

Risk Assessment	<b>COVID-19</b> <b>Restricted attendance during the national lockdown – beginning January 2021.</b>	
To help prevent spread of virus	This revision has been written following the publication of the governments updated document Guidance for FE <a href="https://www.gov.uk/government/publications/coronavirus-covid-19-maintaining-further-education-provision">https://www.gov.uk/government/publications/coronavirus-covid-19-maintaining-further-education-provision</a>	
	This is a working document and as such will be periodically updated and added to. It is the responsibility of those concerned to check regularly for updates to this document.	

Task/Activity:	Implementing Protective Measures to Mitigate against Covid-19 Infection
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<b>Activity to Manage</b>	<b>Current Control Measures</b>	<b>Additional Control Measures / sources of advice</b>
Arriving at and leaving college	<p>Encouraging staff and students to walk or cycle to college when possible</p> <p>Ensure students use the same bus route each day</p> <p>Students fill from rear on journey to college. Guidance regarding spacing on transport Sit on same seats on return journey (assuming travel two ways)</p> <p>Buses to have hand sanitiser for all students entering bus</p> <p>Buses decontaminated every day</p> <p>Students recommended to wear face covering on busses</p>	<p>Communication with Parents, staff, students prior to reopening</p> <p>Students to be advised to fill from rear on journey in. Agreed at SLT that adopting this approach on return journey will not be practical.</p> <p>Coatham will provide hand sanitisers, M&amp;D will not, students to be advised to bring own in this instance</p> <p>Coatham confirmed coaches to be cleaned (touch points) between journeys. End of day deep cleaned. End of week, fogged. M&amp;D will be cleaned each night.</p> <p>college buses to wait until bus in front has finished disembarking before opening doors</p> <p>Staff on duty to monitor/manage this. Staff to be given responsibilities to help with drop off and pick up</p> <p>Time Students leave college/classes to be controlled by staff.</p>

Activity to Manage	Current Control Measures	Additional Control Measures / sources of advice
Staff transport	Staff are encouraged to cycle or walk to work if possible. If they can they should drive to work alone. If at all possible staff should avoid using public transport.	This Risk Assessment to be explained during all staff training. Risk assessment to be published on our website
<p><b>Movement around site</b></p> <p>Entrances.</p> <p>Staircases and corridors</p> <p>Exit routes</p>	<p>If it is necessary for staff to attend site – where they cannot effectively work from home – <b>they must avoid meeting other staff in person.</b> Staff must arrange meetings through MS Teams as the default method</p> <p>Manned at key times to monitor observance of safe social distancing (<b>2m apart, or less with risk mitigation where 2m is not viable</b>) and to remind of good hand and respiratory hygiene. COVID-secure guidance available <a href="#">here</a> .</p> <p>Estates teams responsible for signage and layout of safe movement system. Certain stairwells allocated as 'Up Only' or 'Down Only' where possible.</p> <p>Conspicuous signage to illustrate safe social distancing. Floor markings and posters to illustrate safe movement system introduced, avoiding pinch points.</p> <p>One way systems introduced where practicable. Furniture and workshops re-arranged to maintain safe social distancing.</p> <p>Distancing markers present to maintain safe social distancing.</p> <p>Posters present to limit entry to one person only. If occupied, do not enter. Floors marked and arrows. posters to direct to exit routes if different from entrance</p>	<p>COVID floor stickers, [footprints, directional signage, <a href="#">catch it, bin it, kill it posters</a>. hand and respiratory hygiene etc displayed around college entrances</p> <p>Additional signage to help students understand safe movement system</p> <p>Mobility impaired students may require additional arrangements.</p> <p>Staff to inform students of nearest exit to classroom</p> <p>Posters to warn people not to enter toilets unless able to maintain safe distancing.</p> <p>Staff to discuss covid measures during tutorial sessions</p> <p>Powerpoint to be used during tutorial sessions.</p>

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<p>Hygiene</p>	<p>Sufficient hand washing facilities available with liquid soap dispensers.</p> <p>All persons are encouraged to wash their hands on arrival at the building, before eating, after eating, after sneezing or coughing etc.</p> <p>Encourage students to improve their hygiene habits using tissues to cough or sneeze into, with an adequate supply of available tissues and bins.</p> <p>Students and staff encouraged to avoid touching their face.</p> <p>Regularly touched surfaces to be cleaned regularly this may include touch screens, door handles, bannisters, desks, seats, light switches, toilets, sinks etc. See <a href="#">cleansing guidance</a>. *Following manufacturer’s instructions.</p> <p>Where possible, all spaces should be well ventilated, opening windows or doors where practicable, or using fans to move air.</p> <p>Some students with complex needs who may be unable to maintain good hygiene, may require an individual risk assessment to support these students and staff working with them, to ensure they obtain face to face education.</p> <p>Occupancy of Social areas to be reduced to help maintain social distancing</p>	<p>Communicate expectations to staff and students about cleaning and hygiene. Guidance on cleaning non-healthcare premises available <a href="#">here</a> .</p> <p>Staff and Students asked to wear face coverings in all corridors, and communal indoor areas, around college.</p> <p>Frequent hand washing and drying – see guidance on <a href="#">hand cleaning</a>. Alcohol gel is only recommended in circumstances where hand washing is not immediately practical.</p> <p><a href="#">Catch it, bin it, kill it posters</a>. Put up around site Additional tissues and bins provided.</p> <p>Resources available to support effective messaging available from the <a href="#">eBug coronavirus</a> website.</p> <p>Further guidance on cleaning approaches available from Implementing Protective Measures in Education and Childcare Settings, available <a href="#">here</a>.</p> <p>Advice on <a href="#">Air conditioning and ventilation during the coronavirus outbreak</a> is available from the Health and Safety Executive.</p> <p>Social areas to be monitored – tables/chairs to be removed if issues arise</p>

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	<p>Students encouraged to use outdoor spaces whenever possible</p> <p>normal break times staggered to limit contact between year1 and year2 students</p> <p>Students encouraged to bring a packed lunch to avoid queuing for food</p>	<p>Free School Meals students/families will be continued to be paid allowances directly into bank accounts to enable them to buy packed lunches.</p> <p>Hand sanitizer and surface sanitizer located next to all photocopiers.</p>
Classrooms	<p>classrooms layout. organise classrooms and other learning environments for those groups, maintaining space between seats and desks where possible</p> <p>accessing rooms directly from outside where possible</p> <p>Teachers to limit close contact with students. No one-to-one support work to exceed 15 minutes unless a separate risk assessment has been carried out for any particular student needs... see section on PPE below...</p> <p>It is strong public health advice that staff maintain distance from their students, staying at the front of the room, and away from their colleagues where possible. Ideally, everyone should maintain a 2 metre distance from each other wherever possible, or 1 metre with additional mitigations.</p> <p>Everyone should avoid close, direct face to face contact and minimise time spent within 1 metre of anyone</p> <p>All registers to be taken on Unit-e or Staff Advantage to limit use of paper registers. Must be a suitable device for this in every classroom to be used</p>	<p>Desks in all classrooms to be all front facing, no face to face desk arrangements. Desks to be spaced to provide maximum possible distancing.</p> <p>Teaching staff to decide depending upon room to be used. Estates staff to ensure external doors are usable.</p> <p>Class Teacher to be responsible for a seating plan in each classroom to be used. Students wait outside classroom - Teacher supervises entry. Make sure class enters by furthest seat from door first. These seating plans can be used to track and trace if needed</p> <p>sanitizing fluid/wipes to be provided to every classroom. Workspace to be sanitized after every use.</p>
Shared Offices	<p>Staff using shared offices must follow social distancing.</p>	<p>staff to consider how office space is divided and shared</p> <p>desk space/computers not to be shared.</p> <p>sanitising fluid/wipes to be provided to every office. Workspace / computer/ phone to be sanitized after every use.</p>

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		<p>Managers to assess who is required to come into the office and have the minimum amount of staff present or introduce a staggered working day.</p> <p>Consider a one-way system to reduce the risk of crossing paths with others.</p> <p>Hot desking and the sharing of equipment should be avoided where possible but if this cannot be achieved, then desks, non-fabric parts of chairs, keyboards, phones, PC screens and other such surfaces should be cleansed after use and before use by the next person.</p> <p>Where it is not possible to remain 2m apart, consider whether the environment can be redesigned to maintain a 2m distance, or 1m with mitigation where 2m is not viable, for example using screens or barriers, staff working side by side, or facing away from each other, rather than face to face if possible.</p> <p>Staff and cleaners to complete regular contact points &amp; surface cleaning.</p> <p>Photocopier use to be limited to one person per time. Staff to reduce the need to use the photocopiers and wash hands after use.</p> <p>Technology should be utilized where possible, rather than the use of meeting rooms.</p> <p>For further advice on working safely in offices, see Working Safely During The Coronavirus Outbreak In Offices and Contact Centres.</p>
Shared Computer rooms	cleaning materials provided for users to use	Students and staff are responsible to sanitize keyboards and mice etc before and after use. No sharing of computers where possible
Communication	<p>Ensure that staff are aware of steps needed - outlined in this document</p> <p>Staff to take the online Covid training on Safesmart portal</p>	Staff added to the training log for Covid on safesmart. Prompts recurring every week

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	<p>All staff training to include this Risk Assessment</p> <p>all students are told the measures covered in this risk assessment during tutorial sessions</p>	<p>talk to staff about the plans (for example, safety measures, timetable changes and staggered arrival and departure times), including discussing whether training would be helpful.</p> <p>This Risk Assessment to be explained during all staff training. Risk assessment to be published on our website</p>
<p>Clinically Extremely Vulnerable / Clinically Vulnerable / Mental Health Awareness</p>	<p>During this period, from 5th January onwards (until review at a later date) we are advising the clinically extremely vulnerable to shield and work from home.</p> <p>Clinically extremely vulnerable pupils are advised not to attend college, where possible, and to complete technology-based lessons from home.</p> <p>Staff living with someone who is clinically extremely vulnerable can still attend work where homeworking is not possible.</p> <p>See the guidance on shielding and protecting people defined on medical grounds as extremely vulnerable for the current advice.</p> <p>Ongoing mental health support and guidance is available as part of the Department for Education releases, both for staff and pupils.</p> <p>During the current period, a number of students will be accessing lessons from home using technology whilst critical worker's children may be accessing education from the college premises. All pupils and staff must be supported during this difficult time, with mental health support and guidance being offered regularly.</p>	<p>The Education Support Partnership provides a free helpline for college staff and targeted support for mental health and wellbeing.  <a href="https://www.educationsupport.org.uk/">https://www.educationsupport.org.uk/</a></p>

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BAME backgrounds	<p>those living in households where someone is clinically vulnerable, or those concerned about the comparatively increased risk from coronavirus (COVID-19), including those from Black, Asian and Minority Ethnic (BAME) backgrounds or who have certain conditions such as obesity and diabetes. There is clear evidence that COVID-19 does not affect all population groups equally.</p> <p>The PHE review of disparities in the risk and outcomes of COVID-19 shows that there is an association between belonging to some ethnic groups and the likelihood of testing positive and dying with COVID-19.</p>	<p>The Public health England guidance, Beyond the data: Understanding the impact of COVID-19 on BAME groups, is available here.</p>
Pregnant Staff	<p>Pregnant women are in the 'clinically vulnerable' category, and are generally advised to follow the above advice, which applies to all staff in colleges.</p> <p>We should conduct a risk assessment for pregnant women in line with the Management of Health and Safety at Work Regulations 1999 (MHSW). This should be regularly reviewed throughout and after the pregnancy.</p> <p>&lt;28 weeks pregnant: If the risk assessment identifies it is safe to do so, the pregnant staff member can continue their work providing suitable control measures are in place. If the risks cannot be reduced to a safe level, then alternative working arrangements should be sought, or working from home.</p> <p>&gt;28 weeks pregnant/ pregnant staff with underlying health conditions at any stage of gestation: A risk assessment should still identify control measures to reduce the risk, however staff should be supported to work flexibly from home. More advice can be found here.</p>	<p>The Royal College of Obstetrics and Gynaecology (RCOG) has published occupational health advice for employers and pregnant women. This document includes advice for women from 28 weeks gestation or with underlying health conditions who may be at greater risk.</p>
First Aid	<p>Procedure for first aider response has been reviewed and changed in light of Covid.</p> <p>This procedure has been shared with 1<sup>st</sup> aiders at both sites.</p>	<p>1<sup>st</sup> aider guidance document can be seen in appendix a. below.</p>

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	<p>The new procedure includes the use of PPE which is held at reception.</p> <p><b>Additional Guidance for first responders available <a href="#">here</a> .</b></p>	
<p><b>Personal Protective Equipment [PPE]</b></p>	<p>PPE guidance can be found <a href="#">here</a>.</p> <p>Most staff in education, childcare and children’s social care settings will not require PPE beyond what they would normally need for their work, even if they are not always able to maintain a distance of 2 meters from others.</p> <p>Face coverings that may be worn in communal areas are not classified as PPE.</p> <p>Increased cleansing and improved hand and respiratory hygiene habits are effective measures in controlling the spread of the virus in non-clinical settings.</p> <p>PPE should only be in circumstances of students receiving intimate personal care that already involves PPE, or if a student becomes unwell / symptomatic and needs direct personal care until they can return home.</p> <p>Read the guidance on <a href="#">Safe working in education</a>, childcare and children’s social care for further information on infection prevention and control including when, how PPE should be used, what type of PPE to use, and how to source it.</p>	<p>Face coverings should be worn by all when moving around college, and in social areas.</p> <p>If intimate care is required a fluid-resistant surgical face mask should be worn by the supervising adult if a distance of 2 metres cannot be maintained.</p> <p>If contact with the child or young person is necessary, then disposable gloves, a disposable apron and a fluid-resistant surgical face mask should be worn by the supervising adult.</p> <p>If a risk assessment determines that there is a risk of splashing to the eyes, for example from coughing, spitting, or vomiting, then eye protection should also be worn</p>
<p><b>Students / Staff display symptoms</b></p>	<p>Colleges must take swift action when they become aware that someone who has attended has tested positive for coronavirus (COVID-19). colleges should contact the local health protection team.</p> <p>Anyone who has coronavirus (COVID-19) symptoms, such as a raised temperature, a new continuous cough, or a loss or change to their sense of smell or taste, or who have someone in their household who does or have been advised by NHS Test &amp; Trace to self-isolate, <b>should not attend college</b> and should</p>	<p>The local NE <b>Health Protection Team</b> should be informed of cases in schools. <b>Telephone 0300 303 8596 (option 1).</b> Out of hours advice 0191 269 7714</p> <p>The Health Protection Team will carry out a rapid risk assessment to confirm who has been in close contact with the person during the period that they were infectious, and ensure they are asked to self-isolate</p>

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	<p>follow the <a href="#">COVID-19: guidance for households with possible coronavirus (COVID-19) infection</a> which sets out that they must self-isolate for at least 7 days and should <a href="#">arrange to have a test</a> to see if they have coronavirus (COVID-19). Other members of their household (including any siblings) should self-isolate for 14 days from when the symptomatic person first had symptoms</p> <p>Where the staff member tests positive for COVID-19, action should be taken as per Government guidance <a href="#">Working Safely During COVID-19, In Offices and Contact Centres</a> at sections <b>7.1.1 &amp; 7.1.2</b>.</p> <p>Where cleaning is required following a member of the workforce becoming unwell with symptoms of COVID-19, follow the guidance in, <a href="#">COVID-19: Cleaning in non-healthcare settings outside the home</a>.</p> <p>The staff should continue to monitor themselves and their colleagues in light of a potentially symptomatic person.</p> <p>If schools have two or more confirmed cases within 14 days, or an overall rise in sickness absence where coronavirus (COVID-19) is suspected, they may have an outbreak, and must continue to work with their local health protection team who will be able to advise if additional action is required.</p> <p>In consultation with the local Director of Public Health, where an outbreak in a school is confirmed, a mobile testing unit may be dispatched to test others who may have been in contact with the person who has tested positive.</p> <p>Testing will first focus on the person's class, followed by their year group, then the whole school if necessary, in line with routine public health outbreak control practice.</p>	<p>Staff can book a <a href="#">self referral test</a> if they have coronavirus symptoms, this must be done within the first 5 days of having symptoms.</p> <p>People getting a test because they have symptoms and anyone living with them must stay at home until they get their results.</p> <p>If a student is awaiting collection, they should be moved, if possible, to a room where they can be isolated behind a closed door, depending on the age and needs of the child, with appropriate adult supervision if required. Ideally, a window should be opened for ventilation.</p> <p>If it is not possible to isolate them, move them to an area which is at least 2 metres away from other people. If they need to go to the bathroom while waiting to be collected, they should use a separate bathroom if possible. The bathroom must be cleaned and disinfected using standard cleaning products before being used by anyone else.</p> <p>PPE must be worn by staff caring for the child while they await collection if a distance of 2 metres cannot be maintained (such as for a very young child or a child with complex needs).</p> <p>Everyone must wash their hands thoroughly for 20 seconds with soap and running water or use hand sanitiser after any contact with someone who is unwell.</p> <p>The area around the person with symptoms must be cleaned with normal household bleach after they have left to reduce the risk of passing the infection on to other people. See the <a href="#">COVID-19: cleaning of non-healthcare settings guidance</a>.</p> <p>More information on PPE use can be found in the <a href="#">safe working in education, childcare and children's social care settings, including the use of personal protective equipment (PPE)</a> guidance.</p>

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<p>Cleaning arrangements</p>	<p>The premises are subject to an elevated cleansing regime focusing on contactable surfaces, door handles, handrails, tables and such like.</p> <p>Hand hygiene stations are provided throughout the colleges, with alcohol gel available in the circumstances where soap and water are unavailable.</p>	<p>Public Health England has published revised <a href="#">guidance for cleaning non-healthcare settings</a> to advise on general cleaning required in addition to the existing advice on cleaning those settings when there is a suspected case.</p> <p>Awareness raising information available from the Medicines and Healthcare products Regulatory Agency available <a href="#">here</a>.</p> <p>We will continue to work with our cleaning contractors to respond to cleaning needs across colleges.</p>
<p>Minimise contact between groups and individuals.</p>	<p>Consistent reduced groups have been used in the summer term to reduce the risk of transmission.</p> <p>Supply teachers, peripatetic teachers and/or other temporary staff can move between schools. They should ensure they minimise contact and maintain as much distance as possible from other staff. Specialists, therapists, clinicians and other support staff for students with SEND should provide interventions as usual.</p>	<p>Staggered lesson end times are used to help keep distance between year1 and year2 students</p> <p>Year Groups are kept apart when possible, avoiding large gatherings such as assemblies or collective worship with more than one group.</p> <p><b>Staggered breaktimes applied to timetables</b></p> <p>Students encouraged to maintain distance from other year group</p> <p>Guidance on <a href="#">safe working in education, childcare and children's social care</a> provides more advice. More information on students with education, health and care plans can be found in <a href="#">Annex B</a>.</p>

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Exam results day / enrolment		<p>Results to be shared by student learning portal. No students invited it to college.</p> <p>Enrolment to be at invited time slots and using a one way system through site. See control measure for 'Hygiene' and 'movement around college'</p> <p><a href="#">protective measures guidance for education and childcare settings.</a></p>
Contingency Plans for outbreaks	<p>For individuals or groups of self-isolating students, remote education plans are in place. These meet the same expectations as those for any students who cannot yet attend school at all due to coronavirus (COVID-19).</p> <p>In the event of a local outbreak, the PHE health protection team or local authority may advise a school or number of schools to close temporarily to help control transmission. Schools will also need a contingency plan for this eventuality. This may involve a return to remaining open only for vulnerable children and the children of critical workers, and providing remote education for all other students.</p>	<p>Delivery of lessons will move to Microsoft Teams during any local lockdown. The use of Office365 was established and used during national lockdown 2020. Staff are familiar with the technology.</p> <p>See section on <a href="#">remote education support.</a></p>
Control of Visitors	<p>Visitors to site will be kept to a minimum, any unnecessary visits will be postponed during Autumn term.</p> <p>All visitors to site will be told the control measures we have in place – outlined in this document.</p>	<p>All staff visiting site are required to sign in at reception, this may be used by track and trace</p> <p>We will seek to obtain risk assessments and or written accounts of visiting contractor's safe operating procedures implementing COVID-19 secure principles.</p>
Water Hygiene	<p>All mains water systems were attended to during lockdown to minimise legionella growth.</p> <p>Advice on this can be found in the guidance on <a href="#">Legionella risks during the coronavirus outbreak.</a></p>	

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<p>Ventilation</p>	<p>it is important to ensure it is well ventilated and a comfortable teaching environment is maintained.</p> <p>This can be achieved by a variety of measures including:</p> <ul style="list-style-type: none"> <li>• mechanical ventilation systems – these should be adjusted to increase the ventilation rate wherever possible, and checked to confirm that normal operation meets current guidance (if possible, systems should be adjusted to full fresh air or, if not, then systems should be operated as normal as long as they are within a single room and supplemented by an outdoor air supply)</li> <li>• natural ventilation – opening windows (in cooler weather windows should be opened just enough to provide constant background ventilation, and opened more fully during breaks to purge the air in the space). Opening internal doors can also assist with creating a throughput of air</li> <li>• natural ventilation – if necessary external opening doors may also be used.</li> </ul> <p>Further advice on this can be found in Health and Safety Executive (HSE) guidance <a href="#">on air conditioning and ventilation during the coronavirus outbreak</a> and CIBSE <a href="#">coronavirus (COVID-19) advice</a>.</p>	<p>Discussed with staff</p>
<p>Fire Management</p>	<p>All relevant fire safety equipment and systems shall be checked and tested</p>	<p>This would include: -</p> <ul style="list-style-type: none"> <li>• a full functional test of the fire detection and alarm system using multiple call points across the site and involving the call receiving centre if appropriate.</li> <li>• a full discharge test of the emergency lighting system across the site</li> <li>• a visual inspection of all fire extinguishers to ensure that they are correctly located, full and not obviously damaged</li> <li>• checking that fire escape routes are clear of any obstructions</li> <li>• checking that final fire escape doors are unlocked and operational</li> <li>• checking the operation of internal fire doors to ensure that they close properly</li> <li>• checking that automatic fire dampers, smoke venting and smoke extraction systems are operational.</li> </ul>

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Statutory maintenance.	all relevant statutory cyclical maintenance up to date/ for example <ul style="list-style-type: none"> <li>• lifting equipment (people and goods)</li> <li>• pressure systems</li> <li>• fixed electrical systems [ electrical installation condition surveys ]</li> <li>• portable appliance testing gas appliances, etc.</li> </ul>	
Lifts	All lifts to be tested before reopening college.	Signs limiting lifts to one person at a time
Safeguarding	Schools should consider revising their child protection policy (led by their Designated Safeguarding Lead) to reflect the return of more students. Schools must have regard to the statutory safeguarding guidance, <a href="#">keeping children safe in education</a> and should refer to the <a href="#">coronavirus (COVID-19): safeguarding in schools, colleges and other providers guidance</a>	Designated safeguarding leads (and deputies) should be provided with more time, especially in the first few weeks of term, to help them provide support to staff and children regarding any new safeguarding and welfare concerns and the handling of referrals to children's social care and other agencies where these are appropriate, and agencies and services should prepare to work together to actively look for signs of harm. Communication with school nurses is important for safeguarding and supporting wellbeing, as they have continued virtual support to students who have not been in school.
Individual pupil risk assessments	Consider students who have not previously required a risk assessed but who may now present with a risk : <ul style="list-style-type: none"> <li>• students who need specific care, which cannot be delivered whilst ensuring social distancing</li> <li>• potentially violent students, especially those with a known risk of spitting and/or requiring physical restraint.</li> </ul>	
Educational Visits.	educational residential visits remain prohibited.	Day trips are permitted, following national/local lockdowns, in line with protective measures, such as keeping children within their consistent group, and the COVID-secure measures in place at the destination.  We will make use of spaces in the local area to support delivery of the curriculum. As normal, we will undertake full and thorough risk assessments in relation to all educational visits to ensure they can be done safely. As part of this risk assessment, we will need to consider what control measures need to be used and ensure they are aware of wider advice on visiting indoor and outdoor venues. consult the <a href="#">health and safety guidance on educational visits</a> when considering visits.

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<p>Music</p>	<p><i>note that there may be an additional risk of infection in environments where you or others are singing, chanting, playing wind or brass instruments or shouting. This applies even if individuals are at a distance. Schools should consider how to reduce the risk, particularly when pupils are playing instruments or singing in small groups such as in music lessons by, for example, physical distancing and playing outside wherever possible, limiting group sizes to no more than 15, positioning pupils back-to-back or side-to-side, avoiding sharing of instruments, and ensuring good ventilation. Singing, wind and brass playing should not take place in larger groups such as school choirs and ensembles, or school assemblies. Further-more detailed DfE guidance will be published shortly.</i></p>	<p><b><u>Use of Instruments</u></b></p> <ul style="list-style-type: none"> <li>• Students must use their <b><u>own instruments from home brought in a case</u></b>, except pianos/keyboards (for the immediate future – to be reviewed). This is due to the difficulty of cleaning guitars and potential damage that could occur to the instruments. College drum kits may be used, but sticks must be wiped thoroughly with appropriate solutions.</li> <li>• Staff must plan ahead so that students know when instruments will be needed.</li> <li>• Staff and students must <b>clean piano keyboards</b> after each use using wipes or spraying product onto a cloth/paper towel (not directly onto the piano keyboard) and applying it that way.</li> </ul> <p><b><u>Orchestra</u></b></p> <ul style="list-style-type: none"> <li>• To be split into two groups of no more than 15 students for 45 minutes each.</li> <li>• Students to be positioned in a line (of no more than 15) at the back of Drama studio or room 64/65. A slight curve at the edges of the room may be necessary, but instruments must be pointed away from other students. Staff to stand on the other side of the room (at least four metres away). This is due to projections from brass particularly.</li> <li>• Different folders of music to be used for the second session.</li> </ul> <p><b><u>Choir</u></b></p> <ul style="list-style-type: none"> <li>• No more than 15 students at any one time. Students to stand two metres away from each other in a circle facing outwards in Drama Studio or room 64/65. Staff to move around as appropriate, but to keep to over two metres distance.</li> </ul> <p>Staff to consider wearing a face shield for both choir and orchestra.</p> <p><b><u>Practice Rooms</u></b></p> <p>Only <b>one</b> student at a time in a practice room including the studio room and adjacent drum/piano room. <i>Exceptions:</i> During a music lesson, the teacher may ask for two students to use the larger rooms under their supervision for a limited number of time. TVMS instrumental lessons (see below) will also be an exception.</p> <p>To be reviewed.</p> <p><b><u>TVMS instrumental lessons</u></b></p> <p>We are awaiting further information as to how TVMS are planning to deliver their instrumental lessons and will update this as soon as this is received.</p>

Activity to Manage	Current Control Measures	Additional Control Measures / sources of advice
<p><b>Learning Support</b></p>	<p><i>One to One support to be shoulder to shoulder where possible. One to One support should be facing front where possible If face to face is required then stay 2 metres apart and spend no longer than 5 minutes before moving away. Desks to be set aside for the LSA and student requiring support at the back of the classroom (if this is appropriate) and away from other students – same desk each week. Use mini whiteboard instead of paper to write instructions, copying, prompting etc, LSAs to have own pens, pencils, etc. Do not share anything with students. Signers – face to face and will wear visors in line with their company policy. At present there will be only one LSA per classroom Wear a mask if you want to.</i></p>	<p><b>When walking a student to class</b></p> <ul style="list-style-type: none"> <li>• Follow the college one-way system</li> <li>• Walk outside if possible.</li> <li>• Find an alternative route if possible</li> <li>• Find alternative exits / entrances</li> <li>• Wear a mask if you want to</li> <li>• Sanitise hands on entering the classroom and at regular intervals</li> <li>• Arrive at class 5 minutes later – negotiate with teacher and student</li> <li>• Leave 5 minutes early – negotiate with teacher and student</li> </ul> <p><b>Minibuses</b></p> <ul style="list-style-type: none"> <li>• Only to be used for journeys to and from college</li> <li>• Students to sit in a socially distanced manner</li> <li>• Staff and students to wear masks</li> <li>• Windows to be open if possible</li> <li>• Driver to implement system of entering and leaving the minibuses.</li> </ul>
<p><b>Catering</b></p>	<p>We are currently without catering provision at our colleges.. students and staff are encouraged to bring packed lunch. This will reduce the risks associated with queuing for food</p>	

## Sharing the results of your risk assessment

You should share the results of your risk assessment with your workforce and you may wish to consider publishing the results on your website.

Below you will find a notice you should display in your workplace to show you have followed this guidance.

# Staying COVID-19 Secure in 2020

We confirm we have complied with the government's guidance on managing the risk of COVID-19

**• FIVE STEPS TO SAFER WORKING TOGETHER •**

- We have carried out a **COVID-19 risk assessment** and shared the results with the people who work here
- We have **cleaning, handwashing and hygiene procedures** in line with guidance
- We have taken all reasonable steps to **help people work from home**
- We have taken all reasonable steps to **maintain a 2m distance** in the workplace
- Where people cannot be 2m apart, we have done everything practical to **manage transmission risk**

Employer \_\_\_\_\_ Date \_\_\_\_\_

Who to contact: \_\_\_\_\_  
(or the Health and Safety Executive at [www.hse.gov.uk](http://www.hse.gov.uk) or 0300 003 1647 )

Appendix A,

## COVID-19 First Aid response.

As part of the phased re-opening, numerous measures are being put in place to mitigate any potential risks and spread of infection. We must remain vigilant and do all we can to protect the individual and ourselves. We must assume that any person we treat may have the Coronavirus.

PPE should be worn when attending a First Aid call. PPE is kept at Reception. When receiving a First Aid call you must pass by reception to collect PPE. If this is not possible then you can call upon help from staff or students to gather PPE on your behalf from reception. Below is a helpful guide to the steps we must take in a First Aid call.

### Steps we can take, whilst maintaining the level of First Aid required.



#### When treating any injury, you must wear PPE

**(Personal Protective Equipment)** – If a person becomes unwell and is showing symptoms of COVID-19 you must wear a surgical mask. PPE will be kept at Reception. Keep two metres from them and take them to an empty room. If contact is necessary, then surgical gloves and aprons must be worn. In an emergency call 999



#### When performing CPR –

You must not place your face near theirs when performing your primary survey. You must place a piece of clothing or towel across the persons mouth and nose. Ask any person near you to call 999 and to find a



#### Keep your distance –

If a person becomes unwell and is showing symptoms of COVID-19, you must keep two metres apart. If it is not possible to maintain this e.g. person becomes unresponsive, a young child or a person with complex issues, then you must wear PPE whilst with the



**Let people know** – When attending any person who is unwell and showing symptoms you must notify admin staff who can notify the parents / guardians, reporting them of the illness. You should also make relevant members of staff aware that you have been in contact with someone who is unwell and follow advice and guidance

**Do your part!** – When we attend a First Aid incident, remember not to touch your face and anyone around you. Remove any PPE and dispose of safely and immediately wash your hands or use an anti-bacterial sanitiser. You should pro-actively wash your hands, clean and disinfect your workspace.

**Advice and guidance are available** – from numerous sources. gov.uk have published a detailed publication on safe working in education which can be found here “<https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care/safe-working-in-education-childcare-and-childrens-social-care-settings-including-the-use-of-personal-protective-equipment-ppe>”

Staff are also on hand to offer any information where possible on issues you wish to discuss