

COVID – 19 risk assessment: College from September 2020

This risk assessment is to be used in conjunction with specific subject area risk assessment (eg use of the library) and will be updated as and when further information is received from DfE/PHE/HSE. Students and staff are reminded to follow the government’s guidance on social distancing and hand washing at all times. No one should travel to college if they or any of their household have any symptoms as declared by PHE. Further advice can be obtained from speaking to NHS 111. This risk assessment covers the period starting September 2020.

This risk assessment has been prepared in accordance with the following government guidance:

<https://www.gov.uk/government/publications/coronavirus-covid-19-maintaining-further-education-provision/what-fe-colleges-and-providers-will-need-to-do-from-the-start-of-the-2020-autumn-term>

The College has plans to increase the severity of its response in a series of stages with triggers, and this is under regular review.

Revised 08/12/2020

What are the hazards?	Who might be harmed and how	Control measures already in place	Further action required
Transport to College	Staff and Students	All staff and students will be discouraged from using public transport if at all possible, but if they have to then they must wear face protection whilst on public transport, making sure that any disposable face masks are disposed of appropriately. Staff will be reminded of the cycle salary sacrifice schemes that are available. Staff who cycle will be asked to use the shelter around the back to enable more students to secure their bikes at the front of campus. Start and end times have been amended to co-ordinate with local schools	
Entrance, exits and corridors	Staff and students	Extra bins at entrances are emptied regularly. The frequency will be reviewed if this is deemed insufficient.	

		<p>Separate start/finish times for upper and lower sixth students.</p> <p>Separate entrances/exits for upper and lower sixth students. Line marking has been added to entrance areas to assist students with social distancing as they arrive.</p> <p>Students and staff will be expected to walk along corridors on the left-hand side and following the one-way routes in specified buildings (Main, Millennium and Phillips).</p> <p>Hand sanitisers available at the entrance of each building and staff and students will be required to use this when entering and exiting each building.</p> <p>Hand washing facilities with soap and hot water are available in all buildings.</p> <p>Appropriate signage at entrances and around the campus alerting all staff and students of the need to wash hands regularly and of 'catch it, bin it, kill it'.</p> <p>Students should only arrive 5 minutes prior to their session if possible. If early, they should go to their classroom and sit at their own desk (different procedures will apply in some specialist accommodation like science labs or music)</p> <p>Perspex screen installed at reception</p>	<p>If an outbreak is confirmed, or a case is suspected, waste will be disposed of in line with government guidance eg – double bagging</p>
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Washroom facilities	Staff and students	<p>Appropriate signage within toilet areas alerting users of the need for high standards of hygiene and social distancing.</p> <p>Paper towels provided and maintained in all washrooms</p> <p>All toilets to be cleaned twice a day.</p> <p>Hand dryers have been disabled. HEPA approved hand dryers have been left activated where appropriate</p> <p>Water Management monitoring and disinfection routines maintained.</p> <p>Mirrors in student toilets covered to prevent students spending too long in toilets and washrooms and to prevent washrooms getting over-crowded.</p>	<p>Review usage of student toilet facilities with a view to making changes if they become crowded or if students are spending too long in the toilets</p>
Staff on site	Staff	<p>With approval from their line manager, support staff will be encouraged to work from home where possible.</p> <p>Teaching staff will be encouraged to work from home when not timetabled.</p>	

		Staff office layouts have been changed where necessary and teachers in staff workrooms have been advised to reduce occupancy to 50% or at a level where 2m social distancing can be maintained. Signs have been put up to show maximum occupancy of each staffroom.	
Students on site	All	<p>Before any student is allowed to come into College they need to sign a revised code of conduct</p> <p>Start and end times of classes will be staggered to reduce numbers trying to get in and out of college at the same time.</p> <p>Breaks in lessons are at staff discretion and with some flexibility over timings. These times are guidelines to stagger by year group:</p> <p>6L Morning break at 10.30 – 10.45 Afternoon break at 2.00 – 2.15</p> <p>6U Morning break at 11.00 – 11.15 Afternoon break at 2.30 – 2.45</p> <p>Students will need to book space with the library before they can use the facility.</p> <p>Students are expected to leave the site immediately after their last lesson/library session unless they have a staff-supervised activity of some kind.</p>	
Masks and face-coverings	Staff and students	All staff and students should bring a mask to college with them. There will be spares at reception and at student services and for sale in main reception.	

		<p>Students and staff will be expected to wear a mask in corridors and going around communal areas in College buildings except for the purposes of eating and drinking.</p> <p>All students (unless exempt) will be required to wear masks in lessons. It is optional for staff to wear masks in class as they are able to social distance. Staff will not have to wear a mask in offices as long as maximum occupancy rules are observed. <i>Note - Exempt students will receive a green ID holder so that they can be identified by staff. Student services will review evidence for exemptions by students.</i></p> <p>In class, teachers are advised to wear a visor, these are provided by the college and available from the Estates Manger's office</p>	
Communal areas	Staff and students	<p>Social area chairs removed but tables left, students can shelter in the social area/hub but must wear a mask at all times and keep their distance from each other.</p> <p>Additional picnic tables for outside areas</p> <p>Students should to eat lunch in the canteen and in their afternoon classrooms, but encouraged to go outside when/where possible. Staff to challenge anybody not wearing a mask or adhering to social distancing measures (signage, one-way systems, gathering of people, wearing IDs)</p> <p>Dance studio available for supervised Friday prayer</p>	

		<p>Quiet room to remain closed except use under direction of student services team.</p> <p>The NW learning zone to remain closed as a drop-in space for students.</p> <p>Soft chairs removed or taped off or covered with plastic covering as a barrier (cover to be either discharged or cleaned with anti-bacterial cleaner after use)</p> <p>Frequent cleaning and disinfecting of all high usage areas, eg door handles and worksheets kept as evidence of who and when the cleaning took place. Two cleaners onsite rather than one during the day.</p> <p>Library seats marked for morning or afternoon use, and cleaned at end of day. Only every other booth to be used at any one-time A booking system is in place to assist with Track and Trace should that information be required. This is co-ordinated by LRC manager, the library has its own RA.</p> <p>Perspex screen has been installed at the main desk, used by staff in the library.</p>	
Kitchens	Staff	<p>Soap, washing up liquid and hot water will be available</p> <p>Staff will be told to use just one cup and wash this up at the end of the day. Staff should wash up tea spoons after use. No other cutlery available.</p> <p>Wipes available in kitchens to wipe down fridges/kettles etc.</p>	

<p>Social distancing in staffrooms and offices</p>	<p>Staff</p>	<p>Staff encouraged to work at home if possible</p> <p>Plan for each staff office with maximum occupancy and potential changes in layout; staff can also work in classrooms, the learning zone and computer rooms</p> <p>Hand sanitisers given to all staff</p> <p>Hand washing facilities available across all buildings</p> <p>Staff instructed to use own work station, no hot desking permitted</p> <p>Staff to avoid borrowing equipment from other staff. If they have to then it must be wiped before and after returned. Shared telephones should be wiped after use.</p> <p>Desks need to be cleared and papers placed into cupboards so as to ease cleaning. All personal belongings should be taken home.</p> <p>Staff should open windows to improve natural ventilation in line with CIBSE guidance</p> <p>Washable reusable masks and visors are available to collect from Estates Office</p>	
<p>Conducting classes/tutorials</p>	<p>Staff and students</p>	<p>All classes should have fixed seating plans and students sit only at their desk. (Seating plans to be kept up to date and stored on Q drive/Seating Plans/Subject). All students will need to wear masks or face coverings during lessons (unless exemptions apply).</p>	

		<p>No use of class sets of textbooks. No daily loans of books for use in lessons. Students must bring texts as required.</p> <p>Tutorials will be conducted through TEAMS</p> <p>Staff and students to ensure they regularly follow the hand washing guidelines and use hand sanitisers where washing facilities aren't nearby. Staff should wash their hands before and after every session</p> <p>Wipes (paper tissue)/ cleaning spay available in every classroom for students to clean desks at the beginning of afternoon lessons.</p> <p>All desks have been moved so that they face forwards and are spaced out as far as possible.</p> <p>Teachers should remain at the front of the classroom, two metres from students and can have a "safe zone" marked by the Estates team if required.</p> <p>Appropriate signage in toilets and at entrances to remind staff and students of the need for high standards of hygiene</p> <p>Packet of wipes (paper tissue)/cleaning spay placed in each classroom, teachers to wipe equipment before/following each teaching session eg computer screen, keyboards</p> <p>All specialist shared equipment disinfected before and after each use</p>	
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Meetings	Staff and students	<p>TEAMS to be used instead of face to face meetings if possible.</p> <p>All assemblies will be recorded via video</p>	

		<p>External visitors should be minimised. All visitors must complete a COVID questionnaire before being allowed past reception. Visitors Covid policy now in place.</p> <p>Meetings with parents should be conducted by TEAMS if possible. If not then room 2 or another room nearby. Parents evenings to be held on-line.</p>	
Contractors/deliveries	Staff and students and contractors	<p>Contractors to carry out maintenance work or servicing outside of core opening times to reduce exposure to others. Contractors are expected to provide and use their own PPE whilst on College premises Masks must be worn in line with college policy.</p> <p>Contractors provide Risk assessment and method statement in relation to COVID 19 prior to arrival. Contractors to follow college Covid visitors policy available at reception and circulated electronically to regular contractors.</p> <p>Where visit is required, site guidance on social distancing and hygiene is explained to contractors</p> <p>Only essential deliveries should be made to protect caretakers and reception staff. No personal deliveries should be arranged.</p>	

Catering	Staff and students	<p>Students will be encouraged to eat their lunch outside or in their afternoon classroom and dispose of their waste appropriately. Provision changed to be cold service only to encourage social distancing on college grounds.</p> <p>Canteen offers only limited provision of pre-packaged grab bags/packed lunches</p> <p>Perspex screen installed around canteen till.</p> <p>Outside benches moved to maintain social distancing and additional benches have been provided at front of college</p>	
Use of lifts	Staff and students with disabilities	<p>Lifts to be used only by students and staff with limited mobility. Staff to inform HR if they need to use a lift. If possible, they will be encouraged to work on the ground floor</p> <p>Students will need to inform their teacher/tutor if they need to use a lift. The teacher/tutor will need to inform Mark if they have a student that falls into this category.</p> <p>Where possible, classes will be timetabled on the ground floor for anyone that has a disability</p>	

<p>Staff/students contracting COVID 19</p>	<p>Staff and students</p>	<p>Persons with symptoms or persons within their household with symptoms must not come into College.</p> <p>All cases of COVID 19 to reported to Mark Jarvis (Estates Manager).</p> <p>If any student develops symptoms during the day, they will be placed in the small dance studio and parents will be contacted immediately and asked to collect them. The male changing room toilet has been set aside for use if required by a student or staff member feeling unwell with Covid symptoms. Access codes have been distributed to all first aiders. If a member of staff has helped someone who was unwell they do not need to go home, unless they develop symptoms. They should wash their hands thoroughly after helping anyone. If in doubt they need to call NHS 111.</p> <p>If a student is taken ill during a lesson, the class may be cancelled or moved to another room, but there is no immediate need for others in the class to isolate or go home.</p> <p>College has received some testing packs, these will be given to teaching and site staff and in exceptional circumstances, students. (Teaching and site staff will be prioritised as their absence will impact the largest number of students).</p> <p>Where there is a suspected case, cleaning should follow the government guidelines</p>	
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<p>Spread of Covid 19 to people who are at higher risk – Clinically Extremely vulnerable</p>	<p>Staff and students</p>	<p>Staff assessed as clinically extremely vulnerable should work from home where possible or with a personal risk assessment constructed to mitigate risks of working onsite.</p> <p>Risk assessments will be considered on a case-by-case basis from staff to work from home because they live</p>	

		<p>with clinically extremely vulnerable individuals. This will be allowed where possible or with a personal risk assessment constructed to mitigate risks of working onsite.</p> <p>Risk assessments for staff and students may include the requirement that everyone in a class should wear masks/face-coverings during lessons.</p>	
<p>Spread of Covid- 19 virus to people who are at higher risk</p> <p>People who may be at increased risk including those aged 70 or over and those with some underlying health conditions (including expectant mothers)</p>	Staff and students	<p>Vulnerable staff have been identified by personnel and will be allowed to work from home or, when necessary, to work onsite with an individual risk assessment and risk-mitigating action plan.</p> <p>Due consideration will be given to a range of risk factors such as ethnicity, age, disability and pregnancy. Staff in high risk categories will be entitled to personal risk-mitigating action plans if they cannot work from home.</p> <p>Students will be asked by pastoral staff if they are vulnerable or live with someone who is vulnerable and will not be allowed to attend onsite without an individual risk assessment and risk-mitigating action plan. If a student cannot come to college because they are too vulnerable, the college will attempt to put in place provision for them to learn from home.</p> <p>Staff and students may wear masks onsite but must also comply with all other risk mitigating measures, as described in this risk assessment.</p>	

<p>First aiders – Close proximity to injured persons due to carrying out first aid</p>	<p>Staff and students</p>	<p>Disposable masks, gloves, visors and aprons to be provided within first aid box</p> <p>Injured person will be asked to put on a mask before first aid is administered</p> <p>Thermal thermometer will only be used if someone complains of COVID 19 symptoms</p> <p>First aid rota in place to make sure that compliance is met at all times</p> <p>Guidance has been distributed to all first aiders</p> <p>https://www.resus.org.uk/covid-19-resources/covid-19-resources-general-public/resuscitation-council-uk-statement-covid-19</p>	
<p>Fire risk</p>	<p>Staff and students</p>	<p>The muster station will revert to the back of the college. No one should leave the site if a drill is taking place until they have been told to do so. Social distancing should be maintained.</p> <p>Fire alarm is tested at weekly intervals (normally on weekends)*</p>	<p>Fire wardens have been appointed, Training for FWs to be reviewed</p>

<p>Cleaning</p>	<p>Staff, Students and Visitors</p>	<p>Cleaning services are provided by Ridgecrest, Ridgecrest have provided Covid training to their staff based at the college. Enhanced cleaning is taking place in line with RC agreed method statement on tackling/controlling C-19 transmission . The Estates manager meets with the local manager from Ridgecrest on a regular basis to review cleaning procedures.</p> <p>Additional daytime cleaning is taking place and this is focusing on high touch points, such as door handles and washrooms and language lab classroom. Cleaning records for washrooms are shown on the back of each washroom door.</p> <p>Additional cleaning has been arranged for lettings, see lettings risk assessment for more information.</p>	
<p>Mental health Mental and physical welfare of staff isolated from team and the need to adjust to a change in working conditions</p>	<p>Staff and students</p>	<p>Promote mental health and wellbeing support to all persons via bulletins</p> <p>Counselling services in place for students and staff to access</p> <p>Line managers should monitor the wellbeing of people who are working from home and help them stay connected with the rest of the workforce.</p> <p>List of mental health first aiders has been circulated to staff and students</p>	

COVID death	Staff and students	<p>The principal should be informed of any staff or close member of staff family who dies after contracting COVID 19 and should lead any college response</p> <p>The APSS should be informed of any student or close member of a student's family who dies after contracting COVID 19 and should lead any college response.</p>	
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Other Risk assessments to be read in conjunction with this document include: Science teaching, Library, Fire and evacuation, First Aid, Caterlink (Catering), Ridgcrest (cleaning) and lettings (which are available from Mark Jarvis). Individual staff risk assessments are available from HR, where applicable, and individual student assessments from Student Services.

*From 17th September, the college should contact the DfE's coronavirus advice helpline on 0800 046 8687 and select the option for a positive case. NHS advice will then be given. The helpline is available from 8am to 6pm Monday to Friday and 10am to 4pm on Saturday and Sunday.

For information the local public health protection team are – Public health Barnet can be contacted on publichealth@barnet.gov.uk telephone 07970 713 979 (PHE North East and North Central London Health Protection Team, Ground Floor South Wing, Fleetbank House 2-6 Salisbury Square, London, EC4Y 8AE)

Future Stages

Stage 1: Masks On	<p>A policy of wearing masks at all times inside, whether classroom or corridor would help us mitigate against the lack of social distancing in classrooms. Masks would be optional for teachers as long as they are 2 metres from students.</p> <p>Trigger: if the local area is declared under special measures/high risk; if there are a number of Woodhouse students/staff with positive tests but we have not been advised to close or partially close. To remain under daily review – <i>this was implemented from 17th September and is now reflected above.</i></p>
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<p>Stage 2: Hybrid/Rota System</p> <p><i>Adopted during Lockdown 2</i></p>	<p>The aim in this model is to reduce the number of students in classrooms, so as to allow social distancing, to reduce numbers onsite and to reduce journeys.</p> <p>Students with odd ID numbers come to class this week; even numbers come next week. Class sizes are halved but so is class contact time for students, although teachers still have a full teaching load. When a student is not attending, they follow the class by Teams, if possible, or by notes for independent learning perhaps supplemented by the odd Teams meeting. In this way, lessons are not repeated, although each lesson could start with a refresher.</p> <p>Trigger: if option 1 is failing to reduce incidences of positive tests and the situation is spiralling out of control.</p>
<p>Stage 3: lockdown</p>	<p>No classes onsite (but staff able to work onsite unless advised otherwise). Library could be open by appointment. We retain the current timetable, so that teachers and students know when their classes will take place remotely. The two and a half hour slot should be used for that subject, as follows.</p> <ul style="list-style-type: none"> • Each lesson to start off with a Teams live lesson but this could be comparatively short, certainly doesn't have to last the full two and a half hours. This could be followed by a recorded video if available or other stimulus/materials. • There should be a learning activity/work set, with the teacher on hand for support, either on Teams or on GC. • There should be a coming together live on Teams at the end for a review/consolidation of learning. • There can be homework set for the next lesson/week (which would be undertaken in a free morning or afternoon or in the evening, as normal). <p>Trigger: guidance from the authorities.</p>