

GENERAL HEALTH & SAFETY RISK ASSESSMENT FOR:				CORONAVIRUS (COVID-19)				
High Tunstall Covid Risk Assessment 2021-22								
High Tunstall College of Science				<u>Reviews</u>				
Date of Assessment	28 th August 2021	Date of Issue	28 th August 2021	Review Date	Reviewed by	Date	Changes Made	
							Y	N
Assessment carried out by	D Pickford	Signature		21.09.21	D Pickford	21.09.21		
				06.10.21	D Pickford	06.10.21		
				22.10.21	D Pickford	22.10.21		
				23.11.21	D Pickford	23.11.21		
				29.11.21	D Pickford	29.11.21		
				14.12.21	D Pickford	14.12.21		
				17.12.21	D Pickford	17.12.21		
				04.01.22	D Pickford	04.01.22		
				19.01.22	D Pickford	19.01.22		
				26.01.22	D Pickford	26.01.22		
				17.02.22	D Pickford	17.02.22		
				28.02.22	D Pickford	28.02.22		
				14.03.22	D Pickford	14.03.22		
				28.03.22	D Pickford	28.03.22		
				08.04.22	D Pickford	08.04.22		
				25.08.22	D Pickford	25.08.22		

Affected persons	Young People	Y	Staff	Y	Visitors	Y	Contractors	Y	Others	
Name of Manager confirming and agreeing Assessment:					Mr M R Tilling					
Signature:										
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.										

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. This document has been made available to staff 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
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	✓		DBP MTI		DBP MTI	16.06.21	
	➤ Staff will follow the HTCS 'PPE requirements for staff' guidance, where/when still required.	✓		DBP	➤ Staff recommended to wear face coverings on return from isolation when social distancing is difficult.	DBP	06.04.22	
	➤ The college uses a cashless system to limit cash handling	✓		MTI				
	➤ The college uses biometric for printing, staff to be reminded to wash/clean hands after use. ➤ Antibacterial gel at each photocopying point for use before and after use.	✓		DBP MTI	➤ Ensure that gel dispensers are checked on a regular basis so that they are always in working order	JRO SPR	16.06.21	
	➤ Staff will wash hands regularly including before and after eating and before and after using shared equipment i.e. kettles.	✓		DBP MTI				
	➤ Staff will only use their own cup, cutlery, plates etc and will be responsible for washing these themselves. ➤ New named "thermal Mug" provided for all staff for their use on duty.	✓		DBP MTI		DBP MTI	16.06.21	
	➤ Toilet areas are only (wherever possible) used by 1 member of staff at a time.	✓		JRO	➤ Regular cleaning of all toilets carried out throughout day to be organised	JRO	16.06.21	
	➤ 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	✓		DBP MTI		DBP MTI	16.06.21	
	➤ From 1st April, updated guidance advises that children and young people with mild symptoms such as a runny nose, sore throat, or slight cough, who are otherwise well, can continue to attend school. ➤ Children and young people who are unwell and have a high temperature should stay at home and avoid contact with other people, where they can. They can go back to school and resume normal activities when they no longer have a high temperature and they are well enough to attend.	✓		DBP	Note: 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		06.04.22	
	➤ Handwashing techniques are explained to all students.	✓		DBP MTI	➤ Communicated to students in College	SLT	16.06.21	
	➤ Teachers (and support staff) follow and regularly reiterate the hygiene message to students; <ul style="list-style-type: none"> 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 Sanitise/wash hands afterwards 	✓		DBP	• Communicated to students in College	DBP	16.06.21	

Precautionary transmission measures not being followed in college	<ul style="list-style-type: none"> All students are asked and reminded to wash their hands; <ul style="list-style-type: none"> 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 	✓		DBP	➤ Communicated to students in College	LAO	16.06.21	
	<ul style="list-style-type: none"> Students to follow 'keep left' system on Ground floors and 'One Way' on floors 1 and 2 to reduce risk of transmission when moving around College. Stairways designation in place for up/down/both movement with designated staircase for Y11- relaxed from previous 'bubble' designation to improve safety of movement on previously crowded staircases. Locker areas designated in student bubbles to reduce mixing of year groups and help monitoring. 	✓		JDL DBP	<ul style="list-style-type: none"> Communicated to students in College Communicated to staff in College. Increased monitoring of staircases at break/lunch time by re-adjusting of duty list. 	JDL	17.02.22	
	➤ Students are seated at the same desk each lesson they attend	✓		DBP	➤ To be clear in staff guidance	LAO	16.06.21	
	➤ External doors and windows are opened to allow additional ventilation, where possible (including offices)	✓		JRO	<ul style="list-style-type: none"> To be clear in staff guidance Site team to open doors and windows and ensure air units are on correct settings daily 	JRO	16.06.21	
	➤ Staff free to wear face masks or face coverings in all communal areas across the College but not mandatory as of stepping down of Plan B measures.	✓		DBP	➤ Washable and disposable face masks available for staff if needed.	DBP	06.04.22	
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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
Social distancing failure	<ul style="list-style-type: none"> 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"> outdoor play areas, car parking, access and drop off points, college entrances, reception areas, classrooms, break out spaces, corridor spaces for one-way movement if necessary, staircases and stairwells, sporting areas, dining areas etc 	✓		MTI	➤ No entry/one-way signs are evident around the College	MTI	16.06.21	
	➤ Staff implement social distancing when advised (such as when returning from a positive case) and any other recommended measures as far as they are able, ensuring children/students are kept safe and well cared for	✓		MTI		MTI	06.04.22	
	➤ Seating plans in place for each classroom to ensure where social distancing is more difficult, accurate Track &Trace can be performed if needed to support T&T.	✓		DBP	➤ Seating Plans in place for all groups for all lessons	DBP	16.06.21	
	<ul style="list-style-type: none"> Students are in class seating plans during lessons. Students to follow 'keep left' system on Ground floors and 'One Way' on floors 1 and 2 to reduce risk of transmission when moving around College. Stairways designation in place for up/down/both movement with designated staircase for Y11- relaxed from previous 'bubble' designation to improve safety of movement on previously crowded staircases. Locker areas designated in student bubbles to reduce mixing of year groups and help monitoring. 	✓		DBP	<ul style="list-style-type: none"> Students to remain in class seating plans Covid-19 lead continues to monitor the upholding of the Risk Assessment 	DBP	17.02.22	

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 ➤ Set up and use of catch Up time to support cover	✓		LER	➤ Support Staff to be main adult in classrooms and staff to dial in from outside if possible to lead “live” lessons.	PWH	16.06.21	
	➤ Movement of students around the college is organised. Students to follow ‘keep left’ system on Ground floors and ‘One Way’ on floors 1 and 2 to reduce risk of transmission when moving around College. ➤ Stairways designation in place for up/down/both movement with designated staircase for Y11- relaxed from previous ‘bubble’ designation to improve safety of movement on previously crowded staircases. ➤ Locker areas designated in student bubbles to reduce mixing of year groups and help monitoring.	✓		SLT	➤ To be notified to students by staff overseeing.	DBP	17.02.22	
	➤ 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	✓		JRO	➤ Staff to be notified via Headteacher guidance to staff	JRO	16.06.21	
	➤ Any essential face to face meeting is undertaken maintaining 2 metre social distancing	✓		MTI	➤ Staff to be notified via Headteacher guidance to staff ➤ Cleaning to occur after every meeting ➤ Meeting host to inform Reception room required cleaning	MTI	01/09/20	
	➤ As much as possible, students and staff are spaced apart at all times i.e. • using a one-way circulation direction of travel rule i.e. keep left • students to leave the class, a row at a time to manage pinch points • students using toilet and welfare facilities at one time are limited where possible • Students, staff, parents/carers and visitors can wear face coverings within communal areas of the College and in classrooms if so wished	✓		DBP	➤ Cleaning routines to be maintained with three cleaners on site between 8.40 and 3.00 pm ➤ 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 ➤ 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	MTI	06.04.22	
	➤ Staff and students are reminded to wash their hands prior to eating	✓		SLT	➤ To be notified to students by staff overseeing.	LAO	16.06.21	
Social distancing failure	➤ At lunch, tables are cleaned between each group.	✓		SLT	➤ All tables to be cleaned down	SLT	Daily	
	➤ Students do not carry plates/trays of food/drinks up or down stairs	✓		SLT		SLT	16.06.21	
	➤ Trays/crockery/utensils are returned to a designated point by the individual students/staff where possible	✓		SLT		SLT	16.06.21	
Breaking of social distancing through behaviour not meeting the expectations of HTCS	➤ HTCS Behaviour policy in place ➤ All staff trained in Pivotal behaviour management strategies ➤ Team Tunstall explains behaviour management ➤ Posters in Classrooms ➤ Parent Handbook explains behaviour expectations	✓		CWO	➤ Expectation of behaviour communicated through staff ➤ Staff communicate behaviour expectations ➤ SLT presence on corridors	SLT	16.06.21	

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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	✓		MTI	➤ Staffing and space is adequate for wider opening for Year 10 students for June 2020 ➤ To be reviewed for September 2021	MTI	01/09/20	
	➤ Collaboration is arranged between colleges/setting and children and/or staff from other settings if they are clustered into one place to share resources	✓		MTI		MTI	01/06/20	
	➤ 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	✓		MTI		MTI	01/06/20	
	➤ 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	✓		MTI		MTI	01/09/20	
	➤ 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	✓		MTI		MTI	01/09/20	
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	✓		MTI	➤ Further RA required if this is to happen	MTI	As required	
	➤ 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.	✓		MTI		MTI		
	➤ For all students with EHCPs, staff are to liaise with SEND key worker to monitor provision in place	✓		MTI		MTI		
	➤ All contact points for new staff and / or students is collated to ensure effective communication channels	✓		MTI		MTI		

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Staff, students or visitors develops symptoms of respiratory illness, including coronavirus (COVID-19), on site	➤ When a child, young person or staff member develops a high temperature in College, or if they are too unwell to attend, they will be sent home until temperature returns to normal and they are well enough to attend again.	✓		DBP	➤ Update notification to go out to staff/parents ➤ Students/staff records kept on file, Staff to be uploaded to personnel files by Heads PA	MTI	06.04.22	
	➤ In the case of the above, 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)	✓		DBP	➤ Update notification to go out to staff/parents	DBP	06.04.22	
	➤ Staff and Senior Leadership Team make appropriate communications arrangements for wellbeing	✓		DBP	➤ Staff to be notified via Headteacher guidance to staff	MTI	01/06/20	
	➤ Student reported to Head Teacher/ Senior Leadership Team and taken to the Parents room 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	✓		MTI	➤ Staff to be notified via Headteacher guidance to staff	MTI	01/06/20	
	➤ A separate toilet is used by the student if this is required to limit disruption	✓		DBP	➤ this would require enhanced cleaning before being used by anyone else ➤ Staff to be notified via Headteacher guidance to staff	MTI	01/06/20	
	➤ 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)	✓		DBP	➤ Staff to be notified via Headteacher guidance to staff ➤ PPE to be provided by LA	MTI	01/06/20	
	➤ Parents informed of developments and asked to collect immediately	✓		DBP	➤ Parents of all students in the classroom informed and kept up to date by the senior leadership team	SLT	01/06/20	
	➤ In an emergency, staff will call 999 if they are seriously ill or injured or their life is at risk.	✓		DBP	➤ Staff to be notified via Headteacher guidance to staff	MTI	01/06/20	

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Confirmed staff or student Covid-19 case	➤ Where the child, young person or staff member tests positive, they will self-isolate for 5 days (adults) or 3 days (student).	✓		DBP		DBP	06.04.22	
	➤ 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 immediately, 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'	✓		JRO	➤ Staff to be notified via Headteacher	MTI	01/06/20	
	➤ 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	✓		SLT	➤ Staff to be notified via Headteacher guidance to staff	MTI	01/06/20	

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Lack of hygiene provision and effective cleaning	➤ Where safe guarding and security is not adversely affected, all doors 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"> internal doors that are not designated fire doors fire doors with automatic closers doors that do not need to be kept closed for security reasons 	✓		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				
	➤ 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"> replacement/cover site staff if the duties are contracted in sharing site staff support from another college/setting external cleaning services temporary workers if alternative arrangements cannot be made 	✓		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	✓		JRO	➤ Checklist in place with dates for next inspections	JRO	01/06/20	
	➤ The operational Fire risk assessment has been reviewed and appropriate controls are in place	✓		SPR	➤ Completed by operations manger	SPR	01/06/20	
	➤ The college/setting has a system for knowing who is in the college when open	✓		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	
	➤ Staff know how the fire alarm system works (and back up method of raising the alarm is considered if necessary)	✓		JRO	➤	JRO	01/06/20	
	➤ There is an evacuation plan that ensures the areas being used are clear and everyone has exited the building should the alarm go off	✓		JRO	➤ No change as whole building is open	JRO	01/06/20	
	➤ Personal Emergency Evacuation Plans are in place for students/staff who need assistance to evacuate the building	✓		FST	➤ SENDCo to update with Operations Manager	FST	01/06/20	
	➤ Staff know where utility isolation points and firefighting equipment are	✓		SPR	➤ Further staff to be identified and trained as fire wardens	SPR	01/06/20	
	➤ Activities undertaken do not increase the potential for fire	✓		JRO	➤			
	➤ Fire drills are undertaken and recorded whilst ensuring social distancing measures are adhered too.	✓		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	
	➤ Alarm points and the Fire log book checks are completed	✓		JRO	➤			

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Staff, pupils, young people, those who are vulnerable, clinically extremely vulnerable persons	<ul style="list-style-type: none"> ➤ If a pupil or member of staff lives in a household with someone who is shielding it is advised they follow social distancing. ➤ 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. 			MTI/DBP	<ul style="list-style-type: none"> ➤ Staff who are clinically extremely vulnerable should be advised to return to work from 31.03.21 ➤ 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. ➤ Homeworking in place for all students/staff who are identified as clinically extremely vulnerable. Where possible and negotiated with Headteacher ➤ Additional advice can be found on here https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19 ➤ Homeworking in place for all students/staff who are identified as clinically extremely vulnerable and ongoing discussions through line managers as appropriate ➤ Students to be monitored through SEND medical register that is updated monthly by SENDCo 	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 encouraged to wear impervious gloves where possible/available and/or wash hands after refuelling or making other adjustments on external hard surfaces. REMEMBER 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 someone else using the vehicle)	✓		ALL	➤ Staff to be notified via Headteacher guidance to staff	MTI	01/06/20	
Mental Health and Well Being of staff and students	➤ If staff are becoming concerned and anxious about returning to work or feeling low 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	<ul style="list-style-type: none"> ➤ 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	<ul style="list-style-type: none"> ➤ 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	

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Driving for work purpose	➤ Were possible vehicles will only be used by one person	✓		DBP		DBP	06.04.22	
	➤ 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							
	○ The transporting risk assessment will be reviewed to ensure compliance							
Home Visits	➤ 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	✓			➤ Consider what whether the visit is absolutely essential or whether the purpose of the visit can be conducted through an alternative means ➤ Risk assessment of need of visit to be carried out by the Attendance/Safeguarding lead ➤ All meetings at home to held outside the home ➤ Consider the use of PPE to mitigate additional risk that may be actively assessed whilst at the home e.g. 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	NBE	01/09/20	
	➤ Where possible visits will take place outside maintaining a minimum 2m social distancing							
	➤ If a staff member is required to enter the family home they should maintain a 2m social distance							
	➤ 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),							

	➤ Keep the visit focused and as concise as possible								
	➤ Staff members will be supplied with alcohol-based hand sanitiser								

Staff may sustain Injury or stress/anxiety from accident/assault from parents/students on home visits	➤ Where possible home visits should be planned and agreed in advance	✓		NBE	➤ Consider whether good practice to call to say on way ➤ Ensure that if there is any information of this kind that the relevant staff are made aware ➤ Test system periodically to ensure robust ➤ Ensure if office not staffed alternative arrangements in place ➤ Consider whether staff require any formal training ➤ Ensure if out of hours visits have to take place alternative arrangements are in place to monitor	NBE	01/09/20	
	➤ 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							
	➤ Clear information given to family as to the purpose of the visit							
	➤ 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							
	➤ Home visits can be made by two members of staff where there is a known risk of violence or aggression							
	➤ Staff allergies to be reviewed when choosing staff member to attend the home visit							
	➤ 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.							
	➤ Staff call school office when visit finished if not returning to school, or if visit goes on longer than expected							
	➤ School office call staff member if not back within 15 mins of expected return time, with escalation protocol if no response							
	➤ Staff advised to dynamically assess individual situations, trust instincts and retreat from any confrontation							
	➤ If considered necessary staff should call 999 for assistance							
	➤ 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							
	➤ knowledge of geographical location obtained prior to visits identifying known hazards and associated risks							
	➤ Home visits only undertaken during the normal school day hours							
	➤ 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.							
	➤ Staff to ensure they are familiar with the Lone Working Policy							

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
Deliveries	➤ Contact with delivery personal will be kept a minimum and social distancing will be maintained	✓		ASP/ CDA	➤ All deliveries to be left at reception for main college ➤ All deliveries for kitchens to be left as per catering risk assessment	ASP/ CDA	01/09/20 Updated 17.05.21	
	➤ 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							
Visitors and contractors	➤ All visitors and contractors will be provided for site rules and will be advised to use hand sanitiser or handwashing areas	✓		JRO	➤ Visitors to be pre-booked and placed in College Diary on Reception held by admin team	ASP/ CDA/ JRO	01/09/20	
	➤ Visitors will be kept to minimum and will only be permitted if essential							
	➤ 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							
COSHH	➤ COSHH assessments will be reviewed and revised for any additional items brought onto site	✓		JRO				

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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
Ineffective risk controls/monitoring performance	➤ 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	✓		SPR DBP				
	➤ The risk assessment will be reviewed periodically to ensure that risk controls are effective							
	➤ An internal checklist will be used to conduct periodic checks are in place							
Infection risks during physical activity in school	➤ Pupils will be kept in consistent groups, where possible	✓		BJH	➤ Curriculum to be adapted by Sports Science faculty	BJH	01/09/20	
	➤ Outdoor activities will be prioritised, as appropriate							
	➤ Indoor activities will have thorough ventilation, cleaning and hygiene procedures, as appropriate.							
	➤ Pupils and staff will be advised to clean their hands before and after any activity							
	➤ https://www.gov.uk/government/publications/coronavirus-covid-19-guidance-on-phased-return-of-sport-and-recreation							
Infection risks during practical activities – such as music	➤ The sharing of equipment will be reduced where possible	✓		BJH/ LCC/ SSP	➤ Cleaning schedule to be produced if outside equipment is to be used	BJH/ SSP/ LCC	01/09/20	
	➤ 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 group use							
	➤ Music groups will be limited to no more than 30 people							
	➤ Pupils will be positioned side to side or back to back							
	➤ Singing and wind instruments will not take place in larger groups							

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
Increasing student movement around College to improve staff/student well-being, curriculum and access to specialist areas decreases social distancing between year groups/staff in corridors, increasing risk of transmission	➤ One-way system set up where appropriate to reduce risk of close face to face contact for periods of time.	✓		DBP	<ul style="list-style-type: none"> ➤ One-way floor stickers to be positioned where appropriate. ➤ Keep Left floor stickers to be positioned where appropriate. ➤ Students notified of changes by staff at Summer school. ➤ Ongoing monitoring to ensure safety/fit for purpose. 	SLT	16.06.21	
Student access to lockers increases risk of transmission due to close contact	<ul style="list-style-type: none"> ➤ Lockers grouped as much as possible in bubbles to reduce risk of transfer between bubbles. ➤ Access to lockers limited to key points during the day to minimise use and reduce risk of transfer. ➤ Increased cleaning of lockers during the day with sanitisation taking place throughout. ➤ Supervision by staff to ensure students do not gather in groups- to monitor in case masks need to be brought in for locker use. 	✓		DBP	<ul style="list-style-type: none"> ➤ Ongoing monitoring of the use of lockers in case masks need to be reconsidered. 	SLT	16.06.21	
Infection risks in toilet areas- toilets being used by bubbles on each floor for student well being	<ul style="list-style-type: none"> ➤ Students to only access toilets at identified break/lunch times as much as possible, reducing use during lessons. ➤ Increased cleaning of toilet areas throughout the day. 	✓		DBP SPR	<ul style="list-style-type: none"> ➤ Ongoing monitoring to ensure safety/fit for purpose. 	SLT	16.06.21	
Increasing student movement around College to improve staff/student well-being, curriculum and access to specialist areas increases the risk of transmission via shared work surfaces in classrooms	➤ Sets of wipes available in each classroom to support staff concerns as required.	✓		DBP	<ul style="list-style-type: none"> ➤ Increased number of wipes ordered for classrooms. 	SLT	28/05/21	
Accurate monitoring of close contacts in the case of a positive test notification (note- close contacts no longer need to isolate but monitoring to continue to support T&T contact if needed)	<ul style="list-style-type: none"> ➤ Seating plans to be in place to monitor where possible. ➤ SLT to monitor seating plans to ensure they are set up. 	✓		DBP	<ul style="list-style-type: none"> ➤ Ongoing monitoring and updating of staff by SLT. 	SLT	26/06/21	

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
Increased use of musical equipment leads to increased transmission between students	➤ Wind/brass instrument use to follow national guidance.	✓		DBP	➤ Increased number of wipes ordered for classrooms.	DBP	06.04.22	
	➤ Option in place to continue to sanitise instruments/keyboards/equipment after use as appropriate/needed to support staff.							
	➤ Faculty Leader and staff to monitor appropriate use of Music equipment.							
Increased use of other specialist equipment across the College leads to increased transmission between students	➤ Option in place to continue to sanitise equipment after use as appropriate/needed to support staff.	✓		DBP SPR	➤ Increased number of wipes ordered for classrooms.	DBP	06.04.22	
	➤ Faculty Leader and staff to monitor appropriate use of equipment.							
Increased risk of transmission due to relaxing of close contacts guidance and trips	➤ Positive cases will be asked to self-isolate for 5 days (adults) and 3 days (students)- close contacts will no longer need to self-isolate unless they test positive.	✓		DBP	➤ Updated guidance outlined to staff. ➤ Expectations to staff and students to be highlighted by senior/middle leaders on site. ➤ Ensure forward planning of trips and access to any relevant RAs/site guidance for individual venues/companies. ➤ Seating plans in place, as needed.	SLT	06.04.22	
	➤ Many previous measures remain in place, see above, to support reducing transmission- to be reviewed regularly for appropriate alterations.							
Increased risk of transmission with restrictions easing	➤ Continue to use normal procedures highlighted in the wider Risk Assessment guidance- particularly around hygiene procedures.	✓		DBP	➤ Updated guidance outlined to staff via email updates. ➤ Increased number of wipes ordered for classrooms. ➤ Highlighting of expectations to staff on site.	SLT	06.04.22	
Pregnant member of the school contracting Covid 19 (which may lead to ill health or death to mother or baby).	➤ Staff have been asked to notify MTI or DBP if pregnant so further support/advice can be given.	✓		MTI	➤ Individual risk assessment to be completed as need arises. ➤ Pregnant individuals including over 28 weeks of pregnancy or pregnant individuals with other underlying health conditions will only work in areas where stringent social distancing can be maintained and the risk of infection has been removed or managed. ➤ Where all options have been exhausted and no alternative identified the individual will be put on authorised paid leave.	MTI/ DBP	28.08.21	
	➤ Individual risk assessment completed around the individual, through discussion, to reduce risk further.							
	➤ Possible recommendation of the following, depending on situation/circumstance: <ul style="list-style-type: none"> • Wearing of face mask. • Increased awareness of social distancing in and around school. • Reduction/limiting of duties. • Reduction/limiting/reasonable adjustments of areas of work to reduce risk of contact (possibility of including- remote working, moving to areas where social distancing can be maintained, virtual teaching). 							

Someone develops symptoms of coronavirus (COVID-19) whilst at work or in the work areas, or develops symptoms at home and goes to or remains in school spreading the infection (Risk of infection and spread of infection of COVID-19).	<ul style="list-style-type: none"> ➤ If staff or student tests positive they should tell the school and: <ul style="list-style-type: none"> • self-isolate immediately • follow the stay at home guidance. ➤ Results: if the test is positive, staff and pupils must complete the directed self-isolation period. ➤ The school will encourage staff and parents/guardians to heed any notifications to self-isolate and provide support to these individuals when in isolation. ➤ If a parent or carer of a positive case insists on a pupil attending school, the school head teacher will make the decision to refuse the pupil, based on a reasonable judgement, to protect other pupils and staff from possible infection with COVID-19. In this circumstance public health advice will be sought. 	✓		MTI/ DBP			06.04.22	
Increased risk of transmission due to lack of knowledge/induction into College procedures (inc. staff, mid-year transfers, Y7/MLD/Shine students)	<ul style="list-style-type: none"> ➤ Staff: Staff induction process in place through ASM to outline practises. ➤ Staff: Covid Risk Assessment/guidance available on The School Bus. ➤ Staff/student: guidance documents available to support Covid knowledge. ➤ Students/parents/carers: Ongoing information sharing with parents/carers. ➤ Y7 students: Year Team/Tutors to ensure appropriate Covid guidance is given. 	✓		ASM DBP	<ul style="list-style-type: none"> ➤ Mid-year transfers: SSOs to include Covid practises within coverage upon induction. ➤ DBP to discuss with CSC and TAD induction process. 	DBP	21.09.21	
Increased risk of infection due to increased mixing of year groups at breakfast club.	<ul style="list-style-type: none"> ➤ Students to be encouraged to utilise sanitisation stations within the Heart, before and after eating. ➤ Maintain ongoing cleaning of tables after use to ensure sanitisation after use. 	✓		DBP		DBP	05.10.21	
Increased risk of transmission with reintroduction of use of water fountains	<ul style="list-style-type: none"> ➤ Discussion held with PH around reintroduction of water fountains in the College. ➤ Organise enhanced cleaning with cleaning team as part of daily routine. ➤ Maintain staggering of breaks/lunches to reduce mixing around fountains. ➤ Tutors to outline appropriate use to students. 	✓		DBP	<ul style="list-style-type: none"> ➤ Need for Site Team to organise fountains are switched back on and are safe to use. ➤ Identify placement of sanitiser with fountains. 	DBP	21.10.21	
Increased risk of transmission within staff during staff gatherings (meetings etc.)	<ul style="list-style-type: none"> ➤ Monitor Covid cases and adjust/allow gatherings in response to these at the time as appropriate. ➤ Maintain identified practises re. enhanced cleaning and sanitisation, and other relevant mitigation, as identified above. 	✓		DBP		DBP	21.10.21	
Increased risk of positive Covid numbers from 27.01.22 due to stepping down of guidance to Plan A (removal of masks in all areas of the College), leading to increased risk of transmission within the College from asymptomatic students/staff (possibly leading to increased absence, illness or potential death)	<ul style="list-style-type: none"> ➤ Positive cases monitored daily by DBP to assess any need to extend existing Covid measures. ➤ DBP/Covid and Attendance teams work together to ensure correct isolation dates and advice are given to families and adhered to. ➤ DBP to update parental/staff guidance as required. ➤ Separation line will be removed in the Heart as part of stepping down- minimal impact on increasing potential close contacts but to be monitored in case of needing to be stepped up. ➤ Staff Covid update to be given via email or during briefings as required. ➤ All freestanding sanitiser stands to be checked. ➤ Signage to be checked and updated around the College as needed. ➤ Continue to request staff to ensure sanitiser used on entry and that tables are wiped down. ➤ From 27.01.22 masks are no longer needed to be worn - staff notified in email and briefing regarding continued caution with mask wearing around the College where social distancing is difficult but staff choice also being supported. Message sent to parents regarding update. Covid cases within staff to be monitored by DBP in case stepping up mask wearing is needed to be reinstated. 	✓		DBP	<ul style="list-style-type: none"> ➤ DBP to monitor guidance. ➤ Request Site Team to ensure safe line removed and freestanding sanitisers are in place. ➤ DBP to continue to update staff and monitor cases carefully on a daily basis. ➤ Updated guidance sent out to parents/carers. ➤ Continue to monitor and re-stock Covid supplies in classrooms- tissues, wipes, sanitiser. 	DBP	28.02.22	
Increased risk of positive Covid numbers from 28.01.22 due to stepping down of guidance to Plan A (reinstated use of staircases for different year groups as opposed to bubbles to reduce possible 'crush points' which are seen to be a greater danger), leading to increased risk of transmission within the College from asymptomatic students/staff (possibly leading to increased absence, illness or potential death)	<ul style="list-style-type: none"> ➤ Positive cases monitored daily by DBP to assess any need to extend existing Covid measures. ➤ DBP/Covid and Attendance teams work together to ensure correct isolation dates and advice are given to families and adhered to. ➤ DBP to update parental/staff guidance as required. ➤ JDL to organise staircase use and transmit information to students to explain. ➤ SLT to monitor adherence to new movement guidance around staircases. ➤ Staff update to be given during briefings as required. ➤ Y11 central staircase to remain in place for this one-year group as a privilege but also to reduce mixing in other stairwells by this potential higher risk group (due to age etc.). ➤ Signage to be checked and updated around the College as needed to ensure one way and other movement systems remain in place. ➤ Continue to request staff to ensure sanitiser used on entry and that tables are wiped down. ➤ Staff/students to be expected to follow all other onsite control measures around sanitisation of hands, social distancing etc.- see wider Risk Assessment above. 	✓		DBP JDL	<ul style="list-style-type: none"> ➤ DBP to monitor guidance. ➤ JDL to set up and communicate staircase movement expectations to staff and students prior to starting. ➤ DBP to continue to monitor cases carefully on a daily basis in case of a need to step up measures. 	DBP	28.02.22	

Increased risk of infection when administering first aid, leading to increased risk of transmission within the College from asymptomatic students/staff (possibly leading to increased absence, illness or potential death)	<ul style="list-style-type: none"> ➤ PPE is worn by staff caring for the student if social distancing cannot be maintained. ➤ Several trained staff are available onsite to administer first aid wearing appropriate PPE and have appropriate first aid training. ➤ First aiders to ensure hands are sanitised appropriately after treating a casualty hands-on. 	✓		DBP		DBP	06.04.22	
Increased risk of infection as restrictions in College are relaxed further from 28.02.22 and year group assemblies/staff briefings are re-introduced leading to increased risk of transmission within the College from asymptomatic students/staff (possibly leading to increased absence, illness or potential death)	<ul style="list-style-type: none"> ➤ Relaxing of restrictions planned in stages to reduce risk. ➤ DBP to monitor Covid cases in case the College need to step back up previous guidance. ➤ Students/staff allowed to wear masks as they want. ➤ Students to sit in tutor groups in assemblies. ➤ Staff to socially distance, as possible, in meetings, with planned meetings remaining as short as needed to complete. ➤ All other Covid measures (see above) to remain in place to support stepping down of restrictions. ➤ Monitor DfE and Government guidance as to changes to Covid restrictions/guidance. 	✓		DBP		DBP	17.02.22	
Increased risk of infection as restrictions in College are relaxed from 28.02.22 (following updated government guidance): <ul style="list-style-type: none"> - twice weekly testing stops - legal requirement to isolate from asymptomatic students/staff ends - no longer a need for close contacts to complete 7-day daily LFD testing - allocated toilets for year groups removed (possibly leading to increased absence, illness or potential death)	<ul style="list-style-type: none"> ➤ Relaxing of restrictions planned in stages to reduce risk. ➤ DBP to monitor Covid cases in case the College need to step back up previous guidance. ➤ Students/staff allowed to wear masks as they want. ➤ Staff to socially distance, as possible, in meetings, with planned meetings remaining as short as needed to complete. ➤ All other Covid measures (see above) to remain in place to support stepping down of restrictions. ➤ Monitor DfE and Government guidance as to changes to Covid restrictions/guidance. ➤ Covid team to ensure any positive Covid cases are given correct guidance to isolate. ➤ Twice weekly testing on offer to continue in key areas where staff/students work closely = ARC, Shine and MLD. ➤ Test kits to be given to staff/students, as required, who need to complete Day5/6 Testing. ➤ Continuation of enhanced cleaning of toilet areas by cleaning staff. ➤ DBP to monitor positive cases daily to assess impact. 	✓		DBP		DBP	28.02.22	

<p>Increased risk of infection as College ease restrictions further from 14.03.22:</p> <ul style="list-style-type: none"> - Increased seating and potential mixing of year groups in the Heart. - Removal of some Covid posters from key areas. <p>(possibly leading to increased absence, illness or potential death)</p>	<ul style="list-style-type: none"> ➤ Relaxing of restrictions planned in stages to reduce risk. ➤ DBP to monitor Covid cases in case the College need to step back up previous guidance. ➤ Students/staff allowed to wear masks as they want. ➤ All other Covid measures (see above) to remain in place to support stepping down of restrictions. ➤ Monitor DfE and Government guidance as to changes to Covid restrictions/guidance. ➤ Covid team to ensure any positive Covid cases are given correct guidance to isolate. ➤ Twice weekly testing on offer to continue in key areas where staff/students work closely = ARC, Shine and MLD. ➤ Test kits to be given to staff/students, as required, who need to complete Day5/6 Testing. ➤ Continuation of enhanced cleaning of dining areas by cleaning staff. ➤ DBP to monitor positive cases daily to assess impact. 	✓		DBP		DBP	14.03.22	
<p>Increased risk of infection as College ease restrictions further from 28.03.22:</p> <ul style="list-style-type: none"> - Removal of some free-standing sanitiser stations from entrances/dining hall to cover only community entrances. - Removal of some screens from staff office spaces etc. upon request only currently. - Staff email DBP for updates on sanitiser, wipes and tissues (DBP no longer doing weekly visits to all rooms). <p>(possibly leading to increased absence, illness or potential death)</p>	<ul style="list-style-type: none"> ➤ Relaxing of restrictions planned in stages to reduce risk. ➤ DBP to monitor Covid cases in case the College need to step back up previous guidance. ➤ Students/staff allowed to wear masks/use sanitiser as they want. ➤ All other Covid measures (see above) to remain in place to support stepping down of restrictions, although staff now emailing DBP re. need for sanitiser, wipes and tissues. ➤ Monitor DfE and Government guidance as to changes to Covid restrictions/guidance. ➤ Covid team to ensure any positive Covid cases are given correct guidance to isolate. ➤ Twice weekly testing on offer to continue in key areas where staff/students work closely = ARC, Shine and MLD. ➤ Test kits to be given to staff/students, as required, who need to complete Day5/6 Testing. ➤ Continuation of enhanced cleaning of areas by cleaning staff. ➤ DBP to monitor positive cases daily to assess impact. ➤ Screens to be labelled up by site staff for room identification so they can be stepped up if needed. 	✓		DBP		DBP	28.03.22	

<p>Increased risk of infection as College ease restrictions further from 01.04.22:</p> <ul style="list-style-type: none"> - Removal of screens from staff office spaces etc. - Staff email DBP for updates on sanitiser, wipes and tissues (DBP no longer doing weekly visits to all rooms). - Changes to isolation guidance as Covid treated as a 'Respiratory Illness' (end to recommendation to test, isolation for adults becomes 5 days and students 3 days with no need to gain negative test to return). - Symptoms treated as respiratory illness. - No more test kits being issued to staff students following DfE guidance. <p>(possibly leading to increased absence, illness or potential death)</p>	<ul style="list-style-type: none"> ➤ Relaxing of restrictions planned in stages to reduce risk. ➤ DBP to monitor Covid cases in case the College need to step back up previous guidance. ➤ Students/staff allowed to wear masks/use sanitiser as they want. ➤ All other Covid measures (see above) to remain in place to support stepping down of restrictions, although staff now emailing DBP re. need for sanitiser, wipes and tissues. ➤ Monitor DfE and Government guidance as to changes to Covid restrictions/guidance. ➤ Covid team to ensure any positive Covid cases are given correct guidance to isolate (5 days staff, 3 days students- return after as long as well enough and have no temperature). ➤ Continuation of enhanced cleaning of areas by cleaning staff. ➤ DBP to monitor positive cases daily to assess impact. ➤ Monitor staff/students with symptoms and follow guidance- can attend if well enough and no temperature. Otherwise, return when temperature normal and well enough to do so. ➤ Relevant frontline Admin Team met with by DBP to ensure updated guidance understood. 	✓		DBP		DBP	06.04.22	
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