

Managing Ernest Bevin College during the Covid-19 restrictions

Risk Procedures and Risk Assessment

Updated 20th July 2021 for September 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, this includes PSHE
 4. Workload and well-being – teachers will need to be prepared to undertake a combination of remote teaching and face to face, though we envisage a significant reduction in the likelihood of reverting to remote education from September 2021
 5. Sustainability – any plans must be sustainable as we don't know how long this current phase will last for
 6. 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 July 2021 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 should be isolated in a separate, closed room with ventilation or outside in the courtyard, supervised from a distance of at least 2 metres. 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 sanitise or wash hands for 20 seconds after any contact with someone who is unwell ○ All members of the College community are strongly encouraged to use Lateral Flow Tests twice weekly. Any positive result requires following isolation guidance and a PCR test. If this PCR test is negative then the isolation may end. 		May 2021
<p>System of Control 2:</p> <p>Clean Hands thoroughly more often than usual</p>	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:				

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<p>Ensure good respiratory hygiene</p>	<p>Not following “catch it, bin it, kill it” approach will contribute to spread of infection.</p>	<p>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</p> <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>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>Ventilation of classrooms and working spaces continues to be a priority</p>	<p>School Business Managers</p> <p>School Business Managers</p> <p>SLT HOY</p>	<p>Ongoing</p> <p>October 2020 July 2021</p>
<p><i>System of Control 4</i></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. ○ Deep cleaning to be provided as required and on a termly basis 	<p>Cleaning Contractor / Premises Manager and SBM</p>	<p>Ongoing</p>
<p><i>System of Control 5</i></p>		<ul style="list-style-type: none"> ○ Students will all arrive at College for 8.45 with lessons ending at 3pm 	<p>All staff</p>	<p>September 2020</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 will proceed directly to their classroom or assembly ⊖ Breakfast club is available for all students from 8.15am ⊖ Breaks and lunch will now run at the same time for all year groups. ○ Encourage students to use active transport and reduce use of public transport to come to school, new bike locking stations have been installed ○ From 17th May 2021 masks no longer need to be worn in or around the College in most situations. ○ Staff and students are strongly encouraged to carry a mask with them. Where social distance cannot be maintained and there is a risk of bubbles mixing in indoor situations then masks should be worn. ○ Staff and students may wear a mask if they choose to, however students must lower masks if requested by staff, for example to aid effective communication. ○ We 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 		<p>May 21 ongoing</p> <p>Updated January 2021 Sept 2020 May 21</p> <p>Jan 21</p> <p>Sept20</p>
<p>System of Control 6</p> <p>Use of PPE</p>	<p>Failure to follow PPE guidance will increase risk of transmission of infection</p>	<p>Use PPE:</p>	<p>All Staff</p>	<p>On-going</p>

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	<p>and put individuals at unreasonable level of risk</p>	<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>	<p>SLT</p>	
<p>System of Control 7</p> <p>Engage with the NHS Test and Trace process</p>	<p>Failure to follow Test and Trace guidance places whole College at risk of infection</p>	<p>From 18th July 2021 schools are no longer required to identify close contacts of positive cases. For any positive cases after this date we will encourage families and individuals to use notify the NHS contact tracing system.</p> <p>The guidance from 16th August 2021 is that fully vaccinated adults and students under the age of 18 years and 4 months do not need to self-isolate if identified as a close contact. They will instead be issued with a PCR test and encouraged to take it. If negative no further action will be required.</p> <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 College of the outcome ○ If positive, follow the Stay at Home Guidance ○ If negative only return to school if well 	<p>All Staff</p> <p>Principal /SLT</p> <p>SBM</p> <p>Vice Principal / SBM</p>	<p>July 2021</p> <p>Ongoing</p> <p>August 2021</p>

		<ul style="list-style-type: none"> ○ See System of Control 1 for guidance on Lateral Flow and PCR tests <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>September INSET</p> <p>Ongoing</p>
<p>System of Control 8</p> <p>Manage confirmed cases within College community</p>	<p>Failure to take swift action where confirmed cases are notified places the whole College community at risk of infection.</p>	<p>College to inform the LA or DFE of any positive tests and actions taken to minimise the risk of transmission</p> <p>Maintain a record of students and staff in each group (see System of Control 5) and provide to the DFE as necessary</p> <p>College to follow advice from DFE as required following their rapid risk assessment regarding who must be sent home.</p> <p>College to ensure all staff understand the procedures and requirements of the Stay at Home Guidance</p> <p>College to produce standard communications – templates and letters to support consistent approach and communication to staff/parents DFE etc.</p>	<p>SLT</p> <p>Principal</p>	<p>On-going Feb 21</p> <p>On-going</p> <p>On-going</p>
<p>System of Control 9:</p>				

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<p>Contain any outbreak</p>	<p>Failure to act appropriately where there are positive cases of COVID-19 is suspected will place the College at increased risk of an outbreak of infection.</p>	<p>College inform DFE College to follow advice from DFE and PHE See contingency below</p>	<p>SLT</p>	<p>On-going</p>
<p><i>System of Control 10:</i> Engage with asymptomatic testing programmes</p>	<p>Asymptomatic staff or students can infect others</p>	<p>College to follow advice and guidance from LA, DFE and PHE All students will be offered 2 supervised lateral flow tests before the College reopens in September – see separate plan The College will continue to supply LFT and PCR tests to families and encourage their use The College will retain the capability of Covid testing on site, for example to assist with the management of an outbreak or to encourage the testing of close contacts of a confirmed case All members of the College community are strongly encouraged to use Lateral Flow Tests twice weekly. Any positive result requires following isolation guidance and a PCR test. If this PCR test is negative then the isolation may end.</p>	<p>Principal and Vice Principal</p>	<p>On-going from January 2021 May 21 July 21</p>
<p>ADDITIONAL MEASURES</p>				
<p>Staffing Issues:</p> <ul style="list-style-type: none"> • Expectations 	<p>Lack of systems to ensure sufficient staffing levels are in place leads to schools being unsafe</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</p>	<p>SLT All staff</p>	<p>November 20</p>

<ul style="list-style-type: none"> • Teachers and classroom Support Staff • Communication and CPD • Admin Staff 		<p>(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>		<p>Feb 21</p> <p>Sept 20 Ongoing</p>
<p>Contingency Arrangements should the College experience an outbreak of Covid once the restrictions are lifted</p>	<p>Failure to have plans in place could lead to a serious outbreak, or the College having to send large numbers of students home</p>	<ul style="list-style-type: none"> ○ The College will take advice from the DFE and PHE –for example to facilitate surge testing or to change the arrangements in College ○ Face coverings can be readily reintroduced at short notice ○ The College can, in extreme circumstance, revert to bubble areas – by reallocating classrooms, having specific playground areas ○ The College will continue to strongly encourage regular LFT testing, we will maintain on site capacity to support the testing of close contacts of a positive case or as part of the response to an outbreak 	<p>Principal</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 		
<p>Contingencies should the College have to partially or completely close due to the local or national Covid risk</p>	<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>	

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](#)