



Initial Assessment   
Review   
Following Incident

Date of Initial Assessment: 01/10/2020  
Assessor(s): JW/DB/CG/CN  
Date of Review: 30/08/2021  
Assessor(s): CG/RM

#### Activity/Task/Process/Equipment

COVID-19, September 2021

(NB Other risk assessment findings and policy arrangements apply where unaffected by COVID-19)

#### Summary of changes:

Changes made here, to the College's [2020-2021 Risk Assessment](#), are in response to HM Government's move to the [4<sup>th</sup> step out of lockdown](#) on 19 July 2021, and the full removal of 'outstanding legal restrictions on social contact [and] life events,' and the full opening of remaining closed settings. The DfE describe this through their updated [Schools COVID-19 operational guidance](#) as 'moving away from stringent restrictions on everyone's day-to-day lives, towards advising people on how to protect themselves and others, alongside targeted interventions to reduce risk'. Moreover, the DfE state that the 'imperative' for schools now is 'to reduce the disruption to children and young people's education... [and return to] deliver[ing] face-to-face, high-quality education to all pupils.' To assure this, at the same time as continuing to put the safety of the children, families and community we serve paramount, the changes made and outlined here have been made in parallel to the College's 'COVID-19 Outbreak Management Plan 2021-2022', which adheres to the [contingency Framework for managing local outbreaks of Coronavirus \(COVID-19\)](#) in education and childcare settings.

Any changes/amendments to the previous iteration of the College's [2020-2021 Risk Assessment](#) are indicated in **RED**.

Note that 'Risk' is delineated according to the definitions specified in appendix 3, p23, of [DMAT Health & Safety Policy](#).

A [summary key](#) to the delineations of 'Risk' can be found at the end of this document.

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## Summary of hierarchy of controls

- **Testing:** Staggered return 09/2021 to facilitate on-site testing of students (x2) using Lateral Flow Device (LFD) tests at the College's reintroduced Asymptomatic Test Site (ATS), followed by twice weekly asymptomatic testing of staff and students to be carried out from home using LFD home-test kits until at least HM Government's scheduled review (10/2021), and/or as a contingency measure in response to any outbreak.
- **Baseline Organisational and Structural Controls:** Maintain consistent 'baseline' measures unless/until evidence and HM Government advice changes to the contrary, as outlined in detail in section 1.3 of our 'COVID-19 Outbreak Management Plan 2021-2022', namely:
  - ⇒ Ensure good hygiene (hand and respiratory) for everyone (on arrival, before food, after washroom visit, on entry/exit to rooms).
  - ⇒ Maintain appropriate enhanced cleaning regimes (with staff to support the cleaning of hard surfaces after each lesson).
  - ⇒ Keep occupied spaces well ventilated.
  - ⇒ Follow current public health advice on testing, self-isolation and managing confirmed cases of COVID-19.
  - ⇒ Follow current public health advice and maintain safety protocols on public and school transport.
  - ⇒ Permit the voluntary wearing of face coverings in school.
  - ⇒ Retain separate entrances for KS3, KS4 and KS5 students, and continuing careful entrance and exit management by senior staff.
  - ⇒ Maintain the one-way system of movement within corridors.
  - ⇒ Maintain common layouts for all classrooms, except specialist spaces, with all desks (one desk for two students) arranged in rows and forward facing, with space maximized between them. All classrooms (including specialist spaces) will have a strict seating plan: Students must sit in the seat they are allocated, and only that seat, and these seating plans will be recorded centrally to support effective and speedy liaison with Test & Trace if required.
  - ⇒ Limit sharing of equipment, with risk assessments for curriculum areas where equipment must be shared to identify compensating hygiene controls.
  - ⇒ Providing a split-service at lunch times (rather than time-staggered), and at three separate venues for students in KS3, KS4 and KS5.
  - ⇒ Continuing to undertake some events virtually.
  - ⇒ Maintaining vigilance and ensuring that all staff enforce expectations, and routinely seek the cooperation expected of all families.
- **Stepping Up Controls:** Monitor instances of community transmission and cases amongst staff and students in school, to invoke any contingencies, as outlined in our 'COVID-19 Outbreak Management Plan 2021-2022', and in liaison with — and in response to recommendations provided by — directors of public health (DsPH), Public Health England (PHE), South West Health Protection Team (SWHPT), and/or HM Government.

Significant hazard	Who/what is at risk?	Risk			Control measure(s) in place
		L	S	R	
<p><b>1 Essential premises services to keep school open:</b> Injuries or ill-health arising from failure to maintain the building examples include: legionella contamination, CO production, failure to raise alarm in event of fire etc.</p>	Staff and students.	>1	5	>5	<ul style="list-style-type: none"> <li>Essential site maintenance should continue as normal and as determined by the timetable established on the 'Every' system (Activities module)</li> <li>Every system used to monitor essential site maintenance: Compliance module can be scrutinised to identify gaps in maintenance provision.</li> <li>Annual H&amp;S Review process will also monitor</li> <li>Contractors entering site will do so by appointment and will abide by hygiene controls and respiratory practice.</li> </ul>
<p><b>2 Staff or students with symptoms (noticed at home / out of school):</b> Potential for others to contract COVID-19 via direct or indirect contact with someone displaying symptoms.</p>	<p>Staff and students.</p> <p>Community transmission.</p> <p>Disruption to face-to-face education for students.</p>	2	4	8	<ul style="list-style-type: none"> <li>See section 2 of our 'COVID-19 Outbreak Management Plan 2021-2022' for more detail and links to current guidance from respective HM Government Departments.</li> <li>Staff, students and parents and carers reminded of the symptoms of COVID-19 through letters home and via our 'COVID-19 Outbreak Management Plan 2021-2022'.</li> <li>No staff or students to attend if they have symptoms – i.e., those who display symptoms of one or more of the following: New and continuous cough; high temperature (&gt;37.8°C); loss of or change to sense of smell/taste.</li> <li>Staff and students who are symptomatic must arrange for a PCR test. Whilst awaiting PCR results, students/staff continue isolating.</li> <li>If the PCR test is negative, and if they are not showing COVID-19 symptoms, students/staff can return to school.</li> <li>If the PCR test is positive, the student/staff member must isolate for the required period, i.e., for 10 days from the date of the test.</li> </ul>

Significant hazard	Who/what is at risk?	Risk			Control measure(s) in place
		L	S	R	
<p><b>3 Staff or students with symptoms (noticed in school):</b> Potential for others to contract COVID-19 via direct or indirect contact with someone displaying symptoms.</p>	<p>Staff and students. Community transmission. Disruption to face-to-face education for students.</p>	1	4	4	<ul style="list-style-type: none"> <li>• Students with symptoms to wait in an isolation room until collected.</li> <li>• Those displaying symptoms are to cover their mouth/nose with a tissue or paper towel until they can leave.</li> <li>• Stocks of tissue, hand-sanitiser, and cleaner-sanitiser to be located in this room. PPE also to be to hand for use by staff assisting this person if this is unavoidable (see First Aid section).</li> <li>• The room must then be cleaned in line with guidance.</li> <li>• If visual contamination is evident in the room e.g., saliva on surfaces etc., then PPE in the form of gloves, apron, respirator to be worn for clean. Contaminated area to be pre-treated with Titan sanitiser.</li> </ul>
<p><b>4 Staff or students testing positive for COVID-19:</b> Potential for others to contract COVID-19 via direct or indirect contact with someone displaying symptoms.</p>	<p>Staff and students. Community transmission. Disruption to face-to-face education for students.</p>	1	4	4	<ul style="list-style-type: none"> <li>• See section 3 of our 'COVID-19 Outbreak Management Plan 2021-2022' for more detail and links to current guidance.</li> <li>• Staff and parents/carers inform College if the PCR test is positive, but contacts in school will only be traced by NHS Test &amp; Trace: who will work with either the positive case — or in the case of children — the parents, carers or guardian, to identify close contacts.</li> <li>• Contacts will not be required to self-isolate if they are: fully vaccinated (i.e., 'double-jabbed'), or below the age of 18 years and 6 months. Instead, they can continue to attend school and will be contacted by NHS Test and Trace, informed they have been in close contact with a positive case and advised to take a PCR test. (Contacts will not need to self-isolate while awaiting the results of the PCR test.)</li> <li>• All other people identified as close contacts, i.e., adults aged 18 years and 6 months or over who have not been fully vaccinated, will be required to self-isolate in line with public health guidance.</li> </ul>

Significant hazard	Who/what is at risk?	Risk			Control measure(s) in place
		L	S	R	
<p><b>5 Asymptomatic transmission:</b> Potential for others to contract COVID-19 via direct or indirect contact with someone NOT displaying symptoms.</p>	<p>Staff and students. Community transmission. Disruption to face-to-face education for students.</p>	1	4	4	<ul style="list-style-type: none"> <li>• Students to take two LFD tests, 3-5 days apart, on-site at our reinstated ATS on return to school in September, as per the schedule <a href="#">communicated to families</a> at the end of the summer term 2021, and reiterated again in an update letter of 1 September 2021. (Separate risk assessment describes controls, consent process and training requirements for test operatives in various roles for the ATS.)</li> <li>• Anyone testing positive in at the ATS will be notified by a member of staff and required to isolate pending collection by their parents/carer, as outlined in section 3 of our 'COVID-19 Outbreak Management Plan 2021-2022'. Those testing negative can return to face-to-face education.</li> <li>• Staff to test before they return to school in September, and resume testing twice a week at home.</li> <li>• Students to take two LFD tests a week at home following on-site testing (for one month upon return to school, or until a later date if specified by scheduled HM Government review) to help identify asymptomatic cases of COVID-19 and reduce potential transmission, with appropriate isolation advice given.</li> <li>• Results — whether void, positive or negative — will be reported to NHS Test and Trace, via the NHS Online reporting system and to the College via a brief online form.</li> </ul>

Significant hazard	Who/what is at risk?	Risk			Control measure(s) in place
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<p><b>6 Shielding the vulnerable:</b> Potential for more vulnerable members of the school community (including those on the shielded patients list) contracting COVID-19 via direct or indirect contact whilst attending school site — with elevated consequences</p>	<p>Clinically vulnerable or Clinically Extremely Vulnerable (CEV) staff and students, and family members (through transmission), especially those on the shielded patients list.</p>	1	5	5	<ul style="list-style-type: none"> <li>• ‘Shielding’ remains paused and can only be reinstated by HM Government. We will adhere to national guidance on shielding, as a minimum, which applies to those on the shielded patient list. This means that whilst CEV students and staff should strictly follow the same guidance as everyone else and attend school, individuals are advised to consider any additional precautions they may wish to take.</li> <li>• Rigorously apply organisational and structural controls as outlined in the ‘Summary of hierarchy of controls’, along with those outlined in our ‘COVID-19 Outbreak Management Plan 2021-2022’.</li> <li>• Arrangements agreed with vulnerable members of staff to receive winter flu and COVID-19 booster vaccinations when available.</li> <li>• Review individual risk assessments with CEV and other vulnerable staff to discuss additional protection if there is a ‘high or sustained increased risk of coronavirus transmission, i.e., section 4 of our ‘COVID-19 Outbreak Management Plan 2021-2022’.</li> <li>• If shielding is reinstated or advised by DsPH and/or SWHPT, students on the shielded patient list may be required to learn remotely, staff on the shielded patient list may be required to work from home.</li> <li>• Expectant mothers on our staff will have risks assessed as normal. Where a significant H&amp;S risk is identified, measures will be implemented to ensure workplace safety. (Some pregnant workers will be at greater risk of severe illness from coronavirus.)</li> <li>• Risk assessments completed for students with EHCP and IHCP (to identify additional control measures where necessary to control the risks to the individual) are subject to regular review (process is led by the SENDCo).</li> </ul>

Significant hazard	Who/what is at risk?	Risk			Control measure(s) in place
		L	S	R	
<b>7 Social distancing:</b> Potential for contracting COVID-19 via direct contact whilst attending school site	Staff and students.	1	4	4	<ul style="list-style-type: none"> <li>• Whilst social distancing rules (2m or 1m with mitigations) are lifted, all staff and students should continue to consider the risks of close contact with others, particularly for CEV or not yet fully vaccinated.</li> <li>• People who are self-isolating should continue to socially distance.</li> <li>• As per our 'COVID-19 Outbreak Management Plan 2021-2022', more stringent social distancing requirements may be invoked if necessary to control outbreaks, on the advice of Directors of Public Health.</li> </ul>
<b>8 Hygiene (hand):</b> Potential for contracting or spreading COVID-19 via indirect contact whilst attending school site.	Staff and students. Community transmission. Disruption to face-to-face education for students.	1	4	4	<ul style="list-style-type: none"> <li>• Ongoing regular hand-hygiene is a principal control for indirect transmission, as such hand washing or hand sanitising with alcohol hand sanitiser will be undertaken at the following times: Upon arrival at Tutor base at day's start; After using a washroom; Before and after consuming food; Upon entering and leaving any teaching space; After using any shared resource; After coming in from outside recreation; Upon final departure.</li> <li>• Hand-sanitiser is available at the entrance(s) to each teaching space and at entrance/exit points.</li> <li>• Regular checks of sanitizer stations and washrooms undertaken to ensure that stocks (including of soap) are available.</li> <li>• Message to be reinforced by 'Controls' posters displayed around the site, including in every classroom.</li> <li>• Staff to sanitise hands after handling students' work.</li> <li>• Staff should encourage and — if stepping up measures according to our 'COVID-19 Outbreak Management Plan 2021-2022' — directly supervise hand-sanitising.</li> <li>• All visitors wash/sanitise their hands upon arrival and departure.</li> </ul>

Significant hazard	Who/what is at risk?	Risk			Control measure(s) in place
		L	S	R	
<p><b>9 Hygiene (respiratory):</b> Potential for contracting or spreading COVID-19 via indirect contact whilst attending school site.</p>	<p>Staff and students. Community transmission. Disruption to face-to-face education for students.</p>	1	4	4	<ul style="list-style-type: none"> <li>• Good respiratory hygiene — ‘Catch it, Bin it, Kill it’ — continues to be promoted, followed and modelled as much as possible.</li> <li>• Tissues and covered bins provided in each room.</li> <li>• Behaviours to be taught and modelled at all ages, with unhygienic behaviour remaining a significant issue and deliberate acts of transmission, e.g., spitting, resulting in clear and consistently applied sanctions, including fixed term exclusions where appropriate.</li> <li>• It is noted that some pupils with complex needs will struggle to maintain as good respiratory hygiene as their peers, and this should be considered in student specific risk assessments in order to support these students and the staff working with them.</li> </ul>
<p><b>10 Cleaning:</b> Potential for contracting or spreading COVID-19 via indirect contact whilst attending school site.</p>	<p>Staff and students. Community transmission. Disruption to face-to-face education for students.</p>	1	4	4	<ul style="list-style-type: none"> <li>• All rooms utilised in the timetable cleaned daily.</li> <li>• Reduction in displays around rooms to limit clutter and potential for trapped dirt to gather (updated policy will also make this standard).</li> <li>• Clear desk policy: staff to clear hard surfaces to allow for cleaning.</li> <li>• Disposable paper rolls used to clean surfaces according to protocol: Regularly touched hard surfaces to be sanitised, i.e., tables, desktops, light switches, keyboards/mouse, phones, taps, flush handles.</li> <li>• Roving cleaning staff throughout day to clean regularly touched corridor surfaces (door handles, bannisters etc).</li> <li>• Cleaner-disinfectant (conforming to BSEN1276) and paper roll located in teaching spaces for staff to clean if they see a need.</li> <li>• Cleansing wipes to be located by photocopiers to allow users to wipe buttons/touchscreen after each use.</li> </ul>

Significant hazard	Who/what is at risk?	Risk			Control measure(s) in place
		L	S	R	
<p><b>11 Cleaning (enhanced):</b> Potential for indirect contracting of COVID-19 whilst undertaking cleaning.</p>	Cleaning staff.	1	4	4	<ul style="list-style-type: none"> <li>• Cleaners' PPE to be disposable gloves and disposable or laundered aprons. If not disposable, laundered aprons should be washed on the hottest wash possible for the clothing concerned.</li> <li>• FFP2/FFP3/N95 respirators are for direct contact (within 2m for &gt;15 minutes) with an individual who is displaying symptoms so should NOT normally be required for these tasks.</li> <li>• Removed PPE to be double bagged for disposal.</li> <li>• A disinfectant/cleaner (either combined or separate) to be used. Ensure that this has a confirmed viricidal action.</li> <li>• Usual COSHH risk assessment findings to be followed in respect of chemical safety and use.</li> <li>• Please refer to separate cleaning guidance and associated risk assessments for full details of cleaning methodology plus a suggested example cleaner/disinfectant.</li> <li>• Launder cloths daily or use disposable paper rolls.</li> <li>• When cleaning the isolation room, if visual contamination is evident in the room e.g., saliva on table surfaces, etc., then PPE in the form of gloves, apron, and respirator to be worn for clean. Contaminated area to be pre-treated with Titan sanitiser.</li> </ul>

Significant hazard	Who/what is at risk?	Risk			Control measure(s) in place
		L	S	R	
<b>12 First Aid:</b> Potential for contracting or spreading COVID-19 via indirect contact with individual whilst administering first aid.	First Aid staff.	1	4	4	<ul style="list-style-type: none"> <li>• If people report to First Aid with COVID-19 symptoms, beyond testing temperature if needed, they should NOT be treated by First Aid but rather moved to the dedicated isolation room (set aside for this eventuality), until collected to be taken home. They should cover their mouths with a tissue/paper towel (provided).</li> <li>• A contactless thermometer is available to take a temperature; PPE will nevertheless be worn.</li> <li>• The medical face mask to be replaced with a FFP2/N95 respirator if the person displays symptoms and approaching them is unavoidable. The first control measure is not to approach the person with symptoms if at all possible.</li> <li>• Disposable gloves should be worn.</li> </ul>
<b>13 Incorrect use of PPE:</b> Potential for contracting COVID-19 for people using PPE.	Staff using PPE.	1	4	4	<ul style="list-style-type: none"> <li>• PPE can be a flawed control measure if used incorrectly. It relies on good fit and correct usage and can itself become contaminated. When wearing PPE staff will avoid prolonged close, face-to-face contact as the 1<sup>st</sup> choice control measure. As such, PPE for the purposes of infection control in the form of gloves, face masks/respirators and face shields must be used with caution.</li> <li>• If disposable gloves are worn, change them frequently by removing them from the wrist and continue to wash your hands.</li> <li>• PPE face masks/respirators must be removed by the earpieces/ties, avoiding touching the front of the mask/respirator.</li> <li>• Face shields must be removed by the back of the securing band, avoiding touching the front of the shield.</li> <li>• Staff must always wash hands after removing PPE.</li> </ul>

Significant hazard	Who/what is at risk?	Risk			Control measure(s) in place
		L	S	R	
<p><b>14 Lack of adequate ventilation:</b> Potential for contracting COVID-19 via direct contact due to poor ventilation.</p>	<p>Staff and students. Community transmission. Disruption to face-to-face education for students.</p>	1	4	4	<ul style="list-style-type: none"> <li>• Occupied teaching spaces to be ventilated by opening windows where a comfortable/ reasonable temperature can be maintained.</li> <li>• Doors into room can be propped open when the room is occupied but teaching staff must close these when the room is unoccupied.</li> <li>• Air handling units and other mechanical ventilation systems should be used where they are available (it should be ensured that these systems are not set to air re-circulation only).</li> <li>• Re-circulating only air-con systems will not be used in place of open windows and fresh ventilation, but can be where fresh air is provided.</li> <li>• Source of fresh air to be maintained in winter months when weather is colder whilst maintaining statutory minimum temperatures by: Opening all windows by a small amount; Opening doors to aid cross-ventilation (subject to controls for fire doors above); 'Flushing' rooms at break times by opening all windows to fullest extent for 2 minutes.</li> </ul>
<p><b>15 Transport:</b> Potential for contracting or spreading COVID-19 via indirect contact whilst travelling on school or public transport.</p>	<p>Staff and students. Community transmission. Disruption to face-to-face education for students.</p>	2	3	6	<ul style="list-style-type: none"> <li>▪ Guidance advises that wearing a face covering will reduce your risk and the risk to others, where you come into contact with people you don't normally meet in enclosed and crowded spaces. Whilst face coverings are no longer advised for students, staff and visitors either in classrooms or in communal areas, unless invoked as outlined in our 'COVID-19 Outbreak Management Plan 2021-2022' it is recommended that they are worn when travelling on public or dedicated transport.</li> <li>▪ The Trust is not the principal duty holder in respect of transport organised by others. We will therefore cooperate with and communicate risk assessment findings of partner organisations if they change, as well as reinforcing and communicating government guidance for the safe use of public transport.</li> </ul>

## Key to delineation of 'Risk'

See [DMAT Health & Safety Policy](#) for more information and detail.

- The L score indicates the 'likelihood' of the event scored from 1 to 5, where:
  - ⇒ 1 is very unlikely,
  - ⇒ 5 is very likely.
- The S score indicates the 'significance' of the event scored from 1 to 5, where:
  - ⇒ 1 is 'insignificant' (e.g., no injury),
  - ⇒ 2 is 'minor' (e.g., injury needing first aid),
  - ⇒ 3 is 'moderate' (e.g., absence up to 7 days),
  - ⇒ 4 is 'major' (e.g., absence greater than 7days),
  - ⇒ 5 is 'catastrophic'.
- The R score is derived by multiplying the 'likelihood' of an event by its 'significance', i.e.,  $R = L \times S$ .
  - ⇒ Scores between 1 and 6 are tolerated as low risk.
  - ⇒ Scores between 7 and 12 should indicate measures taken to reduce risk from medium to low.
  - ⇒ Scores over 12 indicate high risk and activity should cease immediately.