

**Covid-19 Risk Assessment**

August restart issues begin at page 6 yellow highlights = June 2020 additions, Green highlight = July 2020 additions, Pink highlight = August 2020 additions

**NRA**

**Last updated – 6 August 2020**

This risk assessment has been compiled from the weekly discussions of the Senior Leadership Team in relation to the College closure following the global Covid-19 (Coronavirus) outbreak. It has been further enhanced by including the updated advice from the government, Surrey County Council, Public Health England and specific guidance for sixth form colleges from the Sixth Form Colleges Association (SFCA) and the Association of Colleges (AoC). The SLT have adapted the relevant guidance to make it appropriate for Woking College and have focussed on those areas which are specific to our context and local environment.

The preventative measures in this risk assessment are not mandatory but are provided as guidance on reducing the risk of transmission of the disease for all our stakeholders. This risk assessment will be reviewed regularly in light of changes to the risk level or updated governmental guidance.

**Achieved and completed**

**On target but not yet fully achieved**

**Still to be achieved**

|  | **Risk/Issue** | **Actions to mitigate the risk** | **By whom?** | **By when?** |
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| **Short-term during on-going lockdown** | To ensure that effective high quality teaching and learning continues for all Year 12 students during the lockdown period | All HoDs have worked closely with their teams to ensure that appropriate independent learning tasks are set and the specification is covered through various online and virtual platforms. | All teachers, monitored by HoDs and line managers | Completed and on-going |
| Online progression assessments planned for all Year 12 A Level courses in week commencing 15th June. | Teachers/HoDs | 19/6/20 |
| To continue to support vulnerable students and those at greatest risk following an extended College closure including SEND/EHCP, LAC and ill/struggling students | Heads of Year and/or Learning Support mentors in at least weekly contact with vulnerable students (including MH concerns and those with social workers) and EHCP/SEND students as appropriate. Where necessary, liaise with parents and other external agencies including arranging online counselling support. | HoYs and LSAs | Completed and on-going |
| Contact all vulnerable students (in the widest possible sense) to identify which students would benefit from coming into College during the closure period for one-to-one or small group sessions. Contact parents and make arrangements with teachers, LSAs and site team as appropriate. | LCO/HCL | Completed |
| **Short-term during on-going lockdown** |  |  |  |  |
| To identify any students who are not engaging with learning and to provide academic support as necessary | Teachers concerned about students lacking engagement through independent learning or online activities to directly email student and parents in the first instance. | Subject teachers | On-going |
| If concerns are not addressed and continue to persist, teachers to refer to their HoD who will contact student and parents through email and phone calls home. HoDs to refer to HoYs for information. | HoDs | On-going |
| If students continue to fail to improve and engage more fully, HoYs to arrange distant stage meetings to include conference calls where possible or teacher feedback and targets sent home via email/letter. Students can also be directed to attend College if this is seemed necessary. | HoYs/HCL | On-going |
| To maintain effective and regular communication with current students and parents, prospective students and parents and all staff | Appropriate letters and videos sent to current students to inform them of important information in relation to continued teaching and assessment, external exams and grading, key deadlines and next steps. | BFR | Completed and on-going |
| Video created for prospective students and their parents alongside high quality transition work for every subject. Clear advice and support available through the College website. | BFR | May 2020 |
| Weekly briefing to update all staff on plans and keep them informed. | BFR | Completed and on-going |
| **In preparation for and upon a partial June return** | All entrance points to be sanitisation points | Install 22 dispensers of antibacterial wash at each of the key entrance points | NWA | Completed |
| Reception area | Put up protective (Perspex) screens on the main reception desk. | NWA | Completed |
| Remove pen and sign-in slips for visitors. All visitors to be signed in by reception team. Where appropriate, all non-essential visitors to be given alternative communication advice (emails/telephone numbers) instead of face-to-face meetings. | STA/DCO | Completed and on-going |
| Communication | Relevant Covid-19 and government guidance posters to be displayed in appropriate areas around the College – including advice on washing hands and hygiene, avoiding contact with mouth/eyes/nose and the need to self-isolate if you are any members of your household are displaying any Coronavirus symptoms. | NWA | Completed |
| Add all the above guidance information to TV screens around the College. | NLE | Immediately |
| Update student Code of Conduct to include clear instructions on social distancing expectations. Issue to students immediately upon individual and group return. | LCO | Completed and on-going |
| Cleaning | Make additional arrangements to clean areas of the College more frequently. Arrange meeting with Haywoods to discuss deep-clean and ongoing regime. | NWA/FMU | ASAP |
| Shared surfaces need to be cleaned and disinfected before, during and after College, including door handles, switches, bannisters and toilets. | NWA | On-going |
| Twice weekly flushing of water systems with full Legionella testing in July 2020 | NWA | Ongoing |
| Supplies | Essential cleaning supplies are likely to have a longer lead time so need to be ordered in plenty of time – these include hand sanitisers, alcohol/wet wipes for computer keyboards, bleach and other cleaning materials. | NWA | June 2020 |
| PPE for Science experiments is also likely to have a much longer lead time so will need to be ordered now in preparation for September. | RHA & team | June 2020 |
| Toilets | In all student and staff shared toilet facilities, put the middle cubicle and sink of three out of use until further notice. | NWA | Immediately |
| College gym and canteen | College gym and canteen to remain closed to all staff and students until further notice.  Review plans for social distancing in canteen for September. | NWA  NWA | Immediately  July 2020 |

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| **In preparation for and upon a partial June return** | **Risk/Issue** | **Actions to mitigate the risk** | **By whom?** | **By when?** |
| In line with government advice, to be prepared for limited students to return to College from mid-June to supplement their remote education as required | To identify students who would benefit from coming into College for one-to-one or small group sessions and to make arrangements with teachers, LSAs and site team as appropriate. Where possible, ensure that the use of public transport to travel to/from College is minimised, especially during peak times. This should only be implemented where a clear and significant benefit of coming into College can be identified. | LCO/HCL | From 8/6/20 |
| Careers advice | Establish a system of support to provide remote careers advice and guidance to any student in Years 12 and 13 who needs it, using Zoom/Teams/telephones. | LCO/SWI | On-going |
| Staff/student illness on-site | Establish a procedure for staff or student illness on site including an isolation room and what to do and who to inform. This needs to include clear next steps depending on the situation. | NWA | Completed |
| Submission of work | All student should be encouraged to continue submitting their work electronically. Under no circumstances should teachers be taking work on paper from students without quarantining it for a minimum of 72 hours. | LBE/KFO | On-going |
| Prospective students and parents | Consider additional online advice and guidance session before the end of the summer term for Year 11 students and their parents, especially those anxious about starting at a new institution. Write to all prospective students in July explaining the College’s approach if pandemic conditions are still affecting the College’s approach to T&L. | BFR/NRA | June 2020 |
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Preparation and planning for August / September return

|  | **Risk/Issue** | **Actions to mitigate the risk** | **By whom?** | **By when?** |
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| **In preparation for a full restart in August where some social distancing remains in place** | **Infection cases/outbreak!** | Ensure we have the most accurate list of e-mail addresses for homes / alternative emergency contact so that quick and effective communication is possible with homes  NHS Test and Trace process to be followed  NHS Test and Trace process to be followed and understand how to contact their local Public Health England health protection team. Staff members and parents/carers understand that they will need to be ready and willing to:   1. book a test if they are displaying symptoms. Staff and students must not come into the College if they have symptoms, and must be sent home to self-isolate if they develop them in College. 2. provide details of anyone they have been in close contact with if they were to test positive for coronavirus (COVID-19) or if asked by NHS Test & Trace 3. self-isolate if they have been in close contact with someone who develops coronavirus (COVID-19) symptoms or someone who tests positive for coronavirus (COVID-19) 4. A small number of home testing kits can be? available to be given directly to parents/carers collecting a child who has developed symptoms at school or staff who have developed symptoms at schools, where providing a test will increase the likelihood of them getting tested. 5. 3.The College will ask parents and staff to inform them immediately of the result of the test: 6. If someone tests negative, if they feel well and no longer have symptoms similar to COVID-19 they can stop self-isolating 7. If someone test positive they should follow the ‘stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection’ and must continue to self-isolate for at least 7 days from the onset of their symptoms and then return to school only if they do not have symptoms other than cough or loss of sense of smell/taste. This is because a cough or anosmia can last for several weeks once the infection has gone. Other members of their household should continue self-isolating for the full 14 days.   [Follow flowchart of school response to suspected or confirmed COVID-19 cases](https://www.surreycc.gov.uk/__data/assets/pdf_file/0004/228136/Flowchart-School-response-to-suspected-or-confirmed-cases-of-Covid-19-coronavirus-v1-10-June-2020.pdf): display in staff bases |  |  |
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| Staffing and staff communications before the start of term | Identify any staff who are unable to return to College. Consider carefully any personal risk factors (age, obesity, pregnancy, existing health conditions, ethnicity) as well as other issues such as mental health, returning to routine, vulnerability and how they have been affected by the extended closure. Consider how these absences can be covered and make appropriate arrangements including, where possible, teaching from home.  BFR to email all staff and update them on the Covid arrangements and to identify any staff who aren’t able to come back as normal. Where necessary, make appropriate arrangements for cover.  BFR to run a focus group with a small group of staff at 10.30am on results day – run through the Covid risk assessment document to reassure staff and to see if they can identify anything which we have missed.  Reviewed staff survey on 23 June 2020 and consider mitigations:   * The main issues arising are being addressed in this document * Staff who have anxieties about coming in to work on to be contacted * All staff to be copied-in to communications with parents and student * Consider office capacity to avoid hot-desking * Maximise ventilation in classrooms   Video to all parents explaining the adjustments and arrangements made in College for our September return. | BFR/NRA/KCR/DCO | August 2020 |
| **Information to all staff**  Ensure all staff have access to all relevant guidance and legislation including, but not limited to, the following:   * + The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013   + The Health Protection (Notification) Regulations 2010   + Public Health England (PHE) (2017) ‘Health protection in schools and other childcare facilities’   + DfE and PHE (2020) ‘COVID-19: guidance for educational settings’   Staff to be informed of the location of these during initial start of term briefings  Staff to avoid close face to face contact and minimise time spent within 1 metre of anyone. | BFR/NRA/NWA | August 2020 |
|  | Consider which support staff roles could continue to be completed from home (e.g payroll). Where possible, allow staff this option to avoid close proximity in staff offices. If this is not possible, consider staffing rotas for some offices.  In the whole staff email, BFR to also ask support staff to self-identify if they are able to complete some or all of their work functions from home. College will remain flexible in such circumstances and any arrangements to be discussed and agreed with relevant line managers.  See staff survey (as above)   * Screens have been erected to protect staff in Registry, PA’s offices, LRC and Finance | BFR/NRA/LCO | On-going |
| Extend the performance management and probationary periods for relevant staff affected by the lockdown and not having a full set of externally assessed results. Continue to monitor the performance of such teachers and departments to review at the end of the next academic year.  Let staff know in September | LCO/LBE | September 2020 |
| Ensure close monitoring and assessment of all new teachers from August 2020 since the vast majority have been appointed during the lockdown and we have not had the opportunity to see them teach, including earlier and more frequent observations and twilight L&T sessions for trainees.  The initial induction sessions for new staff have been amended so they understand tweaks to our induction methodology | NWA/HCL | Completed |
| Remove all additional chairs from desk to ensure they are single student desks only. Re-arrange furniture as necessary to ensure appropriate spacing between desks and with movement around the LRC.  Adjust as announcements are made in respect to expectations of physical distancing | JSP/DNE | August 2020 |
| LRC | Switch off every other PC to ensure appropriate spacing between students.  As above   1. Plan and put in place additional LRC space / furniture in the OWCC in order to zone Year 1 and Year 2 2. Ensure Wifi available for 25+ computers 3. Discuss possible canteen provision with Independent Caterers | NRA/NWA | August 2020 |
| **In preparation for a full restart in August where some social distancing remains in place** | Movement around the College site and buildings  visitors  timetabling options  Enrolment | Clearly indicate changes to College arrangements on main entrance to College  Establish a one-way system around College to maintain social distancing expectations and reduce student interaction around the building. This will include leaving automatic doors open to avoid touch, separate up and down stairwells in both the main and Science buildings and floor markings with arrows to clarify routes.  In and out doors marked for classroom where possible  SLT to have duty rota to remind students about social distancing  Consider most appropriate arrangements as guidance/risk changes  Visitors to the site, such as contractors, to be fully briefed on the College’s arrangements and follow site guidance on physical distancing and hygiene on or before arrival. Where visits can happen outside of school hours, they should. A record will be kept of all visitors.  **Options:**   1. Week on/ week off by by year group, double the classrooms by halving student numbers with ask teachers to teach across two classrooms if necessary 2. Longer blocks of teaching to minimise attendance e.g. 2hr blocks twice per week 3. Students divided into two populations who will attend different lessons in the week with students learning independently when not in College. Teachers will be encouraged to plan lesson that work with or without teacher presence 4. All come back, staggered start and end time of lessons and separate social / LRC spaces (using OWCC)   Currently planning for all students to be in but with on-going review.  Enquire about availability of LSAs from pool who were interviewed.  How can non-timetabled students make appropriate progress without doubling staff workload?   * It was considered by SLT on 24 June that Option 3 was the best option to meet this need and those of the students * To be discussed with Middle Managers on 29 June * Later reviewed after Govt advice and now Option (iv) is plan A, with Option (i) if we have to return to semi lockdown * Remote learning plan to be in place if for whatever reason the College has to close to students within the academic year   Should we buy some classroom cameras for live-streaming now? This has been decided against as the SLT does not consider it to be positive or efficient in in terms of all student learning: however, teaching methods under any future lock down will remain under constant review   * How do we ensure social distancing during enrolment? * Change the layout/spread of the enrolment process * What aspects of enrolment could be carried out from student’s homes? * How do we ensure ‘personal’ service?   How soon can we let prospective students/parents know what we are planning?: ASAP – week commencing 29 June, with update after Aug 6 SLT and/or Aug 11 Govt briefing. Enrolment packs and update letter posted out 6th August.  Students invited in small groups of 25. Subject desks spread out in the refectory and Beldam with HOYs moved to the dance studio. Parents not able to come in unless there is a specific need to accompany their son/daughter. SWF/EHO/GMA added to stage 2 team – NRA to inform them.  Further consideration of arrangements for induction day – LCO/HCL to bring proposal for smaller sessions, possibly over 2 days on Thursday and Friday. To be discussed further in SLT meeting at 2.30pm on Thursday 13th August.  Staff to be verbally informed of adjusting times of lessons to start and end a few minutes early. No actual changes to timetables are necessary. | NRA | August 2020 |
| Cleaning | * For detailed guidance refer to the guidance on SCC Covid-19 School Leaders webpage and gov.uk: * Routine measures during COVID-19 pandemic should already be to outbreak standard. PPE should be worn for cleaning – minimum gloves and disposable apron. * Consider using face mask and eye protection if risk is high – ie. Cleaning areas where there are visible bodily fluids. Public areas (e.g. corridors – clean as normal) * Surfaces that could be contaminated need cleaning and disinfection. All frequently touched surfaces (door handles, taps, table tops, keyboards etc.) should also be cleaned and disinfected. Use disposable cloths or paper roll, disposable mop heads to clean hard surfaces (e.g. floors, sanitary fittings, chairs, tables) * Have tissues available in each classroom and consider if we have enough bins for their disposal * Use a combined detergent and disinfectant or use a two-stage cleaning process of detergent (household type cleaner) followed by a hypochlorite solution (1000ppm) e.g. diluted Milton. [Check chemicals in use are effective against enveloped viruses] * Avoid splashes and spray when cleaning where possible. Waste: Any COVID-19 related waste should be double-bagged and stored for 72 hours before usual disposal * Daily monitoring system of cleaning levels during and after each day to be put in place   Add information about further cleaning arrangements to staff information /update. | NWA/FMU/CJE | August 2020 |
| Some subjects with special consideration | **PHYSICAL EDUCATION** classes should be kept in consistent groups and sports equipment thoroughly cleaned between use by different groups. Contact sport to be avoided. Outdoor sports to be prioritised and large indoor spaces used where not to ensure maximising distance between pupils and high levels of cleaning and hygiene. [COVID-19: Guidance on phased return of sport and recreations.](https://www.gov.uk/government/publications/coronavirus-covid-19-guidance-on-phased-return-of-sport-and-recreation/guidance-for-the-public-on-the-phased-return-of-outdoor-sport-and-recreation)  **PERFORMING ARTS**: Lessons which include singing, chanting, playing wind or brass instruments or shouting may cause an additional risk of infection. Control measures of physical distancing, playing outside, limiting group size to 15, positioning pupils back to back or side to side, avoiding sharing of instruments and ensuring good ventilation are put in place. |  |  |
| First aid team | Provide clear guidance to staff trained to administer first aid – whilst they may not be able to maintain a 1 metre + distance, they should wash their hands before and after each first aid interaction, wear a mask covering their mouth and nose, wear a new pair of disposable gloves for each first aid incident and ensure they dispose of all materials at the end of each incident.  First Aid team to meet on Monday 24th August to discuss arrangements. | SLT | August 2020 |
| Information for and actions regarding all students | New student code of conducting with additions to infection-reacted behaviour to be made clear to students at enrolment  Students are made aware of the school’s infection control procedures in relation to coronavirus and are informed that they must tell a member of staff if they begin to feel unwell.  The College will remind all students to clean their hands regularly  Pupils arriving at College wearing a face covering are instructed not to touch the front of their face covering during use or when removing them.  If anyone in the College becomes unwell with a new, continuous cough or a high temperature, or has a loss of, or change in, their normal sense of taste or smell (anosmia), they are sent home and advised to follow ‘[stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection](https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance)  Risk assessments to identify Student with complex needs who struggle to maintain good respiratory hygiene, for example those who spit uncontrollably or use saliva as a sensory stimulant.  students informed not to touch staff or peers  information to be given to all students regarding the cleaning of spaces and by whom (including by students themselves)  students to be informed about use of spared spaces and especially zoning of year groups  student encouraged to use public transport with masks / avoid public transport  No waiting in corridors - teachers to ensure this happens with effective timekeeping   * Remote education plan in place by the end of September 2020 for individual students or groups of students self-isolating. | LBE | September 2020 |
| Support for new students | Ensure that all courses have a thorough induction to develop subject specific skills, bridge any gaps in knowledge and provide students with an opportunity to learn more about the courses they have chosen.  This is a priority message for HoDs! – clear direction needed   * To be discussed in MM’s on 29/6   Show students that they will be supported to catch up on the learning skills they missed learning for themselves during the revision period?  Timetable early assessments (after 3 weeks) to ensure student are working and on the right courses? – especially if still in a quite restrictive lockdown situation?) | LBE/HCL | September 2020 |
| Summer GCSE results to be treated in exactly the same way as previous years with no changes to course entry requirements.  Message to HoDs repeated before enrolment | NRA | August 2020 |
| ‘High Challenge, Low Stress’ INSET planned for September to develop support strategies for new students who have missed such a significant period of schooling over the last six months.  See above  This practice also needs communicating to students and parents before the summer break | HCL/RDU | September 2020 |
| Support for existing students | Consider additional support for students who are struggling to return to normal routine following the extended lockdown period, including subject workshops and LRC catch-up sessions. Also, identify ways to bridge knowledge gaps and ensure that subject specifications have been fully covered.   * What can we do to timetable these sessions before the summer break – LSA’s need to know what might be happening * HoDs awareness of what might be necessary in first half term - part of their induction materials/programme * Again inform future parents and students before the summer | NRA | July 2020 |
|  | Consider individual applications with increased demand expected from students to repeat Year 13.  Students wishing to return for a third year need to make their case to NRA who will make a decision based on their individual circumstances. | NRA | September 2020 |
| **In preparation for a full restart in August where some social distancing remains in place** |  | Increase support for SEND students struggling to adapt to old routines through learning support and mentoring.  What can be done to put this in place before the summer?   * Remote education plan in place by the end of August 2020 for individual students or groups of students self-isolating. | BFR | September 2020 |
| Lessons learnt from the lockdown  Autumn exams  Lessons learnt from the lockdown  Health and Safety in classrooms | Plan for all aspects of Autumn exams once details are announced.  Hopefully we can communicate to parents on this (inc old Yr 13 asap(?)) | NWA | Completed and ongoing |
| Review the effectiveness of independent learning during the lockdown and further develop such methods and opportunities for both staff and students through the pastoral programme and subjects.  Gather data from course reviews and turn into SBP for September? | BFR | September 2020 |
| Conduct a full review of our contingency planning before, during and after the lockdown. Ensure that lessons are learnt for all relevant staff and that we are fully prepared for the next potential lockdown.  Review and incorporate into Disaster Recovery Plan in October 2020 | NWA | September 2020 |
| Capacity of classrooms analysis completed – to be reviewed as government advice of 2m social distancing changes.  Classrooms and other learning environments are organised to maintain space between seats and desks where possible. | NWA | September 2020 |
|  | Student and parental concerns about returning to College | Provide alcohol/wet wipes in all computer rooms to enable staff and students to clean the keyboards and monitors before use.  Parents are made aware of the school’s infection control procedures in relation to coronavirus via letter and social media – they are informed that they must not send their child to school if they have [coronavirus (COVID-19) symptoms](https://www.gov.uk/guidance/nhs-test-and-trace-how-it-works#people-who-develop-symptoms-of-coronavirus), or have tested positive in the last 7 days, or if another household member develops coronavirus symptoms. In both these circumstances the parents/carers should call the school to inform the school of this and that they will be following the national [Stay at Home](https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection) guidance.  Parents and pupils are encouraged to walk or cycle to their education setting where possible;  Parents’ drop-off and pick-up protocols are planned and communicated so that they minimise adult to adult contact  Parents to be aware of the need for appropriate tests to be taken if necessary and the need for them to report the results  Include all relevant advice from above in communication to parents and future students |  |  |
|  | Counselling for staff and students | Include in letter home to all students and parents to provide appropriate reassurance. However, ask teachers to design lessons which can be accessed from home for students and parents if needed.  See notes on this above |  |  |
|  | Student and parental concerns about returning to College | As a significant number of staff and students are likely to have been directly and personally affecting by the virus (family/friend bereavement, mental health issues, etc….), arrange additional counselling and welfare support to be available as required.  Discuss with College Counsellors what we might do upon return and how that is communicated   * Remote education plan in place by the end of September 2020 for individual students or groups of students self-isolating. |  |  |