

# Risk assessment: College Operation During Step 3 of Government Roadmap Covid19

Initial release date	17/05/2021	E Seward-Adams / G Morris
Reviewed and amended	23/06/2021	E Seward-Adams / G Morris
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This risk assessment covers the risk control measures in place for full on-site operation during Step 3 of the Government Roadmap out of Covid19 lockdown commencing 17<sup>th</sup> May 2021. It includes the measures above and beyond the usual control measures already in place for normal operation, such as hygiene during food preparation, safeguarding, intimate care, etc. It should also be used in conjunction with our remote working/learning risk assessment and all specific activity risk assessments.

These measures are based on current government guidance (as of date above):

- [Guidance for secondary school provision](#)
  - [Government Guidance May 2021 Schools Covid19 Operational Guidance](#)
  - [Government Guidance - What To Do In Case of Symptoms](#)
- [Safe working in education settings](#)

It covers contextual information specific to Bodmin College such as:

- The number of staff and students on roll, including those who are at higher risk of contracting or becoming seriously ill from coronavirus (e.g. <https://www.gov.uk/government/publications/drivers-of-the-higher-covid-19-incidence-morbidity-and-mortality-among-minority-ethnic-groups-23-september-2020> , [RCOG](#) and [Gov Disparities and Risk](#) )
- Any reasonable adjustments required to enable everyone to follow the measures, including students with EHC plans who have their own [individual risk assessments](#) already (e.g. designing approaches to help children with challenging behaviour who may struggle to follow the rules)
- The size and layout of our school premises as well as the resources available (e.g. PPE, soap, cleaning products)

**In writing this we have consulted:**

- Independent legal experts
- Local Authority – [including the Local Public Health Team](#)
- Staff and governors, particularly any union representatives and will communicate measures with staff, students and parents as appropriate

HAZARD	CONTROLS TO BE PUT IN PLACE	PROTECTION MEASURES SATISFACTORY	RISK RATINGS	ADDITIONAL NOTES
<p>Contact with someone suffering from coronavirus</p>	<p>Regular review of current protection measures in relation to infection rates, in accordance with <a href="#">Government Guidance May 2021 Schools Covid19 Operational Guidance</a>.</p> <p>Asymptomatic testing programme offered to all students and staff in March in accordance with Government Guidance. All students, staff and families regularly encouraged to partake in twice weekly home self-testing (Lateral Flow) on Sunday and Thursday evenings. Testing kits distributed regularly.</p> <p>All staff offered access to vaccination programme</p> <p>Everyone is asked not to come into school if they or anyone in their household displays symptoms, has tested positive or has travelled to an area subject to quarantine restrictions. Anyone with symptoms, testing positive or subject to quarantine will be instructed to follow <a href="#">current guidance</a>, regarding self-isolation, <a href="#">testing</a> and tracing. Regular reminders to be given about this. Current communication with parent letter, staff communication, signage and student communication.</p> <p>If a positive/symptomatic/close contact person comes into school, they will be sent home immediately or isolated in the office adjacent to medical room until they can be picked up. The attendance office toilet has been designated for the sole use of people that are being isolated. 999 in cases of serious illness, injury or risk to life.</p> <p>A Grab Bag of PPE is provided for every building: staff training during inset, information on portal.</p> <p>In the case of a positive/symptomatic/close contact student who needs to be supervised before being picked up:</p> <ul style="list-style-type: none"> <li>• If a distance of 2m can't be maintained, supervising staff will wear a fluid-resistant surgical mask</li> <li>• If contact is necessary, supervising staff will also wear</li> </ul>	<p>Yes</p>	<p>Likelihood 2 Severity 4 Rating 8</p> <p>(stringent measures in place to reduce likelihood)</p>	<p>Self-testing uptake monitored through online recording system.</p> <p>Sunday &amp; Thursday testing to minimise impact on education in case of false positive</p> <p>Uptake of vaccines for staff has been high</p> <p>Standard visitor checks and attendance response. Regular reminders in staff and parent bulletins and student tutorials. Out-of-hours number provided.</p> <p>Signage around school.</p> <p>Procedure on the staff portal, staff areas, First Aid room and delivered at staff training.</p> <p>All staff to receive training on donning/doffing PPE</p> <p>The toilet for suspected Covid-19 staff/students is not next to or in close proximity to the isolation</p>

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	<p>disposable gloves and a disposable apron</p> <ul style="list-style-type: none"> <li>If there's a risk of splashing to the eyes, such as from coughing, spitting or vomiting, supervising staff will also wear eye protection</li> </ul> <p>Supervising staff will wash their hands thoroughly for 20 seconds after the pupil has been picked up.</p> <p>Only in exceptional circumstances will staff take positive/symptomatic/close contact children home themselves, and in this case one of the following steps will be taken:</p> <ul style="list-style-type: none"> <li>The driver and passenger will maintain a distance of 2m from each other; or</li> <li>The driver will use PPE and the passenger will wear a face mask if they are old enough and able to do so</li> <li>Windows open to ensure ventilation.</li> </ul> <p>A deep clean will take place in the areas that the positive /symptomatic/close contact person has been in, and PPE will be disposed of properly, following <a href="#">decontamination guidance</a>.</p> <p>If the school becomes aware that a student or a staff member has tested positive for coronavirus, the school will contact the <a href="#">local health protection team</a>. A team will carry out a rapid risk assessment to confirm who's been in close contact with the person, and these people will be asked to self-isolate.</p> <p>To help with this, records will be kept of:</p> <ul style="list-style-type: none"> <li>The students and staff in each group</li> <li>Any <a href="#">close contact</a> that takes place between children and staff in different groups</li> </ul> <p>Students identified as close contacts will be moved to the</p>			<p>room but does present as the closest toilet facility out of the way of the main thoroughfares. Supervising staff member would act to clear all people from the corridor between the two points.</p> <p>If transport is required then a school minibus will be used with two members of staff, including appropriately qualified driver with appropriate ventilation &amp; PPE. Vehicle will then be decontaminated as per guidance.</p> <p>An additional member of staff has been employed specifically for decontamination cleaning.</p> <p>Class and detention registers must be recorded on SIMS. Extracurricular and interventions on clubs' registers. Visitors records at reception.</p>

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	<p>studio or isolation room where 2m distancing can be maintained along with maximum ventilation, safe supervision and easy access for parental collection.</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 school will work with the local health protection team to decide if additional action is needed.</p>			<p>Any advice given by the team will be followed.</p> <p>The creative disabled toilet should be used for students isolating in the studio. Access should be supervised and signage used to restrict access.</p>
Low uptake of Asymptomatic testing	<p>Arrangements for student return in March included accessibility for all, a series of remote live tutorials, student-led testing video and time with face-to-face tutor to reassure students and encourage testing participation. Detailed information for parents/carers.</p> <p>Follow-up text messages and emails to parent/carers of students to encourage ongoing participation in the LFD testing operation.</p>	Yes	<p>Likelihood 3 Severity 2 Rating 6</p>	Uptake in the testing programme was high including for SEND and ARB students.
Changes to symptoms and transmission rates from new Delta variant	<p>Regular consultation with the Local Public Health Team and monitoring of transmission rates to assess changes to risk.</p> <p>ATC Lateral Flow Testing in place for students exhibiting headaches, runny nose and other symptoms not currently recognised as Covid19 symptoms</p>		<p>Likelihood 3 Severity 2 Rating 6</p>	Although rates are increasing, hospitalisation remains low.
Contact with coronavirus when getting to and from school	<p>Everyone will be encouraged to walk, scoot or cycle into school, and asked to avoid taking public transport during peak times if possible.</p> <p>Arrival times are staggered and allocated arrival areas are in place. Certain year groups are collected from those areas to control movement.</p>	Yes	<p>Likelihood 2 Severity 4 Rating 8</p> <p>Stringent measures are in place.</p>	<p>Parent letters, website, staff information.</p> <p>See Movement &amp; Zones plan for staggering</p>

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	<p>Sanitising stations are available across the site. Everyone is encouraged to sanitise/wash hands on arrival. Duty staff allocated to every arrival area.</p> <p>Anyone who needs to take public transport will be referred to <a href="#">government guidance</a>.</p> <p>For dedicated school transport (i.e. buses, minivans), the school will work with providers, students and parents/carers as appropriate to ensure that measures are also in accordance with <a href="#">Cornwall Council Covid19:Transport procedures Schools and Social Care</a></p> <p>Parents/carers who need to drop off and pick up students are aware from previous procedures and current routine that:</p> <ul style="list-style-type: none"> <li>• Parents to remain in vehicles</li> <li>• Students sanitise and proceed straight to allocated area.</li> <li>• Parent may only enter the site for essential communication.</li> </ul>			<p>arrangements.</p> <p>Duty staff in place to ensure face-coverings, bubbles and sanitising measures before boarding buses in school (Hands – Face – Space)</p> <p>Parents new to the school must be informed of the arrangements.</p> <p>Visitor purposes checked via intercom</p>
<p>Spreading of infection due to airborne viral particles</p>	<p>All rooms and corridors will be well <a href="#">ventilated</a> through approved ventilation systems or by opening windows. Doors will be propped open, where fire safety and safeguarding wouldn't be compromised.</p> <p>Face-coverings are not compulsory but are encouraged for students and staff in classrooms/communal rooms where they do not impede teaching and learning.</p> <p>Face-coverings should continue to be worn by students and staff in corridors and canteen queues where 1m social distancing cannot be maintained and track and trace records are limited.</p>	<p>Yes</p>	<p>Likelihood 2 Severity 4 Rating 8 Stringent measures in place</p>	<p>In cold weather, students and staff are encouraged to wear warm clothing and access to hot drinks are available.</p> <p>Students and staff have already been trained on the <a href="#">safe wearing of face-coverings</a>. Regular reminders also take place.</p> <p>Spare face-coverings</p>

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	<p>Staff should continue to wear face-coverings in offices and staffrooms where 2m social distancing cannot be maintained.</p> <p>Visitors are required to wear face-coverings where social distancing, ventilation and regular testing cannot be guaranteed.</p> <p>Staff/students to wear face coverings whilst on public transport (inc College Minibuses) and external trips where sole use of a venue is not guaranteed. <a href="#">Government Guidance May 2021 Schools Covid19 Operational Guidance</a></p> <p>Face-coverings will still be required where:</p> <ul style="list-style-type: none"> <li>• Symptoms/positive case/close contact suspected</li> <li>• Individual risk assessment requires</li> <li>• Activity risk assessment require</li> <li>• Local transmission rates become a concern</li> </ul> <p>Furniture arranged to allow for maximum distancing and forward-facing desks wherever possible.</p>			<p>available for all.</p> <p>Red lanyard visitors to wear face-coverings at all times inside buildings.</p> <p>Green/Yellow lanyard visitors should follow the same expectations as staff. See staff update 14<sup>th</sup> May and parent letter for further details.</p>
<p>Spreading infection due to touch, including sneezes and coughs.</p>	<p>Handwashing/Sanitising facilities are provided across the site in buildings, classrooms, entrance points and canteen areas.</p> <p>Everyone must:</p> <ul style="list-style-type: none"> <li>• Frequently wash and sanitise their hands <a href="#">NHS guidelines</a> . Especially, on arrival, after breaks, if they change rooms, before and after eating, and after sneezing or coughing</li> <li>• Not to touch their mouth, eyes and nose</li> <li>• Use a tissue or elbow to cough or sneeze, and use bins</li> </ul>	<p>Yes</p>	<p>Likelihood 2 Severity 4 Rating 8</p> <p>Stringent protection measures are in place.</p>	<p>Signage at entrance points, corridors and classrooms.</p> <p>Embedded routine. Students have been taught the reasons and procedures. These should be regularly revisited and monitored.</p> <p>Duty staff &amp; classroom</p>

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	<p>for tissue waste</p> <p>Help will be available for any pupils who have trouble cleaning their hands independently.</p> <p>Students that are unable to maintain good respiratory hygiene have a specific Risk Assessment appropriate to meeting their needs.</p> <p>Supplies for soap, hand sanitiser and disposable paper towels and tissues will be topped up regularly and monitored and reported by staff and students. Stocks to be kept replenished.</p> <p>Bins for tissues provided in every classroom and disposed of in accordance with safe working practices.</p>			<p>staff to supervise in all areas</p> <p>Individual RAs by SEND and pastoral team. SEND information on SIMS</p> <p>Cleaning/Site team to check daily, all staff &amp; students responsible for reporting. Embedded routine.</p>
<p>Spreading infection through contact with coronavirus on surfaces</p>	<p>Additional cleaning staff contracted to regularly <a href="#">clean</a> frequently touched surfaces throughout day including:</p> <ul style="list-style-type: none"> <li>• Banisters</li> <li>• Classroom desks and tables</li> <li>• Bathroom facilities (including taps and flush buttons)</li> <li>• Door and window handles</li> <li>• Furniture – Non essential furniture removed</li> <li>• Light switches</li> <li>• Reception desks</li> <li>• Computer equipment (including keyboards and mouse)</li> <li>• Telephones</li> </ul> <p>Items that need laundering (e.g. towels, flannels, bedding) will be washed regularly in accordance with the manufacturer's instructions, on the warmest water setting. These items will not be shared between children between</p>	<p>Yes</p>	<p>Likelihood 1 Severity 4 Rating 4</p> <p>Stringent protection measures are in place.</p>	<p>Additional cleaning spray in every classroom along with sanitiser and paper towels for wiping surfaces. Staff and students also sanitise the desks /chairs / keyboards / mice before and after use.</p> <p>Telephones / radios cleaned by user</p> <p>Unnecessary furniture removed to reduced contamination and create space for social distancing</p>

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	<p>washes.</p> <p>Where shared resources are essential for student support and enrichment, equipment will be thoroughly cleaned before and after use, stringent personal hygiene practice in place and, in addition where possible:</p> <ul style="list-style-type: none"> <li>• Quarantined for 48 hours (72 hours for plastics)</li> <li>• Reserved for use by single class bubbles</li> <li>• Unnecessary sharing avoided</li> </ul> <p>The same rules will be followed for books and other shared resources that students or staff take home. However, unnecessary sharing will be avoided, especially where it doesn't contribute to student education and development.</p> <p>Parents/carers have been asked that students bring their own stationary, equipment and headphones but limit any unnecessary items.</p> <p>Canteen pin pads are not used. Till staff will input names or pin numbers manually. Sanitiser is provided at pay-top-up machines.</p> <p>All areas of the school that are used by staff and students will be cleaned thoroughly at the end of the day as well as throughout the day by additional cleaning team. A cleaning rota is in place with additional cleaning staff to ensure that shared rooms, such as dining areas, will be cleaned between different groups using them.</p>			<p>Dedicated time for Curriculum Teams &amp; regular review by line managers.</p> <p>Marking &amp; feedback policy amended accordingly.</p> <p>Letter sent to parents and included in behaviour policy for monitoring purposes.</p> <p>Lockers not to be used at this time due to access restrictions.</p> <p>Radio communication is used to stagger and inform staff when cleaning is completed.</p>
<p>Spreading infection due to excessive contact and mixing between pupils</p>	<p>All students will be kept in separate year group bubbles wherever possible. In KS3 TG bubbles will be used for lessons wherever possible. Year group bubbles have been allocated to separate arrival/departure areas, separate break/lunch areas and separate toilets.</p>	<p>Yes</p>	<p>Likelihood 2 Severity 4 Rating 8</p> <p>Stringent protection</p>	<p>See Movement and Zones plan.</p> <p>Where 2m staff-student is not possible, time spent</p>

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<p>and staff in lessons.</p>	<p>Movement between lessons is controlled by staggered timings or supervision and collection. External routes should be used wherever possible to access classrooms/canteens. Face-coverings to be worn in corridors where 1m distancing cannot be maintained and track and trace is limited.</p> <p>Staff should maintain a 1m distance from students wherever possible, 2m as a preference and will encourage students to social distance from one another wherever possible.</p> <p>Classrooms cannot accommodate 1-2m social distancing so:</p> <ul style="list-style-type: none"> <li>• Seating plans are in place to reduce mixing.</li> <li>• Desks and chairs arranged side-by-side and facing forwards where possible.</li> <li>• Unnecessary furniture removed to allow extra space.</li> <li>• Screens will be installed where mixing of bubbles is necessary (e.g. interventions/sanctions) and social distancing cannot be adhered to.</li> <li>• For ventilation, windows and doors should be open where safe to do so</li> </ul> <p>Virtual assemblies will continue to be the preference with outdoor and half-year group assemblies now an option to ensure consistent delivery of PSHE/RSE/Collective worship. Year group assemblies will only take place in the rarest of occasions in order to limit mixing.</p> <p>Singing, shouting, chanting, wind instrument activities should not take place in classrooms. Teachers should avoid activities that require the use of raised voices or shouting to minimise projection of aerosols.</p>		<p>measures are in place</p>	<p>within 2m will be kept to a minimum. Face coverings should be considered where they do not affect learning. 1m between staff and students should always be maintained. Visors and screens may also be used and should be cleaned regularly.</p> <p>Supply staff will receive the same information as all staff – a staff briefing takes place 3 times a week and is recorded and minutes emailed out.</p> <p>Individual risk assessments in place. PPE training provided</p> <p>For indoor assemblies, face-coverings will be worn until seated, seats will be spaced, students seated in TG/Register order and well-ventilated. For full year group indoor on only essential occasions face coverings must be worn.</p>

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	<p>Lessons that involve singing, chanting, shouting or playing instruments (particularly wind or brass instruments) will follow current government guidance <a href="https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/performing-arts">https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/performing-arts</a> be limited to no more than 15 students, and will take place outside wherever possible (if taking place inside, the space will be well ventilated). Students will be positioned either back-to-back or side-to-side at an appropriate distance. Students remain seated in lessons and are seated facing away from each other. If staff are required to support a child this should be done from a 2m distance where possible. Where this is not possible, 1m distance should be adhered to and face-to-face positioning avoided.</p> <p>For physical activity, <a href="#">Government approved sporting activities only</a> will take place. Outdoor and individual sports will be prioritised where possible, or large well-ventilated indoor spaces used where it is not. Distance between students will be maximised as much as possible and rigorous cleaning of surfaces and equipment in place.</p> <p>Staff can work across different groups in order to deliver the school timetable, but they will keep their distance from students and other staff as much as they can (ideally 2m). Where this is not possible, close face-to-face contact will be avoided, and time spent within 1 metre will be minimised.</p> <p>Supply teachers, peripatetic teachers and other temporary staff will be told to minimise contact and maintain as much distance as possible from other staff. The number of temporary staff entering the school premises will be kept to a minimum.</p> <p>Students with complex needs or who need personal and/or intimate care will have the same level of support but specific risk assessments for individuals will support staff and</p>			<p>For outdoor events see guidance on <a href="#">performing arts</a> and <a href="#">delivering outdoor events</a></p> <p>Additional guidance from the <a href="#">music education hubs</a> will also be followed.</p> <p><a href="https://www.gov.uk/guidance/nce/coronavirus-covid-19-grassroots-sports-guidance-for-safe-provision-including-team-sport-contact-combat-sport-and-organised-sport-events">https://www.gov.uk/guidance/nce/coronavirus-covid-19-grassroots-sports-guidance-for-safe-provision-including-team-sport-contact-combat-sport-and-organised-sport-events</a></p> <p>Staff should remain at the front of the class wherever possible. If it is essential for teaching and learning to move around the class then face-coverings should be worn, 1m maintained and a visor considered for</p>

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	<p>students in ensuring appropriate safety precautions are in place.</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, respiratory hygiene and PPE.</p>			staff.
<p>Spreading infection due to excessive contact and mixing between pupils and staff around and outside of the school</p>	<p>Parents will be advised of the bubbles and advised to keep bubbles separate outside of the school day.</p> <p>For students who routinely attend other settings on a part-time basis, such as an alternative provision setting, the school will work with these other settings to ensure student and staff safety is paramount. Small pastoral support groups such as the Journey Centre, Intex and Kev Smallcombe intervention will keep students socially distanced and enhance sanitising. Additional use of screens is available.</p> <p>Students groups have staggered timetables, including for start and finish times, break and lunch times, and virtual assemblies, to avoid too many pupils being in one place at the same time.</p> <p>Movement around the school site will be kept to a minimum with three zones of learning.</p> <p>Students will be supervised to ensure mixing between groups is limited. Timetabled/duty rota staff to oversee students at all times. Students reminded about the rules throughout the day.</p> <p>Rooms will be accessed directly from outside where possible.</p> <p>Timetables have been checked to ensure year groups do not mix in corridors during lesson transition.</p>		<p>Likelihood 2 Severity 4 Rating 8</p> <p>Stringent protection measures are in place</p>	<p>See parental letters and Covid19 section of website.</p> <p>See Movement &amp; Zones plan and duty rotas.</p>

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	<p>Canteen access times have been staggered and routes check to ensure only one year group bubble at a time. Canteens will be cleaned between each use.</p> <p>Specific toilets allocated to each year group bubble to prevent mixing plus regularly cleaning.</p> <p>Staff room furniture has been reconfigured to create more space, soft furnishings removed, one-way system in place and screens or 2m between PCs/seating. Library reallocated as additional staff workroom</p> <p>Visitors to the site, will be by prior appointment only with guidance on hygiene, distancing and symptoms and checked on or before arrival. A record will be kept of all visitors.</p> <p>Visitors will be required to wear face-coverings inside the school building</p> <p>Meetings should be held outside or in a well-ventilated room observing 2m distance and hygiene.</p> <p>Residential and non-residential domestic educational visits will be dependent on current government restrictions and will only take place in the same bubble. As is normal procedure, all trips will be subject to approval and a separate risk assessment in line with the guidance in Annex C of the <a href="#">DfE's operational guidance</a></p>			Overseas trips not yet permitted.
Spreading infection due to the school environment	<p><a href="#">Checks to the premises</a> will be done to make sure the College meets health and safety standards before reopening with particular attention to areas that have been out-of-use.</p> <p>Fire Risk assessment completed in year group bubbles as in September</p> <p>Fire, first aid and emergency procedures will be reviewed termly to make sure they can still be followed with limited</p>	Yes	<p>Likelihood 2 Severity 4 Rating 8</p> <p>Stringent protection measures are in place</p>	Fire procedure has been checked and drills will be practiced once per term and if possible in one year group at a time

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	<p>staff and changes to how the school space is being used.</p> <p>Areas in use will be well ventilated by opening windows or using ventilation units. Doors will be propped open, where fire safety and safeguarding is not compromised.</p> <p>The use of lifts will be avoided unless essential.</p> <p>Deep or lidded bins will be provided in classrooms and other key locations to dispose of tissues and any other waste.</p> <p>Outdoor space will be used for breaks where possible.</p>			<p>Additional door stops and magnets fitted.</p> <p>Where lifts are used cleaning, distancing and face coverings will be in place.</p>
Spreading infection due to excessive contact and mixing in meetings	<p>Where possible, meetings should be conducted by telephone or using video conferencing with MS Teams and Web Cams available in all departments. This includes meetings with staff, parents/carers, visitors and governors.</p> <p>Where this isn't possible, meetings should be conducted outside, or in a well ventilated room large enough to allow for social distancing</p>		<p>Likelihood 2 Severity 4 Rating 8</p> <p>Stringent protection measures are in place</p>	Face-coverings should be worn where 2m distancing cannot be maintained.
Spreading infection due to excessive contact with visitors	<p>Essential visitors only. For these essential visitors the following measures apply:</p> <p>Access to the site is restricted and controlled by the intercom system.</p> <p>Visitors to the site, will be by prior appointment only with guidance on hygiene, distancing and symptoms and checked on or before arrival. Visitors will be required to wear face-coverings inside the building and a record will be kept of all visitors.</p> <p>Meetings should be held virtually wherever possible. Meeting in person should be held outside or in a well-ventilated room observing 2m distancing, face-coverings</p>	Yes	<p>Likelihood 2 Severity 4 Rating 8</p> <p>Stringent protection measures are in place.</p>	<p>Reception staff are protected by additional screens.</p> <p>External collection/drop-off table to limit visitors entering the building. Where the weather prevents this, the table will be located just inside the door.</p>

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	<p>should be worn and hand/respiratory hygiene observed.</p> <p>Visitors are encouraged to engage with twice weekly home self-testing in accordance with <a href="#">government guidance</a>.</p>			<a href="#">See self test ordering</a>
Risk of spreading infection due to poor track and trace.	<p>Robust track and trace measures are in place and the College engages full with NHS test and trace procedures.</p> <p>The college engages fully with advice and guidance from Public Health England and Cornwall Public Health Team.</p> <p>Accurate student registers are kept and checked. Anomalies are followed up and recorded.</p> <p>Visitors and contractors are limited to essential only but are also included in our record keeping.</p> <p>Staff and 6<sup>th</sup> Form students have received guidance about the NHS app.</p> <p>Cover lessons are recorded and clubs registers are in place for all non-SIMS activities.</p> <p>Where track and trace is limited and a minimum of 1m distancing cannot be maintained such as corridors and canteen queues, face-coverings are required as an additional measure.</p>	Yes	Likelihood 2 Severity 4 Rating 8	<p>See BC Covid Procedures.</p> <p>Case monitoring system is in place and includes records of all possible, confirmed and contact cases. This is shared with attendance staff to ensure early identification.</p> <p>See clubs registers and seating plans on TDrive</p> <p>See <a href="#">close contact definition</a>.</p>
Individuals vulnerable to serious infection coming into school	<p>Measures outlined in this risk assessment meet <a href="#">current guidance</a> which states that vulnerable categories can attend school where it is not possible to work from home but should maintain good prevention practice in the work place and at home. The College will continue to follow Government Shielding guidance where this applies (including pregnant 3<sup>rd</sup> trimester).</p> <p>Protection measures are in place to protect all staff and students including those that classify as clinically vulnerable,</p>	Yes	Likelihood 2 Severity 4 Rating 8	<p>See remote working risk assessment &amp; guidance.</p> <p>Vaccination programme also contributes to reduced risk</p> <p>Additional protection FFP2/N25 masks are</p>

HAZARD	CONTROLS TO BE PUT IN PLACE	PROTECTION MEASURES SATISFACTORY	RISK RATINGS	ADDITIONAL NOTES
	<p>living with CV/CEV household members or classified under another vulnerable category.</p> <p>In addition, all staff considered as vulnerable have been offered an <u>Individual risk assessment</u> and advised to discuss their personal needs and individual circumstances with their line manager.</p>			<p>available for all staff</p> <p>SLT have been given guidance to support staff in making their decision.</p>
Behaviours that create increased risk of infection transmission.	<p>A culture of high behavioural expectations is embedded across the college and a clear behaviour framework of reward and sanction is in place.</p> <p>This is clearly communicated to students, staff and parents.</p> <p>Pastoral and SEND provision is also in place to support students to make the correct behavioural choices.</p>	Yes	<p>Likelihood 1 Severity 4 Rating 4</p>	See behaviour management procedures.
Lack of communication leading to increased risk of transmission.	<p>Well established systems of communication are in place that include:</p> <ul style="list-style-type: none"> <li>Regular staff briefings that are recorded and available to all staff.</li> <li>Daily tutorials for students</li> <li>Regular parent bulletins and FAQs that are emailed or posted to all parents/carers.</li> <li>Regular SLT meetings that include H&amp;S on the agenda.</li> </ul> <p>This is further enhanced by a culture of openness and collaborative support where people are not afraid to ask.</p>	Yes	<p>Likelihood 2 Severity 4 Rating 8</p>	See also dedicated page on website and staff portal.
Lack of staff leading to poor supervision	<p>Staff absence is monitored daily and any issues raised with SLT. SLT review the staffing levels regularly and have procedures in place for staff to request/report absence.</p> <p>A supply bank is also in place to provide a buffer.</p>	Yes	<p>Likelihood 2 Severity 3 Rating 6</p>	
Risk of missed	Protection measures are in place in accordance with	Yes	Likelihood 1	Remote learning



BC Covid19 Safeguarding Policy Addendum	BC Parent Letters, Staff Training Presentations
BC Covid19 Behaviour Policy Addendum	BC COVID Procedures
BC Covid 19 Fire & Evacuation Procedures for September	BC SEND/Student Individual Risk Assessment
BC Covid19 Daily Cleaning Schedule	BC Covid19 Guidance for First Aid & Intimate Care Provision
PHE SW Checklist For Outbreak Management in Educational Settings (LA10/06)	LA Transport Procedures School & Social Care
BC Movement / Zone Plan	LA Health & Safety Checks for Re-opening Schools