

Managing Ernest Bevin College during the Covid-19 restrictions

Risk Procedures and Risk Assessment

Updated 24 February 2021

This Risk Assessment sets out the measures that must be taken to minimise the risk of any one in College contracting the virus. The current situation is that the benefits to students' education and welfare of returning to College outweigh the risks presented from the transmission of Covid-19.

In drawing up this Risk Assessment a number of guiding principles have been followed:

1. Safety first – any decisions taken in relation to running the College will always prioritise the health and safety of staff and students
 2. Quality– the delivery of quality teaching, aimed at closing gaps and supporting home learning will underpin our curriculum
 3. Entitlement – all student should be taught lessons for each subject they take
 4. Workload and well-being – teachers will need to be prepared to undertake a combination of remote teaching and face to face
 5. Sustainability – any plans must be sustainable as we don't know how long this current phase will last for
 6. Time for reflection – staff and students will need an opportunity to reflect on their experiences since March 2020
 7. We know our children and staff best – Ernest Bevin College will make decisions based on the best interests of the College community
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The following Risk Assessment was originally produced for the wider re-opening of schools in June 2020. This version has been reviewed and updated in the light of DfE's guidance published on 2 July and updated: Guidance for full opening: [Guidance for full opening: schools](#). Now that the College has fully reopened with restrictions and adaptations this risk assessment needs to be updated to include contingencies around any future closures.

ISSUE	RISK	ACTION	RESPONSIBLE	WHEN
ACTIONS IN RELATION TO ONGOING OPERATIONS AND CONTINGENCIES				
<p>Based on DfE Guidance</p> <p>Systems of Control 1-4 must be in place in all schools, all of the time</p> <p>Systems of control 5 must be properly considered and schools must put in place measures that suit their particular circumstances</p> <p>System of control 6 applies in specific circumstances</p> <p>Stems of control 7-10 must be followed in every case where they are relevant.</p>				
<p><i>System of Control 1:</i></p> <p>Minimising contact with individuals who are unwell, have symptoms or live within someone who is unwell or has symptoms.</p>	<p>Failure to remain vigilant and act swiftly in instances of suspected or confirmed cases increases risk of infections occurring in school and the wider community.</p>	<p>Student or staff member with new, continuous cough or a high temperature, or has a loss of or change in their normal sense of taste or smell:</p> <ul style="list-style-type: none"> ○ sent home and advised to follow the stay home guidance ○ Students awaiting pick-up they should be isolated in separate, closed room with ventilation or outside in the courtyard, supervised from a distance of at least 2metres. If not possible they should remain in a space that is at least 2 metres away from anyone else. If they need the bathroom to use a separate one that must be cleaned before further use. 	<p>All staff</p>	<p>As necessary</p>

		<ul style="list-style-type: none"> ○ Any member of staff staying with student while awaiting pick-up must wear PPE if social distancing cannot be maintained ○ Everyone to wash hands for 20 seconds after any contact with someone who is unwell 		
System of Control 2:				
Clean Hands thoroughly more often than usual	Not following required hand washing routines contribute to spread of infection	<p>Ensure soap, hot water, dryers and or paper towels and lidded bins are in every toilet (and if possible in classrooms)</p> <p>Hand wash or sanitiser stations set up at the school entrances for students and any other individuals entering the school to use</p> <p>Hand sanitiser is available at strategic points in the building and in rooms.</p> <p>Ensure hand-washing requirements/opportunities are built into behaviour expectations and daily routines, for example all students to be supervised in washing hands/ sanitising on arrival.</p>	<p>School Business Managers</p> <p>School Business Managers</p> <p>All adults supervising students</p>	Ongoing
System of Control 3:				
Ensure good respiratory hygiene	Not following “catch it, bin it, kill it” approach will contribute to spread of infection.	Provide lidded bins in classrooms and in other key locations around the site for the disposal of tissues and any other waste and ensure they are double bagged when disposing of them	School Business Managers	Ongoing

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		<p>Ensure a good supply of disposable tissues to implement the 'catch it, bin it, kill it' approach in each classroom and enough to top up regularly</p> <p>Staff are advised to wear masks when walking around classrooms and PPE is available in the medical room for use with suspected cases and visors are available for staff who are likely to have to work closely with students.</p> <p>We will follow the advice that temperatures are not to be routinely checked, a thermometer is available in the medical room should this be required</p> <p>Staff and students must not from shout or chant (which are likely to increase the risk of transmission of virus)</p>	<p>School Business Managers</p> <p>SLT HOY</p>	<p>October 2020</p>
<p>System of Control 4</p> <p>Enhanced cleaning routines.</p>	<p>Not establishing and following enhanced cleaning routines will contribute to spread of infection.</p>	<p>Agree cleaning routines with cleaning companies ensuring they are in line with DfE guidance (COVID-19: cleaning of non-healthcare settings guidance).</p> <p>Put in place additional cleaning routines to:</p> <ul style="list-style-type: none"> ○ Ensure more frequent cleaning of rooms/shared areas used by different groups ○ Frequently touched surfaces are cleaned more often than normal. <p>Deep cleaning to be provided as required and on a termly basis</p>	<p>Cleaning Contractor / Premises Manager and SBM</p>	<p>Ongoing</p>

<p>System of Control 5</p> <p>Minimise contact between individuals and maintain social distancing wherever possible</p>	<p>Failure to minimise contacts and mixing of students/groups increase transmission of infection.</p>	<ul style="list-style-type: none"> ○ Students are to be taught in year group bubbles ○ These groups will arrive at staggered times through separate entrances. To avoid the potential for congestion on pavements as students arrive and wait, families are encouraged to get students to arrive at the correct time. Senior staff are on duty to manage the area outside the College in the morning and to get bubbles to wait off the pavement. Likewise staff are on duty at the end of the day to disperse students. ○ Students will proceed directly to their classroom with the exception of year 8 who have a breakfast club available. ○ Classrooms are to generally be laid out avoiding students facing each other ○ Movement around College is minimised with the majority of lessons taught in a fixed room, closely supervised movement to allow DT, drama, art and PE ○ Guidance around the use of equipment has changed. Students should not share commonly used items such as pens, however it acceptable for text books and other equipment to be shared and used between classes. Sports equipment should be quarantined for 48 hours (72 for plastics) or thoroughly cleaned between uses. Students work should be marked, staff may wear gloves to minimise the risk of transmission (gloves are available from the medical room). ○ Year group bubbles will not be allowed to mix ○ Visits to the toilet will be supervised and students will not run errands 	<p>All staff</p>	<p>September 2020 ongoing</p> <p>Updated January 2021 Sept 2020</p> <p>Jan 21</p> <p>Sept20</p>
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		<ul style="list-style-type: none"> ○ Break and lunchtimes will be staggered, the canteen service will be extended with a limited food offer to minimise contact ○ Tables in the lunch and break area to be cleaned between bubbles ○ Removal of unnecessary equipment and rooms to be kept tidy, staff must clear papers and books from desks and store appropriately ○ Implement regular and enhanced cleaning of equipment and/or equipment left unused for 48 hours (72 hours for plastics) where equipment is required to be used between groups. ○ Implement more regular cleaning of outdoor equipment / PE kit ○ Limit the amount of equipment brought in to school ○ Ensure protocols are in place between providers if students attend more than one setting ○ Encourage students to use active transport and reduce use of public transport to come to school, new bike locking stations have been installed ○ Any air conditioning will be put out of use and rooms without ventilation will not be used. ○ The staffroom will be used by a maximum of 20 people at one time, furniture will be removed to reduce capacity and that which remains will be spaced. The hall will be arranged to allow meetings of staff whilst maintaining at least a 1 metre distance with people facing in one direction (as of January 2021 we are not holding any in person large meetings). ○ The shared use of computers and printers / photocopiers is to be minimised. Media resources can 		<p>Oct 20 Feb 21 Sept 20</p> <p>January 21</p>
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		<p>print materials as required. Any shared device should be wiped down before and after use.</p> <ul style="list-style-type: none"> ○ Evening events, parents evenings and open days will be curtailed or significantly adapted for example by running these using SchoolCloud. Families may book visits to the College for prospective year 7 students as this can be managed fairly easily. Other events are postponed or will run virtually. ○ If it is necessary to allow job applicants, prospective students and other interested parties to view the College. They must be signed in and follow hygiene procedures. They must be shown around by a staff member, maintaining social distance. They must avoid busy areas (routes where students are moving, the foyer during break or lunch etc), should look through the door or window at classrooms which are being used rather than going in and minimise touching or handling items. Only one family or individual should be shown around in each group. ○ The minibus may be used but touched surfaces must be wiped down before and after use, masks are to be worn and the maximum capacity is driver plus one passenger per double seat. ○ Staff working in teams (subjects, years, admin, premises, SLT etc) must not relax around social distancing and hygiene. The impact upon the College operations should a whole team have to isolate would be significant. Meetings will held remotely where possible. ○ Specialists, therapists, clinicians and other support staff for pupils with SEND should provide interventions as 		Feb 21
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		<p>usual. Some of the support will remain on-line. Where this is impossible, support/ assessments will take place at school, following both, specialist agency's and school's risk assessments eg speech and language therapists may wear PPE such as masks, gloves and aprons</p> <ul style="list-style-type: none"> ○ Year group bubbles to be taught in distinct areas of the College with designated routes to minimise the chance of contact between bubbles, clear signage to support this ○ Students are expected to wear masks on arrival and whenever they are inside the building, including in class. Exemptions are whilst sitting and eating or drinking and whilst doing PE activities. Some students are exempt and will wear a red badge. Hands are washed or sanitised. Whilst standing in groups outside staff and students are expected to wear a mask. ○ We have reviewed the first weeks of operation and now feel confident to allow peripatetic lessons and enrichment activities – as long as they adhere to disciplines around hygiene, bubbles and where relevant to the guidance form their own bodies. ○ Ensuring records of all visitors are maintained and procedures for maintaining social distancing are understood by all and adhered to ○ Staff toilets will be used by one person at a time, staff should call at the doorway to establish if the toilet is free. 		Feb 21
System of Control 6				
Use of PPE	Failure to follow PPE guidance will increase risk of transmission of infection	Use PPE:	All Staff	On-going

	and put individuals at unreasonable level of risk	<p>Where a student becomes unwell and 2 metres distance cannot be maintained</p> <p>Follow Safe Working in Education Guidance</p> <p>PPE equipment is stored in the medical room. Covid tests are in the medical room</p> <p>Visors are available to staff on request. They are recommended for staff who are likely to have to work closely with a student, such as learning support assistants.</p>	SLT	
System of Control 7				
Engage with the NHS Test and Trace process	Failure to follow Test and Trace guidance places whole College at risk of infection	<p>School must ensure parents and staff understand that they will be required to:</p> <ul style="list-style-type: none"> ○ Book a test if their child or they are displaying symptoms and stay away from school ○ Provide details to the Test and Trace service as required ○ Inform the school of the outcome ○ If positive, follow the Stay at Home Guidance ○ If negative only return to school if well <p>School to ensure all staff understand the procedures and requirements of the Test and Trace Service</p> <p>Keep under review and amend as necessary EBC COVID-19 HR procedures.</p> <p>Maintain a record of all staff and students who display any Covid symptoms.</p>	<p>All Staff</p> <p>Principal /SLT</p> <p>SBM</p> <p>Vice Principal / SBM</p>	<p>Ongoing</p> <p>September INSET</p> <p>Ongoing</p>

<p>Engage with asymptomatic testing programmes</p>		<p>Students to be tested three times on return to College from 8/3 – this is voluntary. Subsequent twice weekly testing to be done at home.</p> <p>Staff to be tested twice weekly at home or at College – this is also voluntary.</p> <p>Students under 16 may only be tested with parental consent</p> <p>Positive results from lateral flow test must be followed up with a PCR test and the case managed as per system of control 1</p> <p>A negative test result should be followed up 3 to 5 days later with a second test.</p> <p>This process will be subject to a more detailed risk assessment.</p>		<p>Feb 21</p>
<p>ADDITIONAL MEASURES</p>				
<p>Staffing Issues:</p> <ul style="list-style-type: none"> • Expectations • Teachers and classroom Support Staff • Communication and CPD • Admin Staff 	<p>Lack of systems to ensure sufficient staffing levels are in place leads to schools being unsafe</p>	<p>From 2 November 2020 all staff and students are expected to wear masks in all indoor areas. Students will be checked that they have a mask as they arrive. Staff will ensure that students wear a mask as they leave classrooms and as they move around the building. Students may sit down and eat or take part in PE lessons with their mask removed. Whilst standing in groups outside staff and students are expected to wear a mask. These expectations are communicated to staff, students and families through email, MYED and directly in class.</p>	<p>SLT All staff</p>	<p>November 20</p> <p>Feb 21</p> <p>Sept 20 Ongoing</p>

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		<p>Masks must be worn by staff in offices, working spaces and the staffroom unless staff are working alone or a 2 metre distance can be maintained.</p> <p>Students without masks will not be allowed to go to classes and will be contained in Reflection Room or sent home. Families will be contacted and a request made to bring a mask in. The College will maintain a small supply of masks for situations where a student would otherwise miss out on their learning.</p> <p>We will respect exemptions, students with medical conditions will wear a badge identifying their exemption or have a note in their planner.</p> <p>Staff may also request students to lower masks to aid communication or identification.</p> <p>Ensure safe staffing levels – Audit staff numbers and ensure staffing levels are safe at end of each day in relation to next day (including staffing needed to continue to make provision for children of key workers)</p> <p>Ensure DSL, or deputies are present on site every day.</p> <p>Schedule regular CPD/briefing to ensure all staff are aware of routines/changes to operating processes etc</p> <p>Keep up to date with Union and LA guidance</p> <p>Arrangements regarding Fire Drills and Fire Alarms will revert to the pre Covid procedures.</p>		
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<p>Additional Steps to reduce risk: Student organisation/ curriculum/start and finish times etc.</p>	<p>School level planning is insufficient/deficient and results in staff and students being unsafe</p>	<ul style="list-style-type: none"> ○ Working areas will be identified for staff who do not have an office space ○ Staff should be self-supporting, bringing in their own food and drinks, not sharing cups or utensils. Food and drink will however be available from the canteen. Food may be placed in fridges, handles and touched areas must be wiped down before and after use, likewise should a microwave be used. Kettles are not to be used but staff may use hot water from urns or hot water dispensers to make drinks, having provided their own milk, tea, coffee etc and wipe down touched areas. No plates, cutlery or cups are to be shared. There is an emphasis here on staff to take responsibility in minimising the risks from transmission of the virus through food and drink preparation and consumption. ○ Staff and students are encouraged to bring a supply of drinking water, this can also be purchased from the canteen. The drinking fountains are turned off but, in extremis, students can be provided with water served in a disposable cup or bottle. ○ Liaise with LA and TFL regarding public transport, staggered arrival times will also reduce the potential for overcrowding ○ Review PE provision in the light of phased return of sport guidance and guidance from Association for Physical Education 	<p>Principal SLT Premises Team All staff</p>	
<p>Safeguarding and Student Welfare</p>	<p>Failure to follow policy and/or address student welfare issues could have negative impact on students safety and ability to return to College</p>	<p><i>Attendance:</i></p> <ul style="list-style-type: none"> ○ re-instate all processes for recording attendance, following up absence and use of sanctions ○ we will not penalise students unable to attend school if parents are following clinical and/or public health advice 	<p>Vice Principal, Pastoral Teams, EWO</p>	<p>On-going</p>

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		<ul style="list-style-type: none"> ○ Continue to identify parents and students who remain anxious and work to provide reassurance, but remaining clear that students must now attend school. <p><i>Safeguarding</i></p> <ul style="list-style-type: none"> ○ Review and revise CPP and Safeguarding Policy in line with Coronavirus: Safeguarding in Schools Guidance ○ Consider additional time for DSLs to support staff and students as they return to school <p><i>Wellbeing:</i></p> <ul style="list-style-type: none"> ○ Wellbeing activities are signposted to all students and staff 		
Student Behaviour	<p>Students failing to comply with Covid-19 related restrictions could increase the risk of transmission.</p> <p>Poor behaviour for learning could interrupt progress in 'catching up'.</p> <p>Bullying and insensitive behaviour could have a profound impact on students made more vulnerable due to isolation and trauma.</p> <p>The full Behaviour for Learning Policy cannot yet be implemented.</p>	<ul style="list-style-type: none"> ○ Students are clearly informed of expectations around uniform, arrival and departure procedures, hygiene and the daily routines (whole College assembly July 20, repeated in the first week of attendance and through the reintegration interview). The reasons have been made clear. ○ A Reflection Room is established as part of an addendum to the Behaviour for Learning Policy. ○ There will be procedures established for dealing with uniform and punctuality infringements ○ Students are not to shout or sing, voices to be kept low 	SLT HOY	Ongoing
Other Operational Issues	<p>If we do not plan effectively for all operations we may compromise safety, increase risk of transmission or reduce access to the curriculum</p>	<p>Catering:</p> <ul style="list-style-type: none"> ○ Meal provision has restarted, the key changes being the staggered lunch and breaks which necessitate a different way of working. Payment is made using the biometric system, hands are to be sanitised prior to touching the reader. <p>Educational Visits:</p> <ul style="list-style-type: none"> ○ Only undertake non-overnight domestic educational visits ○ Integrity of groups/bubbles to be maintained when on visits ○ Risk assessments to include how control measures used in College can be maintained during visit 	SBM VP	<p>September 2020</p> <p>Feb 21</p>

		<p>College uniform</p> <ul style="list-style-type: none"> ○ Return to uniform ○ Students may wear PE / Games kit on the days when this is timetabled, this must be EBC kit <p>Before and After College Provision</p> <ul style="list-style-type: none"> ○ Any activities must maintain bubbles. 		
Students with SEND	<p>Needs/behaviours of students with SEND mean that social distancing cannot be maintained</p> <p>Where a student is assessed as not safe to be in College the College is open to claim of discrimination</p>	<ul style="list-style-type: none"> ○ Individual Risk Assessments to be reviewed on an ongoing basis with a focus on assessing whether a student is able to attend College safely. Ensure reasonable adjustments have been implemented. ○ The College medical room is to be relocated to a more suitable space in the main building (room 2) ● Seek advice from LA where appropriate 	<p>SENCO</p> <p>SENCO / Principal</p>	<p>On-going basis</p>
Contingencies should the College have to partially or completely close due to the local or national Covid risk	<p>Without robust preparation then students will miss out on education, students overall wellbeing needs not be met or staff and students put at risk of infection</p>	<p>The College has drawn up a detailed plan covering:</p> <ul style="list-style-type: none"> ● Provision of remote learning, a remote learning policy, remote learning including live lessons can be switched on immediately. ● Support and contact with students on a regular basis. ● A 'Skeleton School' to begin immediately with the most vulnerable students identified and encouraged to attend. ● The default position will be that staff will attend College and deliver remote lessons from classrooms unless government guidance contradicts this ● All meetings to take place in a Covid secure manner preferably using Teams. 	<p>Principal SLT</p>	

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This Risk Assessment is based on the following guidance:

[Remote education during Coronavirus-Covid-19](#)

[Changes to the law on education health and care plans due to coronavirus](#)

[Cleaning in non-health care settings](#)

[Stay at Home: Guidance for households with possible Coronavirus infection](#)

[Implementing protective measures in education and childcare settings](#)

[Actions for education and childcare settings to prepare for wider opening from 1 June](#)

[Guidance for young people on shielding and protecting people most likely to get unwell if they catch coronavirus](#)

[Overview of scientific advice and information on coronavirus](#)

<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/guidance/nhs-test-and-trace-how-it-works>

<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>

[Guidance for Full Opening of Schools](#)