact points (using detergent and hot water followed by a chlorine based disinfectant solution) including:
 - Toilets
 - Door Handles/ Access Buttons
 - Kitchen areas and associated equipment
 - Printers/ Photocopiers
 - Handrails
- Increased opportunity / provision for hand-washing / sanitising
- All staff to wipe down their work area before and after use
- Open windows of all teaching rooms at the start of the day and teach with doors and windows whenever the weather conditions make this practicable
- Where appropriate, teach out of doors

- Expectation that students have Pen Pencil/ruler/calculator/Hand Gel/**Face covering**
- Publish clear guidance (including for queuing where necessary) for entry to and exit from each classroom
- Publish clear guidance for ways of working and interaction in each classroom
 - College uniform policy / dress codes fully applied) for all students and staff – Students and staff to wear coats. Students and staff can wear their outdoor coat in lessons and around the buildings – Hoodies are not a replacement for outdoor coats and should not be worn. Students are encouraged to wear suitable undergarments eg a plain T shirt/skin under their shirt.
- **Change uniform rules for PE, so that students do not need to change back into uniform at the end of pd 5)**
- SL to conduct subject specific risk assessments for practical subjects including Science, ADT, Computer Science, Performing Arts and PE to include control measure such as:
 - Changes to use of equipment eg allocated to year bubble
 - Alteration to rooms eg forward facing seating
- Covid-19 addendum to Rewards & Behaviour Policy stipulating requirement to comply with all aspects of the risk assessment and setting out sanctions (up to and including exclusion) for students who fail to do so
- Identify any students who may not comply with the requirements of the Risk Assessment (owing to poor behaviour, SEND or any other reason) and undertake individual risk assessments
- Ensure that PPE, such as hand sanitiser stations and bottles are supervised and monitored, to avoid any

	<p>misuse. Any misuse will be treated using the College's rewards & behaviour policy</p> <ul style="list-style-type: none"> • Include all aspects of classroom risk assessments in staff briefings and communication home and establish this through remote Business assembly when students return to College 		
<p>TRANSMISSION OF COVID-19 THROUGH POOR BEHAVIOUR CHOICES</p>	<ul style="list-style-type: none"> ▪ See addendum to the Rewards & Behaviour Policy, which includes details on: <ul style="list-style-type: none"> ○ Beginning & End of Day ○ The College Day ○ Hygiene ○ Social Distancing ○ Break times ○ Rewards ○ Sanctions ○ Students with Special Educational Needs and/or Disabilities ○ Home Learning <p>NOTE</p> <p>Sanctions</p> <p>If the health and safety of other students and staff members are put at risk by a pupil not adhering to hygiene or social distancing measures, the following actions will apply:</p> <ul style="list-style-type: none"> • conversation(s) with student(s) which could include a verbal warning, moving seats if logistically possible and other behaviour management strategies in line with our current rewards & behaviour policy; 	<p>MEDIUM</p>	<p>In light of the need for children to behave differently when they return to College, and any new systems we have put in place to support that, are reflected in our behaviour policy. Behaviour policy changes are regularly communicated to students, parents and staff.</p> <ul style="list-style-type: none"> • following any altered routines for arrival or departure • following College instructions on hygiene, such as handwashing and sanitising ▪ Students/staff to wear face coverings, in communal areas <ul style="list-style-type: none"> • following instructions on who students can socialise with at College • moving around the College as per specific instructions (for example, one-way systems, out of bounds areas, queuing) • expectations about sneezing, coughing, tissues and disposal ('catch it, bin it, kill it') and avoiding touching your mouth, nose and eyes with hands • tell an adult if you are experiencing symptoms of coronavirus • rules about sharing any equipment or other items including drinking bottles

	<ul style="list-style-type: none"> once all appropriate behaviour management strategies have been exhausted, the parent/carer will be contacted and may be expected to collect the student without delay. <p>If a student's behaviour is deemed high risk, for example, a student engages in deliberate behaviours that put themselves or others at risk, such as spitting or deliberately coughing at people, parents will be contacted to immediately collect their child and a fixed term exclusion will be applied, in line with Exclusion guidance.</p> <p>Include all aspects of behaviour risk assessments in staff briefings and communication home</p>		<ul style="list-style-type: none"> amended expectations about breaks including where students may or may not play/socialise use of toilets clear rules about coughing or spitting at or towards any other person clear rules for students at home about conduct in relation to remote education rewards and sanction system where appropriate eg review detentions <p>We will also need to identify any reasonable adjustments that need to be made for students with more challenging behaviour.</p>
OUR EMPLOYEES			
STAFF ANXIETY AND MENTAL WELLBEING	<ul style="list-style-type: none"> Ongoing RA to be continued to ensure staff mental and physical health is taken into account. 9 trained Mental Health First Aiders are available across Teaching and Associate staff Personal RA for more vulnerable staff eg pregnancy Results of risk assessments shared with SLT. Signpost to resources/agencies to look at anxiety and stress levels to support staff in returning to College. Individual support packages and interventions for staff. Where need is identified. Housekeeper & caretakers cleaning of contact points throughout the day. 	HIGH	<p>Individual RA completed for adults who are pregnant/Vulnerable.</p> <p>Principal will continue to 'balance' fears by sharing information and will ensure that all recommended guidelines are in place.</p>
TRANSMISSION OF COVID-19 BETWEEN COLLEGE STAFF	<ul style="list-style-type: none"> Staff encouraged to have Vaccine/Booster as soon as is available to their age group 	MEDIUM	https://lloydspharmacy.com/pages/corporate-flu-jabs

	<ul style="list-style-type: none"> • Encourage Twice weekly LFD testing • Instruct staff showing symptoms of Covid-19 to take an LFD Test. Staff who test positive must Isolate in line with Govt. guidance. • From 16 August double vaccinated people will no longer be legally required to self-isolate if they are identified as a close contact of a positive COVID-19 case. • Those aged under 18 and 6 months are also exempt from self-isolation if they are a close contact. • Remind staff to wash their hands on arrival, before and after lessons, and before and after lunchtime • Remind staff of the Catch It- Bin It- Kill It protocol • Maintaining staggered breaks & lunches will enable staff to maintain necessary social-distancing with other adults • RA Socially distance dept meetings/size of room/ventilation/number of attendees/necessity where possible these should be virtual meetings • Briefing will be on TEAMS • Forum will be recorded • Staff are advised not have any face-to-face contact with other staff within 1m. • If contact within 1m is unavoidable, this should not be face-to-face and should not be more than a few seconds in duration (e.g. passing on a corridor). • Contact within 1m with another member of staff should be avoided. When this is unavoidable, this must be limited to less than 15 minutes. 		<p>https://healthclinics.superdrug.com/corporate?infinity=ict2~net~gaw~ar~442284612622~kw~%2Bworkplace%20%2Bflu%20%2Bvaccines~mt~b~cmp~Superdrug+Health+Clinics-UK-G-BMM-Eng-DT-SE-Travel+Clinic-Corporate~ag~Corporate+Flu+-+Workplace+Flu+Vaccines&gclid=CjwKCAjw9vn4BRBaEiwAh0muDNSfKCXBYZSBYWhQu6DMYBiyqy_EX3Y3RUus2lyPQ_gfspmzmbmTqdBoCpXkQAvD_BwE&gclsrc=aw.ds</p> <p>https://www.england.nhs.uk/wp-content/uploads/2020/05/national-flu-immunisation-programme-2020-2021.pdf</p>
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	<ul style="list-style-type: none"> • Staff are encouraged-not to enter another person’s office space, unless it is large and distances can be easily maintained. Such discussions must be kept short – and ideally less than 15 minutes. • The stated capacity of these rooms should be observed. • Staff should avoid walking side-by-side together through corridors etc. In a similar vein, please do not hold doors open for each other as this will bring you into closer contact unnecessarily • In addition to classrooms, Staff should wear face-coverings in busy areas, ie, corridors and staff toilets, where social-distancing cannot be maintained • During examinations students can remove their face coverings once seated at their exam desk. • Teachers should keep their distance from students in lessons, as much as possible • If teachers find themselves having to assist a student, try to stay 1 metre away, • If colleagues are sharing a desk in an office, a perspex screen / divide can be supplied • Perspex screens / divides will be supplied for scribes, during mock exams / exams / assessment of student needs • Care should be taken when passing in doorways and staff must be careful to ensure distancing of at least 1m if they stop to speak to colleagues. Such conversations around school should not be less than 15 minutes in duration, unless they are held outside. • We have met with our contractors and are being sent copies of their risk assessment 		
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<p>CLINICALLY EXTREMELY VULNERABLE STAFF</p>	<p>Following the guidance (July 2021):</p> <p>Staff who previously received a letter to ‘Shield’ are Staff should talk to their employers about how they will be supported.</p> <p>All other staff should continue to attend work, including those living in a household with someone who is clinically extremely vulnerable. Pls note guidance has changed in relation to those identified as close contact with Omicron variant (see above)</p>	<p>We have identified, through the Principal, the names of staff who fall within these categories and ensure regular contact is maintained.</p> <p>Risk assessments to be carried out for individual staff falling into these categories. The College will remain flexible in how these members of staff are deployed.</p> <p>These staff can return to work and a personal Risk Assessment will be completed.</p>
<p>CLINICALLY VULNERABLE STAFF</p>	<p>Following the guidance (July 2021):</p> <p>Staff and children who are clinically vulnerable or have underlying health conditions but are not clinically extremely vulnerable, may continue to attend school in line with current guidance.</p> <p>https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak</p>	<p>If requested the College will consider these on a case-by-case basis with appropriate risk assessment for each.</p> <p>All staff will be offered a questionnaire and an appropriate Risk Assessment</p> <p>Staff are encouraged to adhere to social distancing.</p> <p>If a member of staff if pregnant they need to read the advice and speak to Senior Staff.</p> <p>If any member of staff with significant risk factors is concerned, they should ask a member of the leadership team to go through the risk assessment with them in detail and discuss their concerns and explain the measures we as a College have put in place to reduce risks and address any fears they</p>

		<p>may have. We will do all we can to try as far as practically possible to accommodate additional measures where appropriate. However, this is a balance of understanding the member of staff's concerns and the need for the College to be fully staffed.</p>
<p>STAFF WITH SYMPTOMS</p>	<p>All employees have COVID-19 symptoms, should self-isolate and should not attend College until they can be tested. If test is negative they can return to work if they feel well enough to do so.</p> <p>All students, staff and other adults must not come into College if they have coronavirus (COVID-19) symptoms, or have tested positive, and ensure anyone developing those symptoms during the day is sent home. These are essential actions to reduce the risk in College and further drive down transmission of coronavirus (COVID-19). All staff are aware of this process and it will be shared with all.</p> <ul style="list-style-type: none"> • From 16 August double vaccinated people will no longer be legally required to self-isolate if they are identified as a close contact of a positive COVID-19 case. • Those aged under 18 and 6 months are also exempt from self-isolation if they are a close contact. • Young people and double vaccinated individuals identified as close contacts will continue to be advised to take a PCR test, to detect the virus and variants of concern. Anyone who tests positive following the PCR test will still be legally required to self-isolate, irrespective of their vaccination status. 	<p>The most up-to-date information available can be found on the link below:</p> <p>https://www.nhs.uk/conditions/coronavirus-covid-19/testing-and-tracing/ask-for-a-test-to-check-if-you-have-coronavirus/</p> <p>Those who have symptoms should self-isolate for at least 10 days, unless a negative test result is received within 10 days, in which case they can return to College. If symptoms persist after 10 days they should continue to self-isolate.</p> <p>If anyone in the College becomes unwell with a new, continuous cough or a high temperature, or has a loss of, or change in, their normal sense of taste or smell (anosmia), they must be sent home. They must be advised to follow 'Stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection', which sets out that they must self-isolate* (see above) and should arrange to have a test to see if they have coronavirus (COVID-19). Staff should advise the</p>

	<p>Currently suspended. Following results of a positive LFD staff and students are required to self- isolate in line with current guidance (see above)</p> <p>We will regularly contact / keep in touch with colleagues who are self- isolating/ working from home and monitor / support both their Physical and Mental Health & Wellbeing.</p> <p>Staff are asked to maintain regular contact during their period of Self-isolation, advising if they are well enough and able to deliver their lessons remotely, set work during their absence and of te status of their day 5/6 LFD</p> <p>Where necessary, we will provide suitable information and equipment to work at home safely and effectively including those staff who require additional aids and adaptations. Staff may use their own laptops to deliver lessons providing they access through 'Remote Access'.</p>	<p>College immediately of the results of the test. (Currently an LFD test will suffice).</p> <p>If they test positive they must provide details of anyone they have been in close contact with or if asked by 'NHS Test and Trace'.</p> <p>Confirmation of a negative test result must be received by College, from the member of staff in line with current testing to release from Isolation.</p> <p>The College will liaise with local health protection team in the event of a College outbreak and issue letters home if needed, with advice.</p> <p>Will continue to use Microsoft Teams / Zoom and email to maintain contact. Weekly briefing to be sent out and shared with all staff remotely.</p> <p>Line managers to direct work remotely.</p> <p>Also, support will continue to be given to support staff's wellbeing.</p> <p>We will ensure that we maintain social and wellbeing interaction throughout.</p> <p>We have provided everything that staff have needed and will continue to support them.</p>
OUR STUDENTS		
CLINICALLY EXTREMELY VULNERABLE STUDENTS	<p>Following the guidance (July 2021):</p> <p>Students who were previously advised not to attend education whilst the national restrictions were in place should now attend College</p>	<p>Registers to be taken as normal.</p> <p>Expectations on attendance and punctuality to be communicated home. It is essential that all students arrive on time.</p>

			<p>If a pupil is directed to shield the College will ensure that remote learning can take place and College work is provided - systems to be in place.</p> <p>If requested case by case risk assessments will be carried out.</p>
CLINICALLY VULNERABLE STUDENTS	<p>Following the guidance (July 2021):</p> <p>Students who were previously advised not to attend education whilst the national restrictions were in place should now attend College</p> <p>Following the new guidance (July 2021):</p> <p>Staff and children who are clinically vulnerable or have underlying health conditions should continue to attend school in line with current guidance.</p> <p>https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak</p>		<p>If requested the College will consider these on a case-by-case basis with appropriate risk assessment for each.</p> <p>If any student with significant risk factors (is concerned, they should ask a member of staff to go through the risk assessment with them in detail and discuss their concerns and explain the measures we as a College have put in place to reduce risks and address any fears they may have. We will do all we can to try as far as practically possible to accommodate additional measures where appropriate.</p> <p>However, we will be clear with parents that students of compulsory College age must be in College unless a statutory reason applies.</p>
STUDENTS WITH SYMPTOMS	<p>All students, that have COVID 19 symptoms should not attend College until they can be tested. If test is negative they can return to College.</p> <p>From 16 August double vaccinated people will no longer be legally required to self-isolate if they are identified as a close contact of a positive COVID-19 case.</p>		<p>The most up-to-date information available can be found on the link below:</p> <p>https://www.nhs.uk/conditions/coronavirus-covid-19/testing-and-tracing/ask-for-a-test-to-check-if-you-have-coronavirus/</p> <p>If anyone in the College becomes unwell with a new, continuous cough or a high temperature, or</p>

	<ul style="list-style-type: none"> •Those aged under 18 and 6 months are also exempt from self-isolation if they are a close contact. •Young people and double vaccinated individuals identified as close contacts will continue to be advised to take a test, to detect the virus and variants of concern. Anyone who tests positive following the test will still be legally required to self-isolate, irrespective of their vaccination status. Pls note guidance on the period of Isolation has changed see above* <p>We will provide support in line with our Remote Learning policy.</p>		<p>has a loss of, or change in, their normal sense of taste or smell (anosmia), they must be sent home. They must be advised to follow ‘Stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection’, which sets out that they must self-isolate in line with current Govt. guidance.</p> <p>If they test positive they must provide details of anyone they have been in close contact with or if asked by ‘NHS Test and Trace’.</p> <p>SLT will liaise with the local health protection team and follow guidance regarding other members of staff and / or students who may need to self-isolate.</p> <p>College will use the template letter provided by local health protection team.</p> <p>College to remind parents that their child should not attend College if they have any symptoms mentioned above.</p> <p>The College will liaise with local health protection team in the event of a College outbreak.</p> <p>Staff will continue to support students emotionally and academically.</p>
<p>TRANSMISSION OF COVID-19 TO STAFF ADMINISTERING FIRST AID</p>	<ul style="list-style-type: none"> • Application of PHE guidance: https://www.gov.uk/government/publications/novel-coronavirus-2019-ncov-interim-guidance-for-first-responders/interim-guidance-for-first-responders-and-others-in-close-contact-with-symptomatic-people-with-potential-2019-ncov 	<p>LOW</p>	<p>PPE is provided and therefore the risk is low.</p>

	<ul style="list-style-type: none"> • Ensure all First Aiders have read and understood PHE guidance • PPE should be worn (gloves, masks, apron, visor) when dealing with a first aid incident. • Vomit is required to be cleaned up as soon after incident as possible (PPE to be worn) – Housekeeper to be provided with PPE 		
TRANSMISSION OF COVID-19 TO A TA OR OTHER MEMBER OF STAFF PROVIDING 1:1 SUPPORT	<ul style="list-style-type: none"> • Risk assess any individual students in need of support decide on specific control measures (up to and including the use of PPE or continuing with remote education for safety reasons) particularly for any students who have shown themselves to: <ul style="list-style-type: none"> ➤ Be overly affectionate ➤ Be emotionally very fragile and in need of reassurance ➤ Require personal care ➤ Be overly physical if frustrated or defiant • Issue each TA with their own pack of equipment so that there is no sharing of equipment • Include all aspects of classroom risk assessments in staff briefings and communication home 	MEDIUM	
SOCIAL DISTANCING	<ul style="list-style-type: none"> • Physical contact, such as handshakes and hugs between educational staff is discouraged • Staff, and adults on site should endeavour to stay 1m apart and 1m apart from students and other adults. 	MEDIUM	
LACK OF CAPACITY TO IMPLEMENT CONTROL MEASURES IN RISK ASSESSMENT OWING TO HIGH NUMBER OF ABSENT STAFF	<ul style="list-style-type: none"> • Implement all control measures above to minimise risk of staff absence 	MEDIUM	

COMMUNICATION			
STUDENTS	<ul style="list-style-type: none"> Home-learning will continue for students displaying Covid-19 symptoms, Remote Learning Policy 	LOW	<ul style="list-style-type: none"> noting that some children and young people will need additional support to follow these measures tell students, parents, carers or any visitors, such as suppliers, not to enter the college or if they are displaying any symptoms of coronavirus (following the COVID-19: guidance for households with possible coronavirus infection)
PARENTS	<ul style="list-style-type: none"> Limit on-site visitors inc parents (conference call where possible/appropriate) Essential correspondence sent out via letters, emailed to all parents/carers and text prompts given and on the website. Weekly Principal update communicated through the Newsletter. Further addendum to behaviour policy to be shared with parents/carers. Any forms or messages from parents should be emailed to the College office or telephone reception Communicate methods of entry and exit to the College grounds. Parents will continue to communicate with teachers directly via email/phonecall, Parents who receive daily TA updates to receive them by email / phone, unless otherwise arranged with SENDCo / SEN Team 	LOW	<ul style="list-style-type: none"> tell parents and young people their allocated drop off and collection times and the process for doing so, including protocols for minimising adult to adult contact (for example, which entrance to use) make clear to parents that they should not gather gather at entrance gates or doors, or enter the site (unless they have a pre-arranged appointment, which should be conducted safely)
CURRICULUM AND LEARNING			

<p>DELIVERY OF CURRICULUM</p> <p>MONITORING QUALITY OF TEACHING & LEARNING</p>	<p>Curriculum leads have worked on both Recovery and Catch up curriculum and assessment plans. In line with our Remote Learning policy. Students are set work or invited to join classes remotely during any period of isolation.</p> <p>Lesson observations can return to normal (pre-COVID), and colleagues will follow the Quality Assurance framework (September 2021)</p>	<p>HIGH</p>	
<p>TRANSMISSION OF COVID-19 WHILE LEARNING OUTSIDE THE COLLEGE</p>	<ul style="list-style-type: none"> • College will follow LA advice and national guidance regarding educational visits with individual RA being written for off site visits 	<p>LOW</p>	<p>Advice issued at SL meeting 7th Sept 2021 Current Guidance on Travel is constantly changing. The Trip organiser must check Travel guidance with both the UK Gov guidance and guidance for countries travelling to</p>

SAFEGUARDING AND ARRANGEMENTS

<p>STUDENT ANXIETY AND MENTAL WELLBEING</p>	<ul style="list-style-type: none"> • Newsletter & website signposting to mental health support / resources • CPOMS continuing to be used by all staff, when appropriate • Home-visits continue to be undertaken by FSW & PSM where necessary • Students can always speak to their form tutor about any concerns or worries and they will be able to offer the appropriate support • There is advice and direction on the College website, about where students and families can go for support and guidance about coronavirus-related anxiety or concerns, at: 	<p>HIGH</p>	
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	https://www.allhallows.org.uk/mental-well-being-and-staying-safe .		
TRANSMISSION THROUGH FULL OPENING	<p>We are staggering a full return to College from 4 Jan to enable onsite Testing</p> <p>Provisional</p> <p>Tues 4 Jan Yr 10/11/12/13 onsite LFD Test – Remote learning for Yrs 7-9</p> <p>Wed 5 Jan Yr 7-9 onsite LFD Testing, Lessons as normal Yrs 10/11/12/13 – Remote Learning for Years 7-9</p> <p>Thurs 6 Jan Catch up onsite Testing Lessons as Normal</p>	MEDIUM	
TRAVEL TO COLLEGE			
TRANSMISSION OF COVID-19 TO A MEMBER OF THE COLLEGE COMMUNITY EN-ROUTE TO OR FROM COLLEGE	College buses will be continue to run as normal, face coverings are required on public and dedicated College transport.	HIGH	
LUNCHTIME, BREAKS AND MOVEMENT AROUND THE COLLEGE			
TRANSMISSION OF COVID 19 WHILE STUDENTS ARE ENTERING OR LEAVING THE	<ul style="list-style-type: none"> A staggered dismissal at the end of the day, starting at 15.10 for Sixth Form classes, through to 15.15 for Year 7 classes. This will ease 	MEDIUM	

<p>COLLEGE AT THE BEGINNING AND END OF THE DAY</p>	<p>congestion at exit points and allow for different Year groups to sit on the buses in their own Year 'bubbles'.</p> <ul style="list-style-type: none"> • Staggered breaks and lunchtimes, to allow for separation of Year bubbles, and cleaning down of dining areas and toilets in between Year groups. There will be three designated dining / social areas: • Key Stage 3 - Dining Hall / Main Hall / Lower Yard / RE Corridor toilets • Key Stage 4 - Rear of Café Bernard & Ubuntu Café / Outdoor Gym / Bottom Fisher building toilets • Sixth Form - Sixth Form Common Room / Sixth Form toilets (Sixth Form can leave site during lunchtime, on alternate Wednesday afternoons, or if they have a 'free' during lesson 5) • There will be only be pre-ordered food served at breaktime and students will can bring their own snacks into College. A full counter service is available • Include all aspects of beginning & end of day risk assessments in staff briefings and communication home 		
<p>TRANSMISSION OF COVID-19 ON THE CORRIDORS</p>	<ul style="list-style-type: none"> • Temporary reintroduction of face coverings 2 Jan 2022 • College has implemented a 1- way system around corridors, where possible • Installed signage to reinforce 1-way system • Include corridors in pre- expansion site check using the NASUWT checklist (above) 	<p>MEDIUM</p>	

	<ul style="list-style-type: none"> • Include all aspects of corridor risk assessments in staff briefings and communication home 		
TRANSMISSION OF COVID-19 IN THE DINING ROOM, AT BREAKS & LUNCHTIME	<ul style="list-style-type: none"> • Sixth Form/staff contactless payment • Ensure catering & cleaning company have checks in place to ensure none of their staff have symptoms of Covid-19 • LFD on site and Home Testing offered • Ensure students wash their hands (or use hand sanitiser) immediately before break and lunchtime • Put bins in the dining room to support Catch-it- Bin It Kill It • Clean dining areas thoroughly between break and lunch sittings • Stagger break & lunchtimes to keep the number of students in the dining areas to a minimum • Work with catering company to maximise number of service points • Ensure students are either supervised in the dining areas or out of doors at break and lunchtimes • Include all aspects of dining room, break & lunchtime risk assessments in staff briefings and communication home 	MEDIUM	
TRANSMISSION OF COVID-19 BY STUDENTS USING TOILETS	<ul style="list-style-type: none"> • Do not allow students to leave classrooms to visit the toilets during lesson time (other than emergency) • Allocate different toilets to different Year bubbles for break & lunch (RE corridor for KS3 / Bottom Fisher for KS4). • Posters in toilets reminding students of hand washing protocols • Toilet lids should be closed before flushing • Paper towels and bins have been installed in all toilets, including staff, air dryers have been turned off. 	MEDIUM	<ul style="list-style-type: none"> ▪ Ensuring that toilets do not become crowded by limiting the number of children or young people who use the toilet facilities at one time at break and lunch by Duty staff

	<ul style="list-style-type: none"> • Window to be opened where possible. • Caretaker/Housekeeper and cleaner to check paper towels, soap & sanitiser supply is adequate. To clean toilets regularly during the day, and in between break & lunch sittings • Include all aspects of toilet risk assessments in staff briefings and communication home 		
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EXTERNAL VISITORS

<p>TRANSMISSION OF COVID-19 FROM VISITORS</p>	<ul style="list-style-type: none"> • Maintain protective screen at Reception • College will take a measured approach re the invitation of Adults on site. Eg Pre booked conferences. Activities to support the curriculum • Non essential maintenance carried out after 3:15 • Conduct meetings with parents and other agencies in the Conference Centre (not available during LFD Test weeks) • Clean all surfaces in the Conference Centre each day • Check with visitors that they do not have any of the symptoms of Covid-19 – Safeguarding screen sign in to confirm this. • All essential visitors must sanitise on arrival • Visitors should try to maintain a 1m distance – face coverings will be required 	<p>LOW</p>	
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Cleaning and waste disposal			
	<ul style="list-style-type: none"> ▪ Toilets will be sanitised during at the end of each day. ▪ Toilets will be sprayed by housekeeper during the lunch period and after break with suitable cleaning detergent. ▪ Tables and contact points must be cleaned regularly. ▪ Equipment that has been used and that can be cleaned should be cleaned by caretaker / housekeeper / cleaning company at the end of the day. ▪ Contact points should be cleaned by caretaker / housekeeper at least once daily, including taps, toilet flushes, toilet seats, table surfaces, door handles, handrails, armrests, light switches etc. However, staff will be required to clean surfaces and touch points when used in offices and classrooms ▪ Bins must be emptied before they are full and at least once daily. ▪ Cleaner to wear gloves and face covering ▪ Housekeepers - LFD testing offered on site and provision of Home Testing kits 	MEDIUM	<ul style="list-style-type: none"> ▪ Discussions have been had with cleaning contractors regarding additional cleaning requirements and agree additional resources agreed, including hand gel stations and ‘fogging’ machine ▪ Follow the <u>COVID-19: cleaning of non-healthcare settings guidance</u> ▪ Ensure that sufficient handwashing facilities are available. Where a sink is not nearby, provide hand sanitiser in classrooms and other learning environments ▪ Clean surfaces that students (books, desks, chairs, doors, sinks, toilets, light switches, bannisters) touch more regularly than normal ▪ COVID-19 virus lives on fomites. Therefore, stringent cleaning must take place to minimise transmission. ▪ Maximum time staff can stay to – 5pm ▪ COSHH rules regarding bleach

	<ul style="list-style-type: none"> ▪ Bleach to be used to clean items which cannot be done with soap which then is removed by water into a sink. 		
HYGIENE AND HANDWASHING			
	<ul style="list-style-type: none"> • Ensure students wash their hands or use hand sanitiser immediately before break and lunchtime and before/after each lesson • Hand gel stations positioned around College, at entrances to buildings, supervised at the start and end of day, break-times and lunch • Paper towels and bins have been installed in all toilets, including staff. • Students should be supervised at break & lunchtimes • Posters in toilets and around College, in all classrooms, reminding students of hand washing protocols – Catch it, Bin it , Kill it • Expectation that students have their own pen pencil/ruler/calculator/Hand Gel/Face covering 	MEDIUM	
PERSONAL PROTECTIVE EQUIPMENT (PPE)			
PROVISION OF PPE	<ul style="list-style-type: none"> ▪ Face coverings are available for staff if they do not have their own ▪ Teachers should not wear gloves unless directed to do so in medical emergencies. ▪ Contenance issues and soiling should only be dealt with by staff wearing full PPE (provided in College) in a well-ventilated area. Parent should be notified. 	LOW	<p>The majority of staff in education settings will not require PPE beyond what they would normally need for their work, even if they are not always able to maintain a distance of 1 metre from others.</p> <p>If a child, young person or other learner becomes unwell with symptoms of coronavirus while in their setting and needs direct personal care until they can</p>

	<ul style="list-style-type: none"> ▪ If a child becomes unwell with COVID-19 symptoms, staff must accompany the child to the designated area and monitor the child's symptoms until a parent/carer comes to collect them. 		<p>return home.—If contact with the child or young person is necessary, then gloves, an apron and a face mask should be worn by the supervising adult. If a risk assessment determines that there is a risk of splashing to the eyes, for example from coughing, spitting, or vomiting, then eye protection should also be worn Student should also wear a mask</p> <p>Once the student has been collected, the area will be cleaned by the housekeeper, to reduce risk of further infection</p>
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TESTING AND MANAGING SYMPTOMS

<p>HOW TO MANAGE STUDENTS & STAFF WITH SYMPTOMS</p>	<ul style="list-style-type: none"> ▪ Use of isolation area(s) identified if symptoms are apparent. ▪ Parents to be called and students to be sent home as soon as possible if they develop symptoms and take a LFD Test, if the test is positive then will need to isolate in line with Govt. Guidance* (see above) ▪ All students and staff who display symptoms should access a PCR test provided by the appropriate health care professional. ▪ If a student or staff member tests negative, they can return to their setting—(Currently suspended) ▪ If any student or staff test positive, they will need to be sent home to isolate in line with Govt Guidance* (see above) ▪ Temperature checks will not be used at the College. 	<p>LOW / MEDIUM</p>	<ul style="list-style-type: none"> ▪ The government has developed a new national test and trace programme.- ▪ If anyone becomes unwell with a new, continuous cough, a high temperature, a loss of, or change in, their normal sense of taste or smell (anosmia), in an education or childcare setting, they must be sent home and advised to follow the COVID-19: guidance for households with possible coronavirus infection guidance. <p>If a child is awaiting collection, they should be moved, if possible, to a room where they can be isolated behind a closed door, depending on the age of the child and with appropriate adult supervision if required. Ideally, a window should be opened for ventilation If it is not possible to isolate them, move them to an area which is at least 2 metres away from other people. They should wear a mask</p>
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We are also grateful for the ongoing collaboration and sharing of information and ideas between other Colleges in the MAT, AHLC, CEASH and beyond

We will continue to monitor the documentary evidence and, as the scientific understanding and advice develops, and our own understanding of the practical implications of increasing the number of our children and young people present on our site increases, we will review and, as necessary, amend this Risk Assessment. Until “normal operations” are fully restored. A Health & Safety Committee, made up of Governors, Union Representatives and SLT will meet monthly to review the Risk Assessment and approve any modifications made.

FOLLOW UP ACTIONS (IF REQUIRED)

No.	Potential Hazard	Action to be Taken	By Whom	Target Completion Date	Date Action Completed