

## Risk Assessment for the Full Reopening of The Sixth Form College Farnborough – Autumn Term 2020

**Updated: 4<sup>th</sup> September 2020**

This Risk Assessment has been undertaken based on the latest available guidance from the Government and Unions (Appendix A) regarding the full return to college of all students and staff for the Autumn Term 2020. This risk assessment will be reviewed and updated periodically, or if there is reason to suspect that it is no longer valid, or if there has been a significant change in matters to which it relates (e.g. confirmed cases at the College, or an increase in the local prevalence of the virus)..

**Risk Assessment Scope:** Staff, Students, Visitors and Contractors using the College site.

Ref	Hazard or Perceived Hazard	Risk	Controls	Mitigated Risk Rating		Residual Risk	Lead
				Severity	Likelihood		
1.	Travel to site	Not able to social distance Spread of infection	<ul style="list-style-type: none"> <li>• Advise staff and students to:               <ul style="list-style-type: none"> <li>• Avoid public transport and car sharing if possible.</li> <li>• Minimise numbers in a car.</li> <li>• Wear a protective face covering.</li> <li>• Keep car windows open – good ventilation.</li> <li>• Avoid touching surfaces and face.</li> <li>• Use hand sanitiser regularly.</li> <li>• Maintain social distancing where possible, although this is less important when the transport is dedicated to student use.</li> </ul> </li> <li>• Identify and provide additional areas for the storage of bicycles.</li> </ul>	5	2	10	SLT  Estates
2.	Accessing building and classrooms	Spread of virus between attenders through droplet	<ul style="list-style-type: none"> <li>• Social Distancing rules to be maintained wherever possible. (Areas to be marked with 2m markers, posters to be displayed</li> </ul>	5	1	5	SLT Estates

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		infection, touching contaminated surfaces etc.	<p>reminding of social distancing, availability of hand sanitizer, screens used where required)</p> <ul style="list-style-type: none"> <li>• One way systems to be used where possible - agreed in advance and shared. To be displayed outside buildings where appropriate.</li> <li>• Points of entry and exit to be agreed and monitored.</li> <li>• Recommend use of face coverings in high traffic areas and where bubbles may meet. (Local decision as per DfE guidance).</li> <li>• All users to be advised of measures to be observed.</li> </ul>				SLT/Staff SLT/Staff SLT/Staff SLT SLT
3.	Use of Classroom/office	Spread of virus between attenders through droplet infection, touching contaminated surfaces etc.	<ul style="list-style-type: none"> <li>• Ensure social distancing as far as reasonably practicable by identification of workstations (no longer 2m requirement).</li> <li>• Review timetable to minimise “congestion”, stagger movement where possible.</li> <li>• Aim to create student “bubbles”, making them as small as possible.</li> <li>• Avoid interaction between bubbles where possible.</li> <li>• Use venues that have good ventilation, open windows in preference to A/C, prop doors open where possible unless fire door.</li> <li>• Handwashing and hand sanitiser to be readily available.</li> <li>• Avoid activities that require sharing of resources.</li> <li>• Undertake department specific risk assessment where the inclusion of practical</li> </ul>	5	1	5	Estates SLT All All Estates Staff HoD and H&S Advisor Estates

Ref	Hazard or Perceived Hazard	Risk	Controls	Mitigated Risk Rating		Residual Risk	Lead
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			<p>activities requires it e.g. PE, Music, Art, Science etc.</p> <ul style="list-style-type: none"> <li>• Wipes available for individuals to clean equipment before and after use.</li> <li>• Provision of bins for disposal of tissues etc.</li> <li>• Toilets will be cleaned throughout the day.</li> <li>• Areas to be cleaned between “bubbles where possible.</li> <li>• Increase daily cleaning focussing on “touch points”.</li> <li>• Offer option to wear a face covering (local decision as per DfE Guidance).</li> <li>• Have visors and masks available in case required.</li> <li>• All areas to be cleaned at the end of each day to recommended standard i.e. cleaned and disinfected.</li> <li>• Use electronic communication rather than physical/material where possible.</li> <li>• Keep personal belongings close to you.</li> <li>• Screens will be erected in high volume areas e.g. Receptions.</li> </ul>				<p>SLT/Staff</p> <p>SLT/Staff</p> <p>Estates</p> <p>Estates</p> <p>SLT</p> <p>Estates</p> <p>Estates</p> <p>All</p> <p>All</p> <p>Estates</p>
4.	Interaction with students	Spread of virus between attenders through droplet infection, touching contaminated surfaces etc.	<ul style="list-style-type: none"> <li>• Limit interaction.</li> <li>• Maintain social distancing through use of “student bubbles”.</li> <li>• Identify “staff zones” to support staff maintaining distance from students.</li> <li>• Use seating plans.</li> <li>• Offer option to wear a face covering (Local decision as per DfE Guidance).</li> <li>• Have visors and masks available in case required.</li> </ul>	5	2	10	<p>Staff</p> <p>All</p> <p>Staff</p> <p>Staff</p> <p>SLT</p> <p>Estates</p>

Ref	Hazard or Perceived Hazard	Risk	Controls	Mitigated Risk Rating		Residual Risk	Lead
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5.	Cleaning accommodation	Direct contact with contaminated surfaces spreading infection	<ul style="list-style-type: none"> <li>Follow government guidelines.</li> <li>Wear PPE provided.</li> <li>Empty bins daily.</li> <li>Clean and sanitise surfaces.</li> <li>Increase day-time cleaning – prioritise high-touch areas.</li> </ul>	5	2	10	Estates
6.	Pupil or staff member displaying or reporting possible symptoms	Potential spread of infection from coughing sneezing, vomiting	<ul style="list-style-type: none"> <li>Report to Health Co-ordinator and return home.</li> <li>Health Co-ordinator will provide a test kit.</li> <li>Individual returns home and waits for 48 hours for result.</li> <li>Keep college/school updated on result/wellbeing.</li> <li>Any others who have come into close contact should be considered for self-isolation.</li> <li>Advise Principal.</li> <li>Area thoroughly cleaned by cleaning staff following guidelines for PPE and disposal of waste.</li> <li>Remaining staff and students moved to an alternative area if possible.</li> <li>Report positive cases to local Public Health and follow their advice.</li> </ul>	5	2	10	All  Estates  SLT SLT
7.	Confirmed case of COVID	Spread of infection	<ul style="list-style-type: none"> <li>Trace possible contacts of positive case (using registers and seating plans).</li> <li>Advise possible contacts to self-isolate for 14 days (following DHE definitions of close contact)</li> <li>Liaise with Public Health England and Local health protection team</li> </ul>	5	2	10	SLT Health Co-ordinator

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			<ul style="list-style-type: none"> <li>Review all risk assessments and update as necessary.</li> <li>Promptly inform all staff of the situation, and the measures necessary to manage it.</li> </ul>				
8.	Possible outbreak at the college (i.e. 2 or more confirmed cases in 14 days or an overall rise in sickness absence where COVID-19 is suspected).	Spread of infection	<ul style="list-style-type: none"> <li>Monitor and log positive cases and sickness absence where COVI is suspected.</li> <li>Liaise with Public Health England and local PH Team.</li> <li>Review all risk assessments, and update as necessary.</li> <li>Promptly inform all staff of the situation, and of the measure necessary to manage it.</li> </ul>	5	2	10	
9.	Use of toilets	Spread of infection	<ul style="list-style-type: none"> <li>Limit numbers allocated to each toilet area.</li> <li>Stagger breaks so not all being used at same time.</li> <li>Display posters to remind of need for thorough hygiene.</li> <li>Clean regularly.</li> </ul>	5	2	10	SLT Staff Estates Estates
10.	Limited Catering Available	Reduced refreshments for staff and students	<ul style="list-style-type: none"> <li>Grab and Go to be used.</li> <li>Dedicate specific serving areas to specific "bubbles".</li> <li>Ensure good hygiene when preparing drinks, touching fridge, taps etc.</li> <li>Breaks can be taken outside social distanced, in designated "bubble" areas or within study room socially distanced</li> <li>Stagger breaks where required/possible.</li> </ul>	3	1	3	All SLT
11.	Teacher shortage	Unable to safely cover groups and retain low student numbers	<ul style="list-style-type: none"> <li>Confirm number of staff available and capacity to increase if a member of staff is unable to attend.</li> </ul>	4	1	4	SLT

Ref	Hazard or Perceived Hazard	Risk	Controls	Mitigated Risk Rating		Residual Risk	Lead
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			<ul style="list-style-type: none"> <li>Reduce student numbers or send home where practicable</li> </ul>				SLT
12.	Support staff shortage	Unable to safely operate college	<ul style="list-style-type: none"> <li>Confirm numbers of staff available and ensure capacity exists to replace staff not available</li> </ul>	5	1	5	Estates
13.	Risk to Extremely Clinically Vulnerable (including pregnant), those with Extremely Clinically Vulnerable in household and those belonging to high-risk groups.	Spread of infection with severe potentially consequences	<ul style="list-style-type: none"> <li>Advice is now to attend but adhere to all precautions rigidly.</li> <li>Invite any individuals where specific concerns exist to discuss these with HR or line manager, and mitigate further if possible.</li> <li>Review and update individual risk assessments in context of changed circumstances e.g. confirmed case of COVID at college.</li> <li>Continue to work from home if appropriate.</li> <li>Advise to seek medical practitioner involvement if required.</li> </ul>	5	1	5	SLT SLT/Staff SLT/Staff
14.	Other Visitors to the site including contractors and deliveries.	Spread of infection	<ul style="list-style-type: none"> <li>Avoid visitors where possible.</li> <li>Restrict visitors to agreed areas, this includes building contractors etc to ensure that there is no interaction with students and staff.</li> <li>Inform all visitors of additional safety measures in place.</li> <li>Do not recommence lettings at this stage.</li> </ul>	5	2	10	All SLT/ Estates  ALL SLT
15.	Safeguarding standards are compromised due to amended procedures	Safeguarding incident	<ul style="list-style-type: none"> <li>Continue to ensure all safeguarding standards are maintained and all revised procedures are considered in context of ensuring safeguarding.</li> </ul>	5	1	5	SLT/Staff

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16.	Electrical Equipment e.g. Fire alarms, lifts do not work	Health & Safety Compromised	<ul style="list-style-type: none"> <li>Ensure all key electrical equipment is tested</li> <li>This has continued during closure period as some areas have remained operational with Estates presence.</li> </ul>	5	1	5	Estates
17.	Failure of contaminated water supply	No toilets available No drinking water available No hand washing available	<ul style="list-style-type: none"> <li>More than one water supply available i.e. from separate building.</li> <li>Ensure water supplies to be used have been “flushed” and routine testing is up to date.</li> <li>Use hand sanitiser for cleaning hands.</li> </ul>	4	1	4	Estates
18.	Failure of Hot Water Supply	Unable to carry out cleaning resulting in spread of infection	<ul style="list-style-type: none"> <li>More than one supply available.</li> </ul>	4	1	4	Estates
19.	Inadequate levels of cleaning supplies and PPE	Inability to effectively clean and virus remains	<ul style="list-style-type: none"> <li>Significant stocks of cleaning materials and PPE have been purchased.</li> <li>Stock levels will be closely monitored.</li> </ul>	4	1	4	Estates
20.	Fire	Fire procedures are not adequate during partial opening	<ul style="list-style-type: none"> <li>Communicate fire arrangements to staff and Students as normal.</li> </ul>	5	1	5	Estates SLT/Staff
21.	Use of confined social areas e.g. for smoking	Spread of virus	<ul style="list-style-type: none"> <li>Reminder in confined areas of need for social distancing.</li> <li>Additional space to be provided.</li> </ul>	5	5	5	SLT/Staff
22.	Possible weaknesses or failures in the system of control.	Control measures fail to remove or minimise risks.	<ul style="list-style-type: none"> <li>Provide information and training for all staff, ensuring that they understand the system of controls put in place by the College.</li> <li>Establish a procedure for reporting weaknesses or failures of control measures in place, clearly understood by all staff.</li> </ul>	5	2	10	SLT/Staff

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			<ul style="list-style-type: none"> <li>• Clear lines of responsibility for those tasked with monitoring and acting on reports from staff.</li> </ul>				



## Risk Scoring Matrix

<b>S e v e r i t y</b>	5					
	4					
	3					
	2					
	1					
		1	2	3	4	5
	<b>Likelihood</b>					

**Prepared by:** Alan Poole Director of Operations / Michael Pereira Health & Safety Advisor

**Approved by:** Board approved version August 28<sup>th</sup> 2020.

**Revised:** September 4<sup>th</sup> 2020

## Appendix A

### Key Guidance Sources:

<https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcaresettings/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings>

<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/covid-19-school-closures/guidance-for-schools-about-temporarily-closing>

<https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19>

<https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings>

<https://www.gov.uk/government/publications/managing-school-premises-during-the-coronavirus-outbreak/managing-school-premises-which-are-partially-open-during-the-coronavirus-outbreak#re-opening-after-a-lengthy-closure>.

<https://www.ascl.org.uk/Help-and-Advice/Leadership-and-governance/Health,-safety-and-safeguarding/Coronavirus-essential-information/Coronavirus-FAQs/Opening-schools-and-colleges-more-widely>

### Revised based on additional guidance August 2020

<https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools#section-5-contingency-planning-for-outbreaks>

<https://www.gov.uk/government/publications/coronavirus-covid-19-maintaining-further-education-provision/what-fe-colleges-and-providers-will-need-to-do-from-the-start-of-the-2020-autumn-term>