

COVID-19: Operational risk assessment for College reopening

Please note: this risk assessment should be undertaken in conjunction with the guidance on College reopening issued by the Department for Education on 11th May 2020 as follows:

[Actions for educational and childcare settings to prepare for wider opening from 03/09/ 2020](#)

[Coronavirus \(COVID-19\): implementing protective measures in education and childcare settings](#)

Assessment conducted by:	Rob Millington Jason Jones	Job title:	Head of College Health and safety Manager	Covered by this assessment	Staff, learners, contractors, visitors, volunteers
Date of assessment:	16.07.2020	Review interval:	6 weeks	Date of next review:	28.08.2020

Related documents	
Trust/Local Authority documents:	Government guidance: Actions for educational and childcare settings to prepare for wider opening from 1 June 2020 Coronavirus (COVID-19): implementing protective measures in education and childcare settings Coronavirus (COVID-19) Collection: guidance for Colleges and other educational settings Actions for Colleges during the coronavirus outbreak Coronavirus (COVID-19): implementing social distancing in education and childcare settings Coronavirus (COVID-19): guidance for educational settings COVID-19: cleaning in non-healthcare settings

Risk matrix

Risk rating High (H), Medium (M), Low (L)		Likelihood of occurrence		
		Probable	Possible	Remote
Likely impact	Major: Causes major physical injury, harm or ill-health.	H	H	H
	Severe: Causes physical injury or illness requiring first aid.	H	M	L
	Minor: Causes physical or emotional discomfort.	M	L	L

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No)	Further action/comments	Residual risk rating (H/M/L)
1. Establishing a systematic process of partial opening, including social distancing					
1.1 Net capacity					
Available capacity of the College is reduced when social distancing guidelines are applied	M	<ul style="list-style-type: none"> Agreed number of learners who can attend the premises on any given day to enable compliance with social distancing rules. Agreed new timetable and arrangements confirmed for each year group. Arrangements in place to support learners when not at College with remote learning at home. 	Yes	<ul style="list-style-type: none"> Audit completed of rooms, equipment etc removed to ensure SD New timetable / learner list complete Term 3 EHCP Home Learning plans in place; work provided via ClassDojo, email, post or Dropbox – Form Tutor oversight. 	L
1.2 Organisation of teaching spaces					
Classroom sizes will not allow adequate social distancing	M	<ul style="list-style-type: none"> Classroom size and numbers reviewed. Class sizes and timetables/staffing amended allowing for reduced numbers in line with government guidance (i.e. a maximum of 15 learners per class) Classrooms re-modelled, with chairs and desks in place to allow for social distancing. Spare chairs removed from desks so they cannot be used. Clear signage displayed in classrooms promoting social distancing. Classes stay together with their teacher and do not mix with other learners. 	yes	<ul style="list-style-type: none"> All aspects complete 	L
Large spaces need to be used as classrooms	M	<ul style="list-style-type: none"> Limits set for large spaces (e.g. hall, sports hall, and dining hall) for teaching. Large gatherings prohibited. Design layout and arrangements in place to enable social distancing. 	Yes	<ul style="list-style-type: none"> One-way system in place, excess tables and chairs removed Packed lunches only Staff to manage learner areas Learner numbers reduced to extent large gatherings prohibited 	L
1.3 Availability of staff and class sizes					
The number of staff who are available is lower	M	<ul style="list-style-type: none"> The health status and availability of every member of staff is known and is regularly updated so that deployment can be planned. 	Yes	<ul style="list-style-type: none"> Learner numbers low Staff numbers are acceptable 	L

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No)	Further action/comments	Residual risk rating (H/M/L)
than that required to teach classes in College and operate effective home learning		<ul style="list-style-type: none"> • Full use is made of those staff who are self-isolating or shielding but who are well enough to teach lessons online. • Flexible and responsive use of teaching assistants and pastoral staff to supervise classes is in place. • Full use is made of testing to inform staff deployment. • A blended model of home learning and attendance at College is utilised until staffing levels improve. 		<ul style="list-style-type: none"> • Sufficient staff available to return to work or to work in different classes as required due to the reduced numbers of learners 	
1.4 Prioritising provision					
The continued prioritisation of vulnerable learners and the children of critical workers will create 'artificial groups' within Colleges when they reopen	H	<ul style="list-style-type: none"> • Plans are in place to meet the learning needs of the learners who are outside of the main cohorts attending College. • Pastoral and SEND support is deployed wherever possible to support prioritised learners. • Efforts continue to improve the attendance of vulnerable learners and those from disadvantaged backgrounds. • A plan is in place for the phasing in of the other cohorts. 	YES	<ul style="list-style-type: none"> • 100% of learners have an EHCP. • A majority of learners are able to request attending College during phase 1 reopening. • Home learning plans are in place. 	L
1.5 The College day					
The start and end of the College day create risks of breaching social distancing guidelines	H	<ul style="list-style-type: none"> • Start and departure times are staggered. • The number of entrances and exits to be used is maximised. • Different entrances/exits are used for different groups. • Staff and learners are briefed and signage provided to identify which entrances, exits and circulation routes to use. • A plan is in place for managing the movement of people on arrival to avoid groups of people congregating. • Floor markings are visible where it is necessary to manage any queuing. • Attendance patterns have been optimised to ensure maximum safety. 	Yes	<ul style="list-style-type: none"> • All complete • Lines on the floor and SSOW are complete ready to be sent to staff / given to staff the week before returning to college 	L
1.6 Planning movement around the College					

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No)	Further action/comments	Residual risk rating (H/M/L)
Movement around the College risks breaching social distancing guidelines	H	<ul style="list-style-type: none"> • Circulation plans have been reviewed and revised. • One-way systems are in place where possible. • Corridors are divided where feasible. • Appropriate signage is in place to clarify circulation routes. • Pinch points and bottle necks are identified and managed accordingly. • Movement of learners around College is minimised as much as possible, with learners staying in classrooms and staff moving round. • Lesson change overs are staggered to avoid overcrowding. • Learners are regularly briefed regarding observing social distancing guidance. • Appropriate duty rota and levels of supervision are in place. 	Yes	<ul style="list-style-type: none"> • SEE SSOW 	L
1.7 Curriculum organisation					
Learners will have fallen behind in their learning during College closures and achievement gaps will have widened	M	<ul style="list-style-type: none"> • Gaps in learning are assessed and addressed in teachers' planning. • Home and remote learning is continuing and is calibrated to complement in-College learning and address daps identified. • Exam syllabi are covered. • Plans for intervention are in place for those learners who have fallen behind in their learning. 	Yes	<ul style="list-style-type: none"> • Term 3 EHCP Home Learning plans in place for each learner • Bespoke Home Learning activities with focus on Preparation for adulthood developed to maintain learning at home 	L
1.8 Staff workspaces					
Staff rooms and offices do not allow for observation of social distancing guidelines	H	<ul style="list-style-type: none"> • Staff rooms and offices have been reviewed and appropriate configurations of furniture and workstations have been put in place to allow for social distancing. • Staff have been briefed on the use of these rooms. 	Yes	<ul style="list-style-type: none"> • Completed by site team • Staff to be briefed week beginning 01.06.2020 	L
1.9 Managing the College lifecycle					
Limited progress with the College's summer term calendar and workplan because of COVID-19 measures	M	<ul style="list-style-type: none"> • College calendar for the summer term rationalised. • Senior Leadership Team (SLT) and staff workplans to include short- and medium-term planning. • Staff recruitment for September 2020 completed. (Delayed Till January 2021) • Curriculum and timetable for September 2020 will be completed. 	Yes	<ul style="list-style-type: none"> • FLMA calendar reviewed for Term 3 and communicated • Baseline activity amended to remote activity 	L

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No)	Further action/comments	Residual risk rating (H/M/L)
Learners moving on to the next phase in their education do not feel prepared for the transition	H	<ul style="list-style-type: none"> A plan is in place for Form Tutors and transition staff to speak with learners and their parents about the next stage in their education and resolve any issues. There is regular and effective liaison with the destination institutions (e.g. Colleges; social care settings) to assist with learners' transition. Regular communications with the parents of incoming learners are in place, including letters, newsletters and online broadcasts. Virtual tours of the College are available for parents and learners. Online induction days for learners and parents are planned. 	Yes	<ul style="list-style-type: none"> Transition Planning tools online (Teams Form). Additional staffing identified to support transition Transition support to be extended in September/October EHCP Reviews to continue – modified to COVID-19 context (phone; forms completed remotely) where possible and where there is a family engagement Where transition not agreed, in limited cases agreement with LAs for learner to remain in College for agreed period (one term, full year) 	L
1.10 Governance and policy					
Governors are not fully informed or involved in making key decisions	H	<ul style="list-style-type: none"> Online meetings are held regularly with governors. Governing bodies are involved in key decisions on reopening. Governors are briefed regularly on the latest government guidance and its implications for the College. 	Yes	<ul style="list-style-type: none"> Governors informed via governor hub, Chair informed by head of college on regular basis 	L
1.11 Policy review					
Existing policies on safeguarding, health and safety, fire evacuation, medical, behaviour, attendance and other policies are no longer fit for purpose in the current circumstances	M	<ul style="list-style-type: none"> All relevant policies have been revised to take account of government guidance on social distancing and COVID-19 and its implications for the College. Staff, learners, parents and governors have been briefed accordingly. 	Yes		M
1.12 Communication strategy					

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No)	Further action/comments	Residual risk rating (H/M/L)
Key stakeholders are not fully informed about changes to policies and procedures due to COVID-19, resulting in risks to health	M	<ul style="list-style-type: none"> Communications strategies for the following groups are in place: <ul style="list-style-type: none"> Staff Learners Parents Governors/Trustees Local authority Regional Colleges Commissioner Professional associations Other partners 	Yes	<ul style="list-style-type: none"> Communications with stakeholders has been extended and methods varied to ensure messages are shared: Parents learners informed by a number of methods, email, phone, text, Dojo, post Governor hub Professional association webinars 	L
1.13 Staff induction and CPD					
Staff are not trained in new procedures, leading to risks to health	H	<ul style="list-style-type: none"> A revised staff handbook is issued to all staff prior to reopening. Induction and CPD programmes are in operation for all staff prior to reopening, and include: <ul style="list-style-type: none"> Infection control Fire safety and evacuation procedures Constructive behaviour management Safeguarding Risk management 	Yes	<ul style="list-style-type: none"> Covid 19 Safe System Of Work completed Additional fire evacuation procedures in place and will be tested H and S manager on site or call at all times SLT on site or call at all times 	L
New staff are not aware of policies and procedures prior to starting at the College when it reopens	H	<ul style="list-style-type: none"> Induction programmes are in place for all new staff – either online or in-College – prior to them starting. The revised staff handbook is issued to all new staff prior to them starting. 	Yes	<ul style="list-style-type: none"> No new staff joining the College If staff do not attend, disciplinary procedure will be implemented 	L
1.14 Free College meals					
Learners eligible for free College meals do not continue to receive vouchers on the days that they are not in College	H	<ul style="list-style-type: none"> A member of the College's administrative team is tasked with ensuring that learners eligible for free College meals receive free meals when in College and continue to receive vouchers/College meals when not in College. 	Yes	<ul style="list-style-type: none"> MD and BG to complete weekly checks on FSM vouchers Foodbanks and home delivery of food parcels in place (to 22.5.20) 	L
1.15 Risk assessments					

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No)	Further action/comments	Residual risk rating (H/M/L)
Risks are not comprehensively assessed in every area of the College in light of COVID-19, leading to breaches of social distancing and hygiene guidance.	H	<ul style="list-style-type: none"> Risk assessments are updated or undertaken before the College reopens and mitigation strategies are put in place and communicated to staff covering: <ul style="list-style-type: none"> Different areas of the College When learners enter and leave College During movement around College During break and lunch times Delivering aspects of the curriculum, especially for practical subjects and where shared equipment is used 	Yes	<ul style="list-style-type: none"> Comprehensive risk analysis complete during planning stage Where individual learners due to disability, behaviour or personal care needs are not able to observe social distancing RA completed and, as appropriate, young person to remain at home where safer. 	L
1.16 College transport					
Changes to bus schedules as a result of COVID-19 adversely affect learners' attendance and punctuality and do not align with staggered start and departure times	H	<ul style="list-style-type: none"> The details of how learners will travel to and from College are known prior to opening. Effective liaison with bus companies is used as a basis for planning staggered start and departure times. 	Yes	<ul style="list-style-type: none"> RA complete: local authority transport not to be used in Phase 1 Parents/carers to drop off Or College transport to be used to ensure continuity of care and reduction in possible cross contamination 	L
2. Investing in safety equipment and health and safety arrangements to limit the spread of COVID-19					
2.1 Cleaning					
Cleaning capacity is reduced so that an initial deep-clean and ongoing cleaning of surfaces are not undertaken to the standards required	M	<ul style="list-style-type: none"> A return-to-work plan for cleaning staff (including any deep cleans) is agreed with contracting agencies prior to opening. An enhanced cleaning plan is agreed and implemented which minimises the spread of infection. Working hours for cleaning staff are increased. 	Yes	<ul style="list-style-type: none"> Prime cleaning services agreed and in place. Additional cleaners on site before re-opening Additional cleaners on site during the day to assist with additional cleaning requirements Additional cleaning stock 	L
2.2 Hygiene and handwashing					

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No)	Further action/comments	Residual risk rating (H/M/L)
Inadequate supplies of soap and hand sanitiser mean that learners and staff do not wash their hands with sufficient frequency	M	<ul style="list-style-type: none"> An audit of handwashing facilities and sanitiser dispensers is undertaken before the College reopens and additional supplies are purchased if necessary. Monitoring arrangements are in place to ensure that supplies of soap, hand towels and sanitiser are maintained throughout the day. 	Yes	<ul style="list-style-type: none"> Additional stocks ordered some delivered, more to be delivered before start of phase 1 re opening 	L
Learners forget to wash their hands regularly and frequently	H	<ul style="list-style-type: none"> Staff training includes the need to remind learners of the need to wash their hands regularly and frequently. Posters and electronic messaging boards reinforce the need to wash hands regularly and frequently. College leaders monitor the extent to which handwashing is taking place on a regular and frequent basis. 	Yes	<ul style="list-style-type: none"> Learners encouraged to wash hands before leaving class Encouraged to use disinfectant spray on door handles, flushes and any other surface in contact with skin Extra cleaners on site to complete wipe down during the day 	L
2.3 Clothing/fabric					
Not wearing clean clothes each day may increase the risk of the virus spreading	M	<ul style="list-style-type: none"> Policies are agreed prior to the College opening on the wearing of uniforms by learners and business dress by staff to minimise risks. Expectations and guidance are communicated to parents. 	Yes	<ul style="list-style-type: none"> Letter to parents emphasising the need for vigilance 	L
The use of fabric chairs may increase the risk of the virus spreading	H	<ul style="list-style-type: none"> Take fabric chairs out of use where possible. Where that is not possible then ensure chairs are limited to single person use. 	Yes	<ul style="list-style-type: none"> All removed from communal areas, Fabric seat for named individuals Disinfectant wipes available for all staff to wipe as required 	L
2.4 Testing and managing symptoms					
Testing is not used effectively to help manage staffing levels and support staff wellbeing	H	<ul style="list-style-type: none"> Guidance on getting tested has been published. The guidance has been explained to staff as part of the induction process. Post-testing support is available for staff through the College's health provider. 	Yes	<ul style="list-style-type: none"> Explained to staff in SSOW 	L

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No)	Further action/comments	Residual risk rating (H/M/L)
Infection transmission within College due to staff/learners (or members of their household) displaying symptoms	H	<ul style="list-style-type: none"> Robust collection and monitoring of absence data, including tracking return to College dates, is in place. Procedures are in place to deal with any learner or staff displaying symptoms at College. This includes the use of testing for both staff and learners and appropriate action, in line with government guidance, should the tests prove positive or negative. Learners, parents and staff are aware of what steps to take if they, or any member of their household, displays symptoms. This includes an understanding of the definitions and mitigating actions to take in relation to the terms clinically vulnerable and clinically extremely vulnerable should these apply. A record of any COVID-19 symptoms in staff or learners is reported to the trust or local authority. 	Yes	<ul style="list-style-type: none"> Staff instructed to remain at home if mild / one symptoms Isolation recommended for all showing or with symptoms in household or group Temperature check done on all staff and learners before entering college Latest updated moderate and clinically extremely vulnerable groups display an discussed in staff briefings (remotely) Already in place 	L
Staff, learners and parents are not aware of the College's procedures (including on self-isolation and testing) should anyone display symptoms of COVID-19	M	<ul style="list-style-type: none"> Staff, learners and parents have received clear communications informing them of current government guidance on the actions to take should anyone display symptoms of COVID-19 and how this will be implemented in the College. This guidance has been explained to staff and learners as part of the induction process. Any updates or changes to this guidance are communicated in a timely and effective way to all stakeholders. 	Yes	<ul style="list-style-type: none"> Parents have received email, letter, texts and dojo messages regarding COVID-19 symptoms and college procedures SSOW in place to explain to staff Weekly review by JJ 	L
Staff, learners and parents are not aware of the College's procedures should there be a confirmed case of COVID-19 in the College	M	<ul style="list-style-type: none"> Staff, learners and parents have received clear communications informing them of current government guidance on confirmed cases of COVID-19 and how this will be implemented in the College. This guidance has been explained to staff and learners as part of the induction process. Any updates or changes to this guidance are communicated in a timely and effective way to all stakeholders. 	Yes	<ul style="list-style-type: none"> All parents received email, text, dojo and letter explaining reporting procedure Easy read posters to be displayed at College; accessible PPE shared with learners on Day 1 Staff refer to SSOW 	L
2.5 First Aid/Designated Safeguarding Leads					
The lack of availability of designated First Aiders and Designated Safeguarding Leads puts children's safety at risk	H	<ul style="list-style-type: none"> First Aid certificates extended for three months. A programme for training additional staff is in place. Collaborative arrangements for sharing staff with other Colleges in the locality have been agreed. 	Yes	<ul style="list-style-type: none"> 9 basic first aiders 3FAAW 1 FPOSi 3 x DSL in SLT; one always available 	L

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No)	Further action/comments	Residual risk rating (H/M/L)
				<ul style="list-style-type: none"> Additional training refresher training on first days back for staff including safety measures 	
2.6 Medical rooms					
Medical rooms are not adequately equipped or configured to maintain infection control	H	<ul style="list-style-type: none"> Social distancing provisions are in place for medical rooms. Additional rooms are designated for learners with suspected COVID-19 whilst collection is arranged. Procedures are in place for medical rooms to be cleaned after suspected COVID-19 cases, along with other affected areas, including toilets. 	Yes	<ul style="list-style-type: none"> Medical room closed, new classroom identified in SSOW Additional rooms available Cleaning regime in place should room becoming covid-19 risk 	L
2.7 Communication with parents					
Parents and carers are not fully informed of the health and safety requirements for the reopening of the College	M	<ul style="list-style-type: none"> As part of the overall communications strategy referenced in 1.12, parents are kept up to date with information, guidance and the College's expectations on a weekly basis using a range of communication tools. A COVID-19 section on the College website is created and updated. Parent and learner handbooks created. 	Yes	<ul style="list-style-type: none"> Covid 19 page updated Parent info leaflet to be created and sent home 	L
Parents and carers may not fully understand their responsibilities should a child show symptoms of COVID-19	M	<ul style="list-style-type: none"> Key messages in line with government guidance are reinforced on a weekly basis via email, text and the College's website. 	Yes	<ul style="list-style-type: none"> Covid 19 page of website updated Information sent home to parents/carer 	L
2.8 Personal Protective Equipment (PPE)					
Provision of PPE for staff where required is not in line with government guidelines	H	<ul style="list-style-type: none"> Government guidance on wearing PPE is understood, communicated and sufficient PPE has been procured. Those staff required to wear PPE (e.g. SEND intimate care; receiving/handling deliveries; cleaning staff) have been instructed on how to put on and how to remove PPE carefully to reduce contamination and also how to dispose of them safely. Staff are reminded that wearing of gloves is not a substitute for good handwashing. 	Yes	<ul style="list-style-type: none"> PPE not required by Government, but issued to staff All staff to receive personal protection packs PPE in all classrooms PPE for all TA, First aiders, Personal care, who may be required to assist in emergency Hand washing posters around the building and documented in SSOW 	L

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No)	Further action/comments	Residual risk rating (H/M/L)
3. Maximising social distancing measures					
3.1 Learner behaviour					
Learners' behaviour on return to College does not comply with social distancing guidance	H	<ul style="list-style-type: none"> • Clear messaging to learners on the importance and reasons for social distancing is reinforced throughout the College day by staff and through posters, electronic boards, and floor markings. For young children this is done through age-appropriate methods such as stories and games. • Staff model social distancing consistently. • The movement of learners around the College is minimised. • Large gatherings are avoided. • Break times and lunch times are structured to support social distancing and are closely supervised. • The College's Positive behaviour policy has been revised to include compliance with social distancing and this has been communicated to staff, learners and parents. • Senior leaders monitor areas where there are breaches of social distancing measures and arrangements are reviewed. • Messages to parents reinforce the importance of social distancing. 	Yes	<ul style="list-style-type: none"> • Learner induction first part of college day • Reminders of main points of the covid-19 SD policy for learners every day • Staff to comply with SD working in Bubbles etc • SLT and H and s onsite to monitor staff and learners 	L
3.2 Classrooms and teaching spaces					
The size and configuration of classrooms and teaching spaces does not support compliance with social distancing measures	H	<ul style="list-style-type: none"> • Home base arrangements in place. • Net capacity assessment completed, with each classroom and teaching space compliant with social distancing measures and in line with government guidance. • All furniture not in use has been removed from classrooms and teaching spaces. • Arrangements are reviewed regularly. 	Yes	<ul style="list-style-type: none"> • Primary model adopted • One learner, one seat, one class, max of 3 learners per classroom • Classrooms cleared of non essential tables and chairs. Where unable to do so, barriers and cordons used to prohibit use 	L

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No)	Further action/comments	Residual risk rating (H/M/L)
3.3 Movement in corridors					
Social distancing guidance is breached when learners circulate in corridors	M	<ul style="list-style-type: none"> • Circulation plans have been reviewed and amended. • One-way systems are in operation where feasible. • Corridors are divided where feasible. • Circulation routes are clearly marked with appropriate signage. • Any pinch points/bottle necks are identified and managed accordingly. • The movement of learners around College is minimised as much as possible. • Where possible, learners stay in classrooms and staff move around. • Lesson change overs are staggered to avoid overcrowding. • Learners are briefed regularly regarding observing social distancing guidance whilst circulating. • Appropriate supervision levels are in place. 	Yes	<ul style="list-style-type: none"> • One way systems in use • Give way systems in operation • Weekly pod rotations • External doors used to access classrooms where possible • Staff to remain in bubble where possible 	L
3.4 Break times					
Learners may not observe social distancing at break times	H	<ul style="list-style-type: none"> • Break times are staggered. • External areas are designated for different groups. • Learners are reminded about social distancing as break times begin. • Social distancing signage is in place around the College and in key areas. • Supervision levels have been enhanced, especially with younger learners, to support social distancing. 	Yes	<ul style="list-style-type: none"> • All in place 	L
3.5 Lunch times					
Learners may not observe social distancing at lunch times	H	<ul style="list-style-type: none"> • Learners are reminded about social distancing as lunch times begin. • Learners wash their hands before and after eating. • Dining area layouts have been configured to ensure social distancing. • Tables and chairs have been cordoned off where this is not possible. • Floor markings are used to manage queues and enable social distancing. • Additional arrangements are in place, such as staggering lunch times, delivering grab bags to classrooms, learners eating in classrooms or other spaces. • Guidance has been issued to parents and learners on packed lunches (e.g. the use of disposable bags instead of lunch boxes). • Eating areas are cleaned after lunch. 	Yes	<ul style="list-style-type: none"> • Learners to have lunch in rooms, staff to monitor SD during un-structured times. • Small areas for outdoor relaxation in use • Astro turf pitch available for relaxation 	L

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No)	Further action/comments	Residual risk rating (H/M/L)
3.6 Toilets					
Queues for toilets and handwashing risk non-compliance with social distancing measures	H	<ul style="list-style-type: none"> • Queuing zones for toilets and hand washing have been established and are monitored. • Floor markings are in place to enable social distancing. • Learners know that they can only use the toilet one at a time. • Learners are encouraged to access the toilet during class/throughout the day to help avoid queues. • The toilets are cleaned frequently. • Monitoring ensures a constant supply of soap and paper towels. • Bins are emptied regularly. • Learners are reminded regularly on how to wash hands and young children are supervised in doing so. 	Yes	<ul style="list-style-type: none"> • Cleaners available to ensure the door handles and flushes and any other surface is cleaned after every use. • 2m marks on the floors • Waiting areas clearly marked 	L
3.7 Medical Rooms					
The configuration of medical rooms may compromise social distancing measures	H	<ul style="list-style-type: none"> • Social distancing provisions are in place for medical rooms. • Additional rooms are designated for learners with suspected COVID-19 whilst collection is arranged. • Procedures are in place for medical rooms to be cleaned after suspected COVID-19 cases, along with other affected areas, including toilets. 	Yes	<ul style="list-style-type: none"> • Medical room moved to more suitable venue 	L
3.8 Reception area					
Groups of people gather in reception (parents, visitors, deliveries) which risks breaching social distancing guidelines	H	<ul style="list-style-type: none"> • Social distancing points are clearly set out, using floor markings, continuing outside where necessary. • Social distancing guidance is clearly displayed to protect reception staff (e.g. distance from person stood at reception desk). • Non-essential deliveries and visitors to College are minimised. • Arrangements are in place for segregation of visitors. 	Yes	<ul style="list-style-type: none"> • NO visitor, parents or contractors will be permitted on site • Deliveries will be stopped at reception • Site staff to stop, clean then move deliveries 	L
3.9 Arrival and departure from College					

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No)	Further action/comments	Residual risk rating (H/M/L)
Learners and parents congregate at exits and entrances, making social distancing measures difficult to apply	Yes	<ul style="list-style-type: none"> Start and finish times are staggered. The use of available entrances and exits is maximised. Social distancing guidelines are reinforced at entrances and exits through signage and floor/ground markings, including external drop-off and pick-up points. Weekly messages to parents stress the need for social distancing at arrival and departure times. 	Yes	<ul style="list-style-type: none"> All completed SSOW in place 	L
3.10 Transport					
The use of public and College transport by learners poses risks in terms of social distancing	H	<ul style="list-style-type: none"> Guidance is in place for learners and parents on how social distancing can be observed on public and College transport. This includes advice on the use of face coverings if learners are travelling with children other than from their own class. Discussions have been held with the relevant public transport authority and with bus companies on how social distancing measures will be applied. 	Yes	<ul style="list-style-type: none"> No public transport permitted to access college Additional college transport laid on to ensure minimal contacts 	L
3.11 Staff areas					
The configuration of staff rooms and offices makes compliance with social distancing measures problematic	H	<ul style="list-style-type: none"> Reconfiguration of staff rooms and offices has been undertaken prior to the College opening to allow for social distancing between staff. 	Yes	<ul style="list-style-type: none"> Detailed restructure of staff accommodations is complete 	L
4. Continuing enhanced protection for children and staff with underlying health conditions					
4.1 Learners with underlying health issues					

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No)	Further action/comments	Residual risk rating (H/M/L)
Learners with underlying health issues or those who are shielding are not identified and so measures have not been put in place to protect them	H	<ul style="list-style-type: none"> Parents have been provided with clear guidance and this is reinforced on a regular basis. Parents have been asked to make the College aware of learners' underlying health conditions and the College has sought to ensure that the appropriate guidance has been acted upon. The College, and parents are clear about the definitions and associated mitigating strategies relation to people who are classed as clinically vulnerable and clinically extremely vulnerable. Colleges have a regularly updated register of learners with underlying health conditions. 	Yes	<ul style="list-style-type: none"> Parents informed Detailed files held at college due to nature of client base 	L
4.2 Staff with underlying health issues					
Staff with underlying health issues or those who are shielding are not identified and so measures have not been put in place to protect them	H	<ul style="list-style-type: none"> All members of staff with underlying health issues, those within vulnerable groups or who are shielding have been instructed to make their condition or circumstances known to the College. Records are kept of this and regularly updated. Members of staff with underlying health conditions have been asked to seek and act on the advice of their GP/consultant/midwife or current government advice. Staff are clear about the definitions and associated mitigating strategies relation to people who are classed as clinically vulnerable and clinically extremely vulnerable. All staff with underlying health conditions that put them at increased risk from COVID-19 are working from home in line with national guidance. Current government guidance is being applied. 	Yes	<ul style="list-style-type: none"> Detailed health records kept Staff all issued with PPE and subject to SLT monitor Staff informed of who should be SD and who should be absent from work 	L
5. Enhancing mental health support for learners and staff					
5.1 Mental health concerns – learners					
Learners' mental health has been adversely affected during the period that the College has been closed and by	H	<ul style="list-style-type: none"> There are sufficient numbers of trained staff available to support learners with mental health issues. There is access to designated staff for all learners who wish to talk to someone about wellbeing/mental health. 	Yes	<ul style="list-style-type: none"> All in place Clinical and Educational physiologist have remote caseload to support Mental health first aiders on site 	L

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No)	Further action/comments	Residual risk rating (H/M/L)
the COVID-19 crisis in general		<ul style="list-style-type: none"> Wellbeing/mental health is discussed regularly in one to one contact from Form Tutors Resources/websites to support the mental health of learners are provided. 		<ul style="list-style-type: none"> 'Recovery Curriculum' PSHE programme developed from Sept 2020. 	
5.2 Mental health concerns – staff					
The mental health of staff has been adversely affected during the period that the College has been closed and by the COVID-19 crisis in general	H	<ul style="list-style-type: none"> Staff are encouraged to focus on their wellbeing. Line managers are proactive in discussing wellbeing with the staff that they manage, including their workload. Staff briefings and training have included content on wellbeing. Staff briefings/training on wellbeing are provided. Staff have been signposted to useful websites and resources. 	Yes	<ul style="list-style-type: none"> Staff have all had number of wellbeing checks completed by SLT and line managers Staff encouraged to maintain contact with learners and college family Staff directed to mindfulness websites and literature 	L
Working from home can adversely affect mental health	M	<ul style="list-style-type: none"> Staff working from home due to self-isolation have regular catch-ups with line managers. Staff are encouraged to speak regularly with colleagues, take regular breaks and exercise. Appropriate work plans have been agreed with support provided where necessary. Staff working from home may help provide remote learning for any learners who need to stay at home. 	Yes	<ul style="list-style-type: none"> Constant contact with line managers Informal catch up when college is operational via teams 	L
5.3 Bereavement support					
Learners and staff are grieving because of loss of friends or family	H	<ul style="list-style-type: none"> The College has access to trained staff who can deliver bereavement counselling and support. Support is requested from other organisations when necessary. 	Yes	<ul style="list-style-type: none"> College has mental health first aiders College has Educational Physiologist Strong links with bereavement counselling services Access to support via College's Mutual Benefits staff support programme. 	L
6. Maintaining educational provision for children of key workers and vulnerable children					
6.1 Maintaining provision					

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No)	Further action/comments	Residual risk rating (H/M/L)
Educational provision must still be maintained for priority children when the College reopens	H	<ul style="list-style-type: none"> • Current government guidance is being followed. • Liaison is continuing with parents who are key workers and the parents of vulnerable children to agree required provision. • The facility for full-time attendance is available where required (even if their peers are only attending part-time). • Arrangements are in place to ensure that this cohort is tracked and supported effectively. • Arrangements are in place where supervision for children of key workers needs to be extended beyond the normal College day. • Arrangements are in place to supervise children of key workers and vulnerable children over any holiday periods in-line with current government guidance. 	Yes	<ul style="list-style-type: none"> • Robust Home Learning Curriculum developed and implemented • EHCP Term 3 Plans for Home Learning completed for all learners. • Materials including links to websites shared with learners as appropriate • Key workers families offered extra days to assist 	L
7. Operational issues					
7.1 Review of fire procedures					
Fire procedures are not appropriate to cover new arrangements	H	<ul style="list-style-type: none"> • Fire procedures have been reviewed and revised where required, due to: <ul style="list-style-type: none"> • Reduced numbers of learners/staff • Possible absence of fire marshals • Social distancing rules during evacuation and at muster points • Possible need for additional muster point(s) to enable social distancing where possible • Staff and learners have been briefed on any new evacuation procedures. • Incident controller and fire marshals have been trained and briefed appropriately. 	Yes	<ul style="list-style-type: none"> • New procedures complete 	L
Fire evacuation drills - unable to apply social distancing effectively	H	<ul style="list-style-type: none"> • Plans for fire evacuation drills are in place which are in line with social distancing measures. 	Yes	<ul style="list-style-type: none"> • Additional measure in place to ensure social distancing continues to be managed 	L
Fire marshals absent due to self-isolation	H	<ul style="list-style-type: none"> • An additional staff rota is in place for fire marshals to cover any absences and staff have been briefed accordingly. 	Yes	<ul style="list-style-type: none"> • Additional staff trained to be temporary fire marshals 	L

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No)	Further action/comments	Residual risk rating (H/M/L)
7.2 Managing premises on reopening after lengthy closure					
All systems may not be operational	H	<ul style="list-style-type: none"> Government guidance is being implemented where appropriate. All systems have been recommissioned. 	Yes	<ul style="list-style-type: none"> Building constantly being checked 	L
Statutory compliance has not been completed due to the availability of contractors during lockdown	H	<ul style="list-style-type: none"> All statutory compliance is up to date. Where water systems have not been maintained throughout lockdown, chlorination, flushing and certification by a specialist contractor has been arranged. 	Yes	<ul style="list-style-type: none"> Stat compliance is up to date 	L
7.3 Contractors working on the College site					
Contractors on-site whilst College is in operation may pose a risk to social distancing and infection control	H	<ul style="list-style-type: none"> Ongoing works and scheduled inspections for Colleges (e.g. estates related) have been designated as essential work by the government and so are set to continue. An assessment has been carried out to see if any additional control measures are required to keep staff, learners and contractors safe. Assurances have been sought from the contractors that all staff attending the setting will be in good health (symptom-free) and that contractors have procedures in place to ensure effective social distancing is maintained at all times. Temperature checks are carried out on arrival and before entering the College building. Alternative arrangements have been considered such as using a different entrance for contractors and organising classes so that contractors and staff/learners are kept apart. Social distancing is being maintained throughout any such works and where this is not possible arrangements are reviewed. In addition to arrangements for COVID-19, normal contractor procedures are being applied and have been updated in light of COVID-19 (including contractor risk assessments and method statements, and contractor induction). 	Yes	<ul style="list-style-type: none"> No ongoing works No new contractors allowed on site during college open hours All new works to take place outside college week RAMS required by all Contractor induction to be carried out by JJ 	L
8. Finance					

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No)	Further action/comments	Residual risk rating (H/M/L)
8.1 Costs of the College's response to COVID-19					
<p>The costs of additional measures and enhanced services to address COVID-19 when reopening places the College in financial difficulties</p>	<p>H</p>	<ul style="list-style-type: none"> • Additional cost pressures due to COVID-19 identified and an end-of-year forecast which factors them in has been produced. • LA or trust finance team has been consulted to identify potential savings in order to work towards a balanced budget. • Additional COVID-19 related costs are under monitoring and options for reducing costs over time and as guidance changes are under review. • Additional sources of income are under exploration. • The College's projected financial position has been shared with governors and LA or trust. 	<p>Yes</p>	<ul style="list-style-type: none"> • Additional costs identified e.g. PPE, external furniture, printers, laptops, FSM vouchers, door openers. In constant dialogue with ESFA in relation to submission of business case in order to reclaim COVID-19 related expenditure • Working in partnership with SET, group purchasing utilised where possible. Balanced budget forecast - Income forecast queried with DWP in relation to weeks not accessing WE. • Additional sources of income limited, though ESFA business cases will be utilised where appropriate with regular dialogue with ESFA local manager • Monthly returns submitted to SET, regular discussions with SLT. Governors meeting scheduled in coming weeks • LA and ESFA have agreed to continue E1, E2 & E3 payments in line with pre-COVID19 contract. This has allowed college to ensure financial stability 	<p>M</p>
9. Governance					
9.1 Oversight of the governing body					

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No)	Further action/comments	Residual risk rating (H/M/L)
Lack of governor oversight during the COVID-19 crisis leads to the College failing to meet statutory requirements.	M	<ul style="list-style-type: none"> The governing body continues to meet regularly via online platforms. The governing body agendas are structured to ensure all statutory requirements are discussed and College leaders are held to account for their implementation. The Principal's report to governors includes content and updates on how the College is continuing to meet its statutory obligations in addition to covering the College's response to COVID-19. Regular dialogue with the Chair of Governors and those governors with designated responsibilities is in place. Minutes of governing body meetings are reviewed to ensure that they accurately record governors' oversight and holding leaders to account for areas of statutory responsibility. 	Yes	<ul style="list-style-type: none"> COG regular meetings in place with Head of College Governing body meeting scheduled for early June, with 2020/21 budget sign off meeting in advance remotely Regular updates via Governor hub with email directing governors to COVID-19 action plan and queries/challenges welcomed All formal AC meetings minuted by independent clerk 	L
10. Additional site-specific issues and risks					
Settings to add any site-specific issues/arrangements here and ensure mitigation strategies are in place to address them					
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