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| | | | <p><i>No children will be allowed to enter the College with symptoms. Questions asked before students enter the College.</i></p> <p>Pupils with household members who are exhibiting symptoms will not be allowed to attend school and will be requested to isolate as per national guidance <i>No children will be allowed to enter the College with symptoms in the family home. Questions asked before students enter the College.</i></p> <p>Managers must also review all of the following applicable individual risk assessments where relevant:</p> <ul style="list-style-type: none"> • New and expectant mothers • Extended duty of care • Stress • Individual Pupil assessments <p><i>Risk assessments for all applicable students and staff entering the College – to be reviewed where applicable</i></p> <p>Covid-19 specific extended duty of care risk assessment considered and carried out where relevant for all staff meeting the following criteria:</p> <ul style="list-style-type: none"> • Vulnerable member of staff who have received a Government shielded letter. • Staff who have an extremely vulnerable household member. <p><i>College will follow national guidelines for those who are vulnerable or living with vulnerable family.</i></p> <p>Formal process in place for manager/colleagues to contact the worker if required, as detailed within applicable risk assessment above. <i>All staff asked if they are in any categories at risk and are required to contact the head teacher, Mr. Martin or Mrs. Lee-Jones.</i></p> <p>Manager to regularly update and inform staff (by email) re government guidance regarding covid-19 controls required:</p> <ul style="list-style-type: none"> • Gov.uk https://www.gov.uk/ | <p>Low</p> <p>Low</p> <p>Low</p> <p>Low</p> <p>Low</p> |
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| | | | <ul style="list-style-type: none"> • Public Health England https://www.gov.uk/government/organisations/public-health-england • Department for Education https://www.gov.uk/government/organisations/department-for-education • Health and Safety Executive https://www.hse.gov.uk/ <p>Referring to the following guidance and publications, as applicable:</p> <ul style="list-style-type: none"> • HSE COVID19 latest information and advice • HSE Working safely during the coronavirus guide • Government guidance COVID-19: guidance for schools and other educational settings • Government guidance COVID-19: guidance on shielding and protecting people defined on medical grounds as extremely vulnerable • Government guidance COVID-19: guidance on shielding and protecting people who are clinically extremely vulnerable • Government publication COVID-19: cleaning in non-healthcare settings • Government publication Best Practice: how to hand wash <p>All government guidelines are sent out to all staff</p> <p>Due to the rapidly changing advice on Covid-19, managers ensure a daily review of safe working procedures and protocols and action taken when required, until such time when it is deemed unnecessary.</p> <p>There is an adequate supply of disposable PPE, as per specific task requirements, and all staff provided with instruction in the correct use and fitment:</p> <ul style="list-style-type: none"> • Public Health England and NHS YouTube video, Covid-19: putting on and removing personal protective equipment (PPE) – a guide for care homes <p>PPE is provided, as required following specific current guidance for the protection of Covid-19:</p> | <p>Low</p> <p>Low</p> |
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| | | | <ul style="list-style-type: none"> • Disposable half face masks: • Disposable gloves: • Disposable aprons: • Where personal care is to be provided visors are available: <p><i>PPE will be provided for staff.</i></p> <p>All used PPE should be double bagged and disposed of appropriately. <i>Site staff ensure all PPE equipment is disposed of correctly - double bag all used equipment and seal bag before disposing of it safely - in the main bin if it is over 72 hours to the next collection date. If the collection date is under 72 hours waste to be stored securely until it is safe to dispose of in the main school bins</i></p> <p>All staff informed that hands should be washed regularly as per Government guidance. <i>Signage placed across the College to insist on hand washing by staff and students. All toilets to have appropriate materials.</i></p> <p>Pupils regularly reminded, in age appropriate ways, that hands should be regularly washed as per Government guidance. <i>Staff to remind students during form time and lessons and appropriate signage.</i></p> <p>School encourages good respiratory hygiene by promoting ‘catch it, bin it, kill it’. <i>Posters to be displayed throughout the College.</i></p> <p>Additional personal storage for change of clothes for staff due to alternative travel getting into work e.g. cycling, walking, running. <i>Designated changing room in PE block for such staff.</i></p> <p>Parents and Guardians kept informed via email bulletins etc. regarding proposals for reopening including start finish times and any new local rules regarding drop of and pick up etc. <i>All parents communicated to by different means to ensure messages get out – website, email, text and phone calls.</i></p> | <p>Low</p> <p>Low</p> <p>Low</p> <p>Low</p> <p>Low</p> <p>Low</p> |
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| | | | <p>Staff kept informed via email, online meetings etc. All staff informed by email and on occasions phone calls.</p> <p>Post-incident de-briefing carried out for anyone involved in an incident of suspected contamination, with the aim of providing support and preventing incident recurrence. Further support provided to all staff members affected by the incident. All procedures followed including notification of local authority, staff and others affected.</p> <p>All incidents reported to the Health and Safety Unit, using the LCC online accident and incident report form.</p> <p>Reference made to HSE guidance for reporting under RIDDOR:</p> <ul style="list-style-type: none"> • HSE RIDDOR reporting of COVID-19 <p>All appropriate bodies informed and RIDDOR completed.</p> | <p>Low</p> <p>Low</p> <p>Low</p> <p>Low</p> |
| 2 | Covid-19 virus; General school environment | <p>Staff</p> <p>Pupils</p> <p>Visitors</p> <p>Contractors</p> | <p>Additional school gates will be opened to the school grounds to dilute the numbers coming through them as much as possible. Only One College gate to be opened and monitored by the site staff each day. Students directed towards their designated entrance by staff.</p> <p>All students to wear masks, whilst inside the building, when not in their classroom or dining area. Staff to wear masks/visors when not in classrooms or cannot maintain a 2 metre distance.</p> <p>School first aid risk assessment to be reviewed w/c 1st June, 2020 and w/c 31st August, 2020 College risk assessment to be reviewed in light of Covid-19.</p> <p>School biometrics and touchscreen entry control systems are monitored during the Covid-19 pandemic:</p> <ul style="list-style-type: none"> • Fire Risk Assessment – Reviewed w/c 1st June, 2020 and w/c 31st August, 2020 • Fire Evacuation Procedures – Reviewed w/c 1st June, 2020 and w/c 31st August, 2020 | <p>Low</p> <p>Low</p> <p>Low</p> <p>Low</p> |

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| | | | <p>Hand sanitizer stations located at the entrances, classrooms and throughout the College</p> <p>Signage installed to various areas of the building reminding people to wash hands regularly, in line with Government guidance and to maintain 2m social distance. Signage is located across the College for hand washing and social distancing.</p> <p>Students organised into year group ‘bubbles’ and students kept in their ‘bubble’ throughout the day. Students not allowed to cross over ‘bubbles’. Each ‘bubble’ has designated classrooms, support areas and identified cleaning staff.</p> <p>Staff and pupils are requested to keep close to the side of the corridor or walkway to maximise social distancing while others are using the opposite side. Students and staff are instructed to keep to the left as per the College agreed movement strategy.</p> <p>Whole school assemblies and collective worship are not to take place during the Covid-19 pandemic. These will be undertaken in ‘bubbles’ where appropriate.</p> <p>The use of the school staff rooms is minimised to maximise social distancing between colleagues. Wipes and cleaning materials available in staff rooms for staff to clean regular contact points e.g. kettle, taps etc. Staff must not enter a work room if the designated number of staff are already present (room capacity on the door) LRC available for staff to use throughout the College day.</p> <p>Classrooms have been laid out so that social distancing can be maintained with staff.</p> <p>All classes are to take place in the same setting to limit the numbers moving around the school. All students will remain in their designated area of the College.</p> | <p>Low</p> <p>Low</p> <p>Low</p> <p>Low</p> <p>Low</p> <p>Low</p> |
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| | | | <p>All unnecessary items are removed from classrooms and teaching environments as much as possible.</p> <p><i>The teaching areas cleared of any unnecessary items.</i></p> | |
| 3 | <p>Covid-19 virus:</p> <p>School reception and offices</p> | Staff | <p>Staff are instructed to send information electronically to avoid the use of internal mail services.</p> <p>All returned visitor passes, keys or fobs are kept stored separately from other items and cleaned and sanitised before reissue. The use of lanyards will be suspended.</p> <p>All waiting areas are reconfigured to ensure social distancing can be maintained. Seating, display stands and magazines are removed.</p> <p><i>Entrance area to the College re-organised to ensure social distancing</i></p> <p>Screens are installed to areas were staff are required to have face-to-face interaction with visitors.</p> <p><i>New screen in place at reception area</i></p> <p>Office windows will be opened where practical, to encourage as much natural ventilation as possible</p> <p>Workplace layouts are configured to allow staff to maintain social distancing when they are seated at workstations.</p> <p>Screens installed where it is not possible to move workstations or it is considered that the work activity is essential.</p> <p>Desk configurations and allocation are such that staff are not seated facing each other. Workstations are single user use. Sharing of workstations is not to be undertaken.</p> <p>Staff to clean and sanitise their workstation (including chair arms) at the beginning and end of their daily shift.</p> <p>A clear desk policy is in place. All work items and belongings are stored in desk pedestals or store cupboards when not in use.</p> | <p>Low</p> <p>Low</p> <p>Low</p> <p>Low</p> <p>Low</p> <p>Low</p> |

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| | | | <p>Telephones must not be shared and staff should transfer calls rather than pass handsets to colleagues. Where this is not possible, callers are provided with an alternative number to call back.</p> <p>Office staff to follow these guidelines to ensure their and others safety</p> <p>The use of copiers, printers and shredders is for essential school use only. Where it is essential to use such devices, they should be cleansed after each use. Appropriate signage is installed to advise users accordingly and cleaning materials are available.</p> <p>Office staff to follow the cleaning guidelines to ensure their and others safety</p> | Low |
| 4 | Covid-19 virus: Meetings | Staff | <p>All in-person meetings should be avoided whenever and wherever possible. Staff should use other means of remote communication to host meetings where facilities are readily available.</p> <p>No whole staff meetings held in the College</p> <p>Attendance at meetings is limited to those essential attendees only. Critical information is cascaded to other staff.</p> <p>Meeting room capacity is reduced to comply fully with prevailing social distancing measures. Wherever possible, meeting rooms should be adequately ventilated with external windows opened during meetings.</p> <p>Meeting room users advised not to share equipment during meetings i.e. pens, stationery etc. Attendees to remove all items following the meeting.</p> <p>Meeting room users to wipe down surfaces (including any buttons on IT equipment and remote controls) following meetings. Additional cleaning materials will be provided in all meeting rooms for use by staff and replenished as required.</p> <p>Meetings to take place promptly and conclude fully in the meeting room to avoid attendees congregating in adjoining areas prior to and following meetings.</p> <p>All staff to follow guidance related to meetings protocols</p> | <p>Low</p> <p>Low</p> <p>Low</p> <p>Low</p> |

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| 5 | Covid-19 virus: Classrooms | <p>Staff</p> <p>Pupils</p> | <p>Secondary Schools:</p> <ul style="list-style-type: none"> • Years are grouped into ‘bubbles’ where class ‘bubbles’ are not practical due to the range of subjects being taught. • Years are to be kept separate from other years and mixing with other years minimised, as much as possible. • Older pupils are encouraged to maintain social distancing within groups where possible. <p><i>‘Bubbles’ identified in the College for each year group which will reduce overlap between year groups.</i></p> <p>All desks face the same direction i.e. front of the classroom. Pupils are seated side by side as opposed to opposite each other. <i>All College classrooms configured in this way.</i></p> <p>For individual and very frequently used equipment, such as pencils and pens, staff and pupils have their own which are not shared. <i>For certain subjects extra materials purchased for each class group.</i> <i>New stationery available for students to purchased (minimal costs) from the College shop.</i> <i>All students encouraged to bring their own equipment.</i></p> <p>Resources shared between bubbles, such as sports, art and science equipment, should be cleaned frequently and meticulously and always between use by different bubbles, or rotated to allow them to be left unused and out of reach for a period of 48hrs (72hrs for plastics) between use by different bubbles. Workshops and Science Lab layouts follow the same layout considerations as general classrooms. <i>Initially, students will not share practical areas across bubbles. Where necessary all cleaning protocols will be undertaken.</i></p> <p>All unnecessary items are removed from classrooms and teaching environments as much as possible. <i>Classrooms cleared of unnecessary materials.</i></p> | <p>Low</p> <p>Low</p> <p>Low</p> <p>Low</p> <p>Low</p> |
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| | | | <p>Classes are to take place in the same setting wherever possible to limit the numbers moving around the school. Classroom activities planned and structured; where possible and appropriate classes will be held outdoors. Where possible students will access external areas for PE</p> <p>Secondary Schools and Colleges – specialist rotation of staff between classes will be managed as much as possible to limit movement. Students will remain in the classrooms within their ‘bubble’ and staff will move to the classrooms.</p> <p>Cleaning of hands is encouraged when changing classrooms for different activities. Hand sanitising areas located in classrooms and ‘bubbles’. Students asked to clean regularly.</p> <p>Pupils regularly reminded to maintain social distancing where possible.</p> <p>Classroom windows will be opened, where practical, to encourage as much natural ventilation as possible.</p> | <p>Low</p> <p>Low</p> <p>Low</p> <p>Low</p> <p>Low</p> |
| 6 | Covid-19 virus: Dining areas | <p>Staff</p> <p>Pupils</p> | <p>Dining room be laid out so that ‘bubbles’ are separated whilst eating. Designated eating areas identified for each ‘bubble’. Year 7 and 8 given opportunities to get fresh air each day, as eating area is within the classroom ‘bubble’.</p> <p>Dining room tables and chairs will be wiped down between each day/sitting. Dining room supervisors, cleaners and serving staff to maintain social distancing wherever possible. All cleaning protocols adhered to.</p> | <p>Low</p> <p>Low</p> |

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| 7 | Covid-19 virus; School day | Staff | School start times for different bubbles are staggered to reduce the numbers attending the site at the start and finish of the day. | Low |
| | | Pupils | Normal opening times in place for most students but there will be some flexibility at the start and end of the day, for some year groups, to reduce the risk of 'bubbles' overlapping. | |
| | | Visitors | | |
| | | Contractors | Parents and guardians are requested to drop their children off outside the College gates. Advice communicated to parents about drop off due to the complexities of number of students entering the College gate and needing to be directed. | Low |
| | | | Parents and guardians are requested not to gather at entrance gates or doors, or enter the site (unless they have a pre-arranged appointment) once their children have entered the school. Parents and guardians requested not to gather on the school playground and to maintain social distancing at all times. | Low |
| | | Timetables are revised where possible to reduce the movement around the school premises and to stagger busy transitional periods. All year group timetables adjusted to reduce movement. | Low | |
| | | Break times (including lunch) for classes arranged to minimise mixing and dilute numbers using common areas such as walkways and toilets. Where possible the numbers of pupils using toilets will be managed. Each 'bubble' has their own designated toilets for students and staff. | Low | |
| 8 | Covid-19 virus; Working and teaching within the school environment | Staff | Staff instructed in the following working practices: | Low |
| Pupils | <ul style="list-style-type: none"> • Aim to maintain the recommended social distancing rule at all times, where practicable. • Limit number of surfaces touched, where possible. • Keep hands away from face as much as possible. • Regularly perform appropriate hand washing. | | | |
| Visitors | | | | |
| Contractors | Department meetings to clearly explain working practices to staff. | | | |

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| | | | <p>Lessons and activities planned to make best use of school resources (staff) whilst maintaining social distancing. Changing of classrooms for different activities is minimised as far as is reasonably practicable.</p> <p>Pupils regularly reminded to maintain social distancing. Constant dialogue with students about safe practice.</p> | <p>Low</p> <p>Low</p> |
| 9 | Covid-19 virus; Cleaning | <p>Staff</p> <p>Pupils</p> <p>Visitors</p> <p>Contractors</p> | <p>All cleaning staff are experienced and have received appropriate training. In addition the College uses an external company (Spik and Span) for areas more vulnerable – toilets, dining areas, student services, etc.</p> <p>Reference existing school COSHH risk assessments: COSHH risk assessments to be adhered to in relevant areas.</p> <p>Cleaners have appropriate PPE in line with current (and any new) COSHH risk assessments Cleaners provided with appropriate PPE.</p> <p>No new cleaning products brought on site in response to the current Covid-19 pandemic. Environment supervisor, has ensured all products are safe and adhere to COSHH guidelines.</p> <p>Cleaning undertaken in line with Government publication COVID-19: cleaning in non-healthcare settings.</p> <p>The College is fully cleaned at the start/finish of each school day. Cleaners on site throughout the school day and regularly touched items such as door handles, handrails etc. will be regularly wiped down and cleaned. Environment staff located in each 'bubble' to ensure cleaning takes place throughout the day.</p> | <p>Low</p> <p>Low</p> <p>Low</p> <p>Low</p> <p>Low</p> |

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| | | | <p>Classrooms where a pupil or staff member has become symptomatic during the school day will be deep cleaned along with areas the person may have been.</p> <p>Additional cleaning products are available for use by staff to wipe down frequently used contact surfaces. These will include (amongst other things):</p> <ul style="list-style-type: none"> • Printers/photocopying machines • Lift buttons and door entry keypads • Door, fridge and cabinet handles • Light switches • Kitchen surfaces | <p>Low</p> <p>Low</p> |
| 10 | Covid-19 virus; Pupils and staff who become symptomatic during the school day | <p>Staff</p> <p>Pupils</p> <p>Visitors</p> <p>Contractors</p> | <p>Pupils and Staff who become symptomatic during the school day will be isolated from the rest of the pupil group and their parents (pupils) will be called to come and collect them. Staff will be sent home to self-isolate.</p> <p>If staff are unable to maintain 2m social distancing from an isolated pupil, appropriate PPE should be worn e.g. a surgical face mask.</p> <p>Any areas, items and surfaces the symptomatic person has come into contact with should be thoroughly cleaned as soon as possible.</p> <p>If unwell students are waiting to go home, they are instructed to use different toilets to the rest of the school to minimise the spread of infection</p> <p>College to follow government guidelines for students who become symptomatic.</p> <p>Symptomatic pupils and staff are advised to engage with Government Test and Trace and get tested:</p> <ul style="list-style-type: none"> • If someone tests negative, they feel well and no longer have symptoms similar to coronavirus (COVID-19), they can stop self-isolating. Other members of their household can stop self-isolating. • If someone tests positive, they should follow Government guidance and must continue to self-isolate for at least 7 days from the start of their symptoms. The 7- | <p>Medium</p> <p>Medium</p> |

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| | | | <p>day period starts from the day they first became ill. If they still have a high temperature, they should keep self-isolating until temperature returns to normal.</p> <p>The school understands how to contact the local Public Health England Health Protection Team in the event of a positive test result for a member of staff or pupil: https://www.gov.uk/guidance/contacts-phe-health-protection-teams. The Health Protection Team will provide the specific advice and guidance the school is to follow in the event of a positive test result.</p> <p>If necessary a 'bubble' will be sent home and advised to isolate in line with guidance.</p> | Medium |
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Risk Level:

Low: Accident unlikely with control measures in place

| D | Controls (Ser N ^o to correspond with Hazard Ser N ^o) | E To be completed by the Manager | | | |
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| Ser N ^o | Additional Controls Required | Action to be Taken | By Whom | Target Completion Date | Task Completed (Signed & Dated) |
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| F | <p>Once additional controls are implemented, what will the overall risk level be:</p> <p style="text-align: center;"> High Medium Low </p> | <p>Risk assessment signed off by:</p> <p>Signature: Paul Dickinson</p> <p>Date: 25th August, 2020</p> <p><i>Please note an electronic signature will suffice.</i></p> |
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Appendix A – Covid 19 PPE Policy

| Table 1.0 | PPE | | | | | | Additional items | |
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| Scenario | Disposable plastic apron (single use) | Disposable gloves (single use) | Disposable fluid-repellent coverall/gown | Fluid-resistant (Type IIR) surgical mask | Filtering face piece class 2 or 3 or N95 respirator | Disposable/ eye protection (single use) ¹ | Disposal bags (for waste) ² | Hand Hygiene (hand washing or hand sanitiser) |
| GENERAL ADVICE (e.g. applies to community settings, care homes, home care, general practice) | | | | | | | | |
| Staff in contact with a person with no COVID-19 symptoms | Use as per normal for role | | | | | | | Yes |
| Staff helping people with COVID-19 symptoms but NO health or social care contact (maintain >2m social distancing) | No | No | No | No | No | No | Yes | Yes |
| Staff in contact with one person with COVID-19 symptoms <ul style="list-style-type: none"> • <1 metres • no Aerosol Generating Procedures | Yes | Yes | No | Yes (single use) | No | Yes (where risk of splashing) | Yes | Yes |

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| Staff in contact with a group of people with COVID-19 symptoms in a cohort area (<2 metres of symptomatic people) | Yes | Yes | No | Yes (sessional use) ³ | No | Yes (where risk of splashing, sessional use) ³ | Yes | Yes |
| Staff entry to cohort area (only if necessary) no contact with people with COVID-19 symptoms (>2 m social distancing) | No | No | No | Yes (sessional use) ³ | No | No | Yes | Yes |
| Staff in contact with multiple people with COVID-19 symptoms sequentially in the same room i.e. clinic | Yes | Yes | No | Yes (sessional use) ³ | No | Yes (where risk of splashing, sessional use) ³ | Yes | Yes |
| CLEANING ADVICE | | | | | | | | |
| Staff cleaning areas where people with COVID-19 symptoms are/have been (except high risk areas, see above) | Yes | Yes | No | Yes | No | Yes (where risk of splashing) | Yes | Yes |
| Staff cleaning areas where no ill clients are/have been | Yes | Yes | No | No | No | No | Yes | Yes |

- **Acknowledgements to Surrey County Council Public Health and PHE South East Health Protection Team for producing similar tables on behalf of Surrey LRF SCG and sharing with partners nationally.**
- **National guidance is currently being awaited and this document will be updated as necessary.**

¹Risk assess single use, if single use eye protection is not available, it must be washed and dried between clients. Risk assessment should include likelihood of contamination with splashes, droplets or blood or body fluids may occur from a vomit, respiratory secretions (violent cough, sneeze or spit) or a splash from other bodily secretions; and/or from splashes generated from health / social care interventions such as respiratory / oral suction, intubation, and other activities related to resuscitation.