



College reopening: risk assessment

The second column now lists the control measures previously in place, as well as additions/changes for full reopening (we've also explained those additions/changes in the third column).

Note: we've removed all reference to the tiered restrictions, as these no longer apply. And we've only listed changes where the DfE's advice has been updated - you may need to make additional changes based on the context of your college and any advice from your local authority (LA).

The example measures we list are based on current (as at 24 February 2021) government guidance:

- > [FE coronavirus \(COVID-19\) operational guidance](#) (applies from 8 March)
- > [Annex A: health and safety risk assessment](#)
- > [Coronavirus: advice for pregnant employees](#)
- > [Coronavirus: asymptomatic testing in colleges and colleges](#)
- > [Safe working in education, childcare and children's social care](#)

Completed by	Hannah Sapsford (Operations Manager)
Date	08/03/2021
Review date	05/04/2021 - Completed by HS. Next review date: 31/05/2021

Additional measures from April 19th are highlighted in yellow.

HAZARD	CONTROL MEASURES (INCLUDING UPDATES FOR FULL REOPENING)	NOTES ON CHANGES FROM 8 MARCH (FULL REOPENING)	PERSON(S) RESPONSIBLE	WHEN THE CONTROLS NEED TO BE IN PLACE BY	ADDITIONAL NOTES
Contact with someone suffering	Everyone will be asked not to come into college if they need to self-isolate under current government guidance . Regular	Students or staff that have travelled abroad: you need to point them to the current government guidance on	All staff/ students	15/03/2021	

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from coronavirus	<p>reminders will be given about this.</p> <p>If students or staff have travelled abroad, they will be asked not to come into college and to quarantine under the current government guidance.</p> <p>Anyone self-isolating with symptoms will be advised to do so in line with current government guidance, and to access testing and engage with the NHS Test and Trace process.</p> <p>If a symptomatic person comes into college or develops symptoms while in college, they will be sent home immediately or isolated until they can be picked up. They will be able to sit isolated in the 1:1 rooms in either centre.</p> <p>999 will be called if they are seriously ill or injured or their life is at risk.</p> <p>In the case of a student who needs to be supervised before being picked up:</p> <ul style="list-style-type: none"> • A window will be opened in the room to allow for fresh air ventilation • If a distance of 2 metres can't be maintained, supervising staff will wear a fluid-resistant surgical mask • If contact is necessary, supervising staff will also wear 	<p>quarantine and they must not come into college.</p> <p>Contact with a symptomatic student or student who has a positive test at college:</p> <p>In exceptional circumstances, if parents/carers cannot collect their child and they agree it's age-appropriate and safe to do so, the student can walk, cycle or scoot home.</p> <p>If you need to make alternative arrangements to transport them home:</p> <ul style="list-style-type: none"> • You must inform the driver that the student has developed symptoms/tested positive <p>Dealing with a coronavirus outbreak (all colleges):</p> <p>All colleges need to work with the local health protection team to decide if additional action is needed if there are 2 or more confirmed cases within 14 days (previously 10 days).</p>			

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	<p>disposable gloves and a disposable apron</p> <ul style="list-style-type: none"> If there's a risk of splashing to the eyes, such as from coughing, spitting or vomiting, supervising staff will also wear eye protection <p>Supervising staff will wash their hands thoroughly for 20 seconds after the student has been picked up.</p> <p>We will provide home testing kits to parents/carers collecting symptomatic children, and to staff who've developed symptoms at college, if they are unable to get a test elsewhere.</p> <p>In exceptional circumstances, if parents/carers cannot collect their child and they agree it's age-appropriate and safe to do so, the student can walk or cycle home. If the student cannot be collected or travel home independently, we will make alternative arrangements to transport the student home. In this case one of the following steps will be taken:</p> <ul style="list-style-type: none"> Use of a vehicle with a bulkhead or partition that separates the driver and passenger; or The driver and passenger will maintain a distance of 2 metres from each other; or 				

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	<ul style="list-style-type: none"> The driver will use PPE (the same PPE as when supervising a symptomatic student, as explained above) and the passenger will wear a face mask if they are old enough and able to do so <p>We will speak to the local authority about sourcing a vehicle that would provide appropriate protection for the driver, and we will inform the driver that the student is displaying symptoms.</p> <p>A deep clean will take place in the areas that the symptomatic person has been, and PPE will be disposed of properly, following decontamination guidance.</p> <p>Testing</p> <p>We will ask all students or staff who have displayed symptoms to book/ take a test and inform us of the results before they return to onsite learning.</p> <p>A student or staff member can only return to college once they have had a negative result.</p> <p>We won't need to see evidence of a negative test result in order to allow staff and students to attend college.</p> <p>All staff and students will continue to follow the measures set out in this risk assessment, even if we're participating in rapid testing.</p>				

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	<p>We will ask students and staff to share all test results with us, and we will keep accurate records of all results. We will only share health records with the relevant people.</p> <p>We will report test results to NHS Test and Trace wherever this is required by current government guidance.</p> <p>If the college becomes aware that a student or a staff member has tested positive for coronavirus and needs advice on next steps, the college will contact the DfE helpline on 0800 046 8687 and select option 1. (If no advice is required, the college will report the case using the DfE's 'online attendance form daily return'). The advice service (or local health protection team, if the call is escalated to them), will carry out a rapid risk assessment to confirm who's been in close contact with the person when infectious.</p> <p>The college will ask (using a template letter from the local health protection team) all close contacts to self-isolate in line with current government guidance.</p> <p>If there are 2 or more confirmed cases within 14 days, or an overall rise in sickness absence where coronavirus is suspected, the college will work with the local health protection team, who can be reached by calling the DfE helpline and</p>				

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	<p>selecting option 1, to decide if additional action is needed. Any advice given by the team will be followed.</p> <p>To help with identifying staff's and students' close contacts, records will be kept of:</p> <ul style="list-style-type: none"> • The students and staff in each group • Any close contact that takes place between children and staff in different groups <p>Close contact with an infected person means:</p> <ul style="list-style-type: none"> • Face-to-face contact, including: <ul style="list-style-type: none"> ○ Being coughed on ○ A face-to-face conversation within 1 metre • Being within 1 metre for 1 minute or longer without face-to-face contact • Sexual contact • Being within 2 metres for more than 15 minutes (either as a one-off contact or added up together over one day) • Travelling in a small vehicle or a plane 				
Contact with	Everyone will be encouraged to walk or	Face coverings:	All staff/	15/03/2021	Face coverings in

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<p>coronavirus when getting to and from college</p>	<p>cycle into college and asked to avoid taking public transport during peak times if possible.</p> <p>Anyone who needs to take public transport will be referred to government guidance.</p> <p>Staff and visitors will be asked to keep on or put on a face covering when arriving at college and moving around indoors in places where social distancing isn't possible, such as corridors and communal areas, unless they're exempt from wearing one. They will be asked to wash their hands before and after putting on or removing a face covering.</p> <p>A supply of spare face coverings will be kept for any staff member or visitor who arrives without one or has one that's unsafe to wear.</p> <p>Anyone wearing reusable face coverings when arriving to college will be encouraged to bring a plastic bag to keep these in during the college day when not in use. Disposable face coverings will be disposed of in a covered bin.</p> <p>Any students wearing any sort of face covering when arriving to college will wash their hands on arrival (as all individuals will), dispose of/store the</p>	<ul style="list-style-type: none"> • In colleges, staff and students should now wear face coverings in classrooms or during activities, if social distancing can't be maintained (in addition to corridors and communal areas) • All staff and students will be asked to carry out home lateral flow tests twice weekly <ul style="list-style-type: none"> ○ The results should be communicated with the college and the NHS 	<p>students/visitors</p>		<p>classrooms will be reviewed at Easter.</p> <p>- In review masks will be in used in classrooms for two weeks from 19th April, due to Level 3's coming on site.</p>

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	<p>covering, and wash their hands again before going to their classroom.</p> <p>Everyone will be made aware that they mustn't touch the front of the covering during use or removal.</p> <p>Everyone will be asked to keep on or put on a face covering when arriving at college and moving around indoors in places where social distancing is difficult to maintain, such as in corridors, outside of classrooms and in communal areas, unless they're exempt from wearing one.</p> <p>Everyone will also be asked to wear a face covering in classrooms or during activities, unless social distancing can be maintained or a face covering would impact on the ability to take part in exercise or strenuous activity (or they are exempt from wearing one).</p> <p>Anyone wearing reusable face coverings will be expected to bring a plastic bag to keep these in when not in use. Disposable face coverings will be disposed of in a covered bin.</p> <p>Everyone will be asked to wash their hands before and after putting on or removing a face covering.</p> <p>Everyone will be made aware that they mustn't touch the front of the covering during use or removal.</p> <p>A supply of spare face coverings will be</p>				

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	kept for anyone who arrives without one or has a covering that's unsafe to wear.				
Spreading infection due to touch, sneezes and coughs	<p>Handwashing facilities will be provided. Where sinks are unavailable there will be hand sanitising stations throughout the building, in every classroom and at all entrances and exits.</p> <p>Everyone in college will:</p> <ul style="list-style-type: none"> • Frequently wash their hands with soap and water for 20 seconds and dry thoroughly using NHS guidelines, or use alcohol-based hand sanitiser to cover all parts of their hands • Clean their hands on arrival, after breaks, if they change rooms, before and after eating, and after sneezing or coughing • Be encouraged not to touch their mouth, eyes and nose • Use a tissue or elbow to cough or sneeze, and use bins for tissue waste <p>Students will be encouraged to learn and practise these habits in lessons and by posters put up across the college.</p> <p>Skin-friendly cleaning wipes can be used as an alternative.</p> <p>Supplies for soap, hand sanitiser and</p>	No change.	All staff/ students/ visitors	15/03/2021	

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	<p>disposable paper towels and tissues will be topped up regularly and monitored to make sure they're not close to running out.</p> <p>Lidded bins for tissues, preferably operated by a foot pedal, will be emptied throughout the day.</p>				
<p>Spreading infection through contact with coronavirus on surfaces</p>	<p>Following the established cleaning protocol and responsibilities – All staff will regularly clean frequently touched surfaces using standard cleaning products including:</p> <p>Centre Coordinators</p> <ul style="list-style-type: none"> • Banisters • Bathroom facilities (including taps and flush buttons) • Door and window handles • Light switches • Telephones • Reception desks <p>Teachers</p> <ul style="list-style-type: none"> • Classroom desks and tables • Furniture • Teaching and learning aids • Classroom-based resources <p>Students</p> <ul style="list-style-type: none"> • Computer equipment (including 	<p>No change</p>	<p>All staff/ students</p>	<p>15/03/2021</p>	

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	<p>keyboards and mouse)</p> <ul style="list-style-type: none"> • Computer accessories (drawing tablets/ cameras etc) <p>Students and parents/carers will be asked to limit the amount of equipment they bring into college each day to essentials like bags, lunch boxes, hats, coats, books, stationery, and mobile phones.</p> <p>Areas of the college that are used by students (e.g., Communal spaces) will be cleaned thoroughly at the end of the day.</p> <p>Areas of the college not in use will be shut off to make cleaning more manageable.</p> <p>Any resources shared between groups, such as music or media equipment, will be either:</p> <ul style="list-style-type: none"> • Cleaned frequently and meticulously, and always between groups using them; or • Rotated so they can be unused and out of reach for 48 hours (72 hours for plastics) between use by different groups <p>The same rules will be followed for books and other shared resources that students or staff take home. However,</p>				

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	<p>unnecessary sharing will be avoided, especially where it doesn't contribute to student education and development.</p> <p>Individual and very frequently used equipment, like pens and pencils, will not be shared.</p> <p>Therapy equipment, such as physiotherapy or sensory equipment, will be cleaned between each use. If this is not possible or practical, it will be:</p> <ul style="list-style-type: none"> • Restricted to one user; or • Rotated so it can be unused for 48 hours (72 hours for plastics) between use by different individuals. <p>Shared rooms, such as halls and dining areas, will be cleaned between different groups using them.</p> <p>If a person with coronavirus symptoms comes into college, a deep clean will take place in the areas that the person has been in, following decontamination guidance.</p> <p>Cleaning supplies will be topped up regularly and monitored to make sure they're not close to running out.</p> <p>Teachers will wash their hands and surfaces before and after handling students' books.</p>				

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<p>Spreading infection due to excessive contact and mixing between students and staff in lessons</p>	<p>All vocational, English and Maths groups will be split across rooms to ensure adequate space for social distancing. All communal spaces for students will be closed. Students will be reminded to maintain 2 metre social distance at breaks and lunches.</p> <p>Staff rooms will always have a maximum capacity limit.</p> <p>Where students are old enough and capable enough, they will be taught and reminded to maintain their distance and not touch staff or peers.</p> <p>Students will be seated side-by-side and facing forwards, and unnecessary furniture will be moved out of classrooms to allow for this.</p> <p>We will keep students in their groups for most of the classroom time, but will allow mixing in wider groups where necessary (e.g. to deliver specialist teaching).</p> <p>We will follow the government's guidance for lessons involving drama,</p>	<ul style="list-style-type: none"> • Music – we will not be hosting any performances with an audience • From April 19th all level 3 and 2 students will be returning to some onsite delivery. 	<p>All staff, students, visitors.</p>	<p>15/03/2021</p>	

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	<p>singing, chanting, shouting or playing instruments (particularly wind or brass instruments). These will take place outside wherever possible. If taking place inside, larger, well-ventilated rooms will be used and the number of people will be limited to allow for social distancing.</p> <p>Any background or accompanying music will be kept to levels which don't require teachers or other performers to raise their voices if they don't have to. Microphones will be used to avoid the need for shouting or prolonged periods of loud speaking or singing. Where possible, microphones, instruments or other equipment won't be shared.</p> <p>During music lessons and performances, students will be positioned either back-to-back or side-to-side at an appropriate distance. Singing or instrument playing will only take place in assemblies if there's enough natural airflow and space to allow for strict social distancing between each person (at least 10l/s/person natural airflow for all present, including audiences).</p> <p>We will not host performances with an audience.</p> <p>Staff can work across different groups in order to deliver the college timetable,</p>				

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	<p>but they will keep their distance from students and other staff as much as they can (ideally 2 metres apart). This won't always be possible, particularly when working with younger children, but close face-to-face contact will be avoided, and time spent within 1 metre will be minimised.</p> <p>Any students with complex needs or who need close contact care will have the same support as normal as distancing isn't possible here. Staff will be rigorous about hand washing and respiratory hygiene.</p> <p>Supply teachers, peripatetic teachers and other temporary staff and volunteers will be told to minimise contact and maintain as much distance as possible from other staff.</p> <p>Specialists, therapists, clinicians and other support staff for students with SEND should provide interventions as usual. These staff will be advised to be rigorous about hand washing and respiratory hygiene.</p>				
Spreading infection due to excessive contact and mixing between	Students will be kept in the same groups as much as possible and classes will be split across rooms to ensure adequate space for social distancing. All communal spaces for students will be closed. Students will be reminded to	<ul style="list-style-type: none"> • Face coverings – as explained above: <ul style="list-style-type: none"> ○ In Colleges, staff and students should now wear face coverings in classrooms or during activities, if social distancing 	All staff/ students/ visitors/ contractors		Face coverings in classrooms to be reviewed at Easter.

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<p>students and staff around and outside of the college</p>	<p>maintain 2 metre social distance at breaks and lunches.</p> <p>Everyone will be asked to wear face coverings in areas of the college where social distancing is difficult to maintain, such as in corridors, outside of classrooms and in communal areas, unless they're exempt from wearing one.</p> <p>Everyone will also be asked to wear face coverings in classrooms or during activities, unless social distancing can be maintained or the face covering would impact on the ability to take part in exercise or strenuous activity (or they're exempt from wearing one).</p> <p>Everyone will be given clear instructions about how to put on, remove and store/dispose of face coverings safely.</p> <p>For more detail about our arrangements for face coverings, see the control measures above for the hazard 'Contact with coronavirus when getting to and from college'.</p> <p>Movement around the college site will be kept to a minimum to avoid creating busy corridors.</p> <p>Students will be supervised at all times to ensure mixing between groups doesn't occur, and they will be reminded about the rules throughout the day.</p> <p>Toilet use will be managed to avoid</p>	<p>can't be maintained (in addition to corridors and communal areas)</p> <ul style="list-style-type: none"> • Educational visits – these should not take place • All staff and students will be asked to carry out home lateral flow tests twice weekly <ul style="list-style-type: none"> ○ The results should be communicated with the college and the NHS 			

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	<p>crowding. Only 1 student in the toilet area at a time, there is to be no queuing in the hallways.</p> <p>Staff use of staff rooms and offices will be staggered to limit occupancy.</p> <p>We will limit the number of visitors to the site, where possible. If it is not, visitors will have guidance on physical distancing and hygiene explained to them on or before arrival. Visits will happen outside of college hours wherever possible. We will keep a record of all visitors.</p> <p>Educational visits will not take place.</p>				
Spreading infection due to the college environment	<p>All people coming on site will have their temperature checked as they enter. If they are displaying a high temperature they will be asked to return home and isolate for 10 days and book a test.</p> <p>Checks to the premises will be done to make sure the college is up to health and safety standards.</p> <p>Fire, first aid and emergency procedures will be reviewed to make sure they can still be followed with limited staff and changes to how the college space is being used.</p> <p>This will include checking that all fire doors are operational at all times, and that the fire alarm system and</p>		All staff/ SLT	15/03/2021	

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	<p>emergency lights have been tested and are fully operational. Emergency fire drills will be carried out as normal with adjustments made to allow for social distancing.</p> <p>Areas in use will be well ventilated by:</p> <ul style="list-style-type: none"> • Opening windows (where possible) • Propping open internal and external doors, where fire safety and safeguarding wouldn't be compromised <p>A comfortable temperature will be maintained alongside increased ventilation by:</p> <ul style="list-style-type: none"> • Opening high level windows in preference to low level to reduce draughts (where possible) • Providing flexibility to allow additional, suitable indoor clothing • Increasing the level of ventilation while spaces are unoccupied (e.g. between classes, during break and lunch, when a room is unused). This means keeping windows slightly open while the room is occupied and opening more widely while unoccupied • Rearranging furniture where possible to avoid direct drafts 				

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	Lidded bins will be provided in classrooms and other key locations to dispose of tissues and any other waste.				
Spreading infection due to excessive contact and mixing in meetings	<p>Where possible, meetings will be conducted by telephone or using video conferencing. This includes meetings with staff, parents/carers, visitors and governors.</p> <p>Where this isn't possible, meetings will be conducted outside, outside of college hours, or in a room large enough to allow for social distancing.</p>	<ul style="list-style-type: none"> • All staff and students will be asked to carry out home lateral flow tests twice weekly <ul style="list-style-type: none"> ○ The results should be communicated with the college and the NHS 	All staff/ governors/ visitors/ parents/ carers	15/03/2021	
Individuals vulnerable to serious infection coming into college	<p>Staff and students who are clinically extremely vulnerable will have received a shielding letter or been advised to stay at home by their GP/clinician. They will not come into college, and instead will work from home if they can. This applies even if the staff member has received the vaccine.</p> <p>Clinically vulnerable staff and students will come into college if they can't work from home. If in college, they will closely follow the protective measures outlined in this risk assessment, including:</p> <ul style="list-style-type: none"> ○ Where possible, maintaining 2 metre distance from others ○ Avoiding close face-to-face contact and minimising time spent within 1 metre of others 	<ul style="list-style-type: none"> • Clinically extremely vulnerable staff and students – Shielding status has ended and all can return to onsite delivery as per timetable. • Clinically vulnerable staff and students – Staff can come into college if they can't work from home. Students are expected to attend all timetabled sessions. If in college, they must follow the protective measures you have in place 	SLT, all staff, students	15/03/2021	

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	<p>Staff and students that may be otherwise at increased risk of coronavirus will come into college if they can't work from home. We will consider putting specific protective measures in place.</p> <p>Staff and students that live with someone who's extremely clinically vulnerable, who's clinically vulnerable, or who may be otherwise at increased risk of coronavirus, will come into college if they can't work from home, and will follow good prevention practices.</p> <p>We will follow the government guidance for pregnant employees. Staff who are pregnant will work from home where possible. Where home working isn't possible, we will carry out risk assessments for staff who are pregnant and remove or manage identified risks where possible. Pregnant staff will not be required to continue working if this is not supported by the risk assessment and will be offered alternative arrangements (which may include working from home or suspension on normal pay). Staff who are 28 weeks pregnant or beyond, or staff who are pregnant with underlying health conditions, will be considered clinically extremely vulnerable and offered further flexibility to work from home in a</p>	<p>For other staff, there have been no changes to the arrangements previously in place (see the column to the left to find out what these are) – but we've taken the opportunity to add a reference to the government guidance for pregnant employees.</p>			

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	different capacity.				