



September 2020
Full re-opening Risk Assessment

13th July 2020

COVID-19 Risk assessment – Re-opening LDE UTC

The Government has asked schools to adhere to the following:

It is the Government's plan that all pupils, in all year groups, will return to school full-time from the beginning of the autumn term.

This new guidance (July 2020) is intended to support schools, both mainstream and alternative provision, to prepare for this. It applies to primary, secondary (including sixth forms), infant, junior, middle, upper, school-based nurseries and boarding schools. We expect independent schools to follow the control measures set out in this document in the same way as state-funded schools. The guidance also covers expectations for children with special educational needs and disability (SEND), including those with education, health and care plans, in mainstream schools.

The link to new guidance is as follows:

<https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools>

Separate guidance is available for early years, further education colleges and for special schools, as follows:

<https://www.gov.uk/government/publications/coronavirus-covid-19-early-years-and-childcare-closures/coronavirus-covid-19-early-years-and-childcare-closures>

Separate guidance for SEN school provision:

<https://www.gov.uk/government/publications/guidance-for-full-opening-special-schools-and-other-specialist-settings/guidance-for-full-opening-special-schools-and-other-specialist-settings>

The government guidance says the following:

Schools must comply with health and safety law, which requires them to assess risks and put in place proportionate control measures. Schools should thoroughly review their health and safety risk assessments and draw up plans for the autumn term that address the risks identified using the system of controls set out below. These are an adapted form of the system of protective measures that will be familiar from the summer term. Essential measures include:

- a requirement that people who are ill stay at home
- robust hand and respiratory hygiene
- enhanced cleaning arrangements

- active engagement with NHS Test and Trace
- formal consideration of how to reduce contacts and maximise distancing between those in school wherever possible and minimise the potential for contamination so far as is reasonably practicable

How contacts are reduced will depend on the school's circumstances and will (as much as possible) include:

- grouping children together
- avoiding contact between groups
- arranging classrooms with forward-facing desks
- staff maintaining distance from pupils and other staff as much as possible

Employers must protect people from harm. This includes taking reasonable steps to protect staff, pupils and others from coronavirus (COVID-19) within the education setting.

Schools have remained open to some pupils since 20th March, welcoming more pupils back from 1 June. Schools should therefore have already assessed the risks and implemented proportionate control measures to limit the transmission of coronavirus (COVID-19) for a limited number of pupils.

As part of planning for full return in the autumn term, it is a legal requirement that schools should revisit and update their risk assessments (building on the learning to date and the practices they have already developed), to consider the additional risks and control measures to enable a return to full capacity in the autumn term. Settings should also review and update their wider risk assessments and consider the need for relevant revised controls in respect of their conventional risk profile considering the implications of coronavirus (COVID-19). Schools should ensure that they implement sensible and proportionate control measures which follow the health and safety hierarchy of control to reduce the risk to the lowest reasonably practicable level.

School employers should have active arrangements in place to monitor that the controls are:

- effective
- working as planned
- updated appropriately considering any issues identified and changes in public health advice.

The risk assessment template below sets out the known hazards and important 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. 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 full Government advice to schools.

Personal Protective Equipment (PPE) including face coverings 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.
- PPE must be worn by staff caring for the child while they await collection if a distance of 2 metres cannot be maintained (such as a very young child or a child with complex needs). More information on PPE use can be found here <https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care/safe-working-in-education-childcare-and-childrens-social-care-settings-including-the-use-of-personal-protective-equipment-ppe>

The system of controls:

Protective measures

This is the set of actions schools must take. They are grouped into 'prevention' and 'response to any infection' and are outlined in more detail in the sections below.

Prevention:

- 1) Minimise contact with individuals who are unwell by ensuring that those who have coronavirus (COVID-19) symptoms, or who have someone in their household who does, do not attend school.
- 2) Clean hands thoroughly more often than usual.
- 3) Ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach.
- 4) Introduce enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents and bleach.
- 5) Minimise contact between individuals and maintain social distancing wherever possible.
- 6) Where necessary, wear appropriate personal protective equipment (PPE).

Numbers 1 to 4 **MUST** be in place in all schools, all the time.

Number 5 **MUST** be properly considered and schools must put in place measures that suit their particular circumstances.

Number 6 applies in specific circumstances identified on the risk assessment.

Response to any infection

- 7) Engage with the NHS Test and Trace process.
- 8) Manage confirmed cases of coronavirus (COVID-19) amongst the school community.
- 9) Contain any outbreak by following local health protection team advice.

Number 7 to 9 **MUST** be followed in every case where they are relevant.

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

The overarching principle to apply is **reducing the number of contacts between children and staff**. This can be achieved through **keeping groups separate (in 'bubbles')** and through **maintaining a distance between individuals**. These are not alternative options and both measures will help, but the balance between them will change depending on:

- Children's ability to distance
- The layout of the school

- The feasibility of keeping distinct groups separate while offering a broad curriculum (especially at secondary).

It is likely that for younger children the emphasis will be on separating groups, and for older children it will be on distancing. For children old enough, they should also be supported to maintain distance and not touch staff where possible.

It remains 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.

Consistent groups reduce the risk of transmission by limiting the number of pupils and staff in contact with each other to only those within the group. Maintaining distinct groups or 'bubbles' that do not mix makes it quicker and easier in the event of a positive case to identify those who may need to self-isolate, and keep that number as small as possible. Siblings may be in different groups.

All teachers and other staff can operate across different classes and year groups in order to facilitate the delivery of the school timetable. Where staff need to move between classes and year groups, they should try and keep their distance from pupils and other staff as much as they can, ideally 2 meters from other adults. Where this is not possible with younger children, teachers in primary schools can still work across groups if it is required to enable full educational provisions. Supply Teachers, peripatetic teachers and temporary staff may move between schools if required.

Primary schools:

It is recommended that groups should be kept as small as possible. If this can be smaller than a year group it should be. So a normal class size may be appropriate. Schools should demonstrate that they are keeping students in as small and consistent groups as possible. Large gatherings such as assemblies or collective worship should be avoided with more than one group.

Social distancing in primary schools is difficult. Adults should remain 2 metres apart where possible, close face to face contact should be avoided and contact within 1 metre of anyone must be limited. For children that are old enough, they should be supported to maintain distance and not touch staff or their peers where possible. It is recognised that this will not always be possible with the youngest students.

Changes to classrooms so that students sit side by side and facing forwards, rather than face to face or side on and perhaps moving unnecessary furniture may be required.

Secondary schools:

Groups should be kept as small as possible but it is recognised that due to timetabling and different subjects this is likely to be year groups rather than one class. Large gatherings such as assemblies or collective worship should be avoided with more than one group.

It is strong public health advice that staff in secondary schools maintain distance from their pupils, staying at the front of the class, and away from their colleagues where possible. Ideally, adults should maintain 2 metre distance from each other, and from children. For children that are old enough, they should be supported to maintain distance and not touch staff or their peers where possible.

Changes to classrooms so that students sit side by side and facing forwards, rather than face to face or side on and perhaps moving unnecessary furniture may be required.

Government guidance advises the following:

Schools should assess their circumstances and if class-sized groups are not compatible with offering a full range of subjects or managing the practical logistics within and around the school, they can look to implement year group sized 'bubbles'. Whatever the size of the groups, they should be kept apart from other groups where possible and older children should be encouraged to keep their distance within groups.

Schools with the capability to do it should take steps to limit interaction, sharing of rooms and social spaces between groups as much as possible. When using larger groups, the other measures from the system of controls become even more important, to minimise transmission risks and to minimise the numbers of pupils and staff who may need to self-isolate.

Both approaches of separating groups and maintaining distance are not 'all-or-nothing' options, and will still bring benefits even if implemented partially.

Measures not in the classroom:

Groups should be kept apart and movement around the school site kept to a minimum. Schools should avoid busy corridors, entrances and exits. Breaks and lunchtimes should be staggered. Large gatherings such as assemblies and collective worship should be avoided with more than one group. The use of staffrooms should be minimised. Staff spaces that are shared must be planned to enable social distancing and suitable sanitising.

Measures for arriving at and leaving school:

Where travel to school patterns allow staggered start and finish times in your school, you should consider this to keep groups apart. Schools must communicate this effectively to parents and students to prevent congestion or large gatherings at the start and finish of each day.

Schools should implement a process for removing face coverings when pupils or staff who use them arrive at school. Pupils should be taught how to do this correctly (not touching the front of their face), washing hands immediately on arrival, disposing of temporary coverings appropriately and placing reusable ones in plastic bags to take home.

Equipment in schools:

For individual and very frequently used equipment such as pencils and pens, it is recommended that staff and pupils have their own items they are NOT shared.

Classroom based resources can be shared within a bubble. These must be cleaned regularly as should surfaces. Resources shared between bubbles, such as sports, art and science equipment should be cleaned frequently and meticulously between use or rotated to allow them to be left unused and out of reach for a period of 48 hours (72 hours for plastics).

Pupils and teachers can take books and other shared resources home, although unnecessary sharing should be avoided, and the school should ensure such resources are cleaned when they are returned to school.

Outdoor equipment should be more frequently cleaned. This also applies to resources inside and outside by wraparound care providers. It is recommended that students limit the amount of equipment they bring to school to only essentials. Shared resources can be taken home but avoided where unnecessary. All such resources will need to be cleaned before used by others.

Engage with the NHS Test and Trace process:

Schools must ensure they understand the NHS Test and Trace process and how to contact their local Public Health England protection team. The guidance should be consulted to ensure this is all fully understood and followed by staff members and parents/carers.

Manage confirmed cases of COVID-19:

Schools must take swift action when they become aware that someone who has attended has tested positive for COVID-19. They should contact the local health protection team. This includes, implementing their advice, specific procedures and containing any outbreak as directed.

Alternative Provision (AP):

The government advises that such provision should return full time in September. AP schools are required to complete a risk assessment working through the system of controls that are outlined in the guidance, adopting measures that ensure they meet each control in a way that addresses the risk identified in their assessment, works for the setting and allows them to deliver a broad and balanced curriculum.

Transport arrangements:

Transport to and from school should be assessed if provided by the school or if managed by the school team. The school needs to consider:

- 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?
- When using public transport, rules that apply to the general population will apply.

Dedicated school transport – no public use

Normal public transport social distancing rules do NOT apply. The approach to dedicated transport should align as far as possible with the principles underpinning the system of controls set out in the overall guidance for schools. Schools should consider:

- How pupils are grouped together on transport, where possible this should reflect the bubbles that are adopted within school
- Use of hand sanitiser upon boarding and or disembarking
- Additional cleaning of vehicles
- Organised queuing and boarding where possible
- Distancing within the vehicle wherever possible
- The use of face coverings for children over the age of 11, where appropriate, for example, if they are likely to come into very close contact with people outside of their group.

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.

It is important that, prior to re-opening for the autumn term, all the usual pre-term building checks are undertaken to make the school safe.

Please note:

The template addresses the general site and school use risk assessment. The government guidance asks that all school risk assessments are reviewed that may be affected. This will include but is not exclusive to: Use and supervision of playgrounds, General classrooms, Common areas, Cleaning, Practical subjects (Science, PE, Art, DT, Performing Arts etc.).

There is specific guidance from organisations such as the Association for Physical Education that should be consulted. Each Head of Department (specialists in their area) must review these risk assessments, make suitable amendments and show how they are adhering to guidance. This is specific to your school and department.

Sharing Coronavirus (COVID-19) risk assessment

Schools should share the results of their risk assessment with their workforce. If possible, they should consider publishing it on their website to provide transparency of approach to parents, carers and pupils (The HSE would expect all employers with over 50 staff to do so).

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

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|-------------------------|---------------------------------|-----------------------|---|
| Academy / School | London Design & Engineering UTC | Assessment No. | 1 |
|-------------------------|---------------------------------|-----------------------|---|

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|-------------|---------|-----------------|-----------------------------------|
| Site | LDE UTC | Location | 15 University Way, London E16 2RD |
|-------------|---------|-----------------|-----------------------------------|

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|------------------------------|--|--|--|
| Subject of Assessment | Re-opening the College to full use for the Autumn term 2020 in the light of the coronavirus pandemic, following the latest government advice for schools dated 2 July 2020. LDE UTC is classified as a secondary school with a Sixth Form. | | |
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| Assessed by | Geoffrey Fowler Principal | Date | 10 July 2020 | Review date | |
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|--------------------------------------|--|---|--|
| Details of workplace/activity | Learners and employees partaking in College 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 (Who may be harmed) | |
| | | Learners, Employees, Contractors and Visitors. | |

| Hazards and Risks | | Existing Control Measures | Risk Level (Very High, High, Medium, Low) | Ongoing Notes |
|--------------------------|--|--|--|----------------------|
| 1. | Spread/contraction of COVID-19 due to interaction with a person who has symptoms of the disease, a person who may be asymptomatic or lack of information on how infection risks are controlled in the college. | <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 COVID-19 guidance for households with possible coronavirus infection); | Medium | |

| Hazards and Risks | Existing Control Measures | Risk Level (Very High, High, Medium, Low) | Ongoing Notes |
|--|---|--|--|
| <p>Stress or anxiety caused due to lack of support, information or staff consultation.</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; • Staff can access the free helpline Education Support Partnership for school staff and targeted support for mental health and wellbeing | | <p>SEN learners will be contacted during the summer break to support their return to college</p> |

| Hazards and Risks | Existing Control Measures | Risk Level (Very High, High, Medium, Low) | Ongoing Notes |
|-------------------|---|---|---|
| | <ul style="list-style-type: none"> • There are communication, consultation and support networks in place for staff and if there are particular concerns staff can raise them quickly and effectively; • 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. • COVID-19 guidelines are published in the school's website • Parents/Carers are informed of the general arrangements being made and what is expected of them in terms of dropping off and collecting children and any other local important procedures, emphasising their role in terms of the local and national approach would also be appropriate as that potentially impacts on school life and the whole pandemic control measures • When possible staff will be permitted to work from home • Whenever possible, meetings will take place remotely via videoconferencing or phone, and letters are also used for communications • People deemed vulnerable take particular care to minimise contact with others and are advised to follow Guidance on shielding and protecting people who are clinically extremely vulnerable from COVID-19 | | <p>Survey issued to all staff / learners in Years 9, 10, 12</p> |

| Hazards and Risks | | Existing Control Measures | Risk Level (Very High, High, Medium, Low) | Ongoing Notes |
|-------------------|--|--|--|---------------|
| | | <ul style="list-style-type: none"> Risk assessments and plans are consulted and discussed with relevant staff, including on a one-to-one basis for some to enable staff to speak about their own situation and reasonable adjustments to be made The College will try as far as practically possible to be flexible and accommodate additional measures for vulnerable people where appropriate Specific risk assessments for new and expectant mothers are completed Staff are advised to carefully consider travelling abroad during the summer holiday and reminded of the government's 14-day quarantine requirement for travel from certain countries. Staff are advised not to travel if they know this will mean they cannot attend work on-site when required at the start of the autumn term. Where it is not possible to avoid a member of staff having to quarantine during term time, the school will consider if it is possible to temporarily amend working arrangements to enable them to isolate and work from home. | | |
| 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; | Medium | |

| Hazards and Risks | Existing Control Measures | Risk Level (Very High, High, Medium, Low) | Ongoing Notes |
|-------------------|---|--|---------------|
| | <ul style="list-style-type: none"> • 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; • Staggered start times are in place to keep year groups apart; • In order to prevent congestion parents and learners have been informed of their group's (year group) start time; • The college management keep this under review and will consult with parents or learners who are not following the new procedures/start time for their group; • Learners will not be permitted to gather with others outside of their group at the start and end of the day and where possible within the college building • The college has implemented a process for removing face coverings when learners or staff who use them arrive at the site; • Learners have been informed how to do this correctly (not touching the front of their face), washing hands immediately on arrival, disposing of temporary coverings appropriately and placing reusable ones in plastic bags to take home. | | |

| 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 designated entrance/exit from the building for their year group following the one-way system arrows; Exit doors are held open, reducing the number of occupants touching the doors; Learners 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 year group 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 large gatherings such as assemblies or collective worship with more than one group/‘bubble’</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 | | <p>Reminders around the college</p> <p>Signage in place</p> |

| Hazards and Risks | Existing Control Measures | Risk Level (Very High, High, Medium, Low) | Ongoing Notes |
|-------------------|--|--|-------------------------------|
| | <ul style="list-style-type: none"> Learners are regularly reminded not to touch other learners or staff/visitors; 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 timetable has been reviewed to decide which lessons or activities can be delivered to reduce movement around the college. [Practical lessons] No books or other resources will be available from the LRC – there will be a strict booking in and out system where should learners to be borrow a reading book they will be returned and out of circulation for 72 hours. Classroom sizes are restricted to normal sizes (max 30 maximum learners, 1 teacher and TA if required (specific needs of class)); Groups are kept as small and as consistent possible; Learners move class groups for specific subjects but remain in their year group 'bubble' at all times; Interaction with other year groups is prevented (as far as possible); For non-practical subjects learners will remain in the same room with Teachers only moving (where possible); The college has limited learner movement between rooms / areas as far as is reasonably practical; | | DigiBriefing used as reminder |

| Hazards and Risks | Existing Control Measures | Risk Level (Very High, High, Medium, Low) | Ongoing Notes |
|-------------------|---|--|---------------|
| | <ul style="list-style-type: none"> • Classrooms have been organised to achieve 2m distances between the learners and their teachers at all times; • Classrooms are arranged so that learners sit side by side and facing forwards, rather than face to face or side on; • Individual and very frequently used equipment such as pencils and pens are not shared; • staff and pupils have their own items; • Classroom based resources are only shared within a bubble; • These resources are cleaned regularly as are classroom surfaces; • Resources shared between bubbles, such as sports, art and science equipment are cleaned frequently and meticulously between use • OR • Resources shared between bubbles, such as sports, art, workshop and science equipment are rotated to allow them to be left unused and out of reach for a period of at least 48 hours (72 hours for plastics); • Outdoor equipment is more frequently cleaned; • The college limits the amount of equipment students bring to school to only essentials; • Shared resources can be taken home but this is avoided where unnecessary; • All such resources are cleaned before used by others; • Learners and staff use hand sanitiser on entry to the classroom; • Use of external play equipment is limited. Learners may move around the outside space as usual but | | |

| Hazards and Risks | Existing Control Measures | Risk Level (Very High, High, Medium, Low) | Ongoing Notes |
|---|---|--|---------------|
| | <p>stay within their specific group. To avoid the mixing of learners from different year groups, breaks and lunch are staggered and separate designated areas for each year groups will be used.</p> <ul style="list-style-type: none"> • 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. • Heads of Year, Faculties/Departments are proactive in managing the risks in their areas of responsibility - this means ensuring risk assessments are completed and reviewed and their teams are aware of procedures and protocols • Where learners are not responding to social distancing rules and ignore staff requests to keep apart or maintain good hygiene, a member of the LT will be asked to assist and implement the Behaviour Policy | | |
| <p>5. 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"> • Separate lunch breaks are designated for each group (bubble). Learners will stay in these groups during lunch; • 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 | Medium / Low | |

| Hazards and Risks | Existing Control Measures | Risk Level (Very High, High, Medium, Low) | Ongoing Notes |
|-------------------|--|---|---------------|
| | <p>regularly throughout the day along with touch points.</p> <ul style="list-style-type: none"> • Where possible separate designated lunch areas will be used for the different year groups and cleaned between uses by different year groups. • Learners must go directly to their designated lunch area from their classes, and after lunch directly from their designated lunch area 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. • Learner and staff lunch seating kept 2m apart; • Dining is organised so that no person sits facing another while eating. • Lunches are to be served in closed topped disposable takeaway packaging, with disposable cutlery. • When finished eating learners will leave the lunch area and proceed to wash and sanitise their hands thoroughly then proceed directly to their next lessons. • Lunch area cleaned before and after each group's lunch. Only one learner will use a clean lunch space before it is cleaned again; <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; | | |

| Hazards and Risks | Existing Control Measures | Risk Level (Very High, High, Medium, Low) | Ongoing Notes |
|-------------------|--|--|--|
| | <ul style="list-style-type: none"> • 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 are 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. • All corridor and staircase doors will be held open wherever possible by doorstops (automatic release for fire doors), to minimise touch points. • Where possible learners will move with their group only and will not mix with other groups; • Staff will generally manage learner movement and there will be a presence in corridors / stairs. Staff will keep a suitable social distance from learners and other staff. <p>Break-times / playgrounds:</p> | | <p>No PE at SportsDock until further guidance issued</p> |

| Hazards and Risks | | Existing Control Measures | Risk Level (Very High, High, Medium, Low) | Ongoing Notes |
|-------------------|--|--|--|---------------|
| | | <ul style="list-style-type: none"> • Break-times are limited to just a short morning break and a short lunch break. This will significantly reduce the time for socialising or exercising. • Learners are permitted to complete normal playground activities; • Contact sports are not permitted; • Mixing with other groups is not permitted; • Each year group is assigned a specific area of the college to use; • Daily inspection and cleaning programs are in place for external areas. | | |
| 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; • 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: | Medium / Low | |

| Hazards and Risks | | Existing Control Measures | Risk Level (Very High, High, Medium, Low) | Ongoing Notes |
|-------------------|---|---|--|--|
| | | <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. <ul style="list-style-type: none"> • 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 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; ➤ 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 at the beginning of each day. During the day learners will be provided with antibacterial wipes to clean their desks and chairs each time they change rooms; • 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, before and after lunch and at the end of the day; | | |

| Hazards and Risks | | Existing Control Measures | Risk Level (Very High, High, Medium, Low) | Ongoing Notes |
|-------------------|---|--|--|---------------|
| | | <ul style="list-style-type: none"> • 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 subject to a hard surface clean with disposable cleaning materials and the associated waste will be double bagged to be stored securely for 72hours before disposal as per the guidance set on <u>COVID-19: cleaning un non-healthcare settings.</u> | | |
| 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 ○ 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. | | |

| Hazards and Risks | | Existing Control Measures | Risk Level (Very High, High, Medium, Low) | Ongoing Notes |
|-------------------|--|--|--|---------------|
| | | <ul style="list-style-type: none"> College offices are either reduced in occupation and desks positioned/Perspex screens used in order to provide adequate separation or staff are moved to other areas to reduce contact; 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 are encouraged to bring a packed lunch and use the larger dining areas, keeping a suitable distance from other occupants; 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. | | |
| 9. | <p>Spread/contraction of COVID-19 due to insufficient First aid measures or poor arrangements when handling student's medication. 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; | | |

| Hazards and Risks | Existing Control Measures | Risk Level (Very High, High, Medium, Low) | Ongoing Notes |
|-------------------|---|---|---------------|
| | <ul style="list-style-type: none"> • 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; • Staff escorting the individual will be provided with disposable gloves and apron if the 2 metre social distancing rule cannot be maintained • Where the risk of contact with droplets to the face, e.g. from coughing or vomiting, face protection should be provided • The classroom area or workspace the individual leaves will be subject to a hard surface clean with appropriate disinfectant products and all waste double bagged and stored securely for 72 hours before disposal. • Staff or contractors carrying out the area clean should be provided with a minimum of disposable gloves, aprons, mop heads or paper towels. • Where visible contamination, e.g. saliva droplets, is present face protection in the form of mask, goggles or face shield will be provided. • All building users advised re monitoring their own health, reporting of symptoms and self-isolating • Where available, the school will provide individual displaying symptoms with a home testing kit – where the individual is a pupil, the kit will be provided to their parent or carer | | |

| Hazards and Risks | Existing Control Measures | Risk Level (Very High, High, Medium, Low) | Ongoing Notes |
|-------------------|---|--|---------------|
| | <ul style="list-style-type: none"> • 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 • The first aid room will be cleaned frequently and after each use (when first aid care has been provided). • Staff dispensing medication to students should minimise contact and their wash hands before and after dispensing the medication. If required, gloves will be worn by staff when giving medication • Where appropriate, students should take the medication out of the blister packs/bottles then place the unused ones back in the cupboard, etc. <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; | | |

| Hazards and Risks | | Existing Control Measures | Risk Level (Very High, High, Medium, Low) | Ongoing Notes |
|-------------------|---|--|--|---|
| | | <ul style="list-style-type: none"> 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; Maintenance contractors; External Teachers; Inspectors; Delivery personnel | <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; 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; | | <p>Heads of Year to be able to video call if necessary. Note Social Care using Teams Video calls 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"> • 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; However it is recognised that Social Workers / Specialist teachers may need to met with young people individually. Where this is the case a suitable space will be found for them. • 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; • Delivered items will be left outside of the college building for staff to collect. • The number of ITT trainees, supply teachers, peripatetic teachers and volunteers has been reduced where possible; they all receive an induction to inform them of the college's risk assessment and controls to prevent infection risks in | | |

| Hazards and Risks | | Existing Control Measures | Risk Level (Very High, High, Medium, Low) | Ongoing Notes |
|-------------------|--|---|--|---------------|
| | | the college , when pertinent, relevant training is also provided. | | |
| 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. During partial re-opening towards the end of the summer term 2019/20 the College successfully operated a system designed to clean each toilet cubicles' touch points between each use. This is described below. Initially we will endeavour to continue this system in September 2020 wherever possible, but given the significant increase in learner numbers on-site it will be reviewed for feasibility during the opening days, but at the very least toilets touch points will be cleaned in the morning, before and after lunch and at the end of the day. Any change away from the "Post-it note system" will be clearly communicated to staff and learners. 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 | | |

| Hazards and Risks | | Existing Control Measures | Risk Level (Very High, High, Medium, Low) | Ongoing Notes |
|-------------------|--|--|--|---------------|
| | | <p>remove and dispose of the post-it note to indicate the toilet needs to be cleaned again before use.</p> <ul style="list-style-type: none"> • 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. • 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"> • 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; • Flexible and responsive use of teaching assistants and pastoral staff to supervise classes is in place if needed. • Full use is made of testing to inform staff deployment with staff asked to report test finding centrally to HR. | Medium | |
| 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; | Low | |

| Hazards and Risks | | Existing Control Measures | Risk Level (Very High, High, Medium, Low) | Ongoing Notes |
|-------------------|--|---|--|---------------|
| | | <ul style="list-style-type: none"> 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. Good ventilation can help reduce the risk of spreading coronavirus, where possible windows doors (fire doors on automatic release doorguards) will be opened to improve general ventilation through fresh air, when this is not possible, the Premises Manager will look at improving mechanical systems. | | |
| 14. | Hazardous substances management, unsuitable COSHH management and unsafe use of chemicals leading to ill- | <ul style="list-style-type: none"> Suitable storage and management of flammable hand sanitizer is in place; | Low | |

| Hazards and Risks | | Existing Control Measures | Risk Level (Very High, High, Medium, Low) | Ongoing Notes |
|-------------------|--|--|--|--|
| | health, environmental contamination or fire. | <ul style="list-style-type: none"> All chemicals used for the cleaning of school buildings and equipment is COSHH assessed and managed appropriately; 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 points for occupants following social distancing requirements; ➤ Safe exit via the nearest available 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; 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 finish time brought forward slightly to avoid evening peak time. Staff and learners are advised to avoid public transport wherever possible. | High / Medium | Note face masks are compulsory on public |

| Hazards and Risks | | Existing Control Measures | Risk Level (Very High, High, Medium, Low) | Ongoing Notes |
|-------------------|--|---|--|--|
| | | <ul style="list-style-type: none"> If staff or learners wish need to use public transport they must wear face coverings in accordance with government guidelines, and they should observe safe 'donning and doffing' PPE – NHS video / advice https://www.hse.gov.uk/news/face-mask-ppe-rpe-coronavirus.htm Parents will be able to drop-learners off via car The existing limitations on parking on-site for staff will be removed temporarily. 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. | | transport since 15 th June. |
| 16. | Transmission of Covid-19 via food preparation, handling, storage, contact surfaces or packaging. | <ul style="list-style-type: none"> The Kitchen Manager has reviewed and implemented the <u>Guidance for food businesses on coronavirus (COVID-19)</u> The Kitchen Manager has reviewed and implemented <u>FSA guidance on good hygiene practices</u> in food preparation and <u>PHE guidance</u> The HACCP processes and waste disposal arrangements have been reviewed to reduce the spread of coronavirus | | |
| 17. | Spread/contraction of COVID-19 during an educational visit. | <ul style="list-style-type: none"> In line with Government advice, overnight and overseas educational visits will not be carried out during the autumn term A risk assessment – in line with the college's policy will be carried out for non-overnight domestic educational visits. | | |

| Hazards and Risks | Existing Control Measures | Risk Level (Very High, High, Medium, Low) | Ongoing Notes |
|---|---|--|---------------|
| <p>18. Spread/contraction of Covid-19 due not acting appropriately when a case is suspected or confirmed.</p> | <ul style="list-style-type: none"> • If anyone becomes unwell in college with a new, continuous cough or a high temperature they are sent home/their parents or carer are contacted to collect them and they are advised to follow <u>COVID-19: guidance for households with possible coronavirus infection</u> • Parents/Carers are informed that a responsible adult should be on standby in order to collect their child from the college if they become unwell during the college day. The name of the person who will collect the child needs to be provided and recorded for safeguarding • The college has identified the <u>Local Health Protection Team (HPT)</u> so they can be contacted immediately in the case of a case, the HPT details are available to the LT • The college keeps informed of Government and Department for Education guidance and updates • To avoid attendance to the college, remote education plans are in place for learners or groups that need to self-isolate • If the college needs to close temporarily due to a local outbreak it will return to 100% remote learning as was in place immediately before partial re-opening on 15th June 2020. | | |

| <p align="center">ACTION PLAN (Additional Control Measures Required/Recommended Actions)</p> | |
|---|----------------------------|
| Hazards and Risks | <i>Recommended Actions</i> |

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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.