

COVID – 19 risk assessment: College re-opening 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.

Revised 28/8/20

What are the hazards?	Who might be harmed and how	Control measures already in place	Further action required
Transport to College	Staff and Students	<p>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.</p> <p>Staff will be reminded of the cycle salary sacrifice schemes that are available.</p> <p>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.</p> <p>Start and end times have been amended to co-ordinate with local schools</p>	
Entrance, exits and corridors	Staff and students	<p>Extra bins at entrances are emptied at least twice a day. The frequency will be reviewed if this is deemed insufficient.</p> <p>Separate start/finish times for upper and lower sixth students.</p>	

		<p>Separate entrances/exits for upper and lower sixth students.</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>Fire-compliant Maglocks installed on all corridor doors to enable them to be kept open, reducing the need for contact with doors/door handles</p> <p>All classroom doors wedged open all day and windows open all day.</p>	
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		SLT rota in place to monitor movement around college	
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.</p> <p>legionella monitoring and disinfection routines maintained.</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> <p>Staff office layouts have been changed where necessary and teachers in staff workrooms have been advised to minimise occupancy to 50% or at a level where 2m social distancing can be maintained.</p>	
Students on site	All	Before any student is allowed to come into College they need to sign a revised code of conduct	

		<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	<p>All staff and students should bring a mask to college with them. There will be spares at reception.</p> <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>Staff will not have to wear a mask in offices as long as maximum occupancy rules are observed.</p> <p>In class, teachers are advised to wear a visor.</p>	

		<p>Students will not have to wear a mask in class, but this may change if the number of infections increases in north London, and this will be kept under review.</p> <p>Teachers may require students to wear masks for particular learning activities (such as pair work) where they are not facing forward.</p> <p>There will be some students and some staff who are risk-assessed and the risk assessment requires everyone to wear a mask in class. We will warn students that they should be prepared for this and will need to comply.</p>	
Communal areas	Staff and students	<p>Social area chairs removed but tables left, so students can eat standing up, with provision for students with physical needs</p> <p>Additional picnic tables for outside areas</p> <p>Students allowed to eat lunch in the hub (aka social area), canteen and in their afternoon classrooms, but encouraged to go outside when possible.</p> <p>Staff to challenge anybody not adhering to social distancing measures (signage, one-way systems, gathering of people, wearing IDs)</p> <p>Sports hall available for supervised Friday prayers Dance studio available for supervised individual 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</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</p> <p>Perspex screen installed 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>	
Social distancing in staffrooms and offices	Staff	<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</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. Cooling fans must not be used</p> <p>Washable reusable masks and visors are available to collect from estates office</p>	
Conducting classes/tutorials	Staff and students	<p>All classes should have fixed seating plans and students sit only at their desk</p> <p><i>No use of class sets of textbooks. No daily loans of books for use in lessons. Students must bring texts as required.</i></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 available in every classroom for students to clean desks at the beginning of afternoon lessons.</p>	

		<p>All desks will face the front of the class and be spaced out as far as possible</p> <p>Teachers should remain at the front of the classroom, two metres from students</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 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> <p>Social distancing should remain a priority where possible</p> <p>Students should be on site only when they have a class or have booked a session in the library. They must follow guidance on where to eat lunch.</p> <p>Classroom doors kept permanently wedged open.</p> <p>Where possible staff will remain in the same room and not share space with another member of staff on that day.</p> <p>Air conditioning in the Hockman is covid-safe and can be used. Windows should be opened by the first teacher in that class in the morning and left open all day.</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</p> <p>Meetings with parents should be conducted by TEAMS if possible. If not then room 2 or another room nearby.</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</p> <p>Contractors provide Risk assessment and method statement in relation to COVID 19 prior to arrival</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>	
Canteen	Staff and students	<p>Students will be encouraged to eat their lunch outside or in the Hub or their afternoon classroom and dispose of their waste appropriately.</p> <p>Canteen offers only limited provision of pre-packaged grab bags/packed lunches</p> <p>Benches moved to maintain social distancing</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>	
Staff/students contracting COVID 19	Staff and students	<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.</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. 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>A letter/email should be sent to parents of students who have been in the same class as the ill person asking them to monitor their health and to get a test.</p> <p>College has received some testing packs that they can give to students to enable result to be known sooner</p>	

		<p>Where there is a suspected case, cleaning should follow the government guidelines</p> <p>Students and staff will be asked to get tested and asked to inform result. If they test positive then the college will contact the local health protection team.</p> <p>The health protection team* will provide definitive advice on who must be sent home or self-isolate.</p> <p>The College will follow Public Health Guidance should a staff member/student contract Covid-19, including the need for self-isolation.</p> <p>If the test result is negative they still cannot return until current government guidance on self-isolation has passed because of the risk of false negative tests at the early stage of the virus.</p>	
Spread of Covid 19 to people who are at higher risk – Clinically Extremely vulnerable	Staff and students	<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 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>	

		Risk assessments for staff and students may include the requirement that everyone in a class should wear masks/face-coverings during lessons.	
<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 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>On line first aider training to refresh First Aiders whose certificate has expired. Need to get this list updated asap and see if any of the new staff have the certificate</p> <p>Need to follow Resuscitation Council guidelines/First Aider COVID – 19 pandemic guidance</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. If possible, social distancing should remain.</p> <p>Fire alarm is tested at 11am every Thursday</p>	<p>Fire wardens need to be appointed and roles agreed</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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*If a case is confirmed, the college will report it to and take advice from: PHE North East and North Central London Health Protection Team, Ground Floor South Wing, Fleetbank House 2-6 Salisbury Square, London, EC4Y 8AE