


## “Return to College” Risk Assessment

Please report **suspected or confirmed cases of COVID-19** to the local **Public Health England (PHE) Health Protection team** on **0300 303 8162 (press Option 1, Option 1)** and inform the College.

*Please note:*

- *As with any Risk Assessment, this document is neither perfect nor ever finished; it is under constant review.*
- *“Bubbles” below relate to both Education Childcare Provision (for children of key workers and vulnerable students) AND in the event of any future “return to school” for small groups of Year 10 and Year 12 students, which would probably be organised in an identical way.*

	<b>Establishment/Department:</b> Clyst Vale Community College	<b>Establishment Risk Assessment</b>	<b>RA100</b>
<b>Address:</b> Station Road, Broadclyst, nr Exeter, EX96SB			
<b>Person(s)/Group at Risk</b> <b>Staff, Students, Visitors to the College Site and Contractors</b>		Date assessment completed: <b>31<sup>st</sup> May 2020</b> This document is to remain under constant review.	
<b>Return to School risk assessment – based on the principles and guidance contained within DfE Guidance: Coronavirus (COVID-19): implementing protective measures in education and childcare settings (15 May 2020)</b> <a href="https://www.gov.uk/government/collections/coronavirus-covid-19-guidance-for-schools-and-other-educational-settings">https://www.gov.uk/government/collections/coronavirus-covid-19-guidance-for-schools-and-other-educational-settings</a> also 24 May 2020 <a href="https://www.gov.uk/government/publications/preparing-for-the-wider-opening-of-schools-from-1-june/planning-guide-for-secondary-schools">https://www.gov.uk/government/publications/preparing-for-the-wider-opening-of-schools-from-1-june/planning-guide-for-secondary-schools</a>		Written by: <b>Kevin Bawn (Principal)</b>	

Hazards	Control measures in place
<b>Movement of persons around the school</b>	
Entrance and egress to school site causing large groups of people inside school grounds compromising social distancing.	<i>45-minute window to allow staggered drop-off and collection times flexible. Two principal drop-off points, and visibility excellent so that parent/carer can see other students alighting. Controlled exit from Reception using 2m markings. If and when student numbers on site exceed 30 a second entrance are created. .</i>
Parents gathering in car park not social distancing	<i>Parents reminded that they cannot gather in the car parks, or enter the site unless they have a pre-arranged appointment or in an emergency situation. Appropriate signage.</i>
Overcrowding in classrooms and corridors.	<i>The key organisational unit is the "Bubble". Each Bubble operates in a different zone (area of the College). Each Bubble will have a maximum of eleven students with two "activity leaders" for ECP and one teacher for Year 10 and 12 groups.. Desks are spaced as far apart as possible. The Bubbles ensure that there is no general mixing of students Movement around the site are reduced as far as possible. There are no assemblies, library lessons, joint lessons; and movement to IT rooms and at (staggered) breaks are carefully monitored</i>
Increased numbers during breaks compromising social distancing.	<i>Staggered break times with appropriate supervision is in place. Play areas zoned according to "Bubble"</i>
Increased numbers during lunchtime compromising social distancing.	<i>Lunchtime are taken in base rooms. Students will bring packed lunches and snacks. For free time, lunchtimes are staggered and zoned to prevent mixing. Bubbles are continually reminded to socially distance among themselves.</i>
Spread of virus due to increased numbers of people within the building.	<i>Bubbles ensure a spread of students around the site into separate buildings. The Principal will continue to insist on individual requests to access the site and authorise as appropriate.</i>
Inadequate social distancing measures leading to spread of the virus.	<i>Bubbles will remain together on all days, with no mixing or swapping students. As far as possible, the same members of staff will remain with the Bubble on a weekly basis. Potential communal areas, exits and toilets are marked with tape. Through staff briefings, reminders and signage social distancing are encouraged and enforced.</i>

<b>Premises related matters</b>	
Changes to building use	<i>There are no significant changes to building use. Zoning means that the need for one-way systems in corridors is eliminated; the only risk is in the corridor to Reception mitigated by taping. Floor tape is used in each zone, especially communal areas. Various doors are left open (see fire procedures, below) and others closed as visual barriers but not locked. There are no limitations on fire evacuation routes.</i>
Health and Safety checks	<i>Before any area of the College is recommissioned for use as a zone for a Bubble, the following checks and activities will be undertaken: a thorough clean (deep clean not required), water systems checked, flushed and tested, testing of fire and smoke alarms, fire doors, gas supply, ventilation, stairs and lifts, lighting, and inspection for rodent or vermin action. If equipment is not maintained within statutory test periods then it is taken out of use until the inspection and test can be completed.</i>
First Aid procedures	<i>There is a qualified first aider (lower level qualification) on site at all times the College is open. There is no change to normal first aid procedures.</i>
Fire Procedures	<i>There is no significant change to the normal, existing fire procedures. The assembly point is on the field; there is close supervision to ensure that students line up in Bubbles but 2m apart. Fire detection and alarm systems, fire extinguishers are all in order and maintained. Where doors are propped open to reduce hand contact, these are closed as members of staff pass through.</i>
Water hygiene – management of legionella	<i>The agreed regimes for flushing and monitoring of temperatures have been maintained throughout the period of partial opening. Prior to any block/zone being re-opened, water hygiene standards are implemented according to government guidance <a href="https://www.gov.uk/government/publications/managing-school-premises-during-the-coronavirus-outbreak/managing-school-premises-which-are-partially-open-during-the-coronavirus-outbreak">https://www.gov.uk/government/publications/managing-school-premises-during-the-coronavirus-outbreak/managing-school-premises-which-are-partially-open-during-the-coronavirus-outbreak</a></i>
Using and monitoring new practices within College to reduce risk of Covid-19 transmission and maintain the highest possible standards	<i>All staff to be briefed on Monday morning and other mornings as appropriate. All staff to be made aware of this Risk Assessment, the “ECP Handbook”, with reminders about zoning, social distancing, evacuation routes, actions in case of illness (including covid-19 symptoms) or accidents. SLT duty staff must complete the daily risk assessment log and ensure remedial actions where needed are completed. There are opportunities for all colleagues and students to raise concerns / make suggestions.</i>
Management of contractors on site	<i>All requirements and controls are communicated to contractors in advance and on arrival.</i>
Staff rooms and offices comply with social distancing and safe working practice	<i>Numbers of colleagues on site kept to a minimum. In offices and communal rooms chairs removed and placed apart. All face to face meetings cancelled except Welfare Team. Number of colleagues limited to rooms on basis of number of 2m<sup>2</sup>. Staff kitchen has limit of two people; colleagues encouraged to bring their own food and utensils. Enhanced cleaning regimes.</i>
Ventilation to reduce spread	<i>Windows are opened and doors propped open, where safe to do so. Air conditioning must not be used. Ventilation to other essential areas (e.g.) chemical stores will remain operational, and is extremely low risk.</i>
Management of waste	<i>All internal waste bins emptied daily. Disposal of waste conforms to guidance <a href="https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care/safe-working-in-education-childcare-and-childrens-social-care-settings-including-the-use-of-personal-protective-equipment-ppe#how-should-ppe-and-face-coverings-be-disposed-of">https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care/safe-working-in-education-childcare-and-childrens-social-care-settings-including-the-use-of-personal-protective-equipment-ppe#how-should-ppe-and-face-coverings-be-disposed-of</a></i>

Outdoor lessons and activities	<i>Outdoor lessons and activities are supervised at all times. Outdoor spaces are zoned. Each Bubble will have its own equipment as far as possible. Any shared equipment is cleaned between uses.</i>
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<b>Cleaning and reducing contamination</b>	
Contaminated surfaces spreading virus.	<i>Unnecessary items in classrooms and other learning environments are removed where there is space to store them elsewhere or moved to an unused area of the room. Rooms are regularly cleaned. Surfaces are regularly wiped during the day. If someone becomes ill with suspected COVID-19 at the setting government guidance are followed: <a href="https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care/safe-working-in-education-childcare-and-childrens-social-care-settings-including-the-use-of-personal-protective-equipment-ppe">https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care/safe-working-in-education-childcare-and-childrens-social-care-settings-including-the-use-of-personal-protective-equipment-ppe</a></i>
Equipment – PE and multiple-use	<i>Thoroughly cleaned between groups of students and only one Bubble will use equipment at a time. Certain items (eg board games) are only used with gloves and wiping down before and after use.</i>
Shared resources and shared equipment increasing spread	<i>Students should bring their own stationery where possible. Where provided, stationery is assigned to individuals. For staff, all surfaces and machinery in Resources Room (copiers, guillotine, laminator) must be wiped before and after use. Enhanced cleaning regimes apply.</i>
Cleaning staff and hygiene contractor's capacity - providing additional requirements	<i>Additional cleaning requirements in place using CVCC staff and SWH Contractors. Ensure cleaning products being used are suitable and that adequate supplies of cleaning materials are available. See <a href="https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care/safe-working-in-education-childcare-and-childrens-social-care-settings-including-the-use-of-personal-protective-equipment-ppe">https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care/safe-working-in-education-childcare-and-childrens-social-care-settings-including-the-use-of-personal-protective-equipment-ppe</a> and <a href="https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings">https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings</a>.</i>
Handwashing facilities	<i>Each Bubble has access to student toilets with sinks, soap and hot water. All zones are provided with hand sanitiser. Students wash hands (soap and water) at the start and end of each session.</i>
Time for staff and students to carry out handwashing	<i>Frequent hand cleaning is part of the normal routine. Students encouraged to have regular access to handwashing facilities through the day, observing social distancing</i>
Soap and cleaning products	<i>Regular monitoring and ordering to ensure sufficient supplies and deliveries. Cleaning products, regular detergents and bleach conform to appropriate standards (COSSH).</i>
Toilets being overcrowded	<i>Each Bubble has access to its own student toilets. Students are limited to two maximum in a toilet area (one per cubicle as normal !). Floor markings and signage as a reminder. Students are allowed to leave activities to visit the toilet to reduce queuing and overcrowding at break times.</i>


Staff related issues	
Staffing levels insufficient	<i>Very low-risk. On-site provision requires 10-15% of the staffing establishment (the rest work from home). In the very unlikely event that there is insufficient staffing, the College would need to close or part-close. This would be known the day before.</i>
Staff absence	<i>Staffing rotas include two members of staff per Bubble, and there is a reserve “on call”. Very low risk of any “on the day” cancellation.</i>
Staff anxiety	<i>Colleagues are made aware of the plans in place (including for example Risk Assessment, health &amp; safety measures, changes to the structure of the day). Where appropriate, colleagues should seek GP, counselling or occupational health advice.</i>
Staff understanding of new changes	<i>Colleagues are briefed on a Monday morning, other times as required, and provided with relevant information (Risk Assessment, the ECP “Handbook”). There is a focus on maintaining consistency of provision between Bubbles. SLT colleagues monitor activities to ensure standards are maintained.</i>
Accessing testing arrangements	<i>Where colleagues or household members display symptoms, they are entitled and <u>required</u> to take a test. This is already available to all essential workers <a href="https://www.gov.uk/apply-coronavirus-test">https://www.gov.uk/apply-coronavirus-test</a> The College will assist colleagues to book a test if necessary</i>
Assessment of all staff, including colleagues at high risk themselves or with household members with underlying health conditions or other risk factors	<i>A risk assessment is undertaken for clinically vulnerable staff, and for all staff who may be anxious, using an appropriate risk assessment’ document. Government guidance is followed. <a href="https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19">https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19</a> and <a href="https://www.gov.uk/government/publications/staying-alert-and-safe-social-distancing/staying-alert-and-safe-social-distancing#clinically-vulnerable-people">https://www.gov.uk/government/publications/staying-alert-and-safe-social-distancing/staying-alert-and-safe-social-distancing#clinically-vulnerable-people</a></i>
Staff use of PPE	<i>Government guidance makes it clear that most colleagues have no need to use PPE routinely. PPE is provided for cleaning staff when required, for First Aiders, and for members of staff working in frequent close contact with students with EHCP.</i>
Member of staff becoming unwell with COVID-19	<i>Government guidance is followed if someone becomes ill and what happens if there is a confirmed case of coronavirus in a setting <a href="https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings#when-open">https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings#when-open</a> The member of staff will go home/be collected immediately and seek medical advice including a test for the virus. The parents of all students in the Bubble of the infected colleague will be contacted and advised to follow Government guidance. The zone would be deep cleaned and not used for at least five days. Government guidance does not require the whole College to close (unless there are further cases as well). Accurate records of staff and students are maintained to enable public health contact tracking and testing regimes.</i>

<b>Student related issues</b>	
Students who are clinically, extremely vulnerable.	<i>Parents must seek specialist medical advice if their child is medically vulnerable which will inform an individual risk assessment if the child attends College. As acknowledged in Government guidance, it is not possible to guarantee a zero-risk environment in College</i>
Children with EHCP	<i>An individual risk assessment is completed before attendance</i>
Students unable to follow guidance	<i>Students are continually reminded of the health and hygiene requirements. There is close supervision of students unable to self-regulate. As far as possible, the same members of staff are assigned to each Bubble to ensure consistency. If necessary, additional adult support is provided to ensure all children follow the required measures.</i>
Member of a class becoming unwell with COVID-19	<i>The student will be isolated immediately in a designated room off Reception which can be safely supervised by a member of staff. A separate toilet is available. Colleagues are reminded of these arrangements. Suitable PPE is available at this location.</i>
Student displays poor behaviour	<i>The College's Behaviour Policy remains in place. Students are warned about poor behaviour which, if it persists, may lead to removal from the Bubble to spend the rest of the day under supervision with the duty member of SLT. Parents will be informed, as it is likely that poor behaviour will infringe basic health and hygiene requirements. Statutory guidance on exclusion from school remains in place; if a student clearly breaches the College rules and expectations AND puts other members of the College at risk, the Principal has a right to exclude for a fixed-term period or permanently.</i>

<b>Transport</b>	
Travel to school and provision of safe school transport:	<i>Any risks associated with public and school transport are beyond our control. Parents and students are encouraged to walk or cycle to College where possible. Some will prefer to use cars to minimise risk: students should be dropped and collected safely in the car park, and parents should not come into the College. There is close liaison with Devon School Transport Team where further consideration needs to be given to taxi services.</i>
School Transport arrangements	<i>We have been advised by Devon School Transport that it is not possible to guarantee staggered arrival times. At present, with very low numbers of students using school transport this is a low risk; there is sufficient space at the front of College to maintain social distancing without difficulty.</i>

<b>Provision of food</b>	
Provision of food	<i>At present, there is no provision of food. Students will bring their own snacks and packed lunch. Drinking water is available. Students in receipt of Free School Meals are receiving vouchers. There is a small stock of snacks and drinks available if needed. [In line with government guidance we will seek to provide a packed lunch for students attending who receive Free School Meals, in addition to the vouchers. This RA will be updated]</i>

<b>Communications with parents and others</b>	
Communicating expectations and guidance	<i>All users of the College are told not to enter if they are displaying any symptoms of coronavirus. All visitors, suppliers, and contractors are informed that only pre-arranged visits are allowed on site. A site telephone number is displayed if immediate access is required. Expectations and guidance are regularly communicated in regular updates, Newsletters, and signage</i>
Suppliers understanding and complying with new arrangements	<i>Suppliers, contractors and delivery companies are advised (in advance, where possible) to visit at quieter times of day and observe the heightened health requirements.</i>
Communications to parents and staff	<i>There are regular communications and reminders: twice-weekly updates, a weekly Newsletter, and periodic letters specifically for the parents/carers of the ECP group and Year 10.</i>
Parental conflict due to anxiety and stress.	<i>Prevention. Frequent, extensive and detailed communication to parents to explain reasons, as above. Clear expectations, guidance and signage. Personal answering of the switchboard telephone when College is open. Maintenance of the pastoral "School" system for continuity of contact. The Welfare Team supports families and parents, including those experiencing anxiety and stress. Conflict on site. Measures are in place to reduce adult-to-adult contact. Existing protocols and safety measures apply, including Reception screen and security doors.</i>



**Principal**  
**29<sup>th</sup> May 2020**