

GENERAL HEALTH & SAFETY RISK ASSESSMENT FOR:				CORONAVIRUS (COVID-19)					
<b>PART 1 : ADMINISTRATIVE DETAILS</b>									
<b>High Tunstall College of Science</b>				<b><u>Reviews</u></b>					
Date of Assessment	20 <sup>th</sup> May 2020	Date of Issue	26 <sup>th</sup> May 2020	Review Date	Reviewed by	Date	Changes Made		
							Y	N	
Assessment carried out by	M R Tilling	Signature		12 <sup>th</sup> July 2020	M Tilling	12 <sup>th</sup> July 2020	Y		
				23 <sup>rd</sup> September 2020	M Tilling	23 <sup>rd</sup> September 2020	Y		
				2 <sup>nd</sup> November 2020	M Tilling	2 <sup>nd</sup> November 2020	Y		
				4 <sup>th</sup> January 2021	M Tilling	4 <sup>th</sup> January 2021	Y		
Affected persons	Young People	Y	Staff	Y	Visitors	Y	Contractors	Y	Others
Name of Manager confirming and agreeing Assessment:				Mr M R Tilling					
Signature:									
<p><b>The following sections should be completed by all staff who need to be made aware of and abide by the findings of the Risk Assessment. NB: If, as a result of a review, changes are made to the Risk Assessment the relevant box on the attached page should be completed as appropriate by the staff concerned.</b></p>									

**Confirmation that staff are aware of and understand the findings of the Risk Assessment and agree to ensure that they will work to the stated Control Measures and bring to the attention of Management any deficiencies in the findings of the Assessment are held on signing confirmation of reading on The School Bus.**

## RISK ASSESSMENT – TO BE USED WITH EXISTING RISK ASSESSMENTS & GOVERNMENT GUIDANCE

What are the hazards?	Generic Control Measures	✓ X N/A	Rag rating	Person to implement	Additional Control Measures needed to reduce risk to an acceptable level	Person to implement	Date to be actioned	Mitigated RAG
<b>Lack of current and relevant information / guidance</b>	➤ Head Teacher/Operations Manager ensures daily checks are made with Government updates. Any key changes in information are implemented and shared with Chair of Governors and communicated throughout the college community where relevant	✓		SPR MTI	➤ MTI receives daily emails from the DFE and Covid-19 advice pages and passes on changes	MTI	01/06/20	
	➤ In addition to the Government guidance, the college/setting will actively carry out dynamic risk assessments as part of our work and take steps which we believe are the most prudent to limit Covid-19 spread. At any point, if specific advice or clarification is required in relation to health and safety contact is made with the Hartlepool Borough Council Health and Safety team directly	✓		JRO				
	➤ College Website information is automatically updated by Administrative staff	✓		HCR	➤ HCR monitors changes required	HCR	01/06/20	
	➤ All staff and students (visitors) are informed of the rules and procedures for social distancing and hygiene precautions	✓		MTI	➤ Posters up and around the College ➤ Sign in screen for visitors to be updated with additional covid-19 message ➤ Face covering posters implemented	HCR	01/09/20	
	➤ All staff with underlying health issues or those within vulnerable groups have been asked to make their condition known to the Headteacher	✓		MTI	➤ Information passed to MTI in March 2020 ➤ Individual risk assessments to be put in place for Critically Extremely Vulnerable Staff ➤ Headteacher to be updated by individual member of staff if health conditions change	MTI	01/10/20	
	➤ The College communicates appropriately with their most vulnerable students and a risk mitigation form is completed for all students with an EHCP to ensure necessary support is provided	✓		CWO	➤ Appropriate RAG rating for all students completed and reviewed by CWO/NBE/FST at all Pastoral Challenge Meetings	CWO	02.11.20	
	➤ Arrangements are in place to check the welfare of vulnerable children who are not attending college/setting, and other students where there is a safeguarding concern	✓		CWO	➤ Heads of Year carrying out home visits when regular contact fails ➤ 1 <sup>st</sup> day telephone calls made by attendance team and SSO	CWO	02.11.20	
	➤ Parents are informed of social distancing and hygiene expectations and for the need to communicate this message in the home environment ➤ Parents to be informed that attendance to College site is in emergency only	✓		MTI	➤ MTI to reiterate in letter to parents	MTI	01/09/20	
	➤ The college has updated the behaviour policy to reflect the new rules and routines, and these changes have been communicated to staff, students and parents	X		CWO	➤ All staff are trained in the new rules and routines, including the use of sanctions and rewards ➤ Team Teach suspended and staff should not intervene with students to be updated when further wider opening ➤ New behaviour rules communicated to staff and students	CWO	01/09/20	
	➤ Coronavirus Posters are posted around college i.e. Reception, dining hall and in corridors	✓		MTI	➤ Face covering posters implemented	HCR	01/10/20	
➤ Prior to contractors and essential visitors arriving at college (where possible) their interaction with the college is established beforehand. This process allows for any relevant risk assessments, rules, procedures for social distancing and hygiene precautions to be shared	✓		DBP	➤ Risk assessments in place for Music peripatetic teachers ➤ Risk assessments in place for Social Workers ➤ Risk Assessments in place for School Nurse	DBP	02.11.20		

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What are the hazards?	Generic Control Measures	✓ X N/A	Rag rating	Person to implement	Additional Control Measures needed to reduce risk to an acceptable level	Person to implement	Date to be actioned	Mitigated RAG
Precautionary transmission measures not being followed in college	➤ Staff will not report for work if feeling unwell or if in self-isolation until the full recommended period of self-isolation has expired	✓	Green	MTI				Green
	➤ Staff will follow the HTCS 'PPE requirements for staff' guidance where required.	✓	Yellow	MTI	➤ Staff must wear a face covering at all times in communal areas	MTI	01/10/20	Green
	➤ The college uses a cashless system to limit cash handling	✓	Yellow	MTI	➤ Introduction of contactless cards for dinners	SPR	01/09/20	Green
	➤ The college uses biometric for printing, staff to be reminded to wash/clean hands after use	✓	Yellow	MTI	➤ Antibacterial gel to be placed at each photocopying point for use before and after use photocopiers ➤ Introduction of contact less cards for photocopying	JRO SPR	01/09/20	Green
	➤ Staff will wash hands regularly including before and after eating and before and after using shared equipment i.e. kettles	✓	Green	MTI				Green
	➤ Staff will only use their own cup, cutlery, plates etc and will be responsible for washing these themselves	X	Yellow	MTI	➤ All cups and plates are washed in dishwasher by Cleaning staff. On wider return that provision will be removed and instruction to use and clean own equipment will be given. ➤ New named "thermal Mug" provided for all staff for their use on duty	MTI	02/11/20	Green
	➤ Staff will not make drinks for each other and will take it in turns to use kitchen facilities, unless working closely together as a requirement of their work	X	Yellow	MTI	➤ Staff will be responsible for their own drinks	MTI	01/06/20	Green
	➤ All office type workstations/desks being used at the same time to be at least 2 metres apart, unless working closely together as an essential requirement of their work	✓	Yellow	SPR	➤ All offices to be reorganised by September 1 <sup>st</sup> to ensure social distancing can be adhered to. Offices to match those in the September guidance to staff ➤ Additional plastic screens to be put in place to social distance all offices	MTI	02/11/20	Green
	➤ Toilets areas are only (wherever possible) used by 1 member of staff at a time	X	Yellow	JRO	➤ Regular cleaning of all toilets carried out throughout day to be organised	JRO	01/06/0	Green
	➤ Hand washing areas (students) are not compatible with socially distancing		Red		➤ New screens to be erected as soon as possible, whilst in production one student at a time should use hand wash area ➤ Hand driers to be reactivated	JRO	15/10/20	Green
	➤ Where possible staff will use the same office, room, area each day and avoid changing office, workstations, pens, scissors or other equipment with different staff and student groups	✓	Green	MTI	➤ As per rota all in place and further refinement for increasing numbers of staff from 01/06 ➤ Timetable rotation means that classrooms are dynamic for staff not students	JRO	01/09/20	Green
	➤ ICT rooms to accommodate more students than a normal classroom		Red		➤ Screens to be put in place and numbers increased from 6 – 15 and keeping to socially distance ruling	JRO	15/06/20	Green
	➤ Students who are unwell with Covid-19 symptoms will not be allowed to attend college	✓	Green	MTI	<b>Note:</b> parents, carers and settings do not need to take children's temperatures every morning. Routine testing of an individual's temperature is not a reliable method for identifying coronavirus			Green
	➤ A member of staff will greet each student and ensure they use antibacterial gel on hands immediately on arrival before going straight to their classroom	X	Green	MTI	➤ To be clear in staff guidance ➤ To be communicated by MTI in letters to parent for Year 10 on wider opening	MTI	01/06/20	Green
	➤ Handwashing techniques are explained to all students and the supervision of student's washing hands correctly is periodically undertaken by staff	X	Yellow	MTI	➤ Communicated to students in College	MTI	01/06/20	Green
Precautionary transmission measures not being followed in college	➤ Teachers (and support staff) follow and regularly reiterate the hygiene message to students; ➤ cover your cough or sneeze with a tissue • if you don't have any tissues available, then cough and sneeze into the crook of your elbow • throw the tissue in a bin • avoid touching your eyes, nose and mouth with unwashed hands	X	Yellow	LAO	➤ Communicated to students in College ➤ Posters have been placed in all toilets and all work rooms	LAO	01/06/20	Green
	➤ All students are asked and reminded to wash their hands; • before leaving home and on arrival at college • after using the toilet and after breaks and sporting activities • before food preparation and eating any food, including snacks • before leaving college	X	Green	LAO	➤ Communicated to students in College ➤ Mask to be worn by all in College in communal areas from 28 <sup>th</sup> September 2020	LAO	28/9/20	Green
	➤ Students to remain in Year Group Bubbles, ARC and Shine Bubbles and in the classrooms designated for their bubbles		Yellow	HoY	➤ To be explained in Zoom assembly on day 1 ➤ Tutors to reiterate on day 1 ➤ Headteacher to write to Parents with details ➤ Clear expectations of not mixing bubbles given ➤ Break and lunchtimes to be communicated to staff, parents and students and adhered to	DBP	01/09/20	Green
	➤ Students are seated at the same desk each day if they attend on consecutive days	✓	Green	PWH	➤ To be clear in staff guidance			Green

	➤ Stationary and individual equipment not shared and should remain with that student on their desk	x		LAO	➤ To be clear in staff guidance	<b>MTI</b>	<b>01/06/20</b>	
	➤ External doors and windows are opened to allow additional ventilation, where possible (including offices)	✓		JRO	➤ To be clear in staff guidance ➤ Site team to open doors and windows and ensure air units are on correct settings daily	<b>JRO</b>	<b>01/06/20</b>	
	➤ Where possible and weather permitting, the college will try to maximise the use of outdoor spaces for teaching	✓		PWH		<b>PWH</b>	<b>01/06/20</b>	
	➤ Students do not share their own exercise books	✓		LAO	➤ To be clear in staff guidance			
	➤ Staff and students to wear face masks or face coverings in all communal areas across the College with clear explanations and signage on donning and doffing safe storage	x		MTI	➤ washable and disposable face masks available for staff and students if they do not bring their own ➤ signage on donning and doffing to be put up in classrooms	<b>MTI</b>	<b>01/10/20</b>	

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Social distancing failure	<ul style="list-style-type: none"> <li>➤ The site has been assessed by the college internally and externally to identify the number of students the college can safely admit and the appropriate use of those areas. This includes:                             <ul style="list-style-type: none"> <li>• outdoor play areas,</li> <li>• car parking,</li> <li>• access and drop off points,</li> <li>• college entrances,</li> <li>• reception areas,</li> <li>• classrooms,</li> <li>• break out spaces,</li> <li>• corridor spaces for one-way movement if necessary,</li> <li>• staircases and stairwells,</li> <li>• sporting areas,</li> <li>• dining areas etc</li> </ul> </li> </ul>	✓		MTI	<ul style="list-style-type: none"> <li>➤ College site plan and plan of use in place for widening opening on 01/09</li> <li>➤ No entry signs are evident around the College</li> </ul>	MTI	01/09/20	
	<ul style="list-style-type: none"> <li>➤ Staff implement social distancing and any other recommended measures as far as they are able, whilst ensuring children/students are kept safe and well cared for</li> </ul>	✓		MTI	<ul style="list-style-type: none"> <li>➤ Social distancing signage and floor markers/cones are used where practical</li> </ul>			
	<ul style="list-style-type: none"> <li>➤ An office desk and seating allocation plan has been drawn up for staff to achieve 2 metre social distancing</li> </ul>	✓		MTI	<ul style="list-style-type: none"> <li>➤ To be communicated to staff through guidance from MTI</li> </ul>	MTI	01/06/20	
	<ul style="list-style-type: none"> <li>➤ A classroom desk and seating allocation plan has been drawn up for all staff and students. This includes a designated desk and chair assigned to each student to achieve social distancing in class</li> </ul>	✓		MTI	<ul style="list-style-type: none"> <li>➤ Class charts in place for all groups for all lessons</li> </ul>	DBP	01/09/20	
	<ul style="list-style-type: none"> <li>➤ College classes are reorganised into year Group bubbles with no more than 30 in a classroom</li> <li>➤ Students only mix within their own Year Group Bubble/Curriculum Group and take part in lessons</li> </ul>	X			<ul style="list-style-type: none"> <li>➤ All rooms have been measured and standard model for each room produced for class charts</li> <li>➤ Will be implemented when North Building is reopened</li> </ul>	JRO/ MTI	08/06/20	
	<ul style="list-style-type: none"> <li>➤ On arrival students will line up respecting social distancing rules</li> </ul>	✓		All	<ul style="list-style-type: none"> <li>➤ To be informed by the addendum to Behaviour policy</li> </ul>	CWO	Weekly	
	<ul style="list-style-type: none"> <li>➤ Lockers are not used, and students are to place their bag(s) under their desk and their coat on the backs of their chairs</li> </ul>	✓		SLT	<ul style="list-style-type: none"> <li>➤ MTI to inform students through letter to parents</li> <li>➤ Year 7 to be allowed to use lockers as it does not break the bubble</li> </ul>	MTI	01/09/20	
	<ul style="list-style-type: none"> <li>➤ If there are not enough classrooms/spaces available in the setting or there is not enough available teachers/staff to supervise the groups, contact will be made with our Local Authority for further advice</li> </ul>	✓		MTI	<ul style="list-style-type: none"> <li>➤ Timetable amended to ensure all classes can run, though in bigger groupings.</li> </ul>	LRE	15/07/20	
<ul style="list-style-type: none"> <li>➤ Students are always in the same small groups each day, and different bubbles are not mixed during the day, or on subsequent days thereby NOT EXTENDING the contact group and limiting the potential spread of coronavirus (COVID-19) in college</li> </ul>	X		SLT	<ul style="list-style-type: none"> <li>➤ Students to remain in bubbles once phase 2 of opening completed</li> <li>➤ Covid-19 lead appointed to monitor the upholding of the Risk Assessment</li> </ul>	DBP	15/07/20		

Social distancing failure	➤ Support staff/Teaching Assistants are drawn on in the event there are teacher shortages, working under the direction of other teachers in the setting	✓	Green	PWH	➤ Support Staff to be main adult in classrooms and staff to dial in from outside if possible to lead "live" lessons.	PWH	02/11/20	Green												
	➤ Where and when possible Year 7 groups will enter by North building student entrance	X	Red	SLT	➤ All students to enter through appropriate doors	PWH	08/06/20	Green												
	➤ Year 8 will enter through the west staircase		Red	DBP	➤ Full instructions given to staff on 1 <sup>st</sup> day back ➤ Headteacher to communicate expectations to parents and students ➤ Covid-19 lead to ensure adherence to policy from day one and communicate with SLT lead responsible for staff and students and non-compliance	DBP	01/09/20	Green												
	➤ Year 9 will enter through the east staircase																			
	➤ Year 10 will enter through the main student entrance and use the feature stairs																			
	➤ Year 11 will enter through the North staircase																			
	➤ When outdoor equipment is used, it is cleaned between small groups of children using it, and multiple groups do not use it simultaneously	✓	Green	BHO																
	➤ Movement of students around the college is staggered to reduce large groups of students / staff gathering (brief, transitory contact, such as passing in a corridor, is low risk)	✓	Yellow	SLT	➤ To be notified through Headteacher letter/information ➤ Students to be taught in zones and away from other bubbles ➤ Staggered breaks and lunchtimes implemented	DBP	01/09/20	Green												
	➤ College entrance reception desk/point has a screen or a physical barrier that creates a 2 metre gap between the visitor and member of staff	✓	Yellow	JRO	➤ Staff to be notified via Headteacher guidance to staff ➤ 2m feet to be placed on the floor	JRO	01/09/20	Green												
	➤ Visitors are reminded to keep a 2 metre gap between other visitors ➤ Use social distancing floor markers where queues cannot be eliminated	✓	Green	HCR	➤ All external agencies must wear face shields when walking in corridors of the corridors	DBP		Green												
	➤ To reduce queues and face to face conversations, parents and any potential known visitor(s) to the college are informed to phone/email the college to make an appointment or otherwise they will not be admitted unless it is an emergency.	✓	Yellow	MTI	➤ To be notified through Headteacher letter/information	MTI	15/07/20	Green												
	➤ Any essential face to face meeting is undertaken maintaining 2 metre social distancing	✓	Yellow	MTI	➤ Staff to be notified via Headteacher guidance to staff ➤ Community Room to be used for all outside visitor's meetings ➤ Cleaning to occur after every meeting ➤ Meeting host to inform Reception room required cleaning	MTI	01/09/20	Green												
	➤ Students to wear full uniform ➤ Students should bring a bag that must be kept with them and have their own equipment in. Paper will be provided on desks.	X	Yellow	MTI	➤ To be notified through Headteacher letter/information ➤ Students to be instructed to bring their own bottle of water in College and not share	MTI	15/07/20	Green												
	➤ As much as possible, students and staff are spaced apart at all times i.e. <ul style="list-style-type: none"> <li>the use of staff rooms and offices are staggered to limit occupancy</li> <li>using a one-way circulation direction of travel rule i.e. keep left</li> <li>assembly groups, break times (including lunch) are staggered to minimise staff and students contact and mixing</li> <li>avoiding unnecessary gatherings</li> <li>using social distancing floor markers outside of classrooms where queues cannot be eliminated</li> <li>students to leave the class, a row at a time to manage pinch points</li> <li>there are arrangements for breaks/play times, so that only one segment is in the same play/sports/field area at one time</li> <li>students using toilet and welfare facilities at one time are limited</li> <li>each group has a designated set of toilets to use (where feasible)</li> <li>Students, staff, parents/carers and visitors are required to wear face coverings within communal areas of the College. They may wear them in classrooms if so wished</li> </ul>	✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓	Yellow	MTI	➤ Staff to be notified via Headteacher guidance to staff ➤ Mixed year group using toilets:  <table border="1"> <thead> <tr> <th colspan="2">Toilets</th> </tr> </thead> <tbody> <tr> <td>Year 7</td> <td>North Build</td> </tr> <tr> <td>Year 8</td> <td>Level 1 R</td> </tr> <tr> <td>Year 9</td> <td>Level 2 R</td> </tr> <tr> <td>Year 10</td> <td>Level 1 L</td> </tr> <tr> <td>Year 11</td> <td>Level 2 L</td> </tr> </tbody> </table> ➤ Cleaning routines to be maintained with three cleaners on site between 8.40 and 3.00 pm ➤ staff, pupils and parent/guardians are required to wear a face covering in communal areas outside of the classrooms and whilst transitioning between classes. ➤ Staff pupils and parent/ guardians are not required to wear face coverings/masks in the classrooms or during lessons ➤ Staff, pupils and parent guardians will be provided with information of the voluntary use of wearing face covering which will include a link to the government guidance document on the safe use of face coverings ➤ Only face coverings/masks that are washable or disposable are permitted - scarfs, snoods, bandanas or other coverings will not be permitted ➤ The use of face coverings will not be used in place of robust hygiene and social distancing measures and staff and pupils will be reminded of the importance hand and surface cleaning ➤ Should the school be subject to local restrictions then face coverings will be required and the school will work with local health protection teams to communicate the requirement to staff, pupils and parent/guardians ➤ The supply, disposal and storage of face coverings and masks is not the responsibility of the school, unless it is required as PPE as part of a risk assessment ➤ The wearing of face coverings will be kept under review	Toilets		Year 7	North Build	Year 8	Level 1 R	Year 9	Level 2 R	Year 10	Level 1 L	Year 11	Level 2 L	MTI	01/09/20 23/09/20	Green
	Toilets																			
Year 7	North Build																			
Year 8	Level 1 R																			
Year 9	Level 2 R																			
Year 10	Level 1 L																			
Year 11	Level 2 L																			
➤ Throughout meal service times, social distancing rules in queues, seating and eating are followed	✓	Red	SLT	➤ Lunch times to be staggered following guidance from DFE	MTI	01/09/20	Red													
➤ Staff and students are reminded to wash their hands prior to eating	✓	Yellow	SLT	➤ To be notified through Headteacher letter/information	MTI	08/06/20	Green													

Social distancing failure	➤ Groups are kept apart as much as possible and tables are cleaned between each group.	✓		SLT	➤ Where possible 1-year group at a time in Heart ➤ All tables to be cleaned down between sittings	SLT	Daily	
	➤ Trays/crockery/utensils are handed to the students individually by a member of staff wearing appropriate PPE gloves	✓		SLT				
	➤ Students do not carry plates/trays of food/drinks up or down stairs	✓		SLT				
	➤ Trays/crockery/utensils are returned to a designated point by the individual students/staff where possible	✓		SLT				
	➤ A suitable drop of and pick up points where parents can socially distance has been established	✓		MTI				
	➤ Student drop-off and collection times are maintained (including avoiding peak times) with parents informed that where a student needs to be accompanied to the setting, only one parent should attend	✓		SLT	➤ To be notified through Headteacher letter/information	MTI	08/06/20	
	➤ Parents will not enter the college buildings to drop off or collect children or be allowed to gather in the playground/college premises to talk to other parents	✓		MTI	➤ To be notified through Headteacher letter/information	MTI	08/06/20	
	➤ Students attendance at College face to face meetings is monitored and reported accordingly to Attendance and Safeguarding team.	✓		MTI	➤ Registers in place and communicated with attendance team daily. Any non-attenders reported immediately and attendance team to follow up with phone calls home	NBE	15/06/20	
	➤ Checks are made with the college's arranged transport provider(s); 1.Are they running? 2.Are they following Government safer travel guidance for passengers?	✓		SPR				
	➤ Parents are reminded/encouraged to follow Coronavirus (COVID-19); safer travel guidance for passengers and discouraged from gathering at college entrance gates or doors	✓		MTI	➤ To be notified through Headteacher letter/information	MTI	08/06/20	
➤ Students to be encouraged to go straight home and not walk in groups and follow social distancing rules	✓		MTI	➤ To be notified through Headteacher letter/information	MTI	08/06/20		
Breaking of social distancing and bubbles through behaviour not meeting the expectations of HTCS	<ul style="list-style-type: none"> <li>➤ HTCS Behaviour policy in place</li> <li>➤ All staff trained in Pivotal behaviour management strategies</li> <li>➤ Team Tunstall explains behaviour management</li> <li>➤ Posters in Classrooms</li> <li>➤ Parent Handbook explains behaviour expectations</li> </ul>	✓		CWO	<ul style="list-style-type: none"> <li>➤ Expectation of behaviour communicate through letters and emails to parents</li> <li>➤ Pastoral Team allocated more time to support students</li> <li>➤ ILZ to continue in "small" bubble and socially distant</li> <li>➤ Alt to Exclusion in Mobiles to be considered if required</li> <li>➤ Individual behaviour plans to be devised through CSP's for students that require them</li> <li>➤ Staff communicate behaviour expectations</li> <li>➤ Internal remove in "Year Groups"</li> <li>➤ SLT presence on corridors</li> <li>➤ Reduction of work hour meetings to implemented for all leaders</li> </ul>	CWO PWH	01/09/20	



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High demand for places where there is not enough staff or provision capacity	➤ Contact is made with our Local Authority to identify and coordinate support from other colleges in the area	✓	Orange	MTI	➤ Staffing and space is adequate for wider opening for Year 10 students for June 2020 ➤ To be reviewed for September 2020	MTI	01/09/20	Orange
	➤ Collaboration is arranged between colleges/setting and children and/or staff from other settings if they are clustered into one place to share resources	✓	Green	MTI		MTI	01/06/20	Green
	➤ An assessment of Teachers and other college/setting staff needed to keep colleges/setting open is continually made daily. Contact is made with the Local Authority if in doubt when making decisions	✓	Green	MTI		MTI	01/06/20	Green
	➤ If capacity of staff cannot be achieved to keep the college/setting open, then the college/setting will contact the Local Authority for further advice before making decisions to temporarily close on health and safety grounds	✓	Orange	MTI		MTI	01/09/20	Orange
	➤ If there is a need to move any students, teachers or other college staff to an alternative college/setting, we will liaise with the Local Authority	✓	Orange	MTI		MTI	01/09/20	Orange
Staff and / or students attending the college temporarily from a different college	➤ An appropriate health and safety induction to the college is provided covering essential points i.e. hygiene, welfare, safeguarding, fire safety and first aid	✓	Orange	MTI	➤ Further RA required if this is to happen	MTI	As required	Green
	➤ Where possible the college/setting will implement social distancing and temporary staff and/or students will be kept separate by location and timings i.e. staggered lunchtime and breaks, allocating different areas of the dining hall to have lunch, using different playgrounds and toilets etc	✓	Orange	MTI		MTI		Green
	➤ For all students with EHCPs, staff are to liaise with SEND key worker to monitor provision in place	✓	Orange	MTI		MTI		Green
	➤ All contact points for new staff and / or students is collated to ensure effective communication channels	✓	Orange	MTI		MTI		Green

**RISK ASSESSMENT – TO BE USED WITH EXISTING RISK ASSESSMENTS & GOVERNMENT GUIDANCE**

What are the hazards?	Generic Control Measures	✓ X N/A	Rag rating	Person to implement	Additional Control Measures needed to reduce risk to an acceptable level	Person to implement	Date to be actioned	Mitigated RAG
Staff, students or visitors develops symptoms of coronavirus (COVID-19) on site	➤ When a child, young person or staff member develops symptoms compatible with coronavirus, they will be sent home and advised to self-isolate for 10 days. The college will inform the relevant staff/parents that their fellow household members should self-isolate for 10 days	✓	Orange	MTI	➤ Staff to be notified via Headteacher guidance to staff ➤ Full track and trace (internal documentation) to be completed and recoded by the Covid-19 Lead and Assistant. Students records on notification of result kept on file, Staff to be uploaded to personnel files by Heads PA	MTI	01/06/20 07/09/20	Green
	➤ Staff (or visitor) will self- isolate and take the journey home by car. If they require the use of a taxi, they should wear a face mask (provided by the college)	✓	Red	SLT	➤ When test result is revealed as negative no further action ➤ When test result is revealed as positive see actions under confirmed staff or student Covid-19 case	MTI	01/06/20	Green
	➤ Staff and Senior Leadership Team make appropriate communications arrangements for wellbeing	✓	Orange	SLT	➤ Staff to be notified via Headteacher guidance to staff	MTI	01/06/20	Green
	➤ Student reported to Head Teacher/ Senior Leadership Team and taken to the Parents room /ILZ where a student can be isolated behind a closed door until further notice with a window opened for ventilation where possible, the College staff need to be mindful of the students' needs	✓	Orange	MTI	➤ Staff to be notified via Headteacher guidance to staff	MTI	01/06/20	Green
	➤ A separate toilet is used by the student if this is required to limit disruption	✓	Orange	SLT	➤ this would require enhanced cleaning before being used by anyone else) ➤ Staff to be notified via Headteacher guidance to staff	MTI	01/06/20	Green
	➤ PPE is worn by staff caring for the child while they await collection if social distancing cannot be maintained. As a precaution staff should wash clothing when they get home in accordance with the manufacturer's instructions, using the warmest water setting and dry items completely (Most viruses won't survive in temperatures over 60°C)	✓	Orange	SLT	➤ Staff to be notified via Headteacher guidance to staff ➤ PPE to be provided by LA	MTI	01/06/20	Green
	➤ Students should be moved to another classroom and carry out a hand wash before entering	✓	Orange		➤			Green
	➤ Parents informed of their child developments and asked to collect immediately	✓	Orange	SLT	➤ Parents of all students in the classroom informed and kept up to date by the senior leadership team	SLT	01/06/20	Green
	➤ Parents informed that they must take the young person for a test and self-isolate as a family until the results are given	✓	Red	SLT	➤ Head of Year must keep in contact with student's parent until we have the result of the test ➤ Registers for the day must be kept with Head of Year ➤ When test result is revealed as negative no further action ➤ When test result is revealed as positive see actions under confirmed staff or student Covid-19 case	SLT HofY	01/06/20	Green
	➤ In an emergency, staff will call 999 if they are seriously ill or injured or their life is at risk.	✓	Orange	SLT	➤ Staff to be notified via Headteacher guidance to staff	MTI	01/06/20	Green
➤ Enhanced cleaning is undertaken in the classrooms, offices and any other room(s) used by the person with symptoms of coronavirus (COVID-19)	✓	Red	SLT	➤ Staff to be notified via email and informed which rooms are being cleaned ➤ Notification of room to be in quarantine for 48 hours on door and locked ➤ Room to have all windows and air conditioning unit to be placed on vent	MTI	01/06/20	Green	

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What are the hazards?	Generic Control Measures	✓ X N/A	Rag rating	Person to implement	Additional Control Measures needed to reduce risk to an acceptable level	Person to implement	Date to be actioned	Mitigated RAG
Confirmed staff or student Covid-19 case	➤ Where the child, young person or staff member tests positive, the rest of their class or group within their education setting will be sent home and advised to self-isolate for 10 days and all other members of the household should self-isolate for 10 days.	✓	Orange	SLT	<ul style="list-style-type: none"> <li>➤ College will comply with Test and Trace requirements and give information on contacts to the caller</li> <li>➤ Staff and students will be asked to cooperate with the track and trace organisation</li> <li>➤ Staff and students in contact with the young person/staff member to be informed</li> <li>➤ Staff and students who are attending an education or childcare setting will have access to a test if they display symptoms of coronavirus and are encouraged to get tested in this scenario. Those who test negative can return to the school.</li> <li>➤ The NHS will contact persons or the parents and guardians of a person under 18 and will advise them to self-isolate for 10 days.</li> </ul>	MTI	01/06/20	Green
	➤ Classrooms(s), offices and other room(s) used by the member of staff or student with a confirmed case of Covid-19, are closed off for enhanced cleaning. Where cleaning and disinfecting is not required <u>immediately</u> , for instance where we can use another room/classroom /office then, and where practical to do so, the process will be delayed for 72 hours, during which time these areas will be secured with appropriate signage on the door 'Closed for Cleaning'	✓	Green	JRO	<ul style="list-style-type: none"> <li>➤ Staff to be notified via Headteacher</li> </ul>	MTI	01/06/20	Green
	➤ Areas where the individual has passed through and spent minimal time, such as corridors, but which are not visibly contaminated with body fluids are cleaned thoroughly as normal	✓	Orange	SLT	<ul style="list-style-type: none"> <li>➤ Staff to be notified via Headteacher guidance to staff</li> </ul>	MTI	01/06/20	Green

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What are the hazards?	Generic Control Measures	✓ X N/A	Rag rating	Person to implement	Additional Control Measures needed to reduce risk to an acceptable level	Person to implement	Date to be actioned	Mitigated RAG
Lack of hygiene provision and effective cleaning	➤ Where safe guarding and security is not adversely affected, all are left open during the day when building is in operation to reduce the risk of having to touch communal door handles and push plates. These include: <ul style="list-style-type: none"> <li>• internal doors that are not designated fire doors</li> <li>• fire doors with automatic closers</li> <li>• doors that do not need to be kept closed for security reasons</li> </ul>	✓		JRO	➤ Note; hand sanitiser can be effective if soap is not available or the situation makes using soap less feasible (i.e. when outside) but using hand sanitiser provides none of the virus-destroying friction that rubbing your hands together and rinsing with water provides ➤ Doors to be closed to maintain quiet but can be periodically opened for ventilation purposes	JRO	01.10.20	
	➤ Hand sanitisers are located at key points where handwashing is not viable i.e. entrance/reception areas for visitors to use	✓		JRO	➤ Located at all entrances to the College	JRO	01/06/20	
	➤ Soap dispensers and hand towels within toilet areas are fully stocked at the start of each day and regular checks are made throughout the day to ensure adequate supply	✓		JRO	➤ Checked twice daily by cleaners and site officers ➤ Hand dryers will be switched on	JRO	01/10/20	
	➤ Additional cleaning requirements have been agreed with site staff/cleaning contractors, which may include additional hours to allow for this	✓		JRO	➤			
	➤ Site staff follow (existing) cleaning procedures and risk assessments with special attention given to frequently-touched surfaces (contact points) i.e. light switches, hand rails, door handles and toilets etc	✓		JRO	➤			
	➤ Classrooms, desks and chairs are cleaned at the end of the of the day and between different groups using the same furniture	✓		JRO	➤			
	➤ While packaging is not known to present a specific risk, delivery containers/packages are cleaned entering the site and handled in line with usual manual handling safety practices and hands are washed immediately after handling	✓		MTI	➤ Staff to be notified via Headteacher guidance to staff	MTI	01/06/20	
	➤ The college/setting would pursue; <ul style="list-style-type: none"> <li>• replacement/cover site staff if the duties are contracted in</li> <li>• sharing site staff support from another college/setting</li> <li>• external cleaning services</li> <li>• temporary workers if alternative arrangements cannot be made</li> </ul>	✓		MTI	➤ If required further RA would be completed	MTI	01/06/20	
	➤ If site cannot be cleaned, the college will contact the Local Authority for further advice before making decisions to temporarily close on health and safety grounds	✓		MTI	➤ Staff and parents are informed by HBC communications agreed statement if the college is to temporarily close or move staff and students to another college	MTI		
	➤ Text alert service to parents to notify them of any exceptional temporary closure due to insufficient staff cover	✓		MTI				

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What are the hazards?	Generic Control Measures	✓ X N/A	Rag rating	Person to implement	Additional Control Measures needed to reduce risk to an acceptable level	Person to implement	Date to be actioned	Mitigated RAG
Unsafe Buildings  Operating in a different manner to normal operation	➤ All statutory inspections are up to date and compliant	✓	Orange	JRO	➤ Checklist in place with dates for next inspections	JRO	01/06/20	Green
	➤ Contact is made with BAM if any problems are identified	✓	Green	JRO	➤	JRO	01/06/20	Green
	➤ The operational Fire risk assessment has been reviewed and appropriate controls are in place	✓	Orange	SPR	➤ Completed by operations manger	SPR	01/06/20	Green
	➤ The college/setting has a system for knowing who is in the college when open	✓	Orange	JRO	➤ ALL staff to sign in as they enter the College ➤ Staff to email reception of which students have arrived for tutorials (Y10)	JRO	01/06/20	Green
	➤ Staff know how the fire alarm system works (and back up method of raising the alarm is considered if necessary)	✓	Green	JRO	➤	JRO	01/06/20	Green
	➤ There is an evacuation plan that ensures the areas being used are clear and everyone has exited the building should the alarm go off	✓	Green	JRO	➤ No change as whole building is open	JRO	01/06/20	Green
	➤ Personal Emergency Evacuation Plans are in place for students/staff who need assistance to evacuate the building	✓	Orange	FST	➤ SENDCo to update with Operations Manager	FST	01/06/20	Green
	➤ Staff know where utility isolation points and firefighting equipment are	✓	Orange	SPR	➤ Further staff to be identified and trained as fire wardens	SPR	01/06/20	Green
	➤ Activities undertaken do not increase the potential for fire	✓	Green	JRO	➤			Green
	➤ Fire drills are undertaken and recorded whilst ensuring social distancing measures are adhered too. This may be done initially by doing a known to all fire drill, so that each group has sufficient social distancing while exiting and assembling <i>for drill purposes only</i>	✓	Orange	JRO	➤ All Year groups to muster on MUGA ➤ ARC and Caterers to Muster on Hard Tarmac area at west of building	DBP	01/09/20	Green
	➤ Alarm points and the Fire log book checks are completed	✓	Green	JRO	➤			Green

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What are the hazards?	Generic Control Measures	✓ x N/A	Rag rating	Person to implement	Additional Control Measures needed to reduce risk to an acceptable level	Person to implement	Date to be actioned	Mitigated RAG
Staff, pupils, young people, those who are vulnerable, clinically extremely vulnerable persons	<p>People who are clinically extremely vulnerable (shielding) should have received a letter, to inform them they are in this group or have been notified by their GP.</p> <p>Those who are defined as clinically extremely vulnerable are advised to stay at home at all times and avoid face to face contact to protect themselves. Shielding people are advised to:</p> <ul style="list-style-type: none"> <li>• Not leave their house</li> <li>• Do not attend gatherings, including that of friends or family</li> <li>• Strictly avoid those who are displaying symptoms of COVID-19</li> </ul> <p>➤ If a pupil or member of staff lives in a household with someone who is shielding it is advised they only attend an education or childcare setting if stringent social distancing can be adhered to.</p> <p>➤ Staff who are clinically extremely vulnerable due to pre-existing medical conditions are advised not to attend work. Home working arrangements should be put in place.</p> <p>➤ Pupils who are classed as clinically extremely vulnerable have been advised to shield and should be supported at home as much as possible.</p> <p>➤ If a pupil or member of staff lives in a household with someone who is shielding it is advised they only attend an education or childcare setting if stringent social distancing can be adhered to.</p>				<p>➤ Staff who are clinically extremely vulnerable should be advised to return to work from 01/08/20</p> <p>➤ Those who are living with a clinically extremely vulnerable person will need to be identified and a risk assessment should be conducted to ensure that stringent social distancing measures can be put in place around that person. If they cannot, the person should be supported to work from home.</p> <p>➤ Homeworking in place for all students/staff who are identified as clinically extremely vulnerable. Where possible and negotiated with Headteacher</p> <p>➤ Additional advice can be found on here <a href="https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19">https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19</a></p> <p>➤ Homeworking in place for all students/staff who are identified as clinically extremely vulnerable and ongoing discussions through line managers as appropriate</p> <p>➤ Students to be monitored through SEND medical register that is updated monthly by SENDCo</p>	DBP	01/09/20	
Travelling to and from work	➤ Staff are advised to stay 2 metres (6 feet) away from other people where possible on the way into work if walking or using public transport and to wash hands as soon as they arrive at college (considering touch points and making adjustments as they go to wash their hands thoroughly)	✓		MTI	➤ Staff to be notified via Headteacher guidance to staff	MTI	01/06/20	
	➤ Staff are advised to keep up to date about reduced public services and closed stations	✓		MTI	➤ Staff to be notified via Headteacher guidance to staff	MTI	01/06/20	
	➤ Staff are encouraged to avoid rush hours and busy times if they can and use contactless payment	✓		MTI	➤ Staff to be notified via Headteacher guidance to staff	MTI	01/06/20	
	➤ Staff are informed (for information) to read Government Coronavirus (COVID-19): safer travel guidance for passengers, which is available online	✓		MTI	➤ Staff to be notified via Headteacher guidance to staff	MTI	01/06/20	
Driving to and from work	➤ If staff have to get out of the vehicle en-route, and cannot wash their hands or do not have an appropriate alcohol-based hand sanitiser, they are advised to avoid touching their face; avoid eating or drinking; and wash their hands as soon as they can	✓		MTI	<p>➤ Staff to be notified via Headteacher guidance to staff</p> <p>➤ Staff to be reminded about car sharing via bulletin and updated staff guidance</p>	MTI	02/11/20	
	➤ Staff will wear impervious gloves where possible/available and/or wash hands after refuelling or making other adjustments on external hard surfaces. <b>REMEMBER</b> if the above was not possible then clean the car touch points with appropriate household disinfectant products when you get home (before your next journey or	✓		ALL	➤ Staff to be notified via Headteacher guidance to staff	MTI	01/06/20	

	someone else using the vehicle)							
Mental Health and Well Being of staff and students	➤ If staff are becoming concerned and anxious about returning to work or feeling low because of lock down they should be directed to appropriate support networks	✓		JDL	➤ JDL available to share appropriate support information by email/message and regular staff updates	JDL	01/06/20	
	➤ Students display low moods and seeks out support for low moods and mental well being	✓		ALL	➤ JDL to share helplines on social media and regular newsletters ➤ Pastoral support staff to trigger CAMH's and other agency support as seen best fit at time of need	ALL	01/06/20	
Unaccounted Absentees	➤ Staff and students to follow the College attendance procedures	✓		All	➤ Headteacher to reconfirm in staff guidance and Team Tunstall ➤ Headteacher to confirm to parents by letter ➤ Attendance team to follow Attendance Policy Procedures	MTI	01/09/20	
Parents Evenings and social events	➤ Events like social events and parents evenings to be suspended until Government guidance changes			JDL	➤ Communicated to parents ➤ New plans to be written up by senior leadership team working party ➤ New "Telephone" parents evenings to be instigated	JDL	01/11/20	

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Driving for work purpose	➤ Were possible vehicles will only be used by one person	✓	Orange	LAO	➤ All journeys to be logged in main office register held by Receptionist ➤ Shared car journeys are not recommended as social distancing in cars is very difficult indeed and will be highlighted in Headteachers Guidance	MTI	02.11.20	Green
	➤ Vehicles will not be shared where possible							
	➤ Vehicles will be provided by the school where possible							
	➤ Car seats will not be removed and placed into multiple vehicles were possible, if a car seat is to be moved to an additional vehicle it will be cleaned with disinfectant – which will be supplied by the school							
	➤ If 2m distance cannot be maintained the following measures will be observed:							
	○ Handwashing will be carried out before entering the vehicle and on arrival at the destination							
	○ If vehicles have to be used by one or more persons a distance of 2m will be maintained							
	○ Hand sanitiser will be provided for additional hand sanitising where hand washing is not available – see hand sanitiser controls							
	○ Hand sanitiser will not be left or stored on the dashboard of the car as this poses a fire risk – where possible hand sanitiser will be stored in a glove box							
	○ Touch surfaces inside the vehicle will be wiped before and after use using disinfectant cleaner							
	○ Travel time and time in the vehicle will be as short as possible and will only include travel to and from the destination							
	○ Side to side positioning for people in the vehicle and distancing will be maintained where possible on the back seats or bench seats							
	○ Where possible those travelling will used fixed teams or persons from the same bubble							
	○ Ventilation will be encouraged by means of open windows							
	○ Wearing of a face covering when travelling in multiples when social distancing cannot be maintained							
	○ The transporting risk assessment will be reviewed to ensure compliance							
	○ If a child becomes unwell the driver will assess if the car needs to be stopped or the child driven to safe place – the controls for symptomatic persons will be used							
○ For any spilt fluids the car must be deep cleaned and appropriate PPE worn – see PPE controls								
○ Travel records of drivers, assistants and passengers will be maintained for test, track and trace purposes								



Home Visits	<ul style="list-style-type: none"> <li>➤ Staff survey completed and staff who are considered vulnerable due to ill health condition, ethnic minority or any other reason will not undertake home visits</li> <li>➤ Parent/carers of student being visited will be called on the day of visit to ensure no one in the house hold is are symptomatic or self-isolating</li> <li>➤ Where possible visits will take place outside maintaining a minimum 1 m social distancing</li> <li>➤ If a staff member is required to enter the family home they should maintain a 2 m social distance</li> <li>➤ During the visit, minimise the surfaces that you touch, do not put your personal items down on any surfaces, try not to touch your face, ask for the room to be ventilated (e.g. through an open window and door),</li> <li>➤ Keep the visit focused and as concise as possible</li> <li>➤ Staff members will be supplied with alcohol-based hand sanitiser</li> </ul>	✓			<ul style="list-style-type: none"> <li>➤ Consider what whether the visit is absolutely essential or whether the purpose of the visit can be conducted through an alternative means</li> <li>➤ Risk assessment of need of visit to be carried out by the Attendance/Safeguarding lead</li> <li>➤ All meetings at home to held outside the home</li> <li>➤ Consider the use of PPE to mitigate additional risk that may be actively assessed whilst at the home eg staff member has a facemask with them, hand sanitizer, any additional use of PPE needs to be explicitly explained to the family and follow current guidance</li> </ul>	NBE	01/09/20	
Staff may sustain Injury or stress/anxiety from accident/assault from parents/students on home visits	<ul style="list-style-type: none"> <li>➤ Where possible home visits should be planned and agreed in advance</li> <li>➤ If home visits are unannounced the staff member should be absolutely certain that there is a statutory safeguarding requirement to conduct the home visit and all other options of contact have been completed and documented</li> <li>➤ Clear information given to family as to the purpose of the visit</li> <li>➤ Where there is a known risk of potential confrontation or violence, home visits must only be undertaken if there are no other options – consider meeting in public open space such as a park</li> <li>➤ Home visits can be made by two members of staff where there is a known risk of violence or aggression</li> <li>➤ Staff allergies to be reviewed when choosing staff member to attend the home visit</li> <li>➤ System in place to monitor home visits including whereabouts/ duration of visit, staff must leave information about where and who they are visiting with school office.</li> <li>➤ Staff call school office when visit finished if not returning to school, or if visit goes on longer than expected</li> <li>➤ School office call staff member if not back within 15 mins of expected return time, with escalation protocol if no response</li> <li>➤ Staff advised to dynamically assess individual situations, trust instincts and retreat from any confrontation</li> <li>➤ If considered necessary staff should call 999 for assistance</li> </ul>	✓		NBE	<ul style="list-style-type: none"> <li>➤ Consider whether good practice to call to say on way</li> <li>➤ Ensure that if there is any information of this kind that the relevant staff are made aware</li> <li>➤ Test system periodically to ensure robust</li> <li>➤ Ensure if office not staffed alternative arrangements in place</li> <li>➤ Consider whether staff require any formal training</li> <li>➤ Ensure if out of hours visits have to take place alternative arrangements are in place to monitor</li> </ul>	NBE	01/09/20	

	<ul style="list-style-type: none"> <li>➤ If there are any incidents of violence and aggression this must be reported in line with the school's reporting procedures on immediate return or if not returning by phone</li> </ul>							
	<ul style="list-style-type: none"> <li>➤ knowledge of geographical location obtained prior to visits identifying known hazards and associated risks</li> </ul>							
	<ul style="list-style-type: none"> <li>➤ Home visits only undertaken during the normal school day hours</li> </ul>							
	<ul style="list-style-type: none"> <li>➤ The Council's Employee Protection Register (EPR) is checked to see if the person's or address being visited has already been assessed as a risk by another agency.</li> </ul>							
	<ul style="list-style-type: none"> <li>➤ Staff to ensure they are familiar with the Lone Working Policy</li> </ul>							

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<b>Deliveries</b>	➤ Contact with delivery personal will be kept a minimum and social distancing will be maintained	✓	Green	HCR	➤ All deliveries to be left at reception for main college ➤ All delivered for kitchens to be left as per catering risk assessment	HCR	01/09/20	Green
	➤ Where possible a pick up and drop off point will be established away from occupied areas							
	➤ Electronic paperwork will be encouraged for signing deliveries in and out							
	➤ Where possible single or consistent groups will be used for deliveries							
<b>Visitors and contractors</b>	➤ All visitors and contractors will be provided for site rules and will be advised to use hand sanitiser or handwashing areas	✓	Green	JRO	➤ Visitors to be pre-booked and placed in College Diary on Reception held by Office Manager	HCR/ JRO	01/09/20	Green
	➤ Visitors will be kept to minimum and will only be permitted if essential							
	➤ Contractors visiting site will provide a risk assessment before work can commence, the risk assessment will have to include infection controls							
	➤ Contractors will be isolated where possible and will not mix with groups – contact between individuals should be kept to a minimum and social distancing should be maintained							
	➤ Those visiting site to carry out direct care or support will not mix across bubbles and social distancing will be maintained where possible							
	➤ If distancing cannot be maintained other mitigation measures such as PPE will be required in line with an appropriate risk assessment							
<b>COSHH</b>	➤ COSHH assessments will be reviewed and revised for any additional items brought onto site	✓	Green	JRO			Green	

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<b>Ineffective risk controls/monitoring performance</b>	➤ The health, safety and risk team will conduct an inspection of the school during the Autumn term to ensure all controls are in place and working effectively		Green	SPR	➤			Green
	➤ The risk assessment will be reviewed periodically to ensure that risk controls are effective	✓						
	➤ An internal check list will be used to conduct periodic checks are in place							
<b>Infection risks during physical activity in school</b>	➤ Pupils will be kept in consistent groups		Yellow	BHO	➤ Curriculum to be adapted by Sports Science faculty ➤ Cleaning schedule to be produced if outside equipment is to be used ➤ Parents to be advised of limitations of curriculum by letter by Headteacher	BHO	01/09/20	Green
	➤ Sports equipment will be thoroughly cleaned between each groups use							
	➤ Outdoor activities will be prioritised							
	➤ Contact sports will be avoided							
	➤ Indoor activities will have thorough cleaning and hygiene procedures and social distancing will be maintained and maximised where possible	✓						
	➤ Pupils and staff will be advised to clean their hands before and after any activity							
	➤ <a href="https://www.gov.uk/government/publications/coronavirus-covid-19-guidance-on-phased-return-of-sport-and-recreation">https://www.gov.uk/government/publications/coronavirus-covid-19-guidance-on-phased-return-of-sport-and-recreation</a>							
<b>Infection risks during practical activities – such as music</b>	➤ The use of practical lessons or sharing of equipment will be reduced where possible		Yellow	BHO/ LCC/ SSP	➤ Curriculum to be adapted by Technology & Enterprise and Creativity faculty ➤ Cleaning schedule to be produced if outside equipment is to be used ➤ Parents to be advised of limitations of curriculum by letter by Headteacher	BHO/ SSP/ LCC	01/09/20	Green
	➤ Pupils and staff will be advised to clean their hands before and after any activity							
	➤ Pupils will be kept in consistent groups							
	➤ Equipment will be thoroughly cleaned between each groups use							
	➤ Music groups will be limited to no more than 30 people	✓						
	➤ Practical activities, such as music will be conducted outside where possible							
	➤ Pupils will be positioned side to side or back to back							
	➤ Singing and wind instruments will not take place in larger groups							