



RISK ASSESSMENT FOR COLLEGE RE-OPENING

CHECKS AND BALANCES: RESPONDING TO COVID-19

Staying COVID Secure – Our Commitment

- ✓ We recognise the risk posed by Coronavirus (COVID-19) to our staff, learners and their families. Control measures to minimise the risk of infection and the transmission of the virus are provided in this Risk Assessment.
- ✓ We will put in place appropriate protective measures to ensure, as far as is reasonably practicable, the Health, Safety and Wellbeing of our staff and learners.
- ✓ We will share this Risk Assessment and its findings with employees and consult on its contents.
- ✓ We will continue to comply with all relevant Health and Safety Legislation.
- ✓ We will have regard to statutory guidance in particular the guidance issued by the Department of Education regarding college reopening and implementing protective measures in education and childcare settings against COVID-19.
- ✓ We have regard to advice and guidance issued by Public Health England.
- ✓ This risk assessment has been completed using Salford Local Authority's template for supporting college leaders.

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 1 June 2020](#)

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

Assessment conducted by:	M. Hanbury and B. Cocken	Job title:	Executive Headteacher and Vice-Principal	Covered by this assessment	Staff, learners, contractors, visitors, volunteers
Date of assessment:	08.06.20	Review interval:	Four Weeks	Date of next review:	a.06.07.20 b. 31.07.20
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		<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 class group. Arrangements in place to support learners when not at college with remote learning at home and regular welfare checks. 	Y	<ol style="list-style-type: none"> Autumn Term cohort plan is being developed. Finalised by early July 2020 New timetable to be finalised by mid-June 2020. Time limited measures in place reviewed in Sept. 2020 	
1.2 Organisation of teaching spaces					
Classroom sizes will not allow adequate social distancing		<ul style="list-style-type: none"> Classroom size and numbers reviewed. Class sizes and timetables/staffing amended allowing for reduced numbers 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. 	Y	<ol style="list-style-type: none"> Learners will not be able to socially distance therefore further measures are in place Allocate classrooms Reconfigure classrooms Audit signage around building. 	
Large spaces need to be used as classrooms		<ul style="list-style-type: none"> Limits set for large spaces (e.g. hall, sports hall, dining hall) for teaching. Large gatherings prohibited. Design layout and arrangements in place to enable social distancing Maximise use of external areas where practicable . 	Y	<ol style="list-style-type: none"> Hall will only be used for 1:1 PE activities according to timetable 	
1.3 Availability of staff and class sizes					
The number of staff who are available is lower than that required to teach classes in college and operate effective home learning		<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. 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. 	Y	<ol style="list-style-type: none"> Weekly information is compiled of staff availability and shared amongst SLT Current figures show college can operate 	

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)
1.4 Prioritising provision					
The continued prioritisation of vulnerable learners and the children of critical workers will create 'artificial groups' within colleges when they reopen		<ul style="list-style-type: none"> Plans are in place to meet the learning needs of the children 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. 	Y	1. Current programme for vulnerable learners will continue – capacity is being built into Autumn Term model	
1.5 The college day					
The start and end of the college day create risks of breaching social distancing guidelines		<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, parents 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. 	Y	<ol style="list-style-type: none"> Timetable to be confirmed. Access and egress routes to be confirmed. Doors to be held open. Staff to supervise entry and exit. 	
1.6 Planning movement around the college					
Movement around the college risks breaching social distancing guidelines		<ul style="list-style-type: none"> Circulation plans have been reviewed and revised. 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. 	Y	<ol style="list-style-type: none"> Set times allocated for independent toilet use. Set times allocated for changing. Set times allocated for use of outside space. 	
1.7 Curriculum organisation					

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 will have fallen behind in their learning during college closures and achievement gaps will have widened		<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 gaps identified. Award and qualification requirements are covered. Plans for intervention are in place for those learners who have fallen behind in their learning. 	Y	<ol style="list-style-type: none"> Learning loss is a major factor each Autumn Term for learners with SLD/PMLD/ASC FS Maths and English assessments Oct 2020. SFLE deferred to 2020/21. Robust assessment systems will be in place with baselining for new learners and knowledge retention for continuing learners. 	
1.8 Staff workspaces					
Staff rooms and offices do not allow for observation of social distancing guidelines		<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, and use is staggered 	Y	<ol style="list-style-type: none"> Staff break times are staggered incorporating breaks for CE. Business team working hours reviewed 	
1.9 Managing the college lifecycle					
Limited progress with the college's summer term calendar and work plan because of COVID-19 measures		<ul style="list-style-type: none"> College calendar for the summer term rationalised. Senior Leadership Team (SLT) and staff work plans to include short- and medium-term planning. Staff recruitment for September 2020 completed. Curriculum and timetable for September 2020 completed. 	Y	<ol style="list-style-type: none"> Recruitment is key strand of Re-opening Plan Focus for Autumn term will be baselining, Knowledge retention and Accreditation. All areas covered 	
Learners moving on to the next phase in their education do not feel prepared for the transition		<ul style="list-style-type: none"> A plan is in place for pastoral 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. secondary colleges, post-16 providers) 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. Staggered onsite induction days are planned for small groups 	Y	<ol style="list-style-type: none"> Transition is a key strand of Re-opening Plan Transition plans for new learners are in place 	

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)
1.10 Governance and policy					
Members, Trustees and Governors are not fully informed or involved in making key decisions	Yellow	<ul style="list-style-type: none"> Meetings are held online with governors where key decisions need to be made. Trustee Board is involved in key decisions on reopening. Governors are consulted regularly on the key decisions by Trustee Board decisions and briefed on government guidance and its implications for the college. 	Y	1. CoT and CoG have been consulted about means for regular communications	Green
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	Red	<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. 	N	1. A significant amount of work is needed here as the focus has been on practicalities and practice	Red
1.12 Communication strategy					
Key stakeholders are not fully informed about changes to policies and procedures due to COVID-19, resulting in risks to health	Yellow	<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 Schools Commissioner Professional associations Other partners 	Y	<ol style="list-style-type: none"> Communication is a key strand of the Re-opening Plan Regular communication between all parties 	Green
1.13 Staff induction and CPD					
Staff are not trained in new procedures, leading to risks to health	Red	<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 including hand hygiene and enhanced cleaning regime Fire safety and evacuation procedures 	N	<ol style="list-style-type: none"> Need to revise induction programme Timetable induction process 	Red

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"> • Constructive behaviour management • Safeguarding • Risk management 			
New staff are not aware of policies and procedures prior to starting at the college when it reopens		<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. 	Y	1. Need to adapt induction into on-line format	
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	N.A.	<ul style="list-style-type: none"> • 	Y		
1.15 Risk assessments					
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.		<ul style="list-style-type: none"> • Risk assessments are updated or undertaken before the college reopens and mitigation strategies / additional controls 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 especially where shared equipment is required to be used • Risk assessments are systematically revisited once college reopens 	Y	<ol style="list-style-type: none"> 1. A comprehensive risk assessment process is in place at an individual learner level 2. Risk assessments of each learning area will be conducted during the Summer Term 	
1.16 College transport					

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)
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		<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. Parents reminded of the need to ensure social distancing and changes to drop off and pick up routines, 	Y	<ol style="list-style-type: none"> SLT are considering staggering the college day for Discovery learners Full resumption of bus services scheduled for week commencing 14.09.20 	
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		<ul style="list-style-type: none"> A return-to-work plan for cleaning staff (including any environmental cleans) is agreed with contracting agencies prior to opening. An enhanced cleaning plan is agreed and implemented which minimises the spread of infection to include regular cleaning of all touch points and welfare areas. Working hours for cleaning staff are increased. 	Y	<ol style="list-style-type: none"> Cleaning requirements need to be determined with City Wide 	
2.2 Hygiene and handwashing					
Inadequate supplies of soap and hand sanitiser mean that learners and staff do not wash their hands with sufficient frequency		<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. Handwashing is built in to the daily routine and is supervised by staff. Teachers should ensure they wash their hands and surfaces, before and after handling learners' books 	Y	<ol style="list-style-type: none"> SLT will ensure adequate supplies continue 	

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 forget to wash their hands regularly and frequently		<ul style="list-style-type: none"> Staff training includes the need to remind learners of the need to wash their hands regularly and frequently to include start of college day, after breaks and after using any shared equipment 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. Learners should be encouraged where possible not to touch their faces or to put objects in their mouths. 	Y	1. Learners will require continuous support in this area throughout the pandemic	
2.3 Clothing/fabric					
Not wearing clean clothes each day may increase the risk of the virus spreading		<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 which may include a 'bare below the elbow' approach Expectations and guidance are communicated to parents. Uniform that cannot be machine washed should be avoided. Consider leeway for any child who has grown out of any parts of their uniform since March but whose parents cannot currently replace it. 	Y	1. Clothing will be monitored on a daily basis by SLT	
The use of fabric chairs may increase the risk of the virus spreading		<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. 	Y	1. Fabric chairs will be removed from any teaching area	
2.4 Testing and managing symptoms					
Testing is not used effectively to help manage staffing levels and support staff wellbeing		<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. Health and Wellbeing support is available through the LA https://myzone.salford.gov.uk/people-zone/health-and-wellbeing 	Y	1. Staff have access to regular testing	

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		<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 (no one with symptoms should attend a setting for any reason). 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. 	Y	<ol style="list-style-type: none"> Isolation room has been identified – this needs to be fully equipped and usage outlined to staff System is heavily reliant on co-operation of parents and carers 	
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		<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. 	Y	<ol style="list-style-type: none"> Clear guidance will need reiterating at regular intervals 	
Staff, learners and parents are not aware of the college's procedures should there be a confirmed case of COVID-19 in the college		<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. 	Y	<ol style="list-style-type: none"> Clear guidance will need reiterating at regular intervals 	
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		<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. All relevant staff are aware of all learners in college with relevant 	Y	<ol style="list-style-type: none"> Review timetabling to ensure there is a First Aider on site at all times 	

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)
		health conditions			
2.6 Medical rooms					
Medical rooms are not adequately equipped or configured to maintain infection control		<ul style="list-style-type: none"> • Social distancing provisions and PPE where needed for personal care 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. 	N	<ol style="list-style-type: none"> 1. There is no designated medical room 2. Consult PIP over possible venue 	
2.7 Communication with parents					
Parents and carers are not fully informed of the health and safety requirements for the reopening of the college		<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. 	N	<ol style="list-style-type: none"> 1. Create section on Website 2. Transition information and learner information to contain salient Covid-19 information 	
Parents and carers may not fully understand their responsibilities should a child show symptoms of COVID-19		<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. 	N	<ol style="list-style-type: none"> 1. Weekly refreshers to be sent to parents 	
2.8 Personal Protective Equipment (PPE)					
Provision of PPE for staff where required is not in line with government guidelines		<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 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. 	Y	<ol style="list-style-type: none"> 1. Further information and training on PPE to be provided by the Trust 	
3. Maximising social distancing measures					

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)
3.1 Learner behaviour					
Learners' behaviour on return to college does not comply with social distancing guidance		<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 staggered and structured to support social distancing and are closely supervised. • The college's 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. • Arrangements for social distancing of younger primary college children have been agreed and staff are clear on expectations. • Consistently impose sanctions when rules are broken, in line with the behaviour policy, as well as positively reinforcing well-executed rules through encouragement and rewards. 	Y	<ol style="list-style-type: none"> 1. This area will remain a constant hazard and must be managed on a case by case basis 2. Individual learner risk assessments will inform this process 	
3.2 Classrooms and teaching spaces					
The size and configuration of classrooms and teaching spaces does not support compliance with social distancing measures		<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 (i.e. a maximum of 15 learners per class). • All furniture etc. not in use has been removed from classrooms and teaching spaces. • Arrangements are reviewed regularly. 	Y	<ol style="list-style-type: none"> 1. Classrooms will be redesignated for the new academic year 2. Social distancing measure will be applied to the new design of rooms 	

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		<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. 	N	1. This cannot be avoided. Therefore measure will be implemented to stagger corridor usage	
3.4 Break times					
Learners may not observe social distancing at break times		<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 including all drop off and collection points. • Supervision levels have been enhanced, especially with younger learners, to support social distancing. 	Y	1. Use of outdoor space will be staggered	
3.5 Lunch times					
Learners may not observe social distancing at lunch times		<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. 	Y	<ol style="list-style-type: none"> 1. This area will remain a constant hazard and must be managed on a case by case basis 2. Individual learner risk assessments will inform this process 	

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3.6 Toilets					
Queues for toilets and handwashing risk non-compliance with social distancing measures	Yellow	<ul style="list-style-type: none"> 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 	Y	1. Set time for toilet usage to be implemented	Green
3.7 Medical Rooms					
The configuration of medical rooms may compromise social distancing measures	Red	<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. 	N	1. Do not need to designate a medical room	Green
3.8 Reception area					
Groups of people gather in reception (parents, visitors, deliveries) which risks breaching social distancing guidelines	Yellow	<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. Any essential visitors asked to comply with all required control measures. Parents should come into college buildings only when strictly necessary, by appointment, and ideally only one (unless for example, an interpreter or other support is required). Any such meetings should take place at a safe distance (and so the use of small offices may not be suitable). 	Y	1. New access and egress system to be designed	Green
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	Yellow	<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. 	Y	1. New access and egress system to be designed	Green
3.10 Transport					
The use of public and college transport by learners poses risks in terms of social distancing	Red	<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. Settings should also consider ways to minimise use of public transport to get to and from college at peak time 	Y	1. Learners will not use public transport between Sept-Dec 2020 2. SEND Transport will adhere to DoT and DfE guidance	Green
3.11 Staff areas					
The configuration of staff rooms and offices makes compliance with social distancing measures problematic	Red	<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. 	N	1. Staff breaks will be staggered to reduce numbers in the staff room	Green
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		<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. 	Y	<ol style="list-style-type: none"> All learners' medical status is known This need to be updated on a monthly basis 	
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		<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. 	Y	<ol style="list-style-type: none"> All staff report health status on a weekly basis 	
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		<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. Wellbeing/mental health is discussed regularly in PSHE/virtual 	Y	<ol style="list-style-type: none"> Staff MH first aiders are trained across the Trust Close liaison with families throughout lockdown period has identified known 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)
the COVID-19 crisis in general		<ul style="list-style-type: none"> assemblies/learner briefings (stories/toy characters are used for younger learners to help talk about feelings). Resources/websites to support the mental health of learners are provided. 			
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		<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. 	Y	1. Staff well-being team across Trust to be increasingly deployed to support staff at CF	
Working from home can adversely affect mental health		<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. 	Y	2. Staff contacted regularly by SLT	
5.3 Bereavement support					
Learners and staff are grieving because of loss of friends or family		<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. 	Y	<ol style="list-style-type: none"> College has suffered a bereavement Measures in place to support bereavement 	
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 learners when the college reopens		<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. 	Y	1. Continuing the current support programme will ensure priority learners can attend	
7. Operational issues					
7.1 Review of fire procedures					
Fire procedures are not appropriate to cover new arrangements		<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. • New arrangements are tested and amended if necessary 	N	1. Staff have not been present for training 2. New fire marshalls to be identified and trained	
Fire evacuation drills - unable to apply social distancing effectively		<ul style="list-style-type: none"> • Plans for fire evacuation drills are in place which are in line with social distancing measures. 	N	1. This cannot be avoided due to the needs of learners	

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)
Fire marshals absent due to self-isolation		<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. 	N	1. New fire marshalls to be appointed	
7.2 Managing premises on reopening after lengthy closure					
All systems may not be operational		<ul style="list-style-type: none"> Government guidance is being implemented where appropriate. All systems have been recommissioned. 	Y	1. Building has remained open and operational	
Statutory compliance has not been completed due to the availability of contractors during lockdown		<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. 	Y	1. Building has remained open and operational	
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		<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. 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). 	Y	1. Contractors rarely on site and will only operate in areas where there are no learners	

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. Finance					
8.1 Costs of the college's response to COVID-19					
The costs of additional measures and enhanced services to address COVID-19 when reopening places the college in financial difficulties		<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. 	N	<ol style="list-style-type: none"> Full financial impact cannot be known before end of the crisis Close financial monitoring is undertaken by Trustees 	
9. Governance					
9.1 Oversight of the governing body					
Lack of governor oversight during the COVID-19 crisis leads to the college failing to meet statutory requirements.		<ul style="list-style-type: none"> The governing body continues to meet when key decisions need to be made 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. 	Y	<ol style="list-style-type: none"> Briefings are held with CoG on a fortnightly basis Governors meeting to commence as scheduled 	
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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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)
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College Leadership Use Only

Approved by (Head Teacher/ Chair of Governors)	Martin Hanbury Bethany Cocken Dave Williams	Date of Approval	12/06/2020
Date Provided to Unions	15/06/2020	Date of Review	31/07/2020