

Educational Setting	Impington Village College
Activity / Task	COVID-19 Risk Management Assessment (Educational Settings)– Full re-opening September 2020
Completed by & Date	Victoria Hearn/Katie Jarvis (July 2020)
Review Date	October 2020

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.

What are the hazards?	Who might be harmed and how?	What are you doing already?	What further action is necessary?	Action by whom?	Action by when?
Direct transmission whilst using Public Transport	Staff/students	<ul style="list-style-type: none"> • Liaison with bus companies over their arrangements to support Social Distancing on their services • Advise staff to share lifts into College if they currently depend on public transport • Consistently remind students of need to wear face coverings and ensure duty staff enforce this at the end of the College day 	Assembly via Loom on 1 September released to all students to welcome back and inform of safety protocols	SLT Duty staff	1 September and ongoing
Direct and indirect transmission from staff and students within college	Staff/students may contract COVID-19	<ul style="list-style-type: none"> • Distancing measures and reminders of these: <ul style="list-style-type: none"> ○ One way system in busy areas of the College ○ Clear signage around College • Separation measures: <ul style="list-style-type: none"> ○ Designated areas at breaktimes ○ Staggering finish times ○ Removal of vertical tutor groups, vertical clubs and vertical iCAS activities ○ Closure of the canteen except to FSM students ○ Toilets allocated to year groups based on break/lunch zones, except for disabled toilets, where usage will be reduced as far as possible. 	Brief duty staff on zones and remind students/families of these Regular communication to all parents, students and staff to ensure they are aware of the protocols	SLT Staff	13 July Ongoing

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<p>Virus is transmitted by indirect contact, e.g. through books or materials, or touch points</p>	<p>Staff/students may contract COVID-19</p>	<ul style="list-style-type: none"> • More frequent cleaning procedures will be in place across the site, particularly in communal areas, including: <ul style="list-style-type: none"> ○ Taps and washing facilities ○ Toilet flush and seats ○ Door handles and push plates, ○ Handrails on staircases and corridors ○ Lift and hoist controls ○ Machinery and equipment controls ○ Keyboards, photocopiers and other office equipment • Classroom desks and chairs are cleaned by staff and students as part of end of lesson routines • Students requested to bring in all basic equipment including glue and scissors (to be provided for PP students) • Equipment shared across year groups will be thoroughly cleaned or put aside for 48 hours after use • Staff to set aside work to be marked for 48 hours before handling it • If College is informed that someone has tested positive with COVID-19 then any area/room they have accessed will be cleaned and disinfected. • The Library will be open one day a week for each year group at break and lunch, and will only be used for Library lessons during the autumn term. Computer Rooms will only be available for timetabled lessons and will not be available for ad-hoc bookings before January 2021. • The COSHH risk assessment for cleaning/caretaker activities identifies the correct process and PPE to be worn. 		<p>Site Team, staff, students</p>	<p>Ongoing</p>

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Break and Lunch	Risk of transmission through large groups gathering and sharing facilities at lunchtime.	<ul style="list-style-type: none"> The College canteen will remain closed, but food will be provided for FSM students who will be sent to collect preordered meals at specific times throughout the lunch break Large site with lots of outdoor space will be zoned for students to sit in designated year group areas to eat packed lunches Students will be supervised during lunch to ensure they stick to zoned areas and reminded of social distancing protocols Staff will discourage the use of physically demanding games (to reduce risk of aerosol production) 		Parents, students, staff	Ongoing
Fire	Staff, students	<ul style="list-style-type: none"> Personal Emergency Evacuation Plans are in place All emergency escape routes / doors are fully operational and kept clear Staff and pupils reminded that if the fire alarm is activated social distancing is not required Fire drill conducted in horizontal tutor groups rather than current vertical ones 	A practice drill will be required in new tutor groups in very early September.	Staff, site team, SLT and fire marshals	Ongoing Ongoing September
Access/Egress of College building	Staff, students increased chance of transmission	<ul style="list-style-type: none"> One way system around the College site for busy areas Duty staff to control pedestrian traffic at peak arrival times, end of the day to be staggered into 5 minute intervals Where possible, doors are propped open to reduce the need for touch (fire protection measures must be adhered to). Sanitiser units at the entry/exit for each classroom Staff in the K Block to be briefed on releasing students in orderly fashion, other areas to release direct to outside 		Staff	Ongoing

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Responding to possible and confirmed cases of COVID-19	Transmission from person with confirmed case	<ul style="list-style-type: none"> • 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"> ○ 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 ○ Bathroom/area of symptomatic person cleaned and disinfected once left site ○ Additional seating to be provided outside first aid bay • Student/staff with symptoms must be tested and inform College of test result. • In the event of a positive test – local health protection team called who will advise on which staff/students to send home for 14 days linked to close contact. Close contact: <ul style="list-style-type: none"> ○ Face to face less than 1m ○ Within 1-2m for 15mins or more ○ Travelled in same small vehicle. 		First Aid team, parents, staff	Ongoing
Waste	Transmission through used tissues etc.	<ul style="list-style-type: none"> • Waste bins provided in key strategic positions both in College buildings and in external areas in order that waste materials can be managed safely • Bins emptied twice daily and appropriate hygiene measures taken 		Site team	Ongoing
Staff/Pupils within the vulnerable/ shielded group	Staff/pupils in these categories more at risk of increased complication.	<ul style="list-style-type: none"> • Any member of staff or pupil that is within the vulnerable or clinically extremely vulnerable group can attend College unless other instructions from government are issued. • Staff with any concerns should complete a risk assessment with line manager which will then govern the next steps. 		Staff, line managers	Ongoing

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Students with SEND/ use of PPE required in Pavilion	Indirect and direct transmission from students with high care needs or who lack the self-control or awareness to maintain distance from staff and other students	<ul style="list-style-type: none"> • Most students will be discouraged from using the Pavilion space unless absolutely necessary • 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 	Clear communication to families and regular contact to review arrangements for individuals	SEND team, SLT	Ongoing
Alternative Provision/ Personalised Learning and Referral Room	Staff/students who are working in the PLE/AP or are referred out of a lesson	<ul style="list-style-type: none"> • Classroom desks and chairs are cleaned by staff and students as part of end of lesson routines • Risk of transmission is minimal because of low traffic in these areas • Students will be socially distanced and seated in year group areas 			
Contractors	Indirect and direct transmission to staff or students	<ul style="list-style-type: none"> • All contractors must provide a suitable and sufficient risk assessment for the activities they carry out which must include COVID-19 secure measures. • All planned/reactive maintenance to be carried out during out of hours unless seen as an emergency. • All contractors must leave full contact details for the purposes of track and trace. • All contractors to be briefed on arrival by Pat Chalkin (Site Manager) 		Site team, SLT	Ongoing
Property Compliance	Indirect and direct transmission to staff or students	<ul style="list-style-type: none"> • Ensure that relevant property statutory compliance checks have been completed and records updated. • Daily and weekly checks are ongoing 		Site team	

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Hygiene	Indirect and direct transmission to staff or students	<ul style="list-style-type: none"> The College has a suitable supply of soap, hand sanitiser, tissues and access to warm water for washing hands. Appropriate controls are in place to ensure the suitable sanitisation of pupil's hands following breaks, before meals and following the use of toilets. Appropriate controls are in place to ensure the suitable sanitation of work spaces, classrooms and equipment before and after use. 		Cleaning and Site Team Staff, students	Ongoing
Personal Protective Equipment	Indirect and direct transmission to staff or students	<ul style="list-style-type: none"> Personal Protective Equipment should not be needed by the majority of people on site. Where close proximity working (e.g. College Site Team) is required for longer than 15 minutes, we will assess the need to issue employees with appropriate Personal Protective Equipment. Re-usable PPE will be thoroughly cleaned after use and not shared between staff. 		SLT, Site team, First Aid team	Ongoing
Behaviour	Indirect and direct transmission to staff or students	<ul style="list-style-type: none"> Staff/Student behaviour and cooperation is key to implementing all of the controls. Students unable to comply with the protective measures will be subject to disciplinary procedures as per the behaviour policy. Staff and students are required to co-operate with government plans for contact tracing. 		SLT, staff	Ongoing
College work spaces/offices	Indirect and direct transmission to staff or students	<ul style="list-style-type: none"> Where possible doors and windows should be propped open, especially in shared spaces Associate staff who work in small spaces may continue to work from home if sharing an office. 		SLT, staff	Ongoing

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.