

COVID 19-RISK ASSESSMENT

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	
		Assessment Date: July 2020	
Review Dates:	Live document	Under constant review	Formal Review By 31 August 2020

Wider Re-opening of Secondary Schools

- This Risk Assessment has been developed in line with guidance from the Government, 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
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>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 • Clean the inside of the vehicle regularly, particularly regular touch points (handles, steering wheel etc)

	<p><i>If two or more staff need to travel together in vehicles:</i></p> <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, will be 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 will be encouraged to walk or cycle to College.</p> <p>Where school transport is provided, liaison will take place with the local authority to implement relevant control measures.</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 will be encouraged • The disembarkation in the morning and the embarkation at the end of the College day will be supervised to ensure that it is organised • Distancing within the bus will be encouraged • The use of face coverings will be encouraged • Supervision will be in place for the removal of face masks in the morning and the putting on of face masks at the end of the day <p>If students need to use public transport the following guidance has been issued:</p> <ul style="list-style-type: none"> • 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 will be naturally staged, with students generally arriving from approximately 7.45am – 8.30am. Students will be expected to report to their year group zone immediately on arrival.</p> <p>Staggered year group departures will occur.</p> <p>Staff will not transport students home under any circumstances.</p>
--	--	---

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
Staff Students	<i>If possible, increase entry and exit points to disperse people at busy times</i>	Each year group will be housed in a separate zone (learning centre) across the College, including from breaks and lunchtimes in order to minimise movement

	<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>around the College site. Students will be encouraged to maintain distance within their zone when not in classrooms, but it is not a requirement.</p> <p>There will be 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> <p>Staff will be 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 should 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 will circulate around the site and will be encouraged to stay two metres apart from others where possible when doing so.</p> <p>Students are not required to socially distance when using toilet facilities.</p> <p>For staff toilets, to ensure toilets do not become over crowded, a one person in/one person out system will be in force.</p> <p>Most teaching and learning resources will be housed in the relevant year group zone so that they are easily accessible and do not need to be transported around. Staff will be provided with trolleys to transport their personal teaching and learning resources. Staff will be permitted to wear suitable footwear.</p> <p>All staff will be reminded about routine health and safety such as heavy lifting and being aware of trip hazards.</p> <p>Timetabling will take into account students who need to routinely use a lift. Where possible they will be timetabled into rooms on the ground floor. However, as students are in zones, this will not always be possible. Where a lift is used, no more than two people will be in there at a time. Where a chaperone is needed, the two people in the lift will stand as far apart as they can and stand back to back.</p>
--	---	--

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>Staff 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 staff as part of a briefing document.</p>

If necessary, provide floor-markings, signage and distancing markers.

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.

Students will be instructed not to enter the College if they are displaying symptoms of or have tested positive for Covid-19 or if their parents/carers or someone in their household has symptoms of or tests positive for Covid-19. This information will be given to students and their parents and carers as part of an information booklet and as part of their return assembly.

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

We have given consideration to roles within the College that could be carried out from home but have assessed that there are not any. 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 will be 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 will face the front of the classroom. However, two-metre zones have been marked out at the front of classrooms to support with staff socially-distancing from students.

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

All students will remain with 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 will enter and exit by an external door and the room will be cleaned when they depart.

Doors will be propped open at the start of the day and be left propped open where it is possible to do this. They will be propped open at the end of each lesson.

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

All staff and student must sanitise their hands at the start of break, at the start of lesson 3, at the start of their lunchtime and at their first session after lunch (this will

be either tutor time or lesson 4, depending on year group.) Hand sanitisers have been provided in each classroom to support this.

Students will be issued with tissues each time they enter a classroom and will be encouraged to 'Catch It. Bin It. Kill It.'

Bins will be provided in all locations and these will be emptied on a daily basis, or more frequently if required.

Staff will be 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.

Cleaning contractor, Maxim, have been informed of the new 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.

In the event of a confirmed case in an allocated group, we will follow PHE guidance.

Staff will not transport students home under any circumstances.

Staff who have been deemed as extremely clinically vulnerable or clinically vulnerable should return to work. Personal risk assessments will be completed for any individuals where they present with a specific risk.

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

Timetabling will take into account students who need to routinely use a lift. Where possible they will be timetabled into rooms on the ground floor. However, as students are in zones, this will not always be possible. Where a lift is used, no more than two people will be in there at a time. Where a chaperone is needed, the two people in the lift will stand as far apart as they can and stand back to back.

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

<p>Staff Students Parents and Carers Visitors</p>	<p><i>Implement an “Essential Meetings only” Policy.</i> <i>Postpone or cancel meetings or gatherings which could create unnecessary contact.</i> <i>If meetings are unavoidable, ensure 2-metre distancing throughout.</i> <i>Instruct staff to follow good hygiene practices (Hand washing etc), and issue regular reminders.</i> <i>Display instructions, posters and notices. Provide information on company websites/intranet sites.</i> <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> <i>If necessary, introduce additional sanitising stations at key locations.</i></p>	<p>Parent and carers and visitors will be asked not to enter the College if displaying symptoms of Covid-19.</p> <p>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, conference calls or online where practical.</p> <p>Only parents/carers of students with identified needs, such as mobility issues, will be 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>Student arrival will be naturally staged, with students generally arriving from approximately 7.45am – 8.30am. Students will be expected to report to their year group zone immediately on arrival.</p> <p>Visitors to the College will be 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.</p> <p>All service/maintenance/site visits will be scheduled to avoid times when students are on site. 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.</p>
---	---	---

5. Contractors attending the College site

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.

Persons at Risk	Possible Precautions	Actions Taken
<p>Staff Students Contractors</p>	<p><i>Postpone or reschedule contractors where practical.</i> <i>Review arrangements for non-essential scheduled contractor visits. Consider rescheduling if practical.</i> <i>Review maintenance and testing regimes – reschedule non-essential maintenance and servicing if safe to do so.</i> <i>Schedule maintenance work and contractors outside normal working hours to reduce contact with staff.</i> <i>Send out communications to contractors in advance where practical.</i> <i>Review signing in and induction procedures for visitors and contractors.</i> <i>Consider introducing health questionnaires and self-declaration forms for contractors.</i> <i>Ensure that contractors are aware of current hygiene requirements.</i></p>	<p>Contractors 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>Only essential building and maintenance work will take place.</p> <p>Any building contractors will remain confined to their site area.</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><i>Minimise contact by requiring drivers to remain within their vehicles where possible and safe to do so.</i></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.</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>
--	--	--

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
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 will be in place. All staff and students must sanitise their hands at the start of break, at the start of lesson 3, at the start of their lunchtime and at their first session after lunch (this will be either tutor time or lesson 4, depending on year group). 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>No hot desk use will be allowed and 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 will be 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 will be 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
Staff Students	<p><i>Review requirements for staff to use company vehicles – Consider remote contact/servicing of Clients where practical.</i></p>	<p>The College's minibus will not be used for the transport of students until further notice.</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>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
<p>Staff Students Visitors</p>	<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 will be 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.</p> <p>Staff and students will be encouraged to bring in their own individual lunches and drinks but where a food service is provided, it will be in year group zones and will be grab and go.</p> <p>Seating will not be provided in areas that will be used back to back by different year groups so that the risk of community contamination is minimised. Grab and go food only will be served to reduce the time spent in a location.</p> <p>Tea/coffee facilities will be provided but staff will be encouraged to use their own cup and utensils and to keep these with them and take them home at the end of the day.</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 will be removed and be replaced with as many work stations as can safely be installed.</p> <p>Should staff wish to meet as a larger group, we recommend that a classroom or suitable breakout area is used to do so.</p> <p>A free room timetable will be published to all staff as part of the start of the year documents so that additional options for workspace at any given time can be identified. Staff are welcome to use any free room.</p> <p>Staff will be 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><i>Ensure that staff contact numbers and emergency details are up to date.</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> <p>In the event of a confirmed case in an allocated group, we will follow PHE guidance.</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 will be updated in September.</p> <p>The College's Business Continuity Plans are reviewed termly and are up to date.</p>