Feb 2022 Update - <https://www.gov.uk/government/publications/guidance-for-full-opening-special-schools-and-other-specialist-settings?utm_source=24%20February%202022%20C19&utm_medium=Daily%20Email%20C19&utm_campaign=DfE%20C19>

Living With Covid guidance - <https://www.gov.uk/government/publications/covid-19-response-living-with-covid-19/covid-19-response-living-with-covid-19>

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| **SCHOOL/COLLEGE:** | **Woolston 6th Form College (Fox Wood School, Green Lane School)** |
| **HEADTEACHER:** | Jo Mullineux and Lucinda Duffy |
| **NAME OF ASSESSOR/S:** | Neil Bothwell |
| **CONTACT DETAILS:** | TEL: 01925 811447 EMAIL: **nbothwell@woolstoncollege.org.uk** |

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| **REF NO** | **TASK / WORK / OPERATION** | **DO HAZARDS EXIST?** | **WHAT ARE THE HAZARDS?** |
| 01 | Routine and statutory testing, inspections, flushing and servicing of equipment and systems. | Y | Lack of maintenance or statutory testing of equipment within school/college resulting in poorly maintained systems or contaminated water system. |
| 02 | Communication and consultation | Y | Uncertainty from staff and parents of the arrangements in place for returning back to school/college and the measures in place to protect against the coronavirus. |
| 03 | Staffing Level | Y | Lack of staff available to teach or carry out required tasks in school/college. |
| 04 | Fire Wardens and First Aiders | Y | Lack of fire wardens or first aiders available to deal with emergency or accident. |
| 05 | Travelling to and from school/college | Y | Unable to maintain social distancing measures and mixing of students on home to school/college transport / public transport. |

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| **REF NO** | **TASK / WORK / OPERATION** | **DO HAZARDS EXIST?** | **WHAT ARE THE HAZARDS?** |
| 06 | Arrival and departure of school/college staff | Y | Mixing of staff and non-adherence to social distancing measures during the arrival to and departure from school/college. |
| 07 | Drop off and collection of children | Y | Mixing of parents and carers / children and young people and non-adherence of social distancing measures during the drop off and collection times. |
| 08 | Use of classroom space | Y | Unable to maintain social distancing measures in the classroom. |
| 09 | Movement around the building | Y | Unable to maintain social distancing measures and mixing of students and staff whilst moving around the building. |
| 10 | Use of shared equipment and resources | Y | Higher risk of contamination if students and staff use shared equipment and resources. |
| 11 | Use of shared spaces | Y | Higher risk of contamination if students and staff use shared spaces. |
| 12 | Use of outdoor spaces and equipment | Y | Higher risk of contamination if students and staff use shared  outdoor spaces and equipment |
| 13 | Break / lunch times | Y | Mixing of students during break and lunch times and maintenance of social distancing measures. |
| 14 | Provision of school/college meals | Y | Mixing of staff and students whilst providing school/college meals. |
| 15 | Access to toilets and hand washing  facilities | Y | Mixing of students/staff during visits to toilets and hand washing facilities. |
| 16 | Physical education lessons and contact  sports | Y | Unable to maintain social distancing measures during contact sport and physical education lessons. |
| 17 | Supporting clinically vulnerable students  and staff | Y | Students and staff are at higher risk of severe illness if they do not maintain social distancing / follow medical advice. |
| 18 | Managing symptomatic students and staff | Y | Risk of infecting students and staff if symptomatic students and staff are not managed in line with the guidance. |

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| **REF NO** | **TASK / WORK / OPERATION** | **DO HAZARDS EXIST?** | **WHAT ARE THE HAZARDS?** |
| 19 | Managing visitors and temporary staff | Y | Visitors do not adhere to social distancing measures put in place. |
| 20 | Delivery of inbound goods | Y | Ineffective infection control and increased risk of infection. |
| 21 | Cleaning | Y | Ineffective infection control and increased risk of infection. |
| 22. | Changing of students and their intimate care. | Y | Ineffective infection control and increased risk of infection. |
| 23. | Managing students with challenging behaviours. | Y | Students spitting, biting and generally ignoring the social distancing guidelines. |
| 24. | Managing a student showing signs of coronavirus. | Y | Student shows signs of coronavirus in school/college. Potential spread across the ‘bubble’ and school/college. |
| 25. | Managing the bubble if there is a confirmed case of coronavirus. | Y | Student or staff member is confirmed as having coronavirus. |
| 26. | Protective Measures | Y | 1. Failure to Clean hands; 2. Failure to ensure good respiratory hygiene; 3. Failure to introduce enhanced cleaning; 4. Failure to engage with the NHS Test and Trace process; 5. Failure to deal with an outbreak of Covid-19 in school/college |
| 27. | Social Distancing | Y | 1. Grouping children 2. Control measures in classrooms 3. Social distancing around school/college 4. Measures for arriving and leaving school/college |
| 28. ` | School/college workforce | Y | 1. Vulnerable staff 2. Staff workload and well-being 3. Support staff and visiting staff |
| 29. | School/college operations | Y | 1. Dedicated school/college transport 2. Wider public transport 3. Pupil attendance 4. Educational visits 5. School/college uniform 6. Extra-curricular provision |
| 30. | Education Provision |  | 1. Curriculum expectations 2. Behaviour and pastoral issues 3. Assessment and accountability |
| 31. | Contingency planning |  | 1. Preparing for another lockdown |

**Risk Scoring**

Each hazard should be scored using the matrix below. A risk rating score should be given in light of the **Existing Control Measures** and then this should be revised following the application of the Mitigation Action Taken.

The risk rating score is based on the **Severity of the Risk** x the **Likelihood.**

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| Severity of Risk (S) | | **Likelihood (L)** | | | | | **L x S = Risk Rating Score (RR)** | |
| 1.  Rare. | 2.  Unlikely | 3.  Possible | 4.  Very likely | 5.  Almost certain |  | |
| 1. | Insignificant | **1** | **2** | **3** | **4** | **5** | Low (L) 1-6 | No further action required |
| 2. | Low | **2** | **4** | **6** | **8** | **10** | Medium (M) 9-15 | Further control measures required and implemented before proceeding. |
| 3. | Tolerable | **3** | **6** | **9** | **12** | **15** | Medium (M) 9-15 | Further control measures required and implemented before proceeding. |
| 4. | Major | **4** | **8** | **12** | **16** | **20** | High (H) 16-25 | Do not proceed |
| 5. | Intolerable | **5** | **10** | **15** | **20** | **25** | High (H) 16-25 | Do not proceed |

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| **Hazards** | **Potential Harm** | **Persons at Risk**  **(tick as appropriate)** | | | **Existing Control Measures** | **Risk Rating** | | **Mitigating Actions Introduced** | **New Risk Rating** | **Residual Risk** |
|  |  | **Staff** | **Pupils** | **Visitors** |  | **L x S = RR** | **L / M / H** |  | **L x S = RR** | **L / M / H** |
| 1. Building and Systems not maintained prior to opening | * Lack of statutory inspection, testing, servicing could lead to poorly maintained equipment, injury from faulty equipment or the risk of developing legionella through the lack of water hygiene management. | Y | Y | **Y** | * All inspections, maintenance and servicing are up to date. Where equipment has not undergone the required statutory testing – we will assess the impact of use. (this will include hot and cold water systems, gas safety, fire safety, kitchen equipment, specialist equipment, for example hoists, mobility, lifts) equipment, etc., security equipment, ventilation.   All tests are carried out either on a weekly, monthly or annual basis by SMO or Mears.   * We will ensure water hygiene measures in line with the legionella risk assessment have been maintained whilst the building has been closed or partially closed. Flushing of all water outlets will be routinely undertaken. Building Services we be contacted for any advice.   The site has been open throughout pandemic and weekly checks have been carried out. SMO will carry out a flush all school/college/college breaks.  [See guidance issued by United Utilities regarding Coronavirus and Water System Recovery on MSS](http://www.myschoolservices.co.uk/Page/199) | 4 | L | * **Sling assessments required whilst most companies are on lock down. This is a temporary measure until the company re-opens where we will get them in as soon as possible. The insurance company have agreed this can take place when all/most pupils are back in Sept** * **Staff perform a visual check of each sling prior to each use. Should there be any concern from visual check staff will not use the sling and will contact parents/carers to acquire a replacement.** * **Site manager has conducted his regular tap turning routine of all water outlets representing normal water usage and kept accurate records.** * **Mears have carried out planned water testing as per SLA** * **Air circulates when internal and external door are opened and closed. Doors will be kept open to reduce handle touching where possible and safe** * **Air Conditioning units are subject to regular testing as per SLA** * We will keep up to date with any threats from new variants * Staff/Students have been reminded of basic hygiene measures. * Regular review in response to changes in advice/guidance. | 4 | L |
| 2. Lack of communication with parents/carers and staff members | * Parents/carers may feel anxious about their child returning back to school/college or may not want child back to school/college due to lack of information on the controls in place to manage the risk of Covid-19. * Staff may feel anxious about returning to school/college due to lack of information provided or the expectation placed on staff on returning back into the workplace. | Y |  | **Y** | * We will ensure parents/carers are kept up to date with the measures the school/college are taking to protect pupils against the risk of COVID-19 in school/college – letter to parents and shared on website when any significant changes * All staff (including catering and mid-day assistants) will be provided with the measures the school/college are taking to ensure their health and safety * Discuss any concerns with staff prior to opening after all holidays and provide feedback on the controls in place. This will include any safety reps in school/college. * All teaching and non-teaching staff will be offered Mental Health Awareness training (online or in small groups). * Class teams will have an induction to demonstrate the control processes to be followed to reduce the risk of covid-19, this include the risks identified for teaching/supervising individual student, ensuring full staff awareness before school/college opens. * Daily briefing session will be carried out with students to ensure awareness of procedures implemented in school/college – this will be updated when government guidance changes * All new staff will be inducted into above procedures | 4 | L | * Ensure regular 1-1 or time to talk sessions are held with staff to discuss workloads, address any concerns and provide support, also to ensure that the wellbeing of staff members is not being affected. * Share regular communication of mental health information and open door policy for those who need additional support. * Contract created to share with parents/carers. Also shared on the college website. * Behavior plans and PHP to be reviewed and updated * Staff informed of updates and any changes in arrangements as part of daily staff briefing * RA shared with all staff – any updates to RA to be shared with staff as part of briefing process * Morning briefing to be held as a staff team with shared access to key info using the college shared drive on the server   See [GOV.UK Guidance for the public on the mental health and wellbeing aspects of coronavirus](https://www.gov.uk/government/publications/covid-19-guidance-for-the-public-on-mental-health-and-wellbeing/guidance-for-the-public-on-the-mental-health-and-wellbeing-aspects-of-coronavirus-covid-19).   * Safeguarding team available to signpost parents to support. * Regular review in response to changes in advice/guidance. * Regular updates for parents informing of any changes | 4 | L |

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| **Hazards** | **Potential Harm** | **Persons at Risk**  **(tick as appropriate)** | | | **Existing Control Measures** | **Risk Rating** | | **Mitigating Actions Introduced** | **New Risk Rating** | **Residual Risk** |
|  |  | **Staff** | **Pupils** | **Visitors** |  | **L x S = RR** | **L / M / H** |  | **L x S = RR** | **L / M / H** |
| 3. Staffing levels | * Lack of staff available to teach or carry out required tasks in school/college/college | Y | Y |  | * Staff to be informed that they must only attend work if they are healthy and not exhibiting any symptoms of COVID-19. * Staff exhibiting symptoms will be advised to complete LFT on a daily basis. * Staff will not need to isolate unless they receive a positive result. * From 24 February, the Government will:   a. Remove the legal requirement to self-isolate following a positive test. Adults and children who test positive will continue to be advised to stay at home and avoid contact with other people. After 5 days, they may choose to take a Lateral Flow Device (LFD) followed by another the next day - if both are negative, and they do not have a temperature, they can safely return to their normal routine.  b. No longer ask fully vaccinated close contacts and those under the age of 18 to test daily for 7 days, and remove the legal requirement for close contacts who are not fully vaccinated to self-isolate.  c. Routine contact tracing will end. Contacts will no longer be required to self-isolate or advised to take daily tests. Instead, guidance will set out precautions that contacts can take to reduce risk to themselves and other people - and those testing positive for COVID-19 will be encouraged to inform their close contacts so that they can follow that guidance.   * We will ensure adequate number of staff identified to carry out day to day duties including: leadership, safeguarding, first aiders / fire wardens, caretaking and cleaning staff. * We will ensure arrangements are in place for any members of staff identified as vulnerable or may be more susceptible to effects from COVID -19 (Pregnant staff or staff with underlying health conditions).Home working options or tasks that restrict interaction with others in school/college will be considered.) * Staff have read defib guidance as part of last risk assessment. * Vulnerable staff already identified. * Individual risk assessments will be written for any vulnerable staff for their return to college after any time off. * Home/college contract alerts parents to the fact that college will alert them if we do not have enough staff to meet the needs of their child. | 6 | L | * We will consider contingency plans for staffing levels (teaching, cleaning, caretaking, etc.) * Staff to request an individual risk assessment should they feel they require one – to be completed by SLT * Government guidance read and understood re: containing bubbles. Should staffing levels require changing this guidance would be referred to when making changes. Changes cannot be pre planned for as it has to be reactive to pupil and staffing attendance and changes * Individual RAs carried out for relevant staff on their return to work to ensure risks are identified/mitigated where possible. These are signed by both parties, with a copy to each. * Home testing kits available in college for staff. From 1 April, the Government will no longer provide free universal symptomatic and asymptomatic testing for the general public in England. * Staff meetings and parents’ evenings to be held online where possible. * Regular review in response to changes in advice/guidance. * All parents/guardians spoken to individually by staff. * More tools for communication with parents (EFL) * Safeguarding team available to signpost parents to support. | 4 | L |
| 4. Lack of Fire Wardens & First Aid Provision | * Unable to provide adequate first aid or able to supervise fire evacuation procedure. | Y | Y | **Y** | * We will ensure there are enough First Aiders and Fire Wardens to ensure appropriate cover in place for the needs within college. * Posters displaying first aid/fire warden contact information. * We will identify any further measures, equipment (including PPE) required in order to provide first aid or to use defibrillator safely. See PPE later in risk assessment. * In the event of a fire or an emergency, the emergency evacuation procedure is to be followed * Evacuation assembly points, will allow for social distancing. * Form groups line up down the side of the minibuses ensuring they are separated from other classes. Staff to ensure students are socially distanced where possible and safe to do so. * First aiders available across site if situation arises where we have no first aiders within college. * Fire Evacuation procedures have been reviewed. * A whole-site Fire Drill was successfully carried out each term and students are well aware of the procedure. | 6 | L | See GN 25 – First Aid via MSS  [See Guidance on Covid-19 in relation to carrying out CPR and resuscitation](https://www.resus.org.uk/media/statements/resuscitation-council-uk-statements-on-covid-19-coronavirus-cpr-and-resuscitation/covid-community/)   * Gloves, aprons, surgical masks and face coverings all available to use for first aid as required. All used wipes and dressings should be placed in a bag and tied, double bagged and disposed of in the bin or placed in the yellow bins. * Staff updated regarding use Defib or CPR – advice is not to give mouth to mouth * Ice packs should be anti-bacterial sprayed and wiped before and after each use. * Regular review in response to changes in advice/guidance. | 4 | L |
| 5. Unable to maintain social distancing measures and mixing of pupils on home to school/college transport / public transport. | * Direct transmission of COVID-19 virus from being in close proximity to people with the virus (i.e. person to person transmission -hand to hand, hand to mouth, hand to body). * Indirect transmission of COVID-19 virus from hand and hands contact with contaminated surfaces. | Y | Y |  | * Regular hand washing encouraged for staff and students * Escorts advised to wear appropriate PPE when transporting students to and from school/college. * Regular contact with school transport around making safety arrangements for the transportation of students. Strategy in place to safely bring students into the building. * Masks are not compulsory in communal areas. * Masks do not need to be worn outside. | 8 | M | * Ensure parents and children and young people are aware of the recommendations set out in the Coronavirus (COVID-19): safer travel guidance for passengers   (Including avoiding peak times) when planning their travel.   * Take appropriate actions to reduce risk if hygiene rules and social distancing is not possible, for example when transporting our children and young people with complex needs who need support to access the vehicle or fasten seatbelts. * Provide guidance or training for school/college students on how to use school/college transport. * Ongoing communication with Transport dept to ensure the most efficient drop off and collection procedure is in place. * Transport is managed by the LA Transport Department not school * Regular review in response to changes in advice/guidance. | 6 | L |

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| **Hazards** | **Potential Harm** | **Persons at Risk**  **(tick as appropriate)** | | | **Existing Control Measures** | **Risk Rating** | | **Mitigating Actions Introduced** | **New Risk Rating** | **Residual Risk** |
|  |  | **Staff** | **Pupils** | **Visitors** |  | **L x S = RR** | **L / M / H** |  | **L x S = RR** | **L / M / H** |
| 6. Mixing of staff and non-adherence to social distancing measures during the arrival to and departure from school/college. | * Direct transmission of COVID-19 virus from being in close proximity to people with the virus (i.e. person to person transmission -hand to hand, hand to mouth, hand to body). * Indirect transmission of COVID-19 virus from hand and hands contact with contaminated surfaces. | Y | Y |  | * Handwashing and good hygiene promoted with all staff and students * Social distancing measures encouraged where possible with all students * College will operate 2 groupings: Forms 1, 3, 5 and 7 are Group 1 and Forms 2, 4 and 6 are Group 2. * Hand sanitiser available in 4 areas of college including reception for visitors and withing all classes * Hygiene measures are a constant feature of the daily discussions and students are constantly reminded during the day. * Masks are not compulsory in communal areas. * If increase in cases staff will be advised to wear masks * Masks do not need to be worn outside. | 9 | M | * Limiting visitors to college if there is an increase in cases - essential visitors only eg physios, SALT. * Procedures and protocols agreed with any essential visitors, including discussion around use of PPE, room and resources allocation and expectations in terms of cleaning items down between students, etc. * Regular review in response to changes in advice/guidance. * Staff will be reminded of their responsibilities on a regular basis. | 6 | L |
| 7. Mixing of parents and carers / children and young people and non-adherence of social distancing measures during the drop off and collection times. | * Direct transmission of COVID-19 virus from being in close proximity to people with the virus (i.e. person to person transmission -hand to hand, hand to mouth, hand to body). * Indirect transmission of COVID-19 virus from hand and hands contact with contaminated surfaces. | Y | Y | Y | * Tell parents that if their child needs to be accompanied to the school/college only one parent should attend. * Use of two entrances into college if needed * Increased handwashing for students on arrival and prior to leaving the school/college. * Provide help to students who have trouble cleaning their hands independently. * Hand sanitiser and other products to be safely stored and administered by an adult. * Above communicated to parents in home/college agreement * Masks are not compulsory in communal areas. * Masks do not need to be worn outside. | 9 | M | * Use different entrance /exit points for students if needed * SLT plus car park warden to enforce safety measures * All classrooms have windows on to car park to monitor when students are arriving * Regular review in response to changes in advice/guidance. * Parents to stay in car and wait for staff to come to them. | 6 | L |

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|  |  | **Staff** | **Pupils** | **Visitors** |  | **L x S = RR** | **L / M / H** |  | **L x S = RR** | **L / M / H** |
| 8. Unable to maintain social distancing measures in the classroom. | * Direct transmission of COVID-19 virus from being in close proximity to people with the virus (i.e. person to person transmission -hand to hand, hand to mouth, hand to body). * Indirect transmission of COVID-19 virus from hand and hands contact with contaminated surfaces. | Y | Y |  | * When needed – if cases in classes - rearrange classrooms to ensure that social distancing measures can be maintained. * Reposition seating arrangement to accommodate social distancing * Remove unnecessary items from classrooms and other learning environments where there is space to store it elsewhere. * Staff given cleaning products and cleaning activities built into college day. * Reduce movement of staff between groups as much as possible (enhanced hygiene procedures where this is not possible) * Classrooms to be well ventilated, including use of CO2 monitors | 9 | M | * We will consider which lessons or classroom activities could take place outdoors. * Where a sink is not nearby, we will provide hand sanitiser and tissues in classrooms and other learning environments. * Staff will socially distance where possible, but this may not be always be possible in order to meet individual needs safely. * PPE is available for staff who are carrying out tasks that cannot be completed safely when socially distancing * Assembly delivered in 2 groups to avoid large group mixing * Regular review in response to changes in advice/guidance. * Staff to implement their own control measures appropriate to their class. | 6 | L |
| 9. Unable to maintain social distancing measures and mixing of students and staff whilst moving around the building. | * Direct transmission of COVID-19 virus from being in close proximity to people with the virus (i.e. person to person transmission -hand to hand, hand to mouth, hand to body). * Indirect transmission of COVID-19 virus from hand and hands contact with contaminated surfaces. | Y | Y |  | * Staggered break and lunch times so that all students are not moving around the college at the same time. * Break time rota organised by staff teams * We will remind students to keep to the left hand side of corridors. * Lunch to be eaten in common room in 2 sittings within the 2 identified groups – tables and equipment to be wiped down and sanitised between sittings | 9 | M | * Small group gatherings to be allowed to take place in a space that is ventilated and large enough to allow for social distancing between groups e.g. FW/GL school halls, sports hall. * Staff to supervise students to support social distancing within communal areas * Rota in place for courtyard, rebound and sensory kingdom – staff will clean down when they finish using the space * Courtyard accessed from the external gate * Regular review in response to changes in advice/guidance. * Constant reminders to students and staff to maintain social distancing, daily reminder on briefing in this regard. | 6 | L |

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|  |  | **Staff** | **Pupils** | **Visitors** |  | **L x S = RR** | **L / M / H** |  | **L x S = RR** | **L / M / H** |
| 10. Higher risk of contamination if students and staff use shared equipment and resources. | * Direct transmission of COVID-19 virus from being in close proximity to people with the virus (i.e. person to person transmission -hand to hand, hand to mouth, hand to body). * Indirect transmission of COVID-19 virus from hand and hands contact with contaminated surfaces. | Y | Y |  | * We will limit the amount of shared resources in use * Form groups have own stationery * Shared materials and surfaces will be cleaned more frequently. * Practical lessons will only go ahead if equipment and classroom can be cleaned thoroughly. * Lidded bins for disposal of paper towels have been purchased and are in full use. * Hygiene and social distancing are constantly reinforced throughout the day. * Staff given cleaning products and cleaning activities built into college day. * Staff cleaning gym equipment on courtyard. * Staggered use of the courtyard * Masks are not compulsory in communal areas. * Masks do not need to be worn outside. | 9 | M | * Stagger the use of outdoor areas for breaks, lunch times and outdoor activities: * We will limit the exchange of take-home resources between children, young people and staff. * Courtyard/Sensory Kingdom/Rebound can be used following the rota. Staff from that bubble responsible for thoroughly wiping this down at the end of each day. * Coats and bags kept in lockers – lockers grouped according to groups and spaced around college to avoid clustering. Lockers wiped down at end of day * Communal equipment can be used on the courtyard but is wiped down after each bubble has accessed * Antibacterial spray kept safely in each room * Appropriate MSDS sheets and COSHH guidance shared (this spray has always been available in classes due to the nature of the school) * Regular wipe down of class areas carried out following Government guidance * Toilets wiped down after use * Regular review in response to changes in advice/guidance. * Individual control measures for each class | 6 | L |

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|  |  | **Staff** | **Pupils** | **Visitors** |  | **L x S = RR** | **L / M / H** |  | **L x S = RR** | **L / M / H** |
| 11. Higher risk of contamination if students and staff use shared spaces. | * Direct transmission of COVID-19 virus from being in close proximity to people with the virus (i.e. person to person transmission -hand to hand, hand to mouth, hand to body). * Indirect transmission of COVID-19 virus from hand and hands contact with contaminated surfaces. | Y | Y |  | * We will stagger breaks between lessons so that areas can be shared * Windows in rooms will be open to allow for improved ventilation. * All rooms have cleaning products and staff to clean shared tables/chairs in staffroom. * Social distancing posters on site. * Masks are not compulsory in communal areas. * Masks do not need to be worn outside. | 9 | M | * Courtyard/Sensory Kingdom/Rebound can be used following the rota. Staff from that bubble responsible for thoroughly wiping this down at the end of each day. * Number of staff in the office limited to Maree + 2 (when there are active cases in college) * Regular review in response to changes in advice/guidance. | 6 | L |

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|  |  | **Staff** | **Pupils** | **Visitors** |  | **L x S = RR** | **L / M / H** |  | **L x S = RR** | **L / M / H** |
| 12. Higher risk of contamination if students and staff use shared outdoor spaces and equipment | * Direct transmission of COVID-19 virus from being in close proximity to people with the virus (i.e. person to person transmission -hand to hand, hand to mouth, hand to body). * Indirect transmission of COVID-19 virus from hand and hands contact with contaminated surfaces. | Y | Y |  | * We will stagger the use of outdoor areas for breaks, lunch times and outdoor activities. * We will ensure that outdoor areas are supervised to ensure that social distancing measures are maintained * We will not use outdoor equipment unless we are able to ensure that it is appropriately cleaned between groups of children and young people using it, and that multiple groups do not use it simultaneously. * Masks do not need to be worn outside. | 9 | M | * The school/college field will be used whenever possible to further enhance physical distancing. * Staff to carry out a dynamic risk assessment as to whether the track can be used and still ensure distancing between groups * Courtyard use on a rota with cleaning routines in place * Educational visits to follow Outdoor/ Ed visits risk assessment * Regular review in response to changes in advice/guidance. | 6 | L |
| 13. Mixing of students during break and lunch times and maintenance of social distancing measures. | * Direct transmission of COVID-19 virus from being in close proximity to people with the virus (i.e. person to person transmission -hand to hand, hand to mouth, hand to body). * Indirect transmission of COVID-19 virus from hand and hands contact with contaminated surfaces. | Y | Y |  | * Break and lunch times staggered– 2 groupings in operation with different break and lunch times. * Students asked to wash their hands before and after breaks. * Students to eat their lunch in the common room in 2 groups with tables and chairs wiped afterwards. * Rota for courtyard in place. * Where needed to avoid groups mixing the courtyard will be accessed using the external gate. * Masks are not compulsory in communal areas. * Masks do not need to be worn outside. | 9 | M | * Rota for courtyard use to reduce the interactions of students with cleaning protocols in place. * The breaks have been staggered * PPE available for staff who are involved with the feeding of students * PPE available for intimate care * Groups to have lunch at designated time in common room * One grouping at a time accesses the courtyard. | 6 | L |

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|  |  | **Staff** | **Pupils** | **Visitors** |  | **L x S = RR** | **L / M / H** |  | **L x S = RR** | **L / M / H** |
| 14. Mixing of staff and students whilst providing school/college meals. | * Direct transmission of COVID-19 virus from being in close proximity to people with the virus (i.e. person to person transmission -hand to hand, hand to mouth, hand to body). * Indirect transmission of COVID-19 virus from hand and hands contact with contaminated surfaces. | Y | Y |  | * Cleaning products and hand sanitiser to be available for use by the school/college meals staff. * Stagger the use of outdoor areas for breaks, lunch times and outdoor activities * Kitchen staff made aware of safety issues around Covid-19. | 9 | M | * Dirty cutlery and crockery must not be left in sinks. * WBC kitchen staff will adhere to their own RA’s as they are centrally managed. Any concerns from the kitchen would be conveyed to SLT. * Regular review in response to changes in advice/guidance. * Staff/students working in kitchen and serving food to wear PPE | 6 | L |
| 15. Mixing of students/staff during visits to toilets and hand washing facilities. | * Direct transmission of COVID-19 virus from being in close proximity to people with the virus (i.e. person to person transmission -hand to hand, hand to mouth, hand to body). * Indirect transmission of COVID-19 virus from hand and hands contact with contaminated surfaces. | Y | Y |  | * Toilets will not become crowded by limiting the number of students or young people who use the toilet facilities at one time. * Students and staff to wash their hands using warm water and soap. * Toilet allocation in place where needed – if active cases in college * Bathroom being cleaned by staff after each visit. * Handwashing posters around college | 9 | M | * Supplies of cleaning products monitored so they don’t run out * Regular review in response to changes in advice/guidance. | 6 | L |

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|  |  | **Staff** | **Pupils** | **Visitors** |  | **L x S = RR** | **L / M / H** |  | **L x S = RR** | **L / M / H** |
| 16. Unable to maintain social distancing measures during contact sport and physical education lessons. | * Direct transmission of COVID-19 virus from being in close proximity to people with the virus (i.e. person to person transmission -hand to hand, hand to mouth, hand to body).   Indirect transmission of COVID-19 virus from hand and hands contact with contaminated surfaces. | Y | Y |  | * Cleaning of shared equipment between use. * Staggered use of areas available for sport and fitness | 9 | M | * We will stagger the use of outdoor areas for breaks, lunch times and outdoor activities: | 6 | L |

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|  | |  | | **Staff** | **Pupils** | **Visitors** |  | **L x S = RR** | **L / M / H** |  | **L x S = RR** | **L / M / H** |
| 17. Students and staff are at higher risk of severe illness if they do not maintain social distancing / follow medical advice. | * Direct transmission of COVID-19 virus from being in close proximity to people with the virus (i.e. person to person transmission -hand to hand, hand to mouth, hand to body). * Indirect transmission of COVID-19 virus from hand and hands contact with contaminated surfaces. | | Y | | Y |  | * Clinically vulnerable children and staff who are at higher risk of severe illness (for example, people with some pre-existing conditions as set out in the Staying at home and away from others (social distancing) guidance have been advised to take extra care in observing social distancing and will have PPE available as well as enhanced hygiene protocols * A child, young person or a member of staff who lives with someone who is clinically vulnerable (but not clinically extremely vulnerable), including those who are pregnant, have been advised that they can attend school/college. * If a child, young person or staff member lives in a household with someone who is extremely clinically vulnerable, as set out in the COVID-19: guidance on shielding and protecting people defined on medical grounds as extremely vulnerable guidance they will attend school/college and maintain stringent social distancing as well as enhanced hygiene protocols | 6 | L | * Parents and staff advised of updates and guidance following government and LEA advice * Regular review in response to changes in advice/guidance. * PPE to be worn where possible at key times. * Individual RAs to be completed for students particularly at risk. | 4 | L |

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|  |  | **Staff** | **Pupils** | **Visitors** |  | **L x S = RR** | **L / M / H** |  | **L x S = RR** | **L / M / H** |
| 18. Risk of infecting students and staff if symptomatic pupils and staff are not managed in line with the guidance. | * Direct transmission of COVID-19 virus from being in close proximity to people with the virus (i.e. person to person transmission -hand to hand, hand to mouth, hand to body). * Indirect transmission of COVID-19 virus from hand and hands contact with contaminated surfaces. | Y | Y |  | * Ensure that staff are aware of the process for sending home students and staff if they become unwell with a new, continuous cough or a high temperature and advise them to follow the COVID-19: guidance for households with possible coronavirus infection guidance. * If a child is awaiting collection:   - Move them to front office where they can be isolated behind a closed door  - appropriate adult supervision if required.  - Open a window for ventilation.  - If they need to go to the bathroom while waiting to be collected, they should use a separate bathroom –visitor bathroom only - if possible. The bathroom should be cleaned and disinfected using standard cleaning products before being used by anyone else.  - PPE should be worn by staff caring for the student while they await collection if a distance of 2 metres cannot be maintained (such as for a very young child or a child with complex needs).  - Call 999 if they are seriously ill or injured or their life is at risk.   * If a member of staff has helped someone who was unwell with a new, continuous cough or a high temperature, they do not need to go home unless they develop symptoms themselves. They should wash their hands thoroughly for 20 seconds after any contact with someone who is unwell. * Clean the affected area with normal household disinfectant after someone with symptoms has left will reduce the risk of passing the infection on to other people. See the COVID-19: cleaning of non-healthcare settings guidance. * Staff have been made aware of the Covid-19 Outbreak Control Plan. | 6 | L | * Make sure parents are contactable and have the capacity to collect students should they show symptoms. This is in the updated home-college agreement. * Front office to be used as an isolation room, Sign stating Possible Covid-19 will be put on the door. Further procedure – see below. * SLT notified to assist managing the situation, ensure all PPE regulations adhered to, to protect students and staff. * Parents to be contacted and relevant LA/outside agencies as required * Disabled toilet next to reception to be used by the student if needed. Inform site manager of its use and appropriate PPE and cleaning methods once finished with * Contact the Health protection team should we have any confirmed cases and follow their advice * In the event of students isolating or a further Lockdown, remote learning will recommence. * Regular review in response to changes in advice/guidance. * Do not enter signage to be put on the door * Strict cleaning regime to be followed. * Monitoring by staff to take place every day. | 4 | L |

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|  |  | **Staff** | **Pupils** | **Visitors** |  | **L x S = RR** | **L / M / H** |  | **L x S = RR** | **L / M / H** |
| 19. Visitors do not adhere to social distancing measures put in place. | * Direct transmission of COVID-19 virus from being in close proximity to people with the virus (i.e. person to person transmission -hand to hand, hand to mouth, hand to body). * Indirect transmission of COVID-19 virus from hand and hands contact with contaminated surfaces. | Y | Y | Y | * Non-essential visits will be cancelled and rearranged for the future- if active cases in college * We will limit the number of visitors at any one time. * A specific time window for essential visits to school/college will be provided. * A record of all visitors, including contact details will be maintained.   The above measures have been discussed with our office staff so no non-essential visitors will be allowed into school/college.   * Parents reminded not to make appointments with professionals at school/college unless in consultation with the office. * Visitors to contact college remotely in first instance. * All visitors advised to do lateral flow test on the day of coming into college building – result to be shown to office on arrival * College rule that face coverings to be worn in communal areas by visitors | 6 | L | * Handwashing facilities/sanitiser available including in reception * Regular review in response to changes in advice/guidance. * Visiting medical professionals should wear full PPE and dispose of it themselves. * Zoom /Teams meetings to be set up for those not able to attend in person where possible | 6 | L |
| 20. Delivery of inbound goods - ineffective infection control and increased risk of infection. | * Direct transmission of COVID-19 virus from being in close proximity to people with the virus (i.e. person to person transmission -hand to hand, hand to mouth, hand to body). * Indirect transmission of COVID-19 virus from hand and hands contact with contaminated surfaces. | Y | Y | Y | * All deliveries to be left at the entrance foyer * We will ensure that incoming goods are cleaned if appropriate and required.   These arrangements have already been discussed with office staff and are in operation. | 9 | M | * Introduce greater hand washing and hand washing facilities for staff handling goods and merchandise and provide hand sanitiser where this is not practical. * Restrict non-business deliveries, for example, personal deliveries to staff. * Deliveries to be left for 72 hours before opening where possible * Continue to closely monitor all deliveries. * Regular review in response to changes in advice/guidance. | 6 | L |
| 21. Cleaning - ineffective infection control and increased risk of infection. | * Direct transmission of COVID-19 virus from being in close proximity to people with the virus (i.e. person to person transmission -hand to hand, hand to mouth, hand to body). * Indirect transmission of COVID-19 virus from hand and hands contact with contaminated surfaces. | Y | Y | Y | * Agree a cleaning schedule with the Cleaning Service. * Cleaning Services has adopted the COVID-19: cleaning of non-healthcare settings guidance. * Additional cleaning requirements and hours agreed with provider. * Deep cleans of the building are put into place where there is a confirmed case of COVID-19. * Frequently touched surfaces are cleaned frequently with detergents and bleach by staff. * Toys, books, desks, chairs, doors, sinks, toilets, light switches, banisters, are cleaned more regularly than normal. * Cleaning protocols by college staff already in place within each bubble and for use of any shared spaces. | 9 | M | * Spaces will be well ventilated using natural ventilation (opening windows) or ventilation units. * Doors are propped open, where safe to do so (bearing in mind fire safety and safeguarding), to limit use of door handles and aid ventilation. * On activation of fire alarm these doors will be freed. * Regular review in response to changes in advice/guidance. * Coats can be worn inside if it is particularly cold and windows need to open for ventilation. * Monitor and review cleaning practices regularly. * Staff reminded of cleaning protocols in morning briefings * Availability of cleaning supplies and PPE monitored * Sanitiser in 4 points across college including reception | 6 | L |

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| 22. Changing of students and their intimate care. | * Direct transmission of COVID-19 virus from being in close proximity to people with the virus (i.e. person to person transmission -hand to hand, hand to mouth, hand to body). * Indirect transmission of COVID-19 virus from hand and hands contact with contaminated surfaces. | Y | Y |  | * See school/college hygiene protocol.   The hygiene protocol for intimate care and changing has been shared with staff.  PPE including masks will be worn for intimate care (where deemed necessary), administering medication and the supervision of any child displaying Covid-19 symptoms. | 9 | M | * Regular review in response to changes in advice/guidance. * Staff to wear full PPE when carrying out changing or intimate care. * All used PPE should be double bagged and disposed of as soon as possible | 4 | L |
| 23. Managing students with challenging behaviours which may include spitting and biting. | * Direct transmission of COVID-19 virus from being in close proximity to people with the virus (i.e. person to person transmission -hand to hand, hand to mouth, hand to body). | Y | Y |  | * All individual behaviour plans have been reviewed. * Behaviour lead will be called to support if a student shows escalating behaviours. * Quiet space will be offered to the student and a member of staff will be assigned for CALM talk. * Team Teach intervention will still be used if a student is in crisis and is posing a threat to other students or staff. * PPE (visors, gloves, aprons) will be provided for staff who may need to physically intervene with a student. | 6 | L | * Wherever possible we will try to avoid excluding students but where serious and health threatening incidents occur this may be a short-term measure. * Regular review in response to changes in advice/guidance. * PHPs to of any students that spit/bite to be reviewed | 2 | L |
| 24. Managing a student /staff member showing signs of coronavirus. | * Direct transmission of COVID-19 virus from being in close proximity to people with the virus (i.e. person to person transmission -hand to hand, hand to mouth, hand to body). | Y | Y |  | * Adults and children who test positive will continue to be advised to stay at home and avoid contact with other people for 5 days * Fully vaccinated close contacts and those under the age of 18 will no longer be required to test daily for 7 days. * No legal requirement for close contacts who are not fully vaccinated to self-isolate. * Contacts will no longer be required to self-isolate or advised to take daily tests. Instead, guidance will set out precautions that contacts can take to reduce risk to themselves and other people * Any staff testing positive for COVID-19 will be encouraged to inform their close contacts so that they can follow that guidance. * If a student tests positive college will alert any close contacts (parents) that there has been a case in college * When a child, young person or staff member develops symptoms in school/college compatible with coronavirus (COVID-19), they should be sent home and arrange to have a test to see if they have COVID-19. * If a student is awaiting collection, they should be moved to front office where they can be isolated behind a closed door, depending on the age of the student and with appropriate adult supervision. A window will be opened for ventilation. * If they need to go to the toilet while waiting to be collected, they should use the visitor toilet in the school/college foyer. This will be cleaned and disinfected using standard cleaning products before being used by anyone else. * PPE will be worn by staff caring for the child while they await collection e.g. gloves, apron, mask or if a distance of 2 metres cannot be maintained (such as for any of our very young children). * In an emergency, we will call 999 if the child appears to be seriously ill or injured or their life is at risk. If a member of staff has helped someone with symptoms, they do not need to go home unless they develop symptoms themselves * Staff will wash their hands thoroughly for 20 seconds after any contact with someone who is unwell. * We will clean the affected area with normal household disinfectant after someone with symptoms has left. This will reduce the risk of passing the infection on to other people. See the [COVID-19: cleaning of non-healthcare settings guidance](https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings). * Protocol for alerting staff that a student is moving through building to isolation area has been shared with all staff – staff to keep students out of corridor areas following this tannoy announcement | 6 | L | * If it is not possible to isolate a student for some reason, they will be moved to an area which is at least 2 metres away from other people. | 4 | L |

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| 25. Managing the groups if there is a confirmed case of coronavirus. |  | Y | Y |  | * Adults and children who test positive will continue to be advised to stay at home and avoid contact with other people for 5 days * Fully vaccinated close contacts and those under the age of 18 will no longer be required to test daily for 7 days. * No legal requirement for close contacts who are not fully vaccinated to self-isolate. * Contacts will no longer be required to self-isolate or advised to take daily tests. Instead, guidance will set out precautions that contacts can take to reduce risk to themselves and other people * Any staff testing positive for COVID-19 will be encouraged to inform their close contacts so that they can follow that guidance. * If a student tests positive college will alert any close contacts (parents) that there has been a case in college | 6 | L | * Given we are observing guidance on infection prevention and control, which will reduce risk of transmission, closure of the whole school/college will not generally be necessary. | 4 | L |

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| 26. Protective measures  a. Cleaning hands  b. Ensuring good respiratory hygiene  c. Enhanced cleaning  d. Outbreak of Covid-19 in school/college | * Direct transmission of COVID-19 virus from being in close proximity to people with the virus (i.e. person to person transmission -hand to hand, hand to mouth, hand to body) and by not   cleaning hands properly. | Y  Y  Y  Y  Y | Y  Y  Y  Y  Y |  | * Sufficient time will be allocated for students and staff to wash their hands before, during and at the end of lessons; before and after breaks and at the start and end of the day. * All students and staff will be reminded frequently to catch their coughs and sneezes in their elbows or in a tissue. * Tissue to be binned and hands washed with soap and warm water for 20 seconds. * Windows will be open where possible to ensure ventilation. * Lidded bins will be in all classrooms. * All areas will be thoroughly cleaned on a daily basis by cleaning staff from Cleaning Services. * School/college will follow the procedures outlined in the WBC Covid-19 Outbreak Control Plan | 6  6  6  6  6 | L  L  L  L  L | Examples of mitigating action which could be introduced to reduce the spread of infection:   * Hand sanitiser will be available in every class for use throughout the day. * All classrooms have their own sink with access to hot water. * Bins will be emptied every night and sprayed with anti-bac. * Paper towels will be provided in each classroom. * A cleaning checklist has been produced for use in classrooms. Staff will follow this checklist throughout the day. * Staff will resume home learning through EfL and the website. Students without access to ICT are known and will be provided with a pack. | 4  4  4  4  4 | L  L  L  L  L |
| 27. Social Distancing   1. Grouping children 2. Control measures in classrooms 3. Social distancing around school/college | * Direct transmission of COVID-19 virus from being in close proximity to people with the virus (i.e. person to person transmission -hand to hand, hand to mouth, hand to body) | Y  Y  Y | Y  Y  Y |  | * Our groupings will be Forms 1, 3, 5 and 7 and Forms 2, 4 and 6. * We have organised the timetable and curriculum so that there is minimal movement of staff between groupings. * Students will remain in their forms most of the day with some sessions in larger groups – Friday groups are mixed within the 2 groups * Our classrooms have been rearranged to allow for social distancing. * Wherever possible students will sit alongside each other. * There will be grouping assemblies on Fridays * The common room will be used for college dinners in the 2 designated groupings * Breaks will be staggered. | 6  6  6  6 | L  L | * Students will remain in the set groupings at break and lunch times. * The multi-sensory room available for specific individuals – wiped down after use * Students will be discouraged from sharing resources. * A cleaning checklist for the classroom will be followed throughout the day. * Staff rotas for break times and lunchtimes will be agreed within teams and agreed with NB | 4  4  4  4 | L  L  L  L |
| 28. School/college workforce   1. Vulnerable staff 2. Staff workload and well-being 3. Support staff and visiting staff | * Direct transmission of COVID-19 virus from being in close proximity to people with the virus (i.e. person to person transmission -hand to hand, hand to mouth, hand to body) | Y  Y  Y | Y  Y  Y |  | * Those staff who are clinically extremely vulnerable or clinically vulnerable will have a risk assessment. * The school/college day will not be any longer and staff will not be asked to work beyond their contracted hours. * TAs may be asked to ‘cover’ for teachers at certain times supervising students. | 6  4  4 | L  L  L | Examples of mitigating action which could be introduced to reduce the spread of infection:   * School/college will negotiate with staff if they feel they still need to work from home. * Mental health and well-being training offered for all staff. Staff have access to mental health support if and when required. * Arrangements will be put in place to ensure visiting staff are considered during any test and trace process and can be contacted if necessary. | 4  2  2 | L  L  L |
| 29. School/college operations   1. Dedicated school/college transport 2. Wider public transport 3. Student attendance 4. Educational visits 5. School/college uniform 6. Extra-curricular provision | * Direct transmission of COVID-19 virus from being in close proximity to people with the virus (i.e. person to person transmission -hand to hand, hand to mouth, hand to body) | Y  Y  Y  Y  Y  Y | Y  Y  Y  Y  Y  Y |  | * School/college has been consulted on the use of school/college transport. * Students are closely supervised when boarding and disembarking transport. * No students travel by public transport. We will assess the public transport situation in accordance with WBC guidelines * Although attendance will be mandatory from September we expect there may be differing circumstances which may affect attendance. We will be mindful of these circumstances. * See outdoor / Covid visits Risk Assessment * All trips out will be considered on a case by case basis, taking into account staffing and risks associated * No college uniform making it easier to clean clothes. * We do not offer breakfast or after school/college clubs and do not intend to do so. | 6  6  6  6 | L  L  L  L | Examples of mitigating action which could be introduced to reduce the spread of infection:   * Suitably spaced seating has been established. * Students aged 11 and above will be invited to wear a face mask on transport. * Students to be dismissed from class bases * We will contact all parents including those BAME parents to reassure them of their child’s safety in school/college and the measures we have put in place. | 4  4  4  4 | L  L  L  L |
| 30. Education provision   1. Curriculum expectations 2. Behaviour and pastoral issues 3. Assessment and accountability | Direct transmission of COVID-19 virus from being in close proximity to people with the virus (i.e. person to person transmission -hand to hand, hand to mouth, hand to body) | Y  Y  Y | Y  Y  Y |  | * Students timetable / curriculum as normal * Home learning ready to be reinstated if we return to lockdown. * The school/college behaviour policy has been reviewed and updated. * Positive Handling Policy has been reviewed. * Ongoing teacher assessment throughout the year with termly data and assessment collection | 4  4  4 | L  L  L | Examples of mitigating action which could be introduced to reduce the spread of infection:   * Team Teach training and refreshers planned throughout year for those staff who require it. Behaviour leads available for support and advice. * These staff will be provided with appropriate PPE. | 2  2 | L  L |
| 31. Contingency planning | Direct transmission of COVID-19 virus from being in close proximity to people with the virus (i.e. person to person transmission -hand to hand, hand to mouth, hand to body) | Y | Y |  | * Home learning ready to be reinstated if we return to lockdown at any point -MS Teams set up now same for all college staff so setting up home learning timetable will be put in place when required |  |  | Examples of mitigating action which could be introduced to reduce the spread of infection:   * We have created a home learning tab on the school/college web site where students can access home learning. * EfL can provide daily home learning and can be actioned by teachers at home. * Learning packs and resources created * IXL online maths and English tutoring. |  |  |