


Risk Assessment	<b>COVID-19</b> <b>Amended following 17th May 2021 restriction changes.</b>	
To help prevent spread of virus	<b>Updates in bold, red font.</b>	
	<p>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></p> <p>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.</p>	

Task/Activity:	Implementing Protective Measures to Mitigate against Covid-19 Infection
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Activity to Manage	Hazard	Control Measures – additional measures or changes in red
Hygiene	Poor personal hygiene practices leading to increase in cross infection of corona virus around college	<p>Sufficient hand washing facilities available with liquid soap dispensers.</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><b>Staff and Students no longer advised to wear face coverings in classrooms.</b>  <b>Based on the current state of the pandemic and the positive progress being made, it is no longer necessary to recommend the additional precautionary face covering measures put in place from the 8 March.</b></p> <p><b>From 17 May, in line with Step 3 of the roadmap, face coverings will no longer be recommended for pupils and students in classrooms. Masks may be appropriate in areas where social distancing is not possible i.e. communal areas.</b></p>

Activity to Manage	Hazard	Control Measures – additional measures or changes in red
		<p>Frequent hand washing and drying – see guidance on hand cleaning. 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>All persons are encouraged to wash their hands on arrival at the building, before eating, after eating, after sneezing or coughing etc.</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> <p>Hand sanitizer and surface sanitizer located next to all photocopiers.</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.</p>

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		<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>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>Arriving at and leaving college</p>	<p>Students congregating and in so doing increase the risk of cross infection.</p>	<p><b>Students still required to wear face covering on busses</b></p> <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 decontaminated every day</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 buses will provide hand sanitisers, M&amp;D will not, students to be advised to bring own in this instance</p>

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		<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. If a corridor is busy keep students in class until clear.</p>
Staff transport	Cross infection between staff	<p>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.</p> <p>This Risk Assessment to be explained during all staff training. Risk assessment to be published on our website</p>
Movement around site	Crowding in enclosed spaces causing risk of increased cross infection.	<p><b>Staff should avoid meeting other staff in person if possible. However face to face meetings are now permissible if social distancing and ventilation is adequate.</b></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> <p>Entrances/ exits Manned at key times to monitor observance of safe social distancing (2m apart, or less with risk mitigation where 2m is not viable) and to remind of good hand and respiratory hygiene. COVID-secure guidance available <a href="#">here</a> .</p>

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		<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>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>
Classrooms	Cross infection caused by close contact in classrooms	<p><b>Staff and Students no longer advised to wear face coverings in classrooms. Based on the current state of the pandemic and the positive progress being made, it is no longer necessary to recommend the additional precautionary face covering measures put in place from the 8 March.</b></p> <p><b>From 17 May, in line with Step 3 of the roadmap, face coverings will no longer be recommended for pupils and students in classrooms or communal areas, in all schools and FE providers. Face coverings will also no longer be</b></p>

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		<p>recommended for staff in classrooms.</p> <p><b>Maintaining a distance between people whilst inside and reducing the amount of time they are in face-to-face contact lowers the risk of transmission. 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.</b></p> <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>Desks in all classrooms to be all front facing, no face to face desk arrangements. Desks to be spaced to provide maximum possible distancing. 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> <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>

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		<p>All registers to be taken on Unit-e or Staff Advantage to limit use of paper registers. a suitable device for this in every classroom to be used</p>
<p>Shared Offices</p>	<p>Spread of virus in shared office spaces</p>	<p>Staff using shared offices must follow social distancing.</p> <p>sanitising fluid/wipes to be provided to every office. Workspace / computer/ phone to be sanitized after every use.</p> <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. staff to consider how office space is divided and shared</p> <p>desk space/computers not to be shared.</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>

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Shared Computer rooms	Spread of virus in shared spaces around college	<p>cleaning materials provided for users to use before and after use of equipment</p> <p>Students and staff are responsible to sanitize keyboards and mice etc before and after use. No sharing of computers where possible</p>
Communication	Failure to understand the procedures needed to maintain covid safety in college	<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> <p>All staff training to include this Risk Assessment</p> <p>Staff added to the training log for Covid on safesmart. Prompts recurring every week</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>all students are told the measures covered in this risk assessment during tutorial sessions</p>
Clinically Extremely Vulnerable / Clinically Vulnerable / Mental Health Awareness	Infection of vulnerable people	<p><b>Staff who are clinically extremely vulnerable</b></p> <p><b>Clinically extremely vulnerable (CEV) individuals are no longer advised to shield but must continue to follow the rules in place for everyone under the current national restrictions. People who are clinically extremely vulnerable are advised to work or volunteer from home where possible, but can attend their place of work or volunteering if they cannot do so from home.</b></p> <p><b>Staff who are clinically vulnerable</b></p>



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		<p>Clinically vulnerable staff can attend work. While in the workplace, they should follow the system of controls to minimise the risks of transmission. People who live with those who are clinically vulnerable can attend the workplace. If clinically vulnerable staff have concerns around their individual circumstances, we will discuss those concerns and be flexible in seeking to address them.</p>
Pregnant Staff	Infection of pregnant women	<p>We will follow the <a href="#">specific guidance for pregnant employees</a> because pregnant women are considered clinically vulnerable</p> <p>In some cases, pregnant women may also have other health conditions that mean they are considered CEV, where the advice for clinically extremely vulnerable staff will apply.</p> <p><a href="#">COVID-19 vaccination: a guide for women of childbearing age, pregnant or breastfeeding</a> contains vaccination advice. risk assessment should already consider any risks to female employees of childbearing age and, in particular, risks to new and expectant mothers. If we are notified that an employee is pregnant, breastfeeding, or has given birth within the last 6 months, we will check the workplace risk assessment to see if any new risks have arisen. An assessment may help identify any additional action that needs to be taken to mitigate risks. Any risks identified at that point, or later during the pregnancy, in the first 6 months after birth, or while the employee is still breastfeeding, must be included and managed as part of the general workplace risk assessment. We will take appropriate sensible action to reduce, remove or control the risks.</p> <p>As part of our risk assessment, we will consider whether adapting duties or facilitating home working may be appropriate to mitigate risks. We will be aware that pregnant women from 28 weeks' gestation, or with underlying health conditions at any point of gestation, may be at greater risk of severe illness if they catch COVID-19. This is also the case for pregnant women with underlying health conditions that place them at greater risk of severe illness if they catch COVID-19. you follow the same principles for pregnant students, in line with our wider health and safety obligations. Read more <a href="#">e guidance and advice on COVID-19 and pregnancy from the Royal College of Gynaecologists.</a></p>

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First Aid	First aid procedures increasing risk of infection	<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>The new procedure includes the use of PPE which is held at reception.</p> <p>1<sup>st</sup> aider guidance document can be seen in appendix a. below.</p> <p><b>Additional Guidance for first responders available <a href="#">here</a> .</b></p>
Personal Protective Equipment [PPE]	Misuse of PPE causing increased risk of infection	<p>PPE guidance can be found <a href="#">here</a>.</p> <p><b>Face coverings should be worn by all when moving around college, in social areas, and classrooms</b></p> <p><b>Visors are no longer a suitable replacement for face coverings</b></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. 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>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>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>

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<p>Students / Staff display symptoms</p>	<p>Infectious persons spread the virus</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>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 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 10 days and should <a href="#">arrange to have a test</a> to see if they have coronavirus (COVID-19).</p> <p>Other members of their household (including any siblings) should self-isolate for 10 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>

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		<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> <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.                      People getting a test because they have symptoms and anyone living with them must stay at home until they get their results.                      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).                      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) guidance</a>.</p>

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<p>Cleaning arrangements</p>	<p>Ineffective cleaning leading to spread of virus</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>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>Spread of virus from group to group</p>	<p>Supply teachers, peripatetic teachers and/or other temporary staff can move between schools.</p> <p>They should ensure they minimise contact and maintain as much distance as possible from other staff.</p> <p>Specialists, therapists, clinicians and other support staff for students with SEND should provide interventions as usual.</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>Staggered breaktimes applied to timetables</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.</p> <p>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	Spread of virus during enrolment/results day	<p>Results to be shared by student learning portal. No students invited to college.</p> <p>Face coverings to be required</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	Inability to manage outbreak	<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	Visitors spreading the virus	<p>Visitors to site will be kept to a minimum,</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>

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		<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	Stagnant water developing during lockdown	<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>
Ventilation	Poor ventilation Increasing the risk of transmission	<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>
Fire Management	Fire not controlled due to lockdown measures	<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> </ul>

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		<ul style="list-style-type: none"> <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> </ul> <p>checking that automatic fire dampers, smoke venting and smoke extraction systems are operational.</p>
Statutory maintenance.	Failure due to lockdown	<p>all relevant statutory cyclical maintenance up to date/ for example</p> <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</li> <li>gas appliances, etc.</li> </ul>
Lifts	Overcrowding causing infection	<p>Signs limiting lifts to one person at a time</p>
Safeguarding	Reduced response to Safeguarding issues	<p>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></p> <p>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.</p> <p>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.</p>



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Individual pupil risk assessments		<p>Consider students who have not previously required a risk assessed but who may now present with a risk :</p> <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.		<p>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.</p> <p>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.</p>
Music	Infection due to music performances	<p><b>Students and staff can engage in singing and playing wind and brass instruments in line with:</b></p> <ul style="list-style-type: none"> <li>• <b>guidance on working safely during COVID-19 in the performing arts</b></li> <li>• <b>suggested principles for safer singing</b></li> </ul> <p><b>Until the relevant stage in the performing arts roadmap, routine 2 metre social distancing should be maintained.</b></p> <p><b>Until the relevant stage in the performing arts roadmap, you should observe strict social distancing between each singer or player and between singers or players and any other people such as conductors, other musicians, or accompanists. Current guidance advises that if the activity is face-to-face and without mitigating actions, 2 metre distance is appropriate.</b></p> <p><b>You should use seating where appropriate to maintain social distancing.</b></p> <p><b>Further measures that you can take include:</b></p> <ul style="list-style-type: none"> <li>• <b>playing instruments and singing in groups should take place outdoors wherever possible</b></li> </ul>

Activity to Manage	Hazard	Control Measures – additional measures or changes in red
		<ul style="list-style-type: none"> <li>• if indoors, use a room with as much space as possible, for example, larger rooms, rooms with high ceilings are expected to enable dilution of aerosol transmission</li> <li>• if playing indoors, limiting the numbers to account for ventilation of the space and the ability to maintain social distancing - it is important to ensure good ventilation, advice on this can be found in the HSE guidance on air conditioning and ventilation during the COVID-19 pandemic</li> <li>• students should be positioned back-to-back or side-to-side when playing or singing (rather than face-to-face) whenever possible</li> <li>• position wind and brass players so that the air from their instrument does not blow into another player</li> <li>• use microphones where possible or encourage singing quietly</li> </ul>
Sport		<p>Indoor adult group sport can return, meaning recreational group sport is permitted on all FE premises</p> <p>Organised indoor and outdoor sport continues to be permitted where it is part of education or training provision for the student. Disability sports provision and disabled student’s participation in sports provision continues to be permitted both indoors and outdoors.</p> <p>From 17 May students of all ages are allowed to access indoor and outdoor sport and physical activity.</p> <p>All indoor sports facilities should follow the providers of grassroots sport and gym leisure facilities guidance In line with wider easing of national restrictions, all students may continue to use indoor sports and leisure facilities for purposes not related to education and training but will need to adhere to social distancing restrictions that apply to leisure activity. Residential students who stay in residential accommodation provided by you overnight, during the week and at weekends, may whilst staying in their education accommodation use on-site indoor and outdoor facilities and amenities (for example film rooms, swimming pools, gyms, golf, tennis courts and 3G pitches) outside of timetabled lessons. Outdoor recreational and social activity should be prioritised where possible, and large indoor spaces used where it is not. You should: • maximise distancing between consistent student household groups • pay</p>

Activity to Manage	Hazard	Control Measures – additional measures or changes in red
		<p>scrupulous attention to cleaning and hygiene • use maximum fresh air ventilation through either opening doors and windows or ventilation systems Student residential groups should adhere to social distancing restrictions in place at the time whilst using college facilities. Further detail on national current restrictions in place for sport and physical activity can be found in the guidance on grassroots sports for public and sport providers. You have the flexibility to decide how sport and physical activity will be provided while following the measures in your system of controls.</p> <p>Students should be kept in consistent groups and sports equipment thoroughly cleaned between each use by different individual groups. You can hold sports and activity lessons indoors, including those that involve activities related to team sports, for example practising specific techniques, within your own system of controls.</p> <p>For sport provision, outdoor sports should continue to be prioritised where possible, and large indoor spaces used where it is not.</p> <p>You should: • maximise natural ventilation flows (through opening windows and doors or using air conditioning systems wherever possible) • ensure there is distancing between students • pay scrupulous attention to cleaning and hygiene This is particularly important in a sport setting because of the way in which people breathe during exercise. External facilities can also be used in line with government guidance for the use of, and travel to and from, those facilities. You should only consider team sports: • whose national governing bodies have developed guidance under the principles of the government’s guidance on team sport • which have been approved by the government such as sports on the list for safe provision including team sport, contact combat sport and organised sport events</p> <p>Refer to: • (COVID-19) Coronavirus restrictions: what you can and cannot do guidance on grassroots sports for public and sport providers, safe provision and facilities, and guidance from Sport England • advice from organisations such as the Association for Physical Education and the Youth Sport Trust • guidance from Swim England on returning to pools • guidance on using changing rooms safely You can work with external coaches, clubs and organisations for curricular and extra-curricular activities. You must be satisfied that it is safe to do.</p>

Activity to Manage	Hazard	Control Measures – additional measures or changes in red
Learning Support		<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>
Catering		<p>We will provide a basic catering service – sandwich coffee etc.. – when college reopens to all students all day following lockdown and staggered return period</p>
Testing	Undetected infections	<p><b>Both students and staff will be supplied with LFD test kits to self swab and test themselves twice a week at home, regardless of whether they are full-time or part-time</b></p>

Activity to Manage	Hazard	Control Measures – additional measures or changes in red
		<p><u>Symptomatic testing</u> The asymptomatic testing programme does not replace the current testing policy for those with symptoms. Anyone with one or more symptoms of COVID-19 – a high temperature, a new continuous cough; or a loss or change in sense of smell or taste (even if they recently had a negative LFD test result) – should self-isolate immediately along with close contacts and other household members, in line with the stay-at-home guidance.</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