This document is the central Risk Assessment to cover general issues which apply across the whole College. There is an individual Risk Assessment for the Pathways department and for COVID Asymptomatic testing which cover the specific logistical requirements of each function and needs to be read in conjunction with this central Risk assessment. As before, there has been wide consultation and agreement with senior management and the Corporation governing body before this document has been approved.

Pandemic – Covid 19 - Risk Assessment

The Henley College APRIL 2021 |

Full College Campus opening

James McCaffrey & ERIC Burrow

2020

The Henley College safe opening across the whole campus.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **C001 -Activity/ Process/ Operation** | **What are the Hazards to Health and Safety** | **What Risks do they pose & to whom?** | **Risk****H/M/L** | **What precautions taken to reduce any risks?** | **Risk** **Achieved****H/M/L** | **What further action needed to reduce any risks** |
| Travel to and from college | Spread of Covid-19Coronavirus due to close contact while travelling to work.Impact of local restrictions under the national lockdown and local Tier process  | Exposure to the virus by anyone who physically comes in contact with staff/studentsin relation to their journey  | High | * The college will provide specific designated coaches on agreed routes.
* Staff and students are advised not to share vehicles or cabs, where suitable distancing cannot be achieved.
* If public transport is used, travel outside the busier times if possible.
* Travel alone if possible (car, bike, and walk). Avoid travelling to the other campuses for meetings - use video conference calls such as Teams or Zoom instead of face-to-face meetings.
* Avoid making long journeys on public transport, use private vehicles if possible.
* Wash your hands thoroughly as soon as possible after arriving at the college or home
* Staff and students to social distance and use face masks on public transport
 | Medium | * Maintain social distancing wherever possible on public transport, following coach company guidance
* Agreement reached with coach companies on safe operating procedures and numbers on coaches
* Guidance on travel to be provided to students and parents before September
* Need to decide drop off points at both Deanfield and Rotherfield campuses – need to make it clear that no waiting is allowed which could lead to a congregation of people
* Staff and students to be instructed to wash hands or use sanitizer upon arrival at College
* Guidance to staff and students of the impact of the introduction of local restrictions covering travel on public transport and that College remains open
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| **C002 – Activity/Process/Procedure** | **What are the Hazards to Health and Safety** | **What Risks do they pose & to whom?** | **Risk****H/M/L** | **What precautions taken to reduce any risks?** | **Risk****Achieved****H/M/L** | **What further action needed to reduce any risks** |
| Imposition of a local lockdown in Henley or in any areas from which students travel | Spread of Covid-19Coronavirus within any of the local communities where staff and students live or travel from each day. | Lack of availability of staff poses issues for teaching. Student attendance rates could affect fundingLocal health protection teams advise on students/staff self-isolation, partial or full college closure |  | * Maintain the ability to stream lessons and provide remote learning
* Cover work to be prepared so students can continue working remotely
* Communication with staff and students
* Registers to include those attending remotely to streamed lessons
 |  | * Training of teachers in streaming lessons effectively
* Creation of learning materials in Teams/Sharepoint – introduced in July, with further training in August
* Bank of work to be available to issue to students
* Produce protocols for informing staff and students of move to remote learning
* Ability to note remote attendance on Registers
 |
| **C003 -Activity/ Process/ Operation** | **What are the Hazards to Health and Safety** | **What Risks do they pose & to whom?** | **Risk****H/M/L** | **What precautions taken to reduce any risks?** | **Achieved****H/M/L** | **What further action needed to reduce any risks** |
| Use of both Deanfield and Rotherfield campuses to include foyers, offices, classrooms, corridors, staffrooms, laboratories, workshops, Sports Hall and sport pitches. | Spread of Covid-19Coronavirus due to close contact. | Transmission of virusthrough:Physical contact withcontaminated surfacesInadequate physicaldistancingInhalation of airborne virusInadequate personalhygiene |  High | **On arrival at college** * All staff and students instructed to wash their hands or sanitise upon arrival at college.
* Gel Hand Sanitiser to be located in entrance areas or where washing facilities not readily available.
* Social Distancing - reducing the number of persons in any work area to comply with the 2-metre or 6-foot gap recommended by the Public Health England (PHE).
* Students will be instructed to only go to areas within college that they need to visit – classroom, toilet, reception, meeting area
* Staff and students instructed to follow the one-way system when moving around college and, where there is no one-way system, to stay to the left in corridors or on stairs.
* Separate entrance and exit doorways for all areas being used in college.
* Maintenance of social distancing by direct intervention and posters/signs at the entrances and around the buildings being used.

**Managers to assess all office spaces to ensure:*** Within offices, there needs to be a 2-metre gap between occupants.
* Opposite desks are not to be occupied at the same time, unless there is a screen or desktop blocking the line of sight.
* A maximum occupancy ratio for each classroom will be determined, and additional desks/chairs removed. Where possible laptop trolleys to be kept outside classrooms in corridor areas
* Disinfectant spray and sanitiser supplied in each room for users to wipe down keyboards and work surface prior to use.
* Each employee is responsible for cleaning his/her own workstation.
* Students will be asked to wipe down where they have sat in class – chair/desk/computer if used
* Contract Cleaners will clean on arrival at college the floors, touch points and empty waste bins.
* If a confirmed case of Covid 19 is reported, the entire location will be deep cleaned & sealed off for the relevant time period as laid down.
* All staff must cooperate with rearrangements to ensure social distancing.
* Social distancing also adhered to in the designated smoking areas.
* Shared kitchen facilities require wipes and sanitizers to be available with appropriate signage encouraging hygiene protocols.
 | Medium | * Staff to be reminded daily of the importance of social distancing anywhere at the college and outside of it
* Appropriate signage required for each building across the College
* Management checks to ensure social distancing and movement around college is being adhered to
* Staff and students to be advised not to offer or share food and not to handle other people’s cutlery & cups
* Staff to wipe down common fridges & kettles after use.
* Make it clear what catering facilities will be open, and what food will be available. Vending machines will not be in operation
* Registers will be taken of each class and for support staff so management knows exactly who is on site and where in case of emergency
* Sanitizers and disinfectant wipes available in all classrooms and communal areas for staff, students and visitors
* HR will update the formal policy on what to do if someone is showing symptoms of potential COVID-19
* Need to ensure there is First Aid cover on campus
* Chairs in communal areas to be set out based on social distancing to reduce numbers using the area at any one time – reception, canteen area, outside quad, Cuthbert Suite. Additional chairs are to be taken out so that they cannot be used
* Each classroom to be set up to ensure teachers have a 2-metre gap to students. Students will be sat in pairs facing forward, with a U-shape only being used due to space and fixtures constraints
* Classroom protocols documents being developed by teacher’s group for specialist classrooms, extending on the existing version
* Students will be asked to sit at the same desk and with same person beside them when in a classroom
 |
| **C004 -Activity/ Process/ Operation** | **What are the Hazards to Health and Safety** | **What Risks do they pose & to whom?** | **Risk****H/M/L** | **What precautions taken to reduce any risks?** | **Achieved****H/M/L** | **What further action needed to reduce any risks** |
| Cleaning and possibledisinfecting | Exposure to a virus is increased unless appropriate standards of cleaning & disinfection are put inplace | Risk to building users ofexposure to virus via:1. Physical contact with tainted surfaces.
2. Inhalation of virus
3. Inadequate personal hygiene
4. Inadequate distancing spaces
 | High | * Regular thorough cleaning and disinfection routines employed in all areas which have been occupied within the working week
* Thorough cleaning and disinfection of any area occupied by person with suspected case of Covid19
* Agree with contract cleaning company the required levels and areas of cleaning
* Monitoring and auditing of cleaning standards by Contract Cleaners and Area Managers.
* Cleaning contractor to provide a procedure of cleaning, covering daily cleaning, deep cleaning processes and procedure in the event of a suspected Covid-19 infection on site
* Cleaning staff to be trained in the new procedures and policies for working onsite
* All areas to have a daily operation log for cleaning.
* Toilet areas across the College will have more frequent inspection and cleaning, throughout the working day as a janitor employed
 | Medium | * Appropriate action procedures taken in cases where there is failure adhered to for hygiene standards
* Information posted in key areas, regularly cleaned and refreshed on laminated washable posters where practicable.
 |
| **C005 -Activity/ Process/ Operation** | **What are the Hazards to Health and Safety** | **What Risks do they pose & to whom?** | **Risk****H/M/L** | **What precautions taken to reduce any risks?** | **Achieved****H/M/L** | **What further action needed to reduce any risks** |
| Visitors, ContractorsandSubcontractors | Spread of Covid-19Coronavirus due tocontact with college visitors,contractors andsubcontractors | Transmission of virusthrough:1. Physical contact with tainted surfaces.
2. Inhalation of virus
3. Inadequate personal hygiene
4. Inadequate distancing spaces
 | High | * All visitors, contractors and
* Subcontractors instructed to wash their hands or sanitise upon arrival at college.
* Gel Hand Sanitiser to be located in several areas or where washing facilities not readily available.
* Social Distancing - reducing the number of persons in any work area to comply with them2-metre or 6-foot gap recommended by the Public Health England (PHE).
* A security officer x 2 to enforce onsite protocols
* This will be by direct intervention and posters/signs at the entrances and around the buildings being used
* Perspex shields for receptionist at Deanfield.
* All visitors, contractors and Subcontractors reminded about college procedures and policies whilst at the college.
* Refurbishment works at Rotherfield to be conducted in holiday period under Covid-19 safe conditions
* Wherever possible maintenance and project works outside of class times or in an isolated area.
 | Medium | * Everyone to be reminded daily of the importance of social distancing anywhere at the college and outside of it.
* Manager’s check to ensure social distancing is adhered to.

**All Managers will ensure:*** All contractors are to provide the college with updated Risk Assessments and Safe Work Method Statements that will outline their companies Covid 19 safe work practices. Managers will submit these to the SLT to review to ensure that they are suitable and sufficient.
 |
| **C006 -Activity/ Process/ Operation** | **What are the Hazards to Health and Safety** | **What Risks do they pose & to whom?** | **Risk****H/M/L** | **What precautions taken to reduce any risks?** | **Achieved****H/M/L** | **What further action needed to reduce any risks** |
| Use of sanitaryfacilities | Exposure to the virus is increased unless appropriate standards of cleaning & disinfection are inoperation | Transmission of virusthrough:1. Physical contact with tainted surfaces.
2. Inhalation of virus
3. Inadequate personal hygiene
4. Inadequate distancing spaces
 | High | * Thorough cleaning and disinfection routines for all toilet areas
* Soap and paper towels provided and maintained.
* Disinfectant spray and sanitiser supplied in each toilet for users to wipe down toilet seat and lid surfaces after use.
* Showers not to be used until further notice until guidance is approved to do so.
* All legionella monitoring and flushing routines to be implemented and remedial work undertaken before college re-opens if required.
* Information cleanable information posters in place across the College.
* Janitor services put in place for this academic year to provide more frequent cleaning of toilet areas throughout the day
 | Medium | * Alternate cubicles taken out of use if required to do so.
* Limits on numbers using facilities if required to do so.
 |
| **C007 -Activity/ Process/ Operation** | **What are the Hazards to Health and Safety** | **What Risks do they pose & to whom?** | **Risk****H/M/L** | **What precautions taken to reduce any risks?** | **Achieved****H/M/L** | **What further action needed to reduce any risks** |
| Studentattendance | Mixing with othersincreases risk of virustransmission | Transmission of virusthrough:1. Physical contact with tainted surfaces.
2. Inhalation of virus
3. Inadequate personal hygiene
4. Inadequate distancing spaces
 | High | **On arrival at college** – * All staff and students instructed to wash their hands or sanitise upon arrival at college.
* Gel Hand Sanitiser to be located in several areas or where washing facilities not readily available.
* Individuals will have their temperature take by a non-contact thermometer and if found to read high will be asked to be collected or leave the college ASAP, and without entering any buildings.
* Social Distancing - reducing the number of persons in any work area to comply with the 2-metre or 6-foot gap recommended by the Public Health England (PHE).
* Students and staff to wear face coverings in class, unless medically exempt during national lockdown.
* Following the most recent government guidance during the national lockdown, the use if face coverings by students in class will be mandatory as this provides enhanced protection for teachers who are more at risk due to their age, and anyone who is medically exempt and does not wear a face covering
* Those classes where wearing a face covering is restrictive, such as sport and performing arts will not follow this guidance
* This will be by direct intervention and posters/signs at the entrances and around the buildings being used.

Students and parents briefed before the college opens for students in regard to tutorials, workshops or 1:1 etc. regarding:* Physical distancing
* Virus transmission routes
* Personal responsibilities
* Routes to get to and from classrooms
* Arrival and departure from college
* Students that do not have scheduled lessons must not attend college.
* Students will need to adhere to behavioural requirements when on site to ensure the safety and well-being of everyone
 | Medium | * Adapt current rules for lessons etc. for students to incorporate COVID19 guidance such as social distancing etc.
* Students to be reminded daily of the importance of social distancing anywhere at the college and outside of it.
* Management checks to ensure social distancing adhered to.
* Students are advised not to offer or share food and not to handle other people’s cutlery & cups.
* Revised student Code of Conduct to take account of Coronavirus to be drafted
* Student registers need to show attendance by students online who are watching streamed classes and not physically in College
* Need to provide a supply of face masks to ensure anyone who forgets can have a mask
* Updated guidance on face coverings in College to be issued as part of general communication about the re-opening of College on 8th March 2021
* Continued government guidance at end of Easter break (6th April) makes no change to the guidance on masks. The need to continue to reduce infection and virus spread is still high, even though positive cases are low. Await next review statement by health authorities
* Medically exempt students should wear their lanyard or badge at all times
 |
| **C008 -Activity/ Process/ Operation** | **What are the Hazards to Health and Safety** | **What Risks do they pose & to whom?** | **Risk****H/M/L** | **What precautions taken to reduce any risks?** | **Achieved****H/M/L** | **What further action needed to reduce any risks** |
| Use of learning environments such as classrooms and workrooms etc. | Mixing with othersincreases risk oftransmission betweenasymptomatic carriersFailure to clean anddisinfect surfaces &equipment / ventilaterooms | Transmission of virusthrough:1. Physical contact with tainted surfaces.
2. Inhalation of virus
3. Inadequate personal hygiene
4. Inadequate distancing spaces
 | High | **Size of group in classroom determined in advance of occupation to facilitate the following:*** Layout reconfigured to ensure appropriate social distancing between each person at all times
* 2-metre space left between staff and student desks
* Student desks facing front and no student facing another student.
* Appropriate signage in place in rooms, corridors and communal spaces
* All non-essential equipment and materials locked away to prevent unnecessary handling
* Students provide and use own equipment and materials, as appropriate
* Shared equipment including desks to be cleaned / disinfected before & after each use by a different person (disinfectant spray and sanitiser supplied in each room)
* Personal Protective Equipment not to be shared
* Personal Protective Equipment to be available in each room being used in case of emergency where social distancing cannot be maintained
* Encourage everyone to regularly wash hands or use hand sanitiser from
* Hand Sanitiser and wipes located in each classroom
* Classroom and office doors may be held back in the open position to minimise touching handles but must be closed whenever the room is vacated.
* Classrooms reviewed dependant on student numbers
* Air conditioning units in classrooms for ventilation?
* Need to ensure classrooms and work areas are properly ventilated
* Review classroom usage in D5 to reduce the flow and number of students using this building

**Location occupation**:* Students remain in one room if feasible with staff moving around site to reduce numbers of people moving around the building.
* All rooms to be ventilated for 10 minutes before students arrive
* Surfaces are cleaned & disinfected as necessary
* Door kept open while students arrive.
* Late arrivals admitted at discretion of staff member or prohibited from joining the sessions
* One-way circulation in place in classrooms indicated by signage, where feasible, to limit crossing paths.
* Students are instructed to leave location in small groups to ensure physical distancing.

**Student who becomes unwell:** * Puts on a facemask, leaves the location immediately and goes straight to the designated isolation location, which will be the sick room.
* The relevant e staff member to inform reception via the emergency number 4242 for a first aider or their deputy.
* The sick room or other designated location is ventilated for 10 minutes after students leave, cleaned and the doors then locked.
 | Medium | * Where practicable, larger classrooms to be used to allow individuals/group to come into the college for educational and support reasons.
* Room arrangements to be checked daily before college opens
* If unable to do so arrangements will be made to use canteens, Student Learning Centres and the Cuthbert Suite.
* These areas if used will also follow the guidance as per Public Health England (PHE) and the college procedures.
* Designate an isolation room as the sick room – able to be cleaned and disinfected easily, with adjacent toilet
* Pinpoint another space which can be quickly repurposed in the occurrence of multiple students becoming ill / needing to leave the college.
* Guidance provided for staff/students to follow COVID19 guidance including the process on how to deal with a possible case of Covid19 in regard to first aid.
* Revised disciplinary policy to deal with deliberate failure to follow social distancing or hygiene instructions in place
* Guidance provided to staff and students including information to discourage social gathering in communal areas
* Procedure for First Aider to follow when dealing with any incident, but especially if someone is suspected of showing symptoms of COVID-19 and needs to be taken to the Isolation room awaiting pick up by parents
* Each classroom to be set up to ensure teachers have a 2-metre gap to students. Students will be sat in pairs facing forward, with a U-shape only being used due to space and fixtures constraints
* Classroom protocols need to be developed by teacher’s group for specialist classrooms
* Students should sit at the same desk and with same person beside them when in a classroom
* Check on layout and student numbers in each class
* Check on air conditioning units by external providers
* Review of all buildings to assess ventilation options in both communal areas and classrooms
* Transfer classes from D5 to D1 to reduce congestion and enhance social distancing
 |
| **C009 -Activity/ Process/ Operation** | **What are the Hazards to Health and Safety** | **What Risks do they pose & to whom?** | **Risk****H/M/L** | **What precautions taken to reduce any risks?** | **Achieved****H/M/L** | **What further action needed to reduce any risks** |
| Managingmovementaround college sites and grounds | Overcrowding and mixing of anyone such as:* Staff
* Students
* Contractors
* Subcontractors
* Visitors
* Etc.
 | Transmission of virusthrough:1. Physical contact with tainted surfaces.
2. Inhalation of virus
3. Inadequate personal hygiene
4. Inadequate distancing spaces
 | High | * All movement along corridors and stairs to be one way if practicable.
* Signage applied to floors and walls
* One-way circulation systems to be put in place, wherever practical, in designated corridors and stairs, clearly indicated by appropriate signage
* Signage and floor markings aid physical distancing in all internal and external areas where there are pinch points to also include entrances and exits.
* Instruction to all staff and students to keep to the left when moving along corridors or up stairways, especially where a one-way system is impracticable
* All staff and students instructed to wash their hands or sanitise as often as possible during this period.
* Gel Hand Sanitiser to be located in several areas or where washing facilities not readily available.
* Social Distancing - reducing the number of persons in any work area to comply with the 2-metre or 6-foot gap recommended by the Public Health England (PHE)
* Signage for walls and floors
* One-way circulation systems to be used in designated corridors and stairs, clearly indicated by appropriate signage. Other Deanfield and all Rotherfield buildings will operate a “Keep Left” system throughout
* Ensure supply of sanitizers and wipes is maintained in each classroom and across the College
* Movement flows checked throughout term and minor adjustments made in D1
 | Medium | * Barriers and queue ‘mazes’ are installed if required inside and outside buildings as appropriate to control the ‘traffic’ flow.
* Security Officer or signage to discourage groups of students gathering in corridors
* Procedure for teachers to keep doors open to allow students to enter a classroom and sit down whilst waiting for the teacher, rather than queue in the corridor
* Students to be given guidance about gathering in groups in communal areas to maintain social distancing – applies to outdoor spaces as well and will require signage across the College
* Floor plans required for each building
* Change to movement route signage in D1
 |
| **C0010 -Activity/ Process/ Operation** | **What are the Hazards to Health and Safety** | **What Risks do they pose & to whom?** | **Risk****H/M/L** | **What precautions taken to reduce any risks?** | **Achieved****H/M/L** | **What further action needed to reduce any risks** |
| Use of lifts | Overcrowding and mixing of anyone who might be exposure by touching contaminated surfaces | Transmission of virusthrough:1. Physical contact with tainted surfaces.
2. Inhalation of virus
3. Inadequate personal hygiene
4. Inadequate distancing spaces
 | High | * Not to be used in any building unless to transport kit or equipment. Only one person in the lift at any time for this purpose
* No person is permitted or allowed in the lift for any other purpose.
* Stairs to be managed as laid down by using the left side of them at all times
 | Medium | * Clean lift controls if transporting kit or equipment.
* Signage on lift doors to instruct how it is only used for transporting kit or equipment (Manual Handling).
* Only students allowed to use the lift in D1 will be those from Pathways – covered in Pathways Risk Assessment
 |
| **C011 -Activity/ Process/ Operation** | **What are the Hazards to Health and Safety** | **What Risks do they pose & to whom?** | **Risk****H/M/L** | **What precautions taken to reduce any risks?** | **Achieved****H/M/L** | **What further action needed to reduce any risks** |
| Break or lunch times or other reasons to have interruptions during working sessions etc. | Overcrowding and mixing of anyone who might be exposure by touching contaminated surfaces | Transmission of virusthrough:1. Physical contact with tainted surfaces.
2. Inhalation of virus
3. Inadequate personal hygiene
4. Inadequate distancing spaces
 | High | * Social distancing rules also apply outside and in the designated smoking areas etc.
* Consider if this is necessary depending on timetabling of workshops, classes and one-to-one meetings
* Take any vending machines out of service.
* No vending machines to be available as these are a possible source of contamination
 | Medium | * Staggered lunch-break system to be applied
* Canteen areas to be set up in line with social distancing – two people per table facing in same direction
* Guidance will be provided to staff and students to wipe down tables after use. Need to ensure wipes are available
* Need to consider Rotherfield canteen – students will collect food and use the Rotherfield Hall to eat lunch – hall will have tables and appropriate chairs laid out. To review when the Hall is required for examinations.
* Excess chairs to be stored in different location
* Catering company will provide their Risk assessment documentation
 |
| **C012 -Activity/ Process/ Operation** | **What are the Hazards to Health and Safety** | **What Risks do they pose & to whom?** | **Risk****H/M/L** | **What precautions taken to reduce any risks?** | **Achieved****H/M/L** | **What further action needed to reduce any risks** |
| Picnic benches used for students 1:1 etc.by teachers. | Anyone who might be exposure to close bodily contact or by touching contaminated surfaces | Transmission of virusthrough:1. Physical contact with tainted surfaces.
2. Inhalation of virus
3. Inadequate personal hygiene
4. Inadequate distancing spaces
 | High | * Social distancing rules also apply outside.
* Disinfectant spray and sanitiser supplied for users to wipe down the surface prior to and after use.
* Use PPE such as face masks or gloves etc. if required
* Utilise for one-to-one meetings when the weather allows
 | Medium | * Signage to aid physical distancing in external areas.
* One-way or keep left system to get to and from open areas
* Benches outside set up with physical marking and if used disinfect as appropriate – ensure cleansing materials are available near the patio areas
 |
| **C013 -Activity/ Process/ Operation** | **What are the Hazards to Health and Safety** | **What Risks do they pose & to whom?** | **Risk****H/M/L** | **What precautions taken to reduce any risks?** | **Achieved****H/M/L** | **What further action needed to reduce any risks** |
| Specialist teaching area used for– * Sports
* Gym
* Dance & Drama Studios
* Music rooms
* Engineering
* Science Labs
* Photography studio
 | Anyone who might be exposure to close bodily contact or by touching contaminated surfaces | Transmission of virusthrough:1. Physical contact with tainted surfaces.
2. Inhalation of virus
3. Inadequate personal hygiene
4. Inadequate distancing spaces
 | High | * Drafting of specialized risk assessments required for each area
* Protocols for cleaning surfaces and work areas after each class
* Sports faculty management drafting relevant risk assessments based on sports governing bodies guidance
 | Medium | * Creative media to draft risk assessments for studios
* Teaching staff to draft risk assessments for laboratories and workshops
 |
| **C014 -Activity/ Process/ Operation** | **What are the Hazards to Health and Safety** | **What Risks do they pose & to whom?** | **Risk****H/M/L** | **What precautions taken to reduce any risks?** | **Achieved****H/M/L** | **What further action needed to reduce any risks** |
| Emergency evacuation and health & safety training | Spread of Covid-19 Coronavirus due to close contact or by touching contaminated surfaces | Large gatherings increase transmission of virus through inadequate physical distancing or torching possible contaminated surfaces  | High | * Fire Drill to be conducted in the first term, with a review of overall Fire procedures prepared for September.
* H&S training to continue as and when required
* Fire Alarm tests to continue as normal.
* All staff to act as fire wardens and ensure evacuees maintain social distancing while leaving building and gathering in the Fire Assembly Point
* Only evacuate effected building(s) to limit numbers in Fire Assembly Point to controllable size.
* Evacuation procedures override COVID 19 protocols to consider people movement during an evacuation and gathering at Assembly Points

**Personal Emergency Evacuation Plan** * Managers to identify staff and students requiring a PEEP and notify the Premises & Estates Manager
 | Medium | * Procedures to be tested on one campus at a time, preferably following a test in one building
 |
| **C015 -Activity/ Process/ Operation** | **What are the Hazards to Health and Safety** | **What Risks do they pose & to whom?** | **Risk****H/M/L** | **What precautions taken to reduce any risks?** | **Achieved****H/M/L** | **What further action needed to reduce any risks** |
| Staff on-site/ off-site / between sites | Exposure to virus ofPeople:* Extremely clinically vulnerable
* Clinically vulnerable
* Vulnerable(non-clinical) to covid19 including those shielding
 | Exposure to Covid19 increases the risk of severe illness to staff who:* Are over 70 years old,
* Are pregnant
* Have specific medical conditions which increase vulnerability to infection
 | High | Vulnerable staff:* HR identifies and deals with each case on individually
* Virtual meetings held wherever feasible
* HR to inform line manager of any vulnerabilities in their teams

Vulnerable students:* Student Services identifies those students who have particular risk factors
 | Medium | * HR has compiled information on staff who might be susceptible or might have family implicated with the dangers of exposure to covid19 virus.
* College to ensure that no staff who infected or live with someone who is infected comes on site.
* HR to discuss individual cases if staff member is concerned about working onsite – being supportive and making relevant adjustments to allow the staff member to continue working in a safe environment - this would also take account of those staff with child care issues which would affect availability
* There will need to be adequate First Aid cover
 |
| **C016 -Activity/ Process/ Operation** | **What are the Hazards to Health and Safety** | **What Risks do they pose & to whom?** | **Risk****H/M/L** | **What precautions taken to reduce any risks?** | **Achieved****H/M/L** | **What further action needed to reduce any risks** |
| Catering Contractor and canteens | Anyone who might be exposure to close bodily contact or by touching contaminated surfaces | Transmission of virusthrough:1. Physical contact with tainted surfaces.
2. Inhalation of virus
3. Inadequate personal hygiene
4. Inadequate distancing spaces
 | High | * Canteen facilities will be operational providing a certain range of products
* Catering company will do their risk assessment
* Catering staff will be trained and provided with PPE as required
* Perspex screens required at payment points
* Vending machines will not be available
* Simplify food offerings to reduce waiting times and queues at canteens
 | Medium | * Canteen areas will require reduced seating – only two per table and facing in same direction
* Social distancing requirements will need to be enforced in communal areas by staff and managers.
* Perspex sheeting required at payment points
* Catering company will provide their Risk assessment documentation
* One-way system going to the canteen counters will be put in place with signage
* Students will be informed of availability and serving protocols
* Vending machines will be taken out of commission
* Discussions with Chartwell re menus and food provided at each canteen
 |
| **C017-Activity/ Process/ Operation** | **What are the Hazards to Health and Safety** | **What Risks do they pose & to whom?** | **Risk****H/M/L** | **What precautions taken to reduce any risks?** | **Achieved****H/M/L** | **What further action needed to reduce any risks** |
| Dealing with a suspected or proven case of Covid19 | Exposure to Covid19virus | Anyone in contact with symptomatic person including first aiders | **High** | **Symptoms of Covid-19:*** If anyone becomes unwell with any COVID-19 symptoms, they will be assisted by a college first aider.
* Advised to follow the stay at home guidance.
* The college may require anyone/group to have their temperature tested prior to starting the planned activity.
* If the patient is not able to travel home by themselves, they are to be relocated in the designated isolation room with nearby toilet facilities.
* Always maintain social distancing.
* If confirmed that a member of staff, student or visitor has developed Covid-19 and were recently on site (including where they have visited other work places or premises), the college will inform all students and staff on site that day
* The College HR will contact college mangers to discuss the case, identify people who may have been in contact with the individual for over 15 minutes as per guidance and will take advice on any actions or precautions that should be taken
* Appropriate PPE provided to staff dealing with suspected case.
* Contact tracing of staff and students or others on site this will be done by the NHS.
* Full cleaning and disinfection routine applied to the sick rooms or any other isolation room(s) including toilets).
 | **Medium** | * HR have drafted the written policy to specify protocols when a suspected case happens
* Whilst the case is only suspect, consideration of what happens to the remainder of the class and teacher in the room – will need to follow government guidelines
* If the individual is proven to have COVID-19, SLT will need to promptly inform all staff and parents and to decide whether to part-close or completely close college or to open up a different area of college for students who have not been in contact with the affected individual
* If two cases are confirmed within 14 days, as per government guidance, College will take advice from Public Health England and options will be considered - full College closure, of onsite operations and revert to a full online curriculum; have larger specific student groups and staff self-isolate etc.
* The relevant room/area/ building will be deep-cleaned before it can be used again
* Those in close contact with the individual, including the teacher and first aider, may receive a call from the NHS Track and Trace Service instructing them to self-isolate for 14 days and they will need to confirm this outcome with the college
 |
| **C018-Activity/ Process/ Operation** | **What are the Hazards to Health and Safety** | **What Risks do they pose & to whom?** | **Risk****H/M/L** | **What precautions taken to reduce any risks?** | **Achieved****H/M/L** | **What further action needed to reduce any risks** |
| Provision of first aid | Potential exposure to Covid19 virus | College staff and the first aiders | High | * PPE supplied plus ordered as required
* Cleaning products supplied and ordered as required.
* Sick room used as the isolating room
* Staff and students informed of the process if they are possibly ill with Covid19
* Ventilated room and cleaned plus locked after use.
* HR informed of ill person and the staff who have treated them.
* Guidance to First Aider on how to deal with a suspected COVID-19 case.
* PPE equipment available for first aiders in set locations
 | Medium | * Ensure Isolation rooms clearly marked
* Isolation rooms need additional cleaning after use
 |
| **C019 -Activity/ Process/ Operation** | **What are the Hazards to Health and Safety** | **What Risks do they pose & to whom?** | **H/M/L** | **What precautions taken to reduce any risks?** | **Achieved****H/M/L** | **What further action needed to reduce any risks** |
| Waste, bins and collections | Anyone who might be exposure by touching contaminated surfaces or rubbish. | Transmission of virusthrough:1. Physical contact with tainted surfaces.
2. Inhalation of virus
3. Inadequate personal hygiene
4. Inadequate distancing spaces
 | High | * Contract cleaning employees having training.
* Use PPE
* Gel Hand Sanitiser to be located in several areas or where washing facilities not readily available.
* Double bag all waste and taken to trash containers which are emptied twice a week.
* Contractor know college standards and how to implement them.
* Contractor’s provided a Scheme of Works before coming onsite showing COVID-19 response
* Waste contractors Grundon agreement to included additional clinical waste from testing areas
* Revised agreement on 25th January 2021 with waste collection contractor (Grundons) to supply two waste wheelie bins for two types of clinical waste, plus their collection.
* The two Covid clinical waste material bins located in the testing area.
 | Medium |  |
| **C020 -Activity/ Process/ Operation** | **What are the Hazards to Health and Safety** | **What Risks do they pose & to whom?** | **Risk****H/M/L** | * **What precautions taken to reduce any risks?**
 | **Risk** **Achieved****H/M/L** | * **What further action needed to reduce any risks**
 |
| Deliveries and collection | Anyone who might be exposed by touching contaminated deliveries and collections | Transmission of virusthrough:1. Physical contact with tainted surfaces.
2. Inhalation of virus
3. Inadequate personal hygiene
4. Inadequate distancing spaces
 | High | * PPE supplied
* Gel Hand Sanitiser to be located in several areas or where washing facilities not readily available.
* If practicable clean down with a wipe.
* Leave item if practicable for 72 hours.
* Have a designated location where deliveries and collections can be stored for the required time
* Ensure wipes and sanitizers available if packages need to be handled or opened within the 72-hour period
 | Medium |  |
| **C021 -Activity/ Process/ Operation** | **What are the Hazards to Health and Safety** | **What Risks do they pose & to whom?** | **Risk****Level****H/M/L** | * **What precautions taken to reduce any risks?**
 | **Risk Level****Achieved****H/M/L** | * **What further action needed to reduce any risks**
 |
| Pathways | Potential exposure to Covid19 virus | College staff and the first aiders |  | * See Pathways own risk assessments – Reviewer Amanda Rowe
 | Medium | * N/A
 |
| **C022 -Activity/ Process/ Operation** | **What are the Hazards to Health and Safety** | **What Risks do they pose & to whom?** | **Risk****Level****H/M/L** | **What precautions taken to reduce any risks?** | **Risk Level****Achieved****H/M/L** | **What further action needed to reduce any risks** |
| D1 Canteen testing site | Potential exposure to Covid19 virus | College testing staff, staff & Students | High | See Covid Testing RA done by James McCaffrey/Eric Burrow | Medium | N/A |
| **C023-Activity/ Process/ Operation** | **What are the Hazards to Health and Safety** | **What Risks do they pose & to whom?** | **Risk****Level****H/M/L** | **What precautions taken to reduce any risks?** | **Risk Level****Achieved****H/M/L** | **What further action needed to reduce any risks** |
| R1 Hall testing site | Potential exposure to Covid19 virus | College testing staff, staff & Students | High | See Covid Testing RA done by James McCaffrey/Eric Burrow | Medium | N/A |
| **C024-Activity/ Process/ Operation** | **What are the Hazards to Health and Safety** | **What Risks do they pose & to whom?** | **Risk****Level****H/M/L** | **What precautions taken to reduce any risks?** | **Risk Level****Achieved****H/M/L** | **What further action needed to reduce any risks** |
| D5 Student Union Room | Potential exposure to Covid19 virus | College testing staff, staff & Students | High | See Covid Testing RA done by James McCaffrey/Eric Burrow | Medium | N/A |
| **Reviewers** | **Print & Signed** | **Date** | **Signed Off by** | **Print & Signed** | **Date** |
| Head of HR |  |  | **Chair or Deputy Governor** |  |  |
|  |  |
| Premises & Estates Manager |  |  | **Principal or Deputy** |  |  |
|  |  |  |

**KEY:**

**Activity/ Process/ Operation:** Describe the component part.

**Hazard:** List the things you anticipate might cause harm or the things associated with your activity that have the potential to cause harm. Consider the likely harm.

**Risk:** Assess the risk as either H (High), M (Medium) or L (Low).When concluding your assessment consider all of the circumstances.

**Precautions:** Consider what you could do to minimise / negate the risk.

**In Place:** Will the precautionary measures are in place?

**Review Date:** When would it be reasonable to review your assessment? Remember it might be whilst you are undertaking the activity, process/ or operation

**Reviewer:** Name of the person responsible for completing the risk assessment**.**

**General Rules**

* Everyone has the requirement for physical distancing of 2m between each person
* Everyone has to abide by standards of hygiene whilst in college areas/ departments so to prevention transmission of this virus, this can be dealt at source through barrier products such as gloves and facemasks if required and where physical distancing is not feasible.
* How to limit the unnecessary mixing of staff, students and visitors within locations such as classrooms and common areas like foyers and corridors etc.
* HR and managers to see if additional training, information and communications are needed for staff and students to ensure the hygiene standards are maintained and the social distancing etc. whilst attending the college
* Consider any specific risks to individuals with health conditions in regard to health and safety issues, whether temporary or permanent; disabilities, including impairments such as sensory and mobility, plus new or expectant mothers.

|  |
| --- |
| **Actions that need to be accomplishment for Covid 19 risk assessment**  |
| **Number** | **What further action is needed** | **How** | **Achieved****H/M/L** | **Date of request** | **Date Done** | **By who** |
| C001Travel to and from college | Maintain social distancing wherever possible on public transport, following coach company guidance | Instructed by email, verbally and signage |  | Additional signage being ordered | D1/D2 Completed 16 June 2020Partial D5All others completed by 07/09/2020 | JMCC |
| Agreement reached with coach companies on safe operating procedures and numbers on coaches | Discussions with coach companies | Guidance for staff and students returning to College | 15/06/2020 | HR/JMCC |
| Guidance on travel to be provided to students and parents before September. | Instructed by email, verbally and signage | Guidance for staff and students returning to CollegeBeing reviewed | 15/06/202026/08/2020 | HR/JMCCHR |
| Parents to drop off and pick up any student at the disabled parking area at Deanfield – need to make it clear that no waiting is allowed which could lead to a congregation of people. | Instructed by email, verbally and signage | Guidance for staff and students returning to CollegeBeing reviewed | 15/06/202026/08/2020 | HR/JMCCHR |
|  | Staff and students to be instructed to wash hands or use sanitizer upon arrival at College | Instructed by email, verbally and signage |  | Guidance for staff and students returning to College | 26/082020 | HR/JMCC |
|  | Guidance to staff and students of the impact of the introduction of local restrictions covering travel on public transport and that College remains open | Instructed by email |  | 22/10/2020 | Email to staff, students and parents 23/10/2020 | HR/HoF |
| **Number** | **What further action is needed** | **How** | **Achieved****H/M/L** | **Date of request**  | **Date Done**  | **By who**  |
| C002Imposition of a local lockdown in Henley or in any areas from which students travel | Training of teachers in streaming lessons effectively | Teacher training modules |  | **Ongoing** |  | Heads of Faculty |
| Creation of learning materials in Teams/Sharepoint – introduced in July, with further training in August | Drafting of lesson plans, handouts and reference materials, some materials purchased from external providers | April 2020 | Ongoing | **Curriculum managers/staff** |
| Bank of work to be available to issue to students | Independent study materials created | April 2020 | Ongoing | Curriculum managers/staff |
| Produce protocols for informing staff and students of move to remote learning | Email, Teams and telephone call processes to be used | 14/08/2020 |  | HR/SLT |
| Ability to note remote attendance on Registers | Creation of online registers | 14/08/2020 | 14/09/2020 | MIS |
| **Number** | **What further action is needed** | **How** | **Achieved****H/M/L** | **Date of request** | **Date Done** | **By who** |
| C003 Use of the Deanfield site to include foyers, offices, classrooms, corridors and staffrooms etc.  | Staff to be reminded daily of the importance of social distancing anywhere at the college and outside of it. | Instructed by email, verbally and possible signage |  | Additional signage being ordered | D1/D2 15th June 2020Completed 01/09/2020 | JMCC |
| Appropriate signage required for each building across the College | Printing of signs etc. | Ongoing |  |  |
| Management checks to ensure social distancing and movement around college is being adhered to | Instructed verbally | Additional signage to be put up | D1/D2 18/06/2020Completed 03/09/2020 | JMCC |
| Staff are advised not to offer or share food and not to handle other people’s cutlery & cups. | Instruction by email, verbally and possible signage | Guidance for staff and students returning to College | 15/06/2020 | HR/JMCC |
| Staff to wipe down common fridges & kettles after use. | Instructed by email, verbally and possible signage | Guidance for staff and students returning to College | 15/06/2020 | HR/JMCC |
| Make it clear what catering facilities will be open, and what food will be available. Vending machines will not be in operation | Instructed by email and verbally | July 2020 | 26/08/2020 | JMCC/Chartwell |
| Registers will be taken of each class and for support staff so management knows exactly who is on site and where in case of emergency | Online register for classes, email protocol for support staff | July 2020 | Ongoing | Curriculum management/MIS |
| Sanitizers and disinfectant wipes available in all classrooms and communal areas for staff, students and visitors. Additional face masks and head visors for staff | Order supplies for this to happen | Additional supplies on order, then ongoing | Continual ordering in place | JMCC |
| HR will update the formal policy on what to do if someone is showing symptoms of potential COVID-19 | Instructed by email & verbally | 02/06/2020.Draft approved by SLTUpdate 14/08/2020 | 11/06/202026/08/2020 | HR |
| Need to ensure there is First Aid cover on campus. |  | Ongoing |  |  |
| Chairs in communal areas to be set out based on social distancing to reduce numbers using the area at any one time – reception, canteen area, outside quad, Cuthbert Suite. Additional chairs are to be taken out so that they cannot be used | Estates team, and checked daily by management or member of staff responsible for an area | July 2020 | D1/D2 completed 02/06/2020All others ready for 07/09/2020 | Estates |
| Each classroom to be set up to ensure teachers have a 2-metre gap to students. Students will be sat in pairs facing forward, with a U-shape only being used due to space and fixtures constraints | Estates team and checked by teacher daily | July 2020 | D1/D2 completedD5 28/08./2020Rotherfield once refurbishment complete | Estates/Curriculum management |
| Classroom protocols documents being developed by teacher’s group for specialist classrooms, extending on the existing version | Teacher Working party to draft protocols | Classroom procedures designed by teachers 10/06/2020Update to include sports/labs/workshops and creative areas August 2020 | Standard classrooms completed 18/06/2020Drafted 27/08/2020 | Teachers/Curriculum management |
| Students to be asked to wear face coverings in classrooms, unless medically exempt | Instructed by email |  |  |  |
| Students will be asked to sit at the same desk and with same person beside them when in a classroom | Checked by teacher in class | August 2020 | Guidance 26/08/2020 then ongoing | Teachers/Curriculum management |
| **Number** | **What further action is needed** | **How** | **Achieved****H/M/L** | **Date of request** | **Date Done** | **By who** |
| C004Cleaning and possibledisinfecting | Agree with contract cleaning company the required levels and areas of cleaning. | College rep to contact TEMCO |  | Underway | 15th June 2020 | JMCC/TEMCO |
| Monitoring and auditing of cleaning standards by Contract Cleaners and Area Managers. | Contact relevant staff and contactors about the standards plus lines of communications | Ongoing |  |  |
| Cleaning contractor to provide a procedure of cleaning, covering daily cleaning, deep cleaning processes and procedure in the event of a suspected Covid-19 infection on site. | By external and internal TEMCO staff | Requested And expected 24/06/2020 | 23/06/2020 | Estates and TEMCO |
| Cleaning staff to be trained in the new procedures and policies for working onsite. | By TEMCO | Starting from the 17th June 2020Additional buildings August 2020 | D2 Training completedD1 Training 24/06/2020Deanfield 24/08/2020Rotherfield 24/08/2020 | TEMCO staff |
| Appropriate action procedures taken in cases where there is failure adhered to for hygiene standards. | HR to have a management policy and procedure | Ongoing |  |  |
| All areas to have a daily operation log for cleaning. | Install a cleaning recording book in the relevant locations | Logs ready by 23/06/2020New site books for each campus | 23/06/2020 D1/D2 fully operationalReady for Deanfield and Rotherfield | JMCC/TEMCO |
| Information posted in key areas, regularly cleaned and refreshed on laminated washable posters where practicable. | Printing of signs etc. | Underway | D1/D2 18/06/2020All others ready for 07/09/2020 | JMCC |
|  | Toilet areas across the College will have more frequent inspection and cleaning, throughout the working day | If approved by SLT then JMCC to contact TEMCO |  | Approved by SLT 11/08/2020 | Starts 07/09/2020 | JMCC/TEMCO |
| **Number** | **What further action is needed** | **How** | **Achieved****H/M/L** | **Date of request** | **Date Done** | **By who** |
| C005Visitors, ContractorsAnd Subcontractors | Everyone to be reminded daily of the importance of social distancing anywhere at the college and outside of it. | By all staff |  | Ongoing |  |  |
| Manager’s check to ensure social distancing is adhered to. | All Managers will ensure | Ongoing |  |  |
| All visitors, contractors and Subcontractors reminded about college procedures and policies whilst at the college. | By all staff | Ongoing |  |  |
| Perspex shields for receptionist at Deanfield. | Perspex shields to be installed to give receptionist a physical barrier. | On order but awaiting delivery | 19/06/2020 | Estates |
| All contractors are to provide the college with updated Risk Assessments and Safe Work Method Statements that will outline their companies Covid 19 safe work practices. Managers will submit these to the SLT to review to ensure that they are suitable and sufficient. | All Managers will ensure. SLT TO APPROVE | Requested from TEMCO and due 23/06/2020 | 23/06/2020 | JMCC/TEMCO |
| Refurbishment works at Rotherfield to be conducted in holiday period under Covid-19 safe conditions | Building contractors to provide COVID-19 procedures and signage | July 2020 | 13/07/2020 | Estates/LST |
| Wherever possible maintenance and project works outside of class times or in an isolated area. | If tenders successful then by planning the projects etc. to allow this to happen | Ongoing |  |  |
| **Number** | **What further action is needed** | **How** | **Achieved****H/M/L** | **Date of request** | **Date Done** | **By who** |
| C006Use of sanitaryfacilities | Laminated cleanable information posters in place, across the College | Printing of signs etc |  | Additional signage being ordered | D1/D2 17/06/2020Deanfield completed 03/09/2020Rotherfield 07/09/2020 | JMCC |
| Alternate cubicles taken out of use. | Printing of signs etc. | Additional signage being ordered | D1/D2 18/06/2020Deanfield completed 03/09/2020Rotherfield 07/09/2020 | JMCC |
| Notices advising toilet lids to be lowered before flushing. | Printing of signs etc. | Additional signage being ordered | D1/D2 18/06/2020Deanfield completed 03/09/2020Rotherfield 07/09/2020 | JMCC |
| Limits on numbers using facilities | Printing of signs etc. | Additional signage being ordered | D1/D2 18/06/2020Deanfield completed 03/09/2020Rotherfield 07/09/2020 | JMCC |
| Instructions to wipe down toilets after use. | Printing of signs etc. | Additional signage being ordered | D1/D2 18/06/2020Deanfield completed 03/09/2020Rotherfield 07/09/2020 | JMCC |
| Limits on numbers using facilities | Printing of signs etc. | Additional signage being ordered | D1/D2 17/06/2020 Deanfield completed 03/09/2020Rotherfield 07/09/2020 | JMCC |
| Janitor services for this academic year to provide more frequent cleaning of toilet areas | If approved by SLT then JMCC to contact TEMCO  | Started communication with TEMCO on the possibility for the need for this service. Now approved by SLT | Starts 07/09/2020 | JMCC/TEMCO |
| **Number** | **What further action is needed** | **How** | **Achieved****H/M/L** | **Date of request** | **Date Done** | **By who** |
| C007Studentattendance | Adapt current rules for lessons etc. for students to incorporate COVID19 guidance such as social distancing etc. | Deputy Principal/ HoF |  | Classroom procedures designed by teachers 10/06/2020Procedures for specialist teaching areas 14/08/2020 | 18/06/202027/08/2020 | Teachers/Curriculum management |
| Students to be reminded daily of the importance of social distancing anywhere at the college and outside of it. | All staff will ensure | Ongoing |  |  |
| Management checks to ensure social distancing adhered to. | All Managers will ensure | Ongoing |  |  |
| Students are advised not to offer or share food and not to handle other people’s cutlery & cups. | All staff will ensure | 02/06/2020.Draft approved by SLT | 11/06/2020 | HR |
|  | Revised student Code of Conduct to take account of Coronavirus to be drafted | Drafted by Student Services |  | 03/06/2020 | 05/06/2020 | KCAU |
|  | Student registers need to show attendance by students online who are watching streamed classes and not physically in College | Teachers will complete |  | Ongoing |  |  |
|  | Updated guidance on face coverings in College to be issued as part of general communication about the re-opening of College on 8th March 2021 | Drafted by HR |  | SLT/CL Meeting discussions and ongoing | 24/02/2021 | HR/JMCC |
|  | Medically exempt students should wear their lanyard or badge at all times | All staff will ensure |  | SLT/CL Meeting discussions and ongoing | 05/11/2020 | SLT |
| **Number** | **What further action is needed** | **How** | **Achieved****H/M/L** | **Date of request** | **Date Done** | **By who** |
| **C008**Use of learning environments such as classrooms and workrooms etc. | Where practicable, larger classrooms to be used to allow individuals/group to come into the college for educational and support reasons. | To be review if required |  | Ongoing, as required |  |  |
| Room arrangements to be checked daily before college opens | By teaching staff  | Ongoing |  |  |
| If unable to do so arrangements will be arranged to use canteens, Student Learning Centres and the Cuthbert Suite. | By SLT/management | As required |  |  |
| These areas if used will also follow the guidance as per Public Health England (PHE) and the college procedures. | By Guidance by PHE | As required |  |  |
| Designate an isolation room as the sick room – able to be cleaned and disinfected easily, with adjacent toilet. | Review and controls set in place | Isolation Rooms identified in D1 and D2Need to identify in other buildings | 03/06/2020Deanfield and Rotherfield completed 02/09/2020 | Estates/EBUR/AROW |
| Pinpoint another space which can be quickly repurposed in the occurrence of multiple students becoming ill / needing to leave the college. | To be reviewed | Considered w/c 15/06/2020 | 19/06/2020 | JMCC/HR |
| Guidance provided for staff/students to follow COVID19 guidance including the process on how to deal with a possible case of Covid19 in regard to first aid. | HR/JMCC to review and put in place | 02/06/2020.Draft approved by SLT | 11/06/2020 | HR |
| Revised disciplinary policy to deal with deliberate failure to follow social distancing or hygiene instructions in place | HR to put in place | Commenced 02/06/2020 | 12/06/2020 | Student Services |
| Guidance provided to staff and students including information to discourage social gathering in communal areas | HR to put in place | 02/06/2020.Draft approved by SLT | 11/06/2020 | HR |
| Procedure for First Aider to follow when dealing with any incident, but especially if someone is suspected of showing symptoms of COVID-19 and needs to be taken to the Isolation room awaiting pick up by parents | HR/JMCC to review and put in place | Commenced 05/06/2020 | General Guidance completed11/06/2020 – processes completed 23/06/2020 | JMCC/HR |
| Each classroom to be set up to ensure teachers have a 2-metre gap to students. Students will be sat in pairs facing forward, with a U-shape only being used due to space and fixtures constraints | Estates with Curriculum management review | In process, D1 rooms laid out as a template, awaiting curriculum management review | 23/07/2020Rest of Deanfield and Rotherfield by 07/09/2020 | Estates/Curriculum Management |
| Classroom protocols need to be developed by teacher’s group for specialist classrooms | Teaching working party | Classroom procedures designed by teachers 10/06/2020Procedures for specialist teaching areas 14/08/2020 | 18/06/202027/08/2020 | Teachers/Curriculum management |
|  | Students should sit at the same desk and with same person beside them when in a classroom | By teaching staff and in protocols | Classroom procedures designed by teachers 10/06/2020Procedures for specialist teaching areas 14/08/2020 | 18/06/202027/08/2020 | Teachers/Curriculum management |
|  | Check on layout and student numbers in each class | Review by teachers, Estates and students |  | 07/09/2020 | Room usage reviewed depending on class numbers – several classes moved in w/c 14/09/2020D550 teacher desk being moved 30/10/2020 | Teachers/Estates |
|  | Check on air conditioning units by external providers | Inspection by external contractor |  | Check requested 26/10/2020 | 27/10/2020 | External |
|  | Review of all buildings to assess ventilation options in both communal areas and classrooms | Physical review of buildings |  | 23/10/2020 | Review completed 29/10/2020Guidance issued  | HR/Estates |
| Transfer classes from D5 to D1 to reduce congestion and enhance social distancing | Curriculum management/Estates |  | 22/02/2021 | Move classes w/c 01/03/20201 | Curriculum management/Estates |
| **Number** | **What further action is needed** | **How** | **Achieved****H/M/L** | **Date of request** | **Date Done** | **By who** |
| C009Managingmovementaround college sites and grounds | Signage applied to floors and walls | Purchase products and inform all college users |  | Signage being ordered | Deanfield 03/09/2020Rotherfield 04/09/2020 | Estates |
| One-way circulation systems to be used in D1, D2, D4 and D5 in designated corridors and stairs, clearly indicated by appropriate signage. Other Deanfield and all Rotherfield buildings will operate a “Keep Left” system throughout | Print of signs and inform all college users | Review locations so no pinch points | D1/D2 Completed 19/06/2020Others completed 28/08/2020 – signage by 07/09/2020 | JMCC/HR |
| Barriers and queue ‘mazes’ are installed if required inside and outside buildings as appropriate to control the ‘traffic’ flow. | Print of signs and inform all college users | To be used at Deanfield Reception entrance | 27/08/2020 | Estates |
| Signage will be in place to show one-way system or Keep Left in each building with floor plans produced | Printing of signs etc. | Ordered12/08/2020 | All in place 04/09/2020 | JMCC |
| Ensure supply of sanitizers and wipes is maintained in each classroom and across the College | Order supplies for this to happen | Ordered12/08/2020 | 27/08/2020 | JMCC |
| Signage to discourage groups of students gathering in corridors | Printing of signs etc. | Ordered12/08/2020 | All in place 07/09/2020 | JMCC |
| Procedure for teachers to keep doors open to allow students to enter a classroom and sit down whilst waiting for the teacher, rather than queue in the corridor  | Teachers working group to draft | Classroom procedures designed by teachers 10/06/2020Procedures for specialist teaching areas 14/08/2020 | 18/06/202027/08/2020 | Teachers/Curriculum management |
| Students to be given guidance about gathering in groups in communal areas to maintain social distancing – applies to outdoor spaces as well and will require signage across the College | Updated guidance to be drafted and sent to students | 02/06/2020.Draft approved by SLTUpdate required | 11/06/202026/08/2020 | HR |
|  | Floor plans required for each building | Plans to show direction of movement in each buliding |  | 27/07/2020 | Deanfield completed 11/08/2020Rotherfield completed 13/08/2020 | JMCC/HR |
|  | Change to movement route signage in D1 | Print of signs and inform all college users |  | Reviewed w/c 28/09/2020 | w/c/05/10/2020 | Estates |
| **Number** | **What further action is needed** | **How** | **Achieved****H/M/L** | **Date of request** | **Date Done** | **By who** |
| C0010Use of lifts | Clean lift controls if transporting kit or equipment | Print of signs and inform all college users. |  | Being completed 24/06/2020 | 25/06/2020 | TEMCO |
| Signage on lift doors to instruct how it is only used for transporting kit or equipment (Manual Handling). | Print of signs and inform all college users. | Being completed 24/06/2020 | 25/06/2020 | JMCC |
|  | Only students allowed to use the lift in D1 will be those from Pathways – covered in Pathways Risk Assessment |  |  | Ongoing |  |  |
| **Number** | **What further action is needed** | **How** | **Achieved****H/M/L** | **Date of request** | **Date Done** | **By who** |
| C011Break or lunch times or other reasons to have interruptions during working sessions etc. | Staggered lunch-break system to be applied | HR & HoF, managed by teachers |  | Ongoing |  |  |
| Canteen areas to be set up in line with social distancing – two people per table facing in same direction | Estates | w/c 24 08/2020 | 07/09/2020 | Estates |
| No vending machines to be available as these are a possible source of contamination | Talk to Chartwell or tape off | Conversations with Chartwell | 12/06/2020 and 22/07/2020 | JMCC/Chartwell |
|  | Guidance will be provided to staff and students to wipe down tables after use. Need to ensure wipes are available | Update guidance for staff and students – whoever uses a table cleans when they finish |  | HR to update guidance | 26/08/2020 | HR |
|  | Need to consider Rotherfield canteen – students will collect food and use the Rotherfield Hall to eat lunch – hall will have tables and appropriate chairs laid out. To review when the Hall is required for examinations. | Estates/Curriculum management |  | w/c 24/08/2020 | 07/09/2020 | Estates |
|  | Excess chairs to be stored in different location | Estates |  | w/c 24/08/2020 | 14/09/2020 | Estates |
|  | Catering company will provide their Risk assessment documentation | Chartwell |  | Conversation 22/07/2020 | 27/07/2020 | JMCC/Chartwell |
| **Number** | **What further action is needed** | **How** | **Achieved****H/M/L** | **Date of request** | **Date Done** | **By who** |
| C012Picnic benches used for students 1:1 etc.by teachers. | Signage to aid physical distancing in external areas. | Print signs and inform all college users. |  | Signage being ordered | Deanfield 19/06/2020Rotherfield by 07/09/2020 | JMCC |
| One-way system to get to and from open area | Print signs and inform all college users. | Signage being ordered | Deanfield 19/06/2020Rotherfield by 07/09/2020 | JMCC |
| Benches outside set up with physical marking and if used disinfect as appropriate – ensure cleansing materials are available near the patio areas | Estates, materials to be ordered | 12/06/2020 | Deanfield - 14/06/2020Rotherfield - by 07/09/2020 | Estates |
| **Number** | **What further action is needed** | **How** | **Achieved****H/M/L** | **Date of request** | **Date Done** | **By who** |
| C013Specialist teaching area used for– * Sports Hall
* Gym
* Labs
* Dance/ Drama Studios
* Music rooms
* Engineering
 | Sports faculty management drafting relevant risk assessments based on sports governing bodies guidance | Sports coaches |  | 19/08/2020 | Rugby 21/07/2020Basketball 19/08/2020Netball 19/08/2002Football 25/08/2020 | TRED/SWIC |
| Creative media to draft risk assessments for studios | Creative Media CL and teaching staff | Teaching group drafting classroom procedures | 28/08/2020 | Head of Faculty/teachers |
| Teaching staff to draft risk assessments for laboratories and workshops | CL’s and teaching staff | Teaching group drafting classroom procedures  | 28/08/2020 | Head of Faculty/teachers |
| **Number** | **What further action is needed** | **How** | **Achieved****H/M/L** | **Date of request** | **Date Done** | **By who** |
| C014 Emergency evacuation and health & safety training | Evacuation procedures to be drafted to consider people movement during an evacuation and gathering at Assembly Points | JMCC/EBUR |  | August 2020 | 28/08/2020 | JMCC |
| New Evacuation procedures to be published to all staff and students | HR | August 2020 | 14/09/2020 | JMCC |
| Procedures to be tested on one campus at a time, preferably following a test in one building | Estates | Ongoing |  |  |
| **Number** | **What further action is needed** | **How** | **Achieved****H/M/L** | **Date of request** | **Date Done** | **By who** |
| C015Staff on-site/ off-site / between sites | HR has compiled information on staff who might be susceptible or might have family implicated with the dangers of exposure to covid19 virus. | Survey of staff by HR |  | Requests for information sent out 21/05/2020 and responses being compiled | List of teachers involved on site means data collected from required people 22/06/2020 | EBUR/HR |
| College to ensure that no staff who infected or live with someone who is infected comes on site. | All staff | Ongoing |  |  |
| HR to discuss individual cases if staff member is concerned about working onsite – being supportive and making relevant adjustments to allow the staff member to continue working in a safe environment - this would also take account of those staff with child care issues which would affect availability |  | Ongoing |  |  |
| There will need to be adequate First Aid cover | JMCC | **Ongoing** |  | JMCC/Curriculum Management/HR |
| **Number** | **What further action is needed** | **How** | **Achieved****H/M/L** | **Date of request** | **Date Done** | **By who** |
| C016 Catering Contractor and canteens | Canteen areas will require reduced seating – only two per table and facing in same direction | Chartwell/Estates |  | 24 August 2020 | 07/09/2020 | Estates |
| Social distancing requirements will need to be enforced in communal areas by staff and managers. | Instructed by email, verbally and possible signage | Ongoing |  |  |
| Perspex sheeting required at payment points | Estates | Received 10/08/2020 | Deanfield 03/04/2020Rotherfield 04/09/2020 | Estates |
| Catering company will provide their Risk assessment documentation | Chartwell | Conversation 22/07/2020 | 28/08/2020 | JMCC/Chartwell |
| One-way system going to the canteen counters will be put in place with signage | Estates | 11/08/2020 | 11/08/2020 | JMCC/HR |
| Students will be informed of availability and serving protocols | Updated guidance to be issued to students | 14/08/2020 Updated guidance being drafted | 01/09/2020 | **HR** |
| Vending machines will be taken out of commission | Conversation with Chartwell |  | 01/06/2020 | 05/06/2020 | JMCC/Chartwell |
|  | Discussions with TEMCO re menus and food provided at each canteen | Estates/TEMCO |  | 24/02/2021 | Meeting scheduled for 26/02/2021 |  |
| **Number** | **What further action is needed** | **How** | **Achieved****H/M/L** | **Date of request** | **Date Done** | **By who** |
| C017Dealing with a suspected or proven case of Covid19 | HR have drafted the written policy to specify protocols when a suspected case happens | HR to have a policy written |  | 02/06/2020.Initial draft approved by SLT | 11/06/2020 | HR |
| Whilst the case is only suspect, consideration of what happens to the remainder of the class and teacher in the room – will need to follow government guidelines | HR to review | 02/06/2020.Initial draft approved by SLT | 11/06/2020 | HR |
| If the individual is proven to have COVID-19, SLT will need to promptly inform all staff and parents and to promptly decide whether to close college completely or to open up a different area of college for students who have not been in contact with the affected individual. | HR & Hof to communicate this out to the college community  | 02/06/2020.Initial draft approved by SLTReview in August | 11/06/202026/08/2020 | HR |
| If two cases are confirmed within 14 days, as per government guidance, College will take advice from Public Health England and options will be considered - full College closure, of onsite operations and revert to a full online curriculum; have larger specific student groups and staff self-isolate etc. | SLT will have discussions with Public Health England and follow advice | 14/08/2020 procedure to be drawn up | 26/08/2020 | HR |
| The relevant building will need to be deep-cleaned before it can be used again. | Reporting to HR ASAP so JMCC can contact the cleaning contractor TEMCO | Discussions started with TEMCO to understand required notification of deep-cleaning | D2 from 17 JuneD1 from w/c 22 JuneOther buildings completed by 04/09/2020 | JMCC |
| Those in close contact with the individual, including the teacher and first aider, may receive a call from the NHS Track and Trace Service instructing them to self-isolate for 14 days and they will need to confirm this with the college. | Done by PHE but if individuals are contacted they tell HR immediately. | As required |  |  |
| **Number** | **What further action is needed** | **How** | **Achieved****H/M/L** | **Date of request** | **Date Done** | **By who** |
| C018Provision of first aid | Guidance to First Aider on how to deal with a suspected COVID-19 case.  | HR/JMCC to set  |  | 18/06/2020 identifying available staff. Training due w/c 22/06/2020 | General Guidance completed11/06/2020 – processes completed 23/06/2020. Review for all first aiders | JMCC/Curriculum Management/HR |
| Ensure PPE equipment available for first aiders in set locations | JMCC to order supplies for this to happen | Ongoing |  |  |
| Ensure Isolation rooms clearly marked | JMCC to set | June 2020 | D1/D2 completedRest w/c 04/09/2020 | JMCC |
| Isolation rooms need additional cleaning after use | Protocol for first aider to be reviewed by JMCC/HR | Ongoing |  |  |
| **Number** | **What further action is needed** | **How** | **Achieved****H/M/L** | **Date of request** | **Date Done** | **By who** |
| C019Waste, bins and collections | Inform contractor of college standards and ask them how they will implement them. | JMCC to contact TEMCO |  | Discussions started with TEMCO to understand required for cleaning etc. Requested from TEMCO and due 23/06/2020 | 23/06/2020 for D1/D2Other buildings completed | JMCC/TEMCO |
| Contractor to provide a Scheme of Works before coming onsite showing COVID-19 response | Contractors to contact JMCC/HR | Discussions started with TEMCO to understand what is required. Requested from TEMCO and due 23/06/2020 | 23/06/2020 for D1/D2Other buildings to be included | JMCC/TEMCO |
|  | Revised agreement with waste collection contractor |  |  | January 2021 |  | JMCC/Contractor |
| **Number** | **What further action is needed** | **How** | **Achieved****H/M/L** | **Date of request** | **Date Done** | **By who** |
| C020Deliveries and collection | Have a designated location where deliveries and collections can be stored for the required time | Estates |  | Looking at an area in D1Need to have long-term location | Area identified near D1Reception and signage completed 23/06/2020 for July opening | JMCC |
| Ensure wipes and sanitizers available if packages need to be handled or opened within the 72-hour period | Materials to be ordered | Ongoing |  |  |
| **Number** | **What further action is needed** | **How** | **Achieved****H/M/L** | **Date of request** | **Date Done** | **By who** |
| C021Pathways | **See Pathways own RA done by Amanda Rowe** | **N/A** |  | N/A | N/A | N/A |
| **Number** | **What further action is needed** | **How** | **Achieved****H/M/L** | **Date of request** | **Date Done** | **By who** |
| C022Covid Testing in D1 Canteen | **See Covid Testing RA done by James McCaffrey** | **N/A** |  | N/A | N/A | N/A |
| **Number** | **What further action is needed** | **How** | **Achieved****H/M/L** | **Date of request** | **Date Done** | **By who** |
| C023Covid Testing in R1 Hall | **See Covid Testing RA done by James McCaffrey** | **N/A** |  | N/A | N/A | N/A |
| **Number** | **What further action is needed** | **How** | **Achieved****H/M/L** | **Date of request** | **Date Done** | **By who** |
| C024Covid Testing in D5 Student Union Room | **See Covid Testing RA done by James McCaffrey** | **N/A** |  | N/A | N/A | N/A |