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| <b>Educational Setting</b>     | <b>Witchford Village College</b>   |
| <b>Activity / Task</b>         | COVID-19 Risk Management Assessment (Educational Settings)– September 2021 |
| <b>Completed by &amp; Date</b> | Bessie Owen- July 2021   |
| <b>Review Date</b>             | December 2021 (or earlier if guidance changes)                             |

**This risk assessment is written on the assumption that staff and students will self-isolate, according to government instructions, if they or a household member have symptoms of COVID-19 or asked to do so by the national Track and Trace initiative.**

| <b>What are the hazards?</b>                                    | <b>Who might be harmed and how?</b>  | <b>What are you doing already?</b>   | <b>What further action is necessary?</b> | <b>Action by whom?</b> | <b>Action by when?</b> |
|---|--------------------------------------|--|--|------------------------|------------------------|
| <b>Colder weather makes ventilation of rooms more difficult</b> | Staff/students may contract COVID-19 | <ul style="list-style-type: none"> <li>• Guidance has been implemented for appropriate ventilation of classrooms in colder weather, to include:               <ul style="list-style-type: none"> <li>○ natural ventilation – opening windows (in cooler weather windows should be opened just enough to provide constant background ventilation, and opened more fully during breaks to purge the air in the space).</li> <li>○ Opening internal doors can also assist with creating a throughput of air</li> </ul> </li> <li>• To balance the need for increased ventilation while maintaining a comfortable temperature, the following measures should also be used as appropriate:               <ul style="list-style-type: none"> <li>○ opening high level windows in preference to low level to reduce draughts</li> <li>○ increasing the ventilation while spaces are unoccupied (e.g. between classes, during break and lunch, when a room is unused)</li> <li>○ providing flexibility to allow additional, suitable indoor clothing for both staff and students</li> <li>○ rearranging furniture where possible to avoid direct draughts</li> </ul> </li> </ul> |  | Teaching staff         | Ongoing                |

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| <p><b>Virus is transmitted by indirect contact, e.g. through touch points</b></p> | <p>Staff/students may contract COVID-19</p>         | <ul style="list-style-type: none"> <li>• More frequent cleaning procedures will be in place across the site, particularly in communal areas, including:             <ul style="list-style-type: none"> <li>○ Taps and washing facilities</li> <li>○ Toilet flush and seats</li> <li>○ Door handles and push plates,</li> <li>○ Handrails on staircases and corridors</li> <li>○ Lift and hoist controls</li> <li>○ Machinery and equipment controls</li> <li>○ Keyboards, photocopiers and other office equipment</li> </ul> </li> <li>• Students requested to bring in all basic equipment including glue and scissors (to be provided for PP students)</li> <li>• If College is informed that someone has tested positive with COVID-19 then any area/room they have accessed will be cleaned and disinfected.</li> <li>• The COSHH risk assessment for cleaning/caretaker activities identifies the correct process and PPE to be worn.</li> </ul> |  | <p>Site Team, staff, students</p>     | <p>Ongoing</p> |
| <p><b>Responding to possible and confirmed cases of COVID-19</b></p>              | <p>Transmission from person with confirmed case</p> | <ul style="list-style-type: none"> <li>• First Aid policy reviewed to include consideration of the risk of infection of COVID-19. If a student is symptomatic:             <ul style="list-style-type: none"> <li>○ Students will be placed in a room on their own but close by to adult supervision – facemasks, aprons and gloves are available for staff – students triaged and processed in line with standard first aid procedures</li> <li>○ Bathroom/area of symptomatic person cleaned and disinfected once left site</li> <li>○ Additional seating to be provided outside first aid bay</li> </ul> </li> <li>• Student/staff with symptoms must be tested and inform College of test result.</li> <li>• In the event of a positive test – NHS Test and Trace will notify close contacts</li> </ul>   |  | <p>First Aid team, parents, staff</p> | <p>Ongoing</p> |

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| <b>Large outbreak of COVID-19</b>                           | Wider transmission across the College                                       | <ul style="list-style-type: none"> <li>Implementation of Outbreak Management Plan and review of measures</li> <li>If need to close to a year group/multiple groups, provision of live lessons via MS Teams, with disadvantaged students provided with IT equipment as required. Attendance monitored using normal procedures and pastoral support in place via tutor, Year Teams, Student Services and SEND support</li> </ul>   |  | SLT                  | Ongoing |
| <b>High levels of staff absence make the College unsafe</b> | Wider health and safety issue around supervision of classes and social time | <ul style="list-style-type: none"> <li>'Teaching from Home' protocol using recorded lessons from teachers who can provide them (if fit) to maximise quality of cover work and allow for staff supervising to complete own work during lesson</li> <li>If need to close to a year group/multiple groups, provision of live lessons via MS Teams, with disadvantaged students provided with IT equipment as required. Attendance monitored using normal procedures and pastoral support in place via tutor, Year Teams, Student Services and SEND support</li> </ul> |  | SLT                  | Ongoing |
| <b>Waste</b>  | Transmission through used tissues etc.                                      | <ul style="list-style-type: none"> <li>Waste bins provided in key strategic positions both in College buildings and in external areas in order that waste materials can be managed safely</li> <li>Bins emptied twice daily and appropriate hygiene measures taken</li> </ul>  |  | Site team            | Ongoing |
| <b>Staff/Pupils within the vulnerable/shielded group</b>    | Staff/pupils in these categories more at risk of increased complication.    | <ul style="list-style-type: none"> <li>Any member of staff or pupil that is within the vulnerable or <a href="#">clinically extremely vulnerable group</a> can attend College unless other instructions from government are issued.</li> <li>Staff with any concerns should complete a risk assessment with line manager which will then govern the next steps.</li> </ul>   |  | Staff, line managers | Ongoing |
| <b>Students with SEND/ use of PPE</b>                       | Indirect and direct transmission from students with high care needs         | <ul style="list-style-type: none"> <li>Where necessary the SEND team will make individual arrangements and/or complete individual risk assessments with students, parents and professionals as appropriate regarding specialist support, timetable adaptations and other bespoke requirements</li> <li>TAs can continue to wear PPE as they wish</li> </ul>  | Clear communication to families and regular contact to review arrangements for individuals | SEND team, SLT       | Ongoing |

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| <b>Contractors</b>                   | Indirect and direct transmission to staff or students | <ul style="list-style-type: none"> <li>All contractors must provide a suitable and sufficient risk assessment for the activities they carry out which must include COVID-19 secure measures.</li> <li>All planned/reactive maintenance to be carried out during out of hours unless seen as an emergency.</li> <li>All contractors to be briefed on arrival by Gav Peasey, Martin Hill or Kylie Major</li> </ul> |  | Site team, SLT                                | Ongoing |
| <b>Property Compliance</b>           | Indirect and direct transmission to staff or students | <ul style="list-style-type: none"> <li>Ensure that relevant property statutory compliance checks have been completed and records updated.</li> <li>Daily and weekly checks are ongoing</li> </ul>  |  | Site team                                     |         |
| <b>Hygiene</b>                       | Indirect and direct transmission to staff or students | <ul style="list-style-type: none"> <li>The College has a suitable supply of soap, hand sanitiser, tissues and access to warm water for washing hands.</li> <li>Appropriate controls are in place to ensure the suitable sanitisation of pupil's hands following breaks, before meals and following the use of toilets.</li> </ul>  |  | Cleaning and Site Team<br><br>Staff, students | Ongoing |
| <b>Personal Protective Equipment</b> | Indirect and direct transmission to staff or students | <ul style="list-style-type: none"> <li>Personal Protective Equipment should not be needed by the majority of people on site.</li> <li>Re-usable PPE will be thoroughly cleaned after use and not shared between staff where it is being used.</li> <li>PPE will be available as needed, for example for First Aid team.</li> </ul>   |  | SLT, Site team, First Aid team                | Ongoing |
| <b>Behaviour</b>                     | Indirect and direct transmission to staff or students | <ul style="list-style-type: none"> <li>Staff/Student behaviour and cooperation is key to implementing all of the controls.</li> <li>Students unable to comply with the protective measures will be subject to disciplinary procedures as per the behaviour policy.</li> <li>Staff and students are required to co-operate with government plans for contact tracing.</li> </ul>                                  |  | SLT, staff                                    | Ongoing |

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| <b>College work spaces/offices</b> | Indirect and direct transmission to staff or students | <ul style="list-style-type: none"> <li>Where possible doors and windows should be propped open, especially in shared spaces</li> </ul> |  | SLT, staff | Ongoing |
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## General staff and pupil advice on limiting the spread of COVID-19 in the Educational Setting

Frequently clean and disinfect objects and surfaces that are touched regularly, using your recommended cleaning products.

- Wash your hands with soap and water often – do this for at least 20 seconds.
- Use hand sanitiser gel if soap and water are not available.
- Staff and Pupils should wash their hands as soon as they get to College and when they arrive home, after they blow their nose, cough or sneeze, before they eat or handle food.
- Cover mouth and nose with a tissue or a sleeve (not hands) when you cough or sneeze.
- Put used tissues in the bin immediately and wash your hands afterwards.
- Wear a face covering in communal areas and follow guidance for removing and storing face coverings.