



Covid-19 secure: Risk Assessment and Action Plan

A full risk assessment of the school' facilities and provision has been carried out and will be actioned prior to reopening. The risk assessment will be shared with all staff and relevant parts with students. This document will be reviewed every three weeks in line with government lockdown reviews in the local area.

Risk area	What is the risk?	Who may be at risk?	What is already done/ being done? (& evidence)	What still needs to be done?	By when?
Cleaning - general	Virus transmission	<ul style="list-style-type: none"> • Students • Group leaders • Staff • Visitors 	<ul style="list-style-type: none"> • Frequent cleaning of keyboards, mouse, light switches, door handles, desks, chairs, whiteboards, smart boards and shared teaching resources • Stockpiling of antibacterial wipes, hand sanitizer, hand soaps, disinfectants, paper towels, tissues, rubber gloves, toilet rolls 	<ul style="list-style-type: none"> • All staff to tidy their work area at the end of their shift and wipe down using cleaning products available. • Monthly deep clean which Sean will arrange under the guidance of Maria. 	<p>Daily when in use by individual.</p> <p>Ongoing</p>
Cleaning - in cases of symptomatic individuals on site	Virus transmission	<ul style="list-style-type: none"> • Students • Group leaders • Staff • Visitors 	<ul style="list-style-type: none"> • Areas where symptomatic individuals have been held will be closed to others then cleaned and disinfected • Surfaces which symptomatic individuals have been in contact with will be thoroughly cleaned and disinfected • Areas where symptomatic individuals have passed through will be cleaned • In the event of a blood/bodily-fluid spill, students and staff will be kept away from the area • If an area has been heavily contaminated with bodily fluids, cleaning staff will use protection for the eyes, mouth and nose, as well as wearing gloves and an apron • During shifts, cleaning staff will wash hands regularly with soap and water for 20 seconds, and after removing gloves, aprons and other protection used while cleaning. <p>Management of Blood and Bodily Fluid Spillages</p>	<ul style="list-style-type: none"> • Ensure adequate stocks of disposable gloves, aprons, goggles and face for the Responsible Person and cleaners. • Cleaning station in nominated room. • Any general and cleaning waste from the room to be double bagged and stored securely for 72 hours, then thrown away. 	<p>Ongoing</p> <p>completed</p>

			Decontamination of Reusable Equipment guidance		
HVAC Systems	Virus transmission	<ul style="list-style-type: none"> • Students • Group leaders • Staff • Visitors 	<ul style="list-style-type: none"> • Systems will be assessed prior to reopening to ensure sufficient ventilation and filters will be replaced where necessary 	<ul style="list-style-type: none"> • Assessment of systems • Windows to be kept open during school hours to aid ventilation. • All fire door mechanisms to be checked and batteries replaced. • Training on how to change batteries to other Fire Marshalls • Doors will be propped open where this does not compromise fire safety or safeguarding to aid ventilation 	<p>Completed</p> <p>Ongoing</p> <p>Ongoing weekly check by Facilities team</p> <p>Ready</p>
Hygiene	Virus transmission	<ul style="list-style-type: none"> • Students • Group leaders • Staff • Visitors 	<ul style="list-style-type: none"> • Staff and students will be reminded to wash their hands for 20 seconds more frequently than normal, including on arrival, before and after eating, and after sneezing or coughing • Antibacterial hand sanitiser and cleaning stations will be provided throughout the school • Staff will clear workspaces and bin rubbish at the end of a shift • It is recommended that toilets are to be flushed with lids down to prevent faecal-oral transmission. <p>Best Practice Hand Washing</p> <p>Best Practice Hand Rubbing</p>	<ul style="list-style-type: none"> • Cleaning practices to be featured as part of induction clip issued to students pre-arrival. • Toilets will be cleaned after break and lunchtimes and checked hourly? Signing sheets to be created and stored at reception 	<p>Clip by end of July</p> <p>Sheets ready Rota to be confirmed</p>
Dealing with symptomatic individuals	Virus transmission	<ul style="list-style-type: none"> • Students • Group leaders • Staff • Visitors 	If someone becomes unwell on the premises, and they, have been in, or are connected to someone who has Covid-19 or symptoms, they should:	<ul style="list-style-type: none"> • Cleaning station and disposable gloves, aprons set up in nominated room 	Sean to do this by beginning of August

			<ul style="list-style-type: none"> • Already be self -isolating • Track and trace should have been in contact with them • If this is only evident on arrival in school <p>They should use their own mobile phone to call either:</p> <ul style="list-style-type: none"> • for NHS advice: 111 • for an ambulance, if they're seriously ill or injured or their life is at risk: 999 <p>They should tell the operator:</p> <ul style="list-style-type: none"> • their symptoms • which country they have come from in the last 14 days <p>The nominated 'Responsible Person' at the school should also contact the local Public Health Protection team on 111.</p> <p>Under 18s</p> <ul style="list-style-type: none"> • If the person is a child, a staff member will be asked to volunteer to supervise the child (probably be the person who has spent most time with the child that day) • The Responsible Person will contact NHS 111 (or 999 in emergencies) on behalf of the child and also contact parents • The child will use a separate bathroom which will be cleaned after use¹ • The member of staff who has assisted the student showing symptoms does not need to go home unless they develop symptoms themselves • They will wash their hands thoroughly for 20 seconds with normal household products 	and by first aid provisions on each floor	
--	--	--	--	---	--

¹[Coronavirus \(COVID-19\): guidance for educational settings - GOV.UK](https://www.gov.uk/guidance/coronavirus-covid-19-guidance-for-educational-settings)

			<p>after any contact with an unwell student or colleague²</p> <ul style="list-style-type: none"> • If there is a confirmed case of Covid-19 during provision, guidance will be taken from the local Public Health Protection team. They will discuss the case, identify others who may have been in contact with the affected person, prepare a risk assessment, and advise on any further actions or precautions that need to be taken. <p>Accommodation</p> <p>In the event of a student or host(s) showing symptoms or testing positive:</p> <ul style="list-style-type: none"> • The host agency will be informed • Hosts will need to isolate together with students. <p>Where a student in residential accommodation shows symptoms of coronavirus:</p> <ul style="list-style-type: none"> • The student will need to isolate in the room • Meals and extra linens should be brought to the room • Cleaning should not take place in the room during the self-isolation period • Extra bin bags should be provided for the student. 		
First Aid			<ul style="list-style-type: none"> • Adequate first aid cover will be arranged • First Aiders to update HR and Facilities when not on site, for them to make alternative cover arrangements with other staff members and to update notices of who is First Aid trained and when they are in work. • In the event of a symptomatic individual in need of resuscitation, first responders will follow guidance from the UK government 	<ul style="list-style-type: none"> • First Aiders to have reviewed UK government guidance (COVID-19: guidance for first responders - GOV.UK) by the end of July. Copy of guidance printed and to be stored in nominated room ready to be followed when dealing with a symptomatic individual. 	Ongoing

²[Coronavirus \(COVID-19\): guidance for educational settings - GOV.UK](#)

			COVID-19: guidance for first responders - GOV.UK		
Induction	Virus transmission	<ul style="list-style-type: none"> ● Students ● Group Leaders ● Staff 	<ul style="list-style-type: none"> ● Induction to be made available pre-arrival. Students to be sent and watch the induction clip prior to arrival ● Students to be tested pre-arrival so they can be classed immediately to reduce risk. ● E book available to download. Students are encouraged to bring a tablet/notebook to use during their studies. 	<ul style="list-style-type: none"> ● Marketing video filmed and edited ● To be issued to students as part of pre-arrival information either directly or via ETOs the week before arrival. 	End of July
Entrances/Exits	Virus transmission	<ul style="list-style-type: none"> ● Students ● Group Leaders ● Staff ● Visitors 	<ul style="list-style-type: none"> ● Arrival / departure times will be staggered to reduce crowding in and out ● The main front door will be unlocked at the beginning of the day to ease flow of students and staff and to minimise the touching of surfaces. ● Extra personnel at the main entrance to manage transitions on induction day. ● Lunch times/break times will also be staggered to reduce contact between students within the school ● One-way flow routes will be implemented throughout the school where possible ● Separate entry and exit points will be implemented when students return to the building. ● Hand cleaning facilities will be provided at entry and exit points 	<ul style="list-style-type: none"> ● Marketing video for induction and navigating around the building to be issued to students pre arrival/return to work highlighting new systems ● Staff to have an induction on their first day back. ● Signs/arrows throughout to mark ● Hand cleaning facilities by main exit ● Door handles and surfaces to be cleaned and disinfected regularly. 	
Corridors/Stairwells	Virus transmission	<ul style="list-style-type: none"> ● Students ● Group leaders ● Staff ● Visitors 	<ul style="list-style-type: none"> ● Stairwells will be separated use to manage traffic flow. The main stairwell by entrance to go up to the first floor and top floor, staircase on the left side of the building to go down and exit the building when students return to the building. ● Handrails will be wiped after arrival and throughout the day., breaks and lunchtimes 	<ul style="list-style-type: none"> ● Signs/arrows throughout to mark 	In process and will be completed by the end of July

Offices	Virus transmission	<ul style="list-style-type: none"> ● Students ● Group leaders ● Staff ● Visitors 	<ul style="list-style-type: none"> ● Office layouts have adequate space to allow for social distancing. Where they can be, desks are positioned by windows. ● Rota system will plan for the minimum number of people needed on site and staggered start times where possible. ● Online meeting tools will be used to avoid face-to-face meetings ● Employees will be assigned specific floors/rooms to reduce rotation ● Employees in offices will work with at least a 2m distance from one another. ● Floor tape will demarcate areas to help employees keep to a 2m distance ● Hot desking no longer available ● Shared office equipment (staplers, pens, tape, calculators, etc.) use will be limited ● Hand sanitiser will be provided in all rooms and extra cleaning products will be provided to wipe down desks at the end of the day. 	<ul style="list-style-type: none"> ● Sign outside offices requesting students to wait outside the room until they're called if two students are already in the office (also shown on marketing clip pre induction) ● Office doors and windows to remain open when possible to encourage ventilation and limit the touching of door handles ● On return to work, staff to check they have adequate office equipment to avoid sharing. ● Staff are to tidy and clean their desks and work area to enable the cleaning team to thoroughly clean their work space at the end of the day. 	
Reception	Virus transmission	<ul style="list-style-type: none"> ● Students ● Group leaders ● Staff ● Visitors 	<ul style="list-style-type: none"> ● Perspex screen for Reception desk ordered ● Thermo camera installed ● A 'Virtual Reception' will be implemented - homestay change requests, level change requests etc. will be done via, Zoom ● Course evaluation online only, admin requests online for bank letters etc ● There will not be a lending service of books etc until 2021 ● Student numbers in reception area will be restricted and there will be signs indicating where they should stand ● Outside areas will be used for queuing (where weather conditions allow) ● Clear guidance will be provided to students pre and on arrival ● Appointment system set up with reception for the Academic office staff and admissions 	<ul style="list-style-type: none"> ● Floor stickers to highlight where students are to stand to maintain social distancing ● Signs/arrows for traffic flow ● Signs at entrance to inform that temperature will be taken and shown on a monitor ● Consent form and privacy policy updated for staff, students and visitors to include information about temperature being taken 	

			<p>so there will only be 2 students at any one time in any office.</p> <ul style="list-style-type: none"> Other staff also to use appointment system to manage visitors and ETOS to the building and they can also be sent an online overview for staff about the COVID 19 measures in place. 	<p>on arrival everyday at the school.</p> <ul style="list-style-type: none"> Cover DVD/library with logo paper (the lending of books and dvds is currently prohibited) Marketing clip played on repeat to show new processes Extra personnel at the main entrance to manage transitions Sofa to be moved to back wall behind the camera as students will be unable to meet or wait at reception. 	
Dining Halls/Canteens	Virus transmission	<ul style="list-style-type: none"> Students Group leaders Staff Visitors 	<ul style="list-style-type: none"> Seating and tables will be reconfigured to maintain spacing and reduce face-to-face interactions Kitchen access will be restricted to as few people as possible Interaction between kitchen staff and other staff will be restricted Access to walk-in pantries, fridges and freezers will be restricted to one person at a time Contactless card payments will be used. 		
Common Room and cafe	Virus transmission	<ul style="list-style-type: none"> Students Staff Visitors 	<ul style="list-style-type: none"> Social distancing observed during breaktime through minimised seating areas. Shared equipment (consoles, television, ping pong table) will not be available. 	<p>To consult with café staff and check requirements for reopening as stipulated by Local Authority</p> <p>Extra seating and furniture to be removed and stored in rooms 15 and 16 to allow for social distancing. Stickers on sofas.</p> <p>Signs for one way system in and out of the common room.</p>	

				Signs for where to seat to be placed Water dispenser to be replaced with one with pedal action	
Study Centre	Virus transmission	<ul style="list-style-type: none"> • Students 	<ul style="list-style-type: none"> • Shared equipment will not be available. Allocated space for students to use their own equipment. At their own risk 	<ul style="list-style-type: none"> • No storage available 	
Deliveries/ Collections	Virus transmission	<ul style="list-style-type: none"> • Students • Staff • Visitors 	<ul style="list-style-type: none"> • Times will be scheduled for the collection of goods • Load will be done without interacting with driver • Contact will be minimised during exchange of documentation. 		
Testing (and tutorials)	Virus transmission	<ul style="list-style-type: none"> • Students • Group leaders • Staff • Visitors 	<ul style="list-style-type: none"> • Conduct tests online prior to arrival (totally or partially) • 2m distance will be maintained between tables/desks • Level up tests online only • Staff and students to sit at 90degree angles rather than face to face during speaking tests but online where possible prior to arrival 	Agreed with academic team, time slot slots on a rota that all staff will have access to.	
Inductions	Virus transmission	<ul style="list-style-type: none"> • Students • Group leaders • Staff • Visitors 	<ul style="list-style-type: none"> • Social distancing in to be implemented in common spaces where presentations/ inductions take place • Desks/ chairs will be spaced 2m apart • Social distancing guidelines will be included in induction - these will be demonstrated, and concept checked • Electronic paperwork will be used where possible (eg. collecting student emergency contact details) • Students will show passports visually and email copy to staff. 		
Staff room	Virus transmission	<ul style="list-style-type: none"> • Staff 	<ul style="list-style-type: none"> • Each floor will have its own breakout room for the staff working on the floor. 	Designated rooms to be assigned and notified prior to employees' return	

			<ul style="list-style-type: none"> Staff who wish to bring in their lunch to also bring in their own (disposable) equipment such as crockery and cutlery which can be taken home and washed so to not share cleaning sponges. 		
Prayer room	Virus transmission	<ul style="list-style-type: none"> Students Staff 	<ul style="list-style-type: none"> Social distancing to be implemented, only 1 or 2 people at a time 	This will need to be checked and cleaned regularly by facilities staff.	
Teacher's Preparation Room	Virus transmission	<ul style="list-style-type: none"> Students Group leaders Staff Visitors 	<ul style="list-style-type: none"> 2m distance will be maintained between desks/tables/chairs Teachers meetings will be held online Limits will be put on the amount of shared resources (eg. course books) that can be taken home Teachers will be encouraged to prepare lessons at home Sharing of stationery and other equipment will be reduced Shared materials and surfaces (eg. printer, scanner, tables, guillotine handles) will be frequently cleaned and disinfected 	<p>Stickers/signs on screens for not in use and for assigned work spaces.</p> <p>Computers in use to be wiped down after by the staff member using them.</p> <p>Remove extra furniture/chairs</p> <p>On return to work, staff to check they have adequate stationery to reduce sharing</p>	completed
Classes	Virus transmission	<ul style="list-style-type: none"> Students Staff Visitors 	<ul style="list-style-type: none"> Class sizes will be reduced Break times will be staggered to reduce pressure on the break rooms, 'Class bubbles' will be grouped for when students level up Students will be kept in the same small groups A reduced number of teachers will be assigned to each class Classrooms mainly in use will be situated on the ground and first floor. For larger class sizes, rooms 27 and 28 and 40 and 41 have been merged to create to large class rooms. Rooms 40 and 41) just to be used. Classes will be allocated to a specific classroom Students will be assigned a specific table 	<p>Classrooms in use to have:</p> <ul style="list-style-type: none"> Desks measured to be 1+m apart <p>Staff are to tidy and clean their desks to enable the cleaning team to thoroughly clean their desk area at the end of the day.</p>	This has been done in all ready to use classrooms

			<ul style="list-style-type: none"> • Sitting positions will be 1m+ apart. • Classroom doors and windows to remain open when possible to encourage ventilation and limit the touching of door handles • 'Cleaning Stations' will be available in class (spray, tissues/roll) and teachers to wipe down their desks at the end of the class. 		
Welfare	Virus transmission	<ul style="list-style-type: none"> • Students • Staff 	<ul style="list-style-type: none"> • Students will be able to have online meetings with welfare staff. Can book the use of Room 25 for privacy if required to communicate with them Facilities to ensure room cleaned after each visit. 	Designate and signpost for welfare privacy room. For other welfare issues large room on ground floor is available room 16	
Homestays	Virus transmission	<ul style="list-style-type: none"> • Students • Group leaders • Hosts 	<ul style="list-style-type: none"> • Hosts in high risk groups will be identified will not be used until transmission rate reduces • Students who may be in higher risk groups will be identified at booking stage and will be allocated accommodation accordingly • Single room (ie. no twin share) options only in the short term - unless students are related or from the same household. 		
Homestay Inspections	Virus transmission	<ul style="list-style-type: none"> • Students • Group leaders • Staff 	<ul style="list-style-type: none"> • For existing hosts, checks will be conducted online • For any new hosts, face to face visits would be necessary, with social distancing and hygiene protocols in place • Prospective hosts will be informed ahead of a visit that a 2m distance should be kept • Prospective hosts should leave all internal doors open • The inspection will be limited to no more than 15 minutes. 		
Residences	Virus transmission	<ul style="list-style-type: none"> • Students • Group leaders • Staff 	<ul style="list-style-type: none"> • Guidelines will be provided for students - eg, kitchen rotas to reduce contact in kitchen areas • Crowded reception areas will be managed - stagger check-in and check-out times, maintain 2m distance through tape/barriers 		

Staffing	Virus transmission	<ul style="list-style-type: none"> ● Students ● Group leaders ● Staff 	<ul style="list-style-type: none"> ● Staff in the 'shielding' category will be reviewed after 1st August ● The minimum level of staff needed to deliver provision will be onsite at any one time ● 'Single points of failure' - where only one specific person is able to complete a particular job/function. Where these are identified, consideration will be given to training other staff members prior to re-opening ● Staff who are showing symptoms of coronavirus must not come to work ● We have more DSL and Fire Marshalls than required so can operate even if staff have to self-isolate. ● Safer recruitment will be in place for staff and accommodation providers in regulated activity ● Where staff have been furloughed, they will be given clear guidance on all virus control measures before starting. 		
----------	--------------------	--	--	--	--

Critical Systems	Virus transmission Health & safety risk Fire Legionnaires Disease	<ul style="list-style-type: none"> • Students • Group leaders • Staff 	<ul style="list-style-type: none"> • Kitchens have been deep cleaned and any out of date food has been discarded. • Prior to reopening, the condition of: <ul style="list-style-type: none"> <input type="checkbox"/> plumbing and water, <input type="checkbox"/> gas, electricity/electrical systems, <input type="checkbox"/> alarm systems, <input type="checkbox"/> call points, fire alarms, fire extinguishers, <input type="checkbox"/> ventilation and air conditioning systems, <input type="checkbox"/> waste and recycling systems, <input type="checkbox"/> IT systems, and <input type="checkbox"/> other critical infrastructure <p>will be checked to make sure it meets health and safety standards.</p> <ul style="list-style-type: none"> • Fire safety systems will be checked prior to reopening, • Fire extinguishers will be checked to ensure they are in date. Where the inspection date has been exceeded, they will be inspected prior to reopening. • While the site is idle, waste will not be allowed to accumulate in order to reduce the risk of arson and vandalism. • Fire extinguishers will not be used to prop open doors • Fire doors will not be propped open 	Facilities to check the conditions of systems prior to opening Facilities Manager and Buildings Manager to do walk round. Buildings Manager on duty every weekday morning.	August
Fire Evacuations	Virus transmission	<ul style="list-style-type: none"> • Students • Group leaders • Staff 	<ul style="list-style-type: none"> • Where a Fire Marshal is working from home or self-isolating a suitable staff member will be identified to fill the role <p>Social distancing will be maintained at assembly points</p>	Fire Marshals to update HR and Facilities when not on site to make alternative arrangements and check there is appropriate cover in place	Ongoing
Sports	Virus transmission	<ul style="list-style-type: none"> • Students • Group leaders • Staff 	<ul style="list-style-type: none"> • Sports to be suspended for the time being due to not being able to maintain social distancing and sharing equipment • When resumed, goalkeeper gloves, etc. will be cleaned after use 		

			<ul style="list-style-type: none"> • Students will be advised not to expectorate on pitches/ playing surfaces (the threat of yellow/ red cards or sin binning will be used as a deterrent) • Students will be advised not to high five/ embrace after scoring, after games etc. 		
Excursions	Virus transmission	<ul style="list-style-type: none"> • Students • Group leaders • Staff 	<ul style="list-style-type: none"> • Venue risk assessments and social distancing measures will be acquired prior to a visit - these will be factored in to our own risk assessment and guidance for staff and students • Discussions will be held with your transport supplier on their social distancing and cleaning measures • Coronavirus (COVID-19): safer travel guidance for passengers will be used to guide activity staff leading excursions on public transport • Students will be advised to clean hands after using public transport • Travel will be scheduled to limit exposure to large crowds and rush hours • Pick-up and drop-off will be reviewed to reduce crowding at one point • Staff will not share face masks with each other or with students (e.g. where a face mask is required to enter a venue and a student or colleague does not have one). 	<p>Students to be notified when booking/pre arrival information/in induction clip to bring a face covering with them as it may be required on public transport and to enter certain venues.</p> <ul style="list-style-type: none"> - Live FAQ document has now been developed and is being circulated to students and ETOs 	