

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	
		Initial Assessment Date: July 2020	
Review Dates:	Live document	Under constant review	Formal Review 17 October 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.
- An Outbreak Management Plan is in place and should it need to be actioned, this Risk Assessment will be updated accordingly.

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>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> <p><i>If two or more staff need to travel together in vehicles set out protocols.</i></p> <p><i>Consider measures to accommodate staff whose journey times might be increased, such as adjusting shifts or rotas.</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)

		<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 and supervising 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"> • 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
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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
Staff Students	<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>All new staff have been inducted into our risk assessment and safety protocols.</p> <p>Staff are encouraged to wear face masks in communal areas where social distancing cannot be observed, such as corridors and work spaces. Face masks are not required to be worn by teaching staff in the classroom but are encouraged if they are in close vicinity to students.</p>

Identify pinch points and hotspots where people could pass within 2 metres of each other – rearrange as necessary.
If necessary, provide floor-markings, signage and distancing markers.
Review the use and capacity of lifts – reduce the maximum number of users if necessary.
Review induction arrangements for any new/temporary staff.

Students are recommended to wear face masks in communal areas such as corridors and indoor eating space. They are welcome to wear them in classrooms should they wish to.

It is recommended that staff who support students on a 1:1 basis, such as LSAs, and are therefore in close contact with them, should continue to wear face masks in these circumstances.

Face masks do not need to be worn in outside areas.

Staff and students can remove face masks when eating or drinking in communal areas but the exercising of social distancing is encouraged and staff should ensure that there is enough room in a communal area for social distancing to take place.

Staff and students have been briefed about the protocols for the safe wearing and storing of face masks.

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 masks, rather than no face covering at all to at least allow for some degree of protection where this may be needed.

One way systems will operate in all Learning Zones where it is practically possible to minimise the crossing of year groups.

Lunchtimes will be split into 3 year groups at a time to minimise the crossing of year groups.

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.

As staff and students circulate around the site they are encouraged to stay two metres apart from others where possible when doing so.

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.

Timetabling takes into account students who need to routinely use a lift. Where possible they are timetabled into rooms on the ground floor. However, 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.

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
<p>Staff Students</p>	<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><i>Review the use and capacity of lifts – reduce the maximum number of users if necessary.</i></p> <p><i>Nominate key staff with specific responsibilities and duties.</i></p> <p><i>Regularly monitor Government guidance, and issue regular bulletins and updates to staff.</i></p> <p><i>Ensure that waste bins etc are emptied regularly.</i></p> <p><i>Consider non-touch bins (pedal bins etc.).</i></p> <p><i>Review cleaning regimes. Introduce additional cleaning of access control points, door handles, handrails, taps, toilets, telephone handsets, keyboards, and other frequently-touched surfaces.</i></p> <p><i>Provide facilities for waste to be double-bagged and quarantined for 72 hours before disposal.</i></p> <p><i>Encourage good housekeeping and clear desks so that surfaces can be cleaned.</i></p> <p><i>Review procedures for cleaning and estates staff. Provide additional gloves and PPE if necessary.</i></p> <p><i>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.</i></p> <p><i>Consider risks to any staff who might be at increased risk due to weakened immune systems or other health issues.</i></p> <p><i>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.</i></p> <p><i>Review emergency and evacuation procedures to check that they are not compromised by COVID-19 adjustments and arrangements.</i></p>	<p>Staff have been instructed not to enter the College if 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. This information is routinely given to students and their parents and carers as part of College fortnightly newsletter.</p> <p>No staff or student should enter the College if they have been informed they should isolate by the NHS Test and Trace Service.</p> <p>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.</p> <p>All staff are encouraged to use non-face to face communication with others on site such as the telephone, email or Microsoft Teams.</p> <p>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. Where it is necessary to circulate, additional control measures, such as the wearing of masks, is recommended.</p> <p>Unnecessary items have been removed from teaching spaces to create more space and to aid cleaning.</p> <p>In order to support ventilation, doors and windows will be propped open as students enter the buildings and classrooms for the start of Lesson 1. They will be left open as much as possible, weather and temperature permitting, but will be routinely propped open at lesson changeovers and breaks and lunchtimes.</p> <p>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.</p>

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 throughout the day of touch surfaces, toilets and other communal areas will take place.

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.

Assemblies, staff meetings and any other large formal gatherings are suspended for the current time. These activities will take place virtually, using Microsoft TEAMS.

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.

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.

Peripatetic music lessons will take place as follows:

- 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

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
Staff Students Parents and Carers Visitors	<p><i>Implement an “Essential Meetings only” Policy.</i></p> <p><i>Postpone or cancel meetings or gatherings which could create unnecessary contact.</i></p> <p><i>If meetings are unavoidable, ensure 2-metre distancing throughout.</i></p> <p><i>Instruct staff to follow good hygiene practices (Hand washing etc), and issue regular reminders.</i></p> <p><i>Display instructions, posters and notices. Provide information on company websites/intranet sites.</i></p> <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>Parent and carers and visitors are 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 or video calls where practical.</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 are not permitted to enter the College buildings unless in exceptional circumstances.</p> <p>Parents and carers will not be permitted to attend sporting fixtures.</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>

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
Staff Students Contractors	<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>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><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><i>Minimise contact by requiring drivers to remain within their vehicles where possible and safe to do so.</i></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>
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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 is in place. Hand sanitisers have been provided in each office 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
Staff Students	<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 be cleaned prior to any students being transported in it.</p> <p>Where a member of staff uses the minibus, they must wipe down the surfaces prior to use using anti-viral spray and disposable cloths.</p> <p>Students and staff will adhere to the guidelines for 'car-sharing':</p> <ul style="list-style-type: none"> • Travel with windows open where possible • Students and staff will not face each other • Where possible, students will be spaced out in their seat allocation • Students will not travel in the front seat of the minibus. • Face masks must be worn

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
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>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>Staff are encouraged to wear face masks in these communal areas where social distancing cannot be maintained and to limit the number of adults sharing a workspace so that social distancing can be maintained.</p> <p>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
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<p>Staff</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>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>
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10. Educational Visits and Enrichment Activities

We have assessed the risk to those participating in Educational Visits and Enrichment Activities

Persons at Risk	Possible Precautions	Actions Taken
<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 were 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>A specific risk assessment is in place for PE enrichment activities, both indoor and outdoor. These will take place in year group 'bubbles' and will follow the protocols that are in place during the College working day and the NGB guidance for managing activities. This risk assessment will also be applied to fixtures with other institutions.</p>