

COVID 19-RISK ASSESSMENT

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| Assessors: Siobhan Hearne, Principal Pete Underwood, Estates Manager Rachel Kitchen, Health and Safety Consultant, Essential Safety | | Site: The Latimer Arts College, Castle Way, Barton Seagrave, Kettering, Northants, NN15 6SW | |
| | | Initial Assessment Date: July 2020 | |
| Review Dates: | Live document | Under constant review | Formal Review Monday 12 April 2021 |

- This Risk Assessment has been developed in line with guidance from the Government, DfE, Public Health England and NHS guidance.
- Staff are required to work to their normal risk assessments and method statements but with the addition of the controls outlined in this risk assessment.
- Contractors are required to work to normal working risk assessments and method statements but with the addition of the controls outlined in this risk assessment.
- Parents and carers and visitors are expected to work to the pre-existing risk assessments within the College but with the addition of the controls outlined in this risk assessment.
- A strict hygiene regime is in place at the College, including bacterial (alcohol based) hand washing and PPE where necessary.

Please Note:

- Personal risk assessments for individual staff will be completed alongside this risk assessment as required.
- This risk assessment is a live document that will be reviewed for its validity as and when more specific pandemic information becomes available.

1. Travelling to and departing from the College site

We have assessed how staff and students will travel to and from the College taking into account the possible precautions detailed below.

| Persons at Risk | Possible Precautions | Actions Taken |
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| Staff Students Parents/Carers | <p><i>Consider which, if any, staff need to work at or visit the site.</i></p> <p><i>Discourage staff from using public transport where possible.</i></p> <p><i>Encourage staff to cycle or walk to work where practical and safe to do so.</i></p> <p><i>Consider the risks and practicalities of staff cycling or walking in inclement weather. If necessary, adjust working patterns accordingly.</i></p> <p><i>If the use of public transport is unavoidable, review working patterns to avoid peak times.</i></p> <p><i>Provide guidance to staff who have no option other than using public transport:</i></p> <ul style="list-style-type: none"> • <i>Purchase e-tickets or use contactless methods where possible</i> • <i>Wear face coverings on all public transport and in enclosed public spaces</i> • <i>Carry anti-bac wipes and/or hand sanitiser</i> • <i>Maintain social distancing of 2 metres</i> • <i>Wipe tables or trays when finding a seat</i> • <i>Avoid eating, drinking or touching the face while travelling</i> <p><i>If two or more staff need to travel together in vehicles:</i></p> | <p>The majority of our staff travel to the College via their own vehicle and will park on site. We have discouraged staff from using public transport and travelling together where possible.</p> <p>If staff are required to use public transport the following guidance has been issued:</p> <ul style="list-style-type: none"> • Purchase e-tickets or use contactless methods where possible • Wear face coverings in enclosed public spaces • Carry anti-bac wipes and/or hand sanitiser • Maintain social distancing of 2 metres • Wipe tables or trays when finding a seat • Avoid eating, drinking or touching the face while travelling • Do not use any school equipment whilst on public transport <p>If two or more staff need to travel together in vehicles the following guidance has been issued:</p> <ul style="list-style-type: none"> • Travel with windows open where possible • Do not face each other • Wear face coverings • Clean the inside of the vehicle regularly, particularly regular touch points (handles, steering wheel etc) |

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| | <ul style="list-style-type: none"> • <i>Encourage them to remain in teams and avoid crossover with other groups,</i> • <i>Travel with windows open where possible,</i> • <i>Do not face each other,</i> • <i>Clean the inside of the vehicle regularly, particularly regular touch points (handles etc).</i> <p><i>Consider measures to accommodate staff whose journey times might be increased, such as adjusting shifts or rotas.</i></p> <p><i>Consider arrangements for storage of additional cycles, clothing, helmets and accessories used by staff.</i></p> <p><i>Review parking capacity and arrangements to allow for additional staff traveling by car and/or alone.</i></p> <p><i>Consider staggering arrival and departure times to minimise congestion at entrances and exits.</i></p> | <p>Only parents/carers of students with identified needs, such as mobility issues, are permitted to access the College site to drop off and pick up. Unless there are exceptional circumstances, these parents and carers will not be permitted to enter the College buildings.</p> <p>Students are encouraged to walk or cycle to College.</p> <p>Provided school transport has been organised with relevant control measures in place and shared with parents and carers by the Local Authority. The College will reinforce this.</p> <p>For students who travel on the dedicated school bus service, as it is not possible to ensure that students do not mix with others in different year groups:</p> <ul style="list-style-type: none"> • The use of hand sanitiser upon boarding and/or disembarking is encouraged • The disembarkation in the morning and the embarkation at the end of the College day is supervised to ensure that it is organised • Distancing within the bus is encouraged • The use of face coverings is required • Staff will ensure that face coverings are being worn on embarkation <p>If students need to use public transport the following guidance has been issued:</p> <ul style="list-style-type: none"> • Where possible, use the dedicated buses for children (those with a C after the number) • Try to travel at an off-peak time and if necessary, arrive at school early to support this • Purchase e-tickets or use contactless methods where possible • Wear face coverings • Carry anti-bac wipes and/or hand sanitiser if possible • Maintain social distancing of 2 metres • Avoid eating, drinking or touching the face while travelling <p>Student arrival at school is naturally staggered, with students generally arriving from approximately 7.45am – 8.30am. Students are expected to report to their year group zone immediately on arrival.</p> <p>Staggered year group departures are in place.</p> <p>Staff will not transport students home in their cars under any circumstances.</p> |
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2. Moving in and around the College and its buildings

We have assessed the possibility of staff/students and visitors contracting Covid-19 from contaminated areas and have taken into account the possible precautions detailed below.

| Persons at Risk | Possible Precautions | Actions Taken |
|---------------------------|--|---|
| <p>Staff Students</p> | <p><i>If possible, increase entry and exit points to disperse people at busy times</i></p> <p><i>Review signing in procedures, including the use of pens, registers and other touch points.</i></p> <p><i>Review the need for touch pads or keypads at entry points. If unavoidable, arrange frequent cleaning, provide anti bac wipes and provide facilities for users to wash or sanitise their hands after use.</i></p> <p><i>Consider one-way systems, particularly where there are narrow routes.</i></p> <p><i>Identify pinch points and hotspots where people could pass within 2 metres of each other – rearrange as necessary.</i></p> <p><i>If necessary, provide floor-markings, signage and distancing markers.</i></p> <p><i>Review the use and capacity of lifts – reduce the maximum number of users if necessary.</i></p> <p><i>Review induction arrangements for any new/temporary staff.</i></p> | <p>Students and staff will be encouraged to wear face masks in communal areas where social distancing cannot be observed, such as corridors and rest spaces.</p> <p>It is currently recommended that face masks are worn in the classroom where social distancing cannot be maintained.</p> <p>Face coverings do not need to be worn in PE or Dance lessons if this will impact on student and staff ability to take part in exercise or strenuous activity.</p> <p>Face coverings do not need to be worn in outside areas.</p> <p>Face coverings can be removed when eating or drinking.</p> <p>Staff and students have been briefed about the protocols for this and for the safe wearing and storing of face coverings. The wearing of visors will be an additional control measure and visors will not be used to supplement masks in these circumstances. However, where there are specific health concerns, visors will be permitted as an alternative to face coverings, rather than no face covering at all to at least allow for some degree of protection.</p> <p>Each year group is housed in a separate zone (learning centre) across the College, including for breaks and lunchtimes in order to minimise movement around the College site. Students are encouraged to maintain distance within their zone when not in classrooms.</p> <p>A single breakfast provision is on offer in Picassos, our dining facility. As there will be cross-year group mixing, the following protocols will be in place:</p> <ul style="list-style-type: none"> • Students wishing to buy breakfast must not arrive at Picassos before 8.00am • If students arrive in College earlier than this, they must wait in their own Learning Zone until 8.00am • A one-way system will operate for entry and exit • A member of staff will supervise entry to Picassos ensuring that all students sanitise their hands on entry and departure • All students MUST wear face masks when in Picassos • Students must return straight to their learning zone to eat their food <p>There is limited access to teaching rooms within a year group zone by students outside of that year group, but where this does take place, students will use an external entrance / exit. In addition to this, rooms will be cleaned following use.</p> |

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| | | <p>Staff are encouraged to use the InVentry sign in/out app to reduce the need to use the sign in machines. Where this is not possible, staff use their badges to sign in to prevent the need to touch the monitor. Where the monitor is touched, the relevant receptionist will wipe the surface after use.</p> <p>Staff circulate around the site and are encouraged to stay two metres apart from others where possible when doing so. In some areas, yellow pathways have been installed to support with staff remaining two metres from students.</p> <p>Students are not required to socially distance when using toilet facilities but year groups have been allocated their own toilets and students are encouraged to use a 'one in, one out' system.</p> <p>For staff toilets, to ensure toilets do not become over crowded, a one person in/one person out system is in place with signage installed for each facility.</p> <p>Most teaching and learning resources are housed in the relevant year group zone so that they are easily accessible and do not need to be transported around.</p> <p>Staff have been provided with trolleys to transport their personal teaching and learning resources. Staff are permitted to wear suitable footwear given their high circulation around the College site.</p> <p>All staff are reminded about routine health and safety such as heavy lifting and being aware of trip hazards.</p> <p>Timetabling takes into account students who need to routinely use a lift. Where possible they are timetabled into rooms on the ground floor. However, as students are in zones, this is not always possible. Where a lift is used, only one person will be in there at a time, unless a chaperone is needed. Where a chaperone is needed, the two people in the lift stand as far apart as they can and stand back to back. Face masks should be worn.</p> |
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3. Classrooms and Face to Face Support

We have assessed the possibility of staff/students and visitors contracting Covid-19 from contaminated areas and through interaction with others and have taken into account the possible precautions detailed below.

| Persons at Risk | Possible Precautions | Actions Taken |
|-------------------|---|---|
| Staff Students | <p><i>If possible, increase entry and exit points to disperse people at busy times</i></p> <p><i>Provide additional hand washing facilities or sanitising stations at entry points.</i></p> <p><i>Instruct staff and visitors to wash their hands on arrival.</i></p> <p><i>If necessary, provide floor-markings, signage and distancing markers.</i></p> | <p>Staff have been instructed not to enter the College if they, or any member of their household, are displaying symptoms of or have tested positive for Covid-19.</p> <p>Students have been instructed not to enter the College if they are displaying symptoms of or have tested positive for Covid-19 or if someone in their household has symptoms of or tests positive for Covid-19. This information is routinely given to students and their parents and carers as part of College fortnightly newsletter.</p> |

Review the use and capacity of lifts – reduce the maximum number of users if necessary.

Nominate key staff with specific responsibilities and duties.

Regularly monitor Government guidance, and issue regular bulletins and updates to staff.

Ensure that only staff who cannot work from home attend the premises.

If staff must attend the work premises, review work patterns, rotas and shifts to minimise the number of people who come into contact with each other.

Review procedures for job-sharing and handovers – arrange remote or virtual handovers where possible.

Ensure that waste bins etc are emptied regularly.

Consider non-touch bins (pedal bins etc.).

Review cleaning regimes. Introduce additional cleaning of access control points, door handles, handrails, taps, toilets, telephone handsets, keyboards, and other frequently-touched surfaces.

Provide facilities for waste to be double-bagged and quarantined for 72 hours before disposal.

Encourage good housekeeping and clear desks so that surfaces can be cleaned.

Review procedures for cleaning and estates staff. Provide additional gloves and PPE if necessary.

Encourage staff to discuss any concerns with their line manager, particularly if they have any underlying health issues or concerns regarding at-risk family, relatives and cohabiters.

Consider risks to any staff who might be at increased risk due to weakened immune systems or other health issues.

Develop procedures for responding to a member of staff reporting that they have developed coronavirus symptoms at work, and ensure that they communicated to all necessary staff.

Review emergency and evacuation procedures to check that they are not compromised by COVID-19 adjustments and arrangements.

No staff or student should enter the College if they have been informed they should isolate by the NHS Test and Trace Service.

Staff and students who have been identified a clinically extremely vulnerable (CEV) will be on site, unless medical evidence suggest otherwise. Additional control measures will be put in place where reasonable and practical to support CEV individuals.

Where possible, those non-teaching staff whose roles are office based should not circulate around the College unless it is absolutely necessary to do so.

All staff have been encouraged to use non-face to face communication with others on site such as the telephone, email or Microsoft Teams.

Within classrooms it is not necessary for students to be socially distanced but all desks face the front of the classroom. Two-metre zones have been marked out at the front of classrooms to support with staff socially-distancing from students. There are some subjects, such as practical lessons, where a member of staff needs to move out of this zone for an extended period to offer specific feedback to students. This will be kept to a minimum.

Unnecessary items have been removed from teaching spaces to create more space and to aid cleaning.

All students remain within their allocated year group zone, with each group being separate from other student groups. On the limited occasions where cross group use of classrooms is needed, students enter and exit by an external door and the rooms are cleaned when they depart. A staggered arrival and departure time from the zone is in place to avoid the year groups overlapping.

In order to support ventilation, doors and windows are propped open as students enter the buildings and classrooms for the start of Lesson 1. They are left open as much as possible, weather and temperature permitting, but are routinely propped open at lesson changeovers and breaks and lunchtimes.

Shared resources are minimised. Students are expected to supply their own pens, pencils etc. Additional equipment is available and if issued to a student, they are kept by the student and not shared with others. Textbooks have been provided for each year group zone and are not be shared across year groups.

On arrival on site, all staff and students must sanitise clean their hands. It is not considered practical for all students to wash their hands but those who wish to do so may.

There is a prescribed hand sanitising regime for students. Hand sanitisers have been provided in each classroom to support this. Staff are encouraged to sanitise their hands routinely.

Students are issued with tissues at the start of the school day. At the start of all subsequent teaching sessions a check will take place to ensure that they have a tissue. If they do not, a new one will be issued and students are encouraged to 'Catch It. Bin It. Kill It.'

Bins are provided in all locations for the disposal of Covid-19 waste such as tissues, paper towels and gloves and these are emptied on a daily basis, or more frequently if required.

Staff have been provided with cleaning materials so that they can clean the teacher desk, projector remote control and any other relevant surfaces on arrival at a classroom and in offices.

Cleaning contractor, Maxim, have been informed of the cleaning regime and all areas used by staff and students to ensure cleaning of these areas is suitable and sufficient.

If a student or member of staff develops symptoms on site, government guidance will be followed. In the first instance the person will be isolated in a dedicated room, with a dedicated toilet, until they are able to leave. The room will then be cleaned.

Staff will not transport students home in private cars under any circumstances.

Revised evacuation procedures have been devised for each teaching space and these are displayed in the relevant area.

Timetabling takes into account students who need to routinely use a lift. Where possible they are timetabled into rooms on the ground floor. However, as students are in zones, this is not always possible. Where a lift is used, only one person will be in there at a time, unless a chaperone is needed. Where a chaperone is needed, the two people in the lift stand as far apart as they can and stand back to back. Face masks should be worn.

Due to our allocation of specific learning zones, our Science laboratories are 'dual use'. This means that they will be used by non-specialists to deliver a range of curriculum subjects. In order to ensure health and safety, the following procedures will be in place:

- No Science specific equipment will be stored in the room, with the exception of plastic equipment, which will be in a locked cupboard. If any is found this

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| | | <p>should be reported immediately to the Science Technicians who will arrange for it to be removed.</p> <ul style="list-style-type: none"> Any evidence of spillages of chemicals on the tables, benches or floor will be reported immediately. The gas taps and hot water supply will remain isolated unless the room is in use as a Science laboratory, with a subject specialist. Students' coats and bags will be stored in the units provided. Students should routinely remain seated. If students need to leave their seats, the teacher should ensure that <ul style="list-style-type: none"> Students do not touch the gas taps or electrical sockets Students do not use the water taps or sinks Students do not attempt to open any drawers or cupboards As there may be some limited use of chemicals from time to time, no eating or drinking (including water) is permitted in the laboratories. Students who wish to have a drink should do so at the designated break times in areas outside of the laboratories. <p>Peripatetic music lessons will take place as follows:</p> <ul style="list-style-type: none"> A suitable venue has been allocated so that students can access this via an external door. All students have been briefed on the route. Peripatetic teachers have been provided with the same cleaning material as College staff and collect this from Visitors' Reception on arrival to the College Peripatetic teachers will wipe down all surfaces and ventilate the room following each session Students will sanitise their hands on arrival and departure Whenever practically possible, face masks will be worn Students will leave instruments in their Learning Zone in the care of the Student Support Officer |
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4. Parents and carers and visitors attending the College site

We have assessed the possibility of parents and carers and visitors contracting or spreading Covid-19 from contaminated areas and through interaction with others and have taken into account the possible precautions detailed below.

| Persons at Risk | Possible Precautions | Actions Taken |
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| Staff Students Parents and Carers Visitors | <i>Implement an "Essential Meetings only" Policy. Postpone or cancel meetings or gatherings which could create unnecessary contact. If meetings are unavoidable, ensure 2-metre distancing throughout. Instruct staff to follow good hygiene practices (Hand washing etc), and issue regular reminders. Display instructions, posters and notices. Provide information on company websites/intranet sites.</i> | Parent and carers and visitors are asked not to enter the College if displaying symptoms of Covid-19. All direct face to face parental contact will be avoided where possible and safeguarding allows and parents and carers will be asked not to enter College buildings. Staff have been encouraged to hold meetings via telephone or video calls where practical. Only parents/carers of students with identified needs, such as mobility issues, are permitted to access the College site to drop off and pick up. Unless there are |

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| | <p><i>Ensure plentiful supplies of hand soap etc within wash rooms. Review stocks and procurement arrangements in anticipation of increased demand and reduced supply.</i></p> <p><i>If necessary, introduce additional sanitising stations at key locations.</i></p> | <p>exceptional circumstances, these parents and carers are not permitted to enter the College buildings.</p> <p>Student arrival is naturally staggered, with students generally arriving from approximately 7.45am – 8.30am. Students are expected to report to their year group zone immediately on arrival.</p> <p>Visitors to the College are discouraged where possible, but at the very least, invited onsite after the students have left where possible. Where it is essential for a visitor to be on site during the College day hand sanitising and social distancing will be imposed. Visitors must wear face masks.</p> <p>All service/maintenance/site visits will be scheduled to avoid times when students are on site and will only take place if the current lockdown rules allow. Contractors will only be used for essential work in these periods, with hygiene and social distancing measures in place. Separate arrangements will be in place for deliveries. These members of the public will wear face masks when on the College site.</p> |
| <p>5. Contractors attending the College site</p> | | |
| <p>We have assessed the possibility of contractors contracting or spreading Covid-19 from contaminated areas and through interaction with others and have taken into account the possible precautions detailed below.</p> | | |
| <p>Persons at Risk</p> | <p>Possible Precautions</p> | <p>Actions Taken</p> |
| <p>Staff Students Contractors</p> | <p><i>Postpone or reschedule contractors where practical.</i></p> <p><i>Review arrangements for non-essential scheduled contractor visits.</i></p> <p><i>Consider rescheduling if practical.</i></p> <p><i>Review maintenance and testing regimes – reschedule non-essential maintenance and servicing if safe to do so.</i></p> <p><i>Schedule maintenance work and contractors outside normal working hours to reduce contact with staff.</i></p> <p><i>Send out communications to contractors in advance where practical.</i></p> <p><i>Review signing in and induction procedures for visitors and contractors.</i></p> <p><i>Consider introducing health questionnaires and self-declaration forms for contractors.</i></p> <p><i>Ensure that contractors are aware of current hygiene requirements.</i></p> <p><i>Provide hand sanitiser at signing in and/or require contractors to wash their hands on arrival.</i></p> <p><i>Review reception area layouts, remove unnecessary furniture and displays to create additional space.</i></p> <p><i>Regularly clean down surfaces which contractors may have touched.</i></p> <p><i>Consolidate deliveries where possible.</i></p> <p><i>Review delivery/goods in points to minimise contact. Arrange drop-offs where possible.</i></p> | <p>Contractors will only be permitted on site if the current lockdown rules permit. They will be instructed not to enter the College if they are displaying symptoms of or have tested positive for Covid-19. This information will be given to contractors prior to them arriving on site.</p> <p>As per normal, general work-related risk assessments apply.</p> <p>All other safe working procedures will remain in place.</p> <p>Specific risk assessment for pandemic risks will be implemented where applicable.</p> <p>Any building contractors will remain confined to their site area.</p> <p>All contractors will be briefed in advance of the expectations when on site in relation to: confining themselves to the areas that they have to be in; handwashing regimes; social distancing rules.</p> <p>All contractors will sign in at Visitors' Reception and be asked to hand sanitise and follow the social distancing expectations. They will wear face masks.</p> <p>Deliveries will only be handled by the Estates Team or by the Visitors' Receptionist. On accepting and handling a delivery, the hand washing and sanitising regime will be implemented.</p> |

Minimise contact by requiring drivers to remain within their vehicles where possible and safe to do so.

6. Office and administration areas

We have assessed the risk to staff working in office areas and have taken into account the possible precautions detailed below.

| Persons at Risk | Possible Precautions | Actions Taken |
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| Staff | <p><i>Review layouts and rearrange desks and workstations to enable 2-metre distancing.</i></p> <p><i>Implement back-to-back or side-to-side working (rather than face-to-face) wherever possible.</i></p> <p><i>If necessary, introduce physical separation between staff and/or visitors.</i></p> <p><i>Review use of copiers, printers, trollies and other shared office equipment. Restrict use and instruct staff to wipe down before and after use.</i></p> <p><i>Consider arrangements for storage, collection and distribution of stationery and supplies.</i></p> <p><i>Review post-handling – Avoid repeated and cross- touching.</i></p> <p><i>If necessary, introduce additional sanitising stations at key locations.</i></p> <p><i>Encourage good housekeeping and clear desks so that surfaces can be cleaned.</i></p> <p><i>Avoid the use of hot-desks at all times</i></p> <p><i>Provide additional equipment (screen, docking station, keyboard, mouse etc.) where necessary to avoid sharing.</i></p> | <p>A regular hand sanitising regime is in place. Hand sanitisers have been provided in each classroom to support this.</p> <p>All staff will wash hands or use hand sanitiser before and after using a photocopier or other shared equipment and after handling parcels or post.</p> <p>As office based staff have been located to individual offices or are in offices where social distancing is possible, face masks do not need to be worn.</p> <p>Office based staff should remain at their assigned desk only.</p> <p>Staff are encouraged to use the same printer or copier where possible and the one closest to their desk area.</p> <p>Staff are encouraged to use only their own computer equipment and stationery. Staff should request new stationery should they need it, rather than using equipment belonging to someone else.</p> <p>All teaching desks are cleared at the end of a lesson and at the end of the College day to support proper cleaning.</p> |

7. Using the College minibuses

We have assessed the risks involved with use of the minibuses and have taken into account the possible precautions detailed below.

| Persons at Risk | Possible Precautions | Actions Taken |
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| Staff Students | <p><i>Review requirements for staff to use company vehicles – Consider remote contact/servicing of Clients where practical.</i></p> <p><i>Provide staff with sanitisers and wipes to carry within their vehicle.</i></p> <p><i>Where vehicles are shared, require staff to wipe down steering wheels and controls etc before and after use, travel with the windows open where possible, and avoid face to face.</i></p> <p><i>Encourage staff to wear disposable gloves when refuelling vehicles.</i></p> <p><i>If staff have genuine concerns about travelling with colleagues, discuss these with them and consider reasonable, practical alternatives.</i></p> | <p>The College's minibus will not be used for the transport of students until further notice.</p> <p>Where a member of staff uses the minibus, they will be cleaned after each use by the driver using anti-viral spray and disposable cloths.</p> |

8. Welfare and Rest Areas

We have assessed the risk to staff using welfare and rest areas and have taken into account the possible precautions detailed below.

| Persons at Risk | Possible Precautions | Actions Taken |
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| Staff Students Visitors | <p><i>Rearrange seating and tables to maintain 2-metre distancing. Isolate tables and seating if necessary.</i></p> <p><i>Limit the number of people using kitchen/welfare areas to maintain 2-metre distancing.</i></p> <p><i>Stagger breaks if necessary.</i></p> <p><i>Provide bottled drinking water to reduce use of drinking points.</i></p> <p><i>Provide additional waste bins</i></p> <p><i>Introduce additional cleaning of kitchen/welfare areas.</i></p> <p><i>Encourage staff and students to bring pre-prepared meals and drinks where practical.</i></p> <p><i>Review facilities for storing additional meals and snacks (fridge etc.)</i></p> <p><i>Encourage staff to stay on site and take breaks outside where practical.</i></p> <p><i>Review equipment provided within kitchen/tea-making areas (Kettles, microwave ovens etc.) – Remove if not necessary.</i></p> <p><i>Provide anti-bac wipes or sanitiser and instruct staff to wipe down any remaining equipment before and after use.</i></p> <p><i>Instruct staff to avoid sharing cups, utensils etc.</i></p> <p><i>Consider the use of reusable cups, or ask staff to bring their own cups, plates and cutlery etc to work.</i></p> <p><i>Review layouts and use of changing/locker rooms to maintain 2-metre distancing.</i></p> <p><i>Avoid sharing of lockers and other facilities.</i></p> | <p>Breaks are in separate locations for each of the year zones. All people entering these locations will be required to sanitise their hands using the sanitisers at the entrance. Students and staff are encouraged to wear face masks in these communal areas where social distancing cannot be maintained.</p> <p>Where a food service is provided, it is in year group zones and is 'grab and go'. Any area that is used back to back by different year groups will be cleaned at the changeover. Grab and go food only is served to reduce the time spent in a location.</p> <p>Tea/coffee facilities are provided but staff are encouraged to use their own cup and utensils and to keep these with them and take them home at the end of the day. Where this is not possible, disposable cups have been provided.</p> <p>In order to create more workspace and to deter larger groups of staff gathering on one location where social distancing cannot be maintained, soft furnishings have been removed and replaced with as many work stations as can safely be installed. Staff are able to book workspaces and the booking system limits the number of staff in each room at any given time. In addition to this, teaching staff have been allocated time to work from home to reduce the number of adults who need to access desk spaces.</p> <p>Staff are discouraged from meeting as larger groups/ whole team. Where a larger group has to meet, we recommend that a classroom or suitable breakout area is used to do so and that social distancing is observed.</p> <p>Staff are encouraged to hand wash or sanitise before and after each use of the staff rest room facilities and equipment. We recommend that all staff spray the desk that they choose to work at with the spray and paper towels that will be provided.</p> |

9. First aid and incident management

We have assessed the risk to staff delivering first aid and dealing with incidents and have taken into account the possible precautions detailed below.

| Persons at Risk | Possible Precautions | Actions Taken |
|-----------------|---|---|
| Staff | <p><i>Develop COVID-19 Emergency Procedures and communicate to all necessary staff</i></p> <p><i>Consult with First Aiders and review procedures and instructions for First Aiders or other staff who could be more likely to come into close contact with staff.</i></p> <p><i>Provide COVID-19 CPR guidance to First Aiders.</i></p> <p><i>Develop procedures for any staff who become unwell at work, and identify designated facilities or rooms for assessment.</i></p> <p><i>Consider arrangements for how those taken ill whilst at work would get home.</i></p> | <p>Staff have been briefed on all aspects of working during Covid -19 period.</p> <p>Covid-19 specific first aid protocols have been implemented and the appropriate practices and PPE is in place.</p> <p>Isolation protocols are in place and staff have been briefed on these.</p> <p>If a student or member of staff develops symptoms on site, government guidance will be followed. In the first instance the person will be isolated in a dedicated room, with a dedicated toilet, until they are able to leave. The room will then be cleaned</p> |

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| | <p><i>Ensure that staff contact numbers and emergency details are up to date.</i></p> | <p>Revised evacuation procedures have been devised for each teaching space and these are displayed in the relevant area.</p> <p>Emergency contact details are in the process of being updated following the start of the new academic year.</p> <p>The College's Business Continuity Plans are reviewed termly and are up to date.</p> |
| <p>10. Educational Visits and Enrichment Activities</p> | | |
| <p>We have assessed the risk to those participating in Educational Visits and Enrichment Activities</p> | | |
| <p>Persons at Risk</p> | <p>Possible Precautions</p> | <p>Actions Taken</p> |
| <p>Staff and Students</p> | <p><i>Ensuring that the all government guidelines and relevant sporting authority guidelines are in place</i></p> <p><i>Ensuring that government approved providers are used</i></p> <p><i>Ensuring that where any sporting competitions take place, the opposing team follow the College's protocols whilst on site</i></p> <p><i>Ensuring that where any sporting competitions take place on a different site, the relevant risk assessments are in place</i></p> | <p>Pre-planned educational visits will go ahead as long as the Educational Visits Co-ordinator (EVC) is satisfied that the relevant risk assessments and COVID-19 secure guidelines and regulations are in place.</p> <p>PE enrichment activities, both indoor and outdoor, will take place in year group 'bubbles' and will follow the protocols that are in place during the College working day.</p> |