



ST DOMINIC'S  
Sixth Form College

## Risk Assessment for re-opening of the College following lockdown – September 2020

<p>COVID-19 Risk Assessment for reopening</p>	<p><b>Referenced additional documentation:</b>  <b>GOV.UK: Opening schools for more children and young people: initial planning framework for schools in England.</b>  <a href="https://www.gov.uk/government/publications/actions-for-educational-and-childcare-settings-to-prepare-for-wider-opening-from-1-june-2020/actions-for-education-and-childcare-settings-to-prepare-for-wider-opening-from-1-june-2020">https://www.gov.uk/government/publications/actions-for-educational-and-childcare-settings-to-prepare-for-wider-opening-from-1-june-2020/actions-for-education-and-childcare-settings-to-prepare-for-wider-opening-from-1-june-2020</a>  <b>COVID-19 Implementing protective measures in education settings</b>  <a href="https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings">https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings</a>  <b>GOV.UK: Guidance on Shielding and protecting people who are clinically extremely vulnerable from COVID-19</b>  <a href="https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19">https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19</a>  <b>COVID-19 Cleaning in non-health settings</b>  <a href="https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings">https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings</a>  <b>COVID-19 Testing for Key Workers</b>  <a href="https://www.gov.uk/government/news/coronavirus-testing-extended-to-all-essential-workers-in-england-who-have-symptoms">https://www.gov.uk/government/news/coronavirus-testing-extended-to-all-essential-workers-in-england-who-have-symptoms</a>  <b>COVID-19 Guidance – Reporting of Positive Cases RIDDOR</b>  <a href="file:///C:/Users/efonseca/Desktop/PLAN%20FOR%20RETURN/HSA_RIDDOR_reporting_of_Covid_19.pdf">file:///C:/Users/efonseca/Desktop/PLAN%20FOR%20RETURN/HSA_RIDDOR_reporting_of_Covid_19.pdf</a></p>				
<p>Approved by the Governing Body:</p>	<p>Thursday June 11<sup>th</sup> 2020</p>	<p>Latest Review date:</p>	<p>30<sup>th</sup> September 2020</p>		
Priority areas	Who is at risk?	Risk	List existing risk control measures	Additional control measures	Residual Risk rating

					L	M	H
<p><b>Identified 'at risk groups'</b> <i>Vulnerable Staff who may be at a higher risk of suffering major ill health if they contract COVID-19</i></p>	<p>Vulnerable staff, identified by the Government as being at risk including the following:</p> <p>BAME groups Chronic long-term respiratory diseases; Chronic heart disease; Chronic liver disease; Over 70 years of age</p>	<p>Risk of contracting COVID-19 or spreading COVID-19 while undertaking their duties.</p>	<p>Guidance has been provided on shielding and protecting people who are clinically very vulnerable and who are advised not to work outside the home (a GP shielding letter to be provided).</p> <p><b>All vulnerable staff</b> must discuss any of these conditions with their line manager and HR as soon as possible.</p> <p>HR will be able to complete an assessment and assist the member of staff with specific controls that could be introduced into the work-place so as to ensure, as far as reasonably practicable, the health of the member of staff.</p>	<p>HR and the Principal to establish if staff come into this category and impact on staffing levels and this to be reviewed by the HR Committee of the Governing Body.</p> <p>HR to provide a risk assessment and advise to Principal on a cases by case basis.</p> <p>Occupational Health to support/advise as and when required.</p>			
<p><b>Living with vulnerable/at risk person(s)</b></p>	<p>Staff Students Governors Parents Contractors Other visitors</p>	<p>Risk of contracting COVID-19 or spreading COVID-19 while undertaking their duties.</p>	<p>Guidance states that a child or adult living with someone who is an extremely 'clinically vulnerable' individual, where an NHS letter has been sent to the employees address, requesting a family member to shield, then the employee will also be permitted to self-isolate along with their family member.</p> <p>A staff member can only attend the College if stringent social distancing can be adhered to. If this is not feasible or possible then they should stay at/work from home.</p>	<p>HR must complete and action the risk assessment for staff living with clinically vulnerable children &amp; adults.</p>			
<p><b>Infection Control</b> <i>Wellness</i> <i>Suitability to attend the College site</i></p>	<p>Staff Students Governors Parents Contractors Other visitors</p>	<p>Risk of contracting COVID-19 or spreading COVID-19 while</p>	<p>All staff and students have been advised of the symptoms of Coronavirus (COVID-19).</p> <p>The most common symptoms of COVID-19 are a recent onset of the following primary symptoms:</p> <ul style="list-style-type: none"> <li>• New continuous cough</li> </ul>	<p>Agree protocol for all who are entering the building, .only essential maintenance or necessary Contractors to be allowed on site.</p> <p>No volunteers to be allowed on site.</p>			

		undertaking their duties.	<ul style="list-style-type: none"> <li>• High temperature/fever</li> <li>• Loss or change to your taste and smell</li> </ul> <p>Staff advised that if they live alone and have symptoms of COVID-19, however mild, that they stay at home for 7 days from when the symptoms start.</p> <p>If they live with others and are the first in the household to have symptoms of Coronavirus, they must stay at home for 7 days, but all other household members who remain well must stay at home and not leave the house for 14 days. The 14-day period starts from the day when the first person in the house becomes ill.</p>	<p>Only necessary staff personal parcels to be delivered to site and all regular mail and parcel deliveries to have a designated secure drop off and pick up point.</p> <p>Protocol in place for the management of books and resources via the LLC.</p>			
<b>Infection Control</b> <i>Personal Hygiene</i>	Staff Students Governors Parents Contractors Other visitors	Risk of contracting COVID-19 or spreading COVID-19 while undertaking their duties.	<p>All staff, students and other visitors are advised to follow high standards of personal hygiene to help control the spread of COVID-19.</p> <p>The following must be maintained at all times:</p> <ul style="list-style-type: none"> <li>• <i>Thoroughly wash your hands with soap and water often – do this for at least 20 seconds, at least at the start and end of the day, after break and lunch and where opportunities arise during the working day.</i></li> <li>• <i>Use of hand sanitiser gel if soap and water are not available during the day.</i></li> <li>• <i>Cover your mouth and nose with a tissue or your sleeve (not your hands) when you cough or sneeze.</i></li> <li>• <i>Put used tissues in the bin straight away and wash your hands afterwards or apply hand sanitiser.</i></li> <li>• <i>Try to avoid close contact with people who are unwell.</i></li> <li>• <i>Avoid touching eyes, nose and mouth.</i></li> <li>• <i>Regular use of hand sanitiser where hand washing is not available.</i></li> <li>• <i>Increased cleaning of staff and student toilets. Student toilets to be closed to allow for cleaning following break and lunchtime.</i></li> </ul>	<p>All members of the College community are reminded to implement the “<b>Catch It, Bin it, Kill it</b>” method and wash hands regularly.</p> <p>Hand washing/sanitising provisions provided across the College site, suitable for use, inspected and replenished regularly throughout the day by the Premises and Housekeeping Teams. Hand sanitiser stations in and around the College at strategically available points.</p> <p>Signs to be displayed around the College reminding all members of the Community of the priority hygiene standards.</p> <p>Protective screens to be installed in strategic locations where the potential for infection is greater.</p> <p>Alternative methods of registration and payments instead of the current biometric system.</p> <p>Classrooms doors and windows open where possible to reduce contact and improve air</p>			

			<p><i>Ensure toilets do not become crowded by limiting the number of students who use the toilet facilities at one time.</i></p> <p><i>Hygiene check sheet in each toilet to be signed by Housekeeping Team after cleaning.</i></p> <p>Cleaning to be monitored by use of a Cleaning Log to be clearly displayed.</p>	<p>flow. Fire doors should not be propped open however under any circumstances.</p> <p>Students must not share their books or other materials under any circumstances due to the increased risk of spread.</p> <p>Cleaning staff are to be provided with sufficient PPE for daily use and to be provided with instruction on its use and disposal procedures.</p>			
<p><b>Infection Control</b> <i>Those displaying symptoms of the virus</i></p>	<p>Staff Students Governors Parents Contractors Other visitors</p>	<p>Risk of contracting COVID-19 or spreading COVID-19 while undertaking their duties.</p>	<p><b>Staff and Family Members</b> Staff must advise Tom Colgan, Finance Director/HR immediately if they are displaying any symptoms of COVID-19 or if someone within their household is displaying symptoms of the virus. The staff member should then self-isolate and remain at home until a virus test is arranged.</p> <p><b>Students and Parents</b> Students and parents must take responsibility for their health and should anyone in the household display symptoms of COVID-19 they must follow national guidance, remain at home and isolate whilst a test is arranged.</p> <p><b>Virus Testing</b> The staff member or family member must organise testing as soon as symptoms are displayed and this can be done at the following NHS website:  <a href="https://www.nhs.uk/conditions/coronavirus-covid-19/testing-for-coronavirus/ask-for-a-test-to-check-if-you-have-coronavirus/">https://www.nhs.uk/conditions/coronavirus-covid-19/testing-for-coronavirus/ask-for-a-test-to-check-if-you-have-coronavirus/</a></p> <p><b>Where the virus test is negative:</b> The individual will be advised by Public Health England/NHS on receipt of the test results if they are safe to return to St. Dominic's.</p> <p><b>Where the virus test is positive for a member:</b></p>	<p>Where a suspected case of COVID-19 has been on the College site, then COVID-19: cleaning in 'non-healthcare settings' must be followed.</p> <p>All immediate and non-immediate members of the College Community to register on the 'track and trace' system</p>			

			<p>The individual must advise the Finance Director or the Attendance Officer and self-Isolate for 7 days. If they remain unwell at the end of 7 days, the individual should contact 111 for further advice before returning to St. Dominic's.</p> <p><b>Where the virus test is positive for a family member residing in the same household:</b> The individual will be required to self-isolate for 14 days, to monitor if they develop symptoms. If they don't develop symptoms at the end of 14 days, they are able to return to St Dominic's.</p>			
<p><b>Social Distancing</b> <i>Adherence to the Government guidance on social/physical distancing</i></p>	<p>Staff Students Governors Parents Contractors Other visitors</p>	<p>Risk of contracting COVID-19 or spreading COVID-19 while undertaking their duties.</p>	<p>All members of the St. Dominic's College Community will adhere to Government guidelines regarding social distancing which is 1 metre plus for students and 2 metre's for staff.</p>	<p>Ensure the College entry points have enough external space for all members of the community to safely distance themselves especially when queueing in or near the reception area. Adherence to the guidance/instructional signage to be strictly enforced.</p> <p>Classrooms and learning spaces to be 'set-up' according to strict social distancing measures where the Classroom allows.</p> <p>Personal belongings should be limited on the College site and stored or remain on individuals' work areas/desks.</p> <p>Shared facilities such as the staff room to be used but social distancing measures must be observed.</p> <p>College timetable from September to be dynamic, allowing for different models to be implemented, depending on the level of the national emergency – this will include later/staggered starts and closing times and only very limited study/non-contact time for students.</p>		

				<p>Canteen will remain open for a reduced food offering to students and social distancing and hygiene measures will be observed. The number of Canteen staff working each day will be reduced via a new rota system to satisfy social distancing in the Kitchen.</p> <p>A one-way system around the College site with instructional signage to ensure social distancing is adhered to.</p> <p>Ensure that busy areas of the College are appropriately staffed to manage the flow of students and social distancing guidance is adhered to.</p> <p>All large number events – lectures, assemblies, concerts, plays etc to be cancelled until the national emergency is over.</p>			
<b>Cleaning &amp; Hygiene</b>	<p>Staff</p> <p>Students</p> <p>Governors</p> <p>Parents</p> <p>Contractors</p> <p>Other visitors</p>	<p>Risk of contracting COVID-19 or spreading COVID-19 while undertaking their duties.</p>	<p>Current daily cleaning practices will be enhanced across the College site using appropriate chemicals that are known to be effective at killing the virus.</p> <p>Cleaning down of personal work areas is encouraged by all staff and students with the use of general antibacterial sprays/wipes after every lesson.</p> <p>Regular hand washing and use of hand-sanitisers is encouraged and provisions provided for employees to access and use throughout each day.</p> <p>Enhanced cleaning will need to take place between groups using the shared spaces, including the wiping down of tables/work stations between each group. This should be done wherever possible by the students/staff members.</p> <p>Limit what 'shared resources' or 'specialised materials' are required in certain areas of the curriculum – science, art,</p>	<p>Any concerns with cleaning practices must be dealt with immediately and brought to the attention of Housekeeping Supervisor.</p> <p>The Housekeeping Supervisor to ensure provisions of cleaning materials are available, suitable for use with appropriate information and instruction in the safe use, storage and disposal of them.</p> <p>Where individuals have become unwell, an isolation area must be created and the area cleaned after the individual has left – cleaning and disposal guidance must be followed,</p> <p>The Housekeeping Supervisor will make appropriate arrangements for the cleaning of contaminated areas and storage and disposal of contaminated items.</p>			

			<p>theatre studies, computer science, BTEC, music for example.</p> <p>Additional, very specific safeguards will be in place for the practical elements of Art &amp; Design and Science and the College will follow the guidance from CLEAPSS relating to 'Practical Work' in both areas.</p> <p>Special cleaning routines will be required after each use where shared resources are used by different groups.</p>	<p>Computer stations/keyboards need to be wiped down after each session.</p> <p>An enhanced cleaning plan is agreed and implemented which minimises the spread of infection and shared with the COVID-19 Working Group.</p> <p>An audit of handwashing facilities and sanitiser dispensers is undertaken before the College reopens and additional supplies are purchased on an 'on-going' basis.</p> <p>Monitoring arrangements are in place to ensure that supplies of soap, hand towels and sanitiser are maintained throughout the day and this is implemented by the Housekeeping and Premises Team.</p> <p>Additional deep cleaning will be required at various intervals throughout the academic year, depending on the status of the national emergency.</p>			
<b>Employee Wellbeing and Support</b>	Staff	Increased levels of anxiety about health and wellbeing of themselves, their families and livelihood	<p>Staff are encouraged and supported to undertake their duties safely by following and implementing the required safety controls implemented within the workplace.</p> <p>All staff must inform their line manager if there are any concerns or issues which they may need support and assistance with.</p> <p>The Employee Assistance Scheme is available for all staff members to access – the PA to the Principal has information on this scheme.</p>	Employees can be referred to Occupational Health if there are particular concerns regarding an employee's wellbeing during this time.			
<b>Managing unwell site users</b>	Staff Students Governors Parents	Site users may become unwell and require assistance	The Principal acting on behalf of the Governing Body must ensure the appropriate action is taken should a member of the College community become unwell.	Ensure the Medical Room is well ventilated, room for social distancing and stocked with the required equipment such as disposal bags, wipes and sanitisers.			

	Contractors Other visitors		<p>Suitable PPE should be available for those needing to supervise or assist unwell individuals either directly outside of the room or somewhere close to the area but not in direct contact with the unwell individual.</p> <p>Items of PPE required are as per the government guidelines including masks, gloves, apron and eye protection.</p>	<p>Clearly sign both the Medical Room and isolation toilet.</p> <p>Review staff who are currently First Aiders and ensure the required levels of First Aid coverage is in place for the College to operate safely.</p> <p>PPE to be stored in Medical Room for use by First Aiders.</p>			
<b>First Aid</b>	Staff Students Governors Parents Contractors Other visitors	Increased risk of First Aiders being exposed to COVID-19	<p>The Principal acting on behalf of the Governing Body must ensure the appropriate action is taken should a member of the College community become unwell.</p> <p>Sufficient First Aid cover should be maintained at all times and in the event of an emergency, 999 should be dialled to request immediate professional medical support. For COVID-19 specific issues, in addition to the Medical Room there should be a dedicated toilet for those needing to isolate if required. Both the isolation room and toilet should be clearly marked and identifiable to prevent any unauthorised access.</p>	<p>Report all work related incidents to Staff H&amp;S representative – Sue Lugton for referencing at the Estates and Risk Management Team.</p> <p>Review staff who are currently First Aiders and ensure the required levels of First Aid coverage is in place for the College to operate safely.</p> <p>PPE to be stored in Medical Room for use by First Aiders.</p>			
<b>Site Maintenance</b> <i>Equipment safety</i> <i>Health and Safety procedures</i>	Staff Contractors	Risk of accident or infection	<p>Any faulty equipment is immediately taken out of service until repaired or safely disposed of.</p> <p>Gas Boiler Systems and fire alarm panel annual inspections will continue to be arranged throughout this period of national emergency.</p> <p>Legionella flushing and monthly water temperature checks and annual inspection to continue as planned.</p>	<p>A weekly flushing regime of irregularly used outlets must be flushed for several minutes. To be undertaken by Housekeeping/Premises Teams.</p>			



<b>Communication with Parents</b>	Parents		Parents are kept up to date by the Principal with information, guidance and other relevant information on a weekly basis.			
<b>Personal Protective Equipment (PPE)</b>	Staff	Staff are not trained in the correct usage of PPE and the risk of infection increases	<p>Government guidance on wearing PPE is understood, communicated and sufficient PPE has been procured.</p> <p>Those staff required to wear PPE have been instructed on how to put on and how to remove PPE carefully to reduce contamination and also how to dispose of such items safely.</p> <p>Current guidance (June 2020) is that wearing PPE is optional but the College will continue to review this as advice from the Government evolves</p>			
<b>Contractors visiting the College</b>	Contractors	Contractors on-site whilst College is in operation may pose a risk to social distancing and infection control	<p>All contractors visiting the College should report to reception, wear a face mask and observe social distancing rules</p> <p>Where specific works are necessary, appropriate social distancing is maintained throughout any such works and where this is not possible arrangements are reviewed and different working patterns are arranged – i.e. during the early evening when the site is empty.</p>	Where possible encourage contractors to visit site when there are less or no students present.		

<b>Fire Evacuation and Lockdown</b>	Staff Students Governors Parents Contractors Other visitors	Breach of social distancing during a fire evacuation or lockdown of the College site, increasing the risk of contracting COVID-19	<p>The College Fire Evacuation procedures' immediate priority is to evacuate the building in a safe and swift manner and it may therefore not be possible to observe social distancing during evacuations. The College Lockdown procedure where an intruder is onsite requires students and staff to hide in their current space – classroom, canteen, LLC etc. and lock themselves out of site until the all clear is sounded. Again, social distancing measures will not be possible under these circumstances.</p> <p>At the arrival of the evacuation point in Georgian Way social distancing procedures should be enforced if possible.</p>	The Fire Evacuation and Lockdown procedure should be updated to reflect the current COVID-19 national emergency.		
<b>Travel to and from the College</b>	Staff Students Governors Parents Contractors Other visitors	Risk of contracting COVID-19 or spreading COVID-19 while undertaking their duties.	<p>All members of the College community should be encouraged to walk or cycle to College where possible.</p> <p>The Government guidance on 'safe travel' can be found here:  <a href="https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers">https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers</a></p> <p>A dynamic, flexible work and teaching timetable to be in place until the national emergency has passed.</p> <p>Parents to be reminded not to pick up/drop off students in the College entrance of Mount Park Avenue.</p>			
<b>Remote working</b> <i>Work-station suitability and general wellbeing issues</i>	Staff Students	Risk of physical ill health due to poor workplace arrangements at home and risk of increased anxiety / emotional distress due to extended	<p>All staff and students to be provided with guidance on setting up a safe and suitable work station at home.</p> <p>Staff and students should familiarise themselves with the HSE work-station Assessment Checklist.</p> <p>Those with personal/emotional issues should seek guidance from their line manager or a member of the Student Services Team.</p>			

		periods at home					
--	--	-----------------	--	--	--	--	--