



London Design & Engineering UTC

Re-opening
risk assessment
15th June 2020

COVID-19 Risk assessment – Re-opening LDE UTC

The Government has asked schools to adhere to the following:

From the week commencing 1st June at the earliest, we will be asking primary schools to welcome back children in nursery, reception, year 1 and year 6, alongside priority groups. We will ask secondary schools, sixth form and further education colleges to offer some face-to-face support to supplement the remote education of year 10 and year 12 students who are due to take key exams next year, alongside the full time provision they are offering to priority groups. *[The date for year 10 and 12 students was subsequently changed by the government to from 15th June 2020]*

We are also asking nurseries and other early years providers, including child-minders, to begin welcoming back all children. Alternative provision settings should mirror the approach being taken for mainstream schools and also offer some face-to-face support for years 10 and 11 students (as they have no year 12). Special schools, special post-16 institutions and hospital schools will work towards a phased return of more children and young people without a focus on specific year groups.

The risk assessment template below sets out the known hazards and importantly controls that have been advised either by the Government/DfE, the World Health Organisation (WHO), Public Health England (PHE), NHS (safe practice) or good practice (unions/other sources). Some are suggested measures that may be or may not be applicable to your school and specific education setting. The responsible person within the school should use this information to formulate a plan / safe procedures that fit your school.

There are some specific issues that are addressed in the risk assessment but for clarity please read the following Government advice to schools:

Personal Protective Equipment (PPE) including face covering and face masks:

Wearing a face covering or facemask in schools or other education settings is **not** recommended.

Face coverings may be beneficial for short periods indoors where there is a risk of close social contact with people you do not usually meet and where social distancing and other measures cannot be maintained, for example on public transport or in some shops. This **does not apply** to schools or other education settings.

Schools and other education or childcare settings **should** therefore **not require** staff, children and learners to wear face coverings.

Face coverings (or any form of medical mask where instructed to be used for specific clinical reasons) should not be worn in any circumstance by those who may not be able to handle them as directed (for example, young children, or those with special educational needs or disabilities) as it may inadvertently increase the risk of transmission.

The majority of staff in education settings will not require PPE beyond what they would normally need for their work, even if they are not always able to maintain a distance of 2 metres from others.

PPE is only needed in a very small number of cases including:

- Children, young people and students whose care routinely already involves the use of PPE due to their **intimate care needs** should continue to receive their care in the same way
- If a child, young person or other learner becomes **unwell with symptoms of coronavirus** while in their setting and needs direct personal care until they can return home. A facemask should be worn by the supervising adult if a distance of 2 metres cannot be maintained. If contact with the child or young person is necessary, then gloves, an apron and a facemask should be worn by the supervising adult. If a risk assessment determines that there is a risk of splashing to the eyes, for example from coughing, spitting, or vomiting, then eye protection should also be worn.

Please note:

The NEU advises its members that staff in special schools, where students cannot socially distance and need personal care and support with hygiene measures, should wear PPE at all times when working with children and young people.

<https://neu.org.uk/advice/coronavirus-10-points-special-school-closures>

Where PPE is required, the following is a general checklist for PPE management:

- Communicate suitable information to pupils, parents and carers on what to expect in relation to staff wearing additional PPE;
- Ensure training is provided to the relevant staff on how to correctly put on and wear items of PPE, when it should be replaced throughout the day and how it should be disposed of (Videos and guidance is available and noted on the assessment template below);
- Ensure that where a need for disposable half facemasks that provide a higher level of protection (e.g. disposable FFP3 masks and reusable half masks) is identified. Face fit testing is provided by a competent person (And how this will be applied to staff who have facial hair);
- Identify staff that have relevant pre-existing medical conditions which may restrict or prevent some workers wearing certain types of RPE and clarify how this will be managed. (E.g: asthma or skin allergies);

- Ensure a maintained stock of all identified items of PPE, including a contingency surplus, is available to ensure that the identified additional controls can be sustained throughout the phased return period and into full occupation of each school building until such a time that control measures can be reviewed and reduced accordingly.

Social distancing in early years and primary schools:

We know that, unlike older children and adults, early years and primary age children cannot be expected to remain 2 metres apart from each other and staff. In deciding to bring more children back to early years and schools, we are taking this into account. Schools should therefore work through the hierarchy of measures set out above:

- Avoiding contact with anyone with symptoms
- Frequent hand cleaning and good respiratory hygiene practices
- Regular cleaning of settings
- Minimising contact and mixing

It is still important to reduce contact between people as much as possible, and we can achieve that and reduce transmission risk by ensuring children, young people and staff where possible, **only mix in a small, consistent group** and that small **group stays away from other people** and groups. Public Health England (PHE) is clear that if early years settings, schools and colleges do this, and crucially if they are also applying regular hand cleaning, hygiene and cleaning measures and handling potential cases of the virus as per the advice, then the risk of transmission will be lowered.

Where settings can keep children and young people in those small groups **2 metres away from each other**, they should do so. While in general groups should be kept apart, brief, transitory contact, **such as passing in a corridor, is low risk.**

For **pre-school children in early years settings**, the staff to child ratios within [Early Years Foundation Stage](#) (EYFS) continue to apply as set out here, and we recommend using these to group children.

For **primary schools**, classes should normally be **split in half, with no more than 15 pupils** per small group and one teacher (and, if needed, a teaching assistant). If there are any shortages of teachers, then teaching assistants can be allocated to lead a group, working under the direction of a teacher. Vulnerable children and children of critical workers in other year groups should also be split into small groups of no more than 15. Desks should be spaced as far apart as possible.

For **secondary schools and colleges**, the same principle of halving classes will normally apply. It is also sensible to rearrange classrooms and workshops with sitting positions 2 metres apart. Where very small classes might result from halving, it would be acceptable to have more than half in a class, provided the space has been rearranged. Again, support staff may be drawn on in the event there are teacher shortages, working under the direction of other teachers in the setting.

Additional considerations for planning to re-open schools to more students and staff:

The NASUWT has provided some additional information for its members that schools could consider, these are outlined below and on the following link: <https://www.nasuwt.org.uk/advice/health-safety/coronavirus-guidance/requirements-for-reopening-of-schools.html>

The school should consider further measures and areas during the completion of the initial risk assessment and as the assessment is reviewed during the daily occupation of the school at this time. This includes assessing the availability of staff for all activities during the school day, including lunchtime, break supervision, and to provide support for pupils with special or additional needs, taking into account the following:

- Staff who have underlying medical conditions (as defined in government guidance);
- Staff who are subject to shielding or are in a household where someone is shielding;
- Staff who are self-isolating, and staff on maternity or any other form of leave, and will, therefore, not be available for work;
- The availability of supply staff to cover any vacancies or long-term absences.

Individual risk assessments for specific pupils should be reviewed to ensure they include provision for safe practice during this time and taking into account the risk of coronavirus. This may include additional assessments of students who previously were not assessed to need one. This may include the following students:

- Pupils who have not previously needed a risk assessment but who in the new circumstances may pose a risk;
- Pupils who need specific care, which cannot be delivered whilst ensuring social distancing;
- Potentially violent pupils, especially those with known risk of spitting and or requiring physical restraint.

The SEN coordinator and other affected staff should be consulted when reviewing or writing such assessments.

Transport arrangements:

Transport to and from school should be assessed if provided by the school or if managed by the school team. How can this be managed safely or adapted to for in line with current social distancing requirements? Do school start times need to be adjusted to accommodate staff and students getting to school safely?

Premises Management

In conjunction with this risk assessment and guidance Judicium Education have previously provided a detailed risk assessment template for 'Managing Premises Functions' during this time and a six part series of guidance documents (in the form of newsletters) titled 'Managing School Premises during COVID-19 outbreak'. The school's management and H&S Lead have been sent this guidance and have access to all Judicium templates. The premises team should refer to this information in order to ensure the school buildings are suitably managed at this time.

Covid-19 Testing:

As essential workers, Support and Teaching staff can apply for a covid-19 test on the government portal or the school can arrange the test on their behalf: <https://www.gov.uk/apply-coronavirus-test>

For further information regarding this assessment please refer to your assigned Judicium Education Health & Safety consultant.

Health and Safety Risk Assessment – Re-opening Schools – COVID-19

Academy / School	London Design & Engineering UTC	Assessment No.	1
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Site	LDE UTC	Location	15 University Way, London E16 2RD		
Subject of Assessment	<p>Opening LDE UTC to keyworkers' children and additional specific year groups.</p> <p>Initially this includes Year 10 and Year 12 on a part time basis to achieve "some face to face" learning to supplement distance learning.</p>				
Assessed by	Geoffrey Fowler Principal	Date	09 June 2020	Review date	22 June 2020
	Jeremy Galpin Chair of Directors		11 June 2020		
Details of workplace/activity	Learners and employees partaking in school activities within the college premises, including general classroom activities, dining, break-times, pick-up and drop off (where applicable), First aid and external visitors to LDE UTC		Persons Affected <i>(Who may be harmed)</i>		
			Learners, Employees, Contractors and Visitors.		

Hazards and Risks		Existing Control Measures	Risk Level <i>(Very High, High, Medium, Low)</i>	Ongoing Notes
1.	Spread/contraction of COVID-19 due to interaction with a person who has symptoms of the disease, a person who	<ul style="list-style-type: none"> The college has informed parents, learners, carers, employees and visitors not to enter the college if they are displaying any symptoms of coronavirus (following the 	Medium	

Hazards and Risks	Existing Control Measures	Risk Level (Very High, High, Medium, Low)	Ongoing Notes
<p>may be asymptomatic or lack of information.</p>	<p>COVID-19 guidance for households with possible coronavirus infection);</p> <ul style="list-style-type: none"> • Parents receive guidance on college times for their child and protocols set out for attendance to college i.e. should remain 2m apart from others, should follow staff members instruction and should not congregate outside the college; • Parents issued specific college protocols for attendance for them to explain to their children; • Parents of SEN students or those with care plans are individually consulted in order that plans are reviewed to include any new safety measures; • Staff are briefed and consulted on procedures and the plans for re-entry of learners; • Employees have had sufficient training and briefing regarding infection control and college protocols; • Staff are up to date on other related guidance and support in relation to themselves and learners such as stress and wellbeing including: https://www.gov.uk/government/publications/covid-19-guidance-on-supporting-children-and-young-peoples-mental-health-and-wellbeing/guidance-for-parents-and-carers-on-supporting-children-and-young-peoples-mental-health-and-wellbeing-during-the-coronavirus-covid-19-outbreak • In relation to mental health and stress support organisation, details are available to staff including confidential employee help lines and information that can be provided to learners; • There are communication and support networks in place for staff and if there are particular concerns staff can raise them quickly and effectively; 		<p>Risk Assessments have been completed for learners with EHCP Plans</p>

Hazards and Risks		Existing Control Measures	Risk Level (Very High, High, Medium, Low)	Ongoing Notes
		<ul style="list-style-type: none"> Line managers are proactive in discussing wellbeing with the staff that they manage, including their workload Talks with staff about the planned changes (E.g. safety measures, timetable changes and staggered arrival and departure times), have taken place, including discussing whether additional training would be helpful. 		Survey issued to all staff / learners in Years 9, 10, 12
2.	<p>Spread/contraction of COVID-19 due to lack of social distancing measures during the school day including:</p> <ul style="list-style-type: none"> Drop off / entry to the school. 	<p>Entry to the College:</p> <ul style="list-style-type: none"> Clear signage in place instructing anyone showing symptoms of COVID-19 not to enter the building. Learners who are dropped off can do this in the usual way but drivers MUST NOT leave the vehicle; Learners must enter via the main entrance to the building. Learners are required to complete hand washing/sanitising on entry to the College; Entrance doors are held open, reducing the number of occupants touching the doors; Hand-wash/sanitising stations are located at the entrance to the College, at strategic points around the College building and within each classroom/learning space and office. All occupants are required to wash their hands (soap/water or hand sanitiser) on entry to the College; Good hand washing signage to instruct students how to do this effectively is displayed. Learners will be met at the designated classroom door / entrance by their Teacher; 	Medium	

Hazards and Risks		Existing Control Measures	Risk Level (Very High, High, Medium, Low)	Ongoing Notes
3.	<p>Spread/contraction of COVID-19 due to lack of social distancing measures during the school day including:</p> <ul style="list-style-type: none"> Pickup / leaving the school. 	<p>Exit from school:</p> <ul style="list-style-type: none"> Drop-off and collection points and timings for each group have been identified, this information has been cascaded to parents. Learners who are picked up can do this in the usual way but drivers MUST NOT leave the vehicle; Learners must leave via the main entrance/exit from the building following the one-way system arrows; Exit doors are held open, reducing the number of occupants touching the doors; Students are reminded to wash hands as they leave the school building; Hand-wash/sanitiser stations are located at the exits from the College; Good hand washing signage to instruct students how to do this effectively; Learners are required to leave the college grounds and go straight home, not to congregate on UEL grounds, nearby roads, recreational areas; Finish times have been staggered for each class in order to prevent large numbers of learners leaving at the same time. 	Medium / Low	
4.	<p>Spread/contraction of COVID-19 due to lack of social distancing measures during the school day including:</p> <ul style="list-style-type: none"> Classroom use / activities. 	<p>There will be no assembly of more than 15 students.</p> <ul style="list-style-type: none"> Learners are regularly briefed regarding observing social distancing guidance. Students are regularly reminded to avoid touching their faces Learners are regularly reminded not to touch other learners or staff/visitors; 		<p>Reminders around the college</p> <p>Signage in place</p> <p>DigiBriefing used as reminder</p>

Hazards and Risks	Existing Control Measures	Risk Level (Very High, High, Medium, Low)	Ongoing Notes
	<ul style="list-style-type: none"> • Classroom furniture has been reduced. Unnecessary cupboards and soft furnishings, items with intricate parts have been removed and are not permitted. This is designed to enable successful and effective cleaning of all surfaces; • The same Teacher and TA (where applicable) are assigned to a group of learners each day. • The timetable has been reviewed to decide which lessons or activities can be delivered to reduce movement around the college. • For at least the summer term 2020 no PE or practical lessons (e.g. science experiments, workshop making etc.) will take place. • No books or other resources will be available from the LRC • Classroom sizes are restricted to 15 maximum students, 1 teacher and TA if required (specific needs of class); • Classrooms have been organised to achieve 2m distances between learner desks/chairs at all times; • Learners are managed while entering the room and are asked to sit at desks/work areas before the next learner moves within the same area; • Learners will remain in the same classroom as far as possible (although option subjects will not permit this fully), and where the same room is used for an extended period of time learners will use the same desk throughout the day; • All learners must bring in their own equipment (pens etc.) a small supply of brand new pens will be kept, but will only be issued to one learner who should keep 		

Hazards and Risks		Existing Control Measures	Risk Level (Very High, High, Medium, Low)	Ongoing Notes
		<p>that pen. No resources or equipment should be shared between learners;</p> <ul style="list-style-type: none"> Learners and staff use hand sanitiser on entry to the classroom; Use of external play equipment (e.g. Table Tennis/Football and MUGA) will not be allowed. There will be no mixing of learners from other classes except for Year 12 learners. The number of teachers (and other staff) that mix with a class is restricted to as few as possible. Where possible the teacher who has taught the group during that day will supervise them at lunch; The timetable has been prepared in order to supplement remote education with some face to face support for learners. This includes deciding which lessons or activities can be delivered to reduce movement around the college; Where possible, all spaces are well ventilated using natural ventilation (opening windows where this doesn't disturb learning) or ventilation units. Wherever possible all classroom doors will be held open by doorstops (automatic release for fire doors) at all times when College is open, to limit the need to touch door handles. 		
5.	<p>Spread/contraction of COVID-19 due to lack of social distancing measures during the school day including:</p> <ul style="list-style-type: none"> Dining; Moving around the school; Break-time / playgrounds. 	<ul style="list-style-type: none"> Learners are regularly briefed regarding observing social distancing guidance. Water fountain use will be restricted to just filling bottles, with clear signage and communication of this. Water fountains will also be disinfected regularly throughout the day along with touch points. 	Medium / Low	

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	<ul style="list-style-type: none"> • Lunch will either be delivered to the classrooms so the learners do not need to leave the room for lunch time, or learners must go directly to the restaurant from their classes, and after lunch directly from the restaurant to their next class. A short break of only 20 minutes is to be used to reduce the time to loiter. • Learners and staff should wash or sanitise their hands thoroughly immediately before and after lunch. • The restaurant seating has been laid out with 2 metre gaps between each space, and each such space is clearly marked with a vinyl sticker. • The number of learners going to lunch at any given time will be staggered based on their timetabled lessons. • Each seating space is to be numbered with each learner told their number in advance. • Meals will be pre-ordered in the morning each day and these will be placed on each learner's/staff members designated numbered seat immediately before the learners arrive for lunch. • The learners and staff will then proceed directly to designated their seat (following the one-way arrow) where their lunch will be waiting for them. • The Lecture Hall will be used as overflow to avoid overcrowding within the restaurant area • Lunches are to be served in closed topped disposable takeaway packaging, with disposable cutlery. • When finished eating learners will leave their seats and proceed to wash and sanitise their hands thoroughly then proceed directly to their next lessons. 		<p>Keyworker group and Year 10 learners to have lunch delivered to them</p>

Hazards and Risks	Existing Control Measures	Risk Level (Very High, High, Medium, Low)	Ongoing Notes
	<ul style="list-style-type: none"> • Lunch area cleaned before and after each group's lunch. Only one learner will use a clean lunch space before it is cleaned again; • Dining is organised so that no person sits facing another while eating. <p>Moving around the college:</p> <ul style="list-style-type: none"> • Movement to different areas within the schools is reduced as much as possible; • Suitable external doors are used to move students from one area to another (Roof Terrace). Effectively creating external corridors in the open air; • Where possible, all spaces are well ventilated using natural ventilation (opening windows) or ventilation units; • Additional seating/table furniture is removed the school corridors; • Corridors are sterile environments and kept as clear as possible; • Although passing in the corridor is deemed low risk a one way system has been implemented wherever possible, with clear signage including vinyl stickers on the floor showing the direction of travel and 2m distances. Where not possible to implement one-way systems clear social distancing signage will be in place and the use of these corridors kept to a minimum. • Corridor floors are demarcated to show direction and safe distance signage; • The staircases have been demarcated as either up or down only, with clear signage for direction and safe distance. 		<p>Outside space is not to be used due to noise pollution from the airport</p>

Hazards and Risks		Existing Control Measures	Risk Level (Very High, High, Medium, Low)	Ongoing Notes
		<ul style="list-style-type: none"> All corridor and staircase doors will be held open wherever possible by doorstops (automatic release for fire doors), to minimise touch points. Lesson times are staggered as far as possible to reduce the need to pass one another in open spaces. <p>Break-times / playgrounds:</p> <ul style="list-style-type: none"> Break-times are limited to just a single short lunch break, intended solely for the purpose of eating. This will not be a time for socialising or exercising. Any instances of learners on-site other than in lessons or at lunch time (e.g. Sixth Former free periods) will be kept to a minimum. If these are at the beginning or end of the College day the learners will be asked to arrive late or leave early. Where it is unavoidable during the day the learners will be supervised in a classroom which has been set-up for social distancing where possible. Any use of outside space will be in small groups only where 2m social distancing can be maintained. They are required to remain 2m apart and take part in low risk exercise only. Team sports are not permitted. Daily inspection and enhanced cleaning programs in place for external areas where used. 		No PE at SportsDock until further guidance issued
6.	Spread/contraction of COVID-19 due to lack of hand-washing and general poor hygiene.	<ul style="list-style-type: none"> Hand washing stations are positioned at each student, staff and visitor entrance to the College; All those entering the College are required to wash/sanitise their hands; Hand washing/sanitiser stations are located on each floor, and hand sanitiser bottles within each classroom and on entry and exit to the restaurant; 	Medium / Low	

Hazards and Risks		Existing Control Measures	Risk Level (Very High, High, Medium, Low)	Ongoing Notes
		<ul style="list-style-type: none"> • Hand washing sinks are located within each toilet provision; • Sink taps have been adjusted to maximise flow time to enable effective hand washing. • Signage is located adjacent to each wash station or sink reminding occupants to wash their hands and how to do it effectively; <p>Learners and staff have been shown how to wash hands properly;</p> <ul style="list-style-type: none"> • Help is available for young people who have trouble cleaning their hands independently; • Hand washing is recommended frequently and required at the following times: <ul style="list-style-type: none"> ➢ Entry and exit from the College; ➢ After using the toilet; ➢ On entry to the dining hall; ➢ Before and after eating; ➢ On entry and exit from each classroom. • Unnecessary touching of the face is discouraged. • Teachers will remind learners to use tissues and bin them once used. If tissues are not readily available exactly when needed occupants are reminded to cough or sneeze into their arm; • Toilets and wash stations have automatic non-contact hand dryers, or single use paper towel for drying hands. 		Posters remind learners of respiratory hygiene placed around the College
7.	Spread/contraction of COVID-19 due to lack of adequate cleaning measures.	<ul style="list-style-type: none"> • The College has implemented additional cleaning regimes. This includes the following: <ul style="list-style-type: none"> ➢ Frequent cleaning of classrooms, Toilets, common areas and dining halls; 		

Hazards and Risks		Existing Control Measures	Risk Level (Very High, High, Medium, Low)	Ongoing Notes
		<ul style="list-style-type: none"> ➤ Frequent cleaning of all touched surfaces, such as door handles, handrails, table tops. • Classrooms furniture and soft furnishings have been reduced in order to improve the ability to effectively clean; • Classrooms will be cleaned between each use if the group of learners is not the same; • [Wherever possible toilets will be cleaned after each use (using a “clean me” signage system), or at least toilets will be cleaned in the morning, after lunch and at the end of the day;] • Common areas will be cleaned once a day with touchpoints wiped down throughout the day; • Equipment used by the learners and staff will be suitably cleaned at the end of each day or before it is used by another person; • The canteen seating and tables will be cleaned at the beginning of each day and between each lunch sitting so only one person uses each designated seat between cleans. • If an area is suspected to have been contaminated by coronavirus (a positive case is detected for an occupant of a classroom), the room will be closed for 72 hours and then deep cleaned as per the guidance set on COVID-19: cleaning un non-healthcare settings. 		
8.	Spread/contraction of COVID-19 due to lack of social distancing measures. In particular school employees.	<ul style="list-style-type: none"> • Induction and CPD programmes are in operation for all staff prior to reopening, and include: <ul style="list-style-type: none"> ○ Infection control ○ Fire safety and evacuation procedures ○ Constructive behaviour management 		

Hazards and Risks	Existing Control Measures	Risk Level (Very High, High, Medium, Low)	Ongoing Notes
	<ul style="list-style-type: none"> ○ Safeguarding • Employees are required to conform with social distancing requirements at all times; • Staff will be required to practice good respiratory hygiene and handwashing like all other users of the building. • College offices are either reduced in occupation and desks positioned in order to provide adequate separation or staff are moved to other areas to reduce contact; • All teaching staff who are not teaching lessons that day will be asked to work from home • A rota of support staff we be used so that only those staff required will be on-site each day, and all other support staff asked to work from home. • Staff rooms are not to be used unless these are large enough to safely accommodate current staff numbers at safe distance from each other; • Each staff area has been assessed, a maximum number of staff per room has been placed on the door; • Staff on-site will be asked to select their lunch option each day (Meat, Veg, Packed lunch, or no lunch) and will be assigned a seat and time in the dining area each day in the same way as the learners; • Learners will practice social distancing from staff appropriate to their age and as described in additional points of this assessment; • Employees will be provided with and wear PPE when required in accordance with government guidance. 		

Hazards and Risks	Existing Control Measures	Risk Level (Very High, High, Medium, Low)	Ongoing Notes
<p>9. Spread/contraction of COVID-19 due to insufficient First aid measures. This includes:</p> <ul style="list-style-type: none"> • Dealing with general First aid; • Lack of trained first aiders; • Dealing with a suspected case of Covid-19; • Inappropriate handling / removal of clinical waste • Intimate care procedures. 	<ul style="list-style-type: none"> • A specific First aid needs assessment has been completed – see other [‘First Aid Needs assessment – COVID-19’]; • The FA assessment takes into account numbers and ages of learners , number and training of employees; • This information forms the decision on what activities and groups can safely be managed within the school; • This includes sufficient first aiders for the college to the number of learners; • Qualified first aiders are in place at an appropriate ratio; • The college has a specific room dedicated for suspected cases of COVID-19 (The meeting room in the reception area); • Occupants (staff or learners) who display symptoms of the virus during the college day will be isolated in the designated room until additional medical assistance can be gained. This may be 111 support, an ambulance or until they leave the site to self-isolate; • First aiders required to assist this person will wear full PPE including, apron, gloves, mask and visor; • First aiders have completed appropriate training for ‘donning and doffing’ PPE – NHS video / advice https://www.hse.gov.uk/news/face-mask-ppe-rpe-coronavirus.htm • PPE is disposed of in accordance with NHS COVID-19 waste management guidance; https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings 		

Hazards and Risks	Existing Control Measures	Risk Level (Very High, High, Medium, Low)	Ongoing Notes
	<ul style="list-style-type: none"> The first aid room will be cleaned frequently and after each use (when first aid care has been provided). <p>Waste disposal measures Waste control measure from possible cases of COVID-19 and cleaning of areas where possible cases have been identified (including disposable cloths and tissues) are as follows:</p> <ul style="list-style-type: none"> Put in a plastic rubbish bag and tied when full; The plastic bag is placed in a second bin bag and tied; It is put in a suitable and secure place and marked for storage until the individual's test results are known; Waste is stored safely and kept away from children; Waste is not put in communal waste areas until negative test results are known or the waste has been stored for at least 72 hours; If the individual tests negative, this can be put in with the normal waste; If the individual tests positive, then waste is stored for at least 72 hours and then put in with the normal waste; If storage for at least 72 hours is not appropriate, a collection as a Category B infectious waste is arranged by either local waste collection authority if they currently collect your waste or otherwise by a specialist clinical waste contractor. They will supply you with orange clinical waste bags for waste bags can be sent for appropriate treatment. 		
10.	<p>Spread/contraction of COVID-19 due to lack of social distancing measures for external visitors to the school, including:</p>	<ul style="list-style-type: none"> Parents are not permitted to enter the college; Parents have been informed to call the College office or email if they have any questions or concerns; 	Heads of Year to be able to video call if necessary.

Hazards and Risks	Existing Control Measures	Risk Level <i>(Very High, High, Medium, Low)</i>	Ongoing Notes
<ul style="list-style-type: none"> • Parents; • Maintenance contractors; • External Teachers; • Inspectors; • Delivery personnel 	<ul style="list-style-type: none"> • If parents need to drop off items for learners, they should be left at the college main entrance for staff to collect; • The Leadership Team and other staff are able to video conference parents if face to face meetings are required, with at least two staff present on the video call; • For those who have to enter the College reception, the reception team will keep the glass windows shut at all times to reduce the risk to college staff; • Markings have been added to the floor asking visitors to stay back at least 2m from the reception desk; • Visitors will only be permitted into the college if they have an appointment; • Visitors will only be permitted at their designated time and will be asked to wait outside of the college building until their college contact is available; • The college contact is required to attend reception in good time to meet their visitor; • Meetings with visitors will be via video conference or phone where possible; • If it is not possible to hold meetings/visits remotely social distancing measures will be adhered to at all times; • Face to face meetings in a small room or within 2m are not permitted; • Premises' contractors will be managed in accordance with a separate premises maintenance risk assessment written specifically for this time; • Deliveries will be accepted at designated quiet times only; 		<p>Note Social Care using Zoom / WhatsApp for face to face contact</p>

Hazards and Risks		Existing Control Measures	Risk Level (Very High, High, Medium, Low)	Ongoing Notes
		<ul style="list-style-type: none"> Delivered items will be left outside of the college building for staff to collect. 		
11.	Spread/contraction of COVID-19 due to lack of social distancing measures. This includes unsuitable use of toilets.	<ul style="list-style-type: none"> LDE UTC toilets are laid out in an open-plan manner, with individual cubicles off a central hand-washing area. Learners are encouraged to access the toilet during class/throughout the day to help avoid queues. All toilets will be cleaned before the start of each day. Each toilet cubicle will have a "Clean me" sign on the door, covered by an extra adhesive post-it note once cleaned. Users will be informed that while the post-it note is on the door, this means the toilet has not been used since its last clean. Users will be told to only use toilets with a post-it note on the door wherever possible. Once they have used the toilet they should remove and dispose of the post-it note to indicate the toilet needs to be cleaned again before use. Cleaning staff will clean all touch points (including door handles, toilet seats, toilet flush buttons, toilet roll holders, sanitary bins etc) as well as floor/bowl/other non-touch point cleaning as necessary (using separate cleaning products for touch points vs toilets themselves). Once the cubicle has been attended to, the cleaning staff member will affix a new post-it note over the "clean-me" sign on the door to show the toilet can now be used again. Additional cleaning staff will be engaged temporarily to maintain this enhanced toilet cleaning regime. 		

Hazards and Risks		Existing Control Measures	Risk Level (Very High, High, Medium, Low)	Ongoing Notes
		<ul style="list-style-type: none"> Monitoring ensures a constant supply of soap and paper towels (paper towels on the very few toilets where automatic hand dryers are not available). Learners are reminded regularly on how to wash hands. 		
12.	<p>Lack of staffing / insufficient staff ratios</p> <ul style="list-style-type: none"> Designated Safeguarding Lead (DSL) SENCO Caretaker/site member Office staff member <p>High proportion of BAME staff at higher risk of infection</p> <p>High proportion of BAME staff at higher risk of infection leads to greater staff shortages</p>	<ul style="list-style-type: none"> All members of staff with underlying health issues, those within vulnerable groups or who are shielding have been instructed to make their condition or circumstances known to the school via an all staff survey. Records are kept of this and regularly updated as new information is provided. Members of staff with underlying health conditions have been asked to seek and act on the advice of their GP/consultant/midwife or current government advice. Staff are clear about the definitions and associated mitigating strategies relation to people who are classed as clinically vulnerable and clinically extremely vulnerable. All staff with underlying health conditions that put them at increased risk from COVID-19 are working from home in line with national guidance. Current government guidance is being applied. Adequate ratio of staff to children will be maintained and is assessed on a daily basis, based on potential staff illness or self-isolation; Learners are suitably supervised at all times; Rota designed to ensure coverage of key roles each day Flexible and responsive use of teaching assistants and pastoral staff to supervise classes is in place if needed. 	Medium	<p>DSL to be in one day per week</p> <p>Deputy DSL similarly</p> <p>Both contactable and known to all staff.</p> <p>SENCO works Tues – Thurs off site. Can be contacted.</p>

Hazards and Risks		Existing Control Measures	Risk Level (Very High, High, Medium, Low)	Ongoing Notes
		<ul style="list-style-type: none"> Full use is made of testing to inform staff deployment with staff asked to report test finding centrally to HR. 		
13.	Lack of suitable premises management	<ul style="list-style-type: none"> The College adheres to the government guidance on managing buildings that are partially open; The College has applied the series of guidance documents and advice sent out by Judicium regarding continued premises management at this time; Premises staff levels are maintained and suitable for the use of the building; Appropriate cleaning and premises staffing levels are in place; Waste removal and enhanced cleaning programs are in place for the potential coronavirus contaminated waste; Contingency in place for sudden premises staff absence, this is in the form of agreed emergency premises staff support from UEL; The guidance provided in Judicium Education Newsletters 'Managing School Premises during COVID-19 outbreak', a six-part series of guidance documents (in the form of newsletters) and a 'Managing Premises Functions' separate risk assessment has been completed. 	Low	
14.	Hazardous substance management, unsuitable COSHH management and use of chemicals leading to ill-health or fire.	<ul style="list-style-type: none"> Suitable storage and management of flammable hand sanitizer is in place; All chemicals used for the cleaning of school buildings and equipment is COSHH assessed and managed appropriately; 	Low	

Hazards and Risks		Existing Control Measures	Risk Level (Very High, High, Medium, Low)	Ongoing Notes
		<ul style="list-style-type: none"> Material safety data sheets are held for all chemicals and readily available to all staff; All cleaning chemicals are stored safely and securely in accordance with requirements; COSHH safety training has been completed by all those using chemicals for cleaning; Appropriate PPE is available for all cleaning including suitable PPE for cleaning of potential coronavirus contaminated rooms or equipment. 		
15.	Fire and evacuation procedures being inadequate at this time due to lack of trained fire wardens or occupants being spread around the building without suitable procedures in place.	<ul style="list-style-type: none"> Evacuation plans including the following have been reviewed: <ul style="list-style-type: none"> ➤ Safe assembly of occupants following social distancing requirements; ➤ Safe exit via the nearest final exit; ➤ Training occupants of any changes to evacuation; ➤ Ensuring there are enough trained fire wardens on site with the ability to sweep all used areas of the College; ➤ Use of the College has been reduced where needed to enable safe sweeping and evacuation; All other fire system testing and maintenance has continued as normal. 	Low	
16.	High infection risk due to parents and/or pupils and staff not observing social distancing on journeys to and from school	<ul style="list-style-type: none"> Start times for learners and staff staggered and not placed a peak travel hours. Staff and learners are advised to avoid public transport wherever possible. If staff or learners wish to attend and use public transport they must wear face coverings in accordance with government guidelines, and they 	High / Medium	Revised timetable has taken into account times when TfL do not

Hazards and Risks	Existing Control Measures	Risk Level (Very High, High, Medium, Low)	Ongoing Notes
	<p>should observe safe 'donning and doffing' PPE – NHS video / advice https://www.hse.gov.uk/news/face-mask-ppe-rpe-coronavirus.htm</p> <ul style="list-style-type: none"> • Parents will be able to drop-learners off via car • The existing limitations on parking on-site for staff will be removed. • Cycling will be encouraged by promoting the Colleges Cycle2Work scheme to staff. • Use of bike shed guidance communicated to users and social distancing signage in place. • Learners and staff are signposted to the latest advice on social distancing while using public transport. 		<p>recommend travelling. Note face masks become compulsory from 15th June.</p>

ACTION PLAN (Additional Control Measures Required/Recommended Actions)	
Hazards and Risks	Recommended Actions

Please note:

All controls are subject to change should government guidance change due to changes to the 'R' rate. This could change on a daily basis. Government and DfE guidance MUST be regularly reviewed. Risk assessment must be reviewed if there is a significant change.

Following assessment if any additional controls or actions that are assessed to be required should be added to the Ongoing Notes column. The Risk Assessment will then be updated and further actions identified should be completed before the assessed task is carried out.